CLEARWATER CAMPUS
2465 Drew Street
Clearwater, FL 33765-2816
Telephone 727-791-2400

CARUTH HEALTH EDUCATION CENTER
7200 66th Street North
Pinellas Park, FL 33781-4005
Telephone 727-341-4772

TARPON SPRINGS CAMPUS
600 Klosterman Road
Tarpon Springs, FL 34689
Telephone: 727-712-5750 or
727-938-3744

SPC MIDTOWN
1048 22nd Street South
St. Petersburg, FL 33712
Telephone 727-341-7156

ST. PETERSBURG/GIBBS CAMPUS
6605 Fifth Avenue North
St. Petersburg, FL 33710-6801
Telephone 727-341-4772

SEMINOLE CAMPUS
9200 113th Street North
Seminole, FL 33772-2800
Telephone 727-341-4772

SPC DOWNTOWN
244 Second Avenue N
St. Petersburg, FL 33701
Telephone 727-341-4249

ST. PETERSBURG COLLEGE

(Formerly known as St. Petersburg Junior College)

2011-2012 CATALOG

SPC's Preferred Mailing Address
(ALL CAMPUSES)
P.O. Box 13489
St. Petersburg, FL 33733-3489

WORLDWIDE WEB ADDRESS
http://www.spcollege.edu

ALLSTATE CENTER
3200 34th Street South
St. Petersburg, FL 33711-3829
Telephone 727-341-4772

EPICENTER
13805 58th Street North
Largo, FL 33760
Telephone 727-341-4472

SPC CORPORATE TRAINING CENTER
13805 58th Street North
Largo, FL 33760
Telephone 727-341-4445

CAMPUS SECURITY/CRIME INFORMATION

A copy of St. Petersburg College's Annual Security Report, which includes statistics for the previous three (3) years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by St. Petersburg College; and on public property within or immediately adjacent to and accessible from the campus and which includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault and other matters, can be obtained by contacting either the Associate Provost's Office, Site Administrator's Office, the Campus Security Office or the Office of Human Resources.

EQUAL ACCESS/EQUAL OPPORTUNITY

St. Petersburg College is dedicated to the concept of equal opportunity. The college will not discriminate on the basis of race, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or against any qualified individual with disabilities, in its employment practices or in the admission and treatment of students. Recognizing that sexual harassment constitutes discrimination on the basis of sex and violates this rule, the college shall not tolerate such conduct. Should you experience such behavior, please contact the director of EA/EO, at (727) 341-3261, by mail at P.O. Box 13489, St. Petersburg, FL 33733-3489 or by e-mail at eaeo_director@spcollege.edu.

ACCREDITATION

St. Petersburg College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award selected Bachelor's degrees in Science and Bachelor's degrees in Applied Science, Associate's degrees in Arts, Associate's degrees in Science, and Associate's degrees in Applied Science, as well as certificates and Applied Technology diplomas. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of St. Petersburg College.

PRESIDENT

Dr. William D. Law, Jr.

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Trustees emeriti of St. Petersburg College (formerly known as St. Petersburg Junior College) since the Board of Trustees was created in 1968 are: Arthur Libby Albers*, Philip Benjamin*, Stanley A. Brandimore*, L. Chauncey Brown*, Janice C. Buchanan, Laurel J. Chadwick, Pamela Jo Davis, William W. Gilkey, Thomas H. Gregory, Lacy R. Harwell*, Paul Hatchett, James E. Hendry*, Ann G. Hines*, H. W. Holland*, W. Richard Johnston, Susan D. Jones, Cecil B. Keene*, Joseph H. Lang (designated Chairman Emeritus), Beatrice Lewis*, E. C. Marquardt*, J. Patrick McElroy, Demos A. Megaloudis*, Gary Megaloudis, Reina C. Pollack, Kenneth T. Welch, Mac J. Williams*, and Robert C. Young. *Deceased

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NOTICE REGARDING POLICIES FOUND IN THIS CATALOG AND CHANGES TO POLICIES

Students need to review Board of Trustees (BOT) Rules and Procedures (www.spcollege.edu/central/BOTrules/) to determine complete policies. Students may review BOT Rules at the library or provosts' office. This catalog is for information only and does not constitute a contract between the applicant/student and the College. The College reserves the right to change, modify or alter without notice all fees, charges, tuition, expenses, and costs of any kind and further reserves the right to add or delete without notice any course offering or information in this catalog. The College further reserves the right to change any provision or requirement when such action becomes necessary.

ST. PETERSBURG COLLEGE
ACADEMIC CALENDAR
8/22/2011 - 12/16/2011 — FALL TERM 0445 — 20111

May	2	Monday	Students can view FALL class offerings on MySPC
	28	Saturday	Deadline for International applicants to fulfill requirements
	31	Tuesday	Special Programs FALL Registration for FALL Classes
June	1	Wednesday	Special Programs FALL Registration for FALL Classes
	2	Thursday	OPEN Registration for FALL Classes
	16	Thursday	Incoming Transient Student Registration for FALL Classes
August	1	Monday	ANGEL Maintenance begins (8/1 through 8/10)
	8	Monday	Priority deadline date for admission application and materials for regular session
	10	Wednesday	Payment Plan enrollment deadline
	16	Tuesday	Universal due date for tuition
	16	Tuesday	(NOON) Deadline to pay online with Florida Prepaid
	18	Thursday	Faculty report for duty
	19	Friday	Registration BEGINS: Senior Citizen & State Employee - Regular Classes
	22	Monday	First day of classes: Regular, 1st 8-Week Mod, Online ***NOTE: NO REGISTRATION ALLOWED AFTER 1ST CLASS MEETING***
	26	Friday	Last day to drop, receive refund and/or change to audit: Regular, 1st 8-Week Mod, Online
	26	Friday	First day of Weekend classes ***NOTE: NO REGISTRATION ALLOWED AFTER 1ST CLASS MEETING***
	26	Friday	Registration ENDS: Senior Citizen & State Employee - Regular Classes
September	2	Friday	Last day to drop, receive refund and/or change to audit: Weekend classes
	5	*Monday*	***COLLEGE CLOSED - Labor Day***
	16	Friday	Registration BEGINS: Senior Citizen & State Employee - Express Classes
	19	Monday	First day of Express classes ***NOTE: NO REGISTRATION ALLOWED AFTER 1ST CLASS MEETING***
	22	Thursday	Last day to withdraw with a grade of "W": 1st 8-Week Mod Classes
	23	Friday	Senior Citizen & State Employee Registration ENDS: Express Classes
	23	Friday	Last day to drop, receive refund and/or change to audit: Express Classes
October	13	Thursday	Last day of classes: 1st 8-Week Mod
	14	Friday	Midterm exams for Online classes BEGIN
	14	Friday	(4 P.M.) Final grades due in PS for 1st 8-Week Mod Classes
	16	Sunday	Midterm exams for Online classes END
	17	Monday	First day of classes: 2nd 8-Week Mod ***NOTE: NO REGISTRATION ALLOWED AFTER 1ST CLASS MEETING***
	21	Friday	Last day to drop, receive refund and/or change to audit: 2nd 8-Week Mod classes
	25	*Tuesday*	***COLLEGE CLOSED - COLLEGE DAY - NO CLASSES***
	25	Tuesday	Last day to withdraw with a grade of "W": Weekend Classes
	27	Thursday	Last day to withdraw with a grade of "W": Regular & Online Classes
November	4	Friday	Deadline for name in graduation program
	7	Monday	Last day to withdraw with a grade of "W": Express Classes
	11	*Friday*	***COLLEGE CLOSED -Veteran's Day***
	18	Friday	Last day to withdraw with a grade of "W": 2nd 8-Week Mod Classes
	23	*Wednesday*	***COLLEGE CLOSED - Thanksgiving Break 11/23 - 11/27/11***
December	8	Thursday	Final exams BEGIN: Weekend Classes
	9	Friday	Final exams BEGIN: Online Classes
	10	Saturday	Final exams END: Weekend Classes
	11	Sunday	Final exams END: Online Classes
	10	Saturday	Last day of Weekend Classes
	12	Monday	Final exams BEGIN: Regular & Express Classes
	15	Thursday	Final exams END: Regular & Express Classes
	15	Thursday	Last day of classes: Regular, Online, Express, 2nd 8-Week Mod
	16	Friday	(4 P.M.) Final grades due in PS: Regular, Online, Express, 2nd 8-Wk Mod
	16	Friday	Last day for Faculty
	17	Saturday	Commencement
	17	*Saturday*	*STUDENT Winter Break begins: NO CLASSES UNTIL 1/9/12*
	17	*Saturday*	*FACULTY Winter Break begins: FACULTY RETURN 1/6/12*
	20	*Tuesday*	***COLLEGE CLOSED 12/20/11- 1/2/12***

ST. PETERSBURG COLLEGE
ACADEMIC CALENDAR
1/09/2012 - 5/04/2012 — SPRING TERM 0450 — 20112

October	3	Monday	Students can view SPRING class offerings on MySPC
	28	Friday	Deadline for International applicants to fulfill requirements
	31	Monday	Special Programs Registration begins
November	2	Wednesday	OPEN Registration BEGINS: Regular, Online, Express, 1st & 2nd 8-Week Mod
	16	Wednesday	Incoming Transient Student Registration for Spring Classes
December	28	Wednesday	Priority deadline date for admission application and materials for regular session
January	3	Tuesday	Payment Plan enrollment deadline
	4	Wednesday	Universal due date for tuition
	6	Friday	Faculty report for duty
	6	Friday	Registration BEGINS: Senior Citizen & State Employee - Regular Classes
	9	Monday	First day of classes: Regular, 1st 8-Week Mod, Online ***NOTE: NO REGISTRATION ALLOWED AFTER 1ST CLASS MEETING***
	13	Friday	Last day to drop, receive refund and/or change to audit: Regular, 1st 8-Week Mod, Online
	13	Friday	First day of Weekend classes ***NOTE: NO REGISTRATION ALLOWED AFTER 1ST CLASS MEETING***
	13	Friday	Registration ENDS: Senior Citizen & State Employee - Regular Classes
	16	*Monday*	***COLLEGE CLOSED - Martin Luther King Jr.'s Birthday observed***
	20	Friday	Last day to drop, receive refund and/or change to audit: Weekend classes
February	3	Friday	Registration BEGINS: Senior Citizen & State Employee - Express Classes
	6	Monday	First day of Express classes ***NOTE: NO REGISTRATION ALLOWED AFTER 1ST CLASS MEETING***
	9	Thursday	Last day to withdraw with a grade of "W": 1st 8-Week Mod Classes
	10	Friday	Last day to drop, receive refund and/or change to audit: Express Classes
	10	Friday	Senior Citizen & State Employee Registration ENDS: Express Classes
March	1	Thursday	Last day of classes: 1st 8-Week Mod
	2	Friday	(4 p.m.) Final grades due in PS for 1st 8-Week Mod Classes
	4	*Sunday*	***COLLEGE CLOSED - SPRING BREAK (3/4 - 3/10)***
	12	Monday	First day of classes: 2nd 8-Week Mod ***NOTE: NO REGISTRATION ALLOWED AFTER 1ST CLASS MEETING***
	16	Friday	Last day to drop, receive refund and/or change to audit: 2nd 8-Week Mod classes
	16	Friday	Midterm exams for Online classes BEGIN
	18	Sunday	Midterm exams for Online classes END
	19	Monday	Last day to withdraw with a grade of "W": Weekend Classes
	20	Tuesday	Last day to withdraw with a grade of "W": Regular & Online Classes
	23	Friday	Deadline for name in graduation program
April	1	Sunday	Financial Aid 60% Withdrawal Date: Express Classes
	2	Monday	Last day to withdraw with a grade of "W": Express Classes
	6	*Friday*	***COLLEGE CLOSED -- SPRING HOLIDAY (4/6 - 4/8)***
	12	Thursday	Last day to withdraw with a grade of "W": 2nd 8-Week Mod Classes
	26	Thursday	Final exams BEGIN: Weekend Classes
	27	Friday	Final exams BEGIN: Online Classes
	28	Saturday	Final exams END: Weekend Classes
	29	Sunday	Final exams END: Online Classes
	28	Saturday	Last day of Weekend classes
	30	Monday	Final exams BEGIN: Regular & Express Classes
May	3	Thursday	Final exams END: Regular & Express Classes
	3	Thursday	Last day of classes: Regular, Online, Express, 2nd 8-Week Mod
	4	Friday	(4 p.m.) Final grades due in PS: Regular, Online, Express, 2nd 8-Wk Mod
	4	Friday	Last day for Faculty
	5, 6 or 7		Commencement

ST. PETERSBURG COLLEGE
ACADEMIC CALENDAR
5/14/2012 - 7/20/2012 — SUMMER TERM 0455 — 20113

February	27	Monday	Students can view SUMMER class offerings on MySPC
March	12	Monday	Deadline to apply for Summer Study Abroad trips
	23	Friday	Deadline for International applicants to fulfill requirements
	26	Monday	Special Programs Registration begins
	28	Wednesday	OPEN Registration BEGINS: Regular, Online, Express, 1st 8-Week Mod
April	11	Wednesday	Incoming Transient Student Registration for Summer Classes
May	1	Tuesday	Priority deadline date for admission application and materials for regular session
	3	Thursday	Payment Plan enrollment deadline
	9	Wednesday	Universal due date for tuition
	11	Friday	Registration BEGINS: Senior Citizen & State Employee - Regular Classes
	14	Monday	Faculty report for duty
	14	Monday	First day of classes: Regular, 1st 8-Week Mod, Online ***NOTE: NO REGISTRATION ALLOWED AFTER 1ST CLASS MEETING***
	18	Friday	Last day to drop, receive refund and/or change to audit: Regular, 1st 8-Week Mod, Online ***NOTE: NO REGISTRATION ALLOWED AFTER 1ST CLASS MEETING***
	18	Friday	Registration ENDS: Senior Citizen & State Employee - Regular Classes
	28	*Monday*	***COLLEGE CLOSED - Memorial Day observed***
June	8	Friday	Registration BEGINS: Senior Citizen & State Employee - Express Classes
	8	Friday	Deadline for name in graduation program
	11	Monday	First day of Express classes ***NOTE: NO REGISTRATION ALLOWED AFTER 1ST CLASS MEETING***
	13	Wednesday	Last day to drop, receive refund and/or change to audit: Express Classes
	14	Thursday	Last day to withdraw with a grade of "W": 1st 8-Week Mod Classes
	15	Friday	Senior Citizen & State Employee Registration ENDS: Express Classes
	17	Sunday	Midterm exams for Online classes BEGIN
	19	Tuesday	Midterm exams for Online classes END
	22	Friday	Last day to withdraw with a grade of "W": Regular and Online Classes
July	3	Tuesday	Last day to withdraw with a grade of "W": Express Classes
	4	*Wednesday*	***COLLEGE CLOSED - Fourth of July holiday***
	5	Thursday	Last day of classes: 1st 8-Week Mod
	6	Friday	(4 P.M.) Final grades due in PS: 1st 8-Week Mod classes
	15	Sunday	Final exams BEGIN: Online Classes
	17	Tuesday	Final exams END: Online Classes
	18	Wednesday	Final exams BEGIN: Regular & Express Classes
	19	Thursday	Final exams END: Regular & Express Classes
	19	Thursday	Last day of classes: Regular, Express & Online Classes
	20	Friday	Last day for Faculty
	20	Friday	(4 P.M.) Final grades due in PS: Regular, Express & Online Classes
	21	Saturday	Commencement

ST. PETERSBURG COLLEGE FOUNDATION, INC.

P.O. Box 13489
St. Petersburg, FL 33733
Telephone: (727) 341-3302
FAX: (727) 341-3123
spcfdn@spcollege.edu

The St. Petersburg College Foundation, Inc. is a 501 (c)(3) corporation chartered under Florida statutes, serving as a direct-support organization of St. Petersburg College. In support of the vision and mission of SPC the Foundation accepts and prudently manages all gifts including cash, securities, property, bequests and trust or life-income arrangements.

The Foundation is guided by a Board of Directors composed of professional, business and civic leaders who are vitally interested in higher education in the greater Tampa Bay area.

The St. Petersburg College Foundation, Inc. promotes the practice of philanthropy through partnerships with the community for the advocacy of higher education in general and specifically at SPC, for (1) the provision of student scholarships, awards and grants, (2) the advancement of teaching and instructional services, (3) new and improved facilities and (4) state-of-the-art technology.

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ST. PETERSBURG COLLEGE'S HISTORY

In September 1927, Florida's first two-year institution of higher learning – St. Petersburg Junior College – opened in an unused wing of the then-new St. Petersburg High School. Enrollment: 102, taught by a faculty of 14.

Full accreditation followed in 1931. In 1948, the private college became public. In 1965, Gibbs Junior College, which served African-American students, was merged with this ever-expanding institution. Today, the college has nine learning sites throughout Pinellas County.

Dr. William D. Law, Jr., became St. Petersburg College's sixth president on June 7, 2010, following the retirement of Carl M. Kuttler, Jr., who served as president for 31 years.

Over the years, the college expanded from two campuses to nine learning sites, and now has one of the most highly acclaimed distance learning programs in Florida. In June, 2001, SPJC dropped the "junior" from its name, becoming St. Petersburg College, the first among Florida's 28 public community colleges to transition to a four-year institution. In August 2002, SPC began offering fully accredited baccalaureate programs leading to bachelor's degrees. The college's commitment to its two-year curriculum, which has earned it wide recognition and annually wins it high national ranking, remains as strong as ever.

SPC now offers 24 bachelor's degrees, most in areas that have traditionally been underserved by the Florida's public universities..

SPC, which is accredited by the Southern Association of Colleges and Schools and governed by its local Board of Trustees, has four traditional campuses – in St. Petersburg, Clearwater, Tarpon Springs and Seminole. In addition, allied health courses are taught at the Caruth Health Education Center in Pinellas Park, public safety training is offered trhough SPC's Southeastern Public Safety Institute at the Allstate Center in St. Petersburg, and Corporate Training is at the EpiCenter in Largo. Classes convene at two other sites in St. Petersburg as well: the Downtown Center at 244 2nd Ave. N, and in the Midtown Center at 1048 22nd Ave. S.

In March 2005, the college's administrative offices moved to 13085 58th St. N, one long block north of Ulmerton Road. There, in partnership with Pinellas County, the college occupies 180,000 total square feet in a newly renovated building known as the EpiCenter. The EpiCenter includes a facility where area businesses can focus on planning, strategizing, problem-solving, and professional development. The EpiCenter's support services building, two doors away, was occupied in fall 2004.

As the college grew, and services provided through the EpiCenter expanded, the college's administrative offices had to find a new home. In 2006 they moved about a mile from the EpiCenter. The District Office, as it is known, is at 6021 142nd St. N.

The Honors College, headquartered at the Clearwater Campus, and the St. Petersburg Collegiate High School, located on the St. Petersburg/Gibbs Campus were established in 2004. The latter is a public charter school for ambitious and motivated high school students (grades 10-12) aiming to receive a high school diploma and an associate's degree at the same time.

SPC's Early College Program, established in 2007 on the Clearwater Campus, has tripled in size and has expanded to the Seminole and Tarpon Springs campuses. Serving more than 375 students, the Early College Program is a partnership between SPC and Pinellas County Schools that offers academically talented 11th and 12th graders the opportunity to earn high school and college credits at the same time.

St. Petersburg College stands astride a robust tradition of excellence wrought by dedicated faculty and visionary leadership. Affordable, accredited, comprehensive in its offerings, responsive to community needs and committed to student success, SPC has played an integral role in Pinellas County's pursuit of progress,

Its alumni include two former astronauts, one of whom spent four months on the International Space Station in 2009, the first female aquanaut, war heroes, film stars, Major League Baseball players, judges, CEOs, a rock star, a Merrill Lynch senior vice president, a Davis Cup captain and a co-founder of the Peace Corps. But SPC's proudest legacy is the difference it has made for hundreds of thousands of men and women who, through their studies, have acquired what they needed to better their lives and thereby enrich their communities.

Opening unduplicated headcount enrollment in credit classes for Session I of 2010-2011 was 10,641 full-time students and 21,788 part-time students for a total of 32,429. Unduplicated headcount enrollment by lower division students was 28,258 and enrollment by upper division students was 4,171. Enrollment for all of 2009-2010 numbered 42,280 in credit classes and 19,312 in non-credit. Total: 61,592.

CREDIT AND STANDINGS

Standard freshman and sophomore college courses and specific junior and senior courses are taught at St. Petersburg College. Because of the high standard maintained in the classroom by an excellent teaching staff and good physical facilities, the College has been accredited since 1931 by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate Degrees, and beginning 2001 to award Baccalaureate degrees.

PHILOSOPHY AND OBJECTIVES (PURPOSE) OF THE COLLEGE

(College Rule 6Hx23-1.02)(10/20/09) www.spcollege.edu/central/BOTrules/

The mission of St. Petersburg College is to provide accessible, learner-centered education for students pursuing selected baccalaureate degrees, associate degrees, technical certificates, applied technology diplomas and continuing education within our service area and globally, while retaining leadership as a comprehensive, sustainable, multi-campus postsecondary institution and as a creative partner with students, communities, and other educational institutions to deliver rich learning experiences and to promote economic and workforce development.

In support of our mission, the specific goals of the College are to:

I. Expand student access to baccalaureate programs, bachelor's degrees, graduate degrees, and careers; as well as prepare lower division students for successful transfer into baccalaureate programs through the associate in arts and articulated associate in science degree programs;
II. Maintain the "open door" by providing opportunities for under-prepared students to achieve college entry-level skills through college preparatory programs and services;
III. Promote the community's economic and cultural development with noncredit programs, continuing education life long learning, and targeted partnerships and leadership initiatives;
IV. Contribute to the international education of students by providing opportunities that encourage global awareness and perspective;
V. Provide challenging educational opportunities for area high school students through dual enrollment, charter school and similar programs;
VI. Promote student learning and maximize opportunities for student success by enhancing services delivered by student affairs staff;
VII. Provide a diverse student body with innovative teaching and learning technologies in various instructional modalities.
VIII. Build/acquire and maintain a high-quality infrastructure, including technology, facilities, and equipment, to meet student and community needs;
IX. Recruit and develop an outstanding, diverse faculty and staff; and
X. Perform continuous institutional self-evaluation and efficient and effective operations to assure a culture of excellence in student services and academic success.

SUPPLEMENTAL SERVICES

Textbooks

www.efollett.com or
www.spcollege.edu/bookswap

Personal Property

Students who bring personal property to the College and/or leave personal property at the College do so at their own risk as the College provides no insurance in the event the student's personal property is stolen or damaged while on College premises.

Photography

All students grant permission to the College, its agents and staff to use video and photographs taken of them for SPC promotional/advertising materials without charge. No promises have been made and no consideration is involved for their use. If a student does not want SPC to use video and photographs of himself/herself then he/she must inform the Associate Provost on his/her home campus.

Professional Liability Insurance for Students

Those students in a program of study leading toward a degree or certificate in a health care profession who will be providing health care services to a patient or clinic under the direction of a faculty member of the College as a part of the course of study are required to have student professional liability (malpractice) insurance for which a fee is charged. Students in the health programs are also required to carry clinical accidental insurance, which must be obtained through the College and for which a special fee will be charged. The professional liability coverage does not protect the student in the event of illness or injury.

MICHAEL M. BENNETT LIBRARIES

Library Resources

Central to learning success beyond the classroom, library resources and services exist to support the academic and personal enrichment of those who teach and learn at the college.

Library collections exceed a quarter million items including print and electronic books, journals, and magazines; over two hundred research databases; reserve collections; streamed digital content; DVDs; and CDs. Curriculum Materials Centers located at the Tarpon Springs, Clearwater, and St. Petersburg Gibbs campuses serve students in the College of Education. Collections and services of the college libraries are accessible 24/7 through the library's website

(http://www.spcollege.edu/central/libonline). Campus libraries open a minimum of six days per week during each session. The TS and SE Campus libraries open on Sundays.

Extended Borrowing Privilege

Students, faculty, and staff of the college can also borrow materials from local public libraries and state supported college and university libraries within Florida. Inter- and intralibrary loan services enable students to request material owned at other SPC campuses or libraries throughout the nation. Students enrolled in the Legal Studies program have privilege at Stetson University College of Law Library. University Partnership Center students have access to the library resources of their degree granting institution and those within the SPC libraries.

Library Services

Library services include in-person, chat, email, and text reference; research consultations through the College Library User Education (CLUE) program; course integrated and credit bearing research instruction; guidance on research based assignments; tutorials; enrichment programming; quiet and collaborative study spaces; meeting rooms; computers; wireless access; pay for print/copy services; scanners; and equipment supporting Disabilities Resources.

Computer and Information Literacy is a graduation requirement for students. The requirement can be fulfilled by completing specific courses or by demonstrating competency through an online test administered through the campus testing centers. Librarians regularly teach and model these skills as they work with students.

Joint Use Libraries at St. Petersburg College

An extension of the college's commitment within the community, partnership libraries exist at the Seminole and St. Petersburg Gibbs Campuses: the Dennis L. Jones Library with the City of Seminole and the West St. Petersburg Community Library with the City of St. Petersburg. These libraries serve both students and the community offering services such as children's, teen, and community programs. The combined library collections of print and online resources are available for all users.
The Dennis L. Jones library on the Seminole Campus features a café, art gallery, Friend's of the Library store, children's area and a teen area called the Zone.

The West St. Petersburg Community Library on the St. Petersburg/Gibbs Campus features an 8000 square foot children's area, a Friend's of the Library store and a teen area called the Oasis. An extension of the Pinellas Trail connects to the library. The library houses the Special Collections of the College including the Gibbs Junior College Archives.

Learning Support Services

SPC provides free tutoring and learning support services to facilitate academic success. Open to all enrolled students, centers offer computers, software, and tutoring in a variety of configurations across the college campuses. Tutoring is available six days a week for those needing assistance or support with writing, foreign languages, math (all levels), science, English as a second language, accounting, anatomy and physiology, statistics, study skills, and more.

Students enrolled in distance education through the colleges online courses have access to online tutoring services contracted by the college.

STUDENTS, ADMISSION, PROGRAMS AND ACTIVITIES – GENERAL

(**College Rule 6Hx23-4.01** (11/20/07) (Complete rule can be found at **www.spcollege.edu/central/BOTrules/)**

This Rule describes the general admission policies of the College but must be read in conjunction with Board Rule 6Hx23-4.02 Admission Requirements.

I. Admission policies and modifications to those policies are reviewed on an ongoing basis by the Academic and Student Affairs Council, Provost's Council and the President's Cabinet.

II. Specific and detailed definitions of Rules for admission of students to the College, as approved by the Board of Trustees, shall be published in the College catalog and the upper-division supplement to the College catalog, including Rules for the acceptance of students not meeting all general requirements.

III. In order to maintain the College ideals of scholarship and deportment, the right is reserved to deny admission to applicants for any reason, which is deemed to be in the best interest of the College.

IV. It is the policy of the College to provide equal access to and equal opportunity within all College programs and activities including admissions, without regard to race, color, religion, marital status, national origin, sex, age or disability. It is also the responsibility of the College to establish policies which identify and examine qualitative measures of College climate, support services and extra-curricular services in an effort to clearly identify students with reasonable potential for success.

A. The College recognizes that sexual harassment constitutes discrimination on the basis of sex and violates this Rule and the College shall not tolerate such conduct. Also see Rule 6Hx23-2.011.

B. The College will not discriminate in any services program or activity against any qualified individual with a disability. The term "qualified individual with disability" means an individual with a disability who, with or without reasonable modifications to Rules, policies or practices, the removal of architectural, communication and transportation barriers or the provision for auxiliary aids and services meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by the College. Except when undue hardship exists or where accommodation would result in a fundamental alteration of a program(s), the College shall endeavor to provide accommodation for such services, programs and activities to any qualified individual with a disability in accordance with the Americans with Disabilities Act of 1990, Sections 504 and 505 and the Rehabilitation Act of 1973 and related regulations.

1. College Rules, Procedures, requirements and practices may be modified or waived when necessary and appropriate to meet the requirements of Paragraph IV.B. above.
2. The College shall develop a procedure and/or guidelines for a qualified student with a disability who requests reasonable accommodation.
3. Disabled students who are not satisfied with the accommodations made hereunder may pursue a grievance in accordance with Rule and Procedure 6Hx23-1.34.

C. Discrimination grievances shall be processed in accordance with Rule 6Hx23-1.34.

V. A. College employee shall recognize that Florida law requires the College to reasonably accommodate the religious observances, practices, and beliefs of individual students in regard to admissions, class attendance, and the scheduling of examinations and work assignments.

B. Religious accommodation includes respect for individual religious beliefs and tolerance of religious differences. Thus, students in the classroom shall not be subjected to harassment or ridicule on the basis of their religious beliefs.

C. Accommodations under A. or B. above shall be made between the individual student and the appropriate member of the faculty or staff.

1. Such accommodation shall provide reasonable alternative means for students to carry out their responsibilities as students.
2. Students must notify instructors in advance of absences to observe religious holy days in their own faith. Such absences shall be permitted without penalty.
3. Students are responsible for material covered during absences under this Rule, but will be given a reasonable period of time in which to complete makeup assignments after such absences.
4. Whenever practicable, major class assignments, major examinations, and official ceremonies shall be scheduled at times which do not conflict with major religious holy days.

D. Students who are not satisfied with the accommodation made hereunder may pursue a grievance in accordance with Rule and Procedure 6Hx23-1.34.

VI. Each student, by the act of registering, pledges to accept and obey the rules and regulations of the College.

VII. Any person whose past actions have been found to have disrupted or interfered with the orderly conduct, processes, functions or programs of any other school, university, college or community college may be denied admission by the President.

VIII. Failure to pay fees on or before the designated due date will result in the student being dropped from all classes.

IX. Audit students are enrolled in credit courses for informational instruction only. Audit courses carry no credit.

X. For specific requirements for admission to **Bachelors degree in Education Programs** at St. Petersburg College, see BOT Rule 6Hx23-4.72.

XI. For specific requirements for admission to other **bachelor degree programs** at St. Petersburg College, see BOT Rule 6Hx23-4.02.

ADMISSION REQUIREMENTS

(College Rule 6Hx23-4.02)(9/15/09) **www.spcollege.edu/central/BOTrules/)**

I. **To be admitted to a degree, college credit certificate, or applied technology diploma program**, applicants must provide the following items to the College. Priority will be given to applicants who provide required documents and satisfy the requirements herein, at least 14 days before the start date of the session the student is planning to attend. Applicants who cannot provide the following documents may be admitted in a non-degree seeking status. Non-degree seeking students may enroll at the College, but are not eligible for financial aid.

A. An application and a nonrefundable application fee. The application will include the student's certification that the student will not unlawfully possess, use, sell, purchase, manufacture, deliver or possess with the intent to sell, purchase, manufacture, or deliver any controlled substance while enrolled at St. Petersburg College.

B. Official high school transcript stating that the student received a standard high school diploma, Computerized Placement Test-eligible Certificate of Completion, GED transcript, or home school affidavit signed by the student's parent/legal guardian attesting to the fact that the applicant has completed a home education program pursuant to the requirements of F.S. 1002.41, F.S., with the name of the county public school district to which the applicant is assigned. Students who graduated from high school outside the U.S. must have the equivalent of a high school diploma in the U.S. Students must arrange to have transcripts from all institutions outside the United States evaluated by an approved National Association of Credential Evaluation Services (NACES) agency. Official transcripts from the secondary institution must be received by the Central Records Office or may be provided by the student in a sealed envelope certified by the sending institution or agency.

C. Official transcripts from all previously attended postsecondary institutions. Students who attended a college or university outside the U.S. must arrange to have a course-by-course evaluation of these transcripts completed by an approved National Association of Credential Evaluation Services (NACES) agency.
Official post-secondary transcripts may be sent directly from each school to the Central Records Office or may be provided by the student in a sealed envelope certified by the sending institution or agency.
Additionally, applicants for admission to a degree, certificate or applied technology diploma program must:

1. Complete the Computerized Placement Test (CPT), SAT, or ACT or other approved instrument. Test scores are valid for two years. Transfer work from other colleges may satisfy part or all of this requirement
2. Complete the New Student Orientation.

II. **Applicants who have received a Certificate of Completion or a special diploma from a Florida public** high school during or after Spring 1983 or who have failed every sitting of the High School Competency Test during or after the 1982-83 school year, shall not be eligible for admission until after such an applicant:

A. receives a standard high school diploma; or

B. receives a high school equivalency diploma awarded on the basis of successful performance on the test of General Education Development (GED); or

C. receives a Computerized Placement Test-eligible certificate of completion. Students with the CPT eligible certificate of completion may be eligible to receive Student Financial Assistance through meeting the "ability to benefit" (ATB) requirement. If the ability to benefit is not demonstrated through the appropriate demonstration of skills on an approved ATB test, per federal regulations, students will NOT be eligible to receive federal aid until they either earn a high school diploma, GED or meet the ATB testing requirement; or

D. the student submits a home school affidavit signed by the student's parent/legal guardian attesting to the fact that the applicant has completed a home education program pursuant to the requirements of F.S. 1002.41, F.S., with the name of the county public school district to which the applicant is assigned;

E. receives an approved waiver.

III. Returning Students

Students who have not been in attendance at St. Petersburg College for three or more consecutive terms are required to provide updated contact information, information about colleges and universities attended since last

enrolling at SPC, and residency for tuition purposes information before re-enrolling to ensure that the College has accurate information on file. Returning students are not required to pay an additional application fee.

IV. High School Students Eligible for Accelerated Admissions- Early Admission, Credit Bank and Dual Enrollment Students

1. **Early Admission Students**
   A student, including a student in a Home Education program meeting the requirements of 1002.41, F.S., who wishes to enter St. Petersburg College after the 11th grade of high school, may do so if the following requirements are satisfied:
   a. Submission of a high school transcript which indicates that the applicant:
      (1) Has completed the 11th grade. This is interpreted to mean not less than 2 calendar years of attendance. If the student applies before completion of the 11th grade, he/she must submit a high school transcript showing grades for all work completed through the first semester of the 11th year and courses in which he/she is enrolled for the second semester.
      (2) Has completed 2/3 of the minimum high school unit requirement plus 1 unit.
      (3) Has a GPA (grade point average) of at least a 3.0 on a 4.0 scale on all high school work.
   b. Presentation of a passing score on the Florida Comprehensive Assessment Test (FCAT).
   c. Achievement of an acceptable score for college-level courses on the Computerized Placement Test (CPT), SAT, ACT or other approved placement instrument as set forth in BOT Rule 6Hx23-4.45 & Procedure P6Hx23-4.45.
   d. Presentation of an Early Admission to College Form signed by the high school principal or designee. No application, matriculation or laboratory fees will be assessed to students in this program.
   e. The student must complete a minimum of 30 semester hours or 46-quarter hours and maintain at least a 2.0 grade point average on a 4.0 scale.

2. **Credit Bank Students**
   a. High school students who have at least a 2.0 GPA in all of their coursework for the prior year and who wish to earn college credit while attending high school may enroll in the College as Credit Bank students. In addition to the College's Application for Admission and non-refundable application fee, Credit Bank students must submit a Credit Bank Verification Form which provides verification of high school enrollment and the minimum required 2.0 GPA and is signed by their high school principal or designee. A separate Credit Bank Verification Form must be completed for each academic term for which a student wishes to enroll at the College.
   b. High school level Home Education students may enroll in College classes as Credit Bank students on a term-by-term basis as approved by the campus coordinator of Admissions/Registration. To be admitted, Home Education students must provide evidence of successful academic work at the high school level through the annual evaluations submitted to the public school system. To remain enrolled as Credit Bank students they must maintain a 2.0 GPA in College classes.
   c. Achievement of an acceptable score for college-level courses on the Computerized Placement test (CPT), SAT, ACT, or other approved placement instrument as set forth in Board of Trustees' Rule 6Hx23-4.45 and Procedure P6Hx23-4.45.
   d. Requirements for high school students who are younger than the normal age are as follows:
      (1) The student and parent(s) must meet with the campus provost or associate provost, and program director or designees to discuss rules and requirements of academic and student life to determine the applicant's level of adaptability to an adult academic setting.
   e. Credit Bank students who wish to enroll at the College in degree-seeking status following high school graduation will be required to meet the admission requirements in section I above.

3. **Dual Enrollment Students**
   a. Students attending a public or private high school within the Pinellas County School District or a Home Education Program meeting the requirements of 1002.41, F.S., who wish to take courses to earn both college and high school credit, may do so if the following requirements are satisfied:
      (1) The student has completed the 9th grade while attending a private high school or home education program within the Pinellas County school district.
      (2) The student has completed the 10th grade while attending a public high school within the Pinellas County school district.
      (3) The student has submitted a completed St. Petersburg College Application for Admission Form excluding the application fee.
      (4) The student has achieved an acceptable score for college-level courses on the Computerized Placement Test (CPT), SAT, ACT or other approved placement instrument as set forth in Board of Trustees Rule 6Hx23-4.45 and Procedure P6Hx23-4.45.
      (5) The student has attained at least a 3.0 cumulative unweighted grade point average on a 4.0 scale or when registering for a particular course, the student has demonstrated prior academic achievement in the field of the course by attaining at least a 3.0 cumulative unweighted grade point average on a 4.0 scale within that field.
      (6) The Home Education Dual Enrollment student may take up to 18 credit hours in each fall and spring terms and nine credit hours in the summer term. Upon entering as a Dual Enrollment student, home education students will have three calendar years to participate **or** until the conclusion of the term in

which the student turns 19. After the three years are concluded or the student turns 19, (or whichever comes first), the student may not matriculate as a dual enrollment student unless otherwise provided by law.

b. No application, matriculation or laboratory fees will be assessed students admitted to this program.

V. Students Admitted By Waiver

The College's general policy is not to admit students without a standard high school diploma, CPT eligible certificate of completion, completed home education program pursuant to the requirements of F.S. 1002.41, or GED; however students may be admitted by waiver include:

A. **Students with High School Certificates of Completion**

Although a Certificate of Completion does not qualify a prospective student for admission, a Certificate of Completion student who believes he/she should be considered for admission to the College or to a program of the College should appeal to the associate provost of his/her campus or site. The associate provost or designee will meet with the appropriate faculty, program directors or others and the student to determine if the student has made a clear case for admission. Information to be considered may include such items as scores on one or more of the approved placement instruments, evidence of the student's life experiences, career/work experience, service occupation, other training, performance in selected academic courses, evidence of an appropriate reading level or appropriate competency indicating the ability to function in college-level classes and/or recommendations from prior teachers and/or other professionals.

B. **Students with Special Diplomas**

1. A student who receives a special diploma and believes he or she should be considered for waiver and/or substitutions for requirements for admission to the College, or to a program of the College, for a course or courses required in a program, or for graduation from the College should appeal to the associate provost at his/her campus or site. The associate provost and provost will meet with appropriate faculty, program directors, or others and the student to determine that the student has made a clear case for a substitution and to identify the most appropriate substitution to offer the student. Current documentation of the disability, including test scores, when appropriate, will be required. Other information to be considered, especially for substitution of admission requirements, may include items such as: scores on one or more of the approved placement instruments, evidence of the student's experiences in mainstream classes, performance in selected academic courses, evidence of an appropriate reading level or appropriate competency indicating the ability to function in college-level classes, recommendations from prior teachers and other professionals.
2. If the student and the associate provost agree on the substitution offered, the agreement will be communicated to the campus coordinator of Admissions and Registration, other individuals involved, the vice president of Academic and Student Affairs (who will maintain a record of substitutions granted) and the student, in writing, within 5 working days. If no agreement is reached, the issue will be referred to the vice president of Academic and Student Affairs who will make the determination of appropriate action. The decision of the vice president may be appealed to the President, in writing, within 10 working days of receipt of the decision. The President's decision shall be final.
3. Credits or degrees awarded by other regionally or nationally accredited postsecondary institutions as a result of substitute requirements established under the provisions of State Board of Education Rule 6A-10.041 may be accepted by St. Petersburg College, so long as all other requirements are met.

C. **Students Who Have Previously Demonstrated Competency in College Credit Post-secondary Coursework.**

When High School transcripts reflecting the date for graduation are unavailable because of reasons beyond the applicant's control, a waiver may be granted by the Associate Provost's Office which will serve as adequate documentation for meeting this requirement in accordance with the instructions below.

The following requirements must be met for the waiver to be granted:

1. earned 12 college-level credits from St. Petersburg College or through the transfer of academic credit from another qualified post-secondary institution.
2. demonstrate the ability to benefit by achieving minimum passing scores on the arithmetic, reading comprehension and sentence skills portions of the computerized placement test.
3. minimum cumulative GPA of 2.0.

VI. Transfer Students

A. St. Petersburg College Policy on Transfer of Academic Credit

St. Petersburg College will seek to make the transfer of credit as easy as possible for students while continuing to honor its commitment to academic quality and integrity. As such, St. Petersburg College regularly seeks guidance from its accrediting agency as well as other higher education councils (American Association of Collegiate Registrars and Admissions Officers, American Council on Education, and Council for Higher Education Accreditation) on academic credit transfer policies.

Transfer credit may be accepted from degree granting institutions that are accredited at the collegiate level by an appropriate regional or national accrediting agency that is recognized by the U.S. Secretary of Education. Courses may also be accepted from institutions recognized and participating in the Florida Department of

Education Statewide Course Numbering System. Transfer courses are subject to a course-by-course evaluation process to determine if the course is equivalent to courses offered at St. Petersburg College.

B. Transfer students are subject to the same admissions requirements as listed in Section I above.

C. A student who has previously applied to, been accepted and registered at a regionally or nationally accredited postsecondary institution(s) is classified as "transfer" even if the student withdrew before earning any credits.

D. For courses that are initially deemed nontransferable to St. Petersburg College, the transfer student has the option of seeking an alternative method for obtaining credit. The following supporting documentation must be submitted by the student for each course requested for reconsideration: (1) a copy of each course syllabus must include course title, course length, course description, text used and (2) verification of faculty credentials including college transcripts, professional licensure and/or certifications, and work experience in the field. The course syllabus must be the syllabus from the specific course section and semester that appears on the transcript. The faculty credentials must reflect the credential at the time that the professor taught the course specified on the transcript. The student should submit this supporting documentation to: College Registrar, St. Petersburg College, P.O. Box 33089, St. Petersburg, FL 33733.

E. Florida Statutes requires that after a Florida university or community college has published its general education core, the integrity of that curriculum shall be recognized by the College and other public universities and community colleges. Once a student has been certified by such an institution on the official transcript as having completed satisfactorily its prescribed general education core curriculum, regardless of whether the associate degree is conferred, the College shall require no further such general education courses. Further, any transfer student who has provided documentation of completion of an Associate in Arts, Bachelor's degree or higher from a regionally accredited postsecondary institution shall be presumed to have met all general education requirements for the associate degree at the College. In addition, any transfer student who has graduated from a regionally accredited institution with an Associate in Applied Science degree or higher shall be exempt from the admission requirement of a standard high school diploma.

F. All transfer work is evaluated by the person(s) designated to perform the task on a college wide basis by the College registrar.

G. All courses listed on the transcript(s) are evaluated, including those with incomplete or failing grades, except as noted in paragraph I. below. Courses from which the student withdrew without penalty are not evaluated. When the course is equivalent to a course in the College catalog, it is transferred in with the College prefix and course number. However, the course title and credit hours will be those of the transfer institution. Quarter hours will be converted to semester hours on the basis that 3 quarter hours equal 2 semester hours. Fractional hours resulting from the conversion will be carried to two decimal places and rounded to nearest hundredths.

H. For purposes of meeting general education and program requirements, 2.5 credits will satisfy a 3 credit course requirement and .67 will satisfy a 1 credit course.

I. Upper division courses are not evaluated for lower division programs. If a student later matriculates into an upper division program, all upper division work will be evaluated at that time.

VII. Transient Students

A. **Transient students from another college**
A transient student is one who preserves uninterrupted residency status with the home college while attending St. Petersburg College. Students who wish to attend St. Petersburg College on a transient basis may substitute a Transient Form approved by the home college in lieu of an official transcript. The Transient Form or official transcript must be forwarded along with the Application for Admission and fee, to the Admissions/Registration Office on the campus he/she expects to attend.

B**. Transient students from St. Petersburg College**
Permission to attend another institution on a transient basis will be granted only to students who have at least a 2.0 "C" average or better at St. Petersburg College. Eligibility for transient status and acceptability of courses is determined by the campus coordinator of Admissions/Registration. The student is urged to bring to the campus coordinator of Admissions/Registration course descriptions of each course to determine their transferability and equivalency. Transient permission is not usually given any student for consecutive sessions.

A student who requests transient permission and meets the requirement of a 2.0 "C" average is furnished with a Transient Form. Courses listed on the Transient Form will be accepted as equated on the form. If courses other than those listed are taken, they will be accepted under the conditions listed in this Rule for Transfer Students. Courses earned in transient status are accepted with the grades earned and are treated as transfer work.

VIII. Non-Degree Seeking Students

A student who does not desire to enroll as a degree-seeking student but would like to earn credit for certification or other purposes may enroll as a non-degree student.

A. Non-degree students must complete an Application for Admission and pay the application fee.

B. Non-degree students are not required to furnish transcripts.

C. A student who is under 18 years of age and has not graduated from high school may enroll as a non-degree student with special permission from the associate provost.

D. Courses completed by non-degree students will be entered on their transcripts as credit courses.

E. Coursework completed in non-degree status may not be applied towards a degree from St. Petersburg College unless the student changes to degree-seeking status. A non-degree student who desires to change to degree-seeking status may do so by fulfilling all regular admissions requirements. A change to degree-seeking status must be completed prior to applying for graduation.

F. If a student earns credits solely in non-degree status at St. Petersburg College and desires to transfer such credits towards a degree from another institution, it is his/her responsibility to determine the acceptability of the courses towards his/her degree.

G. Non-degree students fall into two categories.

1. Those who initially enroll as non-degree students, and students who initially enroll as non-degree students do not intend to follow a degree program at the College. They do desire to earn credit in the courses for which they register and to have transcripts issued showing such credit. They include teachers taking a limited number of courses for recency of credit or extension of certificate; individuals possessing advanced degrees who take specified job-related courses and require evidence of credit earned for reimbursement by their employers; individuals who require evidence of course completion for licensing purposes (e.g., ambulance drivers); and individuals who may desire to take courses for credit but cannot meet regular admission requirements or who expect to meet GED requirements at some date in the session.

2. Those whose status has been changed from degree-seeking to non-degree-seeking through failure to meet admission requirements.

   Students applying as degree-seeking students under published criteria who have not furnished all required transcripts are classified as non-degree until their file is complete. This protects the student's investment, permitting the earning of credit for the course(s) registered. Upon the College's receipt of the required transcript(s) or other material, the student's status is changed from non-degree status to degree-seeking status.

   Admission with non-degree status is not considered a waiver of the requirement for high school graduation for later admission to degree programs.

   While all credits earned in non-degree status are recorded, a student may not be awarded a degree while classified as a non-degree student. A non-degree student desiring to graduate must change to a degree-seeking status before registering for the session in which graduation would be earned.

H. Students are not eligible to receive financial assistance while enrolled as a non-degree seeking student.

IX. International Students

A. An International student is defined as one who has entered the United States under any type of visa other than an immigration visa and for whom an I-20 must be issued by the College. The student is admitted to the U.S. with a student visa and remains a citizen and home country resident. There are two classifications of International students:

1. Foreign (F-1) students – those who enter the College with the intention of receiving a degree.
2. Students who are admitted to enroll full-time in the English for Academic Purposes Program only (usually in F-1 visa status).

B. International student applicants who are applying for the Foreign Student (F-1) Visa must complete the International Student Packet which includes the application for admission, supplemental data sheet, the financial ability form with bank statement (a translated foreign bank statement is acceptable), and pay the application fee. For more information, contact International Student Services or visit the college-website: www.spcollege.edu/central/international. The student must prove sufficient funds for one full year which includes: matriculation and tuition fees, books, and supplies, personal expenses, off campus room and board, and medical insurance for a full academic year. Proof of medical insurance must be received after arrival in the U.S. and before initial registration into classes.

C. Non-native speakers of English who seek admission into degree programs shall be tested for language proficiency prior to the completion of initial registration. Language proficiency shall be assessed using the College Board ACCUPLACER-ESL and a writing sample or the ACT COMPASS-ESL and a writing sample. Students whose scores indicate placement into EAP classes shall be assigned to those classes in accordance with statewide cut score ranges. Placement in the appropriate EAP course is mandatory. Students who provide sufficient college-level transfer coursework and/or CPT/SAT/ACT scores may be exempt from placement testing.

D. International students must provide proof of high school graduation, as evidenced by evaluated transcripts from an approved source directly to International Student Services. A request for evaluation of non-U.S. transcripts must be submitted to one of the approved National Association of Credential Evaluation Services (NACES) agency.

E. International student applicants seeking transfer from another U.S. regionally or nationally accredited postsecondary institution must complete all SPC application documents and provide official transcripts from all prior institutions directly to International Student Services. The prospective student must submit to the school they are transferring from an SPC Clearance form and request the school to transfer the I-20 through the SEVIS system. An I-20 will be issued by the International Student Services only after the official transcripts have been received.

F. International student applicants who have attended international institutions and wish to attend the College on F-1 visas must submit transcripts and course-by-course evaluations from all colleges or universities attended directly to International Student Services, or Central Records. Requests for evaluation of transcripts must be submitted to one of the approved services as indicated in section D.

G. Students with international degrees certified by an approved credential evaluation agency of having met requirements for an Associate in Arts degree or higher from a regionally accredited U.S. institution shall be exempt from further general education requirements. The exception is that students with degrees from a non-English speaking country will be required to complete SPC's General Education Communication requirements.

H. Final acceptance of International student applicants who wish to attend the College on an F-1 student visa or approved student status will not be made until all of the following items have been received:

1. Completed application for admissions
2. Payment of application fee
3. Payment of international student fee
4. Required transcripts
5. Financial Ability form with bank statements or bank letter. (For U.S. sponsors a completed and notarized I-134, Affidavit of Support and the required documentation)
6. Supplementary data sheet form

X. Resident Aliens, Refugees, Asylees and Citizens who are Non-Native Speakers of English

Non-native speakers of English who seek admission into degree programs shall be tested for language proficiency prior to the completion of initial registration. Language proficiency shall be assessed using the College Board ACCUPLACER-ESL and a writing sample or the ACT COMPASS-ESL and a writing sample. Students whose scores indicate placement into EAP classes shall be assigned to those classes in accordance with statewide cut score ranges. Placement in the appropriate EAP courses is mandatory. Students who provide sufficient college-level transfer coursework and/or CPT/SAT/ACT scores may be exempt from placement testing.

XI. The President is authorized to permit substitute admission requirements **for eligible students who have disabilities** as defined by State Board of Education Rule 6A-10.041, F.A.C.

A. This Rule is established in compliance with State Board of Education Rule 6A-10.041, to provide disabled students reasonable substitutions for requirements for admission to the College, admission to a program of the College, for course substitutions and for graduation from the College. To make a determination of appropriate substitutions, the disabled student will be required to provide documentation that:

1. The student has a disability, which is evaluated as interfering in a basic life activity. Examples of such disabilities include but are not limited to: vision impairment, hearing impairment, mental or emotional impairment, physical impairments such as cerebral palsy or multiple sclerosis, dyslexia, or other specific learning disabilities as further defined in BOT Rule 6Hx23-4.02; and
2. The disability can be reasonably expected to prevent the student from meeting requirements for admission to the College or a program of the College, for satisfactory completion of a course or courses or for graduation. The student must identify the specific requirement(s) for which a substitution is sought and furnish documentation from an appropriate source that will support the need of a substitution or accommodation.
3. A student who believes he or she should be considered for substitutions for requirements for admission to the College or to a program of the College, for a course or courses required in a program or for graduation from the College should appeal to the associate provost at his/her campus or site. The associate provost and provost will meet with appropriate faculty, program directors or others and the student to determine that the student has made a clear case for a substitution and to identify the most appropriate substitution to offer the student. Current documentation of the disability, including test scores, when appropriate, will be required. Other information to be considered, especially for substitution of admission requirements, may include items such as: scores on one or more of the approved placement instruments, evidence of the student's experiences in mainstream classes, performance in selected academic courses, evidence of an appropriate reading level or appropriate competency indicating the ability to function in college-level classes, recommendations from prior teachers and other professionals.

4. If the student and the associate provost agree on the substitution offered, the agreement will be communicated to the campus coordinator of Admissions and Registration, other individuals involved, and the vice president of Academic and Student Affairs (who will maintain a record of substitutions granted) and the student, in writing within 5 working days. This written communication will include notification of the nature of the course substitution and/or waiver and limitations of acceptability and procedures for requesting assistance in transferring to a public community or state university. If no agreement is reached, the issue will be referred to the vice president of Academic and Student Affairs who will make the determination of appropriate action. The decision of the vice president may be appealed to the senior vice president of Academic and Student Affairs in writing, within 10 working days of receipt of the decision. The senior vice president's decision shall be final.

B. For purpose of this Rule, the following definitions apply: (go to **www.spcollege.edu/central/BOTrules/)** for complete definitions)

1. Hearing Impairment
2. Visual Impairment.
3. Specific Learning Disability.

C. Approved course substitutions shall be entered in the student's permanent academic record and once a substitution is granted, the student shall not be required to meet any additional requirements in the respective discipline area for admission or graduation. Further, all College policies related to graduation, transfer of credits and articulation with other postsecondary institutions shall include provisions for acceptance of approved course substitutions.

XII. For requirements for admission to **Bachelors degree in Education Programs** at St. Petersburg College see BOT Rule 6Hx23-4.72.

XIII. In addition to general St. Petersburg College admissions rules, students will be eligible for **admission to the Baccalaureate Programs** as follows**:**

A. Completion of an A.S. degree in a related area from a regionally accredited postsecondary institution. See individual program offices for a current list of related A.S. degree areas and specific A.S. degree program accreditation requirements.
Students with any of the following degrees or prior course work may be admitted with permission of the dean:

1. A.A.S., A.A., an unrelated A.S. degree, or 60 credits (but no degree). See individual program offices for a current list of additional requirements when the related A.S. degree has not been completed.
2. The School of Paralegal Studies requires a grade of "C" or better in all required lower division paralegal courses for students who are admitted with permission of the dean
3. The College of Nursing may also accept diplomas in nursing from programs accredited by the National League for Nursing Accrediting Commission.

B. Scoring at or above "college-level" on the St. Petersburg College's Placement Test in the areas of reading, writing, and mathematics as prescribed in College Procedure P6Hx23-4.45 is required for all upper division programs and courses. College Rule 6Hx23-4.45 outlines those who are exempt from this requirement.

C. A cumulative grade point average of 2.00 on a 4.00 scale in all postsecondary coursework is required in all programs except for the B.A.S. in Orthotics and Prosthetics, which requires a cumulative grade point average of 2.50 on a 4.00 scale.

D. Completion of a minimum of 15 semester hours of transferable general education coursework.

E. Completion of an application to the appropriate baccalaureate program.
All selective admissions programs require prospective students, who are not initially accepted, to resubmit their application for subsequent enrollment periods.

F. Completion of all state mandated common prerequisites with a grade of "C" or better are required for admission to all degree programs. See the individual program offices or FACTS.org for specific information.

G. Students wishing to pursue more than one (1) bachelor's degree at SPC must meet the following admissions criteria:

1. Meet the stated admissions requirements for the second degree;
2. Be enrolled in one baccalaureate program at a time;
3. Be awarded the first SPC baccalaureate degree prior to beginning coursework on the second degree (See BOT Rule 6Hx23-4.24 for additional information); and
4. Develop an individual academic plan (IAP) for completion of the second degree. This must be approved by the program's dean prior to admission.

H. Additional admissions rules for specific programs are as follows:

1. Non-degree seeking students must meet all above admissions criteria and may enroll in up to twelve (12) credit hours of upper-division courses with permission of the dean. Unofficial transcripts will be accepted in place of the official transcripts.

2. Upper division certificate seeking students must meet all above admissions criteria.
3. Post-baccalaureate certificates require proof of a baccalaureate degree from a regionally accredited university.
4. The **College of Nursing** requires:
   a. The presentation of a valid unrestricted, unencumbered RN license from the state where applicant is practicing, to be kept current throughout the duration of the required course of study.
   b. Computer/Information Literacy Competency (no minimum credit hours required.)
      Computer/Information literacy competency may be demonstrated by completing one of the following:
      (1) Successfully completing a College approved Basic Computer/Information Skills Competency Test; or
      (2) Successfully completing at least one of the following options:
         (a) CGS 1070/CTS 1101/CGS 1060 Basic Computer and Information Literacy or
         (b) CGS 1100 Microcomputer Applications (as revised in 2002) or
         (c) EME 2040 Introduction to Educational Technology (as revised in 2002), preferred for Education majors.
5. The **B.A.S. in Dental Hygiene Program** requires:
   The presentation of a valid and current Dental Hygiene license from the state where applicant is practicing.
6. The **B.A.S. in Orthotics and Prosthetics Program** requires:
   a. Completion of a minimum sixteen (16) hours of observation, volunteer service, or work experience in orthotics and prosthetics.
      (1) A minimum of eight (8) hours in orthotics and eight (8) hours in prosthetics is required.
      (2) Hours must be verified by a signed statement from a certified/licensed orthotist or prosthetist.
   b. Submission of a letter of recommendation from a certified/licensed orthotist or prosthetist.
   c. Prior to acceptance and enrollment, applicants must pass a background check and a drug screening.
      (1) The student will pay the background check and drug screening fees directly to the vendor.
         (a) Upon request, fee waivers may be approved by the Health Education Center's associate provost or provost to documented economically disadvantaged applicants (AFDC, Pell, Workforce, etc.)
      (2) The drug screening(s) must satisfactorily demonstrate that he/she is free from the use of any illegal drug, unprescribed controlled substance described or named in the law, hereinafter referred to as "drug-free".
         (a) Students who do not successfully pass the drug screening on the first attempt will be allowed to retake the drug screening one (1) additional time, at their own expense.
         (b) A student who fails the drug screening a second time will be permitted to reapply for admission to the Orthotics and Prosthetics program one (1) year from the date of the most recent application.
      (3) Students must remain drug-free throughout their tenure in the Orthotics and Prosthetics Program at the College.
         (a) If the Orthotics and Prosthetics Program believes a student is no longer drug-free, they can request the student retake the drug screening at the student's expense. Failure to take or successfully pass the drug screening shall be grounds for dismissal from the program.
         (b) Students may be subject to drug screening pursuant to placement at a clinical site. Failure to do so shall be grounds for dismissal from the program.
      (4) A student who fails the background check will not be admitted into the program. See BOT Rule 6Hx23-4.53 Section G for additional information on the criteria.
   d. If the number of eligible students exceeds the positions available, other selection criteria will be used.
   e. Students transferring from another school's Orthotics and Prosthetics Program must be in good academic standing and must be able to satisfactorily demonstrate program competencies.
   f. Prior to the beginning of the first clinical experience (PRO 3801L – Orthotics and Prosthetics Clinical Rotation Practicum I), each student must:
      (1) Show a valid Basic Life Support (BLS) for Healthcare Providers C.P.R. certificate.
      (2) Show evidence of immunity to or inoculation against the hepatitis virus. Said immunization series may be waived when medically contraindicated by a physician in writing and a release is signed by the student. In addition, students must provide verification of immunizations required by program and clinical affiliates.

COLLEGE OF EDUCATION PROGRAMS

(College Rule 6Hx23-4.72)(1/19/10) www.spcollege.edu/central/BOTrules/

INTENT AND PURPOSE:

This College of Education (COE) Rule is applicable to certification, non-certification, and non-degree Programs as described below.

I. Admission to College of Education programs is based on applicants meeting all of the criteria listed below.

A. Undergraduate certification programs

1. Complete both the St. Petersburg College and the COE supplement applications for admission.
2. Complete an A.A. degree or 60 hours of general education requirements leading to the A.A. degree.
3. Submit official academic transcripts from all past post-secondary institutions attended.
   a. Transfer credit will be considered on a case-by-case basis.
   b. College of Education faculty will determine if transfer credit includes required competencies or if additional assignments are to be submitted.
4. Earn an overall cumulative 2.5 GPA on a 4.0 scale in previous coursework.
5. Demonstrate mastery of general knowledge by passing an appropriate Florida Department of Education examination required for admission into a teacher preparation program.
6. Complete all lower-division common education prerequisites and all Florida mandated prerequisites with final course grades no lower than a "C".
7. Be in good academic and disciplinary standing with all previous education programs attended and be eligible to return.

B. Educator Preparation Institute (EPI) certification programs

1. Complete both the St. Petersburg College and the COE supplement applications for admission.
2. Submit an official transcript showing a completed bachelor's degree from an accredited college or university approved by the Florida Department of Education (FLDOE).
   a. Transfer credit will be considered on a case-by-case basis.
   b. College of Education faculty will determine if transfer credit includes required competencies or if additional assignments are to be submitted.
3. Submit a valid Official Statement of Status of Eligibility from the FLDOE in an approved EPI certification area.
4. Demonstrate mastery of general knowledge by passing an appropriate Florida Department of Education examination required for admission into a teacher preparation program.
5. Applicants for middle grades (5-9) or secondary (6-12) certification areas must present passing scores on a Florida Department of Education subject area examination appropriate to their certification area.

C. Especially for Canadians

1. Complete the International Application to St. Petersburg College.
2. Submit an official transcript showing a completed four-year bachelor's degree from an accredited college or university approved by the Florida Department of Education.
3. Applicants with a degree from an international institution must present an official course-by-course evaluation showing the equivalency of a four year, regionally accredited U.S. college or university degree.
4. Present a Statement of Financial Abilit*y* and a current bank statement (issued within the last three months).
5. Upon receipt of a United States Social Security Number, applicants must present a valid Official Statement of Status of Eligibility from the Florida Department of Education and demonstrate mastery of general knowledge by passing an appropriate Florida Department of Education examination required for admission into a teacher preparation program.

D. Undergraduate non-certification programs

1. Complete both the St. Petersburg College and the COE supplement applications for admission.
2. Complete an A.A. degree or 60 hours of general education requirements leading to the A.A. degree.
3. Submit official academic transcripts from all past post-secondary institutions attended.
4. Earn an overall cumulative 2.0 GPA on a 4.0 scale in previous coursework.
5. Complete lower-division common education prerequisites with final course grades no lower than a "C."

E. Non-degree students must complete the following requirements to register for College of Education courses:

1. Professional Preparation to Full Certification
   a. Complete the St. Petersburg College application.
   b. Submit a valid Official Statement of Status of Eligibility from the Florida Department of Education.
   c. Submit a transcript showing a completed bachelor's degree (unofficial transcripts are accepted).

2. Certification Renewal and Reinstatement.
   a. Complete the St. Petersburg College Application.
   b. Present a copy of a teaching certificate (valid or expired).

c. Submit a transcript showing a completed bachelor's degree (unofficial transcripts are accepted).

3. Autism Endorsement
   a. Complete the St. Petersburg College Application.
   b. Submit a copy of a valid teaching certificate, if appropriate.
   c. Submit written approval from district supervisor, if appropriate.
4. Industrial/Technical Education (ITE)
   a. Complete the St. Petersburg College application.
   b. Present a copy of a valid vocational teaching certificate or a letter from a school district outlining the industrial/technical courses required for district certification.
5. Undergraduate transient students
   a. Complete the St. Petersburg College application for admission.
   b. Submit either an official transcript from home institution or a signed transient enrollment form from the home institution.
   c. Be in good academic and disciplinary standing with home institution.

II. Progression through College of Education programs is based on students demonstrating required knowledge, skills, and dispositions while maintaining good moral character, by following the criteria listed below.

A. Knowledge and Skill Requirements

1. Demonstrate mastery on all assignments, activities, and assessments pertaining to state-mandated standards and competencies by earning a grade of "C" or higher.
   a. Failure to demonstrate successful mastery on an assignment, activity or assessment pertaining to a state-mandated standard/competency (grade of "C" or higher) will result in the student having to correct and resubmit the assignment, activity, or assessment until mastery is demonstrated (within the time frame specified in the course syllabus). Resubmitted assignments, activities, or assessments cannot receive a grade higher than a "C".
   b. Failure to demonstrate successful mastery on an assignment, activity, or assessment pertaining to a state-mandated standard/competency within the specified time frame will result in failure of the course where the assignment, activity, or assessment is given.
   c. If academic integrity is breached on an assignment, activity, or assessment related to a state-mandated standard/competency, a student will be required to resubmit the assignment, activity or assessment to demonstrate mastery by producing "C" level work as a progression requirement, but will receive a grade of zero on it when the course grade is calculated.
2. Demonstrate academic integrity on all assignments, activities, and assessments. If an instructor believes that academic integrity was breached, a meeting will be convened with the student and appropriate College of Education personnel. If it is found that the student failed to maintain academic integrity, this will result, at minimum, in the student receiving a failing grade for the assignment, and possibly a failing grade for the course where the infraction occurred. Infractions associated with academic integrity will also be considered a dispositional issue, subject to appropriate action to be discussed in Section II.B, Dispositional Requirements, and Section VI, Process for Deficiencies in Knowledge, Skills, and Dispositions. The campus associate provost will be notified of any infraction and an unrecorded probation may result, pursuant to Board of Trustees (BOT) Rule 6Hx23-4.461, Student Affairs: Academic Honesty Policies.
3. Complete applicable field experiences – Field experiences are defined as any component of the COE program that requires students to demonstrate the knowledge, skills and dispositions of the profession while maintaining good moral character in an actual P-12 setting (or working with P-12 students).
   a. All students must complete the field experiences associated with a course within the semester's time frame. Failure to complete the required field experience associated with a course within the semester's time frame may result in a failing grade.
   b. Where applicable, mastery of state-mandated standards and competencies must be demonstrated on all assignments, activities and assessments not pertaining to the final internship in order to receive permission to begin the final internship.
4. Earn a grade of "C" or higher in all COE courses. Failure to earn a grade of "C" or higher in any COE course will result in the student having to retake the course to earn a grade of "C" or higher.
5. Certification students must maintain a minimum cumulative GPA of 2.5 on a 4.0 scale, including a 2.5 in all upper division coursework. Failure to maintain the 2.5 overall GPA will result in the student being placed on probation. (See Section V, Process for Deficiencies in GPA, for detailed information.) Non-certification students must maintain a minimum cumulative GPA of 2.0 on a 4.0 scale, including a 2.0 in all upper division coursework.

B. Disposition Requirements

1. A student's professional dispositions are formally evaluated throughout their program of study. Dispositions that are evaluated include, but are not limited to: collaborating and communicating effectively with colleagues and other adults, reflecting on professional decisions and actions, demonstrating emotional maturity, demonstrating initiative, demonstrating commitment to diversity and sensitivity to all students, adhering to professional ethics, demonstrating professional work ethic, adapting to change, and demonstrating a commitment to teaching.

2. When a dispositional issue arises, prompt and appropriate action is taken by the COE. This includes a dispositions conference and the completion of appropriate forms, which may include a dispositions report, statement of concern, and/or teacher assistance plan.
3. Failure to rectify a dispositional issue may result in the student being subject to probation, suspension, or dismissal. (See Section VI, Process for Deficiencies in Knowledge, Skills, and Dispositions, for detailed information.)

III. Field Experience Requirements - Field experiences are defined as any component of the COE program that requires students to demonstrate the knowledge, skills and dispositions of the profession while maintaining good moral character in an actual P-12 setting (or working with P-12 students). Eligibility to complete field experiences is governed by the criteria listed below:

A. Application – For any semester where a student needs a placement, the student must complete and submit the appropriate application by the stated deadline. Failure to complete and submit the appropriate application by the stated deadline may result in a forfeited placement for that semester.

B. Disclosure of Background Information – By the end of the first week of each semester, students must submit a disclosure form electronically to the Office of School Partnerships (OSP). Failure to submit the appropriate disclosure form by the end of the first week of the semester may result in a forfeited placement.

1. All charges, pending litigation, arrests, and convictions must be reported even if records have been sealed or expunged, or occurred when the teacher candidate was a minor.
2. If background information is disclosed that will preclude the student from working with P-12 students, the director of School Partnerships (or appropriate designee) will consult with the student. If it is determined that the student would not be able to pass a background check to complete required field experiences, the student will not be able to remain in a College of Education program with field experience components.
    a. Failure to disclose background information could result in a student being withdrawn from any and all field experience courses without a refund.
    b. If a student properly discloses information that precludes him or her from working with children after registration, he or she may be eligible for a tuition refund, and may continue his or her coursework for the remainder of the semester in non-field experience courses.
3. Should an infraction or serious allegation occur after submitting the disclosure form, all students are required to report the incident within 48 hours by completing a new disclosure form. The student should also contact the director of School Partnerships (or appropriate designee) within 48 hours of the event.

C. Background Check - All students enrolled in courses with field experiences will be required to successfully meet the background check requirements of the districts and/or sites in which they are placed in order to participate in field experiences.

1. All fees associated with the background checks are the responsibility of the student.
2. In the event that a student does not receive background check clearance, it is the student's responsibility to follow up with the district or site to determine which identified infraction precludes him/her from participating in field experiences.
3. Students with unacceptable background check results will be withdrawn from any field experience courses without a refund of tuition, and will not be eligible to enroll in any field experience courses until they obtain clearance.
4. Students who do not meet background check requirements for a public school district within the COE's service area will not be permitted to complete field experiences in private schools.
5. Any allegation of misconduct that surfaces about a student enrolled in any COE course with a field experience component may result in the student being removed from all field experiences until all allegations or pending investigations are resolved.

D. Field Experience Placement Process – The College of Education reserves the right and will place students in diverse settings that comply with state and local school-district requirements. The College of Education will not be able to guarantee personal preferences when making placements.

1. Field experience hours/school-based hours - Field experiences associated with a COE course, but not identified as a practicum or an internship.
    a. The Office of School Partnerships is available to assist students in obtaining placements in courses where field experience hours/school-based hours are required.
    b. It is the responsibility of the student to follow the procedures established by OSP for the term where field experience hours/school-based hours are needed.
2. Practicum (if applicable) – To receive a practicum placement, students must:
    a. Submit an application to OSP by the stated deadline.
    b. Register for the appropriate course.
    c. Complete the disclosure form.
    d. Attend appropriate orientation meeting.
3. Internship (if applicable) – To receive an internship placement, a student must:
    a. Submit an application to OSP by the stated deadline (the application must be approved by appropriate faculty prior to submission).

b. Complete the disclosure form.
c. Complete and submit all assignments, activities, and assessments pertaining to state-mandated standards/ competencies that are not part of the internship (undergraduates only),
d. Pass the appropriate sections of a state certification examination outlined in the student's degree plan.

E. Expectations of Students - When completing field experiences, students are expected to demonstrate the knowledge, skills, and dispositions of the profession while maintaining good moral character.
1. Failure to demonstrate the knowledge skills, and dispositions of the profession while maintaining good moral character could result in failure of the field experience course, along with the student being subject to probation, suspension, or dismissal. (See Section VI, Process for Deficiencies in Knowledge, Skills, and Dispositions, for detailed information.)
2. If a student fails to successfully complete a practicum or final internship course after two attempts, the student must request permission to attempt the practicum or final internship for a third time.
a. Students requesting permission to attempt a practicum or final internship for the third time must submit a detailed written request to the director of School Partnerships (or appropriate designee), which will then be forwarded to the dean of the College of Education (or appropriate designee) for approval or denial. The student will be notified in writing of the decision.
b. If the request is denied, a student may appeal following the guidelines outlined in Rule 6Hx23-4.36, Student Grievances and Appeals.
3. An issue consisting of a violation of the Florida Code of Ethics for Educators may result in dismissal from the College of Education. (See Section VI.D, Immediate Suspension or Dismissal, for detailed information.)
4. If a dispositional or ethical concern arises during a field experience, the site and/or COE have the right to ask the student not to return to any field experience site unless approved by the Office of School Partnerships. Students dismissed from a site will not be eligible to continue their field experience that term, and will not be eligible to complete any field experience at any site, unless the issue has been resolved and approval is granted by OSP.

IV. Completion of College of Education undergraduate certification and non-certification programs, and EPI certification programs, is based on students fulfilling all of the criteria listed below. Graduation Requirements as set forth in St. Petersburg College's Board of Trustees Rule will also apply. Completion of a COE program of study does not guarantee certification by the Florida Department of Education.

A. Pass all courses in COE program of study with no grade lower than a "C". For certification programs, maintain a cumulative GPA of 2.5 or higher, including a 2.5 in all upper division coursework. For non-certification programs, maintain a cumulative GPA of 2.0 or higher, including a 2.0 in all upper division coursework.

B. Demonstrate mastery (by earning a grade of "C" or higher) on all assignments, activities, and assessments pertaining to state-mandated standards and competencies.

C. Submit a complete electronic portfolio of appropriate assignments, activities, and assessments pertaining to state-mandated standards and competencies by specified deadline. Receive a check-off from appropriate faculty.

D. For certification students, pass all sections of an appropriate state certification exam prior to the last day of the term.

E. For EPI students, present a valid Official Statement of Status of Eligibility from the Florida Department of Education showing a status of "Eligible" for certification.

F. For undergraduates, complete the state mandated foreign language graduation requirement, as outlined in State Statute. See the program office for specific details.

G. For undergraduates, complete at least 40 semester hours of courses numbered 3000 level or above. At least 30 of the 40 hours, including the final internship and at least one practicum experience (if applicable to program of study), must be earned at St. Petersburg College.

H. For undergraduates, complete the general education requirements for the Associate in Arts degree including any assessment of education outcomes that are required by the College.

I. Apply for graduation by SPC's stated deadline.

V. Process for Deficiencies in GPA – Any certification student whose GPA falls below a 2.5 will be subject to academic probation, suspension, or dismissal. Teacher candidates receiving VA benefits or other forms of financial assistance may lose some or all of such benefits as a result of probation, suspension, or dismissal. Any non-certification student whose GPA falls below a 2.0 will be subject to SPC's policy outlined in BOT Rule 6Hx23-4.46, Academic Warning, Probation, Suspension, and Dismissal.

A. Academic Probation
   1. Teacher candidates who fail to maintain an overall GPA of 2.5 or higher will be placed on academic probation and have an academic registration hold placed on their records. The hold will prohibit the teacher candidate from registering for courses without the permission of appropriate COE personnel.
   2. The teacher candidate may remain on probation for one session for the GPA to be brought up to a 2.5.

B. Academic Suspension
   1. Teacher candidates who fail to bring their GPA up to a 2.5 in one session after being placed on probation will be suspended. An assistance plan will be developed outlining specific terms that must be met prior to reinstatement.
   2. While under academic suspension, the teacher candidate will be ineligible to enroll in any course in a College of Education certification program, and if their GPA is below a 2.0, will be ineligible to enroll in any course in the College of Education. An academic registration hold will be placed on the teacher candidate's records during the duration of the suspension.
   3. Following one session of suspension, a teacher candidate may consult with appropriate College of Education admission personnel regarding reinstatement. The student should also consult with appropriate faculty members regarding their assistance plan.

C. Academic Dismissal
   1. A teacher candidate who has been suspended for one session, is reinstated, and then fails to maintain a 2.5 overall GPA, will be dismissed from the College of Education certification program.
   2. A teacher candidate who has been academically dismissed will not be eligible to enroll in any course in a College of Education certification program, and if their GPA is below a 2.0, will be ineligible to enroll in any course in the College of Education, for at least one calendar year. An academic registration hold will be placed on the teacher candidate's records during the duration of the dismissal.
   3. After one year (12 months) of academic dismissal, a teacher candidate may re-apply for admission to a College of Education certification program.

VI. Process for Deficiencies in Knowledge, Skills, and Dispositions: The College of Education will take action whenever a student fails to demonstrate required knowledge, skills, and dispositions, while maintaining good moral character. Some incidents/deficiencies may be resolved outside of a formal disciplinary process by appropriate COE faculty or staff. Other incidents/deficiencies, including cases of plagiarism, repeated or unresolved dispositional issues, repeated or unresolved knowledge or skill deficiencies, and/or violations of the Florida Code of Ethics for Educators, will subject a student to a disciplinary process that could include probation, suspension, or dismissal. Students receiving VA benefits or other forms of financial assistance may lose some or all of such benefits as a result of probation, suspension, or dismissal.

A. Incident Review - When an incident or deficiency is identified that warrants review for probation, suspension, or dismissal, appropriate COE faculty or staff will notify the director of Curriculum and Student Success (or appropriate designee) in writing, and forward any documentation or supporting evidence.
   1. The director of Curriculum and Student Success (or appropriate designee) will convene a meeting with the student and appropriate COE faculty and/or staff. The purpose of this meeting will be to discuss alleged deficiencies, review all evidence, and record the student's responses to the allegations.
      a. If a student refuses to attend the meeting, he or she will automatically be subject to probation.
      b. If a student has to reschedule a meeting, he or she must notify the director of Curriculum and Student Success in advance of the meeting with a valid and documented reason for rescheduling.
   2. Upon reviewing all evidence and testimony, one of the following decisions may be reached:
      a. No action is required.
      b. The incident/deficiency warrants action, but probation is not the appropriate next step. An assistance plan will be developed and presented to the student with specific terms and monitoring. If the terms of the assistance plan are not met, the student will be subject to probation, and another meeting will be convened with the director of Curriculum and Student Success and appropriate COE personnel to outline the terms of the probation. If the student refuses to sign the plan, he or she will automatically be subject to probation.
      c. The incident/deficiency warrants probation.
      d. The incident/deficiency warrants review for immediate suspension/dismissal (see Section VI.D).
   3. The student will be notified in writing of the decision and a copy of the letter will be forwarded to the dean of the College of Education.
   4. Depending on the nature of the infraction, appropriate SPC personnel may be notified and the student may be subject to the policy outlined in Board of Trustees' Rule 6Hx23-4.33, Student and Student Organization Regulations, and Rule 6Hx23-4.35, Disciplinary Rule.

B. Probation - If it is determined that probation is appropriate, a new assistance plan will be developed. This may either occur at the Initial Review Meeting, or at a separate meeting called after the Initial Review. If the student refuses to attend a probation meeting, he or she will be subject to suspension or dismissal. If the student needs to reschedule the meeting, he or she must contact the director of Curriculum and Student Success in advance of the meeting with a valid and documented reason for rescheduling.

1. The new assistance plan will build on any previous plans and will outline specific terms and timeframes of the probation.
    a. If the student refuses to sign the plan, he or she will still be subject to the terms of the plan, but may appeal following SPC's process outlined in Board Rule 6Hx23-4.36, Section I.F, Student Grievances and Appeals.
    b. A copy of the form is given to every participant at the meeting and forwarded to the dean.
2. A student's progress in improving deficiencies is monitored by an appropriate COE faculty or staff member (determined at the probation meeting). The student will schedule regular meetings to review progress on items outlined in the assistance plan. At any point during probation, the following actions may be recommended:
    a. When the student corrects deficiencies in the predetermined knowledge, skills and/or dispositions required by the College of Education within the stated time frame, a letter will be sent to the student indicating that deficiencies have been satisfactorily resolved and the student will be removed from probation status.
    b. When the student fails to correct deficiencies in the predetermined knowledge, skills and/or dispositions required by the College of Education within the stated time frame(s), the director of Curriculum and Student Success (or appropriate designee) will convene a meeting with appropriate COE faculty and staff to consider all documentation and testimony, and propose a course of action. This course of action could include a recommendation for suspension or dismissal.

C. Suspension/Dismissal
1. When a student is recommended for suspension or dismissal, written notification is sent by certified U.S. mail (with return receipt requested) or personal delivery to the student's last known address setting forth the reasons or grounds for such action. It is the student's responsibility to ensure that SPC has an updated mailing address.
    a. The student shall be notified that he or she has ten (10) business days from the date the written notification is sent (not the date it is received) to appeal the suspension or dismissal. The student must submit a request for appeal, in writing, to the campus associate provost. The student shall follow the procedures for an appeal set forth in Board Rule 6Hx23-4.36, Student Grievances and Appeals.
    b. The student's failure to appeal pursuant to said procedure within the stated time frame shall result in an automatic suspension or dismissal and shall constitute a waiver and bar of the student's rights.
    c. Suspension or dismissal results in an immediate withdrawal from all College of Education courses.
    d. During suspension or dismissal, the student is ineligible to enroll in any College of Education course.
    e. Any student who is suspended shall be informed of the deficiencies which must be corrected prior to readmission, and may apply and be considered for re-admission to the program after a suspension for one full session. Any student who is dismissed shall be informed of the deficiencies which must be corrected prior to readmission, and may apply and be considered for readmission to the program after one year (12 months).
    f. If a student is reinstated into the College of Education after suspension and the deficiency persists, the student will be subject to dismissal.

D. Immediate Suspension or Dismissal. If evidence is presented by COE or school- district/field experience site personnel that a gross infringement of professional standards occurred which poses an immediate threat to the health, safety or welfare of students or others, the College of Education reserves the right to suspend or dismiss a student immediately. This suspension or dismissal will be subject to an expedited meeting with the person bringing the charge(s), and COE and SPC personnel, to determine the disciplinary action that will take place. The student shall have rights to a formal appeal set forth in Board of Trustees' Rule 6Hx23-4.36, Student Grievances and Appeals, and may request an immediate hearing if suspended or dismissed.

E. Students may also be subject to SPC's college-wide disciplinary process, outlined in these Board of Trustees' Rules: 6Hx23-4.33, Student and Student Organization Regulations, and 6Hx23-4.35, Disciplinary Rule.

RE-ADMISSION TO ST. PETERSBURG COLLEGE

Students who have not been in attendance at St. Petersburg College for three or more consecutive terms, are required to provide updated contact information before re-enrolling to ensure that the college has accurate information on file. Returning students are not required to pay an additional application fee.

An application form is obtained from the Information Desk, Admissions/Registration Office on the student's home campus or via the Internet at **https://my.spcollege.edu.**

Students who have been suspended from or who have voluntarily withdrawn from a health related program may be readmitted to such program in accordance with the program's approved written re-admission policy, if any. Cases involving extenuating reasons beyond the control of the student may be appealed to the Provost's Office at the Health Education Center.

RESIDENCY

(**College Rule and Procedure 6Hx23-4.14)(11/20/07) www.spcollege.edu/central/BOTrules/**
(Section 1009.21, F.S. & Rule 6A-10.044, F.A.C)

Classification as a Florida resident for tuition purposes shall be based upon Section 1009.21, Florida Statutes and the Guidelines on Florida Residency for Tuition Purposes adopted by the Articulation Coordinating Committee September 6, 2006.

Every applicant for admission to St. Petersburg College shall be required to make a statement as to his or her length of residence in the state, and further, shall establish that his or her presence or, if the applicant is a dependent child, the presence of his or her parent or parents in the state currently is, and during the requisite 12-month qualifying period was, for the purpose of maintaining a bona fide domicile, rather than for the purpose of maintaining a mere temporary residence or abode incident to enrollment in an institution of higher education.

For the purpose of determining residency status, "term" is defined as the beginning of a regular and/or express session for which residency is sought. If evidence of 12 months of residency cannot be established by the first day of the term but can be established before the start of the express session, residency may be granted for the express session provided that the student is not enrolled in any classes which start before the beginning of the express session.

I. The College shall follow Residency Guidelines adopted by the statewide Articulation Coordinating Committee on September 6, 2006 and any amendment that may be made thereto.

A. Students shall be classified as residents or nonresidents for the purpose of assessing tuition fees and other charges at the College.

1. Dependent child is any person, whether or not living with a parent, who is eligible to be claimed by her or his parent as dependent under the Federal Income Tax Code.
2. Institution of higher education is any of the constituent institutions under the jurisdiction of the State University System or the State Community College System.
3. Legal resident or resident is a person who has maintained residence in this state for the preceding year, has purchased a home which is occupied by her/him as her/his residence, or has established a domicile in this state pursuant to Florida Statute 222.17.
4. Parent means the natural or adoptive parent or legal guardian of a dependent child.
5. Resident for tuition purposes is a person who qualifies as provided within this policy for the in-state tuition; and nonresident for tuition purposes is a person who does not qualify for the in-state tuition rate.

B. Qualifications as a Resident for Tuition Purposes

1. A person or, if that person is a dependent child, her/his parent or parents must have established legal residence in this state and must have maintained legal residence in this state for at least 12 months immediately prior to her/his qualification.
2. Every applicant for admission to an institution of higher learning shall be required to make a statement as to length of residence in the state and, further, shall establish that her/his presence or, if she/he is a dependent child, the presence of her/his parent or parents in the state currently is, and during the requisite 12-month qualifying period was, for the purpose of maintaining a bona fide domicile, rather than for the purpose of maintaining a mere temporary residence or abode incident to enrollment in an institution of higher education.
3. With respect to a dependent child living with an adult relative other than the child's parent, such child may qualify as a resident for tuition purposes if the adult relative is a legal resident who has maintained legal residence in this state for at least 12 consecutive months immediately prior to the child's initial enrollment in an institution of higher education, provided the child has resided continuously with such relative for the 5 years immediately prior to the child's qualification, during which time the adult relative has exercised day-to-day care, supervision, and control of the child.
4. The legal residence of a dependent child whose parents are divorced, separate or otherwise living apart will be deemed to be this state if either parent is a legal resident of this state, regardless of which parent is entitled to claim, and does in fact claim, the minor as a dependent pursuant to federal individual income tax provisions.
5. An individual shall not be classified as a resident for tuition purposes and, thus, shall not be eligible to receive the in-state rate until she/he has provided such evidence related to legal residence and its duration as may be required by law and by officials of the institution of higher education from which she/he seeks the in-state tuition rate.

II. Every applicant for admission to the College must complete the Application for Admission form and must show evidence of having lived in Florida for at least 12 consecutive months before the first day of classes for the term for which Florida residency is sought.

A. **Evidence That Can Be Used To Establish Residency**

At least two of the following documents must be submitted, with dates that evidence the 12-month qualifying period. At least one of the documents must be from the First Tier. As some evidence is more persuasive than others, more than two may be requested. No single piece of documentation will be considered conclusive. Additionally, there must be an absence of information that contradicts the applicant's claim of residency.

1. **First Tier** (at least one of the two documents submitted must be from this list)
    a. Florida's driver license (if known to be held in another state previously, must have been relinquished **OR** a State of Florida identification card (if evidence of no ties to another state)
    b. Florida voter registration card
    c. Florida Vehicle registration card
    d. Proof of purchase of permanent home in Florida that is occupied as a primary residence of the claimant
    e. Transcripts from a Florida high school for multiple years (if Florida high school diploma or GED was earned within last 12 months)
    f. Proof of permanent full-time employment in Florida (one or more jobs for at least 30 hours per week for a 12 month period)
    g. Benefit histories from Florida agencies or public assistance programs
2. **Second Tier** (may be used in conjunction with one document from First Tier)
    a. A Florida professional or occupational license
    b. Declaration of Domicile in Florida (12 months from the date the documentation was sworn and subscribed as noted by the Clerk of the Circuit Court)
    c. Florida incorporation
    d. Documents evidencing family ties in Florida
    e. Any other documentation that supports the student's request for resident status
3. Examples of "other" documentation:
    a. Utility bills and proof of 12 consecutive months of payments
    b. Lease agreements and proof of 12 consecutive months of payments
    c. State or court documents evidencing legal ties to Florida
4. Unacceptable Documents (may not be used)
    a. Hunting/fishing license
    b. Library cards
    c. Shopping club/rental cards
    d. Birth certificates
    e. Passport

III. Reclassification:

Students classified as "nonresident for tuition purposes" who desire to be reclassified as "residents for tuition purposes" must fully comply with the "resident for tuition purposes" requirements of this procedure and complete under oath the Florida residency affidavit section of the Application for Admission form.

Additional Information

Florida law allows non-U.S. citizens such as permanent residents, parolees, asylees, refugees or other permanent status persons (e.g., conditional permanent residents and temporary residents), who have applied to and have been approved by the U.S. Bureau of Citizenship and Immigration Services with no date certain for departure shall be considered eligible to establish Florida residency for tuition purposes.

Nonimmigrants holding one of the following visas shall be considered eligible to establish Florida residency for tuition purposes. Persons in visa categories not listed herein shall be considered ineligible to establish Florida residency for tuition purposes. Eligible Visas for residency: A, E, G, H-1, H-4, I, K, L, N, O-1, O-3, R, NATO1-7, T, V and non-U.S. citizens who fall within the following categories shall also be considered eligible to establish Florida residency for tuition purposes.

a. Citizens of Micronesia and/or the Marshall Islands.
b. Beneficiaries of the Family Unit Program.
c. Individuals granted temporary protected status; withholding of deportation status; suspension of deportation status or cancellation of removal; a stay of deportation status; deferred action status; deferred enforced departure status.
d. Applicants for adjustment of status.
e. Asylum applicants with the Bureau of Citizenship & Immigration Service (BCIS) receipt or Immigration Court stamp.

It is important to note that living or attending school in Florida is not tantamount to establishing a legal residence for tuition purpose. Maintaining a legal residence in Florida requires substantial physical presence as a condition.

For the purposes of determining residency for tuition purposes, continuous enrollment shall be defined as enrollment in at least two terms each 12-month period beginning with the student's first enrollment in a community college or university.

Students who are attending SPC under a non-immigrant VISA status, F1-Student VISA or B2-Visitor VISA are not eligible for changes to their residency status except in certain circumstances. (Contact the campus International Student Office for details.)

Florida law provides that any person making a false statement to a public official shall be guilty of a misdemeanor and subject to a penalty of up to 60 days in prison and a fine of up to $500. St. Petersburg College reserves the right to withhold credit earned by an applicant who is found to have made false and fraudulent statements concerning legal resident status.

The foregoing information is not intended to answer all questions regarding residency. For additional information regarding whether a student meets the Florida residency requirements, contact the Admissions/Registration Office on your home campus/site/center.

SENIOR CITIZENS

See BOT Rule 6Hx23.5.20-www.spcollege.edu/central/BOTrules/

SERVICES FOR STUDENTS WITH DISABILITIES

St. Petersburg College is committed to the open door concept and provides equal access to campus facilities and educational opportunities to all qualified individuals with disabilities.

It is the responsibility of the student or prospective student to bring to the college's attention the need for academic accommodation due to a qualifying disability. Requests must be supported by appropriate documentation of the relevant disability. Information on the type of documentation needed may be obtained from the Learning Specialist on any campus. Students who present acceptable documentation will receive an Accommodation Form, listing approved services, from the home campus Learning Specialist. Students whose disabilities may affect their performance in a course or who require special and reasonable accommodations should present this Accommodation Form(s) to their instructor(s) at the beginning of the course.

TESTING OF STUDENTS

See Board Rule 6Hx23-4.45 – www.spcollege.edu/central/BOTrules/

BACHELOR DEGREES, ASSOCIATE DEGREES, CERTIFICATES AND DIPLOMAS

St. Petersburg College awards the following degrees, certificates and diplomas to students that have completed all program requirements consistent with the provisions of this catalog.

BACHELOR OF SCIENCE DEGREE: The Bachelor of Science degree is awarded upon the completion of the course requirements in one of the following programs: Biology, Business, Business Technology Education, Educational Studies, Elementary Education, Exceptional Student Education, Middle Grades General Science Education (5-9), Middle Grades Mathematics Education (5-9), Secondary Mathematics Education, Public Policy Administration, Secondary Biology Education, Technology Education or Nursing.

BACHELOR OF APPLIED SCIENCE DEGREE: The Bachelor of Applied Science degree is a baccalaureate degree primarily designed to prepare students to enhance their career. The graduates who possess an earned Associate in Science degree (A.S.) or an Associate in Applied Science (A.A.S.) accredited degree are eligible for admission. The Bachelor of Applied Science degree is awarded upon the completion of the course requirements in one of the following programs: Banking, Dental Hygiene, Health Services Administration, International Business, Management and Organizational Leadership, Orthotics & Prosthetics, Paralegal Studies, Public Safety Administration, Sustainability Management, Technology Management or Veterinary Technology.

SECOND BACCALAUREATE DEGREE: A second baccalaureate degree may be earned by students provided that (1) all requirements for the major/minor as well as individual program requirements for the second degree are satisfied; and (2) thirty (30) semester hours in residence are completed, in addition to the hours required for the first degree. There are no liberal studies requirements for the second degree.

ASSOCIATE IN ARTS DEGREE: The Associate in Arts degree is awarded upon the completion of the course requirements of the college transfer associate in arts program. This curriculum is designed for students desiring to pursue a four-year baccalaureate degree at a senior college or university.

ASSOCIATE IN SCIENCE DEGREE (articulated): The Associate in Science degree is awarded upon completion of the course requirements for the college transfer articulated associate in science program. This curriculum is designed for students desiring to pursue a four-year baccalaureate degree at a senior college or university.

ASSOCIATE IN SCIENCE DEGREE: The Associate in Science degree is awarded upon completion of the course requirements for most two-year programs.

ASSOCIATE IN APPLIED SCIENCE DEGREE: The Associate in Applied Science degree is awarded upon completion of the course requirements in Management, Marketing or Industrial Management Technology.

TECHNICALCERTIFICATE: The Technical Certificate is awarded upon completion of the course requirements of a program of instruction that is less than sixty (60) credits of college-level courses, and is part of an associate in science degree (A.S.) or an associate in applied science degree (A.A.S.) program and which prepares students for entry into employment.

APPLIED TECHNOLOGY DIPLOMA: The Applied Technology Diploma is awarded upon completion of the course requirements of the diploma. The course of study is part of an associate in science degree (A.S.) or an associate in applied science degree (A.A.S.), is less than sixty (60) credit hours, and leads to employment in a specific occupation.

ADVANCED TECHNICAL CERTIFICATE: The Advanced Technical Certificate consists of a program of instruction of nine (9) hours or more but less than forty-five (45) credit hours of college-level courses. The ATC may be awarded to students who have already received an associate in science degree or an associate in applied science degree and are seeking an advanced specialized planning program of study to supplement their associate degree.

MySPC (STUDENT PORTAL FOR WEB-BASED REGISTRATION & STUDENT RECORDS)

https://my.spcollege.edu

The MySPC online portal allows a student to apply for admission, view personal "To Do List", register for courses, drop and add courses, change address and phone numbers on file, search for classes, display the student's registered schedule, check grades, review financial assistance awards and status, view My Planner, and pay fees with an American Express, VISA or MasterCard credit card or electronic check. Students also have access to services such as Online Career Development and Live@Edu student email via MySPC.

- Student number and password are needed to log-in.
- Students who have never used the web system can Create a Password using the link below the log-in boxes.

Non-students will find links on the log-in page to search for classes or apply for admission. Visit the MYSPC web site at **https://my.spcollege.edu.**
Questions regarding MySPC should be referred to 727-341-4SPC (4772).

MySPC ANSWER PLACE (MAP)

MySPC Answer Place (MAP) is a one-stop approach to the delivery of student services. Current or prospective students may go to MAP to have their questions answered regarding admissions, advising, testing, and financial assistance services.

Located within MAP is a self-service lab (with someone available to provide assistance, if assistance is needed), where students can access information regarding graduation requirements, the status of their financial assistance, seek career development services, register for classes and even pay their tuition on-line, avoiding having to go from office to office and wait in long lines!

If you are an SPC student or prospective student and have questions or need directions, you should first **"Go to the MAP!"**

Learn how you can access academic progress reports, financial assistance information and much more online and at your convenience. SPC is Keeping it REAL (Responsible Engagement for Active Learning) by empowering students! MySPC Answer Place (MAP) is located in the Administration Building on the Clearwater, St. Petersburg/Gibbs and Tarpon Springs campuses. We also have Cyber MAP that can be reached by contacting (727) 341-4772. Cyber MAP is available Mondays through Thursdays from 8:30 a.m. to 7 p.m., and Fridays from 8:30 a.m. to noon. All services available via campus-located MAPs can be access via CyberMAP.

ACADEMIC AFFAIRS: ACADEMIC HONESTY POLICIES

(For complete details see
College Rule 6Hx23-4.461)(4/26/11) www.spcollege.edu/central/BOTrules

ACADEMIC AVERAGE AND REPEATED COURSES

(College Rule 6Hx23-4.15) (5/18/10) www.spcollege.edu/central/BOTrules

AUDIT STUDENTS

(For complete details see
College Rule 6Hx23-4.20, II.E)(4/21/10) www.spcollege.edu/central/BOTrules

GRADING SYSTEM

(College Rule 6Hx23-4.20) (4/21/10)
www.spcollege.edu/central/BOTrules

ACADEMIC WARNING, PROBATION, SUSPENSION, DISMISSAL

(See BOT Rule 6Hx23-4.46)(11/20/07) www.spcollege.edu/central/BOTrules

CLASS ATTENDANCE

(College Rule 6Hx23-4.30)(12/17/07) www.spcollege.edu/central/BOTrules

COLLEGE-PREPARATORY INSTRUCTION

(See BOT Rule 6Hx23-4.451)(6/17/08) www.spcollege.edu/central/BOTrules

WITHDRAWAL

(College Rule 6Hx23-4.31)(12/16/08)
www.spcollege.edu/central/BOTrules

MAXIMUM STUDENT LOAD

(**College Rule 6Hx23-4.161) (11/21/06) www.spcollege.edu/central/BOTrules**

PRESIDENT'S HONOR LIST

(College Rule 6Hx23-4.491)(2/17/05) www.spcollege.edu/central/BOTrules

CLASSIFICATION OF STUDENTS

(College Rule 6Hx23-4.16)(3/26/02) www.spcollege.edu/central/BOTrules

ACCELERATION MECHANISMS

(College Rule tHx23-4.28)(5/18/99)
www.spcollege.edu/central/BOTrules

ELIGIBILITY FOR INTERCOLLEGIATE ATHLETICS

(College Rule 6Hx23-4.18) (8/31/90) www.spcollege.edu/central/BOTrules

STUDENT AFFAIRS

Student Affairs includes counseling and advisement, testing, career planning, placement testing, financial aid, veterans assistance, social and cultural activities and athletics.

STUDENT RECORDS

(College Rule 6Hx23-4.37)(9/15/09) www.spcollege.edu/central/BOTrules

LOST AND FOUND

(College Procedure P6Hx23-5.1311) (12/20/94) www.spcollege.edu/central/BOTrules

PARKING AND VEHICLE CONTROL

(**College Procedure and Rule P6Hx23-1.25 (12/17/91) & 6Hx23-4.34) (1/21/92) www.spcollege.edu/spg/campus/parkingrules**

COUNSELING, ADVISEMENT AND CAREER PLANNING

Full-time professional counselors are available to assist students in the decision-making process regarding career and academic planning and personal choices. Academic Advisors in the Counseling Offices can assist students in choosing appropriate coursework to achieve their academic and career goals. Counseling services are provided to anyone interested in programs at St. Petersburg College.

THE CAREER DEVELOPMENT CENTERS

Clearwater Campus: (727) 791-2738
Seminole Campus: (727) 394-6108
St. Petersburg/Gibbs Campus: (727) 341-4640
SPC Downtown Center: (727) 341-2631 and 341-7975
Tarpon Springs Campus: (727) 712-5209

Career Development Centers offer a variety of career-related services. The centers are open to students, alumni and members of the community. Hours and services may vary from campus to campus. Also there is a Virtual Career Center available to registered students. For more information visit our website at www.spcollege.edu/CareerDevelopment/.

The **Career Exploration Program** administers a selection of standard assessment tools, interpretation and research. These programs are available at select sites and are fee-based.

Career resources – A comprehensive selection of career-related materials, including labor market trends, job descriptions, salaries, working conditions, job tips, resume writing and interviewing techniques are available at MySPC under Career Development Services.

Cooperative Education provides students with the opportunity to earn credit while working in part-or full-time positions related to their field of study. This planned method of instruction gives students goal-related work experience. Students must complete required co-op forms before registration.

STUDENT GOVERNMENT ASSOCIATION (SGA)

The Student Government Associations (Clearwater, Seminole, St. Petersburg/Gibbs, Tarpon Springs and Health Education Center) are recognized as the official student governing organizations representing the student body of St. Petersburg College. They are the liaison between the student body and the college administration. These organizations provide for participation in college governance and also receive all petitions for grievances, complaints, requests and recommendations reflecting the opinion of the student body.

DUAL ENROLLMENT PROGRAM

North-County office Tarpon Springs Campus: (727) 71-5400 or (727) 712-5281
South-County office Seminole Campus: (727) 394-6023 or (727) 394-6000
http://www.spcollege.edu/central/de/

Through St. Petersburg College, area high school students may take certain courses that give them credit toward a high school diploma and a college degree. Such credits then are transferable from SPC to other colleges and universities. The courses are available to public school, private school and home school students who are sophomores, juniors and seniors. The classes may be taken during the school day, as well as some evening hours.

Geared toward students with at least a 3.0 GPA, the Dual Enrollment Program offers courses at no expense – no fees for application, registration or texts (private school and home school students must purchase textbooks). Students must, however, provide their own transportation to classes.

To find out more, call St. Petersburg College's Dual Enrollment Office at (727) 712-5400 or (727) 394-6023 or contact any high school guidance office.

EARLY COLLEGE PROGRAM

Clearwater Campus: (727) 791-5971 or (727) 791-5970
Seminole Campus: (727) 394-6023 or (727) 394-6000
Tarpon Springs Campus: (727) 712-5400 or (727) 712-5281
http://www.spcollege.edu/central/earlycollege

The Early College Program is a partnership between St. Petersburg College and Pinellas County Schools that offers new and innovative options for high school students. Students entering grades 11 or 12 in Pinellas County high school, as well as private and home-schooled students who meet dual enrollment eligibility requirements and reside in Pinellas County, will have the opportunity to attend the Early College Program. Home school and private school students will be required to enroll in a public high school to participate. Students will remain dual-enrolled in their home high schools (allowing them to participate in all extracurricular activities) and in classes at the college. They will participate in a course progression leading to simultaneous completion of the high school diploma and the Associate in Arts degree.

To find out more, call St. Petersburg College's Early College Program Office at (727) 791-5971 or (727) 394-6023 or (727) 712-5400.

INTERNATIONAL STUDENT SERVICES

Clearwater Campus: (727) 791-2425
St. Petersburg/Gibbs Campus: (727) 341-4370
Seminole Campus: (727) 394-6233
Tarpon Springs Campus: (727) 712-5806
www.spcollege.edu/central/international

The center's primary role is to provide services to international students to help in their transition to the United States and to college life.

Admission information, help with Immigration and Naturalization Service requirements and special orientations are some of the assistance the International Student Services provides.

INTERNATIONAL PROGRAMS: STUDY ABROAD

International Program Office: (727) 341-4735
www.spcollege.edu/central/internationalprograms/study_abroad

St. Petersburg College's Office of International Programs offers a variety of short-term study abroad programs and encourages qualified students to study abroad in an educational field experience. Qualifications are based on credit hours, residency, good standing, compliance with program rules and procedures, participation in pre-departure class meetings and orientation sessions.

HARASSMENT AND RELATIONSHIPS POLICY AND DEFINITIONS

(College Rule 6Hx23-2.010(4/26/2011) www.spcollege.edu/central/BOTrules

ESL FOR ACADEMIC PURPOSES

Clearwater Campus: (727) 791-2425/2609
St. Petersburg/Gibbs Campus: (727) 341-4743/4370
Seminole Campus (727) 394-6111
Tarpon Springs Campus: (727) 712-5828

The ESL for Academic Purposes program offers a series of English courses to meet the needs of non-native English speakers.

The ESL for Academic Purposes program is designed for those students who are interested in learning to read, write, speak, listen to and understand the English language in order to work toward the Associate in Arts, Associate in Science or the Associate in Applied Science degree or College Credit Certificate programs to progress toward a higher degree or enter the workforce.

Entering students will be tested with a placement test for ESL and placed in the appropriate level of study indicated by their scores: Basic I, Basic II, Intermediate, Advanced I, or Advanced II. Students enrolled in 12 credit hours of EAP will be considered full-time students.

The placement test for English is administered at St. Petersburg College on a regular basis.

The following courses comprise the ESL program:

EAP	0200	Basic Listening/Speaking	3 credits
EAP	0300	Intermediate Listening/Speaking I	3 credits
EAP	0400	Intermediate Listening/Speaking II	3 credits
EAP	0295	Basic English as a Second Language I	9 credits
EAP	0395	Basic English as a Second Language II	9 credits
EAP	0495	Intermediate English as a Second Language	9 credits
EAP	1500*	Advanced Listening/Speaking	3 credits
EAP	1501	English Pronunciation	3 credits
EAP	1595	Advanced English as a Second Language I	9 credits
EAP	1695*	Advanced English as a Second Language II	9 credits
EAP	1696L	ESL Laboratory	1 credit

** EAP 1500 and EAP 1695 are the only courses to be used toward graduation credit.*

ONE-STOP CENTER OUTREACH SPECIALISTS

(727) 341-3198

St. Petersburg College is the primary service provider to WorkNet Pinellas, the regional workforce development board for Region 14, Pinellas County. WorkNet Pinellas has several offices conveniently located throughout the county and is also co-located on various campuses of SPC. For a complete listing of all locations, visit www.worknetpinellas.org where you can also view job openings and post your resume.

As the regional workforce development board, WorkNet Pinellas provides the framework for the region's workforce preparation and employment system and is designed to meet the needs of businesses, job seekers, and those who want to further their careers.

Services include career assessment, job search and placement assistance, career counseling, information on the availability of supportive services such as child care and transportation, labor market information and follow-up services. Additional services include occupational skills training, on-the-job training, training programs operated by the private sector, skill upgrading and retraining, entrepreneurial training, job readiness training, adult education and literacy activities and customized training for those who qualify.

Contact a SPC Outreach Specialist for on-campus assistance or additional information about the Pinellas County One-Stop Center locations and services.

DISABILITY RESOURCES

Clearwater Campus: (727) 791-2628 (V/TDD)
Seminole Campus: (727) 394-6289
St. Petersburg/Gibbs Campus: (727) 341-4758
Tarpon Springs Campus: (727) 712-5789 (V/TDD)
http://www.spcollege.edu/central/ossd/

St. Petersburg College recognizes the importance of encouraging and helping students with disabilities reach their full potential. In accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, the College ensures that admission, services, activities, facilities, and academic programs are accessible to and usable by qualified students with disabilities.

Reasonable accommodations both in the classroom and during college-sponsored campus activities and programs are available to students who identify themselves as having a disability and as being otherwise qualified for admission to the College. Each student is responsible for providing documentation of his/her disability and requesting appropriate accommodations. The intent of reasonable accommodations is to provide all students with similar opportunities for success and for mastery of academic skills. These services may include, on a case-by-case basis:

- Adaptive classroom furniture
- Adaptive electronic equipment and software
- Appropriate modifications to online courses
- Assistive listening devices
- Certified/qualified sign language interpreters
- Change of class location
- Individualized tutoring in selected general education courses (offered on a limited basis as a courtesy)
- Modification of testing time and/or location
- Notetakers
- Scribes
- Specialized Academic Advising
- Audio tests or test readers
- Telecommunications devices (TTYs) and amplified phones
- Test and classroom assistants

OFFICE OF SPECIAL PROGRAMS

(727) 341-3542
http://www.spcollege.edu/spg/sss/about/osp.html

St. Petersburg College wants students to be academically successful. That's why the Office of Special Programs offers a variety of programs geared toward students in middle school through college.

The Office of Special Programs is designed to:

- increase student's and parents' awareness of the importance of a college education;
- increase the number of underrepresented students who graduate from high school and enroll at SPC;
- enhance students' access to college by increasing the "college readiness" of high school graduates;
- increase the number of underrepresented students who graduate with a degree and/or complete academic programs;
- reduce the number of students who leave college before realizing their educational goals.

CENTER OF EXCELLENCE (COE)

(727) 341-3537/3542
http://www.spcollege.edu/spg/sss/programs/center_of_excellence.html

The Center of Excellence (COE) uses group achievement strategies to increase the pool of African-American and other historically underrepresented students who are prepared, motivated and qualified to enter higher education.

Center of Excellence includes three components:

- **National Achievers Society** – identifies and acknowledges high-achieving African-American students. Middle and high school students are eligible for membership in this society and must make at least two A's and no C's – unless the C is earned in an advanced or honors course.

- **Black History and Culture Brain Bowl** – educates African-American youth about the role and contributions of African-American and other minorities in the United States through participation in local, regional and state academic competition.
- **Academic Enrichment Centers** – provide after-school tutoring sites around the community to supplement student learning experiences.

COLLEGE REACH-OUT PROGRAM (CROP)

(727) 341-4376/4716
http://www.spcollege.edu/spg/sss/programs/crop.html

CROP was established in 1983 and funded through the Florida Department of Education. This program is targeted toward financially and academically eligible students in grades 6-12. CROP is designed to motivate basic learning skills, and strengthen parents and student understanding of the benefits of post secondary education, and foster personal and career development through supplemental instruction. The program primarily utilizes employees of Pinellas County Schools to serve as mentors and advisors to student in 13 middle and high schools. In addition to academic engagement students are also involved in college tours, career exploration, and cultural and educational field activities. Students also have the opportunity to participate in the Summer Residential Program on the campus of the University of South Florida.

St. Petersburg College serves as the fiscal tracking agent for the Tampa Bay Consortium which includes Hillsborough Community College, Manatee Community College, University of South Florida.

STUDENT SUPPORT SERVICES (SSS) PROGRAM

Clearwater Campus: (727) 791-2590
/www.spcollege.edu/spg/sss/about/index.html

Student Support Services (SSS) is a federally funded program designed to provide eligible students with mentoring, help in improving study skills, tutoring, cultural awareness and exposure, textbook lending, academic and career advisement, and help in finding community and campus resources

SUMMER OF SUCCESS (SOS)

Clearwater Campus: (727) 791-2590
St. Petersburg/Gibbs Campus: (727) 341-3576
http://www.spcollege.edu/spg/sss/programs/summerofsuccess.html

SOS is a scholarship program designed to encourage recent high school graduates to pursue a college degree. Participating students get an introduction to the college experience and a better understanding of the effort and strategies necessary to make a successful transition from high school to college.

Students in the program take three courses that are six-weeks long, along with seminars on math and reading/writing readiness. By the end of this program, students will have earned three college credits — for free.

HONORS COLLEGE

Nadia Yevstigneyeva, M.D., Director (727) 791-2708
Email: honorscollege@spcollege.edu
Fax: (727) 791-2601
http://www.spcollege.edu/honorscollege

The Honors College is a member of the State, Regional and National Collegiate Honors Councils and is an intellectual learning community encompassing honor students, student honorary groups, honors courses, honors programs, interdisciplinary honors program, seminars, service-learning projects, independent study, graduation recognition events, honors scholarships and many other attributes and challenging activities.

The mission of The Honors College is to provide an exemplary education and build an intellectual community that encourages creativity, deeper understanding, leadership qualities, and critical thinking skills for our most talented and motivated students. We achieve this by developing unique educational opportunities and activities to challenge and enhance academic depth and personal growth through:

- Excellent, highly developed, and enriched honors courses and programs, honors curricula, honors seminars and symposia.
- Outstanding faculty to teach Honors courses.
- Assistance with applying for scholarships.
- Transfer opportunities to selective, nationally renowned colleges and universities.
- An outstanding learning environment, facilities and special services.
- A variety of leadership and service-learning opportunities and varied cultural and social activities.

For academically outstanding and motivated students, St. Petersburg College offers specially enriched honors courses. These specially enriched sections present a more varied and challenging curriculum by which selected students can satisfy some of the general education requirements and achieve and enhance maximum development of their academic ability and talent. Continuation in the Honors College is contingent on maintaining high academic, ethical and service-learning excellence.

There are several types of Trustees Honors College Scholarships designed for the various levels of achievement for students enrolled in the Honors College. Students must have applied for scholarships to be eligible. Qualification criteria for Honors College scholarships include students' academic scores, involvement in extracurricular activities and/or service-learning project, and other academic achievements.

To learn more about Honors College course offerings, honors faculty, courses syllabi, and honors news visit our Web-site at: http://www.spcollege.edu/honorscollege.

Students do not have to be accepted into the Honors College to enroll in honors courses or honors interdisciplinary studies program, but they must meet course criteria or have program director approval.

I. **Admission for high school graduates to the Honors College** is based on the following requirements:
   A. be in the top ten percent (10%) of their high school graduating class **OR** have earned a high school cumulative grade point average of 3.5 or higher on a 4.00 scale; **OR**
   B. achieved a score of 1200 or higher on the SAT; **OR**
   C. achieved a composite score of 26 or higher on the ACT; **OR**
   D. achieved a score of no less than 100 on the English and Reading portions and 72 on the college Math portion of the College placement test; **AND**
   E. have a satisfactory written essay on the special topic (for high school students, SPC current and transfer students).

II. **Admission for the SPC current and transfer students to the Honors College** is based on the following requirements:
   A. have earned college cumulative grade point average of 3.5 or higher with at least 12 credits of college coursework; **OR**
   B. be an active member of Phi Theta Kappa (for SPC current and transfer students); **OR**
   C. present a recommendation for admission to the Honors Program from a counselor or an instructor who is familiar with their academic work (for SPC current and transfer students); **AND**
   D. have a satisfactory written essay on the special topic (for both high school students, SPC current and transfer students).

III. **Admission of SPC collegiate high school students and early admission high school students to the Honors College** is based on the following requirements:
   A. have earned college cumulative grade point average of 3.5 or higher with at least 12 credits of college coursework; **AND**
   B. present a recommendation for admission to the Honors Program from a counselor or an instructor who is familiar with their academic work; **AND**
   C. have a satisfactory written essay on the special topic.

IV. **Continuation in the Honors College** is based on the following requirements:
   A. have earned a grade point average of 3.3 or greater in honors courses and be enrolled in 3 credit hours of honors courses for each semester;
   B. have earned college cumulative grade point average of 3.25 or greater by the end of the academic year; **AND**
   C. be involved in service-learning projects and/or in one extra-curricular activity each semester.

STUDENT GRIEVANCES AND APPEALS

(College Rule 6Hx23-4.36 I)(5/18/10) www.spcollege.edu/central/BOTrules

POLIICY FOR THREATS, VIOLENCE, STALKING AND/OR USE OR POSSESSION OF EXPLOSIVES, DESTRUCTIVE DEVICES, FIREARMS AND/OR WEAPONS, ETC.

(College Rule 6Hx23-1.232)(11/18/08) www.spcollege.edu/central/BOTrules

COLLECTION OF FINANCIAL OBLIGATIONS AND DELINQUENT ACCOUNTS

(College Rule 6Hx23-5.27)(9/18/06)
www.spcollege.edu/central/BOTrules/

STUDENT FEES (SUBJECT TO CHANGE)

www.spcollege.edu/webcentral/catalog/current/fees.htm

STUDENT FEES: TRANSFERS AND REFUNDS

(College Policy 6Hx23-5.19)(1/27/09) www.spcollege.edu/central/BOTrules/

I. **Credit Courses:**
   A. Transfers will be made as follows:
      The President or designee is authorized to make a 100% nonrefundable transfer of matriculation/tuition fees to the subsequent term for documented extenuating circumstances in accordance with P6Hx23-5.19. Such transfer is permitted between the end of the drop-add period, as defined in (C) below and the last day to voluntarily withdraw from classes.
   B. Refunds will be made as follows:
      1. The President or designee is authorized to make a 100% refund of matriculation/tuition fees prior to the end of the drop-add period, as defined in (C) below.
      2. The President or designee is authorized to make a 100% refund of matriculation/tuition fees for documented extenuating circumstances in accordance with Procedure P6Hx23-5.19 to students who will be unable to attend the session due to these extenuating circumstances. Such refund is permitted between the end of the drop-add period and the last day to voluntarily withdraw from classes.
      3. The President or designated appeals committee is authorized to make a 100% refund of matriculation/tuition fees for documented extenuating circumstances in accordance with Procedure P6Hx23-5.19 to students who will be unable to attend the term due to these circumstances and have requested the refund between the last day to voluntarily withdraw from classes to the last day of the regular session.
   C. The drop-add period for credit courses shall be designated as follows:
      1. Term I, II, III and express session(s) course – the dates specified in the official college calendar.
      2. Modmester courses – 1 week after the beginning date of courses scheduled to run longer than 1 week. Prior to the second class meeting for courses scheduled to run less than 1 week.
      3. Open enrollment courses – 1 week after the student's registration or the appropriate dates specified under (1) above, whichever is later.

II. **Non-credit courses:**
   The President or designee is authorized to make the following refunds:
   A. A 100% refund for seminars and institutes (meetings for one day or several successive days) if the request is received prior to the first class meeting.
   B. A 100% refund for non-credit classes (meeting once or twice a week for several weeks) if the request is received prior to the second class meeting.
   C. A 100% refund of matriculation/tuition fees for documented extenuating circumstances in accordance with Procedure P6Hx23-5.19.

III. All registration fees will be refunded in full in cases of College error.

IV. Application fees will be refunded in cases:
   A. of College error.
   B. where the class for which the applicant registered is cancelled.
   C. where the class is full.

V. Deduction from authorized refunds will be made for unpaid accounts due the College.

VI. Refunds to students will be made only for fees actually paid by or on behalf of the student from a source other than financial aid.

VII. Refunds of $5.00 or less will be paid upon request only. When such refunds are not claimed within 1 year, the College may assess an unclaimed refund fee of $5.00 or the amount of the refund, whichever is less.

FINANCIAL ASSISTANCE SERVICES

Clearwater Campus, AD Building
St. Petersburg/Gibbs Campus, AD Building
Seminole Campus, UPC 132,
Tarpon Springs Campus, AD 126
(727) 791-2485
SPC's Federal School Code: 001528
For more information go to http://www.spcollege.edu/getfunds or email: askfas@spcollege.edu

Financial assistance consists of grants, scholarships, student employment and/or loans offered to help a student meet college expenses. Such assistance is usually provided by or through federal and state agencies, foundations, corporations, private donors and the college itself.

The amounts and types of financial assistance that a student receives are determined through federal, state and institutional guidelines and are offered to students in combinations or "packages" which may consist of grants, scholarships, loans and employment designed to help students meet educational expenses. Grants and scholarships are regarded as "gift" assistance and need not be repaid, although they may carry specific requirements for renewal. Loans are usually offered at low interest rates and can be repaid over an extended period of time. Where assistance is offered in the form of a job, the student is paid an hourly rate for work performed.

Philosophy of Financial Assistance

The St. Petersburg College program of financial assistance exists to provide students who, for lack of funds, would be unable to attend. Financial assistance is offered based upon "financial need" as determined by the federal government's system of need analysis.

How is Financial Assistance Calculated?

What is Cost of Attendance?

Cost of Attendance is the average projected cost of full-time enrollment as determined by each school. At SPC, costs include direct costs (i.e., tuition, fees, books, supplies) and indirect costs (i.e., room and board, transportation, and miscellaneous expenses).

What is the Expected Family Contribution?

The Expected Family Contribution is determined by the information you supplied on the Free Application for Federal Student Aid (FAFSA). The calculation is set by Congress and it is used to determine your eligibility for financial student assistance. This is the amount that the student (and/or parents) can be expected to contribute towards the educational costs of attending college. You and your family are expected to contribute towards your educational costs from income and assets. It is your responsibility to apply for any additional assistance for which you may be eligible and to report that assistance to Financial Assistance Services. An Expected Family Contribution Calculator can help you estimate your EFC.

What is Financial Need?

Need is determined by subtracting your Expected Family Contribution from your Cost of Attendance.

Cost of Attendance
\- Expected Family Contribution
= Financial Need

How Do I Complete the Free Application for Federal Student Aid (FAFSA)?

The Free Application for Federal Student Aid (FAFSA) is available online. You must submit a FAFSA each year. The FAFSA is available **Jan. 1** for the following academic year.

You may be selected for Verification requiring submission of additional documentation to Financial Assistance Services. Unless this process is complete, your financial assistance awards cannot be determined.

Applications submitted on or before May 1 are given priority for the following sources of federal, state, and institutional aid.

Federal Supplemental Education Opportunity Grant (SEOG)
Florida Student Assistance Grant (FSAG)
Florida Student Assistance Grant – Career Education (FSAG-CE)
First Generation Matching Grant (FGMG)
SPC Student Incentive Grant (SIG)

However, anyone who needs assistance should apply regardless of the date when you begin college. You must apply for aid each academic year. A separate request form is required for summer financial assistance.

If you cannot complete the FAFSA online, call the Federal Student Aid Information Center at 800-433-3243 to request a paper copy.

When completing the FAFSA, use only this site: www.fafsa.gov. Other sites may charge you a fee for completing the FAFSA. It is a free form and does not require a fee.

SPC's school code is 001528.

Who Qualifies for Financial Assistance?

Generally, to qualify for federal, state and institutional aid, you must meet the following requirements:

1. Demonstrate financial need according to a financial needs analysis system;
2. Be enrolled and attending classes;
3. Be a degree-seeking student (either A.A. degree, A.S. degree, bachelor's degree program or certain financial aid eligible certificate programs.)
4. Maintain satisfactory academic progress in your course of study;
5. Not be in default or owe a repayment on any Title IV funds received at any institution; and
6. Be a United States citizen or a permanent resident of the United States or Trust Territories.

To qualify for financial assistance, students who are not high school graduates or who do not possess the GED, must demonstrate Ability to Benefit from college level programs at SPC by passing the College Placement Test with minimum scores as specified in College procedures.

Official transcripts from all prior schools must be received by SPC before you are eligible to receive financial assistance.

When Will I Receive My Funds?

Tuition and Fees

Tuition and fees will be deducted from your awards directly by SPC. If your aid award is less than the cost of tuition and fees, you must pay the difference by the due date.

Book Line of Credit

If your financial assistance exceeds your tuition and fee charges, you may charge up to $800 in books and supplies using the Book Line of Credit at campus bookstores. The amount of the Book Line of Credit is based on projected financial assistance that will be disbursed beginning at the end of the fourth week of your classes. The bookstore will have your information on file and will apply your available book charges against your tuition account.

If you change enrollment or your financial assistance is reduced, you will be required to pay for your books out of your own funds.

If you are a distance learning student and are not able to go into one of the campus bookstores, you can still use your Book Line of Credit. You can contact the bookstore directly and make arrangements to purchase your books. It is recommended to allow time for shipping.

Disbursements to SPCOneCard

Any remaining credit balances after tuition and fees are paid and the Book Line of Credit is satisfied will be applied to your SPCOneCard, based on the choice made when you activated the card. Disbursements begin at the end of the fourth week of your classes.

All loans are disbursed in two payments, even if you are enrolled in Fall only or Spring only. Per Federal regulations, first-time, first year Stafford borrowers cannot receive their first loan disbursement until 30 calendar days after the first day of classes in their first term of enrollment.

If you are enrolled only in Express or 2nd 8 Week Mod classes, your funds will be disbursed starting at the end of the fourth week of that term.

What if I drop a class before the end of drop/add?

SPC students receive a 100% refund on all tuition and fees for classes dropped prior to or during the drop/add period for each term. If the student is receiving financial assistance, any refund will first be credited to the financial assistance programs from which assistance was disbursed.
SPC's tuition refund policy is separate from the federal requirement to return unearned aid when a student withdraws. Whether or not the student receives a tuition refund has no bearing on the amount the student may be required to repay under the Return of Title IV Funds formula.

It is the student's responsibility to attend classes. SPC's No Show policy requires the faculty to take attendance during the first two weeks of classes and report any student who did not attend. Any student who does not attend at least one class during the first two weeks of the course will be reported as a No Show in that class. Students are not allowed to receive financial assistance for classes which they were 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 SPC's official withdrawal process. Students who wish to withdraw completely from SPC are required to report to the counseling areas of their home campus for exit interviews. If it is not possible for the student to come in, the student may submit a written notice of intent to withdraw. The notice may be by fax, e-mail or letter and should be sent to the Associate Provost on the student's home campus. If a student officially withdraws or stops attending all courses, the student may be required to repay all or part of the financial assistance disbursed in that term.

MAIN CATEGORIES OF FINANCIAL ASSISTANCE

Financial Assistance consists of grants, scholarships, student employment, and loans. The amounts and types of financial assistance that a student can receive is determined through federal, state, and institutional guidelines. **Grants** and **Scholarships** are regarded as "gift" aid and do not need to be repaid, although they may require certain provisions to retain. **Student employment** is offered through the college. The student is paid an hourly rate for work performed that does not need to be repaid. **Loans** are offered at low interest rates and can be repaid over an extended period of time. Enrollment requirements depend on the type of loan.

Financial Assistance Services will verify your eligibility based on the information submitted on your FAFSA.

GRANTS

1. **Federal Pell Grant (Pell)** —this is gift assistance based upon financial need that does not need to be repaid. Awards range from $550 to $5550 for 2010-2011. Students who received their first Pell Grant on or after July 1, 2008, are limited to 18 semesters of Pell Grants. Beginning July 1, 2010, students can receive up to two Pell Grants in one award year (Year Round Pell). Students not eligible for Pell may be awarded other forms of aid.

2. **Federal Supplemental Educational Opportunity Grant (SEOG)** – this federal gift assistance program is awarded to students based on extreme financial need who are Pell eligible. Students are automatically considered for this grant based on the results of the FAFSA. Students with the greatest need are awarded these limited funds.

3. **Florida Student Assistance Grant (FSAG)** — this grant based on financial need is awarded by the Florida Department of Education. To be considered for this grant a student must be a one-year Florida resident, a part-time student (six credit hours), have and maintain a 2.0 cumulative and term grade point average.

4. **Florida Student Assistance Grant – Career Education (FSAG-CE)** – this is a need-based grant program available to Florida residents enrolled in certificate programs.

5. **First Generation Matching Grant (FGMG)** – this is a need-based grant program available to undergraduate students who demonstrate substantial financial need. Funding is contingent on funds appropriated by the State of Florida.

6. **Student Incentive Grant (SIG)** – this institutional grant program is awarded to students who are NOT Pell eligible but have unmet need.

SCHOLARSHIPS

Scholarships are available from many sources. At SPC, scholarships are accepted from the State of Florida (Bright Futures), the SPC Foundation, individual SPC Departments, and private donors.

1. **Florida Bright Futures Scholarship Program** — three levels of scholarships are awarded by the State based on high school grade point average, test scores and curriculum. For specific information contact your high school counselor or the Florida State Department of Education.

2. **SPC Academic Merit Scholarships –** Presidential and Johnnie Ruth Clarke scholarships are available for recent Pinellas County high school graduates. The Trustees' Honors College offers merit scholarships to students enrolled in the Trustees' Honors College. Baccalaureate Programs Scholarships are available, including the Phi Theta Kappa Alumni Transfer Scholarship, The Honors College Transfer Scholarship, and The Florida Educators Fund.

3. **SPC Foundation Scholarships –** the SPC Foundation offers scholarships based on academic merit and/or financial need. The online application can be completed twice a year, once for fall/spring enrollment and once for summer enrollment.

4. **SPC Department Awards –** numerous awards are given to assist students in meeting their education expenses.

5. **SPC Activities Scholarships –** Special student activities scholarships are awarded in an amount generally sufficient to cover tuition and fees to students who perform certain requirements in the particular activity indicated. The scholarships are Athletics, Band/Choral, Drama, Student Government, and Visual Arts.

6. **Private Donors –** scholarships are accepted at SPC from a wide variety of private donors. The student must complete the application with the organization offering the scholarship.

7. **Transfer Scholarships –** awards are given by Florida colleges and universities to academically outstanding SPC students. The College nominates students to receive certain Transfer Scholarships. Amounts and criteria vary.

EMPLOYMENT

1. **FEDERAL WORK-STUDY PROGRAM (FWS)** — this federal, need-based program is designed to provide part-time employment for students. Jobs are available at all campus sites and approved students may work up to 20 hours per week. Participation in the FWS program is contingent upon financial need of the student. You may apply for student employment opportunities through our on-line student employment application process on the Financial Assistance Services website. Student positions are not guaranteed.

2. **STUDENT ASSISTANT PROGRAM**—interested students should apply for student employment opportunities through our on-line student employment application process on the Financial Assistance Services website. Students may work up to 20 hours per week. Hiring is based on skills rather than financial need. Student positions are not guaranteed.

LOANS

St. Petersburg College participates in the William D. Ford Federal Direct Loan Program. This includes the Federal Direct Stafford Loan (subsidized and unsubsidized) and the Federal Direct Parent Loan for Undergraduate Students (PLUS). Students and parents borrow from the federal government in amounts determined by Federal regulations.

1. **FEDERAL DIRECT STAFFORD LOAN**: Students applying for funds through this program must complete the Free Application for Federal Student Aid. Once the student's file is complete, his/her loan eligibility will be determined.
   A. The **Subsidized Federal Direct Stafford Loan** is based on financial need. Students are not responsible for payments on principal or interest, while they are in school on at least a half-time basis. Interest on this loan does not accrue while the student is in school. Payments begin 6 months after the student graduates, withdraws, or drops below half-time.
   B. The **Unsubsidized Federal Direct Stafford Loan** is not based on financial need. However, students are responsible for the interest, which accrues on the loan while they are in school. Payments on principal begin six months after the student graduates, withdraws, or drops below half time.

2. **FEDERAL DIRECT PARENT LOAN FOR UNDERGRADUATE STUDENTS (PLUS)**: These credit-based loans are available for biological, adoptive, or step-parents of dependent students to provide additional funds for educational expenses. The student must complete the FAFSA before the PLUS application can be processed. The parent must complete SPC's Federal Direct Parent PLUS Loan form. The cost of attendance, less financial assistance, can be borrowed at a variable interest rate. Repayment begins sixty (60) days after first disbursement, however, deferments are available.

SPC PAYMENT PLAN

Advantages
Easy online enrollment
Monthly payment plan
Flexible payment options
No interest

Payment Methods
Automatic bank payment (ACH)
Credit/debit card
Payments are processed on the 20th of each month and will continue until the balance is paid in full.

Cost to Participate
$25, $30, or $35 per semester nonrefundable enrollment fee depending on the number of payments (ACH & credit/debit card)
$25 fee if a payment is returned

Simple Steps to Enroll in the Payment Plan
Login to MySPC
Choose Tuition Payment Plan listed under "Pay for Classes"

SATISFACTORY ACADEMIC PROGRESS

Any student whose eligibility has been suspended for Satisfactory Academic Progress reasons will have financial assistance eligibility reinstated once the requirements are met, whether or not the student submitted an appeal.

SPC VETERANS AFFAIRS

http://www.spcollege.edu/webcentral/veterans/index.htm
Jeff Cavanagh, Coordinator, (727) 341-3216

The faculty and staff of St. Petersburg College are here to serve you as you pursue your academic goals. We commend your service and encourage you to allow us to serve you as you navigate your college career.

Our Veterans Services Centers were established to provide specialized services to veterans, eligible dependents, active duty servicepersons, and members of the Selected Reserve. Our Veterans Services Specialists assist students to initiate, continue, or resume their education, and use their Department of Veterans Affairs (VA) educational benefits.

SPC Veterans Services Centers:

While veterans' educational assistance programs are regulated and funded by the Department of Veterans Affairs (DVA), students are served locally by the college they attend.

Our Veterans Service Centers were designed to provide military and veteran students with:

- Answers to GI Bill questions
- Computers for in-house use
- A place to meet and relax with other veterans
- Answers about SPC campus life

All students receiving benefits from the DVA must visit one of the two Veteran's Service Center locations during registration or whenever a change occurs in their class schedule:

St. Petersburg/Gibbs Campus, Room AD-120
(Also serves students from Seminole Campus, Allstate Center and Health Education Center)
Larry Hobbs, Veterans Services Specialist
Phone: 727-341-4271 | Fax: 727-341-4279

Clearwater Campus, Room SS-102
(Also serves students from Tarpon Springs Campus)
Leta Carreira, Veterans Services Specialist
Phone: 727-791-2676 | Fax: 727-791-7234

Veterans Services Specialists:

SPC's Veterans Services Specialists monitor the academic progress of all students receiving educational benefits from the DVA including veterans, active duty military, reservists and eligible dependents enrolled at the college. Some of these services include:

- Providing information and guidance for veteran students and dependents about entitlements, filing claims to the DVA, certifying enrollments at the college and maintaining satisfactory course pursuit.
- Signing off on a 60-day deferment if needed for the DVA to finalize payment to SPC for enrollment fees.
- Providing assistance in resolving problems that may arise in the student's relations with the college and the DVA.

ELECTRONIC CAMPUS (eCampus)

http://www.spcollege.edu/ecampus/
(727) 341-4SPC (4772) or email ecampusinfo@spcollege.edu.

eCampus is SPC's distance learning program, offering fully accredited SPC courses via the Internet. Over 20,000 students throughout the US--and in other countries as well--enroll in eCampus courses each year.

Online courses offer a flexible, convenient format while maintaining the same standards of instructional quality that has made SPC a national leader. Whether online classes are a good fit for any given student depends largely on the student's individual learning style, level of experience with computers, and familiarity with the Internet.

The eCampus Website offers a variety of useful tools for helping prospective students evaluate the suitability of online classes. To access these tools, go to www.spcollege.edu/Ecampus and click on **Explore Online Education.**

For the most up-to-date listings, visit the Courses & Programs page of the eCampus Website; **http://www.spcollege.edu/ecampus/degrees/**

ABOUT ONLINE COURSES

If you have a good working knowledge of computers and the Internet, and are experienced at using them, online courses may be a good fit for you. You'll need:

- A computer that meets eCampus' technical requirements (see below)
- Dial-up, DSL or cable Internet connection. Some courses specifically require a high-speed connection.
- E-mail account
- Current Web browser

Online courses start and end according to the regular SPC term dates, but individual classes have no pre-set meeting schedule. Courses incorporate a variety of multi-media materials that may include textbooks, CDs, streaming video, and Web resources. You'll submit your exams and completed assignments electronically, and interact with other students and your instructor via e-mail, online bulletin boards, and chat rooms.

TECHNICAL REQUIREMENTS FOR ONLINE COURSES

If you plan to take an online course, you'll need access to a computer that meets eCampus' technical requirements. Some e-courses also have specific requirements in addition to the basic ones. It's important to check the course description and the course's online Information Page for these requirements.

For complete information about technical requirements for e-courses, as well as online tutorials and other useful tools, go to the eCampus home page, http://www.spcollege.edu/ecampus. Click on **Help&FAQs** in the left navigation bar, then on **Technical Information.**

If your own computer doesn't meet the requirements, consider using the computers at SPC's campus computer labs, your local public library, or cyber-cafes in your area. If you are planning to take an online course on a computer at your workplace, check with the company's Information Technology staff to avoid any potential problems with firewalls.

COMPLETE ONLINE DEGREES AND CERTIFICATES

eCampus offers more than 690 classes in over 100 programs of study, with complete online degree and certificate programs in many fields. New courses and programs are constantly being added as eCampus grows.

ADMISSION, REGISTRATION, AND FINANCIAL ASSISTANCE

The eCampus Website offers a complete step-by-step guide to completing the admission and registration process online. Just click on **Admissions/Registration** in the left navigation bar. Although the per-credit hour fee for online courses is the same as for all others, there is an additional fee per credit hour for distance learning.

Note: The eCampus Web site meets stringent federal and industry guidelines for accessibility to users with disabilities.

The eCampus site is also your best source of information about support services and resources for distance students, including:

E-course catalog — Course listings and descriptions for all eCampus online courses, plus links to course information pages and registration.
Online Student Services Center — A whole array of tools and resources to help you in your college career, including the Library Online, cyber-tutoring, information about off-site testing, tracking your academic progress, and more.
Help/FAQ — Interactive tutorials**,** tips for success in e-learning, and answers to commonly asked questions about distance education at SPC.
Cyber Advisors — Real-life SPC professionals who specialize in helping eCampus students reach their educational goals.

SPC CORPORATE TRAINING

(727) 341-4445
http://www.spcollege.edu/ct
email us at cts@spcollege.edu

St. Petersburg College entered the corporate training business in 1985, with a handful of computer courses offered on weekends. Corporate Training (CT) began offering a variety of computer and management classes on-site at local corporations for their employees. The business community's response was consistently positive, as CT worked with business and industry to provide low cost, high-quality training. CT quickly became a key partner in the economic development of Pinellas County and remains committed to assisting area businesses and industries facing the challenges of a changing workplace.

Today, Corporate Training has moved into the newly created EpiCenter. Partnering in this center are various divisions of Pinellas County, a multitude of high-tech educational programs offering economic, workforce and community development resources for the county, the region and the state. Trust, value, long-term relationships, global, local, capable, and a proven track-record come to mind. St. Petersburg College Corporate Training has all of this and more!

Customized Solutions

If you don't see what you're looking for on our public schedule, that's okay. We can set up training or consulting just for your needs.

eLearning Solutions

You can take hundreds of different classes online. We offer eLearning in Technology, Professional Development and Licensed Professions

Grant Opportunities

SPC Corporate Training is made aware of grant opportunities for businesses through our partnerships with WorkNet Pinellas and Pinellas County Economic Development. We will post information when new grants are available.

Outsourcing Solutions

Allow us to take the burden of assessment, registration, delivery and reporting off your shoulders.

Consulting Solutions

We can help you assess your organization by listening, diagnosing, and offering a solution to the problems that your company is facing. We have access to a network of industry experts in a variety of fields. Some examples are: Security, Organizational Development, Cisco, Learning and Performance Specialist.

Degrees for your employees

Do your employees need to finish their degree? We can bring a credit degree program to your site.

Venue Usage

Corporate Training offers state-of-the-art conferences and meeting space. We can set the stage for events and groups of 5 to 350.

Amenities include:

- Board Rooms featuring space for up to 300 people
- High-Speed Internet available in all rooms
- Wireless capabilities
- Video Conferencing capabilities
- Catering services
- Free parking
- Rooms feature audio visual and computer equipment
- Conveniently located near major highways and popular hotels

LIFELONG LEARNING DEPARTMENT

Telephone: (727) 341-3000 FAX: (727) 341-3031
E-mail: lifelong@spcollege.edu
http://www.spcollege.edu/ac/lifelong/

COURSE OFFERINGS

- Arts and Music
- Child Care and Parenting
- Computers for the Community
- Driver Improvement
- Guardianship
- History
- Languages
- Legal Guardian Professional Training
- Math and Science
- Personal Enrichment
- Personal Finance
- Photography
- Separation and Divorce
- Test Preparation
- Wedding & Event Planner Certification
- Writing

Learning is a lifelong adventure! SPC's Lifelong Learning programs reach out to a community of learners of all ages and provide access to opportunities for intellectual and personal growth. Flexibility in time and place, variety in delivery methods and creative use of the best in technology make these programs unique.

CONTINUING EDUCATION HEALTH PROGRAM

http://www.onlinece.net/

From 2000-2006 SPC's CE Health program was the largest program of its kind in the Florida Community College System. The program offers over 200 continuing education courses, programs, seminars and conferences to Nurses, Allied Health and Mental Health professionals. In 1999, CE courses via the Internet – http://www.onlinece.net/ – were launched expanding the CE Health Program.

In 2006, a partnership was developed between the Florida Department of Health, Bureau of Chronic Disease Prevention and Health Promotion and St. Petersburg College (SPC) to provide online continuing education in the areas of Diabetes, Heart Disease and Stroke, Cancer and Obesity. These online modules are targeted toward Florida physicians, nurses, dieticians and will be available at no charge, depending on scholarship funding.

Through the CE Health Program, professionals can enhance their knowledge and skills by tailoring their continuing education to meet their specific professional needs. Various nationally known speakers and local experts offer flexible, timely programs that cover a diverse range of topics. Classes are offered days, evenings or weekends at convenient locations throughout the county. A brochure featuring current course offerings is mailed to over 30,000 professionals in the community three times a year. For information call (727) 341-4548.

GRADUATION REQUIREMENTS
FOR ALL DEGREES, CERTIFICATES AND DIPLOMAS

(College Policy 6Hx23-4.24)(9/15/09) http://www.spcollege.edu/central/botrules/

The College awards bachelor degrees, associate degrees, technical certificates and applied technology diplomas for satisfactory completion of a planned program of post-high school studies.

I. The following general requirements for graduation from St. Petersburg College must be met by all students who are candidates for the **Bachelor of Science or Bachelor of Applied Science Degrees.**

A. Students must satisfactorily complete at least 120 semester hours of college-level credits. For residency purposes, at least 30 of the semester hours required for graduation must be earned at St. Petersburg College. Students who have left the College must be eligible to return for transfer credits to be accepted to meet graduation requirements. All other specific degree requirements must also be met. Credit awarded for college preparatory instruction (0000 designation courses) may not be counted toward fulfilling the total number of credits or the number of credits in residency required for a degree.

B. For purposes of conferring the bachelor's degree, students must complete at least 40 semester hours of program specific courses numbered 3000 level or above. At least 30 of the 40 hours must be earned at St. Petersburg College and a grade of "C" or better is required in all program specific coursework.

C. Fulfill all requirements for the chosen major.

D. Students must generally achieve a grade point average of 2.0 or better on a 4.0 scale for all work at St. Petersburg College considered alone and for all work at the College and transfer credits combined, except for the College of Education, which requires that students achieve 2.5 or better average in all coursework. The quality point value of transfer work accepted by the College will be included in grade point average computations for all purposes including determination of achievement of the required 2.0 grade point average to be graduated from St. Petersburg College. Individual programs may require a higher grade point average for graduation.

E. Students must complete the general education requirements for the Associate in Arts degree including any assessment of educational outcomes that are required by the College.

F. Students must satisfactorily complete any state mandated exit requirements or tests unless exempt. See P6Hx23-4.45, 6Hx223-4.36, and 6Hx23-4.45 for additional information.

G. Students must complete the former Gordon Rule requirement (met with an AA Degree).

H. Students must complete 2 credits/consecutive years of the same foreign language or American Sign Language in high school (documented by an official high school transcript) or 8-10 credit hours in the same language or American Sign Language at the college level. Students may also provide official proof of successful completion of CLEP or other proficiency examination. Students admitted without this requirement met must satisfy it prior to graduation for any bachelor's program.

I. Students have a 15-session period, beginning with the academic year of initial acceptance and enrollment into a specific baccalaureate degree at the junior level, in which to complete graduation requirements under the terms of the College catalog which was in effect at the time of their initial enrollment. However, students may opt to meet the program course requirements for any catalog year within the 15-session period based on advisement catalog year within the 15-session period based on advisement provided by the program director and/or the counselor/advisor. Students who have not graduated within the 15-session period will begin a new 15-session period upon their enrollment following the expiration of their previous 15-session period.

J. Students must submit a graduation application and pay any required fees. Graduation application deadlines will be published in the College catalog. Students must apply for graduation by the published deadline to be assured of final clearance for graduation, timely receipt of the diploma and participation in the graduation ceremonies. Late applications for graduation will be accepted until the last day of classes for the term in which the student wishes to graduate. However, students who apply late will not be listed in the graduation program and may not be able to order caps and gowns or participate in the graduation ceremonies.

K. Students who have completed an A.A. degree or higher from a regionally accredited institution, at the time of graduation, are exempt from al state mandated exit requirements or tests, general education, and former Gordon Rule requirements associated with an A.A. degree. In addition to these exceptions, students who have completed a bachelor's degree or higher from a regionally accredited institution are also exempt from the foreign language requirement.

L. Students may be eligible to receive a second SPC baccalaureate degree provided that:

1. The requirements for both the first and second degrees are satisfied.

2. An additional thirty (30) upper division semester hours are completed at SPC after the first SPC baccalaureate degree has been awarded.

3. The individual academic plan (IAP), developed as part of the admissions process, has been completed and approved by the program's dean.

M. Special graduation requirements must be met for individual programs as follows:

1. **Bachelor of Science in Education**:
   For graduation requirements, please refer to Section I.D. of Board Rule 6Hx23-4.72 College of Education Programs – Special Rules.

2. **Bachelor of Science in Nursing**
   RN to BSN students must complete each NUR upper division course with a grade of "C" or better in order to receive credit and progress in the program. If a student fails to obtain a "C" or better in any NUR upper division course, the student may retake the course in order to attempt to achieve a "C" or better. In no event, however, shall a student be permitted to take any NUR upper division course more than three (3) times by reason of failure to achieve a "C" or better. Any RN to BSN student failing to achieve a "C" or better in the same NUR upper division course three (3) attempts will be academically dismissed from the College of Nursing and unable to return to the program. Additionally, any RN to BSN student failing to achieve a "C" or better in any combination of three NUR upper division courses while enrolled in the RN to BSN program shall be academically dismissed from the College of Nursing and unable to return to the program. Notwithstanding the foregoing, any NUR upper division course in which a student fails to achieve a "C" or better will be counted towards the dismissal criteria for failure to achieve a "C" or better in any combination of three NUR upper division courses, even if the student retakes such a course as provided herein and achieves a "C" or better.

3. **Bachelor of Applied Science in Technology Management**
   Completion of a minimum of 21 semester hours in a single technical discipline, certificate or program of study.

4. **Bachelor of Applied Science in Dental Hygiene**
   a. Ten (10) upper division semester hours may be earned by the presentation of a valid and current dental hygiene license, from the state in which the applicant is practicing.
   b. Students must receive a grade of "C" or better in all upper-division dental hygiene coursework in order to progress in the program.

5. **Bachelor of Applied Science in International Business**
   Intermediate level foreign language proficiency as demonstrated by:
   a. One (1) semester (3 credit hours) of an intermediate level or conversational foreign language course, which may be eligible to be counted towards this requirement.
   b. A qualifying score on the AP (Advanced Placement), IB (International Baccalaureate), or CLEP (College Level Entrance Program) exam or
   c. A qualifying rating on the ACTFL (American Council on the Teaching of Foreign Languages), OPI (Oral Proficiency Interview) or
   d. A Study Abroad Program approved by the College of Technology and Management will be counted towards the Intermediate Foreign Language Requirement.

6. **Bachelor of Applied Science in Orthotics and Prosthetics**
   a. Maintain a valid Basic Life Support (BLS) for Healthcare Providers C.P.R. certificate throughout the program.
   b. Students must satisfactorily complete a capstone exam including theoretical, clinical, and technical knowledge and skills.
   c. Students must be able to perform the essential functions and occupational requirements of the Orthotics and Prosthetics Program. Students with disabilities must be able to perform the essential functions and occupational requirements with or without reasonable accommodations.
   d. Students must satisfactorily exhibit the knowledge, behavior, skills, and ethics deemed necessary for the health, safety, and welfare of patients as outlined in the American Board for Certification in Orthotics, Prosthetics and Pedorthics Code of Professional Responsibility. The Orthotics and Prosthetics Program reserves the right to suspend or dismiss from the orthotics and Prosthetics Program any student who does not meet these criteria.
   e. Orthotics and Prosthetics students must complete each PRO upper division course with a grade of "C" or better in order to receive credit and progress in the program. If a student fails to obtain a "C" or better in any PRO upper division course, the student will not be allowed to continue with the program

and will have to reapply. In no event, however, shall a student be permitted to take any PRO upper division course more than two (2) times by reason of failure to achieve a "C" or better. Any student failing to achieve a "C" or better in the same PRO upper division course after two (2) attempts will be academically dismissed from the Orthotics and Prosthetics Program and will be unable to return. Additionally, any student failing to achieve a "C" or better in any combination of three (3) PRO upper division courses while enrolled in the Orthotics and Prosthetics Program shall be academically dismissed from the program and will be unable to return. Notwithstanding the foregoing, any PRO upper division course in which a student fails to achieve a "C" or better will be counted towards the dismissal criteria for failure to achieve a "C" or better in any combination of three (3) PRO upper division courses, even if the student retakes such a course as provided herein and achieves a "C" or better.

II. The following general requirements for graduation from St. Petersburg College must be met by all students who are candidates for the **Associate in Arts** degree:

A. Students must satisfactorily complete at least 60 semester hours of college-level credits. At least 25 percent of the semester hours required for graduation must be earned at St. Petersburg College. Students who have left the College must be eligible to return for transfer credits to be accepted to meet graduation requirements. All other specific degree requirements must also be met. Credit awarded for college preparatory instruction (0000 designation courses) may not be counted toward fulfilling the total number of credits or the number of credits in residency, required for a degree.

B. Students must achieve a grade-point average of 2.0 or better on a 4.0 scale, for all work at St. Petersburg College considered alone and for all work at the College and transfer credits combined. The quality point value of transfer work accepted by the College will be included in grade point average computations for all purposes including determination of achievement of the required 2.0 grade point average to be graduated from St. Petersburg College.

C. Students must satisfactorily complete the general education requirements for the Associate in Arts degree including any assessment of educational outcomes that are required by the College.

D. Students have a 15-serssion period, beginning with the academic year of initial enrollment, in which to complete graduation requirements under the terms of the College catalog which was in effect at the time of their initial enrollment. However, students may opt to meet the program course requirements for any catalog year within the 15-session period based on advisement provided by the program director and/or the counselor/advisor. Students who have not graduated within this 15-session period will begin a new 15-session period upon their next enrollment following the expiration of their previous 15-session period.

E. Students must submit a graduation application to the campus Admissions/Registration Office. Graduation application deadlines (usually the Friday of the 4th week of classes) will be published in the College catalog. Students must apply for graduation by the published deadline to be assured of final clearance for graduation, timely receipt of the diploma and participation in the graduation ceremonies. Late applications for graduation will be accepted until the last day of classes for the term in which the student wishes to graduate. However, students who apply late will not be listed in the graduation program and may not be able to order caps and gowns or participate in the graduation ceremonies.

III. The following general requirements for graduation from St. Petersburg College must be met by all students who are candidates for the **Associate in Science or Associate in Applied Science** degree:

A. Students must satisfactorily complete the general education requirements for the Associate in Science or Associate in Applied Science degree including any assessment of educational outcomes that are required by the College. Students must satisfactorily complete 25 percent of the credit hours required for graduation at St. Petersburg College including at least 12 credit hours in the major.

B. Students must satisfactorily complete the Associate in Science or Associate in Applied Science degree End of Program Assessment.

C. Students must achieve a grade point average of 2.0 or better on a 4.0 scale, for all work at St. Petersburg College considered alone and for all work at the College and transfer credits combined. The quality point value of transfer work accepted by the College will be included in grade point average computations for all purposes including determination of achievement of the required 2.0 grade point average to be graduated from St. Petersburg College.

D. Students have a 15-session period, beginning with the academic year of initial enrollment, in which to complete graduation requirements under the terms of the College catalog which was in effect at the time of their initial enrollment. However, students may opt to meet the program course requirements for any catalog year within the 15-session period based on advisement provided by the program director and/or the counselor/advisor. For students in limited enrollment programs, students must receive approval from the

appropriate program director. For students enrolled in linkage programs, the 15-session period begins with their initial enrollment at their local college. Students who have not graduated within this 15-session period will begin a new 15-session period upon their next enrollment following the expiration of their previous 15-session period. In each of the selected admission A.S. degree programs, students have a 15-session period, beginning with the session of initial enrollment into the program, to complete the specialty courses required for the degree.

F. Students must submit a graduation application to the campus Admissions/Registration Office. Graduation application deadlines (usually the Friday of the 4th week of classes) will be published in the College catalog. Students must apply for graduation by the published deadline to be assured of final clearance for graduation, timely receipt of the diploma and participation in the graduation ceremonies. Late applications for graduation will be accepted until the last day of classes for the term in which the student wishes to graduate. However, students who apply late will not be listed in the graduation program and may not be able to order caps and gowns or participate in the graduation ceremonies.

IV. The following general requirements for completion must be met by all students who are candidates for **College Credit Certificates or Applied Technology Diplomas:**

Candidates must achieve a 2.0 grade point average or better on a 4.0 scale in all coursework applicable to either the College Credit Certificate or Applied Technology Diploma.

V. Degrees – see Board Rule 6Hx23-4.24-www.spcollege.edu/central/botrules/

VI. Degree Certification – see Board Rule 6Hx23-4.24-www.spcollege.edu/central/botrules/

VII. Graduation

Graduation is not automatic. Each candidate for a degree or certificate must file an application for graduation by the deadline date listed in the online catalog as part of the College calendar to be assured of final clearance for graduation, timely receipt of the diploma or certificate and participation in the graduation ceremony.

VI. Graduation with Honors

A. Each student graduating with an associate degree from St. Petersburg College with a GPA of 3.30 or higher on all college work will receive a special notation on their diploma indicating graduation with honors.

B. Associate degree candidates (A.A. candidates who have completed at St. Petersburg college at least 25% of the semester hours required for graduation; and A.S. and A.A.S. degree candidates who have completed at least 25% of the semester hours required including at least 12 hours in the major area) who have earned an overall grade point average (GPA) of 3.50 or higher shall be considered for Latin Honors at graduation. Honors are conferred based on the following scale:

1. Cum Laude - a diploma designation for candidates with an overall GPA of at least 3.50 but below 3.70 (with honors).

2. Magna Cum Laude - a diploma designation for candidates with an overall GPA of at least 3.70 but below 3.90 (with high honors).

3. Summa Cum Laude - a diploma designation for candidates with an overall GPA of 3.90 or higher (with highest honors).

The GPA is not rounded up when determining honors for graduation (e.g., 3.49 is not the same as 3.50).

C. Eligibility guidelines for Graduation with Honors Diploma or Honors Certificate are as follows: A student should:

1. have earned 18 credit hours of honors-designated courses with a cumulative grade point average of 3.5 or higher for the Honors Diploma; **OR** have earned 11 credit hours of honors-designated courses with a cumulative grade point average of 3.25 or higher for the Honors Certificate; **AND**

2. have completed one service-learning project and/or participated in one extra-curricular activity per each term; **AND**

3. maintained a cumulative grade point average of 3.3 in honors-designated courses.

D. Bachelor's degree candidates who have completed 40 credits of upper-division graded coursework at St. Petersburg College and have earned an overall grade point average (GPA) of 3.50 or higher shall be considered for Latin honors at graduation. Honors are conferred based on the following scale:

1. Cum Laude - a diploma designation for candidates with an overall GPA of at least 3.50 but below 3.70 (with honors).

2. Magna Cum Laude - a diploma designation for candidates with an overall GPA of at least 3.70 but below 3.90 (with high honors).

3. Summa Cum Laude - a diploma designation for candidates with an overall GPA of 3.90 or higher (with highest honors).

The GPA is not rounded up when determining honors for graduation (e.g., 3.49 is not the same as 3.50).

SUBSTITUTE GRADUATION REQUIREMENTS FOR STUDENTS WITH DISABILITIES

See College Policy 6Hx23-4.02, XII - www.spcollege.edu/central/botrules/

WRITING REQUIREMENTS

State Board of Education Rule 6A-10.30 requires students completing the Associate in Arts Degree to produce written work in six (6) semester hours of English coursework and six (6) semester hours of additional coursework in which the student is required to demonstrate college-level writing skills through multiple assignments. St. Petersburg College's General Education Requirements require students to produce written work of at least 24,000 words.

FOREIGN LANGUAGE REQUIREMENTS

All undergraduate students who are admitted to a public university or college in Florida shall have earned 2 credits of sequential foreign language in high school or 8 to 10 credits in one foreign language at the college level. This includes demonstrated proficiency in American Sign Language, e.g., 2 credits of high school level instruction or 8 to 10 credit hours of college level instruction. The law specifically exempts 2 groups of undergraduate students from the foreign language requirement:

1. students who received Associate in Arts Degrees prior to September 1, 1989, and

2. students who enrolled full-time in a program of study leading to an Associate in Arts Degree from a Florida community college prior to August 1, 1989, and who maintain continuous full-time enrollment until they are admitted to a university. (Continuous full-time enrollment shall be defined as enrollment in one course per academic year until admitted to a university.)

In addition, the rule provides for a limited number of students to be admitted to the State University System without meeting the foreign language requirement if there is evidence that the applicant is expected to do successful academic work at the admitting university. However, any Associate in Arts degree graduate from a public community college or university in Florida, or other upper-division transfer student, admitted without meeting the foreign language requirement, must earn such credits prior to graduation from a state university.

Students are strongly encouraged to complete foreign language requirements at the junior (community) college. Students should not confuse this admissions requirement to the state universities with the foreign language exit/graduation requirements each institution may have. Students should check with the university they plan to attend to determine that institution's foreign language graduation requirement.

ARTICULATION AGREEMENT

General Education Agreement

State Board of Education Regulation 6A-10.024 stipulates that after a public university or community college in Florida has published its general education core curriculum, the integrity of that curriculum shall be recognized by the other public universities and community colleges. Once a student has been certified by St. Petersburg College on the official transcript as having completed satisfactorily the prescribed general education core curriculum, regardless of whether the associate degree is conferred, no other state university or community college in Florida to which he or she may transfer shall require any further such general education courses.

If articulation problems should occur, students should contact the community college articulation officer at the state university they are attending or contact the associate provost on their home campus at St. Petersburg College.

Transfer Agreement

Florida law provides that "every associate in arts graduate of a Florida community college must be granted admission to an upper division program offered by a state university institution except to: a limited access program; a teacher certification program; or a major program requiring an audition or portfolio." After admission has been granted to A.A. graduates as specified above and to state university system students who have successfully completed 60 credit hours of course work (and met the requirements of Section 240.107 F. S.), admission shall then be granted to other state university system students who have not completed 60 credit hours and Florida community college students who have successfully completed 60 credit hours but who have not been granted an A.A. degree. The law further gives priority for admission to a state university to community college associate in arts graduates over out-of-state students.
Since August 2000, all graduates of an associate in science degree program listed in the Statewide Articulation Manual are granted admission into a corresponding baccalaureate program at the state universities, except for limited access programs and those requiring specific grades on particular courses for admission.

THE UNIVERSITY PARTNERSHIP CENTER
(UPC)

http://www.upcspc.com/index.htm

The University Partnership Center (UPC) is an alliance with 15 colleges and universities offering more than 100 bachelor's and graduate degree programs and certificates in Pinellas County. After reviewing the information listed and deciding upon a program to pursue, complete the Request for Information on the UPC Website and/or call the UPC and we will direct you to a Program Advisor from our partnering institutions. They will send you detailed information about the programs they are offering. These program advisors serve as liaison between the UPC and the institution they represent. They will be able to answer questions about their programs, prerequisite requirements, transfer information, transcripts and fees.

The University Partnership Center will hold information sessions periodically; check the UPC web site periodically for dates and locations of upcoming information sessions. Representatives from each of the partnering institutions will be there to provide information to prospective students, to answer questions about their programs, and to advise students preparing for admission. This is a wonderful opportunity to learn more about the programs being offered through the UPC and to have your questions answered.

To become a University Partnership Center student, you must meet the admission requirements and be admitted to one of the 15 partner colleges and universities. You apply to the college or university from which you intend to receive your degree. This becomes your "home" campus even though you will never need to go to that campus until you walk across the stage at graduation. All classes for your degree program choice will be taught at the UPC in Pinellas County. Generally speaking, you are eligible to become a UPC student when you have completed your Associate in Arts or Associate in Science degree, or you are about to complete 60 hours of college-level credit, although each university partner and the specific program may have specific requirements (A.A. or A.S., for example) for admission.

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 28 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 Statewide Course Numbering System 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 Statewide Course Numbering System (SCNS). The list of course prefixes and numbers, along with their generic titles, is referred to as the "SCNS taxonomy." Descriptions of the content of courses are referred to as "statewide course profiles."

The Course Prefix

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or sub-category of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix to identify the course.

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 Courses 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. (Exceptions are listed below.)

For example, a freshman composition skills course is offered by 56 different postsecondary institutions. Each institution uses "ENC_101" to identify its freshman composition skills course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, "ENC" means "English Composition," the century digit "1" represents "Freshman Composition," the decade digit "0" represents "Freshman Composition Skills," and the unit digit "1" represents "Freshman Composition Skills I."

In the sciences and certain other areas, a "C" or "L" after the course number is known as a lab indicator. The "C" represents a combined lecture and laboratory course that meets in the same place at the same time. The "L" represents a laboratory course or the laboratory part of a course, 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 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 semester-term systems. For example, 4.0 quarter hours often transfers as 2.67 semester hours.

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 varying topics courses that must be evaluated individually, or applied courses in which the student must be evaluated for mastery of skill and technique. The following courses are exceptions to the general rule for course equivalencies and may not transfer. Transferability is at the discretion of the receiving institution.

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

DIRECTORY OF COURSE PREFIXES

Prefix	Title
ACG	Accounting General
AMH	American History
AML	American Literature
ANS	Animal Science
ANT	Anthropology
ARC	Architecture
ARH	Art History
ART	Art
ASL	American Sign Language
AST	Astronomy
ATE	Animal Science Technology
BCH	Biochemistry (Biophysics)
BCN	Building Construction
BCT	Building Construction Trades
BOT	Botany
BRC	Banking
BSC	Biological Sciences
BTE	Business Teacher Education
BUL	Business Law
CAP	Computer Applications
CCJ	Criminology & Criminal Justice
CET	Computer Engineering Technology
CGS	Computer General Studies – Non-Computer Science
CHM	Chemistry
CIS	Computer Science & Information Systems
CJB	Criminal Justice Basic Training
CJC	Corrections
CJE	Criminal Justice: Law Enforcement
CJL	Law & Process
CLP	Clinical Psychology
CLT	Classical Literature in Translation
CNT	Computer Networking
COM	Communications
COP	Computer Programming
CPO	Comparative Politics
CRW	Creative Writing
CTS	Computer Technology & Skills
DAA	Dance, Emphasis on Activity
DAN	Dance
DEH	Dental Hygiene
DEP	Developmental Psychology
DES	Dental Support
DIG	Digital Media
DSC	Domestic Security
EAP	English as a Second Language
ECO	Economics
ECP	Economic Problems & Policy
ECT	Education: Career/Technical
EDE	Education: Elementary
EDF	Education: Foundations & Policy Studies
EDG	Education: General
EDP	Educational Psychology
EEC	Education: Early Childhood
EER	Electrical/Electronics Repair
EET	Electronic Engineering Technology
EEX	Education: Exceptional Child – Core Competencies
EGS	Engineering: Support
EME	Education: Technology & Media
EMS	Emergency Medical Services
ENC	English Composition
ENG	English – General
ENL	English Literature
ENT	Entrepreneurship
ESC	Earth Science
ETD	Engineering Technology: Drafting
ETE	Education: Technology Education
ETI	Engineering Technology: Industrial
ETM	Engineering Technology: Materials
EUH	European History
EVR	Environmental Studies
EVS	Environmental Science
EVT	Education: Vocational/Technical
FES	Fire & Emergency Services
FFP	Fire Fighting & Protection
FIL	Film
FIN	Finance
FRE	French Language
FSE	Funeral Services
FSS	Food Service Systems
GEA	Geography: Regional Areas
GEB	General Business
GLY	Geology
GRA	Graphic Arts
GRK	Modern Greek Language

HFT..... Hospitality Management
HIM..... Health Information Management
HIS..... General History & Historiography
HLP..... Health, Leisure, & Physical Education
HSA..... Health Services Administration
HSC..... Health Sciences
HUM..... Humanities
HUN..... Human Nutrition
HUS..... Human Services
IDH..... Interdisciplinary Honors
IDS..... Interdisciplinary Studies
INR..... International Relations
INT..... Sign Language Interpreting
ISC..... Interdisciplinary Sciences/Natural Science
ISM..... Information Systems Management
JOU..... Journalism
LAE..... Language Arts & English Education
LAT..... Latin (Language study)
LDR..... Leadership
LEI..... Leisure
LIS..... Library & Information Studies
LIT..... Literature
MAC..... Mathematics – Calculus & Precalculus
MAD..... Mathematics – Discrete
MAE..... Mathematics Education
MAN..... Management
MAP..... Mathematics Applied
MAR..... Marketing
MAS..... Mathematics – Algebraic Structures
MAT..... Mathematics
MCB..... Microbiology
MET..... Meteorology
MGF..... Mathematics – General & Finite
MHF..... Mathematics – History & Foundation
MKA..... Marketing Applications
MLT..... Medical Laboratory Technology
MMC..... Mass Media Communication
MNA..... Management: Applied
MTG..... Mathematics – Topology & Geometry
MUC..... Music: Composition
MUG..... Music: Conducting
MUH..... Music: History/Musicology
MUL..... Music Literature
MUM..... Music: Commercial / Management / Administration
MUN..... Musical Ensembles
MUO..... Music: Opera/Musical Theatre
MUS..... Music
MUT..... Music: Theory
MVB..... Applied Music: Brasses
MVJ..... Applied Music: Jazz
MVK..... Applied Music: Keyboard
MVP..... Applied Music: Percussion
MVS..... Applied Music: Strings
MVV..... Applied Music: Voice
MVW..... Applied Music: Woodwinds
NSP..... Nursing: Special
NUR..... Nursing, Generic Undergraduate
OCB..... Biological Oceanography
OCE..... General Oceanography
ORI..... Oral Interpretation
OST..... Office Systems Technology
PAD..... Public Administration
PCB..... Process Biology (Cell/Molecular/Ecology/ Genetics/Physiology)
PEL..... Physical Education Activities (Gen) – Object Centered, Land
PEM..... Physical Education Activities (General) – Performance Centered, Land
PEN..... Physical Education Activities (General) – Water, Snow, Ice
PET..... Physical Education Theory
PGY..... Photography
PHH..... Philosophy, History of
PHI..... Philosophy
PHT..... Physical Therapy
PHY..... Physics
PLA..... Paralegal/Legal Assistant/Legal Administration
POS..... Political Science
PPE..... Personality
PRO..... Prosthetics/Orthotics
PSC..... Physical Sciences
PSY..... Psychology
QMB..... Quantitative Methods in Business
REA..... Reading
RED..... Reading Education
REE..... Real Estate
REL..... Religion
RET..... Respiratory Care
RMI..... Risk Management & Insurance
RTE..... Radiologic Technology
RUS..... Russian Language
SBM..... Small Business Management
SCC..... Security
SCE..... Science Education
SLS..... Student Life Skills (Learning)
SOP..... Social Psychology
SPA..... Speech Pathology & Audiology
SPC..... Speech Communication
SPN..... Spanish Language
STA..... Statistics
SYG..... Sociology, General
SYP..... Social Processes
TAR..... Technical Architecture
TAX..... Taxation
THE..... Theatre Studies & General Resources
TPA..... Theatre Production & Administration
TSL..... Teaching English as a Second Language
WOH..... World History
ZOO..... Zoology

AREAS OF STUDY AND COURSE PREFIXES

Accounting.....ACG, TAX
Anatomy.....BSC
Animal Science.....ANS, ATE
Anthropology.....ANT
Architecture.....ARC, TAR
Art.....ARH, ART
Astronomy.....AST
Banking.....BRC, FIN
Biology.....BSC, PCB
Biochemistry (Biophysics).....BCH
Botany.....BOT
Building Construction.....BCN, BCT
Business Law.....BUL
Business.....ACG, BUL,
.....ENT, FIN, GEB, LDR, MAN, MAR, MKA,
..... MNA, OST, PLA, QMB, REE, RMI, SBM
Chemistry.....CHM
Communication.....COM
Computer & Information Technology..... CAP, CGS ,CIS,
.....CNT, COP, CTS, ISM
Cooperative Education.....Offered in various disciplines
Criminal Justice.....CCJ, CJB, CJC,
.....CJE, CJL, DSC, SCC
Dance..... DAA, DAN
Dental Hygiene..... DEH, DES
Digital Media..... DIG, GRA
Earth Science.....ESC, ISC
Economics..... ECO, ECP
Education ..... BTE, ECT, EDE, EDF, EDG, EDP, EEC
..... EEX, EHD, EME, ETE, EVT, LAE, MAE,
.....RED, SCE, TSL
Emergency Administration and Management..... FFP
Emergency Medical Services ..... EMS
Engineering Technology..... CET, COP, EET,
..... EGS, ETD, ETI, ETM
English..... CRW, ENC, ENG
English as a Second Language.....EAP
Entrepreneurship..... ENT, MAN
Environmental Science.....EVR, EVS
Ethics..... PHI
Film .....FIL
Finance..... FIN
Fire Science .....FES, FFP
Foreign Languages:
French .....FRE
Greek..... GRK
Latin.....LAT
Russian .....RUS
Spanish .....SPN
Funeral Services ..... FSE
Geology.....ESC, GLY
Geography ..... GEA
Graphic Arts.....DIG, GRA
Health ..... HLP, HSC
Health Information Management..... HIM
Health Sciences.....HSA, HSC
History.....AMH, EUH, HIS, WOH
Hospitality Management .....FSS, HFT
Human Services.....HUS, SYG
Humanities..... HUM
Information Systems Management ..... ISM
Interdisciplinary/Natural Sciences.....ISC
Interdisciplinary Studies.....IDH, IDS
Journalism..... JOU
Leadership ..... LDR
Legal Assisting.....BUL, PLA
Leisure ..... LEI
Library and Information Studies ..... LIS
Literature..... AML, CLT, ENL, LIT
Logic .....PHI
Management.....MAN, MNA
Marketing .....MAR, MKA
Mass Media Communication.....MMC
Mathematics.....MAC, MAD, MAE, MAP, MAS,
.....MAT, MGF, MHF, MTG, STA
Medical Laboratory Technology ..... MLT
Meteorology .....MET
Microbiology.....MCB
Music .....MUC, MUG, MUH, MUL, MUM, MUN,
.....MUO, MUS, MUT, MVB, MVJ, MVK,
.....MVP, MVS, MVV, MVW
Mythology, Greek.....CLT
Nursing .....NSP, NUR
Nutrition.....HUN
Oceanography ..... OCB, OCE
Office Systems Technology ..... OST
Paralegal Studies.....BUL, PLA
Philosophy ..... PHH, PHI
Photography.....PGY
Physical Education..... HLP, PEL, PEM, PEN, PET
Physical Science..... AST, EVS, PSC
Physical Therapy ..... PHT
Physics..... PHY
Political Science..... CPO, INR, POS
Prosthetics / Orthotics.....PRO
Psychology..... CLP, DEP, EDP, PPE, PSY, SOP
Public Administration ..... PAD
Radiography..... RTE
Reading.....REA, RED
Real Estate ..... REE
Religion.....REL
Respiratory Care..... RET

Risk Management & Insurance ..... RMI
Science Education ..... SCE
Sign Language Interpretation ..... ASL, INT, EHD, SPA
Sociology ..... SYG, SYP
Speech ..... SPC
Statistics ..... STA
Student Life Skills ..... SLS
Teaching English as a Second Language ..... TSL
Theatre ..... THE, TPA
Veterinary Technology ..... ATE
Zoology ..... ZOO

ASSOCIATE IN ARTS DEGREE

http://www.spcollege.edu/program/GENR-AA

(College Policy 6Hx23-4.32)(8/17/10)

I. GENERAL EDUCATION REQUIREMENTS FOR ASSOCIATE DEGREE PROGRAMS

**** To provide students with an enhanced world view in light of an increasingly globalized economy, students must include at least one of the following courses as part of the general education requirements for the Associate in Arts degree:

LIT	2110	World Literature I or LIT 2110H	REL	2300	World Religions
LIT	2120	World Literature II or LIT 2120H	INR	2002	International Relations or INR 2002H
HUM	2270	Humanities (East-West Synthesis) or Honors	WOH	2040	The Twentieth Century or WOH 2040H

This enhanced worldview requirement may be satisfied with the completion of a 3 credit hour college-level foreign language course with a grade of "C" or better (excluding American Sign Language).

II. GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE IN ARTS DEGREE

The general education requirements for the Associate in Arts degree consist of a minimum of 36 semester hours of credit. The minimum area requirements for the 36 semester hours are as follows:

A. COMMUNICATIONS – Grade of "C" or higher required ..... 14,000 words / 9 credits
This requirement may be met by completing 1, 2 and 3 below:

1. One of the following 3 semester hour courses ..... 6,000 words
   ENC 1101 Composition I or Honors
   Note: ENC 1101 or ENC 1121H must be completed within the first 24 semester hours of coursework.

2. One of the following 3 semester hour courses ..... 6,000 words

ENC	1102	Composition II or Honors	ENL	2012	British Literature I or Honors
AML	1600	African-American Literature	ENL	2022	British Literature II
AML	2010	American Literature I or Honors	LIT	2110	World Literature I or Honors ****
AML	2020	American Literature II or Honors	LIT	2120	World Literature II or Honors ****

   Note: ENC 1102 or its equivalent course from this list must be completed within the first 36 hours of coursework.

3. One of the following 3 semester hour courses ..... 2,000 words
   SPC 1017 Introduction to Speech Communication or SPC 1017H
   SPC 1605 Business and Professional Speaking
   SPC 1608 Public Speaking or SPC 1608H

B. HUMANITIES / FINE ARTS – Grade of "C" or higher required ..... 4,000 words / 6 credits
This requirement may be met by completing 1 and 2 below:

1. One of the following 3 semester hour courses ..... 2,000 words
   * HUM 2210 Western Humanities I (Ancient through Renaissance) or Honors
   * HUM 2233 Western Humanities II (Baroque to the Present) or Honors
   ** HUM 2250 Humanities (Western Man) or Honors

2. One of the following 3 semester hour courses ..... 2,000 words

ARH	1000	Understanding Art	HUM	2270	Humanities (East-West Synthesis) or Honors
ARH	2050	Art History I	MUH	1110	Introduction to Music
ARH	2051	Art History II	MUL	1010	Introduction to Music History
* HUM	2210	Western Humanities I or Honors	PHI	1010	Introduction to Philosophy or Honors
* HUM	2233	Western Humanities II or Honors	REL	2300	World Religions

   * *Students who have received credit for HUM 2250 cannot also receive credit for HUM 2210 or HUM 2233.*
   ** *For students who completed HUM 2250 prior to Session I, 1996-1997.*

C. MATHEMATICS – Grade of "C" or higher required ..... 6 credits
This requirement may be met by completing a minimum of two courses with a MAC, MAP, MAS, MGF or MTG prefix.
STA 2023 may be substituted for any one course.

D. NATURAL SCIENCES

A minimum of 6 semester hours including at least one laboratory course, shown with an "L" in the prefix, or a laboratory/lecture course shown with a "C" in the prefix. **This requirement may be met by completing courses from 1 and 2 below** (at least one from biological sciences and one from physical sciences); **OR** 9 semester hours (if not including a laboratory experience from a combination of 1 and 2 below; **OR** a minimum of 12 semester hours from either Biological or Physical Sciences:

1. Biological Science field courses ..... 3 credits

BSC	XXXX/L	Any course with a BSC (Biology) prefix	MCB	2010/L	Microbiology and Lab
HUN	1201	Science of Nutrition	OCB	1000C	Biology of Marine Life

2. Physical Sciences ..... 3 credits

* AST	XXXX/L	Any course with an AST (Astronomy) prefix	MET	2010	Introductory Meteorology
CHM	XXXX/L	Any course with a CHM (Chemistry) prefix	MET	XXXXL	Meteorology Lab
ESC	1000/L	Earth Science and Lab	OCE	2001/L	Introduction to Oceanography and Lab
EVS	1001	Introduction to Environmental Science	PHY	XXXX/L	Any PHY (Physics) prefix
GLY	XXXX/L	Any course with a GLY (Geology) prefix	PSC	XXXX/L	Any PSC (Physical Science) prefix course
ISC	1001L	Methods of Science Laboratory			

** Students taking AST 1002 cannot also receive credit for AST 1003 and AST 1004.)*

E. SOCIAL & BEHAVIORAL SCIENCES – Grade of "C" or higher required ..... 4,000 words / 6 credits
This requirement may be met by completing 1 and 2 below:

1. One of the following 3 semester hour courses ..... 2,000 words
   POS 2041 American National Government or POS 2050H

2. One of the following 3 semester hour courses ..... 2,000 words

AMH	1091	African-American History	EUH	1001	Dev of Western Civilization II
AMH	2010	History of the U.S. I or Honors	GEA	2172	Geography of the Developing World
AMH	2020	History of the U.S. II or Honors	GEA	2174	Geography of the Developed World
AMH	2059	The United States in Vietnam	INR	2002	International Relations or Honors
ANT	2000	Introduction to Anthropology	POS	2112	State and Local Government
ANT	2003	Survey of Anthropology	PSY	1012	General Psychology or Honors
ANT	2410	Cultural Anthropology	SYG	2000	Introductory Sociology
ECO	2000	Introduction to Economics	SYG	2010	Social Problems
ECO	2013	Prin. of Macroeconomics or Honors	SYG	2221	Women and Society
ECO	2023	Prin. of Microeconomics or Honors	SYG	2430	Marriage and Family
EUH	1000	Dev of Western Civilization I	WOH	2040	The Twentieth Century or Honors

F. ETHICS – Grade of "C" or higher required ..... 2,000 words / 3 credits
This requirement may be met by completing one of the following 3 semester hour courses:

PHI	1600	Studies in Applied Ethics or Honors	PHI	2635	Health Care Ethics Applied
PHI	1631	Studies in Professional Ethics	PHI	2649	Applied Ethics in Public Safety Professions

G. COMPUTER / INFORMATION LITERACY COMPETENCY ..... No minimum credit hours required
Computer / information literacy competency may be demonstrated by completing one of the following:

1. Passing a College-approved Basic Computer / Information Sills Competency Test; or
2. Successful completion of at least one of the following:
   a. CGS 1070 Basic Computer and Information Literacy
   b. CGS 1100 Microcomputer Applications (as revised in 2002)
   c. EME 2040 Introduction to Educational Technology (as revised in 2002), preferred for Education majors
   d. DEH 3730, DEH 3813, DEH 3814 and DEH 4607

III. <u>ALTERNATIVE PLAN FOR COLLEGE WRITING REQUIREMENTS IN THE ASSOCIATE IN ARTS DEGREE PROGRAM – INTERDISCIPLINARY STUDIES [SBE Rule 6A-010.030(2)(a)]</u>

The Board of Trustees of St. Petersburg College has submitted to the State Board of Education and had approved an alternative to the provision of this Rule requiring students to produce written work of at least 24,000 words in 12 semester hours of English coursework. Students who are eligible for honors courses or who have the permission of a dean may enroll in this option to the regular general education program. The alternative requires a grade of "C" or higher in each course, and the minimum are requirements for this 24-27 credit hour option are as follows:

A. AREAS A, B AND E ABOVE – Grade of "C" or higher required ..... 24 credits
This requirement may be met by completing 1, 2 and (3 or 4) below:

1. IDS 1101H Honors Interdisciplinary Studies – Ancient to Renaissance (9 semester hours)
2. IDS 1102H Honors Interdisciplinary Studies – Baroque to Modern (9 semester hours)
3. IDS 2103H Honors Interdisciplinary Studies – Modern (6 semester hours)
4. IDS 1110H Honors Interdisciplinary Studies – Connections and Discoveries (6 semester hours)

Note: Students partially completing the Interdisciplinary Studies will receive advanced standing credit toward the completion of the general education program, Section II above, as follows:

1. IDS 1101H: ENC 1121H, HUM 2210H and SPC 1017H
2. IDS 1102H: LIT 2120H, HUM 2233H and AMH 2020H
3. IDS 2103H: POS 2050H and AMH 2010H
4. IDS 1110H: ENC 1121H and HUM 2210H

B. AREAS C, D, AND G ABOVE – No general education alternatives for IDS studies.

<u>DIVERSITY REQUIREMENT</u>

The College recognizes that communities are compromised of, and enriched by, people of diverse backgrounds. The study of diversity is encouraged to promote an understanding of the needs of individuals, the College and society. Thus students going for a degree in education must complete 6 credit hours from the following list:

AMH	1091	African-American History	FRE	2201	Intermediate French II
AML	1600	African-American Literature	GEA	2174	Geography of the Developed World
ANT	2000	Introduction to Anthropology	HUM	2210	Western Humanities I or HUM 2210H
ANT	2003	Survey of Anthropology	HUM	2233	Western Humanities II or HUM 2233H
ANT	2410	Cultural Anthropology	HUM	2270	Humanities (East-West Synth.) or HUM 2270H
ASL	1140C	Basic American Sign Language w/L	REL	2300	World Religions
ASL	1150C	Intermed. Amer. Sign Language w/L	RUS	1120	Elementary Russian I
ASL	1160C	Adv American Sign Language w/L	RUS	1121	Elementary Russian II
ASL	1300	Structure of American Sign Language	SPN	1120	Elementary Spanish I or Honors
ASL	1430	Fingerspelling	SPN	1121	Elementary Spanish II or Honors
EUH	1000	Dev of Western Civilization I	SPN	2200	Intermediate Spanish I
EUH	1001	Dev of Western Civilization II	SPN	2201	Intermediate Spanish II
FRE	1120	Elementary French I	SYG	2221	Women and Society
FRE	1121	Elementary French II	WOH	2040	The Twentieth Century or Honors
FRE	2200	Intermediate French I			

UNIVERSITY PARALLEL PROGRAMS
SAMPLE ASSOCIATE IN ARTS DEGREES

St. Petersburg College is dedicated to the task of assisting students toward their goal of achieving a college education.

During the first two years of college at St. Petersburg College, students secure a broad education in the area of English, Humanities, Social Science, Laboratory Science, Mathematics and Computers; in addition, they begin specialized work in their own particular fields of interest. It is the aim of SPC to provide quality instruction for transfer credit to senior institutions. The Associate in Arts degree program is intended for students planning to transfer to a public university or college to pursue Bachelor of Arts or certain Bachelor of Science degrees. The Associate in Arts degree requirements, as outlined on the previous pages, are designed to enable graduates to transfer at the junior level into B.A. as well as many B.S. degree programs at public universities and colleges in Florida and other states. The selection of elective courses should be based on information regarding requirements of the student's intended transfer institution and major field of study. This information may be obtained from counselors/advisors and the appropriate college catalogs.

GENERAL EDUCATION

See General Education Requirements on pg 65-66 ..... 36 Credits

PREREQUISITES AND ELECTIVES

Request detailed information for requirements for each major from your Counselor or Academic Advisor... 24 Credits

TOTAL ..... **60 Credits**

The State Universities and Community Colleges have developed common prerequisites for each of the majors offered in the State University System. For some of the majors the prerequisites are few, leaving students many choices for the courses they may take to satisfy General Education requirements and leaving room for additional electives. On the other hand, many majors have specified detailed prerequisites that will require careful course choices for satisfaction of the 36 hour General Education requirement as well as for the remaining 24 hours that students have to complete for the Associate in Arts Degree.

Students must make certain that they meet the specific requirements of the institutions to which they plan to transfer.

Detailed information regarding the prerequisites for majors, institutional requirements and other important information for transfer students is provided in the Recommended A.A. Degree Programs Guide for approximately 250 majors. This complete Recommended A.A. Degree Programs Guide is available on the FACTS website — www.facts.org.

SAMPLE A.A. DEGREE PROGRAMS PREPARING FOR A BACHELOR'S DEGREE in the following programs are included in this catalog:

- Architecture
- Biomedical Sciences
- Life Sciences
- Business and Management
- Communication (Mass)
- Biology Teacher Education
- Elementary Teacher Education
- English Teacher Education
- Special Education
- Secondary Mathematics Education
- Engineering
- Orthotics and Prosthetics
- Pharmacy
- Humanities
- Mathematics
- Visual and Performing Arts – Art
- Visual and Performing Arts – Music

SAMPLE A.A. DEGREE PROGRAM PREPARING FOR A BACHELOR'S DEGREE IN ARCHITECTURE

(ARCH-AA)

Architecture – UF**,** FAMU**,** FAU

GENERAL EDUCATION REQUIREMENTS

Enhanced World View Requirement *****			
ENC	1101	Composition I or (Honors)	3
ENC	1102	Composition II **OR** (approved Literature course) *****	3
SPC	1017	Introduction to Speech Communication **OR** (approved Speech course)	3
HUM	2210	Western Humanities I or (Honors) **OR**	
HUM	2233	Western Humanities II or (Honors)	3
HUM	2270	Humanities (East-West Synthesis) *** OR** (approved Humanities/Fine Arts course)	3
MAC	1105	[a] College Algebra	3
MAC	2233	[b, c] Applied Calculus I	3
Biological Sciences Approved Course			3
PHY	1053	[a, d] General Physics I	3
Biological or Physical Sciences Lab			1
POS	2041	American National Government or (Honors)	3
Social and Behavioral Sciences Approved Course *			3
PHI	1600	Studies in Applied Ethics OR (approved Ethics course)	3
Computer/Information Literacy Competency			

***Visit www.spcollege.edu/program/GENR-AA for details**

PREREQUISITE COURSES IN THE MAJOR

The following courses are required for admission to major in addition to those listed under General Education Requirements:

ARC	1301	Architectural Design I	4
ARC	1302	Architectural Design II	4
ARC	1701	Architectural History I	3
ARC	1702	Architectural History II	3
ARC	2180C	[x] Introduction to Digital Design and Fabrication	3
ARC	2201	Architectural Theory I	3
ARC	2303	Architectural Design III	4
ARC	2304	Architectural Design VI	4
ARC	2461	[y] Materials and Methods of Construction I	3
ARC	2501	[z] Architectural Structures I	4

ELECTIVES

If you have not completed two years of the same foreign language in high school, you may need eight semester hours credit of foreign language for university admission.

TOTAL PROGRAM HOURS 60

See current SPC catalog for list of approved optional courses for each academic area.

* Limited access

[a] Not required for entry to major; prerequisite for MAC 2233.

[b] Prerequisite course in the major that satisfies general education requirement.

[c] Acceptable substitute: MAC 2311

[d] Acceptable substitute: PHY X043

[x] Acceptable substitutes: ARC X057 or X058

[y] Acceptable substitutes: ARC X470 or X462 (4 cr)

[z] Acceptable substitute: ARC X580

NOTES:

Students are strongly encouraged to select required lower division electives that will enhance their general education coursework and support their intended baccalaureate degree program. Students should consult with an academic advisor in their major degree area.

SAMPLE A.A. DEGREE PROGRAM PREPARING FOR A BACHELOR'S DEGREE IN BIOMEDICAL SCIENCES

(BIOMED-AA)

Biomedical Sciences – USF

GENERAL EDUCATION REQUIREMENTS

Enhanced World View Requirement *****			
ENC	1101	Composition I or (Honors)	3
ENC	1102	Composition II **OR** (approved Literature course) *****	3
SPC	1017	Introduction to Speech Communication **OR** (approved Speech course)	3
HUM	2210	Western Humanities I or (Honors) **OR**	
HUM	2233	Western Humanities II or (Honors)	3
HUM	2270	Humanities (East-West Synthesis) *** OR** (approved Humanities/Fine Arts course)	3
MAC	1105	[a] College Algebra	3
MAC	1147	[a] Pre-Calculus Algebra/Trigonometry	5
BSC	2010	[b] Biology I – Cellular Processes	3
BSC	2010L	[b] Biology I Laboratory	1
CHM	2045	[b] General Chemistry and Qualitative Analysis I	3
CHM	2045L	[b] General Chemistry and Qualitative Analysis Laboratory I	1
POS	2041	American National Government or (Honors)	3
Social and Behavioral Sciences Approved Course *****			3
PHI	1600	Studies in Applied Ethics **OR** (approved Ethics course)	3
Computer/Information Literacy Competency			

***Visit www.spcollege.edu/program/GENR-AA for details**

PREREQUISITE COURSES IN THE MAJOR

The following courses are required for admission to major in addition to those listed under General Education Requirements:

BSC	2011	Biology II – Organisms and Ecology	3
BSC	2011L	Biology II Laboratory	1
CHM	2046	General Chemistry and Qualitative Analysis II	3
CHM	2046L	General Chemistry and Qualitative Analysis Laboratory II	1
CHM	2210	Organic Chemistry I	3
CHM	2210L	Organic Chemistry Laboratory I	1
CHM	2211	Organic Chemistry II	3
CHM	2211L	Organic Chemistry Laboratory II	1
MAC	2311	[w] Calculus with Analytic Geometry I or (Honors)	5
MAC	2312	[x] Calculus with Analytic Geometry II	5
PHY	1053	[y] General Physics I	3
PHY	1048L	[y] Physics Laboratory I	1
PHY	1054	[z] General Physics II	3
PHY	1049L	[z] Physics Laboratory II	1

ELECTIVES

If you have not completed two years of the same foreign language in high school, you may need eight semester credits of foreign language for university admission.

TOTAL PROGRAM HOURS 60

See current SPC catalog for list of approved optional courses for each academic area.

[a] Not required for entry to major; prerequisite for MAC 2311.
[b] Prerequisite course in the major that satisfies general education requirement.
[w] Acceptable substitute: MAC X241
[x] Acceptable substitutes: STA 2023, MAC X242, STA X122, STA X014, STA X024, STA X321 or equivalent
[y] Acceptable substitute: BSC X093 (4 cr); PHY 1048L has not been confirmed to satisfy required lab PHY X053L.
[z] Acceptable substitute: BSC X094 (4 cr); PHY 1049L has not been confirmed to satisfy required lab PHY X054L.

NOTES:

General education requirements include prerequisites in the major therefore total exceeds typical 36 credits.

SAMPLE A.A. DEGREE PROGRAM
PREPARING FOR A BACHELOR'S DEGREE IN
LIFE SCIENCES

(BIOLOGY-AA)

Biology, General – FAMU, FAU, FGCU, FIU, FSU, UCF, UNF, USF, UWF
Biology, General / FSU-Teach – FSU
Marine/Aquatic Biology – FIU, UWF

GENERAL EDUCATION REQUIREMENTS

Enhanced World View Requirement *****			
ENC	1101	Composition I or (Honors)	3
ENC	1102	Composition II **OR** (approved Literature course) *****	3
SPC	1017	Introduction to Speech Communication **OR** (approved Speech course)	3
HUM	2210	Western Humanities I or (Honors) **OR**	
HUM	2233	Western Humanities II or (Honors)	3
HUM	2270	Humanities (East-West Synthesis) *** OR** (approved Humanities/Fine Arts course)	3
MAC	1105	[a] College Algebra	3
MAC	1147	[a] Pre-Calculus Algebra/Trigonometry	5
BSC	2010/L	[b, c] Biology I – Cellular Processes and Laboratory	4
CHM	2045/L	[b] General Chemistry and Qualitative Analysis I and Laboratory	4
POS	2041	American National Government or (Honors)	3
Social and Behavioral Sciences Approved Course *****			3
PHI	1600	Studies in Applied Ethics **OR** (approved Ethics course)	3
Computer/Information Literacy Competency			

***Visit www.spcollege.edu/program/GENR-AA for details**

PREREQUISITE COURSES IN THE MAJOR

The following courses are required for admission to major in addition to those listed under General Education Requirements:

BSC	2011/L	[t, u] Biology II – Organisms and Ecology and Laboratory	4
CHM	2046/L	General Chemistry and Qualitative Analysis II and Laboratory	4
CHM	2210/L	[v, w] Organic Chemistry I and Laboratory	4
CHM	2211/L	[v, w] Organic Chemistry II and Laboratory	4
MAC	2311	[x] Calculus with Analytic Geometry I or (Honors)	5
STA	2023	[y] Elementary Statistics or (Honors)	3
		[z] Step 1 and Step 2	2

ELECTIVES

If you have not completed two years of the same foreign language in high school, you may need eight semester credits of foreign language for university admission.

TOTAL PROGRAM HOURS 60

See current SPC catalog for list of approved optional courses for each academic area.

[a] Not required for entry to major; prerequisite for MAC 2311.
[b] Prerequisite course in the major that satisfies general education requirement.
[c] Acceptable substitutes: BSC X040/X040L or PCB X011C
[t] Acceptable substitute: BSC X041/X041L
[u] Acceptable substitutes at UWF only: ZOO X010/X010L, BOT X010/X010L, BOT X013/X013L
[v] Acceptable substitutes: (PHY 2048/1048L and 2049/1049L) or (PHY 1053/X053L and 1054/X054L)
[w] UWF's Biology, General requires CHM 2210/2210L, PHY 1053/X053L and PHY 1054/X054L, substitutes are not accepted.
[x] Acceptable substitutes: MAC 2233, X253, X281 or X241
[y] Acceptable substitutes: MAC 2234, 2312, X282, STA X024 or X321
[z] FSU-Teach only, please see university for details. Transfer students will be able to take Step 1 and Step 2 courses while enrolled in upper division.

NOTES:

General education requirements include prerequisites in the major therefore total exceeds typical 36 credits.

Students are strongly encouraged to select required lower division electives that will enhance their general education coursework and support their intended baccalaureate degree program. Students should consult with an academic advisor in their major degree area.

SAMPLE A.A. DEGREE PROGRAM PREPARING FOR A BACHELOR'S DEGREE IN BUSINESS & MANAGEMENT

(BUS-AA)

Accounting – FAMU, FAU, FGCU, FIU, FSU, UCF, UF, UNF, USF, UWF
Business, General – FSU, UCF, USF
Business Administration (B.A.) – UCF
Business Administration and Management – SPC, FAMU, FAU, FGCU, FIU,FSU, UCF, UF, UNF, USF, UWF
Business Managerial Economics – FAMU, UCF, UNF, USF, UWF
Business Marketing Management – FAU, FGCU, FIU, FSU, UCF, UF, UNF, USF, UWF
Finance, General (BS) or Banking (BAS) – FAU, FGCU, FIU, FSU, UCF, UF, UNF, USF, UWF, SPC (BAS)
Financial Services – UNF
Hospitality Administration / Management – FAU, FSU
Human Resource Management – FAU, FIU
Insurance and Risk Management – FAU, FIU, FSU, UCF, UF
International Business Management – FAU, FIU, FSU, SPC (BAS), USF
Logistics and Materials Management – FIU
Management Information Systems
Business / Data Processing – FAU, FGCU, FSU, UCF, USF, UWF
Management Science – UF
Real Estate – FAU, FIU, FSU, UCF, UF
Transportation Management – UNF

GENERAL EDUCATION REQUIREMENTS

Enhanced World View Requirement *****			
ENC	1101	Composition I or (Honors)	3
ENC	1102	Composition II **OR** (approved Literature course) *****	3
SPC	1017	Introduction to Speech Communication **OR** (approved Speech course)	3
HUM	2210	Western Humanities I or (Honors) **OR**	
HUM	2233	Western Humanities II or (Honors)	3
HUM	2270	Humanities (East-West Synthesis) *** OR** (approved Humanities/Fine Arts course)	3
MAC	1105	[a] College Algebra	3
STA	2023	[b, c, d] Elementary Statistics or (Honors)	3
Natural Sciences		One Biological and One Physical Science Course (One course must include lab)	6
POS	2041	American National Government or (Honors)	3
ECO	2013	[b] Principles of Macroeconomics or (Honors)	3
PHI	1600	Studies in Applied Ethics **OR** (approved Ethics Course)	3
CGS	1100	[b, e] Microcomputer Applications	3

***Visit www.spcollege.edu/program/GENR-AA for details**

PREREQUISITE COURSES IN THE MAJOR

The following courses are required for admission to major in addition to those listed under General Education Requirements:

ACG	2021	[w] Financial Accounting	3
ACG	2071	[x, y] Managerial Accounting	3
ECO	2023	Principles of Microeconomics or (Honors)	3
MAC	2233	[d, z] Applied Calculus I	3

ELECTIVES

If you have not completed two years of the same foreign language in high school, you may need eight semester credits of foreign language for university admission.

TOTAL PROGRAM HOURS 60

See current SPC catalog for list of approved optional courses for each academic area.

* Limited Access
[a] Not required for entry to major; prerequisite for MAC 2233.
[b] Prerequisite course in the major that satisfies general education requirement.
[c] Acceptable substitutes: STA X122 or QMB X100
[d] At UCF Only, Acceptable substitute (for STA 2023 and MAC 2233): ECO X401
[e] Acceptable substitutes : CGS 1000, 1060, X100C, X530, X570, X531, ISM X000 or demonstrated competency These will not satisfy SPC's general education requirements.
[w] Acceptable substitutes: (ACG 2001 and ACG 2011) or ACG X022
[x] Acceptable substitute: ACG X301
[y] ACG 2071 will count as elective credits for transfer students in the Accounting program at FSU, UF and USF. However, it is recommended that native students take another non-accounting elective.
z Acceptable substitute: MAC X230

NOTES:

General education requirements include prerequisites in the major therefore total exceeds typical 36 credits.

Students are strongly encouraged to select required lower division electives that will enhance their general education coursework and support their intended baccalaureate degree program. Students should consult with an academic advisor in their major degree area.

SAMPLE A.A. DEGREE PROGRAM PREPARING FOR A BACHELOR'S DEGREE IN COMMUNICATIONS (MASS)

(MCOMM-AA)

Communication (Mass) – FGCU, UCF, UNF, UWF, FIU, USF

GENERAL EDUCATION REQUIREMENTS

Enhanced World View Requirement *			
ENC	1101	Composition I or (Honors)	3
ENC	1102	Composition II **OR** (approved Literature course) *	3
SPC	1017	Introduction to Speech Communication **OR** (approved Speech course)	3
HUM	2210	Western Humanities I or (Honors) **OR**	
HUM	2233	Western Humanities II or (Honors)	3
HUM	2270	Humanities (East-West Synthesis) * **OR** (approved Humanities/Fine Arts course)	3
Mathematics	[a]	Two college-level courses with MAC, MAP, MAS, MGF or MTG prefix	6
Natural Sciences		One Biological and One Physical Science Course (One course must include lab)	6
POS	2041	American National Government or (Honors)	3
Social and Behavioral Sciences Approved Course *			3
PHI	1600	Studies in Applied Ethics **OR** (approved Ethics course)	3
Computer/Information Literacy Competency			

***Visit www.spcollege.edu/program/GENR-AA for details**

PREREQUISITE COURSES IN THE MAJOR

The following courses are required for admission to major in addition to those listed under General Education Requirements:

XXX	XXXX	[z] ENC and LIT prefix courses	18

ELECTIVES

If you have not completed two years of the same foreign language in high school, you may need eight semester credits of foreign language for university admission.

TOTAL PROGRAM HOURS 60

See current SPC catalog for list of approved optional courses for each academic area.

* Limited access

[a] STA 2023 may be substituted for any one course.

[z] These 18 hours required outside the major and beyond the 36 hours of general education requirements. Please see the university if there are any questions.

NOTES:

Students are strongly encouraged to select required lower division electives that will enhance their general education coursework and support their intended baccalaureate degree program. Students should consult with an academic advisor in their major degree area.

SAMPLE A.A. DEGREE PROGRAM
PREPARING FOR A BACHELOR'S DEGREE IN
BIOLOGY TEACHER EDUCATION

(BIO-ED AA)

Science Teacher Education / Biology Teacher Education – FAMU, FAU, FIU, FSU, UCF, UNF, USF**,** BC, CC, DSC, ESC, NWFSC, SPC, MDC

GENERAL EDUCATION REQUIREMENTS

Enhanced World View Requirement *				
ENC	1101		Composition I or (Honors)	3
ENC	1102		Composition II **OR** (approved Literature course) *	3
SPC	1017		Introduction to Speech Communication **OR** (approved Speech course)	3
HUM	2210	[a]	Western Humanities I or (Honors) **OR**	
HUM	2233		Western Humanities II or (Honors)	3
HUM	2270	[a]	Humanities (East-West Synthesis) * **OR** (approved Humanities/Fine Arts course)	3
MAC	1105	[b]	College Algebra	3
MAC	1147	[b]	Pre-Calculus Algebra/Trigonometry	5
BSC	2010	[c]	Biology I – Cellular Processes	3
BSC	2010L	[c]	Biology I Laboratory	1
CHM	2045	[c]	General Chemistry I **OR** (an approved Chemistry or Physics course)	3
CHM	2045L	[c]	General Chemistry Laboratory I **OR** (an approved Chemistry or Physics lab)	1
POS	2041		American National Government	3
Social and Behavioral Sciences Approved Course *				3
PHI	1600		Studies in Applied Ethics **OR** (approved Ethics course)	3
EME	2040	[c]	Introduction to Educational Technology	3

***Visit www.spcollege.edu/program/GENR-AA for details**

PREREQUISITE COURSES IN THE MAJOR

The following courses are required for admission to major in addition to those listed under General Education Requirements:

BSC	2011		Biology II – Organisms and Ecology	3
BSC	2011L		Biology II Laboratory	1
CHM	2046		General Chemistry II **OR** (an approved Chemistry or Physics course)	3
CHM	2046L		General Chemistry Laboratory II **OR** (an approved Chemistry or Physics lab)	1
EDF	1005		Introduction to Education	3
EDF	2085	[a]	Teaching Diverse Populations	3
MAC	2311		Calculus with Analytic Geometry I or (Honors)	5

ELECTIVES

If you have not completed two years of the same foreign language in high school, you may need eight semester credits of foreign language for university admission.

TOTAL PROGRAM HOURS 60

See current SPC catalog for list of approved optional courses for each academic area.

[a] In addition to EDF 2085, students must complete at least 6 credit hours of course work with an international or diversity focus. See Diversity Requirement List under General Education Requirements.

[b] Not required for entry to major; prerequisite for MAC 2311.

[c] Prerequisite course in the major that satisfies general education requirement.

NOTES:

General education requirements include prerequisites in the major therefore total exceeds typical 36 credits.

Students are strongly encouraged to select required lower division electives that will enhance their general education coursework and support their intended baccalaureate degree program. Students should consult with an academic advisor in their major degree area.

General education courses will be determined by the community college or university where the student currently is earning the Associate in Arts or baccalaureate degree, and will be published in the institution's existing catalog and in the Community College Counseling Manual.

SAMPLE A.A. DEGREE PROGRAM PREPARING FOR A BACHELOR'S DEGREE IN ELEMENTARY TEACHER EDUCATION

(ELEM-ED AA)

CC, DSC, ESC, FAMU, FGCU, FSU, NWFSC, UCF, UF, USF, UWF, FIU, FAU, SPC, UNF

GENERAL EDUCATION REQUIREMENTS

Enhanced World View Requirement *				
ENC	1101		Composition I or (Honors)	3
ENC	1102		Composition II **OR** (approved Literature course) *	3
SPC	1017		Introduction to Speech Communication **OR** (approved Speech course)	3
HUM	2210	[a]	Western Humanities I or (Honors) **OR**	
HUM	2233		Western Humanities II or (Honors)	3
HUM	2270	[a]	Humanities (East-West Synthesis) * **OR** (approved Humanities/Fine Arts course)	3
Mathematics		[b]	Two college-level courses with MAC, MAP, MAS, MGF, or MTG prefix	6
Natural Sciences			One Biological and One Physical Science Course (One course must include lab)	6
POS	2041		American National Government or (Honors)	3
Social and Behavioral Sciences Approved Course *				3
PHI	1600		Studies in Applied Ethics **OR** (approved Ethics course)	3
EME	2040	[c]	Introduction to Educational Technology	3

***Visit www.spcollege.edu/program/GENR-AA for details**

PREREQUISITE COURSES IN THE MAJOR

The following courses are required for admission to major in addition to those listed under General Education Requirements:

EDF	1005		Introduction to Education	3
EDF	2085	[a]	Teaching Diverse Populations	3

ELECTIVES

If you have not completed two years of the same foreign language in high school, you may need eight semester credits of foreign language for university admission.

TOTAL PROGRAM HOURS 60

See current SPC catalog for list of approved optional courses for each academic area.

* Limited access

[a] In addition to EDF 2085, students must complete at least 6 credit hours of course work with an international or diversity focus. See Diversity Requirement List under General Education Requirements.

[b] STA 2023 may be substituted for any one course.

[c] Prerequisite course in the major that satisfies general education requirement.

NOTES:

General education requirements include prerequisites in the major therefore total exceeds typical 36 credits.

Students are strongly encouraged to select required lower division electives that will enhance their general education coursework and support their intended baccalaureate degree program. Students should consult with an academic advisor in their major degree area.

General education courses will be determined by the community college or university where the student currently is earning the Associate in Arts or baccalaureate degree, and will be published in the institution's existing catalog and in the Community College Counseling Manual.

SAMPLE A.A. DEGREE PROGRAM PREPARING FOR A BACHELOR'S DEGREE IN ENGLISH TEACHER EDUCATION

(EDUC-AA)

FAMU, FAU, FIU, FSU, UCF, USF

GENERAL EDUCATION REQUIREMENTS

Enhanced World View Requirement *				
ENC	1101	[a, b]	Composition I or (Honors)	3
ENC	1102	[a, b]	Composition II or (Honors)	3
SPC	1017	[a, c]	Introduction to Speech Communication or (Honors)	3
HUM	2210	[d]	Western Humanities I or (Honors) **OR**	
HUM	2233		Western Humanities II or (Honors)	3
HUM	2270	[d]	Humanities (East-West Synthesis) * **OR** (approved Humanities/Fine Arts course)	3
Mathematics		[e]	Two college-level courses with MAC, MAP, MAS, MGF, or MTG prefix	6
Natural Sciences			One Biological and One Physical Science Course (One course must include lab)	6
POS	2041		American National Government or (Honors)	3
Social and Behavioral Sciences Approved Course *				3
PHI	1600		Studies in Applied Ethics **OR** (approved Ethics course)	3
EME	2040	[a]	Introduction to Educational Technology	3

***Visit www.spcollege.edu/program/GENR-AA for details**

PREREQUISITE COURSES IN THE MAJOR

The following courses are required for admission to major in addition to those listed under General Education Requirements:

EDF	1005		Introduction to Education	3
EDF	2085	[d]	Teaching Diverse Populations	3
			Any LIT, AML or ENL prefix course	3

ELECTIVES

If you have not completed two years of the same foreign language in high school, you may need eight semester credits of foreign language for university admission.

TOTAL PROGRAM HOURS 60

See current SPC catalog for list of approved optional courses for each academic area.

[a] Prerequisite course in the major that satisfies general education requirement.
[b] Acceptable substitutes: (ENG X101 and ENG X102) or its equivalent
[c] Acceptable substitutes: SPC 1608 or SPC 1065
[d] In addition to EDF 2085, students must complete at least 6 credit hours of course work with an international or diversity focus. See Diversity Requirement List under General Education Requirements.
[e] STA 2023 may be substituted for any one course.

NOTES:

General education requirements include prerequisites in the major therefore total exceeds typical 36 credits.

Students are strongly encouraged to select required lower division electives that will enhance their general education coursework and support their intended baccalaureate degree program. Students should consult with an academic advisor in their major degree area.

General education courses will be determined by the community college or university where the student currently is earning the Associate in Arts or baccalaureate degree, and will be published in the institution's existing catalog and in the Community College Counseling Manual.

SAMPLE A.A. DEGREE PROGRAM PREPARING FOR A BACHELOR'S DEGREE IN SPECIAL EDUCATION

(EXCEP-ED AA)

Special Education, General – BC, CC, DSC, FAU, FGCU, FIU, UCF, UF*, UNF, USF, UWF, SPC, IRSC, MDC
Exceptional Student Education – SPC

GENERAL EDUCATION REQUIREMENTS

Enhanced World View Requirement *				
ENC	1101		Composition I or (Honors)	3
ENC	1102		Composition II **OR** (approved Literature course) *	3
SPC	1017		Introduction to Speech Communication **OR** (approved Speech course)	3
HUM	2210	[a]	Western Humanities I or (Honors) **OR**	
HUM	2233		Western Humanities II or (Honors)	3
HUM	2270	[a]	Humanities (East-West Synthesis) * **OR** (approved Humanities/Fine Arts course)	3
Mathematics		[b]	Two college-level courses with MAC, MAP, MAS, MGF, or MTG prefix	6
Natural Sciences			One Biological and One Physical Science Course (One course must include lab)	6
POS	2041		American National Government or (Honors)	3
Social and Behavioral Sciences Approved Course *				3
PHI	1600		Studies in Applied Ethics **OR** (approved Ethics course)	3
EME	2040	[c]	Introduction to Educational Technology	3

***Visit www.spcollege.edu/program/GENR-AA for details**

PREREQUISITE COURSES IN THE MAJOR

The following courses are required for admission to major in addition to those listed under General Education Requirements:

EDF	1005		Introduction to Education	3
EDF	2085	[a]	Teaching Diverse Populations	3

ELECTIVES

If you have not completed two years of the same foreign language in high school, you may need eight semester credits of foreign language for university admission.

TOTAL PROGRAM HOURS 60

See current SPC catalog for list of approved optional courses for each academic area.

* Limited access

[a] In addition to EDF 2085, students must complete at least 6 credit hours of course work with an international or diversity focus. See Diversity Requirement List under General Education Requirements.

[b] STA 2023 may be substituted for any one course.

[c] Prerequisite course in the major that satisfies general education requirement.

NOTES:

General education requirements include prerequisites in the major therefore total exceeds typical 36 credits.

Students are strongly encouraged to select required lower division electives that will enhance their general education coursework and support their intended baccalaureate degree program. Students should consult with an academic advisor in their major degree area.

General education courses will be determined by the community college or university where the student currently is earning the Associate in Arts or baccalaureate degree, and will be published in the institution's existing catalog and in the Community College Counseling manual.

SAMPLE A.A. DEGREE PROGRAM PREPARING FOR A BACHELOR'S DEGREE IN SECONDARY MATHEMATICS EDUCATION

(MATH-ED AA)

Mathematics Teacher Education
Secondary Mathematics Education – BC**,** CC**,** DSC**,** ESC**,** FAMU**,** FAU**,** FIU**,** IRSC**,** UCF**,** UNF**,** USF**,** SPC**,** MDC

GENERAL EDUCATION REQUIREMENTS

Enhanced World View Requirement *				
ENC	1101		Composition I or (Honors)	3
ENC	1102		Composition II **OR** (approved Literature course) *	3
SPC	1017		Introduction to Speech Communication **OR** (approved Speech course)	3
HUM	2210	[a]	Western Humanities I or (Honors) **OR**	
HUM	2233		Western Humanities II or (Honors)	3
HUM	2270	[a]	Humanities (East-West Synthesis) * **OR** (approved Humanities/Fine Arts course)	3
MAC	1105	[b]	College Algebra	3
MAC	1147	[c, d]	Pre-Calculus Algebra/Trigonometry	5
Natural Sciences			One Biological and One Physical Science Course (One course must include lab)	6
POS	2041		American National Government or (Honors)	3
Social and Behavioral Sciences Approved Course *				3
PHI	1600		Studies in Applied Ethics **OR** (approved Ethics course)	3
EME	2040	[c]	Introduction to Educational Technology	3

***Visit www.spcollege.edu/program/GENR-AA for details**

PREREQUISITE COURSES IN THE MAJOR

The following courses are required for admission to major in addition to those listed under General Education Requirements:

EDF	1005		Introduction to Education	3
EDF	2085	[a]	Teaching Diverse Populations	3
MAC	2311		Calculus with Analytical Geometry I or (Honors)	5
MAC	2312		Calculus with Analytical Geometry II	5

ELECTIVES

If you have not completed two years of the same foreign language in high school, you may need eight semester credits of foreign language for university admission.

TOTAL PROGRAM HOURS 60

See current SPC catalog for list of approved optional courses for each academic area.

[a] In addition to EDF 2085, students must complete at least 6 credit hours of course work with an international or diversity focus. See Diversity Requirement List under General Education Requirements.
[b] Not required for entry to major; prerequisite for MAC 1147.
[c] Prerequisite course in the major that satisfies general education requirement.
[d] Acceptable substitute: Any 4 cr MAC, MTG or MAS prefix course

NOTES:

General education requirements include prerequisites in the major therefore total exceeds typical 36 credits.

Students are strongly encouraged to select required lower division electives that will enhance their general education coursework and support their intended baccalaureate degree program. Students should consult with an academic advisor in their major degree area.

General education courses will be determined by the community college or university where the student currently is earning the Associate in Arts or baccalaureate degree, and will be published in the institution's existing catalog and in the Community College Counseling Manual.

SAMPLE A.A. DEGREE PROGRAM PREPARING FOR A BACHELOR'S DEGREE IN ENGINEERING

(ENGNR-AA)

Engineering, General – USF
Aerospace Engineering – UF
Agricultural Engineering – FAMU, UF
Chemical Engineering – FIU, UF, FAMU, FSU, USF
Civil Engineering – FAMU, FAU, FGCU, FSU, UCF, UNF, FIU, UF, USF
Coastal and Ocean Engineering – FAU
Computer Engineering – FAMU, UF, FAU, FIU, FSU, UCF, USF, UWF
Construction Engineering – UCF
Electrical, Electronics Engineering – UF, UWF, FAMU, FAU, FIU, FSU, UCF, UNF, USF
Engineering Science – UF
Environmental Health Engineering – FIU, FGCU, UCF, UF
Geomatics Engineering – FAU
Industrial / Manufacturing Engineering – FAMU, FSU, UCF, USF
Industrial and Systems Engineering – FIU (128 Cr Hrs), UF
Materials Engineering – UF
Mechanical Engineering – FAMU, FAU, FIU, FSU, UCF, UF, UNF, USF
Nuclear Engineering – UF

GENERAL EDUCATION REQUIREMENTS

Enhanced World View Requirement *				
ENC	1101		Composition I or (Honors)	3
ENC	1102		Composition II **OR** (approved Literature course) *	3
SPC	1017		Introduction to Speech Communication **OR** (approved Speech course)	3
HUM	2210		Western Humanities I or (Honors) **OR**	
HUM	2233		Western Humanities II or (Honors)	3
HUM	2270		Humanities (East-West Synthesis) * **OR** (approved Humanities/Fine Arts course)	3
MAC	1105	[a]	College Algebra	3
MAC	1147	[a]	Pre-Calculus Algebra/Trigonometry	5
CHM	2045/L	[b, c]	General Chemistry and Qualitative Analysis I and Laboratory	4
PHY	2048/1048L	[b, d]	Physics I or (Honors) and Laboratory	4
PHY	2049/1049L	[b, e]	Physics II and Laboratory	4
POS	2041		American National Government or (Honors)	3
Social and Behavioral Sciences Approved Course *				3
PHI	1600		Studies in Applied Ethics **OR** (approved Ethics course)	3
Computer/Information Literacy Competency				

***Visit www.spcollege.edu/program/GENR-AA for details**

PREREQUISITE COURSES IN THE MAJOR

The following courses are required for admission to major in addition to those listed under General Education Requirements:

MAC	2311	[y]	Calculus with Analytic Geometry I or (Honors)	5
MAC	2312	[y]	Calculus with Analytic Geometry II	5
MAC	2313	[y]	Calculus with Analytic Geometry III	4
MAP	2302	[z]	Differential Equations	3

ELECTIVES

If you have not completed two years of the same foreign language in high school, you may need eight semester credits of foreign language for university admission.

TOTAL PROGRAM HOURS 60

See current SPC catalog for list of approved optional courses for each academic area.

[a] Not required for entry to major; prerequisite for MAC 2311.
[b] Prerequisite course in the major that satisfies general education requirement.
[c] Acceptable substitute: CHS X440 and CHM 1045L
[d] Lab is not required for Electrical, Electronics Engineering degree at FIU.
[e] Lab does not count toward the Civil Engineering degree at FIU.
[y] Acceptable substitutes: MAC X281, MAC X282, MAC X283
[z] Acceptable substitute: MAP X305

NOTES:

General education requirements include prerequisites in the major therefore total exceeds typical 36 credits.
Students are strongly encouraged to select required lower division electives that will enhance their general education coursework and support their intended baccalaureate degree program. Students should consult with an academic advisor in their major degree area.
Minimum required grades in prerequisite courses are established by each university. Students are advised to consult the transfer institution.

SAMPLE A.A. DEGREE PROGRAM PREPARING FOR A BACHELOR'S DEGREE IN ORTHOTICS & PROSTHETICS

(ORTHO-AA)

Orthotics& Prosthetics – SPC

GENERAL EDUCATION REQUIREMENTS

Enhanced World View Requirement *

ENC	1101	Composition I or Honors	3
ENC	1102	Composition II **OR** (approved Literature course)	3
SPC	1017	[a] Introduction to Speech Communication **OR** (SPC 1017H, 1065, 1608 or 1608H)	3
HUM	2210	Western Humanities I or Honors **OR** HUM 2233 Western Humanities II or Honors	3
HUM	2270	Humanities (East-West Synthesis) **OR** (approved Humanities/Fine Arts course)	3
MAC	1114	[a, b] Trigonometry	3
STA	2023	[a] Elementary Statistics	3
CHM	1045	[a] Gen Chemistry & Qualitative Analysis I	3
CHM	1045L	[a] Gen Chemistry & Qualitative Analysis Lab I	1
POS	2041	American National Government or Honors	3
PSY	1012	[a] General Psychology or Honors	3
PHI	1600	Studies in Applied Ethics **OR** (PHI 1602H, 1631, 2635 or 2649)	3

Computer/Information Literacy Competency Requirement

***Visit www.spcollege.edu/program/GENR-AA for details**

PREREQUISITE COURSES IN THE MAJOR

The following courses are required for admission to major in addition to those listed under General Education Requirements:

BSC	2085	Human Anatomy & Physiology I	3
BSC	2085L	Human Anatomy & Physiology Laboratory I	1
BSC	2086	Human Anatomy & Physiology II	3
BSC	2086L	Human Anatomy & Physiology Laboratory II	1
PHY	1053	General Physics I	3
PHY	1048L	Physics Laboratory I or Honors	1

ELECTIVES

If you have not completed two years of the same foreign language in high school, you may need eight semester credits of foreign language for university admission. It is recommended that student's take MAC 2311 and MAC 2233 for matriculation to Bachelor's and Master's Programs in Orthotics and Prosthetics.

TOTAL PROGRAM HOURS 60

See current SPC catalog for list of approved optional courses for each academic area.

[a] Prerequisite in the major that satisfies general education requirement.

[b] Acceptable substitute: MAC 1147, 2311 or 2233.

NOTES:

Admission into this program requires an A.S. degree in a related area or an A.A. degree.
Additional courses may be required as prerequisites depending on the student's preparation.
General education requirements include prerequisites in the major therefore total exceeds typical 36 credits.

SAMPLE A.A. DEGREE PROGRAM PREPARING FOR A BACHELOR'S DEGREE IN PHARMACY

(PHARM-AA)

Pharmacy (Pharm D) – UF, FAMU, University Partnership Center at SPC*

GENERAL EDUCATION REQUIREMENTS

Enhanced World View Requirement *				
ENC	1101		Composition I or (Honors)	3
ENC	1102		Composition II **OR** (approved Literature course) *	3
SPC	1608	[a, b]	Public Speaking **OR** SPC 1017 or SPC 1065 or Honors	3
HUM	2210		Western Humanities I or (Honors) **OR**	
HUM	2233		Western Humanities II or (Honors)	3
HUM	2270		Humanities (East-West Synthesis) * **OR** (approved Humanities/Fine Arts course)	3
MAC	1105	[c]	College Algebra	3
MAC	1147	[a, d]	Pre-Calculus Algebra/Trigonometry	5
BSC	2010/L	[a, e]	Biology I – Cellular Processes and Laboratory	4
CHM	2045/L	[a]	General Chemistry and Qualitative Analysis I and Laboratory	4
POS	2041		American National Government or (Honors)	3
Social and Behavioral Sciences Approved Course *				3
PHI	1600		Studies in Applied Ethics **OR** (approved Ethics course)	3
Computer/Information Literacy Competency				

***Visit www.spcollege.edu/program/GENR-AA for details**

PREREQUISITE COURSES IN THE MAJOR

The following courses are required for admission to major in addition to those listed under General Education Requirements:

BSC	2011/L	[w]	Biology II – Organisms and Ecology and Laboratory	4
BSC	2085/L	[x]	Human Anatomy and Physiology I and Laboratory	4
BSC	2086/L	[x]	Human Anatomy and Physiology II and Laboratory	4
CHM	2046/L		General Chemistry and Qualitative Analysis II and Laboratory	4
CHM	2210/L		Organic Chemistry I and Laboratory	4
CHM	2211/L		Organic Chemistry II and Laboratory	4
MAC	2311		Calculus with Analytic Geometry I or (Honors)	5
PHY	2048/1048L	[y]	Physics I or (Honors) and Laboratory	4
PHY	2049/1049L	[y]	Physics II and Laboratory	4
CGS	X061	[z]		3

ELECTIVES

If you have not completed two years of the same foreign language in high school, you may need eight semester credits of foreign language for university admission.

TOTAL PROGRAM HOURS 60

See current SPC catalog for list of approved optional courses for each academic area.

* Limited access
[a] Prerequisite course in the major that satisfies general education requirement.
[b] Acceptable substitute: SPC X607. FAMU does not require Speech as a prerequisite.
[c] Not required for entry to major; prerequisite for MAC 1147.
[d] Acceptable substitute: (MAC 1114 and 1140)
[e] Acceptable substitute: BOT X010/X010L
[w] Acceptable substitute: ZOO X303/X303L
[x] Acceptable substitutes: (BSC X093/L and X094/L), (APK X100/L and X105/L), or [ZOO X713C and (PCB X723C or APK X100C)]
[y] Acceptable substitute: (PHYX053/X053L and PHY X054/X054L)
[z] Course not available. UF does not require CGS X061 as a prerequisite.

NOTES:

This is a 5 year professional degree.

General education requirements include prerequisites in the major therefore total exceeds typical 36 credits.

Students are strongly encouraged to select required lower division electives that will enhance their general education coursework and support their intended baccalaureate degree program. Students should consult with an academic advisor in their major degree area.

UF Students: Must apply through the PharmCAS centralized application service by Feb 1st of the year they wish to enter. Supplemental application materials are located on the UF College of Pharmacy website. An application to the UF Admissions Office is also required.

FAMU Students: Must apply by Feb 1st of the year they wish to enter the program.

SAMPLE A.A. DEGREE PROGRAM PREPARING FOR A BACHELOR'S DEGREE IN HUMANITIES

(ENGHM-AA)

FIU, FSU, UCF, USF, UWF

GENERAL EDUCATION REQUIREMENTS

Enhanced World View Requirement *			
ENC	1101	Composition I or (Honors)	3
ENC	1102	Composition II **OR** (approved Literature course) *	3
SPC	1017	Introduction to Speech Communication **OR** (approved Speech course)	3
HUM	2210	Western Humanities I or (Honors) **OR**	
HUM	2233	Western Humanities II or (Honors)	3
HUM	2270	Humanities (East-West Synthesis) * **OR** (approved Humanities/Fine Arts course)	3
Mathematics	[a]	Two college-level courses with MAC, MAP, MAS, MGF or MTG prefix	6
Natural Sciences		One Biological and One Physical Science Course (One course must include lab)	6
POS	2041	American National Government or (Honors)	3
Social and Behavioral Sciences Approved Course *			3
PHI	1600	Studies in Applied Ethics **OR** (approved Ethics course)	3
Computer/Information Literacy Competency			

***Visit www.spcollege.edu/program/GENR-AA for details**

PREREQUISITE COURSES IN THE MAJOR

The following courses are required for admission to major in addition to those listed under General Education Requirements: **NONE**

ELECTIVES

If you have not completed two years of the same foreign language in high school, you may need eight semester credits of foreign language for university admission.

TOTAL PROGRAM HOURS 60

See current SPC catalog for list of approved optional courses for each academic area.

* Limited access

[1] Includes an Honors College Research emphasis at USF.

[a] STA 2023 may be substituted for any one course.

NOTES:

Students are strongly encouraged to select required lower division electives that will enhance their general education coursework and support their intended baccalaureate degree program. Students should consult with an academic advisor in their major degree area.

All Florida College System institution students are encouraged to complete the Associate in Arts degree.

SAMPLE A.A. DEGREE PROGRAM PREPARING FOR A BACHELOR'S DEGREE IN MATHEMATICS

(MATH-AA)

Mathematics, General – FAMU, FAU, FGCU, FIU, FSU, UCF, UF, UNF, USF, UWF
Applied Math / Math Sciences – FIU

GENERAL EDUCATION REQUIREMENTS

Enhanced World View Requirement *				
ENC	1101		Composition I or (Honors)	3
ENC	1102		Composition II **OR** (approved Literature course) *	3
SPC	1017		Introduction to Speech Communication **OR** (approved Speech course)	3
HUM	2210		Western Humanities I or (Honors) **OR**	
HUM	2233		Western Humanities II or (Honors)	3
HUM	2270		Humanities (East-West Synthesis) * **OR** (approved Humanities/Fine Arts course)	3
MAC	1105	[a]	College Algebra	3
MAC	1147	[a]	Pre-Calculus Algebra/Trigonometry	5
Natural Sciences		[b, c]	One Biological and One Physical Science course (One course must include lab)	6
POS	2041		American National Government or (Honors)	3
Social and Behavioral Sciences Approved Course *				3
PHI	1600		Studies in Applied Ethics **OR** (approved Ethics course)	3
Computer/Information Literacy Competency				

***Visit www.spcollege.edu/program/GENR-AA for details**

PREREQUISITE COURSES IN THE MAJOR

The following courses are required for admission to major in addition to those listed under General Education Requirements:

COP	XXXX		Scientific programming course designed for Computer Science majors	3
MAC	2311		Calculus with Analytic Geometry I or (Honors)	5
MAC	2312		Calculus with Analytic Geometry II	5
MAC	2313		Calculus with Analytic Geometry III	4
MAP	2302		Differential Equations	3
		[z]	Step 1 and Step 2	2

ELECTIVES

If you have not completed two years of the same foreign language in high school, you may need eight semester credits of foreign language for university admission.

TOTAL PROGRAM HOURS 60

See current SPC catalog for list of approved optional courses for each academic area.

* Limited access

[a] Not required for entry to major; prerequisite for MAC 2311.

[b] Prerequisite course in the major that satisfies general education requirement.

[c] Major requires successful completion of one laboratory-based course designed for science majors: BSC XXXX/XXXXL, CHM XXXX/XXXXL, PHY XXXX/XXXXL, or GLY XXXX/XXXXL

[z] FSU-Teach only, please see university for details. Transfer students will be able to take Step 1 and Step 2 courses when admitted to upper division.

NOTES:

All universities require a "C" grade or better for admission.

Students are strongly encouraged to select required lower division electives that will enhance their general education coursework and support their intended baccalaureate degree program. Students should consult with an academic advisor in their major degree area.

SAMPLE A.A. DEGREE PROGRAM PREPARING FOR A BACHELOR'S DEGREE IN ART

(ART-AA)

Art, General – FAU, FGCU, FIU, UCF, UNF, USF, UWF

GENERAL EDUCATION REQUIREMENTS

Enhanced World View Requirement *				
ENC	1101		Composition I or (Honors)	3
ENC	1102		Composition II **OR** (approved Literature course) *	3
SPC	1017		Introduction to Speech Communication **OR** (approved Speech course)	3
HUM	2210		Western Humanities I or (Honors) **OR**	
HUM	2233		Western Humanities II or (Honors)	3
ARH	2050	[a]	Art History I	3
Mathematics		[b]	Two college-level courses with MAC, MAP, MAS, MGF or MTG prefix	6
Natural Sciences			One Biological and One Physical Science Course (One course must include lab)	6
POS	2041		American National Government or (Honors)	3
Social and Behavioral Sciences Approved Course *				3
PHI	1600		Studies in Applied Ethics **OR** (approved Ethics course)	3
Computer/Information Literacy Competency				

***Visit www.spcollege.edu/program/GENR-AA for details**

PREREQUISITE COURSES IN THE MAJOR

The following courses are required for admission to major in addition to those listed under General Education Requirements:

ARH	2051		Art History II	3
ART	1201C		Design I	3
ART	1203C	[y]	Design II	3
ART	1300C		Drawing I	3
ART	1330C	[z]	Drawing II	3
ART	XXXX			6

ELECTIVES

If you have not completed two years of the same foreign language in high school, you may need eight semester credits of foreign language for university admission.

TOTAL PROGRAM HOURS 60

See current SPC catalog for list of approved optional courses for each academic area.

[a] Prerequisite course in the major that satisfies general education requirement.

[b] STA 2023 may be substituted for any one course.

[y] Acceptable substitute: ART X202

[z] Acceptable substitutes: ART X301, ART X205 (Color, Color Composition), ART X310 (Intermediate Drawing), or ART X305 (Observational Drawing, Perceptual Drawing)

NOTES:

All courses except ARH 2050 and ARH 2051 require a "C" or higher.

Students are strongly encouraged to select required lower division electives that will enhance their general education coursework and support their intended baccalaureate degree program. Students should consult with an academic advisor in their major degree area.

SAMPLE A.A. DEGREE PROGRAM PREPARING FOR A BACHELOR'S DEGREE IN MUSIC

(MUSIC-AA)

Music, General – FAU, FIU, FSU, UF, UNF
Jazz Studies – FAMU, UNF
Music Performance – FAMU, FGCU, UCF, UNF, USF, UWF, FSU
Music Studies – USF
Music Composition – FSU
Music History and Appreciation – FSU

GENERAL EDUCATION REQUIREMENTS

Enhanced World View Requirement *			
ENC	1101	Composition I or (Honors)	3
ENC	1102	Composition II **OR** (approved Literature course) *	3
SPC	1017	Introduction to Speech Communication **OR** (approved Speech course)	3
HUM	2210	Western Humanities I or (Honors) **OR**	
HUM	2233	Western Humanities II or (Honors)	3
HUM	2270	Humanities (East-West Synthesis) * **OR** (approved Humanities/Fine Arts course)	3
Mathematics	[a]	Two college-level courses with MAC, MAP, MAS, MGF, or MTG prefix	6
Natural Sciences		One Biological and One Physical Science Course (One course must include lab)	6
POS	2041	American National Government or (Honors)	3
Social and Behavioral Sciences Approved Course *			3
PHI	1600	Studies in Applied Ethics **OR** (approved Ethics course)	3
Computer/Information Literacy Competency			

***Visit www.spcollege.edu/program/GENR-AA for details**

PREREQUISITE COURSES IN THE MAJOR

The following courses are required for admission to major in addition to those listed under General Education Requirements:

MUN	XXXX		4
MUT	1111	[x] Music Theory I	3
MUT	1112	[x] Music Theory II	3
MUT	1241	[y] Aural Theory I	4
MUT	1242	[y] Aural Theory II	4
MUT	2116	[x] Music Theory III	3
MUT	2117	[x] Music Theory IV	3
MUT	2246	[y] Aural Theory III	4
MUT	2247	[y] Aural Theory IV	4
MVK	1111(r)	[z] Class Piano	4
MVK	1211	[z] Applied Music Secondary Piano	4
MVK	2121(r)	[z] Class Piano II	4
MVK	2221	[z] Applied Music Secondary Piano	4
MVX	XX1X		2-4
MVX	XX2X		2-4
XXX	XXXX	Varies from track to track	

ELECTIVES

If you have not completed two years of the same foreign language in high school, you may need eight semester credits of foreign language for university admission.

TOTAL PROGRAM HOURS 60

See current SPC catalog for list of approved optional courses for each academic area.

* Limited access
[a] STA 2023 may be substituted for any one course.
[x] Acceptable substitutes: MUT X121, X122, X126 and X127
[y] Acceptable substitutes: MUT X221, X222, X226 and X227; or X271, X272, X276 and X277
[z] Acceptable substitutes: 4 cr of each [MVK 1111, X112, 2121 and (X122 or Secondary Piano-Proficiency by Exam)]

NOTES:

Duplicate courses such as MVK X111 may be repeated (r) up to 4 times.

MAJORS OFFERED AT 4-YEAR COLLEGES & UNIVERSITIES

Accounting
Actuarial Science
Advertising
Aerospace Engineering
African-American (Black) Studies
Agriculture (Food and Resource) Economics
Agricultural Business/Operations
Agricultural Engineering
  Biological Systems Mgmt & Environmental Systems Mgmt
  Production Management, Manufacturing and Process
Agricultural Teacher Education (Vocational)
Agriculture Science
Agronomy and Crop Science
American Studies (USA)
Animal Science
Anthropology
Applied Math / Math Sciences
Architecture
Art History and Appreciation
Art Teacher Education
Art, General
Asian Studies
Astronomy
Athletic Training
Atmospheric Science and Meteorology

Banking
Biochemistry
Biological and Physical Sciences
  Biological and Physical Sciences
  Biology and Chemistry
  Biology and Computer Science
  Biology and Earth Science
  Biology and Mathematics
  Biology and Physics
  Chemistry and Computer Science
  Chemistry and Earth Science
  Chemistry and Mathematics
  Chemistry and Physics
  Computer Science and Earth Science
  Computer Science and Mathematics
  Computer Science and Physics
  Earth Science and Mathematics
  Earth Science and Physics
  Interdisciplinary Natural Sciences
  Mathematics and Physics
Biology, General
Biomedical Sciences
Biomedical / Bioengineering
Biotechnology
Botany, General
Business Administration and Management
Business Administration
Business Managerial Economics
Business Marketing Management
Business Teacher Education (Vocational)
Business Technology Education
Business, General

Cardiopulmonary Sciences
Chemical Engineering
Chemical Sciences
Chemistry
Civil Engineering
Civil Technology
Classics and Classical Language
Coastal and Ocean Engineering
Communication (Mass)
Communication Studies
Communications and Media Studies
Community Health
Community Health Liaison
Computer and Information Science
  Computer Sciences
  Computer and Information Sciences
  Computer Information Systems
  Information Sciences
  Information Technology
Computer Criminology
Computer Engineering
  Computer and Information Engineering
Computer Networking (BAS)
Construction Engineering
Construction / Building Technology
  Construction Management
Criminal Justice Studies
Criminology

Dairy Science
Dance
Dance Education
Dental Hygiene
Design in Architectural Studies
Dietetics / Nutritional Services
Digital Arts / Digital Media
  Computer Animation
  Computing for Media
  Digital Music
  Internet and Interactive Systems
  Writing Music
Digital Media Track
Drama Education
Dramatic Arts / Theatre

East Asian Language / Literature
Economics
  Business
  Social Sciences
Economics and Policy Specialization
  Environmental Management
Education of Blind and Visually Handicapped
Education of Specific Learning Disabled
Education of the Emotionally Handicapped
Education of the Mentally Handicapped
Education with Teaching Certifications in Elementary Ed and Exceptional Student Ed with Endorsements in ESOL and Reading
Educational Studies
Electrical, Electronics Engineering
Electronic Engineering Technology
Elementary Teacher Education
Engineering Science
Engineering Technology, General
  Construction
  Electrical
  Instructional Technology
  Manufacturing
Engineering, General
English Teacher Education
English, General

Entomology
Environmental Health Engineering
Environmental Management
  Waste Mgmt and Utilization and Land Water Mgmt
Environmental Science
  Environmental Science and Policy
  Environmental Studies / Natural Science
  Environmental Studies / Policy
Environmental Studies
  Geography
Exercise Science
  Exercise Physiology
  Wellness Education

Finance, General
Financial Services
Fire Science Management
Fire and Emergency Services
Food Science and Technology
  Food Science
  Food Science and Human Nutrition-Dietetics
  Nutritional Sciences
Foreign Language, Multiple
Foreign Languages Teacher Education
Forensic Science
Forest Resources and Conservation
  Forest Resources and Conservation
  Natural Resource Conservation
  Wildlife Ecology and Conservation
French
French and Francophone Studies

General Business Management
Geography
Geology
German
Gerontology
Graphic Design
Graphics Arts Technology
  Photography
  Printing Production
Greek, Classical

Health Administration
Health Information Management
Health Science
  Addictions Studies
  Community Health
  Health Administration
  Health Sciences
  Nutrition and Dietetics
  Rehabilitative Services
Health Services Administration
Health Teacher Education
History
Home and Family Life
  Family and Child Science
  Housing
Home Economics Teacher Education (Vocational)
Home Economics, General
Honors College
Horticulture Science
Hospitality Administration / Management
  Events Management
Human Resource Development
Human Resource Management
Human Services
Humanities

Independent Studies
Independent/Interdisciplinary Studies

Industrial and Systems Engineering
Industrial / Manufacturing Engineering
Information Sciences and Studies
  Computer Information Systems
  Information Studies
Information Technology
  Bioinformation
Insurance and Risk Management
Interior Design
International Agriculture and Business
International Business Management
International Relations
Italian

Jazz Studies
Jewish Studies
Journalism
  Magazine Production
Jr. High / Middle School Teacher Ed
  English / Special Education
  Math / Special Education
  Middle Grade Math / Middle Grade Science Ed
  Middle Grade English / Middle Grade Social Science Ed
  Middle Grade Math / Middle Grade English Ed
  Middle Grade Math / Middle Grade Social Science Ed
  Middle Grade Science / Middle Grade English Ed
  Middle Grade Science / Middle Grade Social Science Ed
  Science / Special Education
  Social Science / Special Education

Landscape Architecture
Landscape Operations and Management
Landscape and Nursery Horticulture
Latin
Latin American Studies
Legal Assisting
Liberal Arts and Sciences
  Environmental Studies Concentration
  Honors College Research
  Marine Science Concentration
Linguistics
Logistics and Materials Management

Management Info Systems
  Business / Data Processing
  Information Sciences and Systems
Management Science
Manufacturing / Industrial Engineering Tech
Marine / Aquatic Biology
Maritime Studies
Materials Engineering
Mathematics Teacher Education
  Jr. High / Middle School Mathematics Education
  Secondary Mathematics Education
Mathematics Education
Mathematics, General
  Teacher Certification
Mechanical Engineering
Mechanical Engineering-Related Technology
Medical Technology
Microbiology / Bacteriology

Middle Eastern Studies
Motion Picture and TV Technology
Multimedia Studies
  Film and Video Studies
  Journalism
Music Composition
Music History and Appreciation
Music Performance
Music Studies
Music Teacher Education
Music Therapy
Music General
Music / Music Theory

Nuclear Engineering
Nursing

Occupational Therapy
Oceanography
Organizational Management
Orthotics and Prosthetics

Packaging Science
Paralegal Studies
Parks and Recreation Management
  Leisure Services Management
  Leisure Services – Professional
  Natural Resources
  Recreation Program Delivery
  Therapeutic Recreation
Pharmacy (Pharm D)
Philosophy
Philosophy and Religion
Physical Education
  Sport Management
  Teaching and Coaching
Physics
Plant Sciences
Political Science and Government
Portuguese
Poultry Science
Pre-Elementary / Early Childhood Teacher Ed
Project Management
Psychology, General
Public Administration
Public Relations and Organizational Communication
Public Safety Administration
Public Safety Management

Radiation Physics
Radio and TV Broadcasting
Radiologic (Med) Tech
Real Estate
Religious Studies
Resort and Hospitality Management
Restaurant and Food Service Management
Rhetorical Speech and Communication
Russian
Russian and East European Studies

Science Teacher Education
  Biology Teacher Education
  Chemistry Teacher Education
  Earth / Space Teacher Education
  Middle Grades Science Teacher Education
  Physics Teacher Education
Secondary Science / Math Teacher Education
Social Psychology
Social Sciences Teacher Ed
  (History, Social Science, Economics and Political Science)
Social Sciences, General
Social Work, General
Sociology
  Anthropology
Soils Science
Spanish
Speech Education, General
Speech Pathology and Audiology
Sport Management
Statistics
Studio / Fine Art
Supervision and Management
Surveying

Technology Education
Technology Management
Textiles and Clothing
  Apparel Design Technology
  Merchandising
  Textiles
Trade and Industrial Teacher Ed (Vocational)
Transportation Management
Travel and Tourism Management

Urban and Regional Planning

Veterinary Technology
Vocational Rehab Counseling

Women’s Studies

Zoology

ASSOCIATE IN SCIENCE DEGREES, ASSOCIATE IN APPLIED SCIENCE DEGREES, ADVANCED TECHNICAL CERTIFICATES, COLLEGE CREDIT CERTIFICATES AND APPLIED TECHNOLOGY DIPLOMA PROGRAMS

GENERAL INFORMATION

The following community occupational programs have been especially designed to assist students who desire the advantages of a college education and at the same time wish to prepare themselves for immediate employment.

Some of the Associate in Science degree programs have limited space and therefore have selective admissions. These programs are subject to the Equal Access/Equal Opportunity requirements of both the College and the State of Florida. As a result, the minimum qualification requirements may be waived.

Insurance or proof of coverage is required for students in all programs where there is a possibility of liability involved. Students should check individual programs for this requirement. Health program students are required to obtain liability and clinical accidental insurance through the College for which a special fee is charged.

LINKAGE PROGRAMS

The Linkage System is a cooperative agreement among four community colleges and one college in the Tampa Bay Area—Hillsborough Community College, Manatee Community College, Pasco-Hernando Community College, Polk Community College and St. Petersburg College.

The Linkage System offers students the opportunity to enter identified quota based or unique occupational programs which are not available at their own institutions. Students selected for admission to a Linkage program may be dually enrolled and will be required to conform to all program requirements, as well as institutional policies and procedures of both colleges.

PROCEDURES FOR SELECTING STUDENTS FOR LINKAGE PROGRAMS

Candidates for a Linkage program must be screened according to the established procedures of the home college, and only candidates approved by the Linkage Administrator for the home college will be accepted for final consideration at the Linkage college.

1. Student meets with home college counseling department and identifies his/her choice of a Linkage program.
2. Counselor advises student of selected Linkage program requirements, selection process, testing requirements, and program admission requirements.
3. After the student completes 15 hours at the home institution, the student may contact the department chairman at the Linkage college for questions about the program.
4. Linkage students must meet individual program GPA minimum. A selection process may occur when Linkage students are chosen.
5. Unused Linkage slots will revert to native students.
6. Student completing screening process is recommended by a counselor to the Linkage Administrator for approval as an applicant to the selected Linkage program.
7. The Linkage Administrator completes the Student Transmittal Form and sends copies of the form and a copy of the student's transcript to the Linkage Administrator at the receiving school.
8. A student recommended as an applicant to a selected Linkage program will be required to complete any additional program admission requirements, as necessary, for the selected Linkage program.
9. Admission to a Linkage program will be ultimately made by the Linkage college.
10. Deadline dates for submission of transfer forms are listed on data sheet for each individual program and in the section of the handbook stating program information.

Additional information on Linkage programs may be obtained by contacting a St. Petersburg College counselor.

The current list of Linkage programs that have limited enrollments and special selection and admission requirements, and the college(s) where these programs are offered are:

Dental Hygiene: St. Petersburg College, Hillsborough Community College, Pasco-Hernando Community College
Diagnostic Medical Sonography Technology: Hillsborough Community College
Nuclear Medicine Technology: Hillsborough Community College
Occupational Therapy Assistant: Polk Community College, Manatee Community College
Physical Therapist Assistant: St. Petersburg College, Manatee Community College, Polk Community College
Radiation Therapy: Hillsborough Community College
Respiratory Care: St. Petersburg College, Hillsborough Community College

ADVISEMENT REQUIREMENTS

1. For students in the Associate in Science and Associate in Applied Science degree programs the College will provide an automated program evaluation report each session in which they are enrolled at the College.
2. Each Associate in Science and Associate in Applied Science degree candidate must have a graduation advisement session with their program advisor prior to completing 42 credit hours in the degree program.

ASSOCIATE IN SCIENCE DEGREE

http://www.spcollege.edu/program/GENR-AS

(College Policy 6Hx23-4.32) (4/21/10)

I. GENERAL EDUCATION REQUIREMENTS FOR ASSOCIATE DEGREE PROGRAMS

****To provide students with an enhanced world view in light of an increasingly globalized economy, students must include at least one of the following courses as part of the general education requirements for the Associate in Science degree:

LIT	2110	World Literature I or LIT 2110H	REL	2300	World Religions
LIT	2120	World Literature II or LIT 2120H	INR	2002	International Relations or INR 2002H
HUM	2270	Humanities (East-West Synthesis) or HUM 2270H	WOH	2040	The Twentieth Century or WOH 2040H

This enhanced worldview requirement may be satisfied with the completion of a 3 credit hour college-level foreign language course with a grade of "C" or better (excluding American Sign Language).

II. GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE IN SCIENCE DEGREE

The general education requirements for the Associate in Science degree consist of a minimum of 17 transferable semester hours of credit. The minimum area requirements for the 17 transferable semester hours are as follows:

A. COMMUNICATIONS – Grade of "C" or higher required.....6 – 9 credits

This requirement may be met by completing 1, 2 and 3 or 1 and 3 below:

1. One of the following 3 semester hour courses: ENC 1101 Composition I or ENC 1121H

   Note: ENC 1101 or ENC 1121H must be completed within the first 24 semester hours of coursework.

2. (***AND if required by program***) One of the following 3 semester hour courses:

ENC	1102	Composition II or ENC 1122H	ENL	2012	British Literature I or ENL 2012H
AML	1600	African-American Literature	ENL	2022	British Literature II
AML	2010	American Literature I or Honors	LIT	2110	World Literature I or LIT 2110H ****
AML	2020	American Literature II or Honors	LIT	2120	World Literature II or LIT 2120H ****

   Note: ENC 1102 or its equivalent course from this list must be completed within the first 36 hours of coursework.

3. One of the following 3 semester hour courses:

SPC	1017	Introduction to Speech Communication or SPC 1017H
SPC	1605	Business and Professional Speaking
SPC	1608	Public Speaking or SPC 1608H

B. Humanities / Fine Arts – Grade of "C" or higher required.....3 credits

This requirement may be met by completing one of the following 3 semester hour courses:

ARH	1000	Understanding Art	MUH	1110	Introduction to Music
ARH	2050	Art History I	MUL	1010	Introduction to Music History
ARH	2051	Art History II	PHI	1010	Introduction to Philosophy or PHI 1010H
* HUM	2210	Western Humanities I or HUM 2210H	REL	2300	World Religions ****
* HUM	2233	Western Humanities II or Honors	** HUM	2250	Humanities (Western Man or HUM 2250H)
HUM	2270	Humanities (East-West Synthesis) or HUM 2270H			

** Students who have received credit for HUM 2250 cannot also receive credit for HUM 2210 or HUM 2233.*

*** For students who completed HUM 2250 prior to Session I, 1996-1997.*

C. Mathematics – Grade of "C" or higher required .....3 credits

Any course with a MAC, MAP, MAS, MGF, MTG or STA prefix.

D. Natural Sciences

(No minimum credit hours required for general education for A.S. degree, except by specific A.S. articulated programs.)

E. Social & Behavioral Sciences – Grade of "C" or higher required.....3 credits

This requirement may be met by completing one of the following 3 semester hour courses:

AMH	1091	African-American History	GEA	2172	Geography of the Developing World
AMH	2010	History of the U.S. I or AMH 2010H	GEA	2174	Geography of the Developed World
AMH	2020	History of the U.S. II or AMH 2020H	INR	2002	International Relations or INR 2002H ****
AMH	2059	The United States in Vietnam	POS	2041	American National Government or Honors
ANT	2000	Introduction to Anthropology	POS	2112	State and Local Government
ANT	2003	Survey of Anthropology	PSY	1012	General Psychology or PSY 1020H
ANT	2410	Cultural Anthropology	SYG	2000	Introductory Sociology
ECO	2000	Introduction to Economics	SYG	2010	Social Problems
ECO	2013	Prin. of Macroeconomics or Honors	SYG	2221	Women and Society
ECO	2023	Prin. of Microeconomics or Honors	SYG	2430	Marriage and Family
EUH	1000	Dev of Western Civilization I	WOH	2040	The 20th Century or WOH 2040H ****
EUH	1001	Dev of Western Civilization II			

F. Ethics – Grade of "C" or higher required.....3 credits

This requirement may be met by completing one of the following 3 semester hour courses

PHI	1600	Studies in Applied Ethics or Honors
PHI	1631	Studies in Professional Ethics
PHI	2635	Health Care Ethics Applied
PHI	2649	Applied Ethics in Public Safety Professions

G. Computer / Information Literacy Competency.....No minimum credit hours required

Computer / information literacy competency may be demonstrated by completing one of the following:

1. Passing a College-approved Basic Computer / Information Sills Competency Test; or
2. Successful completion of at least one of the following:
   a. CGS 1070 Basic Computer and Information Literacy
   b. CGS 1100 Microcomputer Applications (as revised in 2002) **or**
   c. EME 2040 Introduction to Educational Technology (as revised in 2002), preferred for Education majors
   d. DEH 3730, DEH 3813, DEH 3814 and DEH 4607

ASSOCIATE IN SCIENCE DEGREES

Architectural Design and Construction Technology (ARCH)

Aviation Maintenance Management Technology (AVAMM)
with subplans in:
- National Aviation Administration
- Federal Aviation Administration

Business Administration (BUS)
with subplans in:
- Business Administration* (fully transferable to certain Bachelor Degrees at any SUS in Florida)
- Accounting*
- Entrepreneurship*
- International Business *
- Management and Leadership*
- Marketing *

Computer Networking (COMPNET)
with subplans in:
- Networking Administrator
- Networking Engineering

Computer / Web Programming & Analysis (CWPA)

Crime Scene Technology (CST)

Criminal Justice Technology – Public Safety Services (CJPSS) *
with subplans in:
- Computer Related Crime Investigation
- Corrections
- Cross Discipline
- Gang Investigations
- Homeland Security
- Law Enforcement
- Maritime Security

Dental Hygiene (DENHY) *

Digital Arts, Media and Interactive Web Design (DIG-AS)
with subplans in:
- Digital Media Production
- Digital Video Production
- Video Game Foundations
- Digital Graphic Design
- Interactive Web

Drafting and Design Technology (DRAFT)

Early Childhood Education (CHDEV)

Emergency Administration and Management (EAM)
with subplans in:
- Emergency Administration and Management
- Homeland Security

Emergency Medical Services (EMS)

Engineering Technology (ENG)
with subplans in:
- Biomedical Systems
- Digital Design and Modeling
- Electronics
- Quality

Environmental Science Technology (ENVSC)
with subplans in:
- Environmental Resources / Energy Management
- Sustainability
- Water Resource Management

Financial Services / Banking (FINSV) *

Fire Science Technology (FIRE)
with subplans in:
- Fire Inspector I
- Fire Inspector II
- Fire Investigator I
- Fire Officer I
- Fire Officer II

Funeral Services (FUNSE)

Healthcare Informatics (HCINF)
(Including Transitional Program for current, valid, health-related credential or licensed students or students with an accredited health-related AS or higher degree)

Health Information Management (HIM)

Hospitality & Tourism Management (HMGT)
(fully transferable to BS at FIU)

Human Services – Social Services (HSDIS)
Human Services – Alcohol / Substance Abuse (HSM)

Information Technology (IT) Security (ITSEC) *

Insurance Services (INSVS)

Medical Laboratory Technology (MLT)

Music Industry / Recording Arts (MIRA)
with subplans in:
- Composition
- Performance
- Production

Nursing (R.N.) (NURSE) *
(fully transferable to Bachelor Degree at any SUS in Florida and to SPC)(Including Transitional Day Program for LPNs in Florida, Transitional Evening Program for Practical Nurses in Florida, Transitional Evening Track for Paramedics)

Paralegal Studies (LEGAL) *

Parks and Leisure Services (PALS)

Photographic Technology (PGY)

Physical Therapist Assistant (PTA)

Radiography (RAD)*

Respiratory Care (RESC)
(Including Transitional Program for Respiratory Care Technicians or Students with Advanced Standing; Transitional Program for Paramedics)

Sign Language Interpretation (INTRP)

Technology Management (TECMGT) *

Veterinary Technology (VETTC) *

Web Site Design and Management (WEBSDM)
with subplans in:
- Web Site Design
- Web Site Management

**Fully transferable to one of SPC's BAS or BS programs*

ARCHITECTURAL DESIGN AND CONSTRUCTION TECHNOLOGY (ARCH-AS)

ASSOCIATE IN SCIENCE DEGREE

http://www.spcollege.edu/program/ARCH-AS

(Major Courses are taught on the Clearwater Campus)

Brad Jenkins, Program Administrator, CL (727) 341-4378

A balance of practical skills and management training prepares successful AS degree candidates for careers in contractors' or architects' offices, building construction administration, or self-employment in the construction industry. The program is very flexible, allowing the student to choose electives that are most suited to their career goals. Some of the courses satisfy the requirement of the Construction Industry License Board for Continuing Education Units. Classes are conveniently offered days, evenings and weekends.

GENERAL EDUCATION COURSES (18 credits)

Enhanced World View Requirement*			
ENC	1101	Composition I or (Honors)	3
SPC	1017	Introduction to Speech Communication **OR** (SPC 1017H, 1065, 1608, or 1608H)	3
Humanities/Fine Arts Approved Course *			3
Mathematics		One college-level course with MAC, MAP, MAS, MGF, MTG or STA prefix	3
Social & Behavioral Sciences Approved Course *			3
PHI	1600	Studies in Applied Ethics **OR** (PHI 1602H, 1631, 2635 or 2649)	3
Computer/Information Literacy Competency Requirement			

***Visit www.spcollege.edu/program/GENR-AS for details**

SUPPORT COURSES (12 credits)

Select 9 credits:

BUL	2131	Legal Environment of Business	3
BUL	2241	Business Law I	3
BUL	2242	Business Law II	3
GEB	1011	Introduction to Business	3
MAN	2340	Human Factors of Supervision	3
REE	1040	Real Estate Principles and License Law	4
SBM	1000	Small Business Entrepreneurship	3
Select 3 credits:		Any course with CHM, ESC, GLY, PHY or PSC prefix	3

MAJOR COURSES (36 credits)

Codes – Select 3 credits:

BCN	1930	Hurricane Resistant Design for Residential Construction	1
BCN	2068	The A.D.A.: Primer for Contractors	1
BCN	2732	Occupational Safety and Health (OSHA) Standards for the Construction Industry	1
BCT	1760	Building Codes	2
BCT	2762	RCS-96 Hurricane Code	1
BCT	2764	SSTD 10-96 "Deemed to Comply"	1

Drawing – Select 3 credits:

ARC	1126C	Architectural Drawing I	3
BCN	1050	Building Specifications	1
BCN	1251C	Construction Drawing	3
BCN	1272	Blueprint Reading	2
ETD	1320C	Introduction to CAD	3
ETD	1340C	AutoCAD II	3
ETD	1350C	AutoCAD III 3-D Modeling	3
TAR	2122C	Advanced Construction Drawing	3

Estimating – Select 3 credits:

BCT	1770	Construction Estimating	3
BCT	2771	Advanced Estimating and Scheduling	3

General – Select 3 credits:

ARC	1701	Architectural History I	3
ARC	1702	Architectural History II	3

Industry – Select 3 credits:

BCN	1593	A Building's Life	2
BCN	2070	Avoiding and Resolving Construction Claims	1
BCT	2708	Advanced Construction Project Management	3
BCT	2730	Job Site Superintending	3
TAR	1271	Professional Practice	3

Materials – Select 3 credits:

ARC	2461	Materials and Methods of Construction I	3

BCN	1057	Residential Heating, Ventilating and Air Conditioning (HVAC) Systems	1
BCN	1058	Residential Plumbing Systems	1
BCN	1059	Residential Electrical Systems	1
BCN	1592	Energy Efficient Building Construction for Florida's Climate	3
BCN	1596	Environmental Technology for Building Construction	2
BCN	1597	An Introduction to Solar Energy in Residential Construction	3
BCN	2052	Masonry Construction Methods	1
BCN	2053	Roofing Systems	1
BCN	2054	Construction Surveying Methods	1
BCN	2055	Concrete Construction Methods	1
BCN	2056	Steel Construction Methods	1
Work Experience – Select 3 credits:			
BCN	1940	Construction Practicum	3
BCN	2949	Co-op Work Experience	1-3
TAR	1941	Architectural Drafting Practicum	3
TAR	2949	Co-op Work Experience	1-3
Electives – Select 15 credits:			15

Any ARC, BCN, BCT or TAR prefix courses not already taken

TOTAL PROGRAM HOURS 66

AVIATION MAINTENANCE MANAGEMENT TECHNOLOGY (AVAMM-AS)

ASSOCIATE IN SCIENCE DEGREE

http://www.spcollege.edu/program/AVAMM-AS

(Transferable to BAS in Technology Management at SPC)

Brad Jenkins, Program Administrator, CL (727) 341-4378

The Aviation Maintenance Management Technology program is an articulated program with the National Aviation Academy (NAA), Clearwater, Florida. The goal of this program, Subplan A, is to provide the opportunity for students who have successfully completed all the course requirements of study and who have been certified with the Aviation Maintenance Program for Airframe and Powerplant Technology, through the passage of the Federal Aviation Administration (FAA) exams, to pursue the college level education appropriate for management and supervision. The Aviation Maintenance Technology program, offered through NAA, consists of instruction and practical training in the maintenance, repair, inspection, and troubleshooting of different types of aircraft. The student must meet all NAA entrance and tuition requirements.

Subplan B represents the industry certification that the state of Florida has approved, through the passage of the Federal Aviation Administration (FAA) exams and the issue of the FAA certification for Airframe and Powerplant.

SUBPLAN A: National Aviation Academy (NAA)

GENERAL EDUCATION COURSES (18 credits)

Enhanced World View Requirement*			
ENC	1101	Composition I or (Honors)	3
SPC	1017	Introduction to Speech Communication **OR** (SPC 1017H, 1065, 1608, or 1608H)	3
Humanities/Fine Arts Approved Course *			3
Mathematics		One college-level course with MAC, MAP, MAS, MGF, MTG or STA prefix	3
Social & Behavioral Sciences Approved Course *			3
PHI	1631	Studies in Professional Ethics **OR** (PHI 1600, 1602H, 2635 or 2649)	3
Computer/Information Literacy Competency Requirement			

***Visit www.spcollege.edu/program/GENR-AS for details**

SUPPORT COURSES (9 credits)

MAN	2021	Principles of Management	3
AGC	2021	Financial Accounting	3
MAN	2340	Supervisory Management	3

Total SPC Credits 27

NATIONAL AVIATION ACADEMY
MAJOR COURSES (56 credits)

Total credits approved from the Aviation Maintenance Program for Airframe and Powerplant Technology. 56
This program has met all the standards established by the Federal Aviation Administration (FAA) for Aviation Maintenance Technician Schools under the FAA Certificate Number DV9T100-R.

TOTAL PROGRAM HOURS 83

OR

SUBPLAN B: The Federal Aviation Administration (FAA) industry certification

GENERAL EDUCATION COURSES (36 credits)

Enhanced World View Requirement*			
ENC	1101	Composition I or (Honors)	3
ENC	1102	Composition II **OR** (approved Literature course)	3
SPC	1017	Introduction to Speech Communication **OR** (approved Speech course)	3
HUM	2210	Western Humanities I or (Honors) **OR**	
HUM	2233	Western Humanities II or (Honors)	3
HUM	2270	Humanities (East-West Synthesis) **OR** (approved Humanities/Fine Arts course)	3
Mathematics		Two college-level courses with MAC, MAP, MAS, MGF or MTG prefix	6
Natural Sciences		One Biological and One Physical Science Course (One course must include lab)	6
POS	2041	American National Government or (Honors)	3
Social and Behavioral Sciences Approved Course			3
PHI	1631	Studies in Professional Ethics **OR** (PHI 1600, 1602H, 2635 or 2649)	3
Computer/Information Literacy Competency Requirement			

***Visit www.spcollege.edu/program/GENR-AS for details**

SUPPORT COURSES (11 credits)

MAN	2021	Principles of Management	3
AGC	2021	Financial Accounting	3
MAN	2340	Supervisory Management	3
EET	2949	CO-OP Work experience	2

Total SPC Credits **47**

The Federal Aviation Administration (FAA) industry certification has been approved by the state of Florida.

MAJOR COURSES (36 credits)

Total credits approved from the industry certification for the state of Florida, through the passage of the Federal Aviation Administration (FAA) exams and the issue of the FAA certification for Airframe and Powerplant, 36

TOTAL PROGRAM HOURS **83**

BUSINESS ADMINISTRATION
(BUS-AS)
ASSOCIATE IN SCIENCE DEGREE

http://www.spcollege.edu/program/BUS-AS

Greg Nenstiel, Dean , EPI (727) 791-2433

Robert Fernandez, Academic Chair, TS (727) 712-5770

(Subplan A is transferable to a Bachelor's Degree in Business, General at UCF and USF or Business Administration & Management at FAMU, FAU, FGCU, FIU, FSU, UF, UNF, UWF)
(Subplans A, B, C, D, E and F are transferable to a Bachelor's Degree in Business Administration, Banking, International Business or Management and Organizational Leadership at SPC)

COURSES IN THE PROGRAM ARE OFFERED IN ALL MODALITIES (FACE-TO-FACE, BLENDED, ONLINE) AND IN 8, 10 AND 16 WEEK FORMATS.

GENERAL EDUCATION COURSES (24 CREDITS)

Enhanced World View Requirement *			
ENC	1101	Composition I or (Honors)	3
ENC	1102	Composition II or (Honors)	3
Humanities/Fine Arts Approved Course			3
SPC	1017	Introduction to Speech Communication or (Honors)	3
MAC	1105	College Algebra	3
MAC	2233	Applied Calculus I	3
ECO	2013	Principles of Macroeconomics or (Honors)	3
ECO	2023	Principles of Microeconomics or (Honors)	3
Computer/Information Literacy Competency Requirement			

***Visit www.spcollege.edu/program/GENR-AS for details**

CORE AND SUPPORT COURSES (40 CREDITS) SUGGESTED SEQUENCING IS AS FOLLOWS:

SUBPLAN A: BUSINESS ADMINISTRATION (BUS) (40 credits)

YEAR 1 TERM I (9 credits)

CGS	1100	[a] Computer Applications	3
MAN	2021	Principles of Management	3
GEB	1011	Introduction to Business	3

YEAR 1 TERM II (9 credits)

ACG	2021	Financial Accounting	3
ACG	2071	Managerial Accounting	3
MAR	2011	Principles of Marketing	3

YEAR 1 TERM III (6 credits)

OST	2335	Professional Communication Skills	3
PHI	1631	Studies in Professional Ethics **OR** (PHI 1600, 1602H, 2635, or 2649)	3

YEAR 2 TERM I (9 credits)

STA	2023	Elementary Statistics or (Honors)	3
BUL	2241	Business Law I	3
MAN	2582	Introduction to Project Management	3

YEAR 2 TERM II (7 credits)

FIN	2000	Principles of Finance	3
MAN	2940	Internship **OR**	4
GEB	2940	Internship	(4)

OR

SUBPLAN B: INTERNATIONAL BUSINESS (INTBUS) (40 credits)

YEAR 1 TERM I (9 credits)

CGS	1100	[a] Computer Applications	3
MAN	2021	Principles of Management	3
GEB	1011	Introduction to Business	3

YEAR 1 TERM II (9 credits)

ACG	2021	Financial Accounting	3
ACG	2071	Managerial Accounting	3
GEB	2350	Survey of International Business	3

YEAR 1 TERM III (6 credits)

MAN	2604	Intercultural Relations in Business	3
PHI	1631	Studies in Professional Ethics **OR** (PHI 1600, 1602H, 2635, or 2649)	3

YEAR 2 TERM I (9 credits)

STA	2023	Elementary Statistics or (Honors)	3

BUL	2241	Business Law I	3
FIN	2000	Principles of Finance	3

YEAR 2 TERM II (7 credits)

MAR	1142	Global Marketing	3
MAN	2940	Internship	4

OR

SUBPLAN C: ACCOUNTING (ACCTG) (40 credits)

YEAR 1 TERM I (9 credits)

CGS	1100	[a] Computer Applications	3
CGS	1515	Spreadsheet Techniques and Programming	3
GEB	1011	Introduction to Business	3

YEAR 1 TERM II (9 credits)

ACG	2021	Financial Accounting	3
MAN	2021	Principles of Management	3
STA	2023	Elementary Statistics or (Honors)	3

YEAR 1 TERM III (6 credits)

OST	2335	Professional Communication Skills	3
PHI	1631	Studies in Professional Ethics **OR** (PHI 1600, 1602H, 2635, or 2649)	3

YEAR 2 TERM I (9 credits)

ACG	2071	Managerial Accounting	3
BUL	2241	Business Law I	3
FIN	2000	Principles of Finance	3

YEAR 2 TERM II (7 credits)

ACG	2450	Microcomputer Accounting	3
ACG	2940	Internship	4

OR

SUBPLAN D: ENTREPRENEURSHIP (ENT) (40 credits)

YEAR 1 TERM I (9 credits)

CGS	1100	[a] Computer Applications	3
ENT	1000	Introduction to Entrepreneurship	3
GEB	1011	Introduction to Business	3

YEAR 1 TERM II (9 credits)

ACG	2021	Financial Accounting	3
ACG	2071	Managerial Accounting	3
ENT	1012	Entrepreneurship Management	3

YEAR 1 TERM III (6 credits)

MAR	2011	Principles of Marketing	3
PHI	1631	Studies in Professional Ethics **OR** (PHI 1600, 1602H, 2635, or 2649)	3

YEAR 2 TERM I (9 credits)

STA	2023	Elementary Statistics or (Honors)	3
BUL	2241	Business Law I	3
ENT	2120	Entrepreneurial Marketing and Sales	3

YEAR 2 TERM II (7 credits)

ENT	2010	Planning the Entrepreneurial Venture	3
GEB	2940	Internship	4

OR

SUBPLAN E: MANAGEMENT/LEADERSHIP (MGMT-LD) (40 credits)

YEAR 1 TERM I (9 credits)

CGS	1100	[a] Computer Applications	3
GEB	1011	Introduction to Business	3
MAN	2021	Principles of Management	3

YEAR 1 TERM II (9 credits)

ACG	2021	Financial Accounting	3
ACG	2071	Managerial Accounting	3
LDR	2001	Introduction to Leadership	3

YEAR 1 TERM III (6 credits)

OST	2335	Professional Communications	3
PHI	1631	Studies in Professional Ethics **OR** (PHI 1600, 1602H, 2635, or 2649)	3

YEAR 2 TERM I (9 credits)

STA	2023	Elementary Statistics or (Honors)	3
BUL	2241	Business Law I	3

MAN	2340	Supervisory Management	3

YEAR 2 TERM II (7 credits)

MAN	2582	Introduction to Project Management	3
MAN	2940	Internship	4

OR

SUBPLAN F: MARKETING (MKT) (40 credits)

YEAR 1 TERM I (9 credits)

CGS	1100	[a] Computer Applications	3
GEB	1011	Introduction to Business	3
MAR	2011	Principles of Marketing	3

YEAR 1 TERM II (9 credits)

ACG	2021	Financial Accounting	3
ACG	2071	Managerial Accounting	3
MAR	2321	Advertising	3

YEAR 1 TERM III (6 credits)

MAN	2021	Principles of Management	3
PHI	1631	Studies in Professional Ethics **OR** (PHI 1600, 1602H, 2635, or 2649)	3

YEAR 2 TERM I (9 credits)

STA	2023	Elementary Statistics or (Honors)	3
BUL	2241	Business Law I	3
MAR	2101	Social Marketing	3

YEAR 2 TERM II (7 credits)

MKA	2021	Sales	3
MKA	2940	Internship	4

TOTAL PROGRAM HOURS 64

[a] Will apply towards General Education Requirements

COMPUTER NETWORKING
(COMPNET-AS)
ASSOCIATE IN SCIENCE DEGREE

http://www.spcollege.edu/program/COMPNET-AS

(Transferable to College of Technology & Management Bachelor's programs at SPC.)

Dr. Sharon Setterlind, Dean, SP/G (727) 341-4724

COURSES IN THE PROGRAM ARE OFFERED IN ALL MODALITIES (FACE-TO-FACE, BLENDED, ONLINE) AND IN 8, 10 AND 16 WEEK FORMATS.

GENERAL EDUCATION COURSES (18 credits)

Enhanced World View Requirement*			
ENC	1101	Composition I or (Honors)	3
SPC	1017	Introduction to Speech Communication **OR** (SPC 1017H, 1065, 1608, or 1608H)	3
Humanities/Fine Arts Approved Course *			3
Mathematics		One college-level course with MAC, MAP, MAS, MGF, MTG or STA prefix	3
Social and Behavioral Sciences Approved Course *			3
PHI	1631	Studies in Professional Ethics **OR** (PHI 1600, 1602H, 2635 or 2649)	3
Computer/Information Literacy Competency Requirement			
Visit www.spcollege.edu/program/GENR-AS for details			

CORE AND SUPPORT COURSES (45 CREDITS) SUGGESTED SEQUENCING IS AS FOLLOWS:

SUBPLAN A: NETWORKING ADMINISTRATOR TRACK (NETADM) (45 credits)

YEAR 1 TERM I (9 credits)

CNT	1000	Local Area Network Concepts	3
CTS	1327	Installing and Configuring Microsoft Windows Client	3
CTS	1328	Planning and Administering Windows	3

YEAR 1 TERM II (12 credits)

CET	1171C	Computer Repair Essentials	3
CTS	1303	Configuring and Troubleshooting Windows Server Active Directory Domain Services	3
CTS	1334	Configuring and Troubleshooting a Windows Server Network Infrastructure	3
CTS	2106	Fundamentals of the Linux/Unix Operating Environment	3

YEAR 1 TERM III (6 credits)

ACG	2021	Financial Accounting	3
Elective		See List Below	3

YEAR 2 TERM I (9 credits)

CGS	1000	Introduction to Computers and Programming	3
GEB	1011	Introduction to Business	3
CTS	2321	Linux System Administration I	3

YEAR 2 TERM II (9 credits)

CTS	2322	Linux System Administration II	3
MAN	2582	Introduction to Project Management	3
Elective		See List Below	3

ELECTIVES (6 credits)

ACG	2071	[a] Managerial Accounting **OR**	3
FIN	2000	Principles of Finance **(1 or the other)**	(3)
BUL	2241	[b] Business Law I	3
CET	1172C	Computer Support Technician	3
CGS	1100	[c] Computer Applications	3
CIS	2321	Systems Analysis and Design	3
MAN	2340	Supervisory Management	3
CTS	2940	Internship	3

OR

SUBPLAN B: NETWORKING ENGINEERING TRACK (NETEN) (45 credits)

YEAR 1 TERM I (9 credits)

ACG	2021	Financial Accounting	3
CET	1600	Network Fundamentals	3
CET	1610	Routing Protocols and Concepts	3

YEAR 1 TERM II (9 credits)

CET	1171C	Computer Repair Essentials	3
CET	2615	LAN Switching and Wireless	3
CET	2620	Accessing the WAN	3

YEAR 1 TERM III (6 credits)

CET	2670	Scalable Routing Protocols and IPv6	3
CGS	1000	Introduction to Computers and Programming	3

YEAR 2 TERM I (12 credits)

CET	2856	Enterprise Switching and Wireless Networking	3
CET	2685	Implementing Secure Converged WANs	3
CET	2682	Fundamentals of Voice Over IP (VoIP)	3
Elective		See List Below	3

YEAR 2 TERM II (9 credits)

GEB	1011	Introduction to Business	3
MAN	2582	Introduction to Project Management	3
Elective		See List Below	3

ELECTIVES (6 credits)

ACG	2071	[a]	Managerial Accounting **OR**	3
FIN	2000		Principles of Finance **(1 or the other)**	(3)
BUL	2241	[b]	Business Law I	3
CET	1172C		Computer Support Technician	3
CGS	1100	[c]	Computer Applications	3
CIS	2321		Systems Analysis and Design	3
MAN	2340		Supervisory Management	3
CET	2940		Internship	3

TOTAL PROGRAM HOURS 63

[a] Students transferring to a four-year institution must take ACG 2071.
[b] Required for BAS transfer.
[c] Satisfies the general education computer literacy requirement.

COMPUTER/WEB PROGRAMMING AND ANALYSIS (CWPA-AS)

ASSOCIATE IN SCIENCE DEGREE

http://www.spcollege.edu/program/CWPA-AS

(Transferable to College of Technology & Management Bachelor's programs at SPC)

Dr. Sharon Setterlind, Dean, SP/G (727) 341-4724
Nancy Russell, Academic Coordinator, SP/G (727) 341-4724

COURSES IN THE PROGRAM ARE OFFERED IN ALL MODALITIES (FACE-TO-FACE, BLENDED, ONLINE) AND IN 8, 10 AND 16 WEEK FORMATS.

GENERAL EDUCATION REQUIREMENTS (18 credits)

*Enhanced World View requirement			
ENC	1101	Composition I or (Honors)	3
SPC	1065	Business and Professional Speaking **OR** (SPC 1017, 1017H, 1608 or 1608H)	3
Humanities/Fine Arts Approved Course *			3
Mathematics		One college-level course with an MAC, MAP, MAS, MGF, MTG or STA prefix	3
Social and Behavioral Sciences Approved Course *			3
PHI	1631	Studies in Professional Ethics **OR** (PHI 1600, 1602H, 2635 or 2649)	3
Computer/Information Literacy Competency Requirement			
*Visit www.http//spcollege.edu/program/GENR-AS for details			

CORE AND SUPPORT COURSES (45 CREDITS) SUGGESTED SEQUENCING IS AS FOLLOWS:

YEAR 1 TERM I (9 credits)

ACG	2021	Financial Accounting	3
CGS	1831	Web Foundations/ Essentials	3
CGS	1000	Introduction to Computers and Programming	3

YEAR 1 TERM II (9 credits)

CIS	2321	Systems Analysis and Design	3
COP	2801	JavaScript	3
COP	2823	Advanced Web Page Creation	3

YEAR 1 TERM III (9 credits)

CGS	1545	Database Techniques and Programming	3
Programming Language – Choose two from Column A			6

YEAR 2 TERM I (6 credits)

Programming Language –Choose two from Column B			6

YEAR 2 TERM II (6 credits)

COP	**2XXX**	***** **iPhone/iPod App Programming**	**3**
Programming Language –Choose one from Column C			3

YEAR 2 TERM III (6 credits)

COP	2940	Internship	3
Programming Language – Choose one from Column C			3

PROGRAMMING LANGUAGE (18 credits)

Column A

CGS	2402	Programming in C++ for Business	3
COP	1831	Web Scripting with CGI/PERL	3
COP	2250	Java Programming I	3
COP	2837	Visual Basic.Net Programming I	3

Column B

COP	1842	Developing Web Sites with PHP/MySQL	3
COP	2360	Introduction to C# Programming	3
COP	2800	Java Programming II	3
COP	2838	Visual Basic.Net Programming II	3

Column C

COP	2362	Advanced Programming with C#	3
COP	2806	JavaServer Pages and Servlets	3
COP	2839	ASP.NET Programming with VB.NET	3
COP	2843	Advanced PHP/MySQL	3

TOTAL PROGRAM HOURS 63

[a] Satisfies the general education computer literacy requirement.

CRIME SCENE TECHNOLOGY
(CST-AS)
ASSOCIATE IN SCIENCE DEGREE

http://www.spcollege.edu/program/CST-AS

(This program is administered at the Allstate Center)

Anna Goree, Advisor, AC (727) 341-4456
David Brumfield, Lead Instructor, AC (727) 341-4508
Brian Frank, Dean, AC (727) 341-4503

The goal of this program is to prepare successful students for employment in the field of criminalistics with a specialty in Crime Scene Technology. The student can serve in, but is not limited to, a position as a Crime Scene Technician, Crime Scene Photographer, Fingerprint Classification Specialist, Crime Lab Assistant, Investigator/Consultant, Juvenile Assessment Worker, Latent Print Examiner/Trainee, Fire Inspector/Investigator, Forensic Science Specialist and Property and Evidence Personnel. Crime Scene Technologists can be employed by Local, State and Federal law enforcement agencies, State Attorneys' Offices, Public Defenders' Offices, Medical Examiners' Offices, law firms and private industry.

The content includes, but is not limited to, a working knowledge of all basic tenets in crime scene technology encompassed in the phases of crime scene search, recording, evidence gathering, packaging of evidence and courtroom testimony. The goal is the proper collection of crime scene evidence according to all legal dictates for presentation in court.

Reinforcement of basic skills in English, mathematics, and science appropriate for the job preparatory program is provided through vocational classroom instruction and applied laboratory procedures and practice.

Laboratory and field experiences are an integral part of this program. Students will participate in mock crime scene exercises, moot court hearings and various lab experiences that involve the processing of evidence.

SPECIAL ADMISSION REQUIREMENTS:

1. Complete SPC application.
2. Take SPC placement test.
3. Attend an advising session with program director, faculty member or SEPSI advisor.

SPECIAL GRADUATION REQUIREMENTS:

1. A grade of "C" or better in all designated specialty courses in this program.
2. Completion of an End-of-Program Assessment Examination.

GENERAL EDUCATION COURSES (22 credits)

Enhanced World View requirement*			
ENC	1101	Composition I or (Honors)	3
ENC	1102	Composition II **OR** (any approved Literature course)	3
SPC	1065	Business and Professional Speaking **OR** (SPC 1017, 1017H, 1608 or 1608H)	3
Humanities/Fine Arts Approved Course*			3
Mathematics		One college-level course with MAC, MAP, MAS, MGF, MTG or STA prefix	3
Social & Behavioral Sciences Approved Course*			3
PHI	2649	Applied Ethics in Public Safety Professions **OR** (PHI 1600, 1602H, 1631 or 2635)	3
CGS	1070	Basic Computer and Information Literacy	1

*Visit http://www.spcollege.edu/program/GENR-AS for details

SUPPORT COURSES (10 credits)

BSC	1083	Human Anatomy	3
CCJ	1020	Introduction to Criminal Justice	3
CHM	1025/L	Introductory Chemistry and Lab **OR**	3, 1
PSC	1001C	Physical Science with Lab **AND**	(3)
Elective		One credit elective	(1)

MAJOR COURSES (28 credits)

CJE	1640		Introduction to Crime Scene Technology	3
CJE	1643		Advanced Crime Scene Technology	3
CJE	1770		Crime Scene Photography I	3
CJE	1772		Crime Scene Photography II	3
CJE	2644		Crime Scene Safety	2
CJL	2610	*	Courtroom Presentation of Scientific Evidence	3
CJE	2640		Introduction to Forensic Science	3
CJE	2672		Fingerprint Classification	3
CJE	2671	*	Latent Fingerprint Development	3
CJE	2676		Biological Evidence	2

TOTAL PROGRAM HOURS 60

* Courses CJL 2610 and CJE 2671 should be taken during the student's last semester.

CRIMINAL JUSTICE TECHNOLOGY
PUBLIC SAFETY SERVICES
(CJPSS-AS)
ASSOCIATE IN SCIENCE DEGREE

http://www.spcollege.edu/program/CJPSS-AS

(This program is administered at the Allstate Center)

Anna Goree, Advisor, AC (727) 341-4456
Michael Hughes, Lead Instructor, AC (727) 341-4146
Brian Frank, Dean, AC (727) 341-4503

The goal of this program is to prepare the student with a diverse background in the history, philosophy, organization and operation of the various arenas of public safety and their respective processes. The flexibility of this degree is that the student is allowed to select an option/sub plan and still be able to receive a well rounded foundation of the public safety field. The Associate in Science degree program allows students to not only graduate with an AS degree, but also be able to meet the entrance requirements to continue the BAS degree in Public Safety Administration.

SPECIAL ADMISSION REQUIREMENTS:

1. Complete SPC application
2. Take SPC Placement Test
3. Completion of any remedial course work
4. Attend an advising session with the program office

SPECIAL GRADUATION REQUIREMENTS:

1. A grade of "C" or better in all designated major and support courses in this program.
2. Completion of an End of Program Assessment Examination.

ADDITIONAL INFORMATION:

1. *Must have permission of the program office before registering.
2. **Must have completed the St. Petersburg College Basic Law Enforcement Academy or Basic Corrections Academy, taken and passed the FDLE State Exam, and completed any necessary preparations to have these academy credits transferred to or accepted by SPC. Other credits may be awarded from other FDLE Certified Training schools via the SPC Experiential Learning Program.

GENERAL EDUCATION COURSES (22 credits)

Enhanced World View Requirement *			
ENC	1101	Composition I or (Honors)	3
ENC	1102	Composition II **OR** (an approved Literature course)	3
SPC	1017	Introduction to Speech Communication **OR** (SPC 1017H, 1065, 1608 or 1608H)	3
Humanities/Fine Arts Approved Course*			3
Mathematics		One college-level course with a MAC, MAP, MAS, MGF, MTG or STA prefix	3
Social & Behavioral Sciences Approved Course with PSY, POS, SYG prefix			3
PHI	2649	Applied Ethics in Public Safety Professions **OR** (PHI 1600, 1602H, 1631, or 2635)	3
CGS	1070	Basic Computer and Information Literacy **OR**	1
		Computer/Information Literacy Competency Requirement	

*Visit www.spcollege.edu/program/GENR-AS for details

MAJOR COURSES (18 credits)

CCJ	1020	Introduction to Criminal Justice	3
CCJ	2706	Survey of Research Methods for Criminal Justice	3
CJE	1202	Crime and Delinquency	3
CJE	2605	Investigative Trends	3
CJL	2062	Constitutional Law and Rules of Evidence	3
ENC	2210	Technical Writing	3

SUBPLAN A: COMPUTER RELATED CRIME INVESTIGATION* (CRCI) (24 credits)

CJE	1680	Introduction to Computer Related Crime Investigations	3
CJE	1681	The Internet as an Investigative Tool	3
CJE	1682	Tracking & Profiling Hackers, Pedophiles and Internet Stalkers	3
CJE	1683	Internet Pornography Investigations	3
CJE	1684	Internet Fraud Investigations	3
CJE	1685	Legal Aspects of Computer Related Criminal Investigations	3
CJE	1686	Forensic Computer Related Crime Investigations	3
CJE	1687	Computer Software Piracy and Copyright Infringement	3

OR

SUBPLAN B: HOMELAND SECURITY (HLS) (24 credits)

DSC	1002	Domestic and International Terrorism	3
DSC	1004	Introduction to the NRF and NIMS	3
DSC	1033	Weapons of Mass Destruction	3
DSC	1222	Psychological Management of Weapons of Mass Destruction Victims	3
DSC	1552	Critical Infrastructure Protection	3
DSC	1562	Homeland Security Threat Strategy	3
DSC	1631	Terrorism Response Planning	3
DSC	1751	Homeland and Security Policy and Law	3

OR

SUBPLAN C: LAW ENFORCEMENT (LAW ENF) (24 credits)**

Credits articulated and applied from completion of the PSAV Law Enforcement Academy can be used to fulfill the required 24 credits for Subplan C. Students completing this degree using this option must meet with the program office or the SEPSI Advisor in order to be certain all requirements of this option have been fulfilled.

OR

SUBPLAN D: CORRECTIONS (COR) (24 credits)**

Credits articulated and applied from completion of the PSAV Corrections Academy can be used towards fulfillment of the required 24 credits for Subplan D. Students completing this degree using this option must meet with the program office or the SEPSI Advisor in order to be certain all requirements of this option have been fulfilled. Courses will be identified later.

OR

SUBPLAN E: CROSS DISCIPLINE (CRJ) (24 credits)

Any courses with CCJ, CJB, CJD, CJE, CJL, CJT or DSC prefixes.

OR

SUBPLAN F: GANG INVESTIGATIONS (GI) (24 credits)

CCJ	1512	Gangs and Terrorism	3
CCJ	2511	Intervention and Prosecution Techniques for Gangs	3
CCJ	2509	Introduction to Gangs and Crime	3
CCJ	2940	Practicum	3
CJC	2212	The Incarceration Connection	3
CJE	1177	Central America Gang Assessment	3
CJE	1204	Contemporary Topics in Gang Investigations	3
CJE	2262	Technology and Gang Intelligence Sharing	3

OR

SUBPLAN G: MARITIME SECURITY (MS) (24 credits)

DSC	1002	Domestic and International Terrorism	3
DSC	1004	Introduction to the NRF and NIMS	3
DSC	1552	Critical Infrastructure Protection	3
DSC	1562	Homeland Security Threat Strategy	3
DSC	1631	Terrorism Response Planning	3
DSC	2232	Maritime Security Awareness	3
DSC	2233	Advanced Maritime Security	3
DSC	2242	Introduction to Intermodal Supply Chain Security	3

TOTAL PROGRAM HOURS 64

Students that are in the CJPSS-AS who have completed an SPC PSAV and successfully passed the FDLE State exam are awarded the following credits:

Law Enforcement (30 credits): CCJ 1020, CJL 2062, CJB 1005, CJB 1015, CJB 2020C, CJB 1031C, CJB 1040C, CJB 2050C, CJB 2060, CJB 2070, CJB 2090
Corrections (12 credits): CJB 1031C, CJB 1040C, CJB 2050C, CJD 1700, CJD 1701

DENTAL HYGIENE
(DENHY-AS)
ASSOCIATE IN SCIENCE DEGREE

http://www.spcollege.edu/program/DENHY-AS

Joan Tonner, Program Director, HEC (727) 341-3671

(Fully transferable to Dental Hygiene or Health Services Administration BAS programs at SPC)

PROGRAM BEGINS EVERY MAY

Before entering the first term of the Dental Hygiene "program courses" students must complete a minimum of 12 credits from the general education and/or support courses listed below. General education and support courses do not have to be taken in the order listed. Candidates will also complete the Health Programs Application form. Please see a counselor or advisor.

PRE-ENTRY REQUIREMENT (4 credits) – Grade of "C" or higher required

BSC	2085	Human Anatomy & Physiology I	3
BSC	2085L	Human Anatomy & Physiology Laboratory I	1

GENERAL EDUCATION COURSES (18 credits)

Enhanced World View Requirement*			
ENC	1101	Composition I or (Honors)	3
SPC	1017	Introduction to Speech Communication **OR** (SPC 1017H, 1065, 1608 or 1608H)	3
Humanities/Fine Arts Approved Course *			3
Mathematics		One college-level course with a MAC, MAP, MAS, MGF, MTG or STA prefix	3
PSY	1012	General Psychology or (Honors)	3
PHI	2635	Health Care Ethics Applied **OR** (PHI 1600, 1602H, 1631or 2649)	3
Computer/Information Literacy Competency Requirement			

*Visit www.spcollege.edu/program/GENR-AS for details

SUPPORT COURSES (8 credits)

BSC	2086	Human Anatomy & Physiology II	3
BSC	2086L	Human Anatomy & Physiology Laboratory II	1
MCB	2010	Microbiology	3
MCB	2010L	Microbiology Laboratory	1

PROGRAM COURSES

1ST SUMMER TERM (6 credits)

DEH	1000	Introduction to Dental Hygiene	2
DES	1020	Orofacial Anatomy	2
DES	1020L	Orofacial Anatomy Laboratory	1
DES	1601	Emergencies in Dental Hygiene	1

1ST FALL TERM (12 credits)

DEH	1003	Dental Hygiene I	2
DEH	1003L	Dental Hygiene I Clinic	4
DEH	1130	Oral Histology and Embryology	2
DES	1200	Dental Radiography	2
DES	1200L	Dental Radiography Laboratory	1
DEH	1720	Preventive Dentistry	1

1ST SPRING TERM (13 credits)

DEH	1710	Biological Chemistry and Applied Nutrition	2
DEH	1800	Dental Hygiene II	2
DEH	1800L	Dental Hygiene II Clinic	4
DES	2100	Dental Materials	2
DES	2100L	Dental Materials Lab	1
DEH	2602	Periodontics I	2

2ND SUMMER TERM (5 credits)

DEH	2300	Dental Pharmacology	2
DEH	2802L	Dental Hygiene III Clinic	3

2ND FALL TERM (10 credits)

DEH	2400	General and Oral Pathology`	2
DEH	2701	Community Dental Health	2
DEH	2802	Dental Hygiene III	2
DEH	2804L	Dental Hygiene IV Clinic	4

2ND SPRING TERM (12 credits)

DEH	2702C	Community Dental Health Practicum	1
DEH	2806L	Dental Hygiene V Clinic	5
DEH	2812	Dental Hygiene IV	2
DEH	2930	Dental Hygiene Topics (a review course)	2
DEH	2604	Periodontics II	2

TOTAL PROGRAM HOURS 88

DIGITAL ARTS, MEDIA AND INTERACTIVE WEB DESIGN (DIG-AS)

ASSOCIATE IN SCIENCE DEGREE

http://www.spcollege.edu/program/DIG-AS

(Program offered on the Seminole Campus)

Delynda Keefe, Lead Instructor SE (727) 394-6127
Basil Moutsatsos, Academic Chair, SE (727(394-6011
Dr. Jonathan Steele, Dean, CL (727) 791-5987
Dr. James Olliver, Provost, SE (727) 394-6111

The Digital Media Technology program at St. Petersburg College meets the needs of one of the fastest growing sectors in the computer industry. Digital Media pertains to the convergence of communication technologies, including television, the World Wide Web, and computer-based interactivity and nonlinear structure. It extends well beyond the scope of the business world. Interactive games, education, CD-ROMs, DVDs, digital video, and dynamic Websites are changing the way we learn and entertain ourselves. The Digital Technology program was created in partnership with skilled and talented professionals drawing on their leadership in digital technology. The program was also designed in collaboration with the Interactive Media Technology Project consortium commissioned to update the Student Performance Standards and Curriculum Frameworks for AS/AA degrees throughout Florida. Students enrolled in the program not only receive a well-rounded general education with an emphasis on originality and creativity, but also acquire the specific skills essential to working in today's digital media industry and the future. Graduates from this program will be able to start careers in digital media production, digital video, instructional integration, interactive and educational media production and other areas utilizing digital media technology. Each graduate will be required to create an industry standard digital portfolio that meets the approval of staff and advisory committee member(s). The program is open to all students who show an interest in digital media and who complete the general college admission procedures.

GENERAL EDUCATION AND SUPPORT COURSES (18 credits)

Enhanced World View requirement*			
ENC	1101	Composition I or (Honors)	3
SPC	1017	Introduction to Speech Communication **OR** (SPC 1017H, 1065, 1608 or 1608H)	3
Humanities/Fine Arts Approved Course *			3
Mathematics		One college-level course with MAC, MAP, MAS, MGF, MTG or STA prefix	3
Social and Behavioral Sciences Approved Course *			3
PHI	1600	Studies in Applied Ethics **OR** (PHI 1602H, 1631, 2635 or 2649)	3
Computer/Information Literacy Competency Requirement			

*Visit www.spcollege.edu/program/GENR-AS for details

MAJOR COURSES (31 credits)

ART	1300C	Drawing I	3
CGS	1000	Introduction to Computers and Programming	3
CGS	1874	Introduction to Flash	3
CGS	1821	Web Graphics Design I	3
DIG	2000	Introduction to Digital Media	3
DIG	2030	Survey of Digital Video	3
DIG	2091	Legal Issues in Media Development	2
DIG	2100	Web Design	3
DIG	2109**	Digital Imaging Fundamentals	3
DIG	2251	Sound for Media	2
DIG	2545	Media Planning	2
DIG	2580	Digital Media Portfolio	1

SUBPLAN A: Digital Media Production (DMPRD) (15 credits)

CGS	1827	Web Graphics Design II	3
DIG	2302	Introduction to 3D	3
DIG	2312	ActionScript	3
DIG	2360	Advanced Adobe Flash	3
DIG	2560	Planning and Management of Digital Media Authoring	3

OR

SUBPLAN B: Digital Video Production (DVPRD) (15 credits)

DIG	2200	Basic Video Camera	3
DIG	2205	Basic Video Editing	3
DIG	2284	Advanced Videography	3
DIG	2290	Studio Production and Direction	3
DIG	2410	Basic Scripting for Video	3

OR

SUBPLAN C:		**Video Game Foundations (VGF) (15 credits)**	
ART	2370	Drawing for Animation	3
DIG	1710	Introduction to Game Development Programming	3
DIG	2040	Survey of Game Development	3
DIG	2364	3-D Animation for Game Development	3
DIG	2430	Storyboarding and Conceptualizing for Game Creation	3

OR

SUBPLAN D:		**Digital Graphic Design (DIG) (15 credits)**	
DIG	2116	Advanced Digital Image Editing	3
DIG	2117	Advanced Digital Image Rendering	3
DIG	2132	Electronic Media Design	3
GRA	1206C	Typography	3
GRA	2201	Advanced Digital Publishing	3

OR

SUBPLAN E:		**Interactive Web (INWEB) (15 credits)**	
DIG	2105	Web 2.0 and Social Media	3
DIG	2312	ActionScript **OR**	3
DIG	2360	Advanced Adobe Flash	(3)
DIG	2500**	Fundamentals of Interactive Design	3
DIG	2560	Planning and Management of Digital Media Authoring	3
GRA	1206C	Typography	3

TOTAL PROGRAM HOURS 64

** Courses approved by Employ Florida Banner Center as a " Digital Media Pre-Major" articulation agreement with participating Florida Colleges.

DRAFTING AND DESIGN TECHNOLOGY
(DRAFT-AS)
ASSOCIATE IN SCIENCE DEGREE

http://www.spcollege.edu/program/DRAFT-AS

(Major Courses are taught on the Clearwater Campus)

Brad Jenkins, CL (727) 341-4378

This program prepares students for careers in drafting as a professional in architect's offices, general contractor's offices, civil and mechanical firms, municipal government offices, and with consulting firms.

The program coverage includes courses related to architectural and building construction, codes and materials, structural and mechanical engineering, and CO-OP work experience.

GENERAL EDUCATION COURSES (18 credits)

Enhanced World View Requirement*			
ENC	1101	Composition I or (Honors)	3
SPC	1017	Introduction to Speech Communication **OR** (SPC 1017H, 1608, 1608H or 1065)	3
Humanities/Fine Arts Approved Course *			3
Mathematics		One college-level course with a MAC, MAP, MAS, MGF, MTG or STA prefix	3
Social & Behavioral Sciences Approved Course *			3
PHI	1600	Studies in Applied Ethics **OR** (PHI 1602H, 1631, 2635 or 2649)	3
Computer/Information Literacy Competency Requirement			

*Visit www.spcollege.edu/program/GENR-AS for details

SUPPORT COURSES (12 credits)

Select 9 credits:	BUL 2131 or 2241 or 2242, GEB 1011, MAN 2340, or REE 1040	9
Select 3 credits:	CHM, ESC, GLY, PSC or PHY prefix	3

MAJOR COURSES (32 credits)

Drafting Core (12 credits)

BCN	1251C	Construction Drawing	3
ETD	1320C	Introduction to CAD	3
ETD	1340C	AutoCAD II	3
ETD	1350C	AutoCAD III 3-D Modeling	3

Drawing – Select 3 credits

ARC	1126C	Architectural Drawing I	3
BCN	1050	Building Specifications	1
BCN	1272	Blueprint Reading	2
TAR	2122C	Advanced Construction Drawing	3

Codes – Select 3 credits:

BCN	1930	Hurricane Resistant Design for Residential Construction	1
BCN	2068	The A.D.A.: Primer for Contractors	1
BCN	2732	Occupational Safety and Health (OSHA) Standards for the Construction Industry	1
BCT	1760	Building Codes	2
BCT	2762	RCS-96 Hurricane Code	1
BCT	2764	SSTD 10-96 "Deemed to Comply"	1

Materials – Select 3 credits:

ARC	2461	Materials and Methods of Construction I	3
BCN	1057	Residential Heating, Ventilating and Air Conditioning (HVAC) Systems	1
BCN	1058	Residential Plumbing Systems	1
BCN	1059	Residential Electrical Systems	1
BCN	2052	Masonry Construction Methods	1
BCN	2053	Roofing Systems	1
BCN	2054	Construction Surveying Methods	1
BCN	2055	Concrete Construction Methods	1
BCN	2056	Steel Construction Methods	1

Work Experience – Select 3 credits:

BCN	1940	Construction Practicum	3
BCN	2949	Co-op Work Experience	1-3
TAR	1941	Architectural Drafting Practicum	3
TAR	2949	Co-op Work Experience	1-3

Electives – Select 8 credits:

ARC, BCN, BCT, ETD or TAR courses

TOTAL PROGRAM HOURS 62

EARLY CHILDHOOD EDUCATION PROGRAM
(CHDEV-AS)
ASSOCIATE IN SCIENCE DEGREE

http://www.spcollege.edu/program/CHDEV-AS
Anne Sullivan, Lead Instructor

This program's curriculum provides a general education as well as courses in the specialized areas of early childhood education. The goal of this program is to prepare successful students for careers in the Early Childhood arena. The general college admissions policy applies to all students entering the Early Childhood Education Program.

GENERAL EDUCATION COURSES (33 credits)

Enhanced World View requirement *			
ENC	1101	Composition I or (Honors)	3
ENC	1102	Composition II or (Honors) or approved Literature course	3
SPC	1017	Introduction to Speech Communication **OR** (SPC 1017H, 1065, 1608, or 1608H)	3
HUM	2210	Western Humanities I or (Honors) **OR**	3
HUM	2233	Western Humanities II or (Honors)	(3)
HUM	2270	Humanities (East-West Synthesis)***OR** (an approved Humanities/Fine Arts course)	3
Mathematics		One college-level course with MAC, MAP, MAS, MGF, MTG or STA prefix	3
Natural Sciences		Approved Courses	6
POS	2041	American National Government or (Honors)	3
PSY	1012	General Psychology or (Honors)	3
PHI	1600	Studies in Applied Ethics **OR** (PHI 1602H, 1631, 2635 or 2649)	3
Computer/Information Literacy Competency Requirement			

*Visit http://www.spcollege.edu/program/GENR-AS for details

MAJOR COURSES (30 credits) – Grade of "C" or higher required

EEC	1223	Observation and Assessment in Early Childhood	3
EEC	1308	Early Childhood Planning and Management	3
EEC	1600	Guiding the Young Child	3
EEC	1603	Early Childhood Development	3
EEC	2271	Introduction to Working with Young Children with Special Needs	3
EEC	2300	Developing Cognitive Activities for Young Children (Math, Language Arts, Science Social Studies, Health)	3
EEC	2312	Developing Creative Activities for Young Children	3
EEC	2907	[a] Early Childhood Education Internship	3

ELECTIVES: Select 6 credits – Grade of "C" or higher required

EDF	1005	Introduction to Education	(3)
EDF	2085	Teaching Diverse Populations	(3)
LAE	2000	Language and Literacy Development in Young Children	(3)
Any EDG/EEC course not already taken including, but not limited to:			
EDG	1319	Professional Techniques for Child Development	(1)
EEC	1602	Behavioral Observation and Screening in Child Care	(1)
EEC	2002	Foundations of Child Care and Educational Administration	(3)
EEC	2272	Practices for Working with Young Children with Special Needs in Inclusive Settings	(3)
EEC	2500	Child Development Overview	(1)
EEC	2521	Child Care Regulations	(1)
EEC	2523	Leadership and Management of Child Care Programs	(3)
EEC	2943	In-service Training: Preparation for National CDA	(3)

TOTAL PROGRAM HOURS 63

[a] This course must be taken during the student's last term.

EMERGENCY ADMINISTRATION AND MANAGEMENT (EAM-AS)

ASSOCIATE IN SCIENCE DEGREE

http://www.spcollege.edu/program/EAM-AS

Anna Goree, Advisor, AC (727) 341-4456
Charles Crowther, Lead Instructor, AC (727) 341-4507
Brian Frank, Dean, AC (727) 341-4503

SPECIAL ADMISSION REQUIREMENTS

1. Complete SPC application.
2. Take SPC placement test.
3. Attend an advising session with the Lead Instructor, SEPSI Advisor or Dean.

GENERAL EDUCATION COURSES (18 credits)

Enhanced World View Requirement*			
ENC	1101	Composition I or (Honors)	3
SPC	1017	Introduction to Speech Communication **OR** (SPC 1017H, 1065, 1608 or 1608H)	3
Humanities/Fine Arts Approved Course*			3
STA	2023	Elementary Statistics or (Honors)	3
SYG	2000	Introductory Sociology	3
PHI	2649	Applied Ethics in Public Safety Professions **OR** (PHI 1600, 1602H, 1631 or 2635)	3
Computer/Information Literacy Competency Requirement			

*Visit www.spcollege.edu/program/GENR-AS for details

SUPPORT COURSES (18 credits)

FFP	1823	Technical Applications in Emergency Management	3
FFP	2740	Fire Service Course Delivery	3
FFP	2741	Fire Service Course Design	3
FFP	2881	Emergency Management Leadership and Administration	3
SYP	2460	Effects of Disasters on Society	3
Any FFP or DSC course not in your chosen study track			3

SUBPLAN A: EMERGENCY ADMINISTRATION & MANAGEMENT TRACK (24 credits)

DSC	1002	Domestic and International Terrorism	3
DSC	1004	Introduction to the NRF and NIMS	3
FFP	1830	Introduction to Hazards	3
FFP	2800	Emergency Management Public Education Programs	3
FFP	2801	Fundamentals of Emergency Management	3
FFP	2831	Hazard Mitigation	3
FFP	2840	Disaster Recovery Operations	3
FFP	2841	Contingency Planning for Business and Industry	3

OR

SUBPLAN B: HOMELAND SECURITY TRACK (24 credits)

DSC	1002	Domestic and International Terrorism	3
DSC	1004	Introduction to the NRP and NIMS	3
DSC	1033	Weapons of Mass Destruction	3
DSC	1222	Psychological Management of Weapons of Mass Destruction Victims	3
DSC	1552	Critical Infrastructure Protection	3
DSC	1562	Homeland Security Threat Strategy	3
DSC	1631	Terrorism Response Planning	3
DSC	1751	Homeland Security Policy and Law	3

TOTAL PROGRAM HOURS 60

* All courses within the major are offered on the Internet and in the classroom

EMERGENCY MEDICAL SERVICES
(EMS-AS)
ASSOCIATE IN SCIENCE DEGREE

Dr. Nerina Stepanovsky, Program Administrator and Curriculum Coordinator (727) 341-3656 or 3680

http://www.spcollege.edu/program/EMS-AS

The general education and support courses do not have to be taken in the order as listed. Candidates will also complete the Health Programs Application form. Please see a counselor or advisor.

GENERAL EDUCATION COURSES (19 credits)

Enhanced World View requirement*			
ENC	1101	Composition I or (Honors)	3
SPC	1017	Introduction to Speech Communication **OR** (SPC 1017H, 1065, 1608 or 1608H)	3
Humanities/Fine Arts Approved Course*			3
Mathematics		One college-level course with MAC, MAP, MAS, MGF, MTG or STA prefix	3
PSY	1012	General Psychology or (Honors)	3
PHI	2635	Health Care Ethics Applied **OR** (PHI 2649, 1600, 1602H, or 1631)	3
CGS	1070	Basic Computer and Information Literacy	1

*Visit www.spcollege.edu/program/GENR-AS for details

SUPPORT COURSES (9 credits)

BSC	1084C[a, b]	Essentials of Human Anatomy & Physiology	4
EMS	1522C	General Pharmacology for EMS Provider	2
HSC	1531	Medical Terminology	2
HSC	2721	Evidence-based Healthcare Practice	1

PROGRAM COURSES (45 credits)

1st TERM IN PROGRAM (11 credits)

EMS	1119	Fundamentals of Emergency Medical Care (EMC)	6
EMS	1119L	Fundamentals of EMC Laboratory	2
EMS	1411	Fundamentals of EMC Clinical Experience	1
EMS	1421	EMT Field Internship	2

2nd TERM IN PROGRAM (3 credits)

EMS	2600C	Introduction to Paramedic Practice	3

(Would also include BSC 1084C, HSC 1531, and EMS 1522C if not already completed.)

3rd TERM IN PROGRAM (12 credits)

EMS	2601	Paramedic Theory I	6
EMS	2601L	Paramedic Laboratory I	3
EMS	2664	Paramedic Clinical I	3

4th TERM IN PROGRAM (14 credits)

EMS	2602	Paramedic Theory II	8
EMS	2602L	Paramedic Laboratory II	4
EMS	2665	Paramedic Clinical II	2

5th TERM IN PROGRAM (5 credits)

EMS	2659	Paramedic Field Internship	5

TOTAL PROGRAM HOURS 73

[a] This course is a prerequisite or co-requisite with EMS 2601/L and must be taken with or before any EMS 2000 level course.
[b] BSC 2085/L and BSC 2086/L will substitute for BSC 1084C.

ENGINEERING TECHNOLOGY
(ENG-AS)
ASSOCIATE IN SCIENCE DEGREE

http://www.spcollege.edu/program/ENG-AS

Brad Jenkins, Program Administrator, CL (727) 341-4378

The purpose of this program is to prepare students for employment or provide additional training for persons previously or currently employed in the manufacturing, medical, electronics, aerospace, or other related industries. This degree is a planned sequence of instruction consisting of the four specializations; electronics, quality, digital design and modeling, and biomedical systems with one common core. It is recommended that students complete the core before advancing to the courses in the next level of specialization. The coverage includes communication skills, technical competency, safe and efficient work practices and a combination of theory and laboratory activities to gain the necessary cognitive and manipulative skills to support engineering design, processes, production, testing, and product quality.

The 18 credit hour technical core has also been aligned with the Manufacturing Skills Standards Council's (MSSC) skills standards. The MSSC skill standards define the knowledge, skills, and performance needed for positions in manufacturing. After completing this core and the General Education requirements, the students will be eligible to take the exam for the MSSC Production Technician Certification. The graduates of the Engineering Technology Program can transfer to universities offering the B.S. degree in Engineering Technology.

GENERAL EDUCATION COURSES (18 credits)

Enhanced World View Requirement *			
ENC	1101	Composition I or (Honors)	3
SPC	1017	Introduction to Speech Communication **OR** (SPC 1017H, 1065, 1608 or 1608H)	3
Humanities/Fine Arts Approved Course *			3
Mathematics		One college-level course with a MAC, MAP, MAS, MGF, MTG or STA prefix	3
Social & Behavioral Sciences Approved Course *			3
PHI	1600	Studies in Applied Ethics **OR** (PHI 1602H, 1631, 2635, or 2649)	3
Computer/Information Literacy Competency Requirement			

*Visit www.spcollege.edu/program/GENR-AS for details

TECHNOLOGY CORE COURSES (18 credits)

EET	1084C	Introduction to Electronics	3
ETD	1320C	Introduction to CAD	3
ETI	1110	Introduction to Quality Assurance	3
ETI	1420	Manufacturing Processes and Materials I	3
ETI	1701	Industrial Safety	3
ETM	1010C	Mechanical Measurement and Instrumentation	3

SUBPLAN A: ELECTRONICS (ELEC) (24 credits)

CET	1114C	Digital Fundamentals with Lab	4
EET	1015C	DC Circuit Analysis with Lab	4
EET	1025C	AC Circuit Analysis with Lab	4
EET	1205C	Electronic Instrumentation	1
EET	2140C	Solid State Electronics with Lab	4
EET	2155C	Linear Integrated Circuits with Lab	4
EET	2949	Co-op Work Experience	3

OR

SUBPLAN B: QUALITY (QUAL) (24 credits)

ETI	1622	Concepts of Lean and Six Sigma	3
ETI	1628	Developing and Coaching Self-Directed Work Teams	3
ETI	2610	Principles of Six Sigma	3
ETI	2619	Six Sigma Project Management	3
ETI	2623	Tools for Lean Manufacturing	3
ETI	2624	Six Sigma Black Belt Concepts	3
ETI	2626	Six Sigma Capstone Project	3
ETI	2670	Technical Economic Analysis	3

OR

SUBPLAN C: DIGITAL DESIGN AND MODELING (DDM) (24 credits)

ETD	1340C	AutoCAD II	3
ETD	1350C	AutoCAD III 3-D Modeling	3
ETD	2364C	Introduction to Solid Works	3
ETD	2368C	Advanced Solid Works	3

ETD	2369C	Solid Works Advanced Applications	3
EET	2949	Co-op Work Experience	3
Select any two additional ETD related courses			6

OR

SUBPLAN D:		**BIOMEDICAL SYSTEMS (BIOM) (24 credits)**	
ETI	1030	Regulatory Environment for Medical Devices	3
ETI	1622	Concepts of Lean and Six Sigma	3
ETI	1628	Developing and Coaching Self-Directed Work Teams	3
ETI	2031	Risk Management and Assessment for Medical Devices	3
ETI	2032	Change Control and Documentation	3
ETI	2041	Medical Device Design and Manufacturing	3
ETI	2171	Quality Auditing for Medical Devices	3
EET	2949	Co-op Work Experience	3

TOTAL PROGRAM HOURS 60

ENVIRONMENTAL SCIENCE TECHNOLOGY
(ENVSC-AS)
ASSOCIATE IN SCIENCE DEGREE

http://www.spcollege.edu/program/ENVSC-AS

(Fully transferable to BAS in Sustainability Management at SPC)

John Vaughan, Dean, SE (727) 394-6995

GENERAL EDUCATION COURSES (18 credits)

Enhanced World View Requirement*				
ENC	1101		Composition I or (Honors)	3
SPC	1017		Introduction to Speech Communication **OR** (SPC 1017H, 1065, 1608 or 1608H)	3
Humanities/Fine Arts Approved Course *				3
Mathematics			One college-level course with a MAC, MAP, MAS, MGF, MTG or STA prefix	3
Social & Behavioral Sciences Approved Course (or elective if Subplan "C") *				3
PHI	1600		Studies in Applied Ethics **OR** (PHI 1602H, 1631, 2635 or 2649)	3
Computer/Information Literacy Competency Requirement				

*Visit http://www.spcollege.edu/program/GENR-AS for details

MAJOR COURSES (29 credits)

BSC	2250C		Field Biology of Florida with Lab	3
CHM	1025/L		Introduction to Chemistry and Lab	3,1
ECO	2013		Principles of Macroeconomics or (Honors) **OR**	3
GEB	1011		Introduction to Business **OR**	(3)
MAN	2021		Principles of Management	(3)
ENC	2210		Technical Writing	3
ESC	1000/L		Earth Science and Lab	3,1
EVS	1001		Introduction to Environmental Sustainability	3
OCE	2001		Introduction to Oceanography **OR**	3
OCB	1000C		Biology of Marine Life **OR**	(3)
BSC	2010/L		Biology I and Lab	(3,1)
GIS	2040		Geographic Information Systems	3
EVS	**2893**	*	**Environmental Sampling and Analysis I**	**3**

SUBPLAN A: WATER RESOURCE MANAGEMENT (WRM) (17 credits)

EVR	1328		Natural Resources Conservation & Management	3
EVR	1858		Environmental Regulation and Compliance	3
EVR	1357		Wetlands Resources	3
EVR	2949		Co-op Work Experience	2
EVS	**13XX**	*	**Urban Pollution**	**3**
EVS	**12YY**	*	**Hazard Waste/Materials Management**	**3**

OR

SUBPLAN B: ENVIRONMENTAL RESOURCES/ENERGY MGT (EVREM) (17 credits)

EVR	1328		Natural Resources Conservation & Management	3
EVR	1858		Environmental Regulation and Compliance	3
EVR	2949		Co-op Work Experience	2
EVR	**14XX**	*	**Renewable Energy Resources, Energy Efficiency and Conservation Methods**	**3**
EVS	**13XX**	*	**Urban Pollution**	**3**
EVR	**20XX**	*	**Solar Energy Principles and Applications**	**3**

OR

SUBPLAN C: SUSTAINABILITY (SUS) (17 credits)

EVR	1328		Natural Resources Conservation & Management	3
EVR	1858		Environmental Regulation and Compliance	3
SYG	2000		Introductory Sociology **OR**	3
SYG	2010		Social Problems	(3)
ECO	2023		Principles of Microeconomics or (Honors)	3
EVR	2949		Co-op Work Experience	2
EVR	**14XX**	*	**Renewable Energy Resources, Energy Efficiency and Conservation Methods**	**3**

TOTAL PROGRAM HOURS 64

FINANCIAL SERVICES-BANKING
(FINSV-AS)
ASSOCIATE IN SCIENCE DEGREE

http://www.spcollege.edu/program/FINSV-AS

(Transferable to Bachelor's Degree in Banking, Business Administration, International Business, and Management and Organizational Leadership at SPC)

Greg Nenstiel, Dean, EPI (727) 791-2433

Robert Fernandez, Academic Chair, TS (727) 712-5770

COURSES IN THE PROGRAM ARE OFFERED IN ALL MODALITIES (FACE-TO-FACE, BLENDED, ONLINE) AND IN 8, 10 AND 16 WEEK FORMATS.

GENERAL EDUCATION COURSES (21 credits)

Enhanced World View Requirement*				
ENC	1101		Composition I or (Honors)	3
ENC	1102		Composition II **OR** (any approved Literature course)	3
SPC	1017		Introduction to Speech Communication **OR** (SPC 1065, 1017H, 1608 or 1608H)	3
Humanities/Fine Arts Approved Course *				3
MAC	1105	[a]	College Algebra	3
ECO	2013	[a]	Principles of Macroeconomics or (Honors)	3
PHI	1631		Studies in Professional Ethics **OR** (PHI 1600, 1602H, 2635 or 2649)	3
Computer/Information Literacy Competency Requirement				

*Visit www.spcollege.edu/program/GENR-AS for details

CORE AND SUPPORT COURSES (43 CREDITS) SUGGESTED SEQUENCING IS AS FOLLOWS:

YEAR 1 TERM I (9 credits)

ACG	2021	[a]	Financial Accounting	3
ACG	2071	[a]	Managerial Accounting	3
CGS	1100	[a, b]	Computer Applications	3

YEAR 1 TERM II (12 credits)

ECO	2023	[a]	Principles of Microeconomics or (Honors)	3
MAC	2233	[a]	Applied Calculus I	3
BRC	2001		Principles of Financial Services Banking	3
MKA	2021		Sales	3

YEAR 1 TERM III (3 credits)

STA	2023	[a]	Elementary Statistics or (Honors)	3

YEAR 2 TERM I (12 credits)

BRC	2062	Introduction to Financial Markets and Money	3
BUL	2241	Business Law I	3
MAN	2021	Principles of Management	3
FIN	2000	Principles of Finance	3

YEAR 2 TERM II (7 credits)

OST	2335	Professional Communication Skills	3
BRC	2940	Internship	4

TOTAL PROGRAM HOURS 64

[a] This course is a prerequisite for admission to the BS or BAS program.
[b] Satisfies general education requirement.

FIRE SCIENCE TECHNOLOGY
(FIRE-AS)
ASSOCIATE IN SCIENCE DEGREE

http://www.spcollege.edu/program/FIRE-AS

Anna Goree, Advisor, AC (727) 341-4456
Charles Crowther, Lead Instructor, AC (727) 341-4507
Brian Frank, Dean, AC (727) 341-4503

The goal of this program is to prepare students with a scientific understanding of fire hazards and their control with emphasis on effective operating procedures at fires and other emergencies. General education courses are included to prepare the graduate to communicate and work effectively with all levels of society. The general college admission policy applies to all students entering the Fire Science Technology program.

SPECIAL ADMISSION REQUIREMENTS

1. Complete SPC application.
2. Take SPC placement test.
3. Attend an advising session with the Lead Instructor, SEPSI Advisor or Dean.

SPECIAL GRADUATION REQUIREMENTS

Completion of an End-of-Program Assessment Examination

GENERAL EDUCATION COURSES (21 credits)

Enhanced World View Requirement*			
ENC	1101	Composition I or (Honors)	3
SPC	1017	Introduction to Speech Communication **OR** (SPC 1017H, 1065, 1608 or 1608H)	3
Humanities/Fine Arts Approved Course*			3
Mathematics		One college-level course with MAC, MAP, MAS, MGF, MTG or STA prefix	3
Social & Behavioral Sciences Approved Course*			3
PHI	2649	Applied Ethics in Public Safety Professions **OR** (PHI 1600, 1602H, 1631 or 2635)	3
CGS	1100	Computer Applications	3

*Visit www.spcollege.edu/program/GENR-AS for details

SUPPORT COURSES (3 credits)

ENC	2210	Technical Writing	3

MAJOR COURSES (3 credits)

FFP	1109	Fire Department Occupational Safety and Health	3

SUBPLAN A: FIRE INSPECTOR I (33 credits)

FFP	1505	Fire Prevention	3
FFP	1540	Private Fire Protection Systems I	3
FFP	2120	Building Construction for the Fire Service	3
FFP	2510	Fire Codes and Standards	3
FFP	2521	Blueprint Reading and Plans Review	3
Electives		Any courses with a DSC or FFP prefix	18

OR

SUBPLAN B: FIRE INSPECTOR II (33 credits)

FFP	1111	Fire Chemistry	3
FFP	2541	Private Fire Protection Systems II	3
FFP	2610	Fire Cause and Origin Determination	3
FFP	2706	Fire Service Public Information Officer	3
Electives		Any courses with a DSC or FFP prefix	21

OR

SUBPLAN C: FIRE OFFICER I (33 credits)

FFP	1505	Fire Prevention	3
FFP	1540	Private Fire Protection Systems I	3
FFP	2720	Company Officer	3
FFP	1824	Basic Incident Management System	1
FFP	1825	Intermediate Incident Management System	1
FFP	1832	Emergency Response to Terrorism: Basic Concepts	1
FFP	2120	Building Construction for the Fire Service	3
FFP	2740	Fire Service Course Delivery	3
FFP	2810	Firefighting Tactics and Strategy I	3
FFP	2811	Firefighting Tactics and Strategy II	3
Electives		Any courses with a DSC or FFP prefix	9

OR

SUBPLAN D:		**FIRE OFFICER II (33 credits)**	
FFP	1111	Fire Chemistry	3
FFP	2610	Fire Cause and Origin Determination	3
FFP	2770	Ethical and Legal Issues for the Fire Service	3
FFP	2741	Fire Service Course Design	3
FFP	2780	Fire Administration II	3
FFP	2706	Fire Service Public Information Officer	3
Electives		Any courses with a DSC or FFP prefix	15

OR

SUBPLAN E:		**FIRE INVESTIGATOR I (33 credits)**	
FFP	1111	Fire Chemistry	3
FFP	1540	Private Fire Protection Systems I	3
FFP	2120	Building Construction for the Fire Service	3
FFP	2610	Fire Cause and Origin Determination	3
Electives		Any courses with a DSC or FFP prefix	21

TOTAL PROGRAM HOURS 60

FUNERAL SERVICES
(FUNSE-AS)
ASSOCIATE IN SCIENCE DEGREE

http://www.spcollege.edu/program/FUNSE-AS

(Transferable to a Bachelor's degree in Health Services Administration at SPC.)

Kevin Davis, Program Administrator and Curriculum Coordinator HEC (727) 341-3781

Program begins every August and January

General Education Requirements must be completed before entry into the Funeral Services program. Candidates will also complete the Health Programs Application form. Please see a counselor or advisor.

GENERAL EDUCATION COURSES (19 credits)

Enhanced World View requirement *			
ENC	1101	Composition I or Honors	3
SPC	11017	Introduction to Speech Communication **OR** (SPC 1017H, 1065, 1608 or 1608H)	3
Humanities/Fine Arts Approved Course *			3
Mathematics		One college-level course with a MAC, MAP, MAS, MGF, MTG or STA prefix	3
Social and Behavioral Sciences Approved Course *			3
PHI	1600	Studies in Applied Ethics **OR** (PHI 1602H, 1631, 2635 or 2649)	3
CGS	1070	Basic Computer and Information Literacy	1

*Visit www.spcollege.edu/program/GENR-AS for details

SUPPORT COURSES (11 credits)

ACG	2001	Applied Financial Accounting I **OR**	3
ACG	2021	Financial Accounting	(3)
BSC	1083	Human Anatomy	3
BUL	2241	Business Law	3
HSC	1524	Introduction to Infectious Diseases	2

PROGRAM COURSES (42 credits)

1st TERM IN PROGRAM (13 credits)

FSE	1000	*Introduction to Funeral Services	3
FSE	1204	Funeral Service Computer Applications	1
FSE	2061	*Thanatology	
FSE	2202	Funeral Home Management	3
FSE	2060	Funeral Directing	3

2nd TERM IN PROGRAM (12 credits)

FSE	1105	Thanatochemistry	2
FSE	2080	Funeral Law	3
FSE	2100	Embalming I	3
FSE	2101L	Embalming Clinical I	1
FSE	2201	Funeral Home Management Operations	3

3rd TERM IN PROGRAM (12 credits)

FSE	2120	Restorative Art	3
FSE	2120L	Restorative Art Lab	1
FSE	2160	Funeral Pathology	3
FSE	2140	Embalming II	3
FSE	2141L	Embalming Clinical II	1
FSE	2930	Funeral Services Professional Review	1

4th TERM IN PROGRAM (5 credits)

FSE	2946	[a]Professional Practicum	5

TOTAL PROGRAM HOURS 72

[a] All courses must be completed prior to FSE 2946.

* Open enrollment, not limited to selective admission students.

HEALTHCARE INFORMATICS
(HCINF-AS)
ASSOCIATE IN SCIENCE DEGREE

http://www.spcollege.edu/program/HCINF-AS
Valerie McCleary, Program Director, HEC, (727) 341-3748

GENERAL EDUCATION COURSES (19 credits)

Enhanced World View requirement*			
ENC	1101	Composition I or (Honors)	3
SPC	1017	Introduction to Speech Communication **OR** (SPC 1017H, 1065, 1608 or 1608H)	3
Humanities/Fine Arts Approved Course*			3
Mathematics	[a]	One college level course with MAC, MAP, MAS, MGF, MTG, or STA prefix	3
Social/Behavioral Sciences – POS, PSY or SYG prefix			3
PHI	2635	Health Care Ethics Applied **OR** (PHI 1600, 1602H, 1631 or 2649)	3
CGS	1070	Basic Computer and Information Literacy **OR** Computer/Information Literacy Competency Requirement	1

*Visit www.spcollege.edu/program/GEN-AS for details

SUPPORT COURSES (5 credits)

BSC	1083	[a] Human Anatomy **OR** (BSC 2085/L and BSC 2086/L)	3
HSC	1531	Medical Terminology	2

MAJOR COURSES (17 credits)

HIM	1005	Healthcare Informatics Project Management	3
HIM	1102	Introduction to Healthcare Informatics	3
HIM	1212	Data and Workflow Management	3
HIM	2003	Healthcare Informatics Practicum	2
HIM	2652	Electronic Health/Medical Record Systems	3
HSA	1100	Healthcare Delivery Systems	3

PROFESSIONAL COURSES (26 credits)

HIM	1000	Introduction to Health Information Management	3
HIM	1110	Classification Systems, Indexes, and Registries	3
HIM	1211	Health Information Technologies	2
HIM	1430	Principles of Disease	3
HIM	2012	Health Law Concepts and Practices	3
HIM	2214C	Healthcare Statistics	1
HIM	2223	Introduction to Coding and Reimbursement Systems	3
HIM	2500	Organization and Supervision	3
HIM	2510	Quality and Performance Improvement	3
HIM	2004	Healthcare Informatics Capstone	2

TOTAL PROGRAM HOURS 67

[a] Students planning to transfer to a 4-year college should take BSC 2085/2085L, 2086/2086L, and MAC 1105 or higher.

HEALTHCARE INFORMATICS
Transitional Program
(HCINF-AS)
ASSOCIATE IN SCIENCE DEGREE

http://www.spcollege.edu/program/HCINF-AS
Valerie McCleary, HEC, (727) 341-3748

Transitional Requirements: Students who have a current, valid, health-related credential or license **OR** are a graduate of an accredited health-related Associate, Bachelor, or graduate degree program may be eligible for advanced placement credits. Students who qualify for advanced placement would not be required to complete BSC 1083 Human Anatomy, HSC 1531 Medical Terminology, and HIM 1430 Principles of Disease. The listed General Education Courses can be met either by transfer credit or completed at SPC. Documentation verifying the credential/license AND official copies of transcripts must be provided with the Health Programs Application form in order to determine eligibility for advanced placement.

GENERAL EDUCATION COURSES (19 credits)

Enhanced World View Requirement *			
ENC	1101	Composition I or (Honors)	3
SPC	1017	Introduction to Speech Communication **OR** (SPC 1017H, 1065, 1608 or 1608H)	3
Humanities/Fine Arts Approved Course			3
Mathematics	[a]	One college-level course with MAC, MAP, MAS, MGF, MTG, or STA prefix	3
Social/Behavioral Sciences – POS, PSY or SYG prefix			3
PHI	2635	Healthcare Ethics Applied **OR** (PHI 1600, 1602H, 1631 or 2649)	3
CGS	1070	Basic Computer and Information Literacy **OR**	1
		Computer and Information Literacy Competency Requirement	

*Visit www.spcollege.edu/program/GENR-AS for details

[b] **ADVANCED PLACEMENT CREDITS** 8

PROFESSIONAL COURSES (21 credits)

HIM	1000	Introduction to Health Information Management	3
HIM	1110	Classification Systems, Indexes, and Registries	3
HIM	1211	Health Information Technologies	2
HIM	2012	Health Law Concepts and Practices	3
HIM	2214C	Healthcare Statistics	1
HIM	2500	Organization and Supervision	3
HIM	2510	Quality and Performance Improvement	3
HSA	1100	Healthcare Delivery Systems	3

MAJOR COURSES (19 credits)

HIM	1002	Healthcare Informatics Project Management	3
HIM	1102	Introduction to Healthcare Informatics	3
HIM	1212	Data and Workflow Management	3
HIM	2003	Healthcare Informatics Practicum	2
HIM	2004	Healthcare Informatics Capstone	2
HIM	2223	Introduction to Coding and Reimbursement Systems	3
HIM	2652	Electronic Health/Medical Record Systems	3

TOTAL PROGRAM HOURS 67

[a] Students planning to transfer to a 4-year college should take BSC 2085/2085L, 2086/2086L, and MAC 1105 or higher.
[b] Advanced Placement credits are given for:
- BSC 1083 Human Anatomy – 3 credit hours **OR** (BSC 2085/L and BSC 2086/L= 8 credits)
- HSC 1531 Medical Terminology – 2 credit hours
- HIM 1430 Principles of Disease – 3 credit hours

HEALTH INFORMATION MANAGEMENT
(HIM-AS)
ASSOCIATE IN SCIENCE DEGREE

http://www.spcollege.edu/program/HIM-AS
Valerie McCleary, Program Director, HEC, (727) 341-37

(Transferable to a Bachelor's degree in Health Services Administration at SPC.)

Before entering the first term of the Health Information Management "program courses" students must complete a minimum of 12 credits which must include (CGS 1060 or Computer/Information Literacy Competency requirement), HSC 1531 and (BSC 1083 or (BSC 2085/L and BSC 2086/L) from the general education and/or support courses listed below. General education and support courses do not have to be completed in the order listed. Candidates will also complete the Health Programs Application form. Please see a counselor or advisor.

GENERAL EDUCATION COURSES (19 credits)

Enhanced World View Requirement*				
ENC	1101		Composition I or (Honors)	3
SPC	1017		Introduction to Speech Communication **OR** (SPC 1017H, 1065, 1608 or 1608H)	3
Humanities/Fine Arts Approved Course*				3
Mathematics	[a]		One college-level course with MAC, MAP, MAS, MGF, MTG or STA prefix	3
Social/Behavioral Sciences Approved Course with POS, PSY or SYG prefix				3
PHI	1631		Studies in Professional Ethics **OR** (PHI 1600, 1602H, 1631, 2635 or 2949)	3
CGS	1070	*	Basic Computer and Information Literacy **OR** Computer/Information Literacy Competency Requirement	1

*Visit www.spcollege/program/GENR-AS for details

SUPPORT COURSES (6 credits)

BSC	1083 [a],	*	Human Anatomy (Lab is not required) **OR** (BSC 2085/L and BSC 2086/L)	3
HSC	1149C	*	General Pharmacology for Health Professionals	1
HSC	1531	*	Medical Terminology	2

PROGRAM COURSES

1st TERM IN PROGRAM (12 credits)

HIM	1000	*	Introduction to Health Information Management	3
HIM	1430	*	Principles of Disease	3
HIM	2222	*	Basic ICD Coding	3
HSA	1100	*	Healthcare Delivery Systems	3

2nd TERM IN PROGRAM (10 credits)

HIM	1110		Classification Systems, Indexes, and Registries	3
HIM	2012		Health Law Concepts and Practices	3
HIM	2214C		Healthcare Statistics and Research	1
HIM	2234	*	Advanced ICD Coding and Reimbursement	3

3rd TERM IN PROGRAM (4 credits)

HIM	1211	*	Health Information Technologies	2
HIM	1800	*	Professional Practice Experience I	2

4th TERM IN PROGRAM (8 credits)

HIM	2253	*	Basic CPT Coding	3
HIM	2500		Organization and Supervision	3
HIM	2810	*	Professional Practice Experience II	2

5th TERM IN PROGRAM (8 credits)

HIM	2283	*	Advanced CPT Coding and Reimbursement	3
HIM	2510		Quality and Performance Improvement	3
HIM	2820		Professional Practice Experience III	2

TOTAL PROGRAM HOURS 67

[a] Students planning to transfer to a 4-year college should take BSC 2085/2085L, 2086/2086L and MAC 1105 or higher.
* Applies to Medical Coder Certificate.

HOSPITALITY AND TOURISM MANAGEMENT (HMGT-AS)

ASSOCIATE IN SCIENCE DEGREE

http://www.spcollege.edu/program/HMGT-AS

(Fully transferable to a Bachelor's Degree at Florida International University)

Dr. Robert Meyer, Lead Instructor (727) 394-6165

GENERAL EDUCATION COURSES (18 credits)

Enhanced World View Requirements *			
ENC	1101	Composition I or (Honors)	3
ENC	1102	Composition II or (Honors)	3
Humanities/Fine Arts Approved Course*			3
Mathematics		One college-level course with MAC, MAP, MAS, MGF or STA prefix	3
Social & Behavioral Sciences Approved Course*			3
SPC	1065	Business and Professional Speaking **OR** (SPC 1017, 1017H, 1608 or 1608H)	3

*Visit www.spcollege.edu/program/GENR-AS for details

PROFESSIONAL CORE COURSES (46 credits)

ACG	2021	Financial Accounting	3
CGS	1100	Computer Applications	3
GEB	1011	Introduction to Business	3
FSS	2235C	Introductory Food Production Management	3
HFT	1000	Introduction to the Hospitality and Tourism Industry	3
HFT	1210	Supervision in the Hospitality Industry	3
HFT	1300	Housekeeping Operations	3
HFT	1410	Front Office Procedures	3
HFT	1500	Marketing in the Hospitality Industry	3
HFT	2450	Hospitality Cost Controls	3
HFT	2600	Hospitality Law	3
HFT	1941	Operations & Service Practicum	2
HFT	2265	Food Service Operations	3
HFT	2942	Hospitality Internship	3
MNA	1751	Customer Service I	1
MNA	1760	Customer Service II	1
PHI	1631	Studies in Professional Ethics **OR** (PHI 1600, 1602H, 2635, or 2649)	3

TOTAL PROGRAM HOURS 64

HUMAN SERVICES
SOCIAL SERVICES (HSDIS-AS) OR ALCOHOL/SUBSTANCE ABUSE (HSM-AS) ASSOCIATE IN SCIENCE DEGREE

http://www.spcollege.edu/program/HSDIS-AS
http://www.spcollege.edu/program/HSM-AS
Dr. Cheryl Kerr, Program Director (727) 341-3736
(Transferable to a Bachelor's degree in Health Services Administration at SPC.)

General education and support courses do not have to be taken in the order listed. Please see a counselor or advisor.

GENERAL EDUCATION COURSES (18 credits)

Enhanced World View Requirement*			
ENC	1101	Composition I or (Honors)	3
ENC	1102	Composition II **OR** (any approved Literature course) *	3
SPC	1017	Introduction to Speech Communication **OR** (SPC 1017H, 1065, 1608 or 1608H)	3
Humanities/Fine Arts Approved Course (HUM 2270, HUM 2270H or REL 2300) *			3
Mathematics	[a]	One college-level course with MAC, MAP, MAS, MGF, MTG or STA prefix	3
Social and Behavioral Sciences Approved Course (PSY 1012 or Honors)			(3)
PHI	1600	Studies in Applied Ethics **OR** (PHI 1602H, 1631, 2635 or 2649)	3
Computer/Information Literacy Competency Requirement			

*Visit www.spcollege.edu/program/GENR-AS for details

A GRADE OF "C" OR HIGHER IS REQUIRED IN ALL COURSES

SUPPORT COURSES (9 credits)

BSC	XXXX	Any college-level Biology course	3
PSY	1012	[1] General Psychology or (Honors)	3
DEP	2004	[1] Developmental Psychology of the Life Span **OR**	3
DEP	2102	Child Development **OR**	(3)
DEP	2302	Adolescent Development	(3)

MAJOR COURSES (31 credits)

HUS	1001	[1] Principles and Strategies for Human Services	3
SYG	2324	[2] Principles of Substance Abuse	3
HUS	1111	[1, 2] Introduction to Intra- and Inter-Personal Processes	3
HUS	1320	Theories and Foundations of Crisis Intervention	1
HUS	1013	Self-Esteem in Human Services	3
HUS	2200	[2] Dynamics of Groups and Group Counseling	3
HUS	2302	[2] Basic Counseling Skills	3
HUS	2315	Studies in Behavior Modification	3
HUS	2540	[1] Building Stronger Families and Communities	3
HUS	2550	[1] Social Services and the Disenfranchised	3
HUS	2949	[1] Co-op Work Experience	3

OPTION A: SOCIAL SERVICES (HSDIS) (7 credits)

HUS	1530	Survey of Developmental Disabilities	3
HUS	1445	Practices for Working with Dysfunctional Family Systems	2
HUS	XXXX	[2, b] HUS electives	2

TOTAL PROGRAM HOURS 65

OR

OPTION B: ALCOHOL/SUBSTANCE ABUSE (HSM) (15 credits)

HUS	2403	[2] Abused Substances and Their Effects	3
HUS	2420	[2] Evaluation of Treatment Environments	3
HUS	2421	[2] Methods for Identification & Intervention in Substance Abuse	3
HUS	2428	[2] Treatment & Resources in Substance Abuse	3
HUS	XXXX	[1, b] HUS electives	3

TOTAL PROGRAM HOURS 73

[a] Students pursuing a four-year degree are encouraged to take MAC 1105 or a higher Math course.
[b] Any course with a HUS prefix not already taken including HUS 2949.
[1] Applies to the Youth Development Professional and/or Maternal Child Health ATD programs.
[2] Applies to the Addiction Studies CT.

INFORMATION TECHNOLOGY (IT) SECURITY (ITSEC-AS) ASSOCIATE IN SCIENCE DEGREE

http://www.spcollege.edu/program/ITSEC-AS

(Fully transferable to Technology Management BAS program at SPC.)
Dr. Sharon Setterlind, Dean, SP/G (727) 341-4724

GENERAL EDUCATION COURSES (18 credits)

Enhanced World View Requirement*			
ENC	1101	Composition I or (Honors)	3
SPC	1017	Introduction to Speech Communication **OR** (SPC 1017H, 1065, 1608 or 1608H)	3
Humanities/Fine Arts Approved Course *			3
Mathematics		One college-level course with MAC, MAP, MAS, MGF, MTG or STA prefix	3
Social & Behavioral Sciences Approved Course *			3
PHI	1631	Studies in Professional Ethics **OR** (PHI 1600, 1602H, 2635, or 2649)	3
Computer/Information Literacy Competency Requirement			
*Visit www.spcollege.edu/program/GENR-AS for details			

CORE COURSES (29 credits)

CET	1600	Network Fundamentals	3
CET	1610	Routing Protocols and Concepts	3
CET	1171C	Computer Repair Essentials	3
CET	1172C	Computer Support Technician	3
CET	2615	LAN Switching and Wireless	3
CET	2620	Accessing the WAN	3
CTS	1327	Installing and Configuring Microsoft Windows Client	3
CTS	1328	Planning and Administering Windows Server	3
CTS	2106	Fundamentals of the Linux/Unix Open Environment	3
Elective		Any course	2

MAJOR COURSES (21 credits)

CAP	2134	Database Security	3
CET	2691	Laws and Legal Aspects of Information Technology Security	3
CGS	2811	Incident Response and Disaster Recovery	3
CIS	1358	Operating System Security	3
CIS	2352	Ethical Hacking	3
CTS	1120	Introduction to Network Security Foundations	3
CTS	1314	Network Defense and Countermeasures	3

TOTAL PROGRAM HOURS 68

INSURANCE SERVICES
(INSVS-AS)
ASSOCIATE IN SCIENCE DEGREE

http://www.spcollege.edu/program/INSVS-AS

Greg Nenstiel, Dean, EPI (727) 791-2433

(Transferable to Bachelor's Degree in Banking, Business Administration, International Business, and Management and Organizational Leadership at SPC)

COURSES IN THE PROGRAM ARE OFFERED IN ALL MODALITIES (FACE-TO-FACE, BLENDED, ONLINE) AND IN 8, 10 AND 16 WEEK FORMATS.

GENERAL EDUCATION COURSES (21 credits)

Enhanced World View Requirement*				
ENC	1101		Composition I or (Honors)	3
ENC	1102		Composition II **OR** (any approved Literature course)*	3
SPC	1017		Introduction to Speech Communication **OR** (SPC 1065, 1017H, 1608 or 1608H)	3
Humanities/Fine Arts Approved Course*				3
MAC	1105	[a]	College Algebra	3
ECO	2013	[a]	Principles of Macroeconomics or (Honors)	3
PHI	1631		Studies in Professional Ethics **OR** (PHI 1600, 1602H, 2635 or 2649)	3
Computer/Information Literacy Competency Requirement				

*Visit www.spcollege.edu/program/GENR-AS for details

CORE AND SUPPORT COURSES (43 CREDITS)

SUGGESTED SEQUENCING IS AS FOLLOWS:

YEAR 1 TERM I (9 credits)

ACG	2021	[a]	Financial Accounting	3
ACG	2071	[a]	Managerial Accounting	3
CGS	1100	[a, b]	Computer Applications	3

YEAR 1 TERM II (12 credits)

ECO	2023	[a]	Principles of Microeconomics or (Honors)	3
MAC	2233	[a]	Applied Calculus I	3
RMI	1112		Fundamentals of Insurance Planning	3
MKA	2021		Sales **OR**	3
MAR	2321		Advertising	(3)

YEAR 1 TERM III (3 credits)

STA	2023	[a]	Elementary Statistics or (Honors)	3

YEAR 2 TERM I (12 credits)

RMI	1201	Principles of Property and Liability Insurance	3
BUL	2241	Business Law I	3
GEB	1011	Introduction to Business	3
RMI	**2117**	**Personal Insurance**	**3**

YEAR 2 TERM II (7 credits)

RMI	2940	Internship	4
RMI	**2211**	**Commercial Insurance**	**3**

TOTAL PROGRAM HOURS 64

[a] This course is a prerequisite for admission to the BAS program.
[b] Satisfies the general education requirement.

MEDICAL LABORATORY TECHNOLOGY
(MLT-AS)
ASSOCIATE IN SCIENCE DEGREE

http://www.spcollege.edu/program/MLT-AS

(Transferable to a Bachelor's degree in Health Services Administration at SPC)

Mitch Watrous, Program Director, HEC (727) 341-3714

PROGRAM BEGINS IN AUGUST AND JANUARY

General education and support courses do not have to be completed in the order listed. Candidates must complete the Health Programs Application. Please see a counselor or advisor. See Board of Trustees Rule 6Hx23-4.57 and 6Hx23-4.53. **A grade of "C" or better is required in all courses**.

PRE-ENTRY REQUIREMENTS (15 credits)

ENC	1101	Composition I or (Honors)	3
Mathematics		One college-level course with MAC, MAP, MAS, MGF, MTG or STA prefix	3
CGS	1070	Basic Computer and Information Literacy or any approved Computer Competency Course	1
CHM	1025	Introductory Chemistry (or higher)	3
CHM	1025L	Introductory Chemistry Lab (or higher)	1
BSC	2010	Biology I – Cellular Processes	3
BSC	2010L	Biology I Laboratory	1

GENERAL EDUCATION COURSES (12 credits)

Enhanced World View requirement *			
SPC	1017	Introduction to Speech Communication **OR** (SPC 1017H, 1065, 1608 or 1608H)	3
Humanities/Fine Arts Approved Course			3
Social & Behavioral Sciences Approved Course			3
PHI	2635	Health Care Ethics Applied **OR** (PHI 1600, 1602H, 1631 or 2649)	3

*Visit www.spcollege.edu/program/GENR-AS for details

SUPPORT COURSES (4 credits)

MCB	2010	*	Microbiology	3
MCB	2010L	*	Microbiology Laboratory	1

PROGRAM COURSES (45 credits) (on-line)

HSC	2721	Evidence-based Health Care Practice	1
MLT	1022	Introduction to Clinical Laboratory Science	2
MLT	1040	Phlebotomy	1
MLT	1610	Clinical Chemistry	4
MLT	1610L	Clinical Chemistry Laboratory	1
MLT	2150	Clinical Correlations	3
MLT	2362	Hematology and Body Fluid Analysis	4
MLT	2362L	Hematology and Body Fluids Analysis Laboratory	3
MLT	2400	Clinical Microbiology	4
MLT	2400L	Clinical Microbiology Laboratory	3
MLT	2530	Immunology/Immunohematology	4
MLT	2530L	Immunology/Immunohematology Laboratory	2
MLT	2807L	Immunohematology Clinical Experience	3
MLT	2809L	Hematology Clinical Experience	3
MLT	2810L	Clinical Chemistry Clinical Experience	3
MLT	2811L	Microbiology Clinical Experience	3
MLT	1044L	Phlebotomy Clinical Experience	1

TOTAL PROGRAM HOURS 76

* Prerequisites for MLT 2400

[#] **NOTE**: Graduates of the Erwin Technical Center and Sheridan Technical Center Medical Laboratory Technology Programs who apply within 3 years of receiving their ATD, will be awarded 42 credits of the "Program Courses" listed above (***except*** MLT 2150 Clinical Correlations)

MUSIC INDUSTRY/RECORDING ARTS
(MIRA-AS)
ASSOCIATE IN SCIENCE DEGREE

http://www.spcollege.edu/program/MIRA-AS
Mark Matthews, Instructor in Charge, SP/G (727) 341-4364
Dr. Jonathan Steele, Dean, CL, (727) 791 - 5987

GENERAL EDUCATION REQUIREMENTS (18 credits)

Enhanced World View Requirement*			
ENC	1101	Composition I or Honors	3
SPC	1065	Business and Professional Speaking **OR** (SPC 1017, 1017H, 1608 or 1608H)	3
Humanities/Fine Arts Approved Course			3
Mathematics		One college-level course with an MAC, MAP, MAS, MGF, MTG or STA prefix	3
Social and Behavioral Sciences Approved Course			3
PHI	1631	Professional and Business Ethics **OR** PHI 1600, 1602, 2649 or 2635	3
Computer/Information Literacy Competency Requirement			

*Visit www.spcollege.edu/program/GENR-AS for details

CORE COURSES (22 Credits)

MUM	1310	Legal Issues for the Musician I-Court System & Contract Law	1
MUM	1311	Legal Issues for the Musician II-Intellectual Property & Copyright Law	1
MUM	1312	Legal Issues for the Musician III-Labor and Employment Law	1
MUM	2600	Music Technology and Recording Techniques I	3
MUM	2601	Music Technology and Recording Techniques II	3
MUM	2601L	Music Technology and Recording Techniques II-Lab	1
MUM	2602	Music Technology and Recording Techniques III	3
MUM	2602L	Music Technology and Recording Techniques III-Lab	1
MUM	2603	Music Technology and Recording Techniques IV	3
MUM	2700	An Introduction to the Business of Music	1
MUM	2702	Promoting and Merchandising Musicians	1
MUS	1621	Acoustics and Psychoacoustics	3

SPECIALIST SUBPLANS (23 credits):

SUBPLAN A: PRODUCTION (23 credits):

MUM	1623	Electronic Music: Synthesis and Sampling I (History, theory, and hardware)	3
MUM	1624	Electronic Music: Synthesis and Sampling II (Software technology)	3
MUM	1662	Live Sound Reinforcement Techniques	3
MUM	1942	Internship: Sound Engineering I	3
MUM	2609	Critical Listening: Analysis of Contemporary Production Techniques	3
MUM	2945	Internship: Sound Engineering II	3
MUT	1001	Fundamentals of Music **OR**	3
MUT	1111	Music Theory I **OR**	(3)
MUT	2341	Commercial Music Theory and Arranging I	(3)
Electives:		See Suggested Electives Listed Below (2 credits)	2

OR

SUBPLAN B: COMPOSITION (23 credits)

MUC	1606	A Composer's Guide to the Recording Studio	3
MUC	1616	Introduction to Film Scoring	2
MUC	1618	Film Scoring II	2
MUC	1619	Film Scoring III	2
MUC	2000	Songwriting	2
MUT	2341	Commercial Music Theory and Arranging I	3
MUT	2341L	Commercial Ear Training I	1
MUT	2342	Commercial Music Theory and Arranging II	3
MUT	2342L	Commercial Ear Training II	1
Electives:		See Suggested Electives Listed Below (4 credits)	4

OR

SUBPLAN C: PERFORMANCE (23 credits):

MUT	2341	Commercial Music Theory and Arranging I	3
MUT	2341L	Commercial Ear Training I	1
MUT	2342	Commercial Music Theory and Arranging II	3

MUT	2342L	Commercial Ear Training II	1
AND			
MVK	1111	Class Piano I	1
MVK	2121	Class Piano II	1
OR			
MVJ	1010	Jazz Piano I	(1)
MVJ	2020	Jazz Piano II	(1)
OR			
MVK	1011	Applied Piano I	(1)
MVK	2021	Applied Piano II	(1)

ENSEMBLES (5 credits):

MUN	1031	Rock Ensemble I	(1)
MUN	1032	Rock Ensemble II	(1)
MUN	1710	Jazz Band	(1)
MUN	1711	Jazz Combo	(1)
MUN	1712	Jazz Combo II	(1)
MUN	1718	Rhythm & Blues Ensemble	(1)
MUN	1810	Steel Drum Ensemble	(1)
MUN	2004	Recording Studio Ensemble	(1)
MUN	2709	Rhythm Section Boot Camp	(1)
MUN	2719	Rhythm & Blues Ensemble II	(1)

APPLIED LESSON ELECTIVES: (8 credits)

MUM	1034	Vocal Coaching for the Recording Studio	(2)
MUM	2035	Vocal Coaching for the Recording Studio II	(2)
MVB	1317	Brass for Rock, Jazz, Blues, & Funk I	(2)
MVB	2327	Brass for Rock, Jazz, Blues, & Funk II	(2)
MVJ	1010	Jazz Piano I	(2)
MVJ	2020	Jazz Piano II	(2)
MVK	1115	Pop Piano I	(2)
MVK	1215	Keyboard for Rock, Jazz, Blues, & Funk I	(2)
MVK	2125	Pop Piano II	(2)
MVK	2225	Keyboards for Rock, Jazz, Blues and Funk II	(2)
MVP	1317	Drums for Rock, Jazz, Blues, & Funk I	(2)
MVP	2327	Drums for Rock, Jazz, Blues, & Funk II	(2)
MVS	1317	Electric Bass for Rock, Jazz, Blues, & Funk I	(2)
MVS	1318	Electric Guitar for Rock, Jazz, Blues, & Funk I	(2)
MVS	2327	Electric Bass for Rock, Jazz, Blues, & Funk II	(2)
MVS	2328	Electric Guitar for Rock, Jazz, Blues, & Funk II	(2)
MVV	1317	Contemporary Vocal Style I	(1-2)
MVV	2327	Contemporary Vocal Style II	(1-2)
MVW	1317	Woodwinds for Rock, Jazz, Blues, & Funk I	(2)
MVW	2327	Woodwinds for Rock, Jazz, Blues, & Funk II	(2)

Suggested Elective Choices: (For Subplans A and B, if course has not all ready been taken)

DAA	1810	Stage Movement Technique	1
MUC	1603	Analysis of Song Lyrics	3
MUC	1606	A Composers Guide to the Recording Studio	3
MUC	2001	Songwriting II	2
MUH	2052	Music of the World	3
MUL	1017	History of Rock I (1950-1969)	3
MUL	2018	History of Rock II (1970-1989)	3
MUL	2019	History of Rock III (1990-Present)	3
MUL	2380	History of Popular Music	3
MUM	1030	Performance Techniques	1
MUM	1623	Electronic Music: Synthesis and Sampling I (History, theory, and hardware)	3
MUM	1624	Electronic Music: Synthesis and Sampling II (Software technology)	3
MUM	1629	Audio Mixing Techniques I	3
MUM	1629L	Audio Mixing Techniques I-Lab	1
MUM	2609	Critical Listening: Analysis of Contemporary Production Techniques	3
MUM	2612	Critical Listening II: Analysis of Contemporary Production Techniques	3
MUM	2640	Post Production Sound	3
MUM	2670	Avid Pro Tools 101/110	3
MUM	2671	Avid Pro Tools 201/210	3
MUM	2672	Pro Tools for Game Audio (PT130)	3
MUM	2677	Live Sound Reinforcement Techniques II	3

MUM	2678	Audio Mixing Techniques II	3
MUM	2678L	Audio Mixing Techniques II-Lab	1
MUM	2680	Audio Engineering Foundations	3
MUN	1031	Rock Ensemble I	1
MUN	1032	Rock Ensemble II	1
MUN	1441	Hand Drumming Techniques	1
MUN	1700	Improvisation Techniques	1
MUN	1710	Jazz Band	1
MUN	1711	Jazz Combo	1
MUN	1712	Jazz Combo II	1
MUN	1718	Rhythm & Blues Ensemble	1
MUN	1810	Steel Drum Ensemble	1
MUN	2004	Recording Studio Ensemble	1
MUN	2022	Laptop and Electronic Arts Ensemble	1
MUN	2719	Rhythm & Blues Ensemble II	1
MUN	2720	Contemporary Vocal Performance Fundamentals	1
MVK	1111	Class Piano I	1
MVK	2121	Class Piano II	1

TOTAL PROGRAM HOURS 63

NURSING (R.N.)
(NURSE-AS)
ASSOCIATE IN SCIENCE DEGREE

http://www.spcollege.edu/program/NURSE-AS

(Fully transferable to Bachelor's Degree at SPC or to any state university in Florida)

Gail Burt, Program Administrator and Curriculum Coordinator (727) 341-3618

Before entering the first term of the Nursing "program courses" students must complete a minimum of 11 credits from the general education and/or support courses listed below. General education and support courses do not have to be completed in the order listed. Candidates will also complete the Health Programs Application form. Please see a counselor or advisor. Access to a computer is helpful!

Program begins in August and January with a day and evening format

PRE-ENTRY REQUIREMENTS (11 credits)

BSC	2085		Human Anatomy & Physiology I	3
BSC	2085L		Human Anatomy & Physiology Laboratory I	1
BSC	2086		Human Anatomy & Physiology II	3
BSC	2086L		Human Anatomy & Physiology Laboratory II	1
PSY	1012	**	General Psychology or (Honors)	3

** Computer/Information Literacy Competency Requirement

GENERAL EDUCATION COURSES (9 credits)

Enhanced World View Requirement*

ENC	1101		Composition I or (Honors)	3
SPC	1017		Introduction to Speech Communication **OR** (SPC 1017H, 1065, 1608 or 1608H)	3
Humanities/Fine Arts Approved Course *				3

*Visit www.spcollege.edu/program/GENR-AS for details

SUPPORT COURSES (10 credits)

MCB	2010	*	Microbiology	3
MCB	2010L	*	Microbiology Laboratory	1
STA	2023	*.**	Elementary Statistics or (Honors)	3
PHI	1600	*.**	Studies in Applied Ethics **OR** (PHI 1602H, 1631, 2635, or 2649)	3

PROGRAM COURSES

1st TERM IN PROGRAM (9 credits)

NUR	1021C	Nursing 1	9

2nd TERM IN PROGRAM (11 credits)

NUR	1142C	Application of Pharmacology Concepts in Nursing Therapy	1
NUR	1211C	Nursing II	10

3rd TERM IN PROGRAM (10 credits)

NUR	2511C	Psychosocial Nursing	1
NUR	2462C	Nursing III	9

4th TERM IN PROGRAM (12 credits)

NUR	2731C	Nursing IV	8
NUR	2813	Role Transition in Nursing	1
NUR	2811C	Nursing Care Management Practicum	3

TOTAL PROGRAM HOURS 72

* PHI 1600, MCB 2010-2010L and STA 2023 must be taken before Nursing IV (NUR 2731C)

** Counts towards General Education Requirements.

NOTE: Any student who makes a grade of less than "C" in a course in the nursing program that is a prerequisite to a nursing course will be ineligible to continue in the nursing program. Likewise, the clinical component of any nursing rotation must be satisfactorily passed. An overall 2.0 average is required to enroll in sophomore nursing courses. Credit must be earned in or prior to the prescribed sequence.

NOTE: Nursing theory courses are available on-line or classroom.

NURSING (R.N.)
LPN Transitional Program
(NURSE-AS)
ASSOCIATE IN SCIENCE DEGREE

(Fully transferable to Bachelor's Degree at SPC or to any state university in Florida)

Gail Burt, Program Administrator and Curriculum Coordinator (727) 341-3618

**** The day program begins in May. The evening program begins August and January. ****

Access to a computer is helpful!

PRE-ENTRY REQUIREMENTS (14 credits)

BSC	2085		Human Anatomy & Physiology I	3
BSC	2085L		Human Anatomy & Physiology Laboratory I	1
BSC	2086		Human Anatomy & Physiology II	3
BSC	2086L		Human Anatomy & Physiology Laboratory II	1
Humanities/Fine Arts Approved Course****				3
PSY	1012	**	General Psychology or (Honors)	3

** Computer/Information Literacy Competency Requirement

GENERAL EDUCATION COURSES (6 credits)

Enhanced World View requirement *

ENC	1101		Composition I	3
SPC	1017		Introduction to Speech Communication **OR** (SPC 1017H, 1065, 1608 or 1608H)	3

*Visit www.spcollege.edu/program/GENR-AS for details

SUPPORT COURSES (10 credits)

MCB	2010	*	Microbiology	3
MCB	2010L	*	Microbiology Laboratory	1
STA	2023	***	Elementary Statistics or (Honors)	3
PHI	1600	***	Studies in Applied Ethics **OR** (PHI 1602H, 1631, 2635, 2649)	3

1st TERM IN PROGRAM (20 credits)

NUR	1060C	Nursing Process/Physical Assessment	2
NUR	1001C	Transition to Professional Nursing	7
Advanced Placement Credit			**11**

2nd TERM IN PROGRAM (10 credits)

NUR	2511C	Psychosocial Nursing	1
NUR	2462C	Nursing III	9

3rd TERM IN PROGRAM (12 credits)

NUR	2731C	Nursing IV	8
NUR	2811C	Nursing Care Management Practicum	3
NUR	2813	Role Transition in Nursing	1

TOTAL PROGRAM HOURS 72

* MCB 2010-2010L, PHI 1600 and STA 2023 must be taken prior to Nursing IV (NUR 2731.)

** Counts towards General Education Requirements.

NOTE: Any student who makes a grade of less than "C" in a course in the nursing program that is a prerequisite to a nursing course will be ineligible to continue in the nursing program. Likewise, the clinical component of any nursing rotation must be satisfactorily passed. An overall 2.0 average is required to enroll in sophomore nursing courses. Credit must be earned in or prior to the prescribed sequence.

NOTE: Nursing theory courses are available on-line and in classroom.

** If admitted in May, you will have needed to complete additional general education courses prior to admission in order to graduate within the three semesters.

PARALEGAL STUDIES
(LEGAL-AS)
ASSOCIATE IN SCIENCE DEGREE

http://www.spcollege.edu/program/LEGAL-AS

(Transferable to Paralegal Studies BAS degree at SPC)

Dr. Susan Demers, Dean, (727) 791-2501

The goal of this program is to train students for entry-level employment as legal assistants (paralegals) in law firms, governmental entities and corporate legal departments. Paralegals work under the supervision of attorneys to provide non-clerical professional support in the delivery of legal services to clients and the community. Paralegals are not licensed to practice law. Graduates are prepared to assist in interview and investigation, legal research, discovery and litigation support and design and development of new procedures. Courses provide for specialization in three areas to be selected from the following: Estate and Guardianship Administration, Corporations, Real Estate, Family Law, Civil Litigation or Criminal Litigation. Legal Specialty courses are offered only at night and not every course is offered every semester. Program is directed from the Clearwater campus with a majority of the classes held at the Caruth Health Center in Pinellas Park. The SPC Legal Assisting Program is approved by the American Bar Association.

Students entering the program are encouraged to attend a special orientation held each session for new and interested students. Computer skills are essential for employability and should be acquired early in the program.

GENERAL EDUCATION COURSES (21 credits)

Enhanced World View Requirement*			
ENC	1101	Composition I or (Honors)	3
ENC	1102	Composition II or (Honors)	3
SPC	1017	Introduction to Speech Communication **OR** (SPC 1017H, 1065, 1608 or 1608H)	3
Humanities/Fine Arts Approved Course*			3
Mathematics		One college-level course with MAC, MAP, MAS, MGF, MTG or STA prefix	3
Social & Behavioral Sciences Approved Course*			3
PHI	1631	Studies in Professional Ethics **OR** (PHI 1600, 1602H, 2635 or 2649)	3
Computer/Information Literacy Competency Requirement			

*View www.spcollege.edu/program/GENR-AS for details

SUPPORT COURSES (3 credits)

ACG	2021	Financial Accounting	3

MAJOR COURSES (40 credits)

BUL	2241	Business Law I	3
PLA	1003	Introduction to Paralegalism	3
PLA	1104	Legal Research and Writing	3
PLA	1361	Techniques of Interview and Investigation	3
PLA	1730	Computerized Legal Research	1
PLA	1763	Law Office Management	3
PLA	2114	Advanced Legal Research	3
PLA	2940	Legal Assisting Seminar and Work Experience	3

SPECIALTY AREA ELECTIVES – Select 3 areas (minimum 18 credits) 18

Area I: ESTATE AND GUARDIANSHIP – 6 credits

PLA	2601	Wills, Trusts and Estates
PLA	2603	Guardianship and Elder Law

Area II: CORPORATE – 6 credits

BUL	2242	Business Law II
PLA	2433	Business Organizations

Area III: REAL ESTATE – 7 credits

REE	1040	Real Estate Principles and License Law
PLA	2610	Real Estate Transactions

Area IV: CIVIL LITIGATION – 6 credits

PLA	2203-2223	Civil Litigation I, II

Area V: CRIMINAL LITIGATION – 6 credits

PLA	2303-2323	Criminal Litigation I, II

Area VI: FAMILY LAW – 6 credits

PLA	2800-2801	Family Law I, II

TOTAL PROGRAM HOURS 64

PARKS AND LEISURE SERVICES
(PALS-AS)
ASSOCIATE IN SCIENCE DEGREE

http://www.spcollege.edu/program/PALS-AS
Larry Goldsmith, Instructor-in-Charge, SE (727) 394-6021

GENERAL EDUCATION COURSES (27 credits)

Enhanced World View requirement *			
ENC	1101	Composition I or (Honors)	3
ENC	1102	Composition II or (any approved Literature course)*	3
SPC	1017	Introduction to Speech Communication **OR** (SPC 1017H, 1065, 1608 or 1608H)	3
Humanities/Fine Arts Approved Course*			3
Mathematics		One college-level course with MAC, MAP, MAS, MGF, MTG or STA prefix	3
PSY	1012	General Psychology or (Honors)	3
BSC	2250C	Field Biology of Florida with Lab	3
PHI	1600	Studies in Applied Ethics **OR** (PHI 1602H, 1631, 2635 or 2649)	3
CGS	1100	Computer Applications	3

*Visit http://www.spcollege.edu/program/GENR-AS for details

SUPPORT COURSES (21 credits)

ACG	2021	Financial Accounting	3
BUL	2131	Legal Environment of Business	3
DEP	2004	Developmental Psychology of the Life Span	3
HFT	1210	Supervision in the Hospitality Industry	3
HFT	1500	Marketing in the Hospitality Industry	3
EVS	1001	Introduction to Environmental Sustainability **OR**	3
EVR	1328	Natural Resources Conservation and Management	(3)
MAN	2021	Principles of Management	3

MAJOR COURSES (15 credits)

LEI	1005	Introduction to Parks and Leisure Services	3
LEI	1401	Parks and Leisure Program Design	3
LEI	1404C	Applied Parks and Leisure Program Design	3
LEI	1603	Introduction to Parks and Leisure Grounds and Facilities	3
LEI	2949	Co-op Work Experience	3

TOTAL PROGRAM HOURS 63

PHOTOGRAPHIC TECHNOLOGY
(PGY-AS)
ASSOCIATE IN SCIENCE DEGREE

http://www.spcollege.edu/program/PGY-AS
(Courses offered on the Clearwater Campus)
Dr. Jonathan Steele, Dean, CL (727) 791-5987
Barton Gilmore, CL (727) 791-2685

The Photographic Technology Program at St. Petersburg College will prepare students to work with comprehensive technical and theoretical training in commercial, advertising and industrial photography and a wide range of photographic and imaging technologies. Students will be qualified to apply to work in advertising agencies, design and photographic studios, digital labs, and other businesses utilizing photography for display and sales.

Students will develop entry-level skills for the editorial, advertising, fine art and photo technology fields. The program provides an excellent means to explore an interest in photography either as a hobby or for professional development. It is ideal for those who wish to enhance their knowledge of commercial photography, or to complement careers in public relations, graphic design or writing.

GENERAL EDUCATION COURSES (18 credits)

Enhanced World View requirement *			
ENC	1101	Composition I or (Honors)	3
SPC	1017	Introduction to Speech Communication **OR** (SPC 1017H, 1065, 1608 or 1608H)	3
ARH	2051	Art History II	3
Mathematics		One college level course with MAC, MAP, MAS, MGF, MTG or STA prefix	3
Social & Behavioral Sciences Approved Course*			3
PHI	1600	Studies in Applied Ethics **OR** (PHI 1602H, 1631, 2635 or 2649)	3
Computer/Information Literacy Competency Requirement			

*Visit www.spcollege.edu/program/GENR-AS for details

MAJOR COURSES (46 credits) – Grade of C or higher required

ARH	1000	Understanding Art **OR**	3
PGY	2000	History of Photography	(3)
ART	1201C	Design I	3
ART	1300C	Drawing I	3
DIG	2115C	Digital Imaging	3
PGY	2107C	Large format Photography	3
PGY	2110C	Color Photography	3
PGY	2201C	Photography Studio Lighting	3
PGY	2215C	Professional Studio Portraiture	4
PGY	2401C	Photography I	3
PGY	2404C	Intermediate Photography	3
PGY	2446C	Alternative Process/Photography	3
PGY	2470C	Themes for Photographers	3
PGY	2475C	Portfolio Development	3
PGY	2801C	Digital Photography	3
PGY	2940C	Professional Practices/Internship	3

TOTAL PROGRAM HOURS 64

PHYSICAL THERAPIST ASSISTANT
(PTA-AS)
ASSOCIATE IN SCIENCE DEGREE

http://www.spcollege.edu/program/PTA-AS
Rebecca Kramer, Program Director and Curriculum Coordinator (727) 341-3614
kramer.rebecca@spcollege.edu

(Transferable to a Bachelor's degree in Health Services Administration at SPC.)

PROGRAM BEGINS EVERY AUGUST

All Physical Therapist Assistant courses (PHT) are given only at the Health Education Center at 7200 66th St. N., Pinellas Park.

Due to the time-intensive nature of the PTA program courses, it is highly recommended that students complete as many of the general education and support courses as possible prior to entry into the program. Candidates will also complete the Health Programs Application. It is recommended that all students applying to the PTA program see a counselor or advisor at the Health Education Center.

PRE-ENTRY REQUIREMENTS (9 credits)

Grade of "C" or higher required for BSC 2085/L in order to progress to the first term of the PTA Program

BSC	2085	Human Anatomy & Physiology I	3
BSC	2085L	Human Anatomy & Physiology Laboratory I	1
ENC	1101	Composition I or (Honors)	3
HSC	1531	Medical Terminology	2

Computer/Information Literacy Competency Requirement

GENERAL EDUCATION COURSES (15 credits)

Enhanced World View Requirement*

SPC	1017	***	Introduction to Speech Communication **OR** (SPC 1017H, 1065, 1608H or 1608)	3
HUM	2270	**	Humanities (East-West Synthesis) * **OR**	3
REL	2300	**	World Religions *	(3)
Mathematics		***	One college-level course with MAC, MAP, MAS, MGF, MTG or STA prefix	3
PSY	1012	**	General Psychology or (Honors)	3
PHI	2635	*	Healthcare Ethics Applied **OR** (PHI 1600, 1602H, 1631 or 2649)	3

*Visit www.spcollege.edu/program/GENR-AS for details

SUPPORT COURSES (8 credits)

BSC	2086	*	Human Anatomy & Physiology II	3
BSC	2086L	*	Human Anatomy & Physiology Laboratory II	1
DEP	2004	***	Developmental Psychology of the Life Span	3
HSC	1149C	**	General Pharmacology for Health Professionals	1

PROGRAM COURSES

1st TERM IN PROGRAM (11 credits)

PHT	1121	Functional Anatomy and Kinesiology	3
PHT	1121L	Functional Anatomy and Kinesiology Laboratory	2
PHT	1200	Introduction to Basic Patient Care	3
PHT	1200L	Basic Patient Care Laboratory	3

2nd TERM IN PROGRAM (11 credits)

PHT	1217	Physical Therapy Principles and Procedures	3
PHT	1217L	Physical Therapy Principles and Procedures Laboratory	3
PHT	2252	Orthopedic Disabilities and Treatment	3
PHT	2252L	Orthopedic Disabilities and Treatment Laboratory	2

3rd TERM IN PROGRAM (3 credits)

PHT	1801L	Physical Therapy Clinical Practice I	3

4th TERM IN PROGRAM (7 credits)

PHT	2162	Neurological Disabilities and Treatment	3
PHT	2220	Therapeutic Exercise in Physical Therapy	2
PHT	2220L	Therapeutic Exercise in Physical Therapy Laboratory	2

5th TERM IN PROGRAM (10 credits)

PHT	2810L	Physical Therapy Clinical Practice II	4
PHT	2931	Trends in Physical Therapy	2
PHT	2820L	Physical Therapy Clinical Practice III	4

TOTAL PROGRAM HOURS 74

* BSC 2086-2086L and PHI 2635 must be taken before PHT 1217-1217L.
** HSC 1149C, HUM 2270 (or REL2300), and PSY 1012 must be taken before PHT 1801L.
*** SPC 1017, Mathematics, and DEP 2004 must be taken before PHT 2810L.

RADIOGRAPHY
(RAD-AS)
ASSOCIATE IN SCIENCE DEGREE

John Fleming, Program Administrator and Curriculum Coordinator, (727) 341-3758

http://www.spcollege.edu/program/RAD-AS

Board Rule 6Hx23-4.68

(Transferable to a Bachelor's Degree in Health Services Administration at SPC)

PROGRAM BEGINS IN JANUARY

Before entering the first term of the Radiography "program courses" students are encouraged to begin general education courses and must complete the pre-entry requirements. General education and support courses do not have to be completed in the order listed. Candidates will also complete the Health Programs Application form. Please see a counselor or advisor.

PRE-ENTRY REQUIREMENTS (7 credits) – Grade of C or higher required

BSC	2085		Human Anatomy & Physiology I	3
BSC	2085L		Human Anatomy & Physiology Laboratory I	1
MAC	1105	*	College Algebra or any college math with an MAC prefix	3

GENERAL EDUCATION COURSES (15 credits)

Enhanced World View Requirement*				
ENC	1101		Composition I or (Honors)	3
SPC	1017		Introduction to Speech Communication **OR** (SPC 1017H, 1065, 1608 or 1608H)	3
Humanities/Fine Arts Approved Course*				3
Social & Behavioral Sciences Approved Course*				3
PHI	1600		Studies in Applied Ethics **OR** (PHI 1602H, 1631, 2635 or 2649)	3

*Visit www.spcollege.edu/program/GENR-AS for details

SUPPORT COURSES (7 credits)

BSC	2086		Human Anatomy & Physiology II	3
BSC	2086L		Human Anatomy & Physiology Laboratory II	1
CGS	1100	*	Computer Applications	3

PROGRAM COURSES (48 credits)

1st TERM IN PROGRAM (10 credits)

RTE	1000	Orientation to Radiography	3
RTE	1418	Principles of Imaging I	2
RTE	1418L	Principles of Imaging I Lab	1
RTE	1503C	Radiographic Procedures I	3
RTE	1503L	Radiographic Procedures I Lab	1

2nd TERM IN PROGRAM (6 credits)

RTE	1513C	Radiographic Procedures II	2
RTE	1513L	Radiographic Procedures II Lab	1
RTE	1804L	Radiographic Clinical Education I	3

3rd TERM IN PROGRAM (11 credits)

RTE	1458	Principles of Imaging II	3
RTE	1473L	Radiographic Quality Assurance Lab	1
RTE	1814L	Radiographic Clinical Education II	5
RTE	2385	Radiation Biology	2

4th TERM IN PROGRAM (7 credits)

RTE	2613	Radiation Physics	2
RTE	2824L	Radiographic Clinical Education III	5

5th TERM IN PROGRAM (6 credits)

RTE	2782	Radiographic Pathology	2
RTE	2834L	Radiographic Clinical Education IV	4

6th TERM IN PROGRAM (8 credits)

RTE	2563	Advanced Medical Imaging	3
RTE	2844L	Radiographic Clinical Education V	5

TOTAL PROGRAM HOURS 77

* Counts towards General Education Requirements.

RESPIRATORY CARE
(RESC-AS)
ASSOCIATE IN SCIENCE DEGREE

Dr. Stephen Mikles, Program Administrator (727) 341-3629
http://www.spcollege.edu/program/RESC-AS

(Transferable to a Bachelor's degree in Health Services Administration at SPC.)

Before entering the first term of the Respiratory Care "program courses" students must complete a minimum of 12 credits from the general education and/or support courses listed below including BSC 2085 and BSC 2085L with a grade of "C" or better. Students must also complete a minimum of four (4) hours of observation, volunteer service, or work experience in a respiratory care department. General education and support course do not have to be completed in the order listed. Candidates will also complete the Health Programs Application form. Please see a counselor or advisor.

GENERAL EDUCATION COURSES (18 credits)

Enhanced World View Requirement*			
ENC	1101	Composition I or (Honors)	3
SPC	1017	Introduction to Speech Communication **OR** (SPC 1017H, 1065, 1608 or 1608H)	3
Humanities/Fine Arts Approved Course*			3
Mathematics		One college-level course with MAC, MAP, MAS, MGF, MTG or STA prefix	3
Social & Behavioral Sciences Approved Course*			3
PHI	1600	Studies in Applied Ethics **OR** (PHI 1602H, 1631, 2635 or 2649)	3
Computer/Information Literacy Competency Requirement			

*Visit www.spcollege.edu/program/GENR-AS for details

SUPPORT COURSES (12 credits)

BSC	2085	Human Anatomy & Physiology I	3
BSC	2085L	Human Anatomy & Physiology Laboratory I	1
BSC	2086	Human Anatomy & Physiology II	3
BSC	2086L	Human Anatomy & Physiology Laboratory II	1
CHM	1025	Introductory Chemistry	3
CHM	1025L	Introductory Chemistry Lab	1

PROGRAM COURSES

1st TERM IN PROGRAM (8 credits)

RET	1007	Respiratory Pharmacology	3
RET	1024	Fundamentals of Respiratory Care	3
RET	1874L	Clinical Practice I	2

2nd TERM IN PROGRAM (8 credits)

RET	1264	Principles of Mechanical Ventilation	3
RET	1485	Cardiopulmonary Physiology	3
RET	1875L	Clinical Practice II	2

3rd TERM IN PROGRAM (6 credits)

RET	2284	Advanced Modalities and Monitoring	2
RET	2876L	Clinical Practice III	4

4th TERM IN PROGRAM (11 credits)

RET	2414	Diagnostic Procedures & Pulmonary Rehabilitation	3
RET	2450	Cardiopulmonary Assessment	2
RET	2877L	Clinical Practice IV	4
RET	2484	Pulmonary Disease	2

5th TERM IN PROGRAM (9 credits)

RET	2244	Life Support	1
RET	2714	Neonatal-Pediatric Respiratory Care	2
RET	2878L	Clinical Practice V	4
RET	2935	Medical-Surgical Aspects of Respiratory Care	2

6th TERM IN PROGRAM (4 credits)

RET	2879L	Clinical Practice VI	4

TOTAL PROGRAM HOURS 76

RESPIRATORY CARE
Paramedic/EMS Transitional Program
(RESC-AS)
ASSOCIATE IN SCIENCE DEGREE

(Transferable to a Bachelor's degree in Health Services Administration at SPC.)

Program begins in January

Before entering the first term of the Respiratory Care "program courses" students must complete a minimum of 12 credits from the general education and/or support courses listed below including BSC 2085 and BSC 2085L with a grade of "C" or better. General education and support courses do not have to be completed in the order listed below. Candidates will also complete the Health Programs Application form. Please see a counselor or advisor.

GENERAL EDUCATION COURSES (18 credits)

Enhanced World View Requirement*			
ENC	1101	Composition I or (Honors)	3
SPC	1017	Introduction to Speech Communication **OR** (SPC 1017H, 1065, 1608 or 1608H)	3
Humanities/Fine Arts Approved Course*			3
Mathematics		One college-level MAC, MAP, MAS, MGF, MTG or STA prefix	3
Social & Behavioral Sciences Approved Course*			3
PHI	1600	Studies in Applied Ethics **OR** (PHI 1602H, 1631, 2635 or 2649)	3
Computer/Information Literacy Competency Requirement			

*Visit www.spcollege.edu/program/GENR-AS for details

SUPPORT COURSES (26 credits)

CHM	1025	Introductory Chemistry	3
CHM	1025L	Introductory Chemistry Lab	1

ADVANCED PLACEMENT CREDIT **22**

PROGRAM COURSES

1st TERM (6 credits)

RET	1264	Principles of Mechanical Ventilation	3
RET	1485	Cardiopulmonary Physiology	3

2nd TERM (2 credits)

RET	2284	Advanced Modalities and Monitoring	2

3rd TERM (11 credits)

RET	2414	Diagnostic Procedures and Pulmonary Rehabilitation	3
RET	2450	Cardiopulmonary Assessment	2
RET	2484	Pulmonary Disease	2
RET	2877L	Clinical Practice IV	4

4th TERM (9 credits)

RET	2244	Life Support	1
RET	2714	Neonatal-Pediatric Respiratory Care	2
RET	2878L	Clinical Practice V	4
RET	2935	Medical-Surgical Aspects of Respiratory Care	2

5th TERM (4 credits)

RET	2879L	Clinical Practice VI	4

TOTAL PROGRAM HOURS 76

RESPIRATORY CARE
Certified Therapists Transitional Program
(RESC-AS)
ASSOCIATE IN SCIENCE DEGREE

(Transferable to a Bachelor's degree in Health Services Administration at SPC.)

Program begins in January

Before entering the first term of the Respiratory Care "program courses" students must complete a minimum of 12 credits from the general education and/or support courses listed below including BSC 2085 and BSC 2085L with a grade of "C" or better. General education and support courses do not have to be completed in the order listed below. Candidates will also complete the Health Programs Application form. Please see a counselor or advisor.

GENERAL EDUCATION COURSES (18 credits)

Enhanced World View requirement *			
ENC	1101	Composition I or (Honors)	3
SPC	1017	Introduction to Speech Communication **OR** (SPC 1017H, 1065, 1608 or 1608H)	3
Humanities/Fine Arts Approved Course*			3
Mathematics		One college-level MAC, MAP, MAS, MGF, MTG or STA prefix	3
Social & Behavioral Sciences Approved Course*			3
PHI	1600	Studies in Applied Ethics **OR** (PHI 1602H, 1631, 2635 or 2649)	3
Computer/Information Literacy Competency Requirement			

*Visit www.spcollege.edu/program/GENR-AS for details

SUPPORT COURSES (38 credits)

BSC	2085	Human Anatomy & Physiology I	3
BSC	2085L	Human Anatomy & Physiology Laboratory I	1
BSC	2086	Human Anatomy & Physiology II	3
BSC	2086L	Human Anatomy & Physiology Laboratory II	1
CHM	1025	Introductory Chemistry	3
CHM	1025L	Introductory Chemistry Lab	1
ADVANCED PLACEMENT CREDIT			**26**

PROGRAM COURSES

1st TERM (6 credits)

RET	1264	Principles of Mechanical Ventilation	3
RET	1485	Cardiopulmonary Physiology	3

2nd TERM (2 credits)

RET	2284	Advanced Modalities and Monitoring	2

3rd TERM (7 credits)

RET	2484	Pulmonary Disease	2
RET	2450	Cardiopulmonary Assessment	2
RET	2414	Diagnostic Procedures & Pulmonary Rehabilitation	3

4th TERM (5 credits)

RET	2244	Life Support	1
RET	2714	Neonatal-Pediatric Respiratory Care	2
RET	2935	Medical-Surgical Aspects of Respiratory Care	2

TOTAL PROGRAM HOURS 76

SIGN LANGUAGE INTERPRETATION
(INTRP-AS)
ASSOCIATE IN SCIENCE DEGREE

http://www.spcollege.edu/program/INTRP-AS

Dr. Martha Campbell, Dean (727) 791-2570

The Sign Language Interpretation Program is designed to provide students with sign language skills, an understanding of deaf culture, knowledge of the interpreter's role and skill development to prepare students for the profession of sign language interpreting. Professional interpreters provide a link between deaf and hearing individuals in a variety of situations, including educational, religious, medical and mental health settings. The passing of the Americans with Disabilities Act (ADA) has created an increase in part-time and full-time positions available for credentialed interpreters who have initiative and ability.

Students who successfully complete the program in interpreter training at St. Petersburg College will earn an Associate in Science degree. Graduates are encouraged to take the Florida Registry of Interpreters for the Deaf Quality Assurance Screening for state qualification to obtain credentials necessary for employment. SPC is also an RID approved site for the national Certification Maintenance Program for certified interpreters to receive continuing education units.

In addition, the program, based at the Clearwater Campus, offers opportunities for student trainees to experience Deaf culture and a wide variety of sign language styles.

This program has been developed with guidelines from the following agencies: 1) Registry of Interpreters for the Deaf, 8719 Colesville Road, Suite 310, Silver Springs, MD 20910-3919, telephone (301) 608-0050; 2) National Association of the Deaf, American Sign Language Teachers' Association, William Newell, Chairperson, National Technical Institute for the Deaf, P. O. Box 9887, Rochester, NY 14623, telephone (716) 475-6275 (V/TTY); 3) Conference of Interpreter Trainers, Myra Taft-Watson, University of Arkansas at Little Rock, Department of Rehabilitation, 2801 South University Avenue, ADS 107, Little Rock, AK 72204-1099, telephone (501) 569-3169.

GENERAL EDUCATION COURSES (21 credits)

Enhanced World View Requirement*			
ENC	1101	Composition I or (Honors)	3
ENC	1102	Composition II or (Honors)	3
SPC	1017	Introduction to Speech Communication **OR** (SPC 1017H, 1065, 1608 or 1608H)	3
Humanities/Fine Arts Approved Course *			3
Mathematics		One college-level course with a MAC, MAP, MAS, MGF, MTG or STA prefix	3
POS	2041	American National Government or (Honors)	3
PHI	1600	Studies in Applied Ethics **OR** (PHI 1602H, 1631, 2635 or 2649)	3
Computer/Information Literacy Competency Requirement			

*Visit www.spcollege.edu/program/GENR-AS for details

SUPPORT COURSES (23 credits) – Grade of "C" or higher required

ASL	1510	Introduction to Deaf Culture	3
ASL	1140C	Basic American Sign Language with Lab	4
ASL	1150C	Intermediate American Sign Language with Lab	4
ASL	1160C	Advanced American Sign Language with Lab	4
ASL	1300	Structure of American Sign Language	3
ASL	1430	Fingerspelling	2
PSY	1012	General Psychology **OR**	3
SYG	2000	Introductory Sociology	(3)

MAJOR COURSES (28 credits) – Grade of "C" or higher required

INT	1000	Fundamentals of Interpreting	2
INT	1000L	Fundamentals Lab	2
INT	1480	Interpreting Specialized Topics	3
INT	1400	Issues in Educational Interpreting	2
INT	1200	Interactive Interpreting	2
INT	1202	Interpreting/Transliterating	4
INT	1231	Voicing I	3
INT	1232	Voicing II	3
INT	1941	Interpreting Practicum	3
INT	1942	Interpreting Internship	4

TOTAL PROGRAM HOURS 72

NOTE: Not all courses are offered every semester. Interpreting courses must be completed in a specific order.

TECHNOLOGY MANAGEMENT
(TECMGT-AS)
ASSOCIATE IN SCIENCE DEGREE

http://www.spcollege.edu/program/TECMGT-AS

(Fully transferable to Technology Management BAS program at SPC)

Dr. Sharon Setterlind, Dean, SP/G (727) 341-4724

GENERAL EDUCATION COURSES (21 credits)

Enhanced World View requirement *			
ENC	1101	Composition I or (Honors)	3
ENC	1102	Composition II or (Honors)	3
SPC	1065	Business and Professional Speaking **OR** (SPC 1017, 1017H, 1608 or 1608H)	3
Humanities/Fine Arts Approved Course *			3
Mathematics	[a]	One college-level course with MAC, MAP, MAS, MGF, MTG or STA prefix	3
Social & Behavioral Sciences Approved Course *			3
PHI	1631	Studies in Professional Ethics **OR** (PHI 1600, 1602H, 2635 or 2649)	3
Computer/Information Literacy Competency Requirement			

*Visit www.spcollege.edu/program/GENR-AS for details

SUPPORT COURSES (15 credits)

ACG	2021		Financial Accounting	3
BUL	2241	[b]	Business Law I	3
MAN	2021		Principles of Management	3
MAN	2340		Supervisory Management	3
MAN	2582		Introduction to Project Management	3

ELECTIVES – Select 6 credits:

ACG	2071	[c]	Managerial Accounting	(3)
FIN	1000		Principles of Finance	(3)
GEB	1011		Introduction to Business	(3)
MAN	2604		Intercultural Relations in Business	(3)
MAR	2321		Advertising	(3)

MAJOR COURSES (12 credits)

CET	1171C		Computer Repair Essentials	3
CGS	1XXX		Web Foundations/ Essentials	3
CIS	2321		Systems Analysis and Design	3
CNT	1000		Local Area Network Concepts	3

ELECTIVES - Select 9 credits:

CET	1600		Networking Fundamentals	(3)
CET	1610		Routing Protocols and Concepts	(3)
CET	1172C		Computer Support Technician	(3)
CGS	1000		Introduction to Computers and Programming	(3)
CGS	1100	[d]	Microcomputer Applications	(3)
CGS	1178		Web Scripting with CGI/PERL and JavaScript	(3)
CGS	1937		CGI Scripts using PERL II	(3)
CGS	2402		Programming in C++ for Business	(3)
COP	2250		Java Programming I	(3)
COP	2362		Advanced Programming with C#	(3)
COP	2800		Java Programming II	(3)
COP	2837		Visual Basic.Net Programming I	(3)
COP	2838		Visual Basic.Net Programming II	(3)
CTS	1120		Introduction to Network Security Foundations	(3)
CTS	1327		Installing and Configuring Microsoft Windows Server	(3)
CTS	1328		Planning and Administering Windows Server	(3)
CTS	2106		Fundamentals of the Linux/Unix Operating Environment	(3)

TOTAL PROGRAM HOURS 63

[b] Required for BAS transfer.
[c] Students transferring to a four-year institution must take ACG 2071.
[d] Satisfies the general education computer literacy requirement.

VETERINARY TECHNOLOGY
(VETTC-AS)
ASSOCIATE IN SCIENCE DEGREE

Dr. Richard Flora, Dean and Curriculum Coordinator, HEC (727) 341-3653

http://www.spcollege.edu/program/VETTC-AS

ON CAMPUS PROGRAM BEGINS IN AUGUST

Before entering the first term of the On Campus Veterinary Technology "program courses", all students must have completed at least 18 of the 22 credits of the required Veterinary Technology general education and support courses including composition, mathematics, and biology. Students may take the general education and support courses at any regionally accredited college or university, or they may complete them through St Petersburg College campus or distance education courses. The general education and/or support courses do not have to be taken in the order listed. Applicants must have worked or volunteered in a veterinary hospital at least 40 hours prior to applying for admission to fulfill the clinical observation requirement. Candidates will also complete the Health Programs Application form and the Veterinary Hospital Observation and Discussion form before they will be considered for acceptance into the Veterinary Technology Program. Please see a counselor and/or advisor.

The complete on campus program application includes the following:

a. The general college application and the $40 fee for new students at SPC.
b. The Health Programs Application form.
c. The Hospital Observation and Discussion form.
d. Transcripts from your high school (if no college degree) and any colleges you have attended sent directly to SPC from each school.

Applicants are considered as soon as their file is complete.

GENERAL EDUCATION COURSES (18 credits)

Enhanced World View Requirement*			
ENC	1101	Composition I or (Honors)	3
SPC	1017	Introduction to Speech Communication **OR** (SPC 1017H, 1065, 1608 or 1608H)	3
Humanities/Fine Arts Approved Course *			3
Mathematics	[a]	One college-level course with MAC, MAP, MAS, MGF, MTG or STA prefix	3
Social and Behavioral Science Approved Course *			3
PHI	1600	Studies in Applied Ethics **OR** (PHI 1602H, 1631, 2635 or 2649)	3
Computer/Information Literacy Competency Requirement			

*Visit www.spcollege.edu/program/GENR-AS for details

SUPPORT COURSES (4 credits)

Biological Sciences	Any BSC Biology course and Lab **OR**	3, 1
Biology/Biology Lab	Transferable college-level Biology **OR** Zoology and Lab	(3, 1)

FALL TERM IN PROGRAM (12 credits)

ATE	1110	Animal Anatomy	3
ATE	1110L	Animal Anatomy Laboratory	1
ATE	1211	Animal Physiology	3
ATE	1311L	Veterinary Office Procedures	1
ATE	1650L	Veterinary Clinical Practice I	1
ATE	1741	Veterinary Medical Terminology	1
ATE	1943	Veterinary Work Experience I	1
ATE	2050C	Small Animal Breeds and Behavior	1

SPRING TERM IN PROGRAM (11 credits)

ATE	1636	Large Animal Clinical and Nursing Skills	2
ATE	1654L	Veterinary Clinical Practice II	1
ATE	1944	Veterinary Work Experience II	1
ATE	2501C	Professional Development Seminar	1
ATE	2631	Animal Nursing I	3
ATE	2656L	Large Animal Clinical and Nursing Skills Lab	1
ATE	2722	Avian & Exotic Pet Medicine	2

FALL TERM IN PROGRAM (14 credits)

ATE	2611	Animal Medicine I	3
ATE	2634	Animal Nursing II	3
ATE	2638	Animal Laboratory Procedure I	3
ATE	2638L	Animal Laboratory Procedure Laboratory	2
ATE	2651L	Animal Nursing & Medicine Laboratory I	2
ATE	2945	Veterinary Work Experience III	1

SPRING TERM IN PROGRAM (14 credits)

ATE	1671L	Laboratory Animal Medicine	1
ATE	2612	Animal Medicine II	3

ATE	2639	Animal Laboratory Procedures II	3
ATE	2639L	Animal Laboratory Procedures Lab II	2
ATE	2653L	Animal Nursing & Medicine Laboratory II	2
ATE	2661	Large Animal Diseases	1
ATE	2710	Animal Emergency Medicine	1
ATE	2946	Veterinary Work Experience IV	1

TOTAL PROGRAM HOURS 73

[a] Suggested course is MGF 1106, but for transfer to upper division science degree programs students should take MAC 1105.

Note: In addition to the schedule listed above, the student, with permission of the program director, may elect to take reduced credit hours each semester and extend the program over eight semesters. Courses must be taken in proper sequence and all other program requirements apply.

Distance Education Program begins in August, January, and May

The Distance Education Program is designed for students who cannot commute to campus. The credit earned by distance education is the same as credit earned on campus. Students may combine distance education courses with on-site courses in order to better accommodate work and family obligations. The difference between local and distance learning is in the method of delivery, not in the content or the desired outcomes.

Before entering the first semester of the Distance Veterinary Technology "program courses" all students must have completed at least 18 of the 22 credits of general education and support courses and be computer literate. Students may take the general education and support courses at any regionally accredited college or university, or they may complete them through St Petersburg College campus or distance education courses. Applicants must have worked or volunteered in a veterinary hospital at least 40 hours prior to applying for admission to fulfill the clinical observation requirement. Students must also be in a veterinary hospital at least 20 hours per week each semester they are enrolled in the distance program. Students must master over 200 tasks and skills, resulting in the need to be in a hospital where there is the opportunity, equipment, supplies, and expertise to be instructed and learn these tasks and skills. Candidates will also complete the Health Programs Application form and the Veterinary Hospital Observation and Discussion form before they will be considered for acceptance into the Veterinary Technology Program. Please contact a counselor and/or advisor.

The Veterinary Technology Distance Education Program is based on the following assumptions:

a. At least 18 of the 22 credits of the general education and support courses are completed including composition, mathematics, and biology prior to admission.
b. Students have the initiative, resourcefulness and perseverance to work independently.
c. Students have a solid relationship with an employer veterinarian.
d. Students have experience using a computer and have access to a computer and the Internet.
e. Students must subscribe to any Internet service.

The complete distance program application includes the following:

a. The general college application and the $35 fee for new students at SPC.
b. The Health Programs Application form.
c. The Hospital Observation and Discussion form.
d. Transcripts from your high school (if no college degree) and any colleges you have attended sent directly to SPC from each school.

Applicants are considered as soon as their file is complete.

Distance Program – Veterinary Technology Courses are designed to be completed in the specific sequence below. Please contact the program director for advice if you wish to make adjustments.

Year One – 17 credits

Term I

ATE	1110	Animal Anatomy	3
ATE	1110L	Animal Anatomy Lab	1
ATE	1741	Veterinary Medical Terminology	1
ATE	2050C	Small Animal Breeds & Behavior	1
			6

Term II

ATE	1311L	Veterinary Office Procedures	1
ATE	1650L	Veterinary Clinical Practice I	1
ATE	1943	Veterinary Work Experience I	1
ATE	2631	Animal Nursing I	3
			6

Term III

ATE	1211	Animal Physiology	3
ATE	1654L	Veterinary Clinical Practice II	1
ATE	1944	Veterinary Work Experience II	1
			5

Year Two – 18 credits

Term I

ATE	2611	Animal Medicine I	3
ATE	2651L	Animal Nursing & Medicine Lab I	2
ATE	2710	Animal Emergency Medicine	1
ATE	2945	Veterinary Work Experience III	1
			7

Term II

ATE	2612	Animal Medicine II	3
ATE	2653L	Animal Nursing & Medicine Lab II	2
ATE	2946	Veterinary Work Experience IV	1
			6

Term III

ATE	2638	Animal Laboratory Procedures I	3
ATE	2638L	Animal lab Procedure Lab	2
			5

Year Three – 16 credits

Term I **Term II**

ATE	2639	Animal Lab Procedures II	3
ATE	2639L	Animal Lab Procedures Lab II	2
ATE	1636	Large Animal Clinical & Nsg Skl	2
			7

ATE	2634	Animal Nursing II	3
ATE	2656L	Large Animal Clin. & Nsg Skls Lab	1
ATE	2661	Large Animal Disease	1
			5

Term III

ATE	1671L	Laboratory Animal Medicine	1
ATE	2722	Avian & Exotic Pet Medicine	2
ATE	2501C	Professional Development Sem	1
			4

WEB SITE DESIGN & MANAGEMENT
(WEBSDM-AS)
ASSOCIATE IN SCIENCE DEGREE

http://www.spcollege.edu/program/WEBSDM-AS
(Transferable to Technology Management BAS program at SPC)
Dr. Sharon Setterlind, Dean, SP/G (727) 341-4724
Nancy Russell, Academic Department Coordinator, SP/G, (727) 341-4724

COURSES IN THE PROGRAM ARE OFFERED IN ALL MODALITIES (FACE-TO-FACE, BLENDED, ONLINE) AND IN 8, 10 AND 16 WEEK FORMATS.

GENERAL EDUCATION COURSES (18 credits)

Enhanced World View requirement *			
ENC	1101	Composition I or (Honors)	3
SPC	1065	Business and Professional Speaking **OR** (SPC 1017, 1017H, 1608 or 1608H)	3
Humanities/Fine Arts Approved Course *			3
Mathematics		One college-level course with an MAC, MAP, MAS, MGF, MTG or STA prefix	3
Social and Behavioral Sciences Approved Course			3
PHI	1631	Studies in Professional Ethics **OR** (PHI 1600, 1602H, 2635 or 2649)	3
Computer/Information Literacy Competency Requirement			

*Visit http://www.spcollege.edu/program/GENR-AS for details

CORE AND SUPPORT COURSES (45 CREDITS) SUGGESTED SEQUENCING IS AS FOLLOWS:

SUBPLAN A: WEB SITE DESIGN (WSD) (45 credits)

YEAR 1 TERM I (9 credits)

CGS	1831	Web Foundations/ Essentials	3
CGS	1100	[a] Computer Applications	3
COP	2823	Advanced Web Page Creation	3

YEAR 1 TERM II (12 credits)

CGS	1000	Introduction to Computers and Programming	3
COP	1826	Web Graphics Design I	3
COP	1827	Web Graphics Design II	3
GEB	1011	Introduction to Business **OR**	3
CTS	1120	Introduction to Network Security Foundations **OR**	(3)
ACG	2021	Financial Accounting	(3)

YEAR 1 TERM III (3 credits)

COP	2801	JavaScript	3

YEAR 2 TERM I (12 credits)

Elective		See List Below	3
Elective		See List Below	3
CIS	2321	System Analysis and Design	3
CGS	1545	Database Techniques and Programming	3

YEAR 2 TERM II (9 credits)

CNT	1000	Local Area Network Concepts	3
CGS	2823	Advanced Website Development	3
CGS	2940	Internship	3

ELECTIVES (6 Credits)

CGS	1178	Web Scripting with CGI/PERL and Java Script	(3)
CGS	1874	Introduction to Flash	(3)
CGS	2402	Programming in C++ for Business	(3)
CGS	**2XXX**	*** Flash/Action Scripting**	**(3)**
COP	2250	Java Programming I	(3)
COP	2837	Visual Basic.Net Programming I	(3)

OR

SUBPLAN B: WEB SITE MANAGEMENT (WSM) (45 credits)

YEAR 1 TERM I (9 credits)

CGS	1831	Web Foundations/Essentials	3
CGS	1100	[a] Computer Applications	3
COP	2823	Advanced Web Page Creation	3

YEAR 1 TERM II (12 credits)

CGS	1000	Introduction to Computers and Programming	3
CGS	1172	E-Commerce Site Designer I	3

CGS	2173	E-Commerce Site Designer II	3
GEB	1011	Introduction to Business **OR**	3
CTS	1120	Introduction to Network Security Foundations **OR**	(3)
ACG	2021	Financial Accounting	(3)

YEAR 1 TERM III (3 credits)

CGS	1846	Web Site Marketing and Usability	3

YEAR 2 TERM I (12 credits)

CGS	**2ZZZ**	*** Introduction to Content Management Systems**	**3**
CGS	1545	Database Techniques and Programming	3
CNT	1000	Local Area Network Concepts	3
MAN	2582	Introduction to Project Management	3

YEAR 2 TERM II (9 credits)

CGS	2823	Advanced Web Site Development	3
CGS	2940	Web Design/Management Internship	1-4
CIS	2321	System Analysis and Design	3

TOTAL PROGRAM HOURS 63

[a] Satisfies general education computer literacy requirement.

ASSOCIATE IN APPLIED SCIENCE DEGREES

Industrial Management Technology (INMG)

INDUSTRIAL MANAGEMENT TECHNOLOGY (INMG-AAS) ASSOCIATE IN APPLIED SCIENCE DEGREE

http://www.spcollege.edu/program/INMG-AAS

Greg Nenstiel, Dean, EPI (727) 791-2433

The Industrial Management Technology program is an articulated program with the Pinellas County School System designed to provide opportunities for students who have completed postsecondary certificate programs, registered apprenticeship programs, or state certification to receive credit in the Industrial Management Technology program. This degree provides persons currently working in industry an opportunity to pursue college level education that is appropriate for management roles and upward mobility in their respective fields. Credit will be awarded on the basis of a 75 clock hours: 1 college credit ratio with a maximum of 24 credits.

GENERAL EDUCATION REQUIREMENTS (21 credits)

Enhanced World View Requirement*			
ENC	1101	Composition I or (Honors)	3
SPC	1065	Business and Professional Speaking **OR** (SPC 1017, 1017H, 1608 or 1608H)	3
Humanities/Fine Arts Approved Course*			3
Mathematics		One college-level course with a MAC, MAP, MAS, MAT, MGF, MTG or STA prefix	3
Social & Behavioral Sciences Approved Course*			3
PHI	1631	Studies in Professional Ethics **OR** (PHI 1600, 1602H, 2635 or 2649)	3
CGS	1100	Microcomputer Applications	3

*Visit www.spcollege.edu/program/GENR-AS for details

PROGRAM REQUIREMENTS: Select 15 credits

ACG	2001	Applied Financial Accounting I	3
ETI	1701	Industrial Safety	3
GEB	1011	Introduction to Business	3
MAN	2021	Principles of Management	3
MAN	2340	Human Factors in Supervision	3
MAN	2582	Introduction to Project Management	3
OST	2335	Professional Communication Skills	3
SBM	1000	Small Business Entrepreneurship	3

TOTAL SPC CREDITS 36

pTEC CERTIFICATE / REGISTERED APPRENTICESHIP / STATE CERTIFICATION *24

***ELECTIVES: Students awarded less than 24 credits must satisfy the difference with elective credits**

BUL	2241	Business Law I	(3)
CGS	1000	Introduction to Computers and Programming	(3)
CGS	1515	Spreadsheet Techniques and Programs	(3)
CNT	1000	Local Area Network Concepts	(3)
COP	1822	Introduction to Web Page Creation	(1)
MAN	2940	Internship	(1-3)

TOTAL PROGRAM HOURS 60

PINELLAS TECHNICAL EDUCATION CENTER (pTEC)

24 Credit (1800 – 1900 Hour) Certificate Program

- Architectural Drafting
- Automotive Service Technology
- Medium & Heavy Duty Truck & Bus Technician

22 Credit (1650 – 1680 Hour) Certificate Program + *2 Elective Credits

- Commercial Photography Technology
- Computer Systems Technology
- Jewelry Making & Repair

20 Credit (1500 Hour) Certificate Program + *4 Elective Credits

- Commercial Art Technology
- Commercial Foods & Culinary Arts
- Digital Video Production
- Machining

18 Credit (1350 – 1400 Hour) Certificate Program + *6 Elective Credits

- Air Conditioning, Refrigeration & Heating Technology
- Automotive Collision Repair & Refinishing
- Electronics Technology
- Marine Service Technology

16 Credit (1170 or 1200 Hour) Certificate Program + *8 Elective Credits

- Applied Welding Technology (1170 Hours)
- Cabinet Making and Millwork (1200 Hours)
- Culinary Operations (Restaurant Mgmt) (1200 hours)
- Electricity (1200 Hours)

14 Credit (1050 Hour) Certificate Program + *10 Elective Credits

- Building Construction Technology

12 Credit (960 Hour) Certificate Program + *12 Elective Credits

- Plumbing Technology

8 Credit (600 Hour) Certificate Program + *16 Elective Credits

- Telecommunications Technology

REGISTERED APPRENTICESHIP PROGRAMS

24 Credits Awarded (Four or Five Year Registered Apprenticeship Program)

- Automotive Collision Repair & Refinishing
- Automotive Service Technology
- Electrician
- Industrial Machinery Maintenance
- Industrial Pipefitter
- Machining
- Plumbing Technology
- Refrigeration Technology

18 Credits Awarded (Three Year Registered Apprenticeship Program) + *6 Elective Credits

- Brick & Block Masonry
- Industrial Pipefitter
- Fire Fighter II

12 Credits Awarded (Two Year Registered Apprenticeship Program) + *12 Elective Credits

- Automotive Service Technology
- Building Construction Technology
- Nursery Technician
- Roadway Technician

STATE CERTIFICATION PROGRAMS

24 Credits Awarded

- Class A Water or Wastewater Treatment Operator Certificate Issued by the State of Florida
- Class A Water Distribution, Wastewater Collection or Stormwater Management System Operator Certificate Issued by the Florida Water and Pollution Control Operator Association
- International Municipal Signal Association (IMSA) Signs and Markings Specialist and Traffic Signal Technician Certificate Program – Level 3
- Florida Department of Transportation Maintenance of Traffic – Advanced

12 Credits Awarded + *12 Elective Credits

- Class B Water or Wastewater Treatment Operator Certificate Issued by the State of Florida
- Class B Water Distribution, Wastewater Collection or Stormwater Management System Operator Certificate Issued by the Florida Water and Pollution Control Operator Association
- Stormwater Management System Operator Certificate Issued by the Florida Stormwater Association – Level 2
- International Municipal Signal Association (IMSA) Signs and Markings Specialist and Traffic Signal Technician Certificate Program – Level 2
- Florida Department of Transportation Maintenance of Traffic – Intermediate

6 Credits Awarded + *18 Elective Credits

- Class C Water or Wastewater Treatment Operator Certificate Issued by the State of Florida
- Class C Water Distribution, Wastewater Collection or Stormwater Management System Operator Certificate Issued by the Florida Water and Pollution Control Operator Association
- Stormwater Management System Operator Certificate Issued by the Florida Stormwater Association – Level 1
- International Municipal Signal Association (IMSA) Signs and Markings Specialist and Traffic Signal Technician Certificate Program – Level 1
- Florida Department of Transportation Maintenance of Traffic – Basic

COLLEGE CREDIT CERTIFICATES

Accounting Applications (ACTAP)
Addiction Studies (AS)
Avid Certified Pro Tools Operator & Sound Technologist (AVID)

Building Construction Technology (BCNST)
Business Administration (BUSADM)

Cisco Certified Network Associate (CCNA)
Computer-Aided Design and Drafting (CAD)
Computer Related Crime Investigation (CRCI)
Computer Support (APLUS)
Computer / Web Programming Specialist (CWPS)
Crime Scene Technology (CST)

Digital Graphic (DIG)
Digital Media Technology Production (DMPRD)
Digital Media Video Production (DVPRD)
Drafting (DRAFT)

Emergency Administration and Management (EAM)
Engineering Technology Support (ENGTECH)
Entrepreneurship (ENTR)

Fire Inspector I (FISI)
Fire Inspector II (FISII)
Fire Investigator I (FIVI)
Fire Officer I (FOI)
Fire Officer II (FSOII
Food and Beverage Management (FBM)

Gang Investigations (GI)

Healthcare Informatics (HCINF)
Homeland Security (HLS)

Information Technology (IT) Security (ITSC)
International Business (INTBUS)

Lean-Six Sigma Green Belt (LEAN)
Linux System Administrator (LINXSA)

Management/Leadership (MGT/LDR)
Marketing (MKT)
Medical Coder (MEDCD)
Medical Quality Systems (MEDQS)
MS Certified (IT) Professional: Server Administrator (MCITPS)

Paramedic (PMED)

Rapid Prototyping and Design (RAPID)
Rooms Division Management (RDM)

Six Sigma Black Belt (SIXSG)

Veterinary Management (VMG)
Video Game Foundations (VGF)

Web Designer (WEBDS)

Youth Development Professional (YDPF)

ACCOUNTING APPLICATIONS CERTIFICATE
(ACTAP-CT)

http://www.spcollege.edu/program/ACTAP-CT
Dr. Greg Nenstiel, DeanEPI (727) 791-2433
Roberto Fernandez, TS (727) 712-5770

Job-Related Opportunities:

- Accounting Clerk
- Bookkeeper
- Small Business AR/AP Professional

This certificate is designed to prepare students for employment in the field of accounting in a business environment. The certificate prepares individuals in the principles, procedures, and theories of organizing and maintaining business and financial records and the preparation of accompanying financial reports in both a manual or computer automated environment. These courses will apply toward the Accounting subplan in the Business Administration A.S. degree.

PROGRAM REQUIREMENTS

ACG	2021	Financial Accounting **OR**	3
ACG	2001	Applied Financial Accounting I	(3)
ACG	2450	Accounting Software Applications	3
ACG	2071	Managerial Accounting	3
ACG	2940	Internship	3
CGS	1100	Computer Applications	3
CGS	1515	Spreadsheet Techniques and Programming	3

TOTAL CERTIFICATE HOURS 18

ADDICTION STUDIES CERTIFICATE

(AS-CT)

http://www.spcollege.edu/program/AS-CT

Dr. Cheryl Kerr, Program Director (727) 341-3736

Job-Related Opportunities:

- Behavioral Health Technician
- Drug Treatment Counselor Aide
- Substance Abuse Technician
- Residential or Group Home Worker
- Program Supervisor or Program Director (with CAP certification)

This program will prepare individuals to work in the field of alcohol and substance abuse prevention and/or addiction treatment. The Human Services Program is a Single-Source Provider with the Florida Certification Board (FCB). The coursework in this Applied Technology Diploma satisfies the educational requirements for the Certified Addiction Specialist (CAS) examination, the Certified Addiction Counselor (CAC) examination and also the Certified Addiction Professional (CAP) examination through the Florida Certification Board.
These courses will apply toward the AS degree in Human Services – Alcohol/Substance Abuse option.

PROGRAM REQUIREMENTS – Grade of "C" or better in each of these courses

PSY	1012	General Psychology	3
PHI	1600	Studies in Applied Ethics OR (PHI 1602H, 1631, 2635, or 2649)	3
HUS	1111	Introduction to Intra- and Inter-Personal Processes	3
SYG	2324	Principles of Substance Abuse	3
HUS	1480	HIV/AIDS and Drug Crisis	2
HUS	1450	Dual Diagnosis I	2
HUS	2200	Dynamics of Groups and Group Counseling	3
HUS	2302	Basic Counseling Skills	3
HUS	2403	Abused Substances and Their Effects	3
HUS	2420	Evaluation of Treatment Environments	3
HUS	2421	Methods for Identification and Intervention in Substance Abuse	3
HUS	2428	Treatment and Resources in Substance Abuse	3
HUS	1920	Professional Techniques for Human Services Personnel Issues in Addiction Prevention	3
HUS	2949	Co-op Work Experience in Human Services	3

TOTAL CERTIFICATE HOURS 40

AVID CERTIFIED PRO TOOLS OPERATOR AND SOUND TECHNOLOGIST CERTIFICATE (AVID-CT)

http://www.spcollege.edu/program/AVID-CT
Mark Matthews, Instructor in Charge, SP/G (727) 341-4364
Dr. Jonathan Steele, Dean, CL (727) 791-5987

Job-Related Opportunities:

- Producer
- Engineer
- Production Assistant
- Sound Technician
- Studio Manager/Owner
- Audio Engineer for Videos
- Rerecording Mixer (Film and Video)
- Post-Production Engineer

This certificate program is designed to produce an *Avid Certified Pro Tools Operator* and music technology specialist. The *Avid Certified Operator Certificate* recipient is recognized in the industry as a technical professional working with Avid Pro Tools systems.

Students who complete this Avid training will have the expertise to pass the test, required by Avid, to achieve *Certified Operator* status. The test costs are included in the lab fees. (The first two attempts are included. Avid charges for additional attempts.) The textbooks are not included in the cost of the courses. Lab fees may vary.

Upon completion of the Avid Certified Pro Tools Operator and Sound Technologist program, the student is awarded a college certificate. These courses will apply toward the AS degree in Music Industry/Recording Arts.

For more information regarding class offerings, see the SPC MIRA Web site.

Go to http://www.avid.com/US/support/training/certification for information about the Avid tests and certification.

PROGRAM REQUIREMENTS:

MUM	1629	Audio Mixing Techniques	3
MUM	1629L	Audio Mixing Techniques I-Lab	1
MUM	2601	Music Technology and Recording Techniques II	3
MUM	2601L	Music Technology and Recording Techniques II-Lab	1
MUM	2670	Avid Pro Tools 101/110	3
MUM	2671	Avid Pro Tools 201/210	3
MUN	2004	Recording Studio Ensemble	1
TOTAL CERTIFICATE HOURS			**15**

BUILDING CONSTRUCTION TECHNOLOGY CERTIFICATE (BCNST-CT)

http://www.spcollege.edu/program/BCNST-CT
Brad Jenkins, Program Administrator, CL (727) 341-4378

Job-Related Opportunities:

- Drafter
- Job Foreman
- Job Estimator
- Materials Purchaser
- Project Manager
- Scheduler
- Superintendent

This Certificate provides the student with the management training and practical skills necessary to assist contractors and subcontractors in the construction industry.

PROGRAM REQUIREMENTS

BCN	1050	Building Specifications	1
BCN	1251C	Construction Drawing **OR**	3
BCN	1272	Blueprint Reading	(2)
BCN	2732	Occupational Safety and Health (OSHA) Standards for the Construction Industry	1
BCN	2068	The ADA: Primer for Contractors	1
BCT	1760	Building Codes	2
BCT	1770	Construction Estimating	3

Materials – Select 3 credits:

ARC	2461	Materials and Methods of Construction I	3
BCN	1057	Residential Heating, Ventilating and Air Conditioning (HVAC) Systems	1
BCN	1058	Residential Plumbing Systems	1
BCN	1059	Residential Electrical Systems	1
BCN	1592	Energy Efficient Building Construction for Florida's Climate	3
BCN	1596	Environmental Technology for Building Construction	2
BCN	1597	An Introduction to Solar Energy in Residential Construction	3
BCN	2052	Masonry Construction Methods	1
BCN	2053	Roofing Systems	1
BCN	2054	Construction Surveying Methods	1
BCN	2055	Concrete Construction Methods	1
BCN	2056	Steel Construction Methods	1

Work Experience – Select 3 credits:

BCN	1940	Construction Practicum	3
BCN	2949	Co-op Work Experience	1-3
TAR	1941	Architectural Drafting Practicum	3
TAR	2949	Co-op Work Experience	1-3

Specialty experience in Construction Drafting, Construction Management, Construction Estimating and Construction Superintendent:

Select 7-8 credit hours: ARC, BCN, BCT, TAR courses, or ETD 1320C or ETD 1340C 7 (8)

Please see the list of suggested specialized elective options below and the elective categories listed in the college catalog under the A.S. Program in Architectural Design and Construction Technology for available options.

TOTAL CERTIFICATE HOURS 24

Specialty	Recommended Elective Categories
Building Construction	Materials, Codes, Estimating, Industry
Construction Drafting	Drawing, Codes, Industry, ETD 1320C, ETD 1350C
Construction Estimating	Estimating, Materials, Codes, Industry
Construction Management	Codes, Industry, Estimating, General
Construction Superintendent	BCT 2730, Codes, Estimating, Materials, Industry

BUSINESS ADMINISTRATION CERTIFICATE
(BUSADM-CT)

http://www.spcollege.edu/program/BUSADM-CT
Dr. Greg Nenstiel, DeanEPI (727) 791-2433

The business courses identified in this Certificate program will apply towards the Business Administration AS degree. These courses will cover the areas of personnel, accounting and finance, marketing, legal requirements and budgeting and planning.

PROGRAM REQUIREMENTS

ACG	2021	Financial Accounting	3
BUL	2241	Business Law I	3
CGS	1100	Computer Applications	3
GEB	1011	Introduction to Business	3
MAN	2021	Principles of Management	3
MAN	2340	Supervisory Management	3
MAR	2011	Principles in Marketing	3
ACG 2940, GEB 2940, MAN 2940 or MKA 2940			3

TOTAL CERTIFICATE HOURS 24

CISCO CERTIFIED NETWORK ASSOCIATE CERTIFICATE

(CCNA-CT)

http://www.spcollege.edu/program/CCNA-CT
Dr. Sharon Setterlind, Dean, SP/G (727) 341-4724
Nancy Russell, Academic Department Coordinator, SP/G (727) 341-4724

Job-Related Opportunities:

- Field Engineering Technician
- Help Desk Technician
- Network Administrator I
- Network Engineer I
- Network Manager
- Network Support Specialist I
- Network Systems Analyst I
- Network Technician
- Pre-Sales Technical Support
- Router Engineer/Technician I
- Technical Support Specialist
- WAN Administrator

This certificate program is designed to produce a Cisco Certified Network Associate, CCNA. The CCNA is recognized in the industry as a technical professional working with traditional Cisco-based networks that predominantly includes LAN and WAN routers and LAN switches.

Students who complete this Cisco training will have the expertise needed to pass the test, required by Cisco Systems, to achieve CCNA status. The test costs and textbooks are not included in the cost of the courses. Course lab fees may vary.

Upon completion of the Cisco Certified Network Associate program, the student is awarded a college certificate. These courses will apply toward the AS degree in Computer Networking.

For more information regarding class offerings, see the SPC Hi-Tech Programs Web site.

Go to http://www.cisco.com/web/learning for information about the Cisco tests and certification.

PROGRAM REQUIREMENTS

CET	1600	Network Fundamentals	3
CET	1610	Routing Protocols and Concepts	3
CET	2615	LAN Switching and Wireless	3
CET	2620	Accessing the WAN	3

TOTAL CERTIFICATE HOURS 12

COMPUTER-AIDED DESIGN & DRAFTING CERTIFICATE (CAD-CT)

http://www.spcollege.edu/program/CAD-CT

(These courses are only taught on the Clearwater Campus)

Brad Jenkins, Program Director, SP/G (727) 341-4378

Job-Related Opportunities:

- CAD Designer
- CAD Technician
- Design Technician
- Detailer
- Engineering Aide

This certificate provides a program of study with courses in CAD and solid modeling needed to assist the engineering activities of industry and consultants in planning, designing, and detailing. Rapid Prototyping is also utilized throughout the solid modeling courses. This CADD Certificate is part of the Digital Design and Modeling Subplan of the 60-credit hour Associate in Science degree in Engineering Technology. These courses, within this certificate, can also be applied to the 62-credit hour Associate in Science Degree in Drafting and Design Technology. Students new to this field will be able to obtain employment by completing this certificate and work in those areas where CAD technicians and designers are needed.

PROGRAM REQUIREMENTS

ETD	1320C	Introduction to CAD	3
ETD	1340C	AutoCAD II	3
ETD	1350C	AutoCAD III 3-D Modeling	3
ETD	2364C	Introduction to SolidWorks	3
ETD	2368C	Advanced SolidWorks	3
ETD	2369C	Solidworks Advanced Applications	3
Select any two (2) additional ETD related course			6

TOTAL CERTIFICATE HOURS 24

COMPUTER-RELATED CRIME INVESTIGATION CERTIFICATE (CRCI-CT)

http://www.spcollege.edu/program/CRCI-CT

Anna Goree, Advisor AC (727) 341-4456
Kevin Thomas, Lead Instructor, AC (727) 341-4540
Brian Frank, Dean, AC (727) 341-4503

Job-Related Opportunities:

- Computer Security Specialist
- Corporate Computer Crime Investigator
- Computer Security Manager
- Law Enforcement Computer Crime Investigator
- Computer Forensic Investigator
- Computer Crime Consultant
- Computer Security Auditor

This certificate requires eight of nine courses listed below for a total of 24 credit hours which include skills in researching, investigating, using computer software, interpreting laws, and using the internet as an investigative tool. This certificate will prepare the student for careers in corporate computer security investigation or similar careers in law enforcement.

The prerequisites for entry to the program are permission of the Dean and basic computer usage skills: editing files, navigating a file system, and browsing the internet. The courses include tasks that will enhance the student's ability to obtain and interpret data from various sources. The student will also be provided with scenarios and case histories to explore and gain experience.

These courses will apply toward the AS degree in Public Safety Criminal Justice, subplan Computer Related Crime Investigations.

SPECIAL ADMISSION REQUIREMENTS:

1. Attend an advising session with program director or faculty member.
2. Submit signed CRCI Waiver form.

PROGRAM REQUIREMENTS (24 credits)

CJE	1680	Introduction to Computer Related Crime Investigations	3

Select 21 credits:

CJE	1669	Identity Theft Investigations	(3)
CJE	1681	The Internet as an Investigative Tool	(3)
CJE	1682	Tracking and Profiling Hackers, Pedophiles and Internet Stalkers	(3)
CJE	1683	Internet Pornography Investigations	(3)
CJE	1684	Internet Fraud Investigations	(3)
CJE	1685	Legal Aspects of Computer Related Criminal Investigations	(3)
CJE	1686	Forensic Computer Related Crimes Investigations	(3)
CJE	1687	Computer Software Piracy & Copyright Infringement	(3)

TOTAL CERTIFICATE HOURS 24

COMPUTER SUPPORT CERTIFICATE

(APLUS-CT)

http://www.spcollege.edu/program/APLUS-CT
Dr. Sharon Setterlind, Dean, SP/G (727) 341-4724
Nancy Russell, Academic Department Coordinator, SP/G (727) 341-4724

Job-Related Opportunities:

- Applications System Specialist
- Computer Operator
- Computer Repair Technician
- Computer Sales Person
- Help Desk Specialist
- Information Systems Specialist
- Microcomputer Specialist
- Office Systems Support Specialist
- Software Tester
- Technical Support Specialist
- User Support Analyst
- User Support Specialist

The Computer Support certificate prepares students to review microcomputer-oriented operating procedures, software applications packages, and hardware in order to select the appropriate information technology equipment for a particular microcomputer-based work environment; install information technology equipment; troubleshoot information technology equipment; and support information technology users.

This certificate will prepare the student for industry certification exams in CompTIA A+ Essentials and IT Technician (http://certification.comptia.org/a/).

Credits earned in this certificate program can apply to an Associate of Science degree in Computer Networking.

PROGRAM REQUIREMENTS

CET	1171C	Computer Repair Essentials	3
CET	1172C	Computer Support Technician	3
CIS	2321	Systems Analysis and Design	3
CNT	1000	Local Area Network Concepts	3
CTS	1327	Installing and Configuring Microsoft Windows Client	3
CTS	1328	Planning and Administering Windows	3
MAN	2582	Introduction to Project Management	3

Select 6 credits:

CET	1600	Network Fundamentals	(3)
CET	1610	Routing Protocols and Concepts	(3)
CGS	1100	Microcomputer Applications	(3)
CTS	2106	Fundamentals of the Linux/Unix Operating Environment	(3)

TOTAL CERTIFICATE HOURS 27

COMPUTER/WEB PROGRAMMING SPECIALIST CERTIFICATE (CWPS-CT)

http://www.spcollege.edu/program/CWPS-CT
Dr. Sharon Setterlind, Dean, SP/G (727) 341-4724

Job-Related Opportunities:

- Application Developer
- Application and Computer Programmer
- Client/Server Developer
- Internet/Intranet Administrator
- Internet/Intranet Developer
- Internet/Intranet Master
- Internet/Intranet Technician
- Software Developer
- Systems Architect
- Web Administrator
- Web Master Web
- Web Technician
- Web Site Developer
- Web Programmer

This certificate is designed to develop student proficiency in programming and to introduce the student to the variety of skills necessary to create dynamic Web content and transaction-based Web systems. On completion of the program the student will be expected to enter the job market as an entry-level programmer.

PROGRAM REQUIREMENTS (12 credits)

CGS	1000	Introduction to Computers and Programming	3
CGS	1831	Web Foundations/ Essentials	3
COP	2801	JavaScript	3
COP	2823	Advanced Web Page Creation	3

Complete any two of four computer/web programming languages below (18 credits):

Computer/Web Programming Language A: PHPL (9 credits)

CGS	1178	Web Scripting with CGI/PERL	(3)
COP	1842	Developing Web Sites using PHP/MySQL	(3)
COP	2843	Advanced PHP/MySQL	(3)

Computer/Web Programming Language B: C/C++/C# (9 credits)

CGS	2402	Programming in C++ for Business	(3)
COP	2360	Introduction to C# Programming	(3)
COP	2362	Advanced Programming with C#	(3)

Computer/Web Programming Language C: Java (9 credits)

COP	2250	Java Programming I	(3)
COP	2800	Java Programming II	(3)
COP	2806	JavaServer Pages and Servlets	(3)

Computer/Web Programming Language D: VB.NET (9 credits)

COP	2837	Visual Basic.Net Programming I	(3)
COP	2838	Visual Basic.Net Programming II	(3)
COP	2839	ASP.NET Programming With VB.NET	(3)

ELECTIVES – Select 5 credits:

CGS	1874	Introduction to Flash	(3)
CGS	2823	Advanced Web Site Development	(3)
CIS	2321	Systems Analysis and Design	(3)
CNT	1000	Local Area Network Concepts	(3)
COP	2940	Internship	(1-3)
CGS	**2XXX**	***** **Flash/ActionScripting**	**(3)**
COP	**2XXX**	***** **iPhone/iPod App Programming**	**(3)**

TOTAL CERTIFICATE HOURS 35

CRIME SCENE TECHNOLOGY CERTIFICATE
(CST-CT)

http://www.spcollege.edu/program/CST-CT
Anna Goree, Advisor, AC (727) 341-4456
David Brumfield, Lead Instructor, AC (727) 341-4508
Brian Frank, Dean, AC (727) 341-4503

Job-Related Opportunities:

- Crime Lab Assistant
- Crime Scene Photographer
- Crime Scene Technician
- Crime Scene Unit Supervisor
- Fingerprint Examiner & Classification Specialist
- Fire Inspector/Investigator
- Forensic Science Specialist
- Investigator/Consultant
- Juvenile Assessment Worker
- Latent Print Examiner/Trainee
- Property and Evidence Personnel

Crime Scene technologists are employed by local, state and federal law enforcement agencies, state attorney offices, public defender offices, medical examiners' offices, law firms and private industry.

The certificate program is designed to prepare a crime scene technician who will be able to locate, identify, process and preserve the crime scene. They will also testify in court as to their findings. These courses will apply toward the AS degree in Crime Scene Technology.

SPECIAL ADMISSION REQUIREMENTS:

1. Complete SPC application.
2. Take SPC placement test and take any remedial courses as student needs to be at college level writing and reading skills.
3. Attend an advising session with program director or faculty member.

SPECIAL GRADUATION REQUIREMENTS:

1. A grade of "C" or better in all designated specialty courses in this program.
2. Completion of an End-of-Program Assessment Examination.
3. Online students are required to attend a Lab Technique Review Session during their graduating term.
4. A grade of "I" will be assigned to a currently enrolled CJT course until the End of Assessment Exam and any required Lab Technique Review Session is completed.

PROGRAM REQUIREMENTS

CJE	1640		Introduction to Crime Scene Technology	3
CJE	1643		Advanced Crime Scene Technology	3
CJE	1770		Crime Scene Photography I	3
CJE	1772		Crime Scene Photography II	3
CJE	2644		Crime Scene Safety	2
CJE	2640		Introduction to Forensic Science	3
CJE	2672		Fingerprint Classification	3
CJE	2671	*	Latent Fingerprint Development	3
CJE	2676		Biological Evidence	2
CJL	2610	*	Courtroom Presentation of Scientific Evidence	3

TOTAL CERTIFICATE HOURS 28

* Courses CJL 2610 and CJE 2671 should be taken during the student's last semester.

DIGITAL GRAPHIC CERTIFICATE
DIG-CT

http://www.spcollege.edu/program/DIG-CT

Delynda Keefe, Lead Instructor SE (727) 394-6127
Basil Moutsatsos, Academic Chair, SE (727(394-6011
Dr. James Olliver, Provost, SE (727) 394-6111

Based upon equipment and demand, some computer courses may be taught at only one site.

- Graphic Designer
- Technical Coordinator
- Desktop Publisher
- Digital Multimedia Designer
- Media Production Development
- Digital Media Project Assistant
- Motion Graphics Designer
- Interactive Media Designer

The Digital Graphic Certificate prepares students to work with computer technology for desktop design, publishing and presentations. Students earning this certificate will be qualified to apply for work in secretarial, technical, design and professional positions in which the ability to create Web-based, digital media and print quality graphics. This certificate is designed to prepare students for the latest technological advances in digital media including recent innovations in 2-D, motion graphics and interactive web .This program is aimed for the degreed student, for employee enrichment and for individuals currently working in the field who wish to update and broaden their design and computer skills. **All courses apply toward the AS degree in Digital Arts, Media and Interactive Web Design,-Digital Media Production subplan.**

PROGRAM REQUIREMENTS

DIG	2116	Advanced Digital Image Editing	3
DIG	2117	Advanced Digital Image Rendering	3
DIG	2132	Electronic Media Design	3
GRA	1206C	Typography	3
GRA	2201	Advanced Digital Publishing	3

TOTAL CERTIFICATE HOURS 15

DIGITAL MEDIA TECHNOLOGY PRODUCTION CERTIFICATE (DMPRD-CT)

http://www.spcollege.edu/program/DMPRD-CT

Delynda Keefe, Lead Instructor SE (727) 394-6127
Basil Moutsatsos, Academic Chair, SE (727(394-6011
Dr. Jonathan Steele, Dean, CL (727) 791-5987
Dr. James Olliver, Provost, SE (727) 394-6111

Job-Related Opportunities:

- Digital Media Developer
- Digital Multimedia Author
- Flash Developer
- Media Production Development
- Project Assistant
- Web Master

This certificate is designed to prepare students for the latest technological advances in digital media including recent innovations in 2-D, 3-D, streaming media and DVD needed to produce and create dynamic digital media projects and productions.

All courses apply toward the AS degree in Digital Arts, Media and Interactive Web Design – Digital Media Production subplan.

PROGRAM REQUIREMENTS

COP	1827	Web Graphics Design II	3
DIG	2302	Introduction to 3D	3
DIG	2312	ActionScript	3
DIG	2360	Advanced Adobe Flash	3
DIG	2560	Planning and Management of Digital Media Authoring	3

TOTAL CERTIFICATE HOURS 15

DIGITAL MEDIA VIDEO PRODUCTION CERTIFICATE

(DVPRD-CT)

http://www.spcollege.edu/program/DVPRD-CT

Delynda Keefe, Lead Instructor SE (727) 394-6127
Basil Moutsatsos, Academic Chair, SE (727(394-6011
Dr. Jonathan Steele, Dean, CL (727) 791-5987
Dr. James Olliver, Provost, SE (727) 394-6111

Job-Related Opportunities:

- Videographer
- Camera Operator
- Associate Producer
- Floor Director
- Assistant Camera
- Video Editor
- Production Assistant
- Studio Technician
- Gaffer

This certificate is designed to prepare students to produce complex digital video tape presentations for 'on' or 'off' air. Students will be exposed to hands-on training in several aspects of digital videography including: professional video camera operation, on and off-line editing, scripting, lighting, program directing and producing.

All courses apply towards the AS degree in Digital Arts, Media & Interactive Web Design – Digital Video Production subplan.

Some courses may require a prerequisite that must be met by the student.

PROGRAM REQUIREMENTS

DIG	2200	Basic Video Camera	3
DIG	2205	Basic Video Editing	3
DIG	2290	Studio Production and Direction	3
DIG	2410	Basic Scripting for Video	3

TOTAL CERTIFICATE HOURS 12

DRAFTING CERTIFICATE
(DRAFT-CT)

(These courses are only offered at the Clearwater Campus)

http://www.spcollege.edu/program/DRAFT-CT

Robert Hudson, Instructor-in-Charge (727) 791-2598

Brad Jenkins, Program Director, CL (727) 341-4378

This certificate provides the student with the practical skills necessary to accept the challenges of a construction draftsperson. Successful certificate holders may find employment as a draftsperson in an architect's, engineer's or contractor's office, governmental agencies, corporate planning departments or other private industries. These courses are also applied to the 62-credit hour Associate in Science Degree in Drafting and Design Technology.

PROGRAM REQUIREMENTS (24 credits)

BCN	1050	Building Specifications	1
BCN	1251C	Construction Drawing	3
BCN	2068	The ADA: Primer for Contractors	1
BCT	1760	Building Codes	2
ETD	1320C	Introduction to CAD	3
ETD	1340C	AutoCAD II	3
ETD	1350C	AutoCAD III 3-D Modeling	3

Materials – Select 3 credits:

ARC	2461	Materials and Methods of Construction I	(3)
BCN	1057	Residential Heating, Ventilating and Air Conditioning (HVAC) Systems	(1)
BCN	1058	Residential Plumbing Systems	(1)
BCN	1059	Residential Electrical Systems	(1)
BCN	2052	Masonry Construction Methods	(1)
BCN	2053	Residential Roofing Systems	(1)
BCN	2054	Construction Surveying Methods	(1)
BCN	2055	Concrete Construction Methods	(1)
BCN	2056	Steel Construction Methods	(1)

Work Experience – Select 3 credits:

BCN	1940	Construction Practicum	(3)
BCN	2949	Co-op Work Experience	(3)
TAR	1941	Architectural Drafting Practicum	(3)
TAR	2949	Co-op Work Experience	(3)

Electives – Select 2 credits:

ARC, BCN, BCT or TAR courses (2)

TOTAL CERTIFICATE HOURS 24

EMERGENCY ADMINISTRATION & MANAGEMENT CERTIFICATE

(EAM-CT)

http://www.spcollege.edu/program/EAM-CT

Anna Goree, Advisor, AC (727) 341-4456
Charles Crowther, Lead Instructor, AC (727) 341-4507
Brian Frank, Dean, AC (727) 341-4503

Job-Related Opportunities:

- Risk Manager in private and public organizations
- OSHA, SARA, or Emergency Response Director
- Professionals interested in emergency response training and management
- Governmental and industrial emergency planner

Emergency Administration and Management (EAM) is a comprehensive certificate focused on policy, planning and administration of emergency response teams. This certificate integrates the practical, technical and communication aspects of emergency management. Program participants will gain an understanding of problems facing response teams, learn to write emergency plans according to state and federal guidelines and build communications skills as crisis advisors.

These courses apply towards the Emergency Administration and Management Associate in Science degree.

PROGRAM REQUIREMENTS

FFP	1830	Introduction to Hazards	3
FFP	2800	Emergency Management Public Education Programs	3
FFP	2801	Fundamentals of Emergency Management	3
FFP	2821	Integrated Emergency Management Planning Systems II (IEMS) II	3
FFP	2822	Integrated Emergency Management Systems I (IEMS) I	3
FFP	2831	Hazard Mitigation	3
FFP	2840	Disaster Recovery Operations	3
FFP	2880	Public Policy in Emergency Management	3

TOTAL CERTIFICATE HOURS 24

ENGINEERING TECHNOLOGY SUPPORT CERTIFICATE (ENGTECH-CT)

http://www.spcollege.edu/program/ENGTECH-CT

Brad Jenkins, Program Director, SP/G (727) 341-4378

Job-Related Opportunities:

- Engineering Support Specialist
- Engineering Technician
- Process Technician
- Quality Specialist
- Manufacturing Specialist

The purpose of this certificate is to prepare students for initial employment with an occupational title as Engineering Support Specialist or Engineering Specialist in various specialized areas to support engineering design, manufacturing processes and production, testing, and/or maintaining product quality, or to provide supplemental training for persons previously or currently employed in these occupational areas.

This 18 credit hour certificate has been defined to align with the Manufacturing Skills Standards Council's (MSSC) skills standards. MSSC skill standards define the knowledge, skills, and performance needed by today's frontline manufacturing workers. After completing this core and the General Education requirements in the A.S. degree, it is anticipated that students will be prepared to pass the MSSC Production Technician Certification.

These courses are also part of the 60-credit hour Associate in Science Degree in Engineering Technology.

PROGRAM REQUIREMENTS

EET	1084	Introduction to Electronics	3
ETD	1320C	Introduction to CAD	3
ETI	1110	Introduction to Quality Assurance	3
ETI	1420	Manufacturing Processes and Materials I	3
ETI	1701	Industrial Safety	3
ETM	1010C	Mechanical Measurement and Instrumentation	3
TOTAL CERTIFICATE HOURS			**18**

ENTREPRENEURSHIP CERTIFICATE
(ENTR-CT)

http://www.spcollege.edu/program/ENTR-CT
Dr. Greg Nenstiel, DeanEPI (727) 791-2433

The Entrepreneurship courses identified in this Certificate program will apply towards the Business Administration AS degree. These courses will cover the areas of entrepreneurship from management and marketing to developing strategies for business plans.

PROGRAM REQUIREMENTS

ENT	1000	Introduction to Entrepreneurship	3
ENT	1012	Entrepreneurship Management	3
ENT	2010	Planning the Entrepreneurial Venture	3
ENT	2120	Entrepreneurial Marketing and Sales	3

FIRE INSPECTOR I CERTIFICATE
(FISI-CT)

http://www.spcollege.edu/program/FISI-CT

Anna Goree, Advisor, AC (727) 341-4456
Charles Crowther, Lead Instructor, AC (727) 341-4507
Brian Frank, Dean, AC (727) 341-4503

Job-Related Opportunities:

- Fire Inspector
- Fire Marshal

This certificate is designed to incorporate the theory and applications necessary to become a credentialed fire inspector. Students who complete SPC's Certificate Program in Fire Inspector will become eligible to take the competency test for Fire Inspector I which is administered by the State Fire Marshal's Bureau of Fire Standards and Training. These courses apply towards the Fire Science Associate in Science degree.

PROGRAM REQUIREMENTS

FFP	1505	Fire Prevention	3
FFP	1540	Private Fire Protection Systems I	3
FFP	2120	Building Construction for the Fire Service	3
FFP	2510	Fire Codes and Standards	3
FFP	2521	BluePrint Reading and Plans Review	3

TOTAL CERTIFICATE HOURS 15

FIRE INSPECTOR II CERTIFICATE
(FISII-CT)

http://www.spcollege.edu/program/FISII-CT

Anna Goree, Advisor, AC (727) 341-4456
Charles Crowther, Lead Instructor, AC (727) 341-4507
Brian Frank, Dean, AC (727) 341-4503

Job-Related Opportunities:

- Fire Inspector
- Fire Marshal
- Fire Service Administrator

This certificate is designed to incorporate the theory and applications necessary to become a credentialed Fire Inspector II. Students who complete SPC's Certificate Program in Fire Inspector II will become eligible to take the competency test for Fire Inspector II which is administered by the State Fire Marshal's Bureau of Fire Standards and Training. These courses apply towards the Fire Science Associate in Science degree.

PROGRAM REQUIREMENTS

FFP	1111	Fire Chemistry	3
FFP	2610	Fire Cause and Origin Determination	3
FFP	2541	Private Fire Protection Systems II	3
FFP	2706	Fire Service Public Information Officer	3

TOTAL CERTIFICATE HOURS 12

FIRE INVESTIGATOR I CERTIFICATE
(FIVI-CT)

http://www.spcollege.edu/program/FIVI-CT

Anna Goree, Advisor, AC (727) 341-4456
Charles Crowther, Lead Instructor, AC (727) 341-4507
Brian Frank, Dean, AC (727) 341-4503

Job-Related Opportunities:

- Fire Inspector
- Fire Investigator
- Fire Marshal
- Law Enforcement Investigator

This certificate is designed to incorporate the theory and applications necessary to become a credentialed fire investigator. Students who complete SPC's Certificate Program in Fire Investigator will become eligible to take the competency test for Fire Investigator I which is administered by the State Fire Marshal's Bureau of Fire Standards and Training. These courses apply towards the Fire Science Associate in Science degree.

PROGRAM REQUIREMENTS

FFP	1111	Fire Chemistry	3
FFP	1540	Private Fire Protection Systems I	3
FFP	2120	Building Construction for the Fire Service	3
FFP	2610	Fire Cause and Origin Determination	3

TOTAL CERTIFICATE HOURS 12

FIRE OFFICER I CERTIFICATE
(FOI-CT)

http://www.spcollege.edu/program/FOI-CT

Anna Goree, Advisor, AC (727) 341-4456
Charles Crowther, Lead Instructor, AC (727) 341-4507
Brian Frank, Dean, AC (727) 341-4503

Job-Related Opportunities:

- Fire Officer
- Fire Service Administrator

This certificate is designed to incorporate the theory and applications necessary to become a credentialed fire officer. Students who complete SPC's Certificate program in Fire Officer Management will become eligible to take the Certificate of Competency test for Fire Officer I through the Florida State Fire College. Upon successful completion of the state exam, the student will become a certified Florida State Fire Officer. These courses apply towards the Fire Science Associate in Science degree.

PROGRAM REQUIREMENTS

FFP	1505	Fire Prevention	3
FFP	1540	Private Fire Protection Systems I	3
FFP	2720	Company Officer	3
FFP	1824	Basic Incident Management System	1
FFP	1825	Intermediate Incident Management System	1
FFP	1832	Emergency Response to Terrorism: Basic Concepts	1
FFP	2120	Building Construction for the Fire Service	3
FFP	2740	Fire Service Course Delivery	3
FFP	2810	Firefighting Tactics and Strategy I	3
FFP	2811	Firefighting Tactics and Strategy II	3

TOTAL CERTIFICATE HOURS 24

FIRE OFFICER II CERTIFICATE

(FSOII-CT)

http://www.spcollege.edu/program/FSOII-CT

Anna Goree, Advisor, AC (727) 341-4456
Charles Crowther, Lead Instructor, AC (727) 341-4507
Brian Frank, Dean, AC (727) 341-4503

Job-Related Opportunities:

- Fire Officer
- Fire Service Administrator

This certificate is designed to incorporate the theory and applications necessary to become a credentialed mid-management fire officer. Students who complete SPC's Certificate program in Fire Officer II will be eligible to apply to the Bureau of Fire Standards and Training to be State certified as a Fire Officer II. These courses apply towards the Fire Science Associate in Science degree.

PROGRAM REQUIREMENTS

FFP	1111	Fire Chemistry	3
FFP	2610	Fire Cause and Origin Determination	3
FFP	2770	Ethical and Legal Issues for the Fire Service	3
FFP	2741	Fire Service Course Design	3
FFP	2780	Fire Administration II	3
FFP	2706	Fire Service Public Information Officer	3

TOTAL CERTIFICATE HOURS 18

FOOD AND BEVERAGE MANAGEMENT CERTIFICATE

(FBM-CT)

http://www.spcollege.edu/program/FBM-CT
Robert Meyer, Instructor-in-Charge (727) 394-6165
Dr. James Olliver, Provost, SE (727) 394-6111

This certificate is designed to prepare students for employment as supervisors and managers in the food and beverage sectors of the hospitality industry. These courses will apply toward the A. S. degree in Hospitality & Tourism Management.

PROGRAM REQUIREMENTS

FSS	2235C	Introductory Food Production Mgmt	3
HFT	1000	Introduction to the Hospitality and Tourism Industry	3
HFT	1210	Supervision in the Hospitality Industry	3
HFT	1500	Marketing in the Hospitality Industry	3
HFT	1941	Operations and Service Practicum	2
HFT	2265	Food Service Operations	3
HFT	2276	Club and Resort Operations	2
HFT	2450	Hospitality Cost Controls	3
HFT	2600	Hospitality Law	3
HFT	2942	Hospitality Internship	3
MNA	1751	Customer Service I: Developing a Spirit of Customer Service	1
MNA	1760	Customer Service II: Developing Exceptional Customer Service	1

TOTAL CERTIFICATE HOURS 30

GANG INVESTIGATIONS CERTIFICATE

(GI-CT)

http://www.spcollege.edu/program/GI-CT

Anna Goree, Advisor, AC (727) 341-4456
Michael Hughes, Lead Instructor, AC (727) 341-4146
Brian Frank, Dean, AC (727) 341-4503

The purpose of this certificate is to prepare students to work in law enforcement agencies, correctional institutions, juvenile courts, human and social services organizations, and juvenile justice agencies with a mission to address youth violence, with the skills needed to combat the serious crisis of juvenile delinquency and gang violence in the United States.

PROGRAM REQUIREMENTS

CCJ	1512	Gangs and Terrorism	3
CCJ	2511	Intervention and Prosecution Techniques for Gangs	3
CCJ	2509	Introduction to gangs and Crime	3
CCJ	2940	Practicum	3
CJC	2212	The Incarceration Connection	3
CJE	1177	Central American Gang Assessment	3
CJE	1204	Contemporary Topics in Gang Investigations	3
CJE	2262	Technology and Gang Intelligence Sharing	3

TOTAL CERTIFICATE HOURS 24

HEALTHCARE INFORMATICS CERTIFICATE (HCINF-CT)

http://www.spcollege.edu/program/HCINF-CT

Valerie McCleary, Program Director and Curriculum Coordinator (727) 341-3748

PROGRAM REQUIREMENTS

CGS	1070	Basic Computer and Information Literacy **OR** Computer/Information Literacy Competency Requirement	1
HSA	1100	Healthcare Delivery Systems	3
HIM	1102	Introduction to Healthcare Informatics	3
HIM	1212	Data and Workflow Management	3
HIM	2003	Healthcare Informatics Practicum	2
HIM	1005	Healthcare Informatics Project Management	3
HIM	2652	Electronic Health/Medical Record Systems	3

TOTAL CERTIFICATE HOURS 18

HOMELAND SECURITY CERTIFICATE

(HLS-CT)

http://www.spcollege.edu/program/HLS-CT

Anna Goree, Advisor, AC (727) 341-4456
Charles Crowther, Lead Instructor, AC (727) 341-4507
Brian Frank, Dean, AC (727) 341-4503

Job-Related Opportunities:

- Risk Manager in private and public organizations
- Emergency Response Director
- Security Manager at the local, state or the federal levels or private industry
- Professionals interested in emergency response training and management
- Governmental and industrial emergency planner

This certificate is a comprehensive certificate focused on policy, planning and administration of emergency response teams and systems. This certificate focuses on homeland security and integrates the practical, technical and communication aspects of emergency management. Program participants will gain an understanding of problems facing response teams, learn to write emergency plans according to local, state, and federal guidelines and build communications skills as crisis advisors. These courses apply towards the Emergency Administration and Management Associate in Science degree.

PROGRAM REQUIREMENTS

DSC	1002	Domestic and International Terrorism	3
DSC	1004	Introduction to the NRP and NIMS	3
DSC	1033	Weapons of Mass Destruction	3
DSC	1222	Psychological Management of Weapons of Mass Destruction Victims	3
DSC	1552	Critical Infrastructure Protection	3
DSC	1562	Homeland Security Threat Strategy	3
DSC	1631	Terrorism Planning Response	3
DSC	1751	Homeland Security Policy and Law	3

TOTAL CERTIFICATE HOURS 24

INFORMATION TECHNOLOGY (IT) SECURITY CERTIFICATE (ITSC-CT)

http://www.spcollege.edu/program/ITSC-CT

Dr. Sharon Setterlind, SP/G (727) 341-4724

Job-Related Opportunities:

- Systems Security Professional
- IT Security Analyst
- Information Security Specialist
- IT Security Architect
- IT Security Manager
- IT Security Risk Manager
- IT Consultant

The prerequisites for entry are basic computer usage skills: editing files, navigating a file system, browsing the Web, basic knowledge of networking, and working knowledge or training in the Unix or Linux operating system.

This certificate emphasizes understanding and demonstrated skills of the following concepts related to IT security: policies, intrusion detection systems, router security, TCP/IP (Transmission Control Protocol/Internet Protocol), and network security basics; implementing and managing a firewall; auditing tools; basics of cryptography, biometrics, and file encryption; hardware and software designed to secure information network systems; and legal aspects of IT security. The courses include tasks that will enhance the students' ability to interpret data and information from various sources and create reports based upon this information.

The program is also designed to assist students in preparing for various IT Security certification exams, such as the (ISC)² CISSP® (Certified Information Systems Security Professional), SSCP® (Systems Security Certified Practitioner), and the CompTIA Security+™ Certification. There is a lab fee for each course.

These courses will apply toward the A.S. degree in Information Technology (IT) Security.

PROGRAM REQUIREMENTS

CET	2691	Laws and Legal Aspects of Information Technology Security	3
CGS	2811	Incident Response and Disaster Recovery	3
CIS	1358	Operating System Security	3
CIS	2352	Ethical Hacking	3
CTS	1120	Introduction to Network Security Foundations	3
CTS	1314	Network Defense and Countermeasures	3

TOTAL CERTIFICATE HOURS 18

INTERNATIONAL BUSINESS CERTIFICATE

(INTBUS-CT)

http://www.spcollege.edu/program/INTBUS-CT

Dr. Greg Nenstiel, DeanEPI (727) 791-2433

Roberto Fernandez, Academic Department Chair TS (727) 712-5770

The International Business courses identified in this Certificate program will apply towards the Business Administration AS degree. These courses will cover the areas of international business from international trade to global and financial markets with an emphasis on cultural issues that affect international communications.

PROGRAM REQUIREMENTS

GEB	1011	Introduction to Business	3
GEB	2350	Survey of International Business	3
MAN	2604	Intercultural Relations in Business	3
MAR	1142	Global Marketing	3

TOTAL CERTIFICATE HOURS 12

LEAN SIX-SIGMA GREEN BELT CERTIFICATE

(LEAN-CT)

http://www.spcollege.edu/program/LEAN-CT

Brad Jenkins, Program Director, SP/G (727) 341-4378

Job-Related Opportunities:

- Quality Technician
- Process Technician
- Production Assistant
- Manufacturing Technician

This Green Belt certificate provides a series of courses that focuses on the concepts, theories, and tools of the Lean Enterprise and Six Sigma as used in the manufacturing and services industries. The program covers the methods used in Lean and Six Sigma such as continuous flow, overall equipment effectiveness (OEE), Kaizen, process mapping, the 5S's, total productive maintenance (TPM), cellular manufacturing, the DMAIC, self-directed work teams, the kanban system, design for manufacturing, and value steam mapping. Throughout industry today there is a significant need of individuals educated in the methods of the concepts and tools of the Lean Enterprise and Six Sigma.

The courses in this Green Belt certificate program are part of the Quality Specialty Subplan in the AS degree in Engineering Technology.

PROGRAM REQUIREMENTS

ETI	1622	Concepts of Lean and Six-Sigma	3
ETI	1628	Developing and Coaching Self-Directed Work Teams	3
ETI	2610	Principles of Six-Sigma	3
ETI	2623	Tools for Lean Manufacturing	3

TOTAL CERTIFICATE HOURS 12

LINUX SYSTEM ADMINISTRATOR CERTIFICATE
(LINXSA-CT)

http://www.spcollege.edu/program/LINXSA-CT

Dr. Sharon Setterlind, SP/G (727) 341-4724 or Dr. Holly Hoopes CL (727) 791-2530

Job-Related Opportunities:

- Linux System Administrator
- Linux End-user Specialist
- Linux Support Specialist
- Linux System Manager
- Linux Application Developer

This certificate program is designed to produce certified Linux administrators and engineers. Students will learn skills and perform tasks required to administer Linux networked servers. These skills include the design, implementation, networking, managing, maintaining, providing services, providing applications, and security of a Linux based network environment.

Upon completion of the specified courses, students will be prepared to take industry certification and upon successful completion of all course work, students will be awarded a college certificate for this program. These courses will apply toward the AS degree in Computer Networking.

Some courses may require a prerequisite that must be met by the student.

PROGRAM REQUIREMENTS

CNT	1000	Local Area Network Concepts	3
CTS	1120	Intro to Network Security Foundations	3
CTS	1314	Network Defense and Countermeasures	3
CTS	2106	Fundamentals of the Linux/Unix Operating Environment	3
CTS	2321	Linux System Administration I	3
CTS	2322	Linux System Administration II	3
TOTAL CERTIFICATE HOURS			**18**

MANAGEMENT/LEADERSHIP CERTIFICATE
(MGT/LDR-CT)

http://www.spcollege.edu/program/MGTLDR-CT

Dr. Greg Nenstiel, Director, Curriculum and Program Management, EPI (727) 791-2433

Roberto Fernandez, TS (727) 712-5770

The Management/Leadership courses identified in this Certificate program will apply towards the Business Administration AS degree. These courses will cover the areas of management and leadership skills and principles with an emphasis on developing the techniques of business leadership

PROGRAM REQUIREMENTS

LDR	2001	Introduction to Leadership	3
MAN	2021	Principles of Management	3
MAN	2340	Supervisory Management	3
MAN	2582	Introduction to Project Management	3

TOTAL CERTIFICATE HOURS 12

MARKETING CERTIFICATE
(MKT-CT)

http://www.spcollege.edu/program/MKT-CT

Dr. Greg Nenstiel, Director, Curriculum and Program Management, EPI (727) 791-2433

Roberto Fernandez, TS (727) 712-5770

The Marketing courses identified in this Certificate program will apply towards the Business Administration AS degree. These courses will cover the areas of marketing from trade operations to retail and wholesale agencies with an emphasis on advertising, sales, social, and commercial marketing principles. This certificate will prepare students for a career in the field of marketing with an emphasis on customer relations.

PROGRAM REQUIREMENTS

MAR	2011	Principles of Marketing	3
MAR	2321	Advertising	3
MAR	2101	Social Marketing	3
MKA	2021	Sales	3

TOTAL CERTIFICATE HOURS 12

MEDICAL CODER CERTIFICATE

(MEDCD-CT)

http://www.spcollege.edu/program/MEDCD-CT

Valerie McCleary, Program Director, HEC, (727) 341-3623

Job Related Opportunities:

- Coding Abstracting Analyst
- Inpatient Hospital Coder
- Insurance Claim Analyst
- Managed Care Organization Coder
- Outpatient Coder
- Physician's Office/Clinic Coder
- Procedural Coder
- Reimbursement Specialist

The Medical Coder Certificate is designed to provide a student with the skills necessary to transform medical diagnoses, procedures and injuries into designated numerical codes. There are many demands for accurately coded data from the medical records in hospitals, physician offices, as well as other healthcare institutions. Codes are provided on claim forms and on numerous medical record abstracts so third party payors and outside agencies may utilize this information. Coded data are also used internally by institutions for quality assurance activities, case-mix management and other administrative and research activities. A medical coder is an individual who analyzes medical records and assigns codes to classify diagnoses and procedures to support the reimbursement system, to support assessment of clinical care and to support medical research activity.

A medical record coder must have a thorough understanding of the content of the medical record as well as clinical knowledge including extensive training in anatomy, physiology, pharmacology and clinical disease process.

A coder must adhere to ethical principles relating to quality, truth, and accuracy in work performance and productivity. The suggested courses are in agreement with guidelines set forth by the American Health Information Management Association.

These courses will apply toward the AS degree in Health Information Management.

PROGRAM REQUIREMENTS

CGS	1070		Basic Computer and Information Literacy **OR** Computer/Information Literacy Competency Requirement	1
HSC	1531		Medical Terminology	2
BSC	1083	[a]	Human Anatomy (Lab is not required) **OR** (BSC 2085/L and BSC 2086/L)	3
HSC	1149C		General Pharmacology for Health Professionals	1
HIM	1430		Principles of Disease	3
HIM	2222		Basic ICD Coding	3
HIM	2253		Basic CPT Coding	3
HIM	1000		Introduction to Health Information Management	3
HSA	1100		Healthcare Delivery Systems	3
HIM	1211		Health Information Technologies	2
HIM	1800		Professional Practice Experience I	2
HIM	2234		Advanced ICD Coding and Reimbursement	3
HIM	2283		Advanced CPT Coding & Reimbursement	3
HIM	2810		Professional Practice Experience II	2

TOTAL CERTIFICATE HOURS 34

[a] Students planning to transfer to a 4-year college should take BSC 2085/2085L and BSC 2086/2886L.

Note:

In order to enroll in any program course with a prerequisite, a grade of "C" or better must have been earned in all prerequisite courses. Students must earn grades of "C" or better in all courses required for the Medical Coder CT curriculum in order to graduate from the program.

New graduates from the Medical Coder Certificate program are advised to gain coding experience in both inpatient and outpatient settings before taking the Certified Coding Associate (CCA) examination, Certified Coding Specialist (CCS) examination and/or the Certified Coding Specialist-Physician-based (CCS-P) examination administered by the American Health Information Management Association (AHIMA).

MEDICAL QUALITY SYSTEMS CERTIFICATE
(MEDQS-CT)

http://www.spcollege.edu/program/MEDQS-CT

Brad Jenkins, Program Director (727) 341-4378

This program was developed for the Medical Device Industry Education Consortium (MDIEC) Project under the National Science Foundation (NSF) Advanced Technological Consortium (ATE) Program to meet the critical industry-specific educational needs in quality assurance and present the regulatory and quality standards that are required for the medical device industry.

MDIEC was formed to build a national learning and innovation network to develop and deliver industry-endorsed solutions that address critical industry-defined technical education and training needs.

The courses in this certificate program will be part of the Biomedical Systems specialty of the Associate in Science degree in Engineering Technology.

Job Titles:

- Quality Specialist
- Quality Assurance Technician
- Manufacturing Technician
- Production Technician
- Quality Systems Auditor
- Quality Compliance Specialist

PROGRAM REQUIREMENTS

ETI	1030	Regulatory Environment for Medical Devices	3
ETI	2031	Risk Management and Assessment for Medical Devices	3
ETI	2041	Medical Device Design and Manufacturing	3
ETI	2032	Change Control and Documentation	3
ETI	2171	Quality Auditing for Medical Devices	3

TOTAL CERTIFICATE HOURS 15

Certificate Outcomes:

- Evaluating the quality system as it conforms to FDA regulatory requirements
- Identifying medical device-related risk assessment and evaluation
- Integration of medical device manufacturing strategies
- Evaluating corrective action plans
- Using quality auditing tools and techniques

MICROSOFT CERTIFIED IT PROFESSIONAL: SERVER ADMINISTRATOR CERTIFICATE (MCITPS-CT)

http://www.spcollege.edu/program/MCITPS-CT

Dr. Sharon Setterlind, Dean, SP/G (727) 341-4724 or CL (727) 791-2530

Job-Related Opportunities:

- Systems Administrator
- Server Administrator
- Help Desk Specialist
- Information Technology Specialist
- PC Technician
- Project Support Engineer
- Network Administrator
- Network Specialist
- Network Systems Technician
- Network Support Specialist
- Network Technician
- Network Troubleshooter
- Private consultant in Microsoft Windows Servers

The Microsoft Certified IT Professional (MCITP) certification helps validate that an individual has the comprehensive set of skills necessary to perform a particular job role, such as server administrator. A server administrator is responsible for the operations and day-to-day management of an infrastructure of servers for an enterprise organization. Windows server administrators manage the infrastructure, Web, and IT application servers. The Windows server administrators use scripts and batch files written by others or those that they occasionally write themselves to accomplish tasks on a regular basis. They conduct most server management tasks remotely by using Terminal Server or administration tools installed on their local workstation. Server administrators also support engineering projects. Server administrators are responsible for server builds and configuration. Their job role involves 60 percent operations, 20 percent engineering, and 20 percent support tasks. (http://www.micirosoft.com/learning/en/us/exam.aspx?ID=70-646&locale=en-us)

Upon completion of the specified courses, students will be prepared to take certification exams throughout the program. The cost of testing is not included in tuition and special fees. Upon successful completion of all course work, students will be awarded a college certificate for this program. Some of these courses may have lab fees.

These courses will apply toward the AS degree in Computer Networking.

PROGRAM REQUIREMENTS

CNT	1000	Local Area Network Concepts	3
CTS	1303	Configuring and Troubleshooting Windows Server Active Directory	3
CTS	1327	Installing and Configuring Microsoft Windows Client	3
CTS	1328	Planning and Administering Windows	3
CTS	1334	Configuring and Troubleshooting Windows Server Network Infrastructure	3
CTS	2106	Fundamentals of the Linux/Unix Operating Environment	3

TOTAL CERTIFICATE HOURS 18

PARAMEDIC CERTIFICATE
(PMED-CT)

http://www.spcollege.edu/program/PMED-CT

Dr. Nerina Stepanovsky, Program Director (727) 341-3656 or 3680

Job Related Opportunities:

Paramedics are a mainstay in companies or agencies operating emergency vehicles that respond to traffic accidents, fires, explosions, cave-ins, emergency rescue calls and other life-threatening situations. Some also assist in patient care in hospitals and doctors' offices, with specific instruction and supervision.

This certificate is designed to produce paramedics, whose job description involves advanced life support, to deliver the pre-hospital, life support care and transportation necessary for victims of accident and emergency illness. Successful completion of the prescribed courses and the awarding of a certificate of completion means eligibility to take the State of Florida examination for certification or national registry exam for certification as a Paramedic.

Prerequisites:

- Must meet all college admissions requirements, including college placement tests
- Current certification as a FL certified EMT-Basic
- Current CPR card at the healthcare provider level

PROGRAM REQUIREMENTS

BSC	1084C [a]	Essentials of Human Anatomy & Physiology	4
EMS	1522C	General Pharmacology for the EMS Provider	2
HSC	1531	Medical Terminology	2
EMS	2600C	Introduction to Paramedic Practice	3
EMS	2601	Paramedic Theory I	6
EMS	2601L	Paramedic Laboratory I	3
EMS	2602	Paramedic Theory II	8
EMS	2602L	Paramedic Laboratory II	4
EMS	2664	Paramedic Clinical I	3
EMS	2665	Paramedic Clinical II	2
EMS	2659	Paramedic Field Internship	5

TOTAL CERTIFICATE HOURS 42

[a] Can substitute BSC 2085/2085L and 2086/2086L

RAPID PROTOTYPING and DESIGN CERTIFICATE (RAPID-CT)

http://www.spcollege.edu/program/RAPID-CT

Brad Jenkins, Program Director, SP/G (727) 341-4378

Job-Related Opportunities:

- CAD Designer
- CAD Technician
- Design Technician
- Rapid Prototype designer

This certificate provides a program of study with courses in solid modeling, using SolidWorks. By completing this certificate, the students will provide the technical expertise for the engineering activities of industry in planning, designing, and detailing for Rapid Prototyping. This certificate utilizes the 3-D printers and CNC machines for the solid modeling design process and development of the final product. These courses are also applied to the 60-credit hour Associate in Science Degree in Engineering Technology. Students new to this field will be able to obtain employment by completing this certificate and work in those areas where Rapid Prototyping is used.

PROGRAM REQUIREMENTS

ETD	2364C	Introduction to SolidWorks	3
ETD	2368C	Advanced SolidWorks	3
ETD	2369C	Solidworks Advanced Applications	3
ETD	2382C	Solidworks Simulation and Design Analysis	3
ETD	2371C	Rapid Prototyping – Model Design and Fabrication	3

TOTAL CERTIFICATE HOURS 15

ROOMS DIVISION MANAGEMENT CERTIFICATE (RDM-CT)

http://www.spcollege.edu/program/RDM-CT

Robert Meyer, Instructor-in-Charge (727) 394-6165
Dr. James Olliver, Provost, SE (727) 394-6111

This certificate is designed to prepare students for employment as supervisors and managers in hotels, resorts and cruise lines, as well as related hospitality sectors.

These courses will apply toward the A.S. degree in Hospitality & Tourism Management.

PROGRAM REQUIREMENTS

FSS	2235C	Introductory Food Production Management	3
HFT	1000	Introduction to the Hospitality and Tourism Industry	3
HFT	1210	Supervision in the Hospitality Industry	3
HFT	1300	Housekeeping Operations	3
HFT	1410	Front Office Procedures	3
HFT	1500	Marketing in the Hospitality Industry	3
HFT	1941	Operations and Service Practicum	2
HFT	2276	Club and Resort Operations	2
HFT	2600	Hospitality Law	3
HFT	2942	Hospitality Internship	3
MNA	1751	Customer Service I: Developing a Spirit of Customer Service	1
MNA	1760	Customer Service II: Developing Exceptional Customer Service	1

TOTAL CERTIFICATE HOURS 30

SIX SIGMA BLACK BELT CERTIFICATE
(SIXSG-CT)

http://www.spcollege.edu/program/SIXSG-CT

Brad Jenkins, Program Director, SP/G (727) 341-4378

Job-Related Opportunities:

- Quality Technician
- Quality Analyst
- Quality Control Specialist
- Manufacturing Technician

The Six Sigma black Belt certificate provides a four course sequence of classes covering the theory of Six Sigma along with a Six Sigma Project Course. This certificate, intended for the manufacturing and services industries, will build from the concepts of the Lean Six-Sigma Green Belt Expert Certificate. The major objectives of Six Sigma methodology include problem solving, strategic improvement, and business transformation. The course offerings of this certificate program will focus on the theory and methods of Six Sigma and concentrates using facts and data to improve customer satisfaction, reduce cycle time, and reduce defects. The courses in this Black Belt certificate are part of the Quality Specialty in the AS degree in Engineering Technology.

PROGRAM REQUIREMENTS

ETI	2624	Six Sigma Black Belt Concepts	3
ETI	2670	Technical Economic Analysis	3
ETI	2619	Six Sigma Project Management	3
ETI	2626	Six Sigma Capstone Project	3

TOTAL CERTIFICATE HOURS 12

VETERINARY MANAGEMENT CERTIFICATE
(VMG-CT)

http://www.spcollege.edu/program/VMG-CT

Dr. Richard Flora, Dean (727) 341-3653

Job Related Opportunities

- Certified Veterinary Practice Manager

For admission to this program students must meet the entrance requirements for St Petersburg College. The veterinary hospital management courses identified in this certificate program will meet the educational requirements for the Veterinary Hospital Managers Association examination for Certified Veterinary Practice Managers. The six courses will cover the areas of personnel, accounting and finance, marketing, legal requirements and budgeting and planning.

PROGRAM REQUIREMENTS

ATE	1301	Basics of Veterinary Management	3
ATE	1302	Legal Issues for the Veterinary Hospital	3
ATE	1303	Marketing for the Veterinary Hospital	3
ATE	1304	Veterinary Financial Accounting	3
ATE	1364	Leadership in the Veterinary Office	3
ATE	2349	Veterinary Hospital Operations	3

TOTAL CERTIFICATE HOURS 18

VIDEO GAME FOUNDATIONS CERTIFICATE

(VGF-CT)

http://www.spcollege.edu/program/VGF-CT

Delynda Keefe, Lead Instructor SE (727) 394-6127
Basil Moutsatsos, Academic Chair, SE (727(394-6011
Dr. Jonathan Steele, Dean, CL (727) 791-5987
Dr. James Olliver, Provost, SE (727) 394-6111

Job-Related Opportunities:

- Video Game Quality Assurance
- Game Tester
- QA Leads
- Technical Associate
- Game Master
- Video Game Sales Associate
- 2-D/3-D Artist

This certificate is designed to explore multiple disciplines established within the gaming industry. This interdisciplinary program offers fundamental insights into the business of electronic gaming by examining areas of critical game studies, game design, game production, basic game programming, an introduction to 3-D art and the massive business of video gaming. All courses apply toward the AS degree in Digital Arts, Media & Interactive Web Design. – Video Game Foundations option.

PROGRAM REQUIREMENTS

ART	2370	Drawing for Animation	3
DIG	2040	Survey of Game Development	3
DIG	2430	Storyboarding and Conceptualizing for Game Creation	3
DIG	1710	Introduction to Game Development Programming	3
DIG	2364	3-D Animation for Game Development	3

TOTAL CERTIFICATE HOURS 15

WEB DESIGNER CERTIFICATE

(WEBDS-CT)

http://www.spcollege.edu/program/WEBDS-CT

Dr. Sharon Setterlind, SP/G (727) 341-4724 or Roberto Fernandez, (727) 712-5770

Job Related Opportunities:

- Web Designer
- Web Producer
- Flash Designer
- Web Graphic Artist
- Marketing & Communications Professional
- Technical Writer
- Web Author

This certificate program is designed to introduce the student to the variety of skills necessary to design and create Web sites. In the initial courses, the student is introduced to HyperText Markup Language (HTML), Cascading Style Sheets for formatting of Web sites, use of HTML editing and Web site development tools, and the concepts of Web site hosting and domain name registration. The student then progresses to more advanced design courses, covering the concepts of site design, marketing, site navigation, and use of Web graphics and animation.

Students complete the certificate by selecting among electives in Flash, E-Commerce, advanced Web Graphics design, and JavaScript.

These courses will apply toward the AS degree in Web Site Design and Management.

PROGRAM REQUIREMENTS

CGS	1831		Web Foundations/ Essentials	3
CGS	2823		Advanced Web Site Development	3
COP	1826		Web Graphics Design I	3
COP	2823		Advanced Web Page Creation	3
Select 6 credits:				
CGS	1172		E-Commerce Site Designer I	(3)
CGS	1874		Introduction to Flash	(3)
CGS	2173		E-Commerce Site Designer II	(3)
CGS	**2XXX**	*****	**Flash/ActionScripting**	**(3)**
COP	1827		Web Graphics Design II	(3)
COP	2801		JavaScript	(3)

TOTAL CERTIFICATE HOURS 18

YOUTH DEVELOPMENT PROFESSIONAL CERTIFICATE (YDPF-CT)

http://www.spcollege.edu/program/YDPF-CT

Dr. Cheryl Kerr, Program Director (727) 341-3736

Job Related Opportunities:

- Youth Counselor/Worker
- Recreation Leader
- Camp Counselor
- Case Management Aide
- Youth/Child Advocate
- Life Skills Instructor

The Human Services profession is experiencing changes as the emphasis is shifting from rehabilitation efforts to prevention and early intervention and promoting the development of healthy children, families, and communities. This Applied Technology Diploma program will prepare paraprofessionals to function in this dynamic field and focus on working with children and youth.

These courses will apply toward the AS degree in Human Services.

PROGRAM REQUIREMENTS – Grade of "C" or better is required

DEP	2004	Developmental Psychology of the Life Span	3
HUS	1001	Principles and Strategies for Human Services	3
HUS	1111	Introduction to Intra and Inter-Personal Processes	3
HUS	1620	Principles and Best Practices in Afterschool Programs	3
HUS	1640	Foundations of Youth Development	3
HUS	2200	Dynamics of Groups and Group Counseling	3
HUS	2315	Studies in Behavioral Modification	3
HUS	2540	Building Stronger Families and Communities	3
HUS	2949	Co-op Work Experience	3
PSY	1012	General Psychology	3

TOTAL CERTIFICATE HOURS 30

ADVANCED TECHNICAL CERTIFICATES

For admission to these certificate programs, students must possess an A.S. degree or higher.

CRITICAL CARE
(CC-ATC)
ADVANCED TECHNICAL CERTIFICATE

http://www.spcollege.edu/courses/program/CC-ATC
Dr. Jean Wortock, Dean (727) 341-3640

For admission to this program students must possess an A.S. in Nursing.

PROGRAM REQUIREMENTS

NSP	3265	Progressive Care Nursing	4
NSP	3275	Critical Care Nursing	3
NSP	3276	ECG Interpretation for Health Care Professionals	2

TOTAL CERTIFICATE HOURS 9

EMERGENCY CARE
(EMC-ATC)
ADVANCED TECHNICAL CERTIFICATE

http://www.spcollege.edu/courses/program/EMC-ATC
Dr. Jean Wortock, Dean (727) 341-3640

For admission to this program students must possess an A.S. degree in Nursing and an RN License. Courses are taken in the sequence listed below.

PROGRAM REQUIREMENTS

NSP	3265	Progressive Care Nursing	4
NSP	3275	Critical Care Nursing	3
NSP	3276	ECG Interpretation for Health Care Professionals	2
NSP	3495	Emergency Department Nursing	2

TOTAL CERTIFICATE HOURS 11

FUNERAL ARTS
(FUNAT-ATC)
ADVANCED TECHNICAL CERTIFICATE

http://www.spcollege.edu/courses/program/FUNAT-ATC

Kevin Davis, Program Director (727) 341-3781

For admission to this program applicants must have graduated with at least an associate's degree from a regionally accredited college or university

Job-Related Opportunities:

- Florida Funeral Director
- Pre-need Counselor

This Advanced Technical Certificate is designed to meet specific state or professional needs. It is NOT accredited by the American Board of Funeral Service Education (3432 Ashland Avenue, Suite G, St. Joseph, MO 64506, Office 816-233-3747). Students graduating from this program **ARE NOT** eligible to take the National Board Examination or any state board examination for which graduation from an ABFSE accredited program is required.

Graduates are eligible to take the Florida State Board Exam for Funeral Directing.

These courses apply towards the Funeral Services Associate in Science degree.

PROGRAM REQUIREMENTS – GRADE OF "C" OR BETTER IN ALL COURSES

ACG	2001	Applied Financial Accounting I **OR**	3
ACG	2021	Financial Accounting	(3)
BUL	2241	Business Law	3
FSE	1000	Introduction to Funeral Services	3
FSE	1010	Funeral Ethics	1
FSE	1150	Cremation History, Principles, and Practices	2
FSE	1204	Funeral Service Computer Applications	1
FSE	2060	Funeral Directing	3
FSE	2061	Thanatology	3
FSE	2080	Funeral Law	3
FSE	2201	Funeral Home Management Operations	3
FSE	2202	Funeral Home Management	3

TOTAL CERTIFICATE HOURS 28

NOTE: If you have missed two (2) consecutive terms, you must see a counselor to be readmitted into your program.

ERIN K. FLATLEY CERTIFICATE IN SEPSIS AWARENESS & EDUCATION (SAE-ATC) ADVANCED TECHNICAL CERTIFICATE

http://www.spcollege.edu/courses/program/SAE-ATC

Dr. Jean Wortock, Dean (727) 341-3640

For admission to this program students must possess an A.S. degree in Nursing.

PROGRAM REQUIREMENTS

NSP	3475	Infectious Disease and Sepsis	3
NSP	3476	Infection Control for Healthcare Settings	3
NSP	3477	Communicable Disease Prevention and Control	3

TOTAL CERTIFICATE HOURS 9

APPLIED TECHNOLOGY DIPLOMAS

EMERGENCY MEDICAL TECHNICIAN
(EMT-ATD)
APPLIED TECHNOLOGY DIPLOMA

http://www.spcollege.edu/program/EMT-ATD
Dr. Nerina Stepanovsky, Program Director (727) 341-3656 or 3680

This program is designed to produce Emergency Medical Technicians (EMTs), whose job it is to deliver the pre-hospital, life support care and transportation necessary for victims of accidents and emergency illness. The primary focus of the Emergency Medical Technician is to provide basic emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Emergency Medical Technicians function as part of a comprehensive EMS response, under medical oversight. Emergency Medical Technicians perform interventions with the basic equipment typically found on an ambulance.

The Emergency Medical Technician is a link from the scene to the emergency health care system. Successful completion of the prescribed courses and the awarding of a diploma of completion means eligibility to take either the State of Florida examination for certification or National Registry exam for certification as an EMT-Basic. See admission requirements in BOT Rule 6Hx23-4.55.

PROGRAM REQUIREMENTS

EMS	1119	Fundamentals of Emergency Medical Care	6
EMS	1119L	Fundamentals of Emergency Medical Care Laboratory	2
EMS	1411	Fundamentals of Emergency Medical Care Clinical Experience	1
EMS	1421	EMT Field Internship	2

TOTAL DIPLOMA HOURS 11

MATERNAL AND CHILD HEALTH
APPLIED TECHNOLOGY DIPLOMA
(MCHL-ATD)

http://www.spcollege.edu/program/MCHL-ATD
Dr. Cheryl Kerr, Program Director (727) 341-3736

Job Related Opportunities:

- Family Support Worker
- Community Health Worker
- Healthy Start Worker
- Head Start Workers
- Migrant Workers
- Health Workers/Liaisons

These courses will apply toward the A.S. degree in Human Services.

PROGRAM REQUIREMENTS - Grade of "C" or better is required (21 credits)

HUS	1111	Introduction to Intra- and Inter-Personal Processes	3
HUS	1001	Principles and Strategies for Human Services	3
HUS	2540	Building Stronger Families and Communities	3
HUS	2541	Working with Families in the Early Childhood Period	3
HUS	2542	Working with Families in the Perinatal Period	3
HUS	2550	Social Services and the Disenfranchised	3
HUS	2949	Co-Op Work Experience	3
TOTAL DIPLOMA HOURS			**21**

PSAV CERTIFICATES

BASIC CORRECTIONAL OFFICER
(BCOR-PSAV)
PSAV CERTIFICATE

John Dressback, Program Coordinator AC (727) 341-4494

Job-Related Opportunities:

- Correctional Officer

This post-secondary adult vocational certificate is designed to incorporate the basic theory and applications necessary to become certified as a Corrections Officer. The course consists of classroom instruction, practical exercises and scenarios, consisting of the following topics: law, operations, human issues, communications, firearms, first aid, defensive tactics and others. Students who successfully complete this course will be eligible to take the state certification examination administered by the Florida Department of Law Enforcement.

PROGRAM REQUIREMENTS			CONTACT HOURS
CJK	0270	Criminal Justice Legal 1	46
CJK	0271	Criminal Justice Legal 2	22
CJK	0272	Criminal Justice Communications	42
CJD	0773	Interpersonal Skills I	62
CJK	0101	Interpersonal Skills 2	50
CJK	0551	CMS CJ Defensive Tactics	80
CJK	0040	CMS CJ Firearms	80
CJK	0031	CMS First Aid for CJ Officers	40
CJK	0480	Emergency Preparedness	26
CJK	0102	Correctional Operations	64
CJK	0280	CJ Officer Physical Fitness Training CMS CJ	40
PSP	0670	CMS Basic Corrections	24
TOTAL CONTACT HOURS			**576**

BASIC CROSSOVER FROM CORRECTIONAL OFFICER TO CMS LAW ENFORCEMENT (BCRO-PSAV) PSAV CERTIFICATE

John Dressback, Program Coordinator AC (727) 341-4494

Job-Related Opportunities:

- Police Officer
- Security Officer

This post-secondary adult vocational certificate is designed to incorporate the basic theory and applications necessary to become certified as a Law Enforcement Officer for the State of Florida. The course consists of classroom instruction, practical exercises and scenarios consisting of the following topics: law, patrol, investigations, vehicle operations, traffic crash investigations and others. Students who successfully complete this course will be eligible to take the state certification examination administered by the Florida Department of Law Enforcement.

PROGRAM REQUIREMENTS			CONTACT HOURS
CJK	0221	Correctional Cross-Over to LE Introduction and Legal	47
CJK	0222	Correctional Cross-Over to LE Communications	56
CJK	0223	Correctional Cross-Over to LE Human Issues	32
CJK	0061	Patrol 1	58
CJK	0062	Patrol 2	40
CJK	0071	Criminal Investigations	56
CJK	0076	Crime Scene Investigation	24
CJK	0082	Traffic Stops	24
CJK	0083	DUI Traffic Stops	24
CJK	0086	Traffic Crash Investigations	32
CJK	0020	CMS Law Enforcement Vehicle Operations	48
CJK	0422	Dart-Firing Stun Gun	8
CJK	0212	Cross-Over Correctional to LE CMS High-Liability	8
PSP	0674	PSAV Crossover Academy Corrections to Law Enforcement	16
TOTAL CONTACT HOURS			**473**

BASIC LAW ENFORCEMENT
(BLE-PSAV)
PSAV CERTIFICATE

John Dressback, Program Coordinator AC (727) 341-4494

Job-Related Opportunities:

- Police Officer
- Security Officer

This post-secondary adult vocational certificate is designed to incorporate the basic theory and applications necessary to become certified as a Law Enforcement Officer for the State of Florida. The course consists of classroom instruction, practical exercises and scenarios consisting of the following topics;: law, human issues, communications, vehicle operations, first aid, firearms, defensive tactics, patrol, investigations, and others. Students who successfully complete this course will be eligible to take the state certification examination administered by the Florida Department of Law Enforcement.

PROGRAM REQUIREMENTS			CONTACT HOURS
CJK	0007	Introduction to Law Enforcement	11
CJK	0008	Legal	69
CJK	0011	Human Issues	40
CJK	0017	Communications	76
CJK	0020	CMS LE Vehicle Operations	48
CJK	0031	CMS First Aid for Criminal Justice Officers	40
CJK	0040	CMS Criminal Justice Firearms	80
CJK	0551	CMS Criminal Justice Defensive Tactics	80
CJK	0061	Patrol I	58
CJK	0062	Patrol 2	40
CJK	0071	Criminal Investigations	56
CJK	0076	Crime Scene Investigations	24
CJK	0082	Traffic Stops	24
CJK	0083	DUI Traffic Stops	24
CJK	0086	Traffic Crash Investigations	32
CJK	0422	Dart-Firing Stun Gun	8
CJK	0096	Criminal Justice Officer Physical Fitness Training	60
PSP	0660	CMS Basic Law Enforcement	20
TOTAL CONTACT HOURS			**790**

BASIC FIREFIGHTING I
(FFI-PSAV)
PSAV CERTIFICATE

Jim Terry, Program Director (727) 572-5315

The Fire Academy offers three "minimum standards" classes per year, each consisting of Fighter I and Firefighter II. These classes meet the State Fire Marshal's Academic and Practical Requirement for certification as a firefighter based on National Fire Protection Association Standards NFPA 1001.

Job-Related Opportunities:

- Volunteer Firefighter
- Industrial Fire Brigade Member

This post-secondary Firefighter I is designed to incorporate the basic theory and applications necessary to become certified as a Fire Fighter I. The course consists of classroom lecture and practical exercises covering topics such as: ladders, hose, fire streams, ropes and knots, rescue, ventilation, and others. Because of the physical nature of the course and the career, students are required to pass a Physical Ability Test administered by the College prior to being admitted to the course. Students who complete SPC's Vocational Certificate Program of Fire Fighter I will become eligible to take the competency test for Firefighter I which is administered by the State Fire Marshal's Bureau of Fire Standards and Training. This course is a prerequisite for FFP 0020 Fire Fighter II.

Notes:
Students are required to take the College Placement Test (CPT) and complete all remediation that may be indicated by the CPT scores, prior to graduating. Students must also hold current certification as a Florida EMT or Paramedic, or must have recently completed the EMT lecture, lab, and clinical portions of the EMT program as they are offered at St. Petersburg College.

PROGRAM REQUIREMENTS			CONTACT HOURS
FFP	0010	Fire Fighter I	225
TOTAL CONTACT HOURS			**225**

BASIC FIREFIGHTING II
(FFII-PSAV)
PSAV CERTIFICATE

Jim Terry, Program Director (727) 572-5315

Job Related Opportunities:

- Career Fire Fighter
- Volunteer Firefighter
- Industrial Fire Brigade Member

This program requires successful completion of Firefighter II and is designed to incorporate the advanced theory and applications necessary to become certified as a Fire Fighter II. The course consists of classroom lecture and practical exercises covering topics such as: fire chemistry and behavior, firefighter safety and survival, fire service organizational theory, NFPA standards, rescue practices, fire streams, and principles of ventilation. Because of the physical nature of the course and the career, students are required to pass a Physical Ability Test administered by the College prior to being admitted to the course. Students who complete SPC's Vocational Certificate Program of Fire Fighter II will become eligible to take the competency test for Firefighter II which is administered by the State Fire Marshal's Bureau of Fire Standards and Training and which is required for employment as a career Firefighter.

Notes:
Students are required to take the College Placement Test (CPT) and complete all remediation that may be indicated by the CPT scores, prior to graduating. Students must also hold current certification as a Florida EMT or Paramedic, or must have recently completed the EMT lecture, lab, and clinical portions of the EMT program as they are offered at St. Petersburg College.

PROGRAM REQUIREMENTS			CONTACT HOURS
FFP	0020	Fire Fighter II	225
TOTAL CONTACT HOURS			**225**

COLLEGE OF EDUCATION EPI CERTIFICATES

EPI CANADIAN ELEMENTARY EDUCATION CERTIFICATE (IMPCAN-CT)

http://www.spcollege.edu/program/IMPCAN-CT
Dr. Theron Manly, Dean (727) 712-5876

Prerequisites: Admission to the College of Education – Educator Preparation Institute (EPI)

- Applicants must have graduated with at least a bachelor's degree from a college or university with a non-education major.
- Applicants must have a 2.5 overall grade point average
- Applicants must have a commitment to teaching and a desire to be a positive influence in the lives of Florida's most vital resource – its children.
- Within the first semester admitted, applicants must present passing scores on applicable portions of the Florida Teacher Certification Exam.
- Applicants must be computer literate.

CORE REQUIREMENTS (11 credits) - Grade of "C" or higher required.

EDF	3214	Psychology of Learning; EPI	2
EDF	4430	Measurement, Evaluation and Assessment in Education K-12	2
EDG	3410	Classroom Management and Communication K-12	2
EEX	3012	Teaching in the Inclusive Classroom: EPI	2
EDG	3620	Ontario: Issues and directions (8 weeks)	3

MAJOR REQUIREMENTS (18 credits) - Grade of "C" or higher required

CGS	1060	Basic Computer and Information Literacy	1
EDE	4304	Instructional Strategies in Elementary Math and Science (20 SB hrs)	3
EDE	4226	Instructional Strategies in Elementary Language Arts and Social Studies	2
RED	3309	Learning to Read	2
RED	4511	Reading to Learn	2
RED	4519	Diagnosis and Remediation in Reading	2
EDE	4940 *, **	Canadian Internship (35 SB hrs)	3, 3

ESOL REQUIREMENTS (6 credits) - Grade of "C" or higher required.

TSL	3080	ESOL Issues: Principles and Practices I: K-12	3
TSL	4081	ESOL Issues: Principles and Practices II: K-12	3

TOTAL CERTIFICATE HOURS 35

* School-based hours total 70 clinical clock hours.
** Must be taken 2 semesters

Completing all program requirements, including ESOL, demonstrating competency in the Florida Educator Accomplished Practices (FEAPS) at the pre-professional level, passing all sections of the Florida Teacher Certification Examination (FTCE), completing school based hours and Ethics training are conditions of program completion.

Students who have questions concerning catalog year requirements should consult the appropriate SPC College catalog or an academic advisor. Students who have questions concerning state mandated prerequisites should consult www.facts.org and review the appropriate common prerequisite manual or see an academic advisor.

EPI ELEMENTARY EDUCATION CERTIFICATE
(IMPELED-CT)

http://www.spcollege.edu/program/IMPELED-CT
Dr. Theron Manly, Dean (727) 712-5876

Prerequisites: Admission to the College of Education – Educator Preparation Institute (EPI)

- Applicants must have graduated with a non-education bachelor's degree (or higher) from a regionally accredited college/university or other approved Florida Department of Education (FLDOE) institution.
- Applicants must pass the Florida Teacher Certification Examinations (FTCE) **General Knowledge** (GK) **test** - all four sections.
- Applicants must present a valid FLDOE **Official Statement of Status of Eligibility** for Elementary Education K-6.
- Applicants must be computer literate.

PROGRAM REQUIREMENTS - Grade of "C" or higher required.

EDE	4304		Instructional Strategies in Elementary Math and Science: EPI	3
EDE	4226		Instructional Strategies in Elementary Language Arts and Social Studies: EPI	2
EDE	4942	*	Literacy Field Experience: EPI (60 SBH)	1
EDE	4943	*	Integrated Mathematics & Science Elem Field Experience: EPI (60 SBH)	1
EDF	3214	*	Psychology of Learning; EPI (5 SBH)	2
EDF	4430		Measurement, Evaluation and Assessment in Education K-12	2
EDG	3410		Managing Behavior for Effective Learning: EPI	2
EEX	3012	*	Teaching in the Inclusive Classroom: EPI (10 SBH)	2
RED	3309	*	Learning to Read: EPI (10 SBH)	2
RED	4511	*	Reading to Learn: EPI (10 SBH)	2
RED	4519	*	Diagnosis and Remediation in Reading: EPI (10 SBH)	2
TSL	3080	*	ESOL Issues: Principles and Practices I: K-12 (15 SBH)	3
TSL	4081	*	ESOL Issues: Principles and Practices II: K-12 (15 SBH)	3

TOTAL CERTIFICATE HOURS 27

* Explanation of **School Based Hours** or **SBH**: The majority of EPI courses contain assignments which require students to spend time in a public school classroom. This classroom time is identified in the above curriculum as SBH (school based hours). Students also complete a field experience/practicum course in Fall (EDE 4942) and Spring (EDE 4943) terms. Each field experience/practicum course requires 60 SBH (in addition to other assigned SBH). The College of Education coordinates the placements for all student school based hours.

Total School-Based Hours for the Elementary Education EPI = 195 hours.

Graduation requirements include completing all above course requirements, demonstrating competency in the Florida Educator Accomplished Practices (FEAPS) at the pre-professional level, passing all sections of the Florida Teacher Certification Examinations (FTCE), a minimum 2.5 G.P.A. in all EPI coursework, and completing all School Based Hours.

EPI EXCEPTIONAL STUDENT EDUCATION CERTIFICATE (IMPESED-CT)

http://www.spcollege.edu/program/IMPESED-CT
Dr. Theron Manly, Dean (727) 712-5876

Prerequisites: Admission to the College of Education – Educator Preparation Institute (EPI)

- Applicants must have graduated with a non-education bachelor's degree (or higher) from a regionally accredited college/university or other approved Florida Department of Education (FLDOE) institution.
- Applicants must be computer literate.
- Applicants must pass the Florida Teacher Certification Examinations (FTCE) **General Knowledge** (GK) **test** - all four sections.
- Applicants must present a valid FLDOE **Official Statement of Status of Eligibility** for Exceptional Student Education K-12.

REQUIREMENTS - Grade of "C" or higher required in all EPI classes.

EDE	4226		Instructional Strategies in Elementary Language Arts and Social Studies: EPI	2
EDE	4304		Instructional Strategies in Elementary Math and Science: EPI	3
EDE	4942	*	Literacy Field Experience: EPI (60 SBH)	1
EDE	4943	*	Integrated Mathematics & Science Elem Field Experience: EPI (60 SBH)	1
EDF	3214	*	Psychology of Learning: EPI (5 SBH)	2
EDF	4430		Measurement, Evaluation and Assessment in Education K-12	2
EDG	3410		Managing Behavior for Effective Learning: EPI	2
EEX	3012	*	Teaching in the Inclusive Classroom: EPI (10 SBH)	2
EEX	3101		Survey of Normal/Abnormal Language and Speech	1
EEX	3280		Career/Vocational Assessment and Instructional Planning	1
EEX	4261	*	Differentiated Instruction: EPI (15 SBH)	1
RED	3309	*	Learning to Read: EPI (10 SBH)	2
RED	4511	*	Reading to Learn: EPI (10 SBH)	2
RED	4519	*	Diagnosis and Remediation in Reading: EPI (10 SBH)	2
TSL	3080	*	ESOL Issues: Principles and Practices I: K-12 (15 SBH)	3

TOTAL CERTIFICATE HOURS 27

* Explanation of **School Based Hours** or **SBH**: The majority of EPI courses contain assignments which require students to spend time in a public school classroom. This classroom time is identified in the above curriculum as SBH (school based hours). Students also complete a field experience/practicum course in Fall (EDE 4942) and Spring (EDE 4943) terms. Each field experience/practicum course requires 60 SBH (in addition to other assigned SBH). The College of Education coordinates the placements for all student school based hours.

Total field experience/School-Based Hours for the Exceptional Student Education EPI = 195 hours.

Graduation requirements include completing all above course requirements, demonstrating competency in the Florida Educator Accomplished Practices (FEAPS) at the pre-professional level, passing all Florida Teacher Certification Examinations (FTCE), a minimum 2.5 G.P.A. in all EPI coursework, and completing all School Based Hours.

EPI MATHEMATICS EDUCATION CERTIFICATE
(IMPMATH-CT)

http://www.spcollege.edu/program/IMPMATH-CT

Dr. Theron Manly, Dean (727) 712-5876

Prerequisites: Admission to the College of Education – Educator Preparation Institute (EPI)

- Applicants must have graduated with a non-education bachelor's degree (or higher) from a regionally accredited college/university or other approved Florida Department of Education (FLDOE) institution.
- Applicants must be computer literate.
- Applicants must pass the Florida Teacher Certification Examinations (FTCE) **General Knowledge** (GK) **test** - all four sections.
- Applicants must pass the FTCE **Subject Area Exam** (SAE) for **Mathematics 6-12**.
- Applicants must present a valid FLDOE **Official Statement of Status of Eligibility** for Mathematics 6-12.

PROGRAM REQUIREMENTS - Grade of "C" or higher required.

EDF	3214	*	Psychology of Learning: EPI (5 SBH)	2
EDF	4430		Measurement, Evaluation and Assessment in Education K-12	2
EDG	3341		Effective Strategies for Underachieving Students	2
EDG	3410		Managing Behavior for Effective Learning: EPI	2
EEX	3012	*	Teaching in the Inclusive Classroom: EPI (10 SBH)	2
MAE	3320		Interactive Middle School Mathematics Projects	3
MAE	3941	*	Interactive Middle School Mathematics Projects Practicum (60 SB HRS)	1
MAE	4330		Instructional Methods in Secondary Mathematics with Technology	3
MAE	4942	*	Instructional Methods in Secondary Mathematics w/Technology Practicum (60 SBH)	1
RED	4335		Reading in the Content Area	3
TSL	3080	*	ESOL Issues: Principles and Practices I: K-12 (15 SBH)	3

TOTAL CERTIFICATE HOURS 24

* Explanation of **School Based Hours** or **SBH**: The majority of EPI courses contain assignments which require students to spend time in a public school classroom. This classroom time is identified in the above curriculum as SBH (school based hours). Students also complete a field experience/practicum course in Fall (EDE 4942) and Spring (EDE 4943) terms. Each field experience/practicum course requires 60 SBH (in addition to other assigned SBH). The College of Education coordinates the placements for all student school based hours.

Total field experience/School-Based Hours for the Mathematics EPI = 150 hours.

Graduation requirements include completing all above course requirements, demonstrating competency in the Florida Educator Accomplished Practices (FEAPS) at the pre-professional level, passing all Florida Teacher Certification Examinations (FTCE), a minimum 2.5 G.P.A. in all EPI coursework, and completing all School Based Hours.

EPI MIDDLE GRADES
MATHEMATICS EDUCATION CERTIFICATE
(IMPMGM-CT)

http://www.spcollege.edu/program/IMPMGM-CT

Dr. Theron Manly, Dean (727) 712-5876

Prerequisites: Admission to the College of Education – Educator Preparation Institute (EPI)

- Applicants must have graduated with a non-education bachelor's degree (or higher) from a regionally accredited college/university or other approved Florida Department of Education (FLDOE) institution.
- Applicants must be computer literate.
- Applicants must pass the Florida Teacher Certification Examinations (FTCE) **General Knowledge** (GK) **test**-all four sections.
- Applicants must pass the FTCE **Subject Area Exam** (SAE) for **Middle Grades Mathematics 5-9**.
- Applicants must present a valid FLDOE **Official Statement of Status of Eligibility** for Middle Grades Mathematics 5-9.

PROGRAM REQUIREMENTS- A grade of "C" or higher is required in all EPI classes.

EDF	3214	*	Psychology of Learning: EPI (5 SBH)	2
EDF	4430		Measurement, Evaluation and Assessment in Education K-12	2
EDG	3341		Effective Strategies for Underachieving Students	2
EDG	3410		Managing Behavior for Effective Learning: EPI	2
EDG	4343		Cognitive Strategies Instruction in the Classroom	3
EDG	4943	*	Cognitive Strategies Instruction Practicum (60 SBH)	1
EEX	3012	*	Teaching in the Inclusive Classroom: EPI (10 SBH)	2
MAE	3320		Interactive Middle School Mathematics Projects	3
MAE	3941	*	Interactive Middle School Mathematics Projects Practicum (60SBH)	1
RED	4335		Reading in the Content Area	3
TSL	3080	*	ESOL Issues: Principles and Practices I: K-12 (15 SBH)	3

TOTAL CERTIFICATE HOURS 24

* Explanation of **School Based Hours** or **SBH**: The majority of EPI courses contain assignments which require students to spend time in a public school classroom. This classroom time is identified in the above curriculum as SBH (school based hours). Students also complete a field experience/practicum course in Fall (EDE 4942) and Spring (EDE 4943) terms. Each field experience/practicum course requires 60 SBH (in addition to other assigned SBH). The College of Education coordinates the placements for all student school based hours.

Total field experience/School-Based Hours for the Middle Grades Mathematics EPI = 150 hours.

Graduation requirements include completing all above course requirements, demonstrating competency in the Florida Educator Accomplished Practices (FEAPS) at the pre-professional level, passing all Florida Teacher Certification Examinations (FTCE), a minimum 2.5 G.P.A. in all EPI coursework, and completing all School Based Hours.

EPI MIDDLE GRADES GENERAL SCIENCE EDUCATION CERTIFICATE (IMPMGS-CT)

http://www.spcollege.edu/program/IMPMGS-CT
Dr. Theron Manly, Dean (727) 712-5876

Prerequisites: Admission to the College of Education – Educator Preparation Institute (EPI)

- Applicants must have graduated with a non-education bachelor's degree (or higher) from a regionally accredited college/university or other approved Florida Department of Education (FLDOE) institution.
- Applicants must be computer literate.
- Applicants must pass the Florida Teacher Certification Examinations (FTCE) **General Knowledge** (GK) **test** - all four sections.
- Applicants must pass the FTCE **Subject Area Exam** (SAE) for **Middle Grades General Science 5-9**.
- Applicants must present a valid FLDOE **Official Statement of Status of Eligibility** for Middle Grades General Science 5-9.

PROGRAM REQUIREMENTS- A grade of "C" or higher is required in all EPI classes.

EDF	3214	*	Psychology of Learning: EPI (5 SBH)	2
EDF	4430		Measurement, Evaluation and Assessment in Education K-12	2
EDG	3341		Effective Strategies for Underachieving Students	2
EDG	3410		Managing Behavior for Effective Learning: EPI	2
EDG	4343		Cognitive Strategies Instruction in the Classroom	3
EDG	4943	*	Cognitive Strategies Instruction Practicum (60 SBH)	1
EEX	3012	*	Teaching in the Inclusive Classroom: EPI (10 SBH)	2
RED	4335		Reading in the Content Area	3
SCE	3941	*	Secondary Science Field Experience (6-8) (60 SBH)	1
SCE	3945		Interactive Projects That Promote Learning in Science	3
TSL	3080	*	ESOL Issues: Principles and Practices I: K-12 (15 SBH)	3

TOTAL CERTIFICATE HOURS 24

* Explanation of **School Based Hours** or **SBH**: The majority of EPI courses contain assignments which require students to spend time in a public school classroom. This classroom time is identified in the above curriculum as SBH (school based hours). Students also complete a field experience/practicum course in Fall (EDE 4942) and Spring (EDE 4943) terms. Each field experience/practicum course requires 60 SBH (in addition to other assigned SBH). The College of Education coordinates the placements for all student school based hours.

Total field experience/School-Based Hours for the Middle Grades General Science EPI = 150 hours.

Graduation requirements include completing all above course requirements, demonstrating competency in the Florida Educator Accomplished Practices (FEAPS) at the pre-professional level, passing all Florida Teacher Certification Examinations (FTCE), a minimum 2.5 G.P.A. in all EPI coursework, and completing all School Based Hours.

EPI BIOLOGY SCIENCE 6-12 EDUCATION CERTIFICATE (IMPSCI-CT)

http://www.spcollege.edu/program/IMPSCI-CT

Dr. Theron Manly, Dean (727) 712-5876

Prerequisites: Admission to the College of Education – Educator Preparation Institute (EPI)

- Applicants must have graduated with a non-education bachelor's degree (or higher) from a regionally accredited college/university or other approved Florida Department of Education (FLDOE) institution.
- Applicants must be computer literate.
- Applicants must pass the Florida Teacher Certification Examinations (FTCE) **General Knowledge** (GK) **test** - all four sections.
- Applicants must pass the FTCE **Subject Area Exam** (SAE) for **Biology 6-12**.
- Applicants must present a valid FLDOE **Official Statement of Status of Eligibility** for Biology 6-12.

PROGRAM REQUIREMENTS- A grade of "C" or higher is required in all EPI classes.

EDF	3214	*	Psychology of Learning: EPI (5 SBH)	2
EDF	4430		Measurement, Evaluation and Assessment in Education K-12	2
EDG	3341		Effective Strategies for Underachieving Students	2
EDG	3410		Managing Behavior for Effective Learning: EPI	2
EEX	3012	*	Teaching in the Inclusive Classroom: EPI (10 SBH)	2
RED	4335		Reading in the Content Area	3
SCE	3941	*	Secondary Science Field Experience 6-8 (60 SBH)	1
SCE	3945		Interactive Projects that Promote Learning in Science	3
SCE	4330		Secondary School Science and Assessments with Technology	3
SCE	4940	*	Instructional Methods in Sec. Science and Assessment w/Tech. Practicum (60 SBH)	1
TSL	3080	*	ESOL Issues: Principles and Practices I: K-12 (15 SBH)	3

TOTAL CERTIFICATE HOURS 24

* Explanation of **School Based Hours** or **SBH**: The majority of EPI courses contain assignments which require students to spend time in a public school classroom. This classroom time is identified in the above curriculum as SBH (school based hours). Students also complete a field experience/practicum course in Fall (EDE 4942) and Spring (EDE 4943) terms. Each field experience/practicum course requires 60 SBH (in addition to other assigned SBH). The College of Education coordinates the placements for all student school based hours.

Total field experience/School-Based Hours for the Biology EPI = 150 hours.

Graduation requirements include completing all above course requirements, demonstrating competency in the Florida Educator Accomplished Practices (FEAPS) at the pre-professional level, passing all Florida Teacher Certification Examinations (FTCE), a minimum 2.5 G.P.A. in all EPI coursework, and completing all School Based Hours.

BACHELOR OF SCIENCE DEGREES

SCIENCE TEACHER EDUCATION
BIOLOGY TEACHER EDUCATION (6 - 12)
(BSCED-BS)
BACHELOR OF SCIENCE DEGREE

http://www.spcollege.edu/program/BSCED-BS

Admissions Checklist

Prerequisite: Admission to the College of Education – Science Education

Students pursuing an A.A. degree in Education from St. Petersburg College should consult the Education A.A. portion of the catalog for General Education requirements.

GRADE OF "C" OR HIGHER REQUIRED FOR ALL COURSES

EDUCATION PREREQUISITES

EDF	1005	Introduction to Education	3
EDF	2085	Teaching Diverse Populations	3
EME	2040	Introduction to Educational Technology	3

In addition to these Education courses listed above, students are required to complete the general education (Associates of Arts Degree) that corresponds with their catalog year/requirement term. Students who have earned a previous AA or bachelor's degree should consult an advisor for transcript review.

Additionally, the general education requirements and state-mandated prerequisites must be satisfied.

20 credits of College level Science and Mathematics (with a grade of "C" or higher) to include:

- 4 credits Calculus and Analytic Geometry I
- 4 credits Biology I with Lab
- 4 credits Biology II with Lab
- 8 credits General Chemistry I & II with labs (or Physics I & II with labs or General Physics I & II with labs)

Note: The Chemistry sequence is the preferred option because it also satisfies the prerequisites for BCH 3023, which is part of the major. If the chemistry prerequisites are not taken prior to admission to the College of Education, they must be completed during the first two semesters.

CORE REQUIREMENTS (27 credits)

EDF	3214	*	Student Development & Learning Principles K-12 (5 SB hrs)	3
EDF	4430		Measurement, Evaluation & Assessment in Education K-12	2
EDF	4781		Educational Issues for the 21st Century	2
EDG	3410		Classroom Management & Communication K-12	2
EEX	3012	*	Nature & Needs of Exceptional Students K-12 (10 SB hrs)	3
RED	4335		Reading in the Content Areas	3
SCE	4942	*	Internship – Secondary Science with Emphasis in Biology	12

MAJOR REQUIREMENTS (33 credits)

BCH	3023		Elementary Organic & Biological Chemistry	3
BSC	3096		Human Biology	3
BSC	4032		Issues & Challenges in Science Education	2
PCB	3043C		Ecology with Lab	4
PCB	3063C		Genetics with Lab	4
PCB	4674		Adaptations in Plants and Animals	3
PCB	4723C		Comparative Animal Physiology with Lab	4
SCE	3030	*	Science Matters (5 SB hrs)	2
SCE	3945		Interactive Projects That Promote Learning in Science	3
SCE	4330		Secondary School Science and Assessment with Technology	3
SCE	4940	*	Instructional Methods in Secondary Science and Assessment with Technology Practicum (60 SB hrs)	1
SCE	3941	*	Secondary Science Field Experience (6-8) (60 SB hrs)	1

ESOL REQUIREMENTS (3 credits)

TSL	3080	*	ESOL Issues: Principles & Practices I K-12 (15 SB hrs)	3

TOTAL PROGRAM HOURS 123

* School-based hours total 155 clinical clock hours plus a 15-week internship.

ADDENDUM: ADDITIONAL GRADUATION REQUIREMENTS

CULTURAL DIVERSITY: (6 credits)
Six credits with an international or diversity focus. This requirement may have been satisfied in the first 60 semester hours.

FOREIGN LANGUAGE:
Two years in high school or one year of college instruction in a single foreign language.

NOTES: For admission and graduation a cumulative GPA of 2.5 or higher is required. Questions regarding admissions, please consult with the Dean of College of Education.

Completing all program requirements, including ESOL, demonstrating competency in the Florida Educator Accomplished Practices (FEAPS) at the pre-professional level, passing all sections of the Florida Teacher Certification Examination (FTCE), and passing the final internship are conditions of graduation

Students who have questions concerning catalog year requirements should consult the appropriate SPC College catalog or an academic advisor. Students who have questions concerning state mandated prerequisites should consult www.facts.org and review the appropriate common prerequisite manual or see an academic advisor.

BUSINESS TECHNOLOGY EDUCATION (6-12)
(BTEED-BS)
BACHELOR OF SCIENCE DEGREE

http://www.spcollege.edu/program/BTEED-BS

Admissions Checklist

PREREQUISITES: Admission to the College of Education – Business Technology Education

GRADE OF "C" OR HIGHER REQUIRED FOR ALL COURSES

EDUCATION PREREQUISITES

EDF	1005	Introduction to Education	3
EDF	2085	Teaching Diverse Populations	3
EME	2040	Introduction to Educational Technology	3

In addition to these Education courses listed above, students are required to complete the general education (Associates of Arts Degree) that corresponds with their catalog year/requirement term. Students who have earned a previous AA, AS or bachelor's degree should consult an advisor for transcript review.

OTHER PROGRAM PREREQUISITES

ACG	2021	Financial Accounting **OR**	3
ACG	2001/2011	Applied Financial Accounting I & II	(3, 3)
Elective in Business Administration (BUL 2361 or any CGS, FIN, MAN, MAR course)			3

CORE REQUIREMENTS (27 credits)

EDF	3214	*	Student Development & Learning Principles K-12 (5 SB hrs)	3
EDF	4430		Measurement, Evaluation & Assessment in Education, K-12	2
EDG	3410		Classroom Management & Communication, K-12	2
EDF	4781		Educational Issues for the 21st Century	2
EEX	3012	*	Nature & Needs of Exceptional Students K-12 (10 SB hrs)	3
RED	4335		Reading in the Content Areas	3
BTE	4940	*	Internship – Business Technology Education (6-12)	12

MAJOR REQUIREMENTS (34 credits)

BTE	4412	*	Instructional Methods for Middle School Business Technology Education with Practicum (40 SB hrs)	2
BTE	4413		Instructional Methods for Secondary Business Technology Education	3
BTE	4946	*	Instructional Methods for Secondary Business Tech Ed Practicum (40 SB hrs)	2
BTE	4948	*	Curriculum Overview in Business Education (40 SB hrs)	3
BUL	3310		Advanced Legal Environment of Business	3
CGS	1822		Web Site Essentials	2
COP	1822		Introduction to Web Page Creation	1
COP	2823		Advanced Web Page Creation	3
ENC	2210		Technical Writing	3
ISM	4480		Electronic Commerce Systems & Strategies	3
MAN	3504		Operations Mgmt	3
MAN	3600		International Business	3
MAR	3802		Marketing for Managers	3

ESOL REQUIREMENTS (3 credits)

TSL	3080	*	ESOL Issues: Principles & Practices I K-12 (15 SB hrs)	3

TOTAL PROGRAM HOURS 124

* School-based hours total 150 clinical clock hours plus a 15-week internship.

ADDENDUM: Additional Graduation Requirements

CULTURAL DIVERSITY (6 credits)

Six credits with an international or diversity focus. This requirement may have been satisfied in the first 60 semester hours.

FOREIGN LANGUAGE:

Two years in high school or one year of college instruction in a single foreign language.

NOTES: For admission and graduation a cumulative GPA of 2.5 or higher is required.
Questions regarding admissions, please consult with the Dean of College of Education.

Completing all program requirements, including ESOL, demonstrating competency in the Florida Educator Accomplished Practices (FEAPS) at the pre-professional level, passing all sections of the Florida Teacher Certification Examination (FTCE), and passing the final internship are conditions of graduation

Students who have questions concerning catalog year requirements should consult the appropriate SPC College catalog or an academic advisor. Students who have questions concerning state mandated prerequisites should consult www.facts.org and review the appropriate common prerequisite manual or see an academic advisor.

EDUCATIONAL STUDIES WITH SUBPLANS IN INTERDISCIPLINARY STUDIES OR PRESCHOOL EDUCATION (BIRTH TO AGE 4) OR PREKINDERGARTEN/PRIMARY EDUCATION (AGE 3 TO GRADE 3) (EDST-BS)
BACHELOR OF SCIENCE DEGREE

http://www.spcollege.edu/program/EDST-BS

Admissions Checklist

This degree does not lead to a teaching certificate.

PREREQUISITE: Admission to the College of Education – Educational Studies

Students pursuing an A.A. degree in Education from St. Petersburg College should consult the Education A.A. portion of the catalog for General Education Requirements.

GRADE OF "C" OR HIGHER REQUIRED FOR ALL COURSES

EDUCATION PREREQUISITES

EDF	1005	Introduction to Education	3
EDF	2085	Teaching Diverse Populations	3
EME	2040	Introduction to Educational Technology	3

In addition to these Education courses listed above, students are required to complete the general education (Associates of Arts Degree) that corresponds with their catalog year/requirement term. Students who have earned a previous A.A. or bachelor's degree should consult an advisor for transcript review.

MAJOR REQUIREMENTS (18 credits)

COM	3120	Organizational Communication	3
EDF	3660	Education and Public Policy in the U.S.	3
EDF	4490	Research in Educational Studies	3
EDF	4632	Sociology of Education	3
EDF	4810	Comparative and International Education	3
MAN	3303	Management and Leadership Practices	3

SUBPLAN A: INTERDISCIPLINARY STUDIES (IDS) (42 credits)

DEP	3305	* Psychology of Adolescence (5 FE hrs)	3
EDF	4781	Educational Issues for the 21st Century	2
EDF	4932	Senior Capstone for Educational Studies	4
MAN	3301	Public Personnel Management	3
PAD	3874	Community Relations: Theory and Practice	3

Select 6 credits:

EDF	3214	* Student Development & Learning Principles K-12 (5 FE hrs)	(3)
EDF	4430	Measurement, Evaluation & Assessment in Education K-12	(2)
EDG	3410	Classroom Management & Communication K-12	(2)
EEX	3012	* Nature & Needs of Exceptional Students K-12 (10 FE hrs)	(3)
EEX	3241	Organization, Curriculum, and Instruction for Exceptional Students	(2)
RED	3309	* Early and Emergent Literacy K-2 (15 FE hrs)	(3)
TSL	3080	* ESOL Issues: Principles & Practices I K-12 (15 FE hrs)	(3)
TSL	4081	* ESOL Issues: Principles & Practices II K-12 (15 FE hrs)	(3)

Select 6 credits:

BUL	3310	Advanced Legal Environment of Business	(3)
EDG	3620	Curriculum & Instruction	(3)
ISM	3011	Management Information Systems	(3)
ISM	4301	Global Information Systems	(3)
ISM	4480	Electronic Commerce Systems & Strategies	(3)
MAN	3240	Applied Organizational Behavior	(3)
MAN	3504	Operations Management	(3)
MAN	3600	International Business	(3)
MAN	4102	Managing Cultural Diversity	(3)
MAN	4625	Managing Global Human Resources	(3)

Select 6 credits:

PAD	3034	Survey of Public Policy	(3)
PAD	4014	Political and Socio-Economic Impact of Gangs	(3)
PAD	4232	Grant Administration & Resource Development	(3)

Select 9 Additional Credits from Elective Areas Above **(9)**

OR

SUBPLAN B: PRESCHOOL EDUCATION (BIRTH TO AGE 4) (PREEDU) (42 credits)

EEC	3005		Child Growth and Development: Birth to Age 8	3
EEC	3009		Foundations of Early Childhood Care and Education: Birth to Age 8	3
EEC	3204	*	Curriculum in Early Childhood Education: Birth to Age 8 (15 FE hrs)	3
EEC	3403	*	Young Children with Special Needs: Birth to Age 8 (5 FE hrs)	3
EEC	3413	*	Working with Diverse Families in Early Childhood Education: Birth to Age 8 (5 FE hrs)	3
EEC	3731		Health, Safety and Nutrition for the Young Child: Birth to Age 8	3
EEC	4207	*	Assessment and Evaluation of Young Children: Birth to Age 8 (15 FE hrs)	3
EEC	4212	*	Math, Science and Technology for Preschool Education: Birth to Age 4 (15 FE hrs)	3
EEC	4227	*	Creative Arts for Preschool Education (15 FE hrs)	3
EEC	4408	*	Family, Teacher, Community Relations in Early Childhood Education: Birth to Age 8 (5 FE hrs)	3
EEC	4706	*	Early and Emergent Literacy in Preschool Education (15 FE hrs)	3
EEC	4942	*	Preschool Education Practicum II Early Childhood Education (Birth – Age 4) (60 FE hrs)	1
EEC	4944	*	Preschool Education Practicum I (Birth – Age 4) (60 FE hrs)	1
EEC	4945	*	Internship: Preschool Education (Birth – Age 4) (15 weeks)	4
TSL	3080	*	ESOL Issues: Principles & Practices I K-12 (15 FE hrs)	3

OR

SUBPLAN C: PREKINDERGARTEN/PRIMARY EDUCATION (AGE 3 TO GRADE 3) (PREK) (42 credits)

EEC	3005		Child Growth and Development: Birth to Age 8	3
EEC	3009		Foundations of Early Childhood Care and Education: Birth to Age 8	3
EEC	3204	*	Curriculum in Early Childhood Education: Birth to Age 8 (15 FE hrs)	3
EEC	3403	*	Young Children with Special Needs: Birth to Age 8 (5 FE hrs)	3
EEC	3413	*	Working with Diverse Families in Early Childhood Education: Birth to Age 8 (5 FE hrs)	3
EEC	3731		Health, Safety and Nutrition for the Young Child: Birth to Age 8	3
EEC	4207	*	Assessment and Evaluation of Young Children: Birth to Age 8 (15 FE hrs)	3
EEC	4210	*	Integrated Curriculum I for Prekindergarten/Primary Education (15 FE hrs)	3
EEC	4211	*	Integrated Curriculum II for Prekindergarten/Primary Education (15 FE hrs)	3
EEC	4408	*	Family, Teacher, Community Relations in Early Childhood Education: Birth to Age 8 (5 FE hrs)	3
EEC	4940	*	Prekindergarten/Primary Education Practicum I (60 FE hrs)	1
EEC	4941	*	Prekindergarten/Primary Education Practicum II (60 FE hrs)	1
EEC	4946	*	Internship: Early Childhood Education PreKindergarten/Primary Education	4
LAE	4414	*	Language Arts for Prekindergarten/Primary Education (15 FE hrs)	3
TSL	3080	*	ESOL Issues: Principles & Practices I K-12 (15 FE hrs)	3

TOTAL PROGRAM HOURS 120

* Field Experiences: Depending on elective choices, **Subplan A** requires a minimum of 5 clinical clock hours. **Subplan B** and **Subplan C** both require 225 clinical clock hours plus a 15-week internship.

ADDENDUM: ADDITIONAL GRADUATION REQUIREMENTS

FOREIGN LANGUAGE REQUIREMENTS:

Two consecutive years in high school or one year of college instruction in a single foreign language.

NOTES: For admission and graduation a cumulative GPA of 2.0 or higher is required.
Questions regarding admissions, please consult with the Dean of College of Education.
Students who have questions concerning catalog year requirements should consult the appropriate SPC College catalog or an academic advisor. Students who have questions concerning state mandated prerequisites should consult www.facts.org and review the appropriate common prerequisite manual or see an academic advisor.

ELEMENTARY EDUCATION (K-6)
WITH INFUSED ESOL & READING ENDORSEMENTS
(ELEDR-BS)
BACHELOR OF SCIENCE DEGREE

http://www.spcollege.edu/program/ELEDR-BS

Admissions Checklist

PREQUISITE: Admission to the College of Education – Elementary Education

Students pursuing an A.A. degree in Education from St. Petersburg College should consult the Education A.A. portion of the catalog for General Education Requirements.

GRADE OF "C" OR HIGHER REQUIRED FOR ALL COURSES

EDUCATION PREREQUISITES

EDF	1005	Introduction to Education	3
EDF	2085	Teaching Diverse Populations	3
EME	2040	Introduction to Educational Technology	3

In addition to these Education courses listed above, students are required to complete the general education (Associates of Arts Degree) that corresponds with their catalog year/requirement term. Students who have earned a previous AA or bachelor's degree should consult an advisor for transcript review.

CORE REQUIREMENTS (25 credits)

EDE	4940	*	Internship – Elementary Education K-6	12
EDF	3214	*	Student Development & Learning Principles K-12 (5 SB hrs)	3
EDF	4430		Measurement, Evaluation & Assessment in Education K-12	2
EDF	4781		Educational Issues for the 21st Century	2
EDG	3410		Classroom Management & Communication K-12	2
EEX	3012	*	Nature & Needs of Exceptional Students K-12 (10 SB hrs)	3
RED	4940	*	Final internship in Reading	1

MAJOR REQUIREMENTS (29 credits)

EDE	4220		Integrated Health & Recreation	1
EDE	4226		Integrated Language Arts, Children's Literature & Social Sciences	4
EDE	4304		Integrated Mathematics & Science	4
EDE	4314		Mathematical Concepts and Procedures in the K-6 classroom	1
EDE	4421		Evaluation in Elementary Education	2
EDE	4943	*	Integrated Mathematics & Science Practicum (60 SB hrs)	1
EDE	4942	*	Integrated Language Arts, Children's Literature & Social Science Practicum (60 SB hrs)	1
EDG	3620		Curriculum & Instruction	3
EEX	4604		Behavior Management of Exceptional Students	3
RED	3309	*	Early and Emergent Literacy– K-2 (15 SB hrs)	3
RED	4511	*	Intermediate Literacy 3-6: Reading & Thinking (20 SB hrs)	3
RED	4519	*	Diagnosis and Intervention in Reading (20 SB hrs)	3

ESOL REQUIREMENTS (6 credits) - Grade of "C" or higher required

TSL	3080	*	ESOL Issues: Principles & Practices I K-12 (15 SB hrs)	3
TSL	4081	*	ESOL Issues: Principles & Practices II K-12 (15 SB hrs)	3

TOTAL PROGRAM HOURS 120

* School-based hours total 220 clinical clock hours plus a 15-week internship in Elementary Education and Reading.

ADDENDUM: ADDITIONAL GRADUATION REQUIREMENTS

CULTURAL DIVERSITY: (6 credits)

Six credits with an international or diversity focus. This requirement may have been satisfied in the first 60 semester hours.

FOREIGN LANGUAGE REQUIRMENTS:

Two consecutive years in high school or one year of college instruction in a single foreign language.

NOTES: For admission and graduation a cumulative GPA of 2.5 or higher is required.
Questions regarding admissions, please consult with the Dean of College of Education.

Students who have questions concerning catalog year requirements should consult the appropriate SPC College catalog or an academic advisor. Students who have questions concerning state mandated prerequisites should consult www.facts.org and review the appropriate common prerequisite manual or see an academic advisor.

EXCEPTIONAL STUDENT EDUCATION (K-12) WITH INFUSED ESOL & READING ENDORSEMENTS (ESEDR-BS) BACHELOR OF SCIENCE DEGREE

http://www.spcollege.edu/program/ESEDR-BS

Admissions Checklist

PREREQUISITE: Admission to the College of Education – Exceptional Student Education

Students pursuing an A.A. degree in Education from St. Petersburg College should consult the Education A.A. portion of the catalog for General Education Requirements.

Grade of "C" or higher required for all courses

EDUCATION PREREQUISITES

EDF	1005	Introduction to Education	3
EDF	2085	Teaching Diverse Populations	3
EME	2040	Introduction to Educational Technology	3

In addition to these Education courses listed above, students are required to complete the general education (Associates of Arts Degree) that corresponds with their catalog year/requirement term. Students who have earned a previous AA or bachelor's degree should consult an advisor for transcript review.

CORE REQUIREMENTS (25 credits)

EDF	3214	*	Student Development & Learning Principles K-12 (5 SB hrs)	3
EDF	4430		Measurement, Evaluation & Assessment in Education K-12	2
EDF	4781		Educational Issues for the 21st Century	2
EDG	3410		Classroom Management & Communication K-12	2
EEX	3012	*	Nature & Needs of Exceptional Students K-12 (10 SB hrs)	3
EEX	4940	*	Internship – Exceptional Student Education	12
RED	4940	*	Final Internship in Reading	1

MAJOR REQUIREMENTS (34 credits)

EDE	4226		Integrated Language Arts, Children's Literature and Social Sciences	4
EDE	4304		Integrated Mathematics & Sciences	4
EDE	4314		Mathematical Concepts and Procedures in the K-6 classroom	1
EDE	4942	*	Integrated Language Arts, Children's Literature and Social Sciences Practicum (60 SB hrs)	1
EDE	4943	*	Integrated Mathematics & Science Practicum (60 SB hrs)	1
EEX	3101		Survey of Normal/Abnormal Language & Speech Development	1
EEX	3241		Organization, Curriculum & Instruction for Exceptional Students	2
EEX	3280		Career/Vocational Assessment and Instructional Planning	1
EEX	4221		Educational Assessment of Exceptional Students	3
EEX	4261	*	Curriculum & Instructional Strategies for Students with Behavioral Disorders & Specific Learning Disabilities (10 SB hrs)	4
EEX	4604		Behavior Management of Exceptional Students	3
RED	3309	*	Early & Emergent Literacy K-2 (15 SB hrs)	3
RED	4511	*	Intermediate Literacy 3-6: Reading & Thinking (20 SB hrs)	3
RED	4519	*	Diagnosis and Intervention in Reading (20 SB hrs)	3

ESOL REQUIREMENTS (6 credits) – Grade of "C" or higher required

TSL	3080	*	ESOL Issues: Principles & Practices I K-12 (15 SB hrs)	3
TSL	4081	*	ESOL Issues: Principles & Practices II K-12 (15 SB hrs)	3

TOTAL PROGRAM HOURS 125

* School-based hours total 230 clinical hours plus a 15-week internship in Exceptional Student Education and Reading.

ADDENDUM: ADDITIONAL GRADUATION REQUIREMENTS

CULTURAL DIVERSITY: (6 credits)

Six credits with an international or diversity focus.
This requirement may have been satisfied in the first 60 credit hours.

FOREIGN LANGUAGE:

Two consecutive years in high school or one year of college instruction in a single foreign language.

NOTES: For admission and graduation a cumulative GPA of 2.5 or higher is required.
Questions regarding admissions, please consult with the Dean of College of Education.

Students who have questions concerning catalog year requirements should consult the appropriate SPC College catalog or an academic advisor. Students who have questions concerning state mandated prerequisites should consult www.facts.org and review the appropriate common prerequisite manual or see an academic advisor.

MIDDLE GRADES MATHEMATICS EDUCATION (5-9)
(MGMED-BS)
BACHELOR OF SCIENCE DEGREE

http://www.spcollege.edu/program/MGMED-BS
Admissions Checklist

Prerequisites: Admission to the College of Education – Middle Grades Mathematics Education
Students pursuing an A.A. degree in Education from St. Petersburg College should consult the Education A.A. portion of the catalog for General Education requirements.

GRADE OF "C" OR HIGHER REQUIRED FOR ALL COURSES

EDUCATION PREREQUISITES

EDF	1005	Introduction to Education	3
EDF	2085	Teaching Diverse Populations	3
EME	2040	Introduction to Educational Technology	3

In addition to the Education courses listed above, students are required to complete the general education (Associates of Arts Degree) that corresponds with their catalog year/requirement term. Students who have earned a previous AA or bachelor's degree should consult an advisor for transcript review.

Additionally, the general education requirements and state-mandated prerequisites must be satisfied.

8 credits of College-level Mathematics (with a grade of "C" or higher) to include:
4 credits Calculus & Analytic Geometry
4 credits Elective in Mathematics (any MAC prefix course)

CORE REQUIREMENTS (27 credits)

EDF	4430		Measurement, Evaluation & Assessment in Education K-12	2
EDF	4781		Educational Issues for the 21st Century	2
EDG	3410		Classroom Management & Communication K-12	2
EEX	3012	*	Nature & Needs of Exceptional Students K-12 (10 SB hrs)	3
DEP	3305	*	Psychology of Adolescence (5 SB hrs)	3
RED	4335		Reading in the Content Areas	3
MAE	4943	*	Internship – Middle School Mathematics (5-9)	12

MAJOR REQUIREMENTS (30 credits)

EDG	4343		Cognitive Strategies Instruction in the Classroom	3
EDG	4943	*	Cognitive Strategies Instruction Practicum (60 SB hrs)	1
EEX	4604		Behavior Management of Exceptional Students	3
MAD	2104		Discrete Mathematics	3
MAE	3320		Interactive Middle School Mathematics Projects	3
MAE	3823		Connections through Algebraic Thinking	4
MAE	3941	*	Interactive Middle School Mathematics Projects Practicum (60 SB hrs)	1
MAE	4642		Assessing Cognitive & Affective Issues in Learning Mathematics	2
MHF	4404		Perspectives in Mathematics	3
MTG	3212		Modern Geometries	4
STA	2023		Elementary Statistics	3

ESOL REQUIREMENTS – (3 credits)

TSL	3080	*	ESOL Issues: Principles & Practices I K-12 (15 SB hrs)	3

TOTAL PROGRAM HOURS 120

* School-based hours total 150 clinical clock hours plus a 15-week internship.

ADDENDUM ADDITIONAL GRADUATION REQUIREMENTS

Cultural Diversity: (6 credits)
Six credits with an international or diversity focus. This requirement may have been satisfied in the first 60 semester hours

FOREIGN LANGUAGE:
Two years in high school or one year of college instruction in a single foreign language.

NOTES: For admission and graduation a cumulative GPA of 2.5 or higher is required. Questions regarding admissions, please consult with the Dean of College of Education.

Completing all program requirements, including ESOL, demonstrating competency in the Florida Educator Accomplished Practices (FEAPS) at the pre-professional level, passing all sections of the Florida Teacher Certification Examination (FTCE), and passing the final internship are conditions of graduation.

Students who have questions concerning catalog year requirements should consult the appropriate SPC College catalog or an academic advisor. Students who have questions concerning state mandated prerequisites should consult www.facts.org and review the appropriate common prerequisite manual or see an academic advisor.

MIDDLE GRADES GENERAL SCIENCE EDUCATION (5-9)
(MGSED-BS)
BACHELOR OF SCIENCE DEGREE

http://www.spcollege.edu/program/MGSED-BS

Admissions Checklist

Prerequisites: Admission to the College of Education – Middle Grades Science Education
Students pursuing an A.A. degree in Education from St. Petersburg College should consult the Education A.A. portion of the catalog for General Education requirements.

GRADE OF "C" OR HIGHER REQUIRED FOR ALL COURSES

EDUCATION PREREQUISITES

EDF	1005	Introduction to Education	3
EDF	2085	Teaching Diverse Populations	3
EME	2040	Introduction to Educational Technology	3

In addition to these Education courses listed above, students are required to complete the general education (Associates of Arts Degree) that corresponds with their catalog year/requirement term. Students who have earned a previous AA or bachelor's degree should consult an advisor for transcript review.

Additionally, the general education requirements and state-mandated prerequisites must be satisfied.

15 credits of College-level Science (with a grade of "C" or higher) to include:

8 credits Biology I & II with Labs (or General Chemistry I & II with Labs or General Physics I & II with Labs or Physics I & II with Labs)

Notes:

- *The Biology sequence is the preferred option because it also satisfies the prerequisites for both PCB 3043C and PCB 4674, which are part of the major. If the biology prerequisites are not taken prior to admission to the College of Education, they must be completed during the first two semesters.*

4 credits Geology with Lab

3 credits Oceanography

CORE REQUIREMENTS (27 credits)

DEP	3305	*	Psychology of Adolescence (5 SB hours)	3
EDF	4430		Measurement, Evaluation & Assessment in Education K-12	2
EDF	4781		Educational Issues for the 21st Century	2
EDG	3410		Classroom Management & Communication K-12	2
EEX	3012	*	Nature & Needs of Exceptional Students K-12 (10 SB hrs)	3
RED	4335		Reading in the Content Areas	3
SCE	4943	*	Internship – Middle School General Science (5-9)	12

MAJOR REQUIREMENTS (30 credits)

AST	1XXX		Any Astronomy Class	3
Science Lab			Any College-Level Approved Science Lab	1
BSC	4032		Issues and Challenges in Science Education	2
EDG	4343		Cognitive Strategies Instruction in the Classroom	3
EDG	4943	*	Cognitive Strategies Instruction Practicum (60 SB hrs)	1
EEX	4604		Behavior Management of Exceptional Students	3
PCB	3043C		Ecology with Lab	4
PCB	4674		Adaptations in Plants and Animals	3
SCE	3030		Science Matters	2
SCE	3420C		Physical Science for Middle Grades Teachers	4
SCE	3945		Interactive Projects That Promote Learning in Science	3
SCE	3941	*	Secondary Science Field Experience (6-8) (60 SB hrs)	1

ESOL REQUIREMENTS (3 credits)

TSL	3080	*	ESOL Issues: Principles & Practices I K-12 (15 SB hrs)	3

TOTAL PROGRAM HOURS 120

* School-based hours total 150 clinical clock hours plus a 15-week internship.

ADDENDUM: ADDITIONAL GRADUATION REQUIREMENTS

CULTURAL DIVERSITY: (6 credits)
Six credits with an international or diversity focus. This requirement may have been satisfied in the first 60 semester hours.

FOREIGN LANGUAGE:
Two years in high school or one year of college instruction in a single foreign language.

NOTES: For admission and graduation a cumulative GPA of 2.5 or higher is required.
Questions regarding admissions, please consult with the Dean of College of Education.

Completing all program requirements, including ESOL, demonstrating competency in the Florida Educator Accomplished Practices (FEAPS) at the pre-professional level, passing all sections of the Florida Teacher Certification Examination (FTCE), and passing the final internship are conditions of graduation

Students who have questions concerning catalog year requirements should consult the appropriate SPC College catalog or an academic advisor. Students who have questions concerning state mandated prerequisites should consult www.facts.org and review the appropriate common prerequisite manual or see an academic advisor.

SECONDARY EDUCATION MATHEMATICS (6-12)
(MTSED-BS)
BACHELOR OF SCIENCE DEGREE

http://www.spcollege.edu/program/MTSED-BS

Admissions Checklist

Prerequisites: Admission to the College of Education – Mathematics Education

Students pursuing an A.A. degree in Education from St. Petersburg College should consult the Education A.A. portion of the catalog for General Education requirements.

GRADE OF "C" OR HIGHER REQUIRED FOR ALL COURSES

EDUCATION PREREQUISITES

EDF	1005	Introduction to Education	3
EDF	2085	Teaching Diverse Populations	3
EME	2040	Introduction to Educational Technology	3

In addition to the Education courses listed above, students are required to complete the general education (Associates of Arts Degree) that corresponds with their catalog year/requirement term. Students who have earned a previous AA or bachelor's degree should consult an advisor for transcript review.

Additionally, the general education requirements and state-mandated prerequisites must be satisfied.

12 credits of College-level Mathematics (with a grade of "C" or higher) to include:
4 creditsCalculus and Analytic Geometry I
4 creditsCalculus and Analytic Geometry II
4 creditsElective in Mathematics (any MAC, MTG, or MAS prefix course)

CORE REQUIREMENTS (27 credits)

EDF	3214	*	Student Development and Learning Principles K-12 (5 SB hrs)	3
EDF	4430		Measurement, Evaluation and Assessment in Education K-12	2
EDF	4781		Educational Issues for the 21st Century	2
EDG	3410		Classroom Management and Communication K-12	2
EEX	3012	*	Nature and Needs of Exceptional Students K-12 (10 SB hrs)	3
MAE	4940	*	Internship – Secondary Mathematics	12
RED	4335		Reading in the Content Areas	3

MAJOR REQUIREMENTS (33 credits)

MAD	3107		Discrete Structures	3
MAE	3320		Interactive Middle School Mathematics Projects	3
MAE	3941	*	Interactive Middle School Mathematics Projects Practicum (60 SB hrs)	1
MAE	4330		Instructional Methods in Secondary Mathematics with Technology	3
MAE	4642		Assessing Cognitive & Affective Issues in Learning Mathematics	2
MAE	4942	*	Instructional Methods in Secondary Mathematics with Technology Practicum (60 SB hrs)	1
MAS	3105		Linear Algebra with Applications	4
MAS	4203		Number Theory	3
MAS	4301		Introductory Abstract Algebra	3
MGF	4301		Transitions to Advanced Mathematics	3
MHF	4404		Perspectives in Mathematics	3
MTG	3212		Modern Geometries	4

ESOL REQUIREMENTS (3 credits) – Grade of "C" or higher required

TSL	3080	*	ESOL Issues: Principles and Practices I K-12 (15 SB hrs)	3

TOTAL PROGRAM HOURS 123

* School-based hours total 150 clinical clock hours plus a 15-week internship.

ADDENDUM ADDITIONAL GRADUATION REQUIREMENTS

Cultural Diversity: (6 credits)

Six credits with an international or diversity focus. This requirement may have been satisfied in the first 60 semester hours

FOREIGN LANGUAGE REQUIREMENT:

Two years in high school or one year of college instruction in a single foreign language.

NOTES: For admission and graduation a cumulative GPA of 2.5 or higher is required. Questions regarding admissions, please consult with the Dean of College of Education.

Completing all program requirements, including ESOL, demonstrating competency in the Florida Educator Accomplished Practices (FEAPS) at the pre-professional level, passing all sections of the Florida Teacher Certification Examination (FTCE), and passing the final internship are conditions of graduation.

Students who have questions concerning catalog year requirements should consult the appropriate SPC College catalog or an academic advisor. Students who have questions concerning state mandated prerequisites should consult www.facts.org and review the appropriate common prerequisite manual or see an academic advisor.

TECHNOLOGY EDUCATION (6-12)
(TECED-BS)
BACHELOR OF SCIENCE DEGREE

http://www.spcollege.edu/program/TECED-BS
Admissions Checklist

Prerequisites: Admission to the College of Education – Technology Education
Students pursuing an A.A. degree in Education from St. Petersburg College should consult the Education A.A. portion of the catalog for General Education requirements.

GRADE OF "C" OR HIGHER REQUIRED FOR ALL COURSES

EDUCATION PREREQUISITES

EDF	1005		Introduction to Education	3
EDF	2085		Teaching Diverse Populations	3
EME	2040		Introduction to Educational Technology	3

In addition to these Education courses listed above, students are required to complete the general education (Associates of Arts Degree) that corresponds with their catalog year/requirement term. Students who have earned a previous AA or bachelor's degree should consult an advisor for transcript review.

CORE REQUIREMENTS (27 credits)

EDF	3214	*	Student Development & Learning Principles K-12 (5 SB hrs)	3
EDF	4430		Measurement, Evaluation & Assessment in Education K-12	2
EDG	3410		Classroom Management & Communication K-12	2
EEX	3012	*	Nature & Needs of Exceptional Students K-12 (10 SB hrs)	3
RED	4335		Reading in the Content Areas	3
EDF	4781		Educational Issues for the 21st Century	2
ETE	4940	*	Internship – Technology Education (6-12)	12

MAJOR REQUIREMENTS (32 credits)

ETE	3323		Instructional Methods in Middle School Technology Education	3
ETE	3003	*	Foundations of Technology Education (15 SB hrs)	3
ETE	3203		Program Management: Technology Education	2
ETE	3402C		Materials and Processes w/Lab	4
ETE	3473C		Manufacturing and Transportation w/Lab	4
ETE	3946	*	Instructional Methods for Middle School Technology Education Practicum (60 SB hrs)	1
ETE	4444		Technological Design	3
ETE	4414C		Information & Communication Technology w/Lab	4
ETE	4333		Instructional Methods for Secondary Technology Education	3
ETE	4434C		Energy and Power Systems w/Lab	4
ETE	4947	*	Instructional Methods for Secondary Technology Education Practicum (60 SB hrs)	1

ESOL REQUIREMENTS (3 credits) - Grade of "C" or higher required

TSL	3080	*	ESOL Issues: Principles & Practices I K-12 (15 SB hrs)	3

TOTAL PROGRAM HOURS 122

* School-based hours total 165 clinical clock hours plus a 15-week internship.

ADDENDUM: Additional Graduation Requirements

CULTURAL DIVERSITY: (6 credits)
Six credits with an international or diversity focus. This requirement may have been satisfied in the first 60 semester hours.

FOREIGN LANGUAGE:
Two years in high school or one year of college instruction in a single foreign language.

NOTES: For admission and graduation a cumulative GPA of 2.5 or higher is required.
Questions regarding admissions, please consult with the Dean of College of Education.

Completing all program requirements, including ESOL, demonstrating competency in the Florida Educator Accomplished Practices (FEAPS) at the pre-professional level, passing all sections of the Florida Teacher Certification Examination (FTCE), and passing the final internship are conditions of graduation.

Students who have questions concerning catalog year requirements should consult the appropriate SPC College catalog or an academic advisor. Students who have questions concerning state mandated prerequisites should consult www.facts.org and review the appropriate common prerequisite manual or see an academic advisor.

BIOLOGY
BACHELOR OF SCIENCE DEGREE
(BIOLOGY-BS)

http://www.spcollege.edu/program/BIOLOGY-BS
Admissions Checklist

UPPER DIVISION REQUIREMENTS
Admission requires an A.A. Degree and completion of the state-mandated prerequisites listed below.

STATE MANDATED PREREQUISITES - Grade of "C" or better required for all courses
The following courses are required and may be used as part of the General Education Requirements:

BSC	2010/L	Biology I – Cellular Processes and Lab	4
BSC	2011/L	Biology II – Organisms and Ecology and Lab	4
CHM	2045/L	General Chemistry and Qualitative Analysis I and Lab	4
CHM	2046/L	General Chemistry and Qualitative Analysis II and Lab	4
CHM	2210/L	Organic Chemistry I and Lab	4
CHM	2211/L	Organic Chemistry II and Lab	4
MAC	2311	Calculus with Analytic Geometry I OR (MAC 2233)	5
STA	2023	Elementary Statistics OR (MAC 2312 or 2234)	3

REQUIRED MAJOR COURSES (36 credits) - Grade of "C" or better required for all courses

BCH	4024	Biochemistry and Molecular Biology	4
PCB	3043C	Ecology with Lab	4
PCB	3063C	Genetics with Lab	4
PCB	4674	Adaptation in Plants and Animals	3
PCB	4723C	Comparative Animal Physiology with Lab	4
PHY	1053	General Physics I	3
PHY	1048L	Physics Laboratory I	1
PHY	1054	General Physics II	3
PHY	1049L	Physics Laboratory II	1
[a]MCB	3020C	General Microbiology with Lab **OR**	4
[a]PCB	3023C	Cell Biology with Lab	(4)
BOT	3015C	Plant Biology with Lab	4
BSC	4931	Senior Seminar in Biology	1

ELECTIVES (Select 24 credits) - Grade of "C" or better required for all courses

ANS	3006	Introduction to Animal Science	(3)
ATE	3637	Small Animal Nutrition	(3)
BSC	3312C	Marine Biology with Lab	(4)
BSC	4905C	Undergraduate Research in Biology	(1-6)
HSC	3201	Community Health and Epidemiology	(3)
[a]MCB	3020C	General Microbiology with Lab **OR**	(4)
[a]PCB	3023C	Cell Biology with Lab	(4)
ZOO	3205C	Invertebrate Zoology with Lab	(4)
ZOO	3307C	Vertebrate Zoology with Lab	(4)
ZOO	3713C	Functional Vertebrate Anatomy with Lab	(4)
ZOO	3733C	Human Anatomy with Lab	(4)
ZOO	4513C	Animal Behavior with Lab	(4)

TOTAL PROGRAM HOURS 120

[a]Note: **Either** MCB 3020C **OR** PCB 3023C can be used as required major courses (not both). If a student chooses to take both, one of the courses will count as an elective.

NOTE: If you have not completed two consecutive years of the same foreign language in high school or 8 credits in college, you will need to complete 8 credits of foreign language before completing the B.S. program.

BUSINESS ADMINISTRATION
(BUS-BS)
BACHELOR OF SCIENCE DEGREE

http://www.spcollege.edu/program/BUS-BS
Admissions Checklist

UPPER DIVISION REQUIREMENTS

Admission requires an A.S. Degree of **sixty (60) credits in a business discipline** *(International Business, Financial Services, or Business Administration*) including at least fifteen (15) semester hours of transferable general education coursework and the state-mandated prerequisites listed below.

For A.S. degree holders, an additional 12 – 21 general education credits are required to complete the thirty-six (36) credit hour general education requirement of St. Petersburg College. (Refer to the College Catalog for a list of general education courses.) All students must fulfill the state-mandated prerequisites listed below. Please note that total program hours may vary. Consult the assigned baccalaureate specialist for any additional questions.

STATE MANDATED PREREQUISITES - Grade of "C" or better required:

ACG	2021		Financial Accounting
ACG	2071		Managerial Accounting
CGS	1100	*	Microcomputer Applications
ECO	2013	*	Principles of Macroeconomics or Honors
ECO	2023		Principles of Microeconomics or Honors
MAC	2233	*	Applied Calculus I
STA	2023	*	Elementary Statistics

* Applies towards general education requirements.

ADDITIONAL GENERAL EDUCATION COURSES (12 – 21 credits) Grade of "C" or better required

*Enhanced World View requirement

A. COMMUNICATIONS 9
B. HUMANITIES/FINE ARTS 6
C. MATHEMATICS 6
D. NATURAL & PHYSICAL SCIENCES.....6-7
E. SOCIAL AND BEHAVIORAL SCIENCES 6
F. ETHICS 3
G. COMPUTER/INFORMATION LITERACY COMPETENCY (See catalogue for details)

*Visit http://www.spcollege.edu/program/GENR-AA for details

Note: Students with an A.A. degree, A.S. degree not listed above, or completion of at least 60 credit hours (60 credits must include at least 15 credits of general education courses) may be admitted with the permission of the Dean. All students must fulfill the state-mandated prerequisites listed above and an additional 15 credits in business support courses at the lower division 1000 and 2000 level with a prefix of ENT, FIN, GEB, MAN, MAR, OST 2335, PHI, BUL (BUL must be taken as prerequisite to BUL 3130).

REQUIRED MAJOR COURSES (30 credits) - Grade of "C" or better required for all upper-division courses

BUL	3130	Law for Professionals	3
COM	3131	Interpersonal Communication for Professionals	3
ECP	3703	Managerial Economics	3
FIN	3403	Financial Management	3
ISM	3011	Management Information Systems	3
MAN	3303	Management and Leadership Practices	3
MAN	3504	Operations Management	3
MAN	3600	International Business	3
MAR	3802	Marketing for Managers	3
QMB	3200	Quantitative Methods for Business	3

REQUIRED FINAL COURSE (3 credits) - Last Semester for All Students

MAN	4725	Policy and Strategy	3

GENERAL BUSINESS ELECTIVES (Select 15 credits)

ACG	3103	Intermediate Accounting I	(3)
ACG	3113	Intermediate Accounting II	(3)
FIN	4140	Financial Planning	(3)
FIN	4504	Investments	(3)
ISM	4480	Electronic Commerce Systems and Strategies	(3)

MAN	3503	Managerial Risk Analysis and Decision Making	(3)
MAN	3593	Logistics Management	(3)
MAN	3786	Sustainable Enterprise Planning	(3)
MAN	3802	Principles of Entrepreneurship	(3)
MAN	3949	Cooperative Work Experience in College of Technology & Management	(3)
MAN	4061	Corporate Social Responsibility	(3)
MAN	4625	Managing Global Human Resources	(3)
MAR	4424	International Sales and Marketing	(3)
MAR	4613	Marketing Research	(3)

TOTAL PROGRAM HOURS 124

NOTE: If you have not completed two consecutive years of the same foreign language in high school or 8 credits in college, you will need to complete 8 credits of foreign language before completing the B.S. program.

NURSING
(NURS-BS)
BACHELOR OF SCIENCE DEGREE

http://www.spcollege.edu/program/NURS-BS

Admissions Checklist

GENERAL EDUCATION COURSES (42 credits)

Enhanced World View requirement *			
ENC	1101	Composition I or (Honors)	3
Communication Approved Course			3
SPC	1017	Introduction to Speech Communication **OR** (SPC 1017H, 1065, 1608 or 1608H)	3
HUM	2210	Western Humanities I or (Honors) **OR**	
HUM	2233	Western Humanities II or (Honors)	(3)
Humanities/Fine Arts Approved Course			3
Mathematics		One college-level course with a MAC, MAP, MAS or MGF prefix	3
STA	2023	Elementary Statistics or (Honors)	3
PSY	1012	General Psychology or (Honors) **OR** (an approved Social and Behavioral Science course)	3
POS	2041	American National Government or (Honors)	3
PHI	1600	Studies in Applied Ethics **OR** (PHI 1602H, 1631 or 2649)	3
BSC	2085/2085L	Human Anatomy & Physiology I and Lab	3, 1
BSC	2086/2086L	Human Anatomy & Physiology II and Lab	3, 1
MCB	2010/2010L	Microbiology and Lab	3, 1

Computer Information/Literacy Competency Requirement
*Visit www.spcollege.edu/program/GENR-AA for details

Lower Division Nursing (by transfer) 39

MAJOR COURSES (40 credits)

NUR	3066C	Health Assessment and Physical Appraisal	4
NUR	3125	Pathophysiology	3
NUR	3145	Pharmacology in Nursing Practice	2
NUR	3655	Nursing in Multicultural Society	3
NUR	3805	Professional Roles and Dimensions of Nursing Practice	3
NUR	3826	Legal and Ethical Aspects of Nursing	3
NUR	4165	Introduction to Nursing Research	3
NUR	4606	Nursing of Family Theory	3
NUR	4636	Community Health Nursing Theory	3
NUR	4636L	Community Health Practicum	4
NUR	4835	Leadership Theory	3
NUR	4835L	Leadership Practicum	4
NUR	3XXX	Nursing Elective – upper division course	2

TOTAL PROGRAM HOURS 121

NOTE: If you have not completed two consecutive years of the same foreign language in high school or 8 credits in college, you will need to complete 8 credits of foreign language before completing the B.S. program.

NOTE: RN to BSN students must complete 40 semester hours of upper-division nursing coursework. Ten (10) semester hours may be met by transfer from another institution. RN to BSN students must complete each NUR/NSP upper division course with a grade of "C" or better in order to receive credit and progress in the program.

PUBLIC POLICY AND ADMINISTRATION
(PPA-BS)
BACHELOR OF SCIENCE DEGREE

http://www.spcollege.edu/courses/program/PPA-BS

UPPER DIVISION REQUIREMENTS

Admission requires an A.A. Degree and completion of the state-mandated prerequisites listed below.

GRADE OF "C" OR HIGHER REQUIRED FOR ALL COURSES

STATE MANDATED PREREQUISITES

The following courses are required and may be used as part of the General Education Requirements:

CGS	1100	Computer Applications	3
ECO	2013/2023	Macroeconomics or ECO 2023 Microeconomics	3
POS	2041	American National Government	3

REQUIRED MAJOR COURSES (45 credits)

COM	3120	Organizational Communication	3
HUS	4561	Social Problems and Policy	3
ISM	3011	Management of Information Systems	3
MAN	3301	Public Personnel Management	3
MAN	4584	Process Improvement Methodologies	3
PAD	4204	Public Finance	3
PAD	4232	Grant Administration and Resource Development	3
PAD	4603	Administrative Law	3
PUP	3002	Introduction to Public Policy and Administration	3
PUP	3033	Policy Leadership	3
PUP	3040	State and Local Government and Public Policy	3
PUP	3043	Evaluating Public Policy (Research Methods I)	3
PUP	3046	Policy Data Analysis (Research Methods II)	3
PUP	**3XXX**	* **Politics and Ethics**	**3**
PUP	**3XXX**	* **Public Policy/Administration Capstone**	**3**

ELECTIVES (Select 15 credits)

EDF	3660	Education and Public Policy in the U.S.	(3)
MAN	4102	Managing Cultural Diversity	(3)
PAD	3330	Urban and Regional Planning	(3)
PLA	3885	United States Constitutional Law	(3)
INR	**4030**	* **Diplomacy**	**(3)**
POS	**3235**	* **Mass Media and Politics**	**(3)**
PUP	**3059**	* **Public Policy and Negotiation**	**(1)**
PUP/PLA	**3108**	* **Legal Research**	**(1)**
PUP	**3203**	* **Environmental Politics**	**(3)**
PUP	**3005**	* **Issues in International Politics**	**(3)**
PUP	**4003**	* **American Public Policy**	**(3)**
PUP	**4949**	* **Co-Op Work Experience**	**(1)**

TOTAL PROGRAM HOURS 120

NOTE: If you have not completed two consecutive years of the same foreign language in high school or 8 credits in college, you will need to complete 8 credits of foreign language before completing the B.S. program.

BACHELOR OF APPLIED SCIENCE DEGREES

BANKING
(BANK-BAS)
BACHELOR OF APPLIED SCIENCE DEGREE

http://www.spcollege.edu/program/BANK-BAS
Admissions Checklist

UPPER DIVISION REQUIREMENTS

Admission requires an A.S. Degree of **sixty (60) credits in a business discipline** *(International Business, Business Administration or Financial Services-Banking)* including at least fifteen (15) semester hours of transferable general education coursework and the state-mandated prerequisites listed below.

For A.S. degree holders, an additional 15-21 general education credits are required to complete the thirty-six (36) credit hour general education requirement of St. Petersburg College. (Refer to the College Catalog for a list of general education courses.). All students must fulfill the state-mandated prerequisites listed below. Please note that total program hours may vary. Consult the assigned baccalaureate specialist for any additional questions.

GRADE OF "C" OR BETTER REQUIRED FOR ALL COURSES

STATE MANDATED BANKING/FINANCIAL SERVICES PREREQUISITES

ACG	2021		Financial Accounting
ACG	2071		Managerial Accounting
CGS	1100	*	Microcomputer Applications
ECO	2013	*	Principles of Macroeconomics
ECO	2023		Principles of Microeconomics
MAC	2233	*	Applied Calculus I
STA	2023	*	Elementary Statistics

* Applies towards general education requirements.

ADDITIONAL GENERAL EDUCATION COURSES (15 – 21 credits)

Enhanced World View Requirement*

A. COMMUNICATIONS * 9
B. HUMANITIES/FINE ARTS * 6
C. MATHEMATICS 6
D. NATURAL & PHYSICAL SCIENCES 6-7
E. SOCIAL AND BEHAVIORAL SCIENCES * 6
F. ETHICS 3
G. COMPUTER/INFORMATION LITERACY COMPETENCY (See catalogue for details)

*Visit www.spcollege.edu/program/GENR-AA for details

Note: Students with an A.A. degree, A.S. degree not listed above, or completion of at least 60 credit hours (60 credits must include at least 15 credits of general education courses) may be admitted with permission of the Dean. All students must fulfill the state-mandated prerequisites listed above and 15 credits in business support courses at the lower division 1000 and 2000 level with a prefix of BAN, BRC, ENT, FIN, GEB, MAN, MAR, or BUL (BUL must be taken as pre-requisite to BRC 3203).

REQUIRED MAJOR COURSES (30 credits)

BRC	3203	Banking Regulation and Compliance	3
COM	3120	Organizational Communication	3
FIN	3403	Financial Management	3
FIN	3461	Financial Analysis	3
FIN	4323	Bank Operations and Management	3
FIN	4324	Commercial Bank Management	3
FIN	4345	Credit Analysis and Loan Structures	3
MAN	3303	Management and Leadership Practices	3
MAR	3802	Marketing for Managers	3
MAR	4413	Sales, Negotiating and Customer Relationship Management	3

REQUIRED FINAL COURSE (3 credits) - Last Semester for All Students

MAN	4910	Senior Capstone Project in Banking	3

ELECTIVES - Select 12 credits:

BUL	3310	Advanced Legal Environment of Business	(3)
COM	3441	Group Communication and Team Interaction	(3)
ETI	3116	Quality Management	(3)
FIN	4140	Financial Planning	(3)
FIN	4244	Money, Banking and Financial Markets	(3)
FIN	4504	Investments	(3)
FIN	4634	International Banking and Finance	(3)
FIN	4930	Special Topics in Finance	(3)
ISM	4301	Global Information Systems	(3)
MAN	3504	Operations Management	(3)
MAN	3600	International Business	(3)
MAN	3930	[a] Seminars in Business and Management	(1)
MAN	3949	Cooperative Work Experience in College of Technology and Management	(3)
MAN	4102	Managing Cultural Diversity	(3)
MAN	4625	Managing Global Human Resources	(3)
MAN	4720	Strategic Management and Policy	(3)
MAN	4935	Special Topics in Management Concepts	(3)
MAR	4613	Marketing Research	(3)

TOTAL PROGRAM HOURS 120

[a] Up to 3 Seminar credits allowed.

NOTE: If you have not completed two consecutive years of the same foreign language in high school or 8 credits in college, you will need to complete 8 credits of foreign language before completing the B.A.S. program.

DENTAL HYGIENE
(DENH-BAS)
BACHELOR IN APPLIED SCIENCE DEGREE

http://www.spcollege.edu/program/DENH-BAS

Admissions Checklist

Tami J. Grzesikowski, Dean (727) 341-4151

A.S. degree students are required to complete the thirty-six (36) credit general education requirement of St. Petersburg College. Refer to the College Catalog for a list of specific courses for each category below. Lower and Upper division general education must total a minimum of thirty-six (36) credits.

GENERAL EDUCATION COURSES

ENHANCED WORLD VIEW REQUIREMENT*

A. COMMUNICATIONS 9
B. HUMANITIES/FINE ARTS 6
C. MATHEMATICS 6
D. NATURAL & PHYSICAL SCIENCES 6-7
E. SOCIAL AND BEHAVIORAL SCIENCES 6
F. ETHICS 3
G. COMPUTER/INFORMATION LITERACY COMPETENCY (see catalog for details)

*Visit www.spcollege.edu/program/GENR-AA for details

Lower Division Dental Hygiene (by transfer)	**38**
Upper Division Dental Hygiene (by credentials)	**10**

MAJOR COURSES (30 credits)

DEH	3813	Contemporary Issues in Dental Hygiene	4
DEH	3730	Dental Hygiene Educational Concepts	3
DEH	3814	Introduction to Dental Hygiene Research	3
DEH	4852	Advanced Ethics in Dental Hygiene	3
DEH	4851	Dental Hygiene Practice Management	3
DEH	4607	Advanced Periodontics	4
DEH	4854	Leadership in Dental Hygiene	3
DEH	4947	Dental Hygiene Capstone	7

TOTAL PROGRAM HOURS 120

NOTE**: If you have not completed two consecutive years of the same foreign language in high school or 8 credits in college, you will need to complete 8 credits of foreign language before completing the B.A.S. program.**

HEALTH SERVICES ADMINISTRATION
(HAS-BAS)
BACHELOR OF APPLIED SCIENCE DEGREE

http://www.spcollege.edu/program/HSA-BAS
Admissions Checklist

Tami J. Grzesikowski, Dean (727) 341-4152

UPPER DIVISION REQUIREMENTS

Admission requires an A.S. Degree of **sixty (60) credits in a health discipline** *(Funeral Services, Health Information Management, Healthcare Informatics, Human Services, Medical Laboratory Technology, Physical Therapy Assistant, Radiography, Respiratory Care, Dental Hygiene, and Nursing)* including at least fifteen (15) semester hours of transferable general education coursework.

For A.S. degree holders, an additional 15-21 general education credits are required to complete the thirty-six (36) credit hour general education requirement of St. Petersburg College. (Refer to the College Catalog for a list of general education courses.). Please note that total program hours may vary. Consult the assigned baccalaureate specialist for any additional questions.

ADDITIONAL GENERAL EDUCATION COURSES (15-21 credits)

ALL COURSES REQUIRE GRADE OF "C" OR BETTER

Enhanced World View Requirements *

A. COMMUNICATIONS 9
B. HUMANITIES/FINE ARTS 6
C. MATHEMATICS 6
D. NATURAL & PHYSICAL SCIENCES 6-7
E. SOCIAL AND BEHAVIORAL SCIENCES 6
F. ETHICS 3
G. COMPUTER/INFORMATION LITERACY COMPETENCY (See catalogue for details)

Visit http://www.spcollege.edu/program/GENR-AA for details

Note: Depending on coursework, students with an A.A. degree, A.S. degree not listed above or completion of at least 60 credit hours (60 credits must include at least 15 credits of general education courses) may be admitted with permission of the Dean. All students must fulfill an additional 15 credits in health related courses at the lower division 1000 and 2000 level (see program for a list of acceptable courses).

REQUIRED MAJOR COURSES (30 credits)

HSA	3104	Health Care Delivery in the U.S.	3
HSA	3170	Health Care Finance	3
HSA	3551	Ethics in Health Care	2
HSA	3702	Research Methods in Health Science	3
HSA	4140	Strategic Health Management and Planning	3
HSA	4184	Leadership and Management in Health Related Organizations	3
HSC	3201	Community Health and Epidemiology	3
HSC	4910	Health Services Administration Capstone	4
MAN	3240	Applied Organizational Behavior	3
MAN	4102	Managing Cultural Diversity	3

SUBPLAN A: HEALTH SERVICES ADMINISTRATION GENERAL (HSA) (Select 15 credits)

HSA	3113	Contemporary Issues in Health Care	(3)
HSA	4191	Health Information Systems	(3)
HSA	4502	Health Care Risk Management	(3)
HSC	3211	Concepts of Health Promotion and Disease Prevention	(3)
ISM	3330	Information Security Policy Administration and Management	(3)
ISM	4212	Database Design and Administration	(3)
ISM	4323	Security Essentials	(3)
MAN	4625	Managing Global Human Resources	(3)
PAD	4232	Grant Administration and Resource Development	(3)
PLA	4522	Health Care Law	(3)
HSC	3243	Educational Concepts for Allied Health Education	(3)

OR

SUBPLAN B: HUMAN SERVICES (HUS) (Select 15 credits)

HUS	3321	Case Management and Problem-Solving in Human Services	(3)
HUS	3570	Vulnerable Populations: Health and Health Care Issues	(3)
HUS	4442	Substance Abuse and the Family	(3)
HUS	4561	Social Problems and Policy	(3)

PAD	4232	Grant Administration and Resource Development	(3)
HUS	3370	Issues in Mental Health	(3)
HSC	3243	Educational Concepts for Allied Health Education	(3)

OR

SUBPLAN C: HEALTH INFORMATION SYSTEMS (HIS) (Select 15 credits)

HSA	4191	Health Information Systems	(3)
HSA	4192	Applied Health Information/Informatics	(3)
HSA	4502	Health Care Risk Management	(3)
ISM	3232	Software Essentials	(3)
MAN	4534	Business Architecture and Process Modeling	(3)

OR

SUBPLAN D: EMERGENCY MEDICAL SERVICES (EMS) (15 credits)

EMS	4314	Advanced Emergency Medical Services (EMS) Administration	3
EMS	4315	Analytical Approaches to Emergency Medical Services (EMS) Systems	3
EMS	4316	Emergency Medical Services (EMS) Injury Prevention and Public Health	3

Select 6 credits:

HSA	3113	Contemporary Issues in Health Care	(3)
HSA	4191	Health Information Systems	(3)
HSA	4502	Health Care Risk Management	(3)
HSC	3211	Concepts of Health Promotion and Disease Prevention	(3)
PAD	4232	Grant Administration and Resource Development	(3)
HSC	3243	Educational Concepts for Allied Health Education	(3)

TOTAL PROGRAM HOURS 120

NOTE:
Two consecutive years in high school or one year of college instruction in a single foreign language.

For admission and graduation a cumulative GPA of 2.0 or higher is required.
Questions regarding admissions, please consult with the Dean of School of Dental Hygiene.

Students who have questions concerning catalog year requirements should consult the appropriate SPC College catalog or a Baccalaureate Specialist or Academic Advisor. Students who have questions concerning state mandated prerequisites should consult www.facts.org and review the appropriate common prerequisite manual or see a Baccalaureate Specialist or Advisor.

INTERNATIONAL BUSINESS
(INTBUS-BAS)
BACHELOR OF APPLIED SCIENCE DEGREE

http://www.spcollege.edu/program/INTBUS-BAS
Admissions Checklist

UPPER DIVISION REQUIREMENTS

Admission requires an A.S. Degree of **sixty (60) credits in a business discipline** *(International Business or Business Administration)* including at least fifteen (15) semester hours of transferable general education coursework and the state-mandated prerequisites listed below.

For A.S. degree holders, an additional 15-21 general education credits are required to complete the thirty-six (36) credit hour general education requirement of St. Petersburg College. (Refer to the College Catalog for a list of general education courses.) All students must fulfill the state-mandated prerequisites listed below. Please note that total program hours may vary. Consult the assigned baccalaureate specialist for any additional questions.

GRADE OF "C" OR BETTER REQUIRED IN ALL COURSES

STATE MANDATED INTERNATIONAL BUSINESS PREREQUISITES

ACG	2021		Financial Accounting
ACG	2071		Managerial Accounting
CGS	1100	*	Microcomputer Applications
ECO	2013	*	Principles of Macroeconomics
ECO	2023		Principles of Microeconomics
MAC	2233	*	Applied Calculus I
STA	2023	*	Elementary Statistics

*Applies towards general education requirements.

ADDITIONAL GENERAL EDUCATION COURSES (15 – 21 credits)

Enhanced World View Requirements*

A. COMMUNICATIONS * 9
B. HUMANITIES/FINE ARTS * 6
C. MATHEMATICS 6
D. NATURAL & PHYSICAL SCIENCES 6-7
E. SOCIAL AND BEHAVIORAL SCIENCES * 6
F. ETHICS 3
G. COMPUTER/INFORMATION LITERACY COMPETENCY (See catalogue for details)

*Visit www.spcollege.edu/program/GENR-AA for details

Note: Students with an A.A. degree, A.S. degree not listed above, or completion of at least 60 credit hours (60 credits must include at least 15 credits of general education courses) may be admitted with permission of the Dean. All students must fulfill the state-mandated prerequisites listed above and an additional 15 credits in business support courses at the lower division 1000 and 2000 level with a prefix of ENT, FIN, GEB, INR 2002, MAN, MAR, or BUL (BUL must be taken as pre-requisite to BUL 3322).

FOREIGN LANGUAGE REQUIREMENT

Intermediate level foreign language proficiency as prescribed by the program	3

REQUIRED MAJOR COURSES (30 credits)

BUL	3322	Legal Issues in International Business	3
COM	3120	Organizational Communication	3
ETI	3647	Supply Chain Management	3
FIN	3403	Financial Management	3
MAN	3303	Management and Leadership Practices	3
MAN	3504	Operations Management	3
MAN	3600	International Business	3
MAN	4102	Managing Cultural Diversity	3
MAR	3802	Marketing for Managers	3
MAR	4424	International Sales and Marketing	3

REQUIRED FINAL COURSE (3 credits) - Last Semester for All Students

MAN	4934	Senior Capstone Project in International Business	3

ELECTIVES – Select 12 credits:

ETI	3116	Quality Management	(3)
ETI	4448	Applied Project Management	(3)
FIN	4634	International Banking and Finance	(3)
ISM	4301	Global Information Systems	(3)

ISM	4480		Electronic Commerce Systems & Strategies	(3)
MAN	3593		Logistics Management	(3)
MAN	3802		Principles of Entrepreneurship	(3)
MAN	3930	[a]	Seminars in Business and Management	(1)
MAN	3949		Cooperative Work Experience in College of Technology & Management	(3)
MAN	4570		International Procurement and Outsourcing	(3)
MAN	4625		Managing Global Human Resources	(3)
MAN	4061		Corporate Social Responsibility	(3)
MAN	4935		Special Topics in Management Concepts	(3)
MAR	4413		Sales, Negotiating and Customer Relationship Management	(3)
MAR	4613		Marketing Research	(3)
REE	3043		Real Estate Business Fundamentals	(3)

TOTAL PROGRAM HOURS 120

[a] Up to 3 Seminar credits allowed.

NOTE: If you have not completed two consecutive years of the same foreign language in high school or 8 credits in college, you will need to complete 8 credits of foreign language before completing the B.A.S. program. This is in addition to the intermediate foreign language requirement.

MANAGEMENT AND ORGANIZATIONAL LEADERSHIP
MGTORG-BAS
BACHELOR OF APPLIED SCIENCE DEGREE

http://www.spcollege.edu/program/MGTORG-BAS
Admissions Checklist

UPPER DIVISION REQUIREMENTS

Admission requires an A.S. Degree of **sixty (60) credits in a related discipline** (see program for a list of acceptable disciplines) including at least fifteen (15) semester hours of transferable general education coursework.

For A.S. degree holders, an additional 15-21 general education credits are required to complete the thirty-six hour (36) credit hour general education requirement of St. Petersburg College. (Refer to the College Catalog for a list of general education courses.) Please note that total program hours may vary. Consult the assigned baccalaureate specialist for any additional questions.

GRADE OF "C" OR BETTER REQUIRED FOR ALL COURSES

Additional General Education Courses (15 – 21 credits)

Enhanced World View Requirement*
A. COMMUNICATIONS *.....9
B. HUMANITIES/FINE ARTS *.....6
C. MATHEMATICS.....6
D. NATURAL & PHYSICAL SCIENCES..... 6-7
E. SOCIAL AND BEHAVIORAL SCIENCES *.....6
F. ETHICS 3
G. COMPUTER/INFORMATION LITERACY COMPETENCY (See catalogue for details)
*Visit www.spcollege.edu/program/GENR-AA for details

Note: Students with an A.A. Degree, unrelated A.S. degree or completion of at least 60 credit hours (60 credits must include at least 15 credits of general education courses) may be admitted with permission of the Dean. All students must fulfill an additional 15 credits in business support courses at the lower division 1000 and 2000 level with a prefix of BUL (BUL must be taken as a prerequisite to BUL 3310), ECO, ENT, FIN, GEB, MAN, or MAR. CGS 1100 is also recommended.

REQUIRED MAJOR COURSES (30 credits)

BUL	3310	Advanced Legal Environment of Business	3
COM	3120	Organizational Communication	3
FIN	3403	Financial Management	3
MAN	3240	Applied Organizational Behavior	3
MAN	3303	Management and Leadership Practices	3
MAN	3503	Managerial Risk Analysis and Decision Making	3
MAN	4061	Corporate Social Responsibility	3
MAN	4584	Process Improvement Methodologies	3
MAN	4720	Strategic Management and Policy	3
MAR	3802	Marketing for Managers	3

REQUIRED FINAL COURSE (3 credits) - Last Semester for All Students

MAN	4900	Senior Capstone Project in Management and Organizational Leadership	3

SUBPLAN A: MGMT AND ORGANIZATIONAL LEADERSHIP GENERAL (MGT) (Select 12 credits)

COM	3441	Group Communication and Team Interaction	(3)
ETI	4448	Applied Project Management	(3)
ISM	4301	Global Information Systems	(3)
ISM	4480	Electronic Commerce Systems and Strategies	(3)
MAN	3504	Operations Management	(3)
MAN	3600	International Business	(3)
MAN	3593	Logistics Management	(3)
MAN	3786	Sustainable Enterprise Planning	(3)
MAN	3802	Principles of Entrepreneurship	(3)
MAN	3860	Philanthropy and the Management of the Not-for-Profit	(3)
MAN	3930	[a] Seminars in Business and Management	(1)
MAN	3949	Cooperative Work Experience in College of Technology & Management	(3)
MAN	4102	Managing Cultural Diversity	(3)
MAN	4625	Managing Global Human Resources	(3)
MAN	4935	Special Topics in Management	(3)
MAR	4413	Sales, Negotiation and Customer Relationship Management	(3)
MAR	4613	Marketing Research	(3)
MAR	4836	Concept and Product Development	(3)

REE	3043	Real Estate Business Fundamentals	(3)
RMI	3200	Principles of Property and Liability Insurance	(3)

OR

SUBPLAN B: ENTREPRENEURSHIP (ENTRE) (12 credits)

MAN	3802	Principals of Entrepreneurship	3
MAN	4801	Business Plan Strategies	3
MAR	4836	Concept and Product Development	3
Electives		Select 3 additional credits from **SUBPLAN A**	3

OR

SUBPLAN C: NOT-FOR-PROFIT MANAGEMENT (NFP) (12 credits)

MAN	3860	Philanthropy and the Management of the Not-for-Profit	3
MAN	3861	Management of the Fund Development Process in Not-for-Profit	3
MAN	4862	Advancement Strategies for Not-for-Profit Success	3
Electives		Select 3 additional credits from **SUBPLAN A**	3

OR

SUBPLAN D: REAL ESTATE MANAGEMENT (REE) (12 credits)

REE	3043	Real Estate Business Fundamentals	3
REE	3433	Real Estate Law	3
REE	4103	Real Estate Appraisal and Valuation	3
Electives		Select 3 additional credits from **SUBPLAN A**	3

OR

SUBPLAN E: SUSTAINABILITY AND GREEN MANAGEMENT (SGM) (12 credits)

MAN	3786	Sustainable Enterprise Planning	3
MAN	4787	Energy and Environmental Techniques	3
MAN	4788	Sustainability and Environmental Issues	3
Electives		Select 3 additional credits from **SUBPLAN A**	3

OR

SUBPLAN F: INSURANCE MANAGEMENT (INS) (12 credits)

RMI	3117	Personal Insurance	3
RMI	3200	Principles of Property and Liability Insurance	3
RMI	4211	Commercial Insurance	3
Electives		Select 3 additional credits from **SUBPLAN A**	3

TOTAL PROGRAM HOURS 120

[a] Up to 3 Seminar credits allowed.

NOTE: If you have not completed two consecutive years of the same foreign language in high school or 8 credits in college, you will need to complete 8 credits of foreign language before completing the B.A.S. program.

ORTHOTICS & PROSTHETICS
(ORTHO-BAS)
BACHELOR IN APPLIED SCIENCE DEGREE

http://www.spcollege.edu/program/ORTHO-BAS
Admissions Checklist
Tami J. Grzesikowski, Dean (727) 341-3671

PROGRAM BEGINS EVERY AUGUST

GRADE OF "C" OR BETTER REQUIRED ON ALL COURSES

PRE-ENTRY REQUIREMENTS FOR ADMISSION TO PROGRAM

The following courses are required and may be used as part of the *General Education Requirements

BSC	2085/L	*	Human Anatomy & Physiology I and Lab	3, 1
BSC	2086/L		Human Anatomy & Physiology II and Lab	3, 1
BSC	1005/L		Biological Science and Lab **OR** (any transferable college-level Biology with Lab)	3, 1
PSY	1012	*	General Psychology **OR** (any transferable college-level psychology)	3
MAC	1114	*	Trigonometry **OR** (MAC 1147, 2311, or 2233)	3
PHY	1053/1048L	*	General Physics I and Lab	3, 1
CHM	1045/L		General Chemistry and Qualitative Analysis I and Lab	3, 1
STA	2023	*	Elementary Statistics **OR** (any transferable college-level statistics)	3
SPC	1017	*	Introduction to Speech Communication **OR** (any transferable college-level communications)	3

UPPER DIVISION REQUIREMENTS

Admission requires completion of at least **sixty (60) credits** including at least fifteen (15) semester hours of transferable general education coursework and the state-mandated prerequisites listed above.

For A.S. degree holders, an additional 15-21 general education credits are required to complete the thirty-six (36) credit hour general education requirement of St. Petersburg College. (Refer to the College Catalog for a list of general education courses.). All students must fulfill the state-mandated prerequisites listed above. Please note that total program hours may vary. Consult the assigned baccalaureate specialist for any additional questions.

Additional General Education Courses (15 – 21 credits)

Enhanced World View Requirement *

A. COMMUNICATIONS 9
B. HUMANITIES/FINE ARTS 6
C. MATHEMATICS 6
D. NATURAL & PHYSICAL SCIENCES 7
E. SOCIAL AND BEHAVIORAL SCIENCES 6
F. ETHICS 3
G. COMPUTER/INFORMATION LITERACY COMPETENCY (See catalog for details)

*Visit www.spcollege.edu/program/GENR-AA for details

MAJOR REQUIREMENTS (69 credits) - Grade of "C" or better required in all major courses

[a] CPR for healthcare providers

CORE COURSES (15 credits)
FALL TERM 1st Year

PRO	3000C	Introduction to Orthotics, Prosthetics and Rehabilitation	2
PRO	3100	Biomechanics	2
PRO	3120	Gait Analysis and Pathomechanics	2
PRO	3200C	Human Anatomy and Physiology for Orthotics and Prosthetics	4
PRO	3500C	Clinical Methods	3
PRO	3801L	Orthotics and Prosthetics Clinical Rotation Practicum I	2

SUPPORT COURSES (54 credits)
SPRING TERM 1st Year (14 credits)

PRO	3110	Clinical Pathology	3
PRO	3301C	Transtibial Prosthetics	5
PRO	3310C	Lower Extremity Orthotics I	4
PRO	3801L	Orthotics and Prosthetics Clinical Rotation Practicum II	2

SUMMER TERM 1st Year (10 credits)

PRO	3801L	Orthotics and Prosthetics Clinical Rotation Practicum III	3
PRO	4130	Material Science	2
PRO	4350C	Spinal Orthotics	5

FALL TERM 2nd Year (16 credits)

PRO	3311C	Lower Extremity Orthotics II	5
PRO	3505	Clinical Problem Solving	2
PRO	3801L	Orthotics and Prosthetics Clinical Rotation Practicum IV	2
PRO	4331C	Transfemoral Prosthetics	5
PRO	4600	Practice Management Orthotics and Prosthetics	2

SPRING TERM 2nd Year (14 credits)

PRO	3801L	Orthotics and Prosthetics Clinical Rotation Practicum V	2
PRO	4190	Research Methods	2
PRO	4371C	Upper Extremity Orthotics	4
PRO	4361C	Upper Extremity Prosthetics	4
PRO	4850	Senior Capstone	2

TOTAL PROGRAM HOURS 129

Students must meet foreign language, and computer requirements prior to graduation.

- Additional courses may be required as prerequisites depending on the student's preparation.
- Total program hours is higher, than the usual 120, but some of the prerequisite courses may be used towards fulfilling the general education requirements.

[a] Student must maintain a valid CPR card while in the BAS program.

PARALEGAL STUDIES
(LEGAL-BAS)
BACHELOR OF APPLIED SCIENCE DEGREE

http://www.spcollege.edu/program/LEGAL-BAS

Admissions Checklist

Dr. Susan Demers, Dean

The Paralegal Studies BAS program is designed to train students for careers as paralegals in law firms, governmental entities and corporate legal departments. Paralegals work under the supervision of attorneys to provide non-clerical professional support in the delivery of legal services to clients and the community. Paralegals are not licensed to practice law.

UPPER DIVISION REQUIREMENTS:

Admission requires an A.S. Degree of sixty (60) credits in Paralegal/ Legal Assisting including at least fifteen (15) semester hours of transferable general education coursework.

General Education Credits ***15-21***
Legal Assisting and Support Courses ***39-45***

For A.S. degree holders, an additional 15-21 general education credits are required to complete the thirty-six (36) credit hour general education requirement of St. Petersburg College. (Refer to the College Catalog for a list of general education courses.) Please note that total program hours may vary. Consult the assigned baccalaureate specialist for any additional questions.

ADDITIONAL GENERAL EDUCATION COURSES (15 – 21 credits) Grade of "C" or higher

Enhanced World View Requirement*
A. COMMUNICATIONS * 9
B. HUMANITIES/FINE ARTS * 6
C. MATHEMATICS 6
D. NATURAL & PHYSICAL SCIENCES 7
E. SOCIAL AND BEHAVIORAL SCIENCES * 6
F. ETHICS 3
G. COMPUTER/INFORMATION LITERACY COMPETENCY (See catalog for details)

Note: Students with an A.A. degree, A.S. degree not listed above, or completion of at least 60 credit hours (60 credits must include at least 15 credits of general education courses) may be admitted with permission of the Dean. All students must fulfill an additional fifteen (15) credits in related courses at the lower division 1000 and 2000 level with a prefix of PLA including: PLA 1003, PLA 1104, PLA 1763, PLA 2114 and PLA 2203, plus 3 credits of any other lower division PLA course required of an A.S. Degree student totaling 18 credits with a grade of "C" or higher in each course.

REQUIRED MAJOR COURSES (18 credits) - Grade of "C" or higher required for all upper-division courses

PLA	3885	United States Constitutional Law	3
PLA	4116	Legal Writing Seminar	3
PLA	3723	Logic and the Law	3
PLA	4830	Comparative Legal Systems	3
PLA	3703	Seminar in Professional Responsibility	3
PLA	3734	Computers and the Law Office	3

REQUIRED FINAL COURSE (3 credits) - Last Semester for All Students

PLA	4941	Paralegal Studies Capstone	3

ELECTIVES: Select 24 credits - Grade of "C" or higher required for all upper-division courses

BUL	3564	Legal Aspects of Managing Technology	(3)
PLA	3240	Alternative Dispute Resolution	(3)
PLA	3306	Criminal Law and Procedure	(3)
PLA	3410	Intellectual Property Law	(3)
PLA	3467	Bankruptcy	(3)
PLA	3474	Labor and Employment Law	(3)
PLA	3563	Insurance Law	(3)
PLA	3873	Securities Law	(3)
PLA	4263	Evidence Law	(3)
PLA	4876	Animal Law	(3)

PLA	4275	Tort and Personal Injury Law	(3)
PLA	4404	Commercial Transactions	(3)
PLA	4522	Healthcare Law	(3)
PLA	4554	Environmental Law	(3)
PLA	4613	Real Property Law	(3)
PLA	4806	Family Law	(3)
PLA	4827	Sports and Entertainment Law	(3)
PLA	4843	Immigration Law	(3)
PLA	4944	Paralegal Certificate Capstone	(3)
PLA	4949	Paralegal Studies Co-Op Work Experience	(1-3)

TOTAL PROGRAM HOURS 120

NOTE:. If you have not completed two consecutive years of the same foreign language in high school or 8 credits in college, you will need to complete 8 credits of foreign language before completing the B.A.S. program.

PUBLIC SAFETY ADMINISTRATION
(PSA-BAS)
BACHELOR OF APPLIED SCIENCE DEGREE

http://www.spcollege.edu/program/PSA-BAS
Admissions Checklist

Angel Bates, BAC Specialist Advising, AC (727) 341-4419
Brian Frank, Dean, AC (727) 341-4503

UPPER DIVISION REQUIREMENTS

Admission requires an A.S. Degree of **sixty (60) credits in a public safety discipline** *(see program admission for a list of acceptable disciplines)* including at least fifteen (15) semester hours of transferable general education coursework.

General Education Credits..... 15-21

For A.S. degree holders, an additional 15-21 general education credits are required to complete the thirty-six (36) credit hour general education requirement of St. Petersburg College. (Refer to the College Catalog for a list of general education courses.) Please note that total program hours may vary. Consult the assigned baccalaureate specialist for any additional questions.

GRADE OF "C" OR BETTER REQUIRED FOR ALL COURSES

Additional General Education Courses (15 – 21 credits)

Enhanced World View Requirement *
A. COMMUNICATIONS*.....9
B. HUMANITIES/FINE ARTS *.....6
C. MATHEMATICS.....6
D. NATURAL & PHYSICAL SCIENCES.....6-7
E. SOCIAL AND BEHAVIORAL SCIENCES *.....6
F. ETHICS 3
G. COMPUTER/INFORMATION LITERACY COMPETENCY 1
*Visit www.spcollege.edu/program/GENR-AA for details

Note: Students with an A.A. degree, unrelated A.S. degree, or completion of at least 60 credit hours (60 credits must include at least 15 credits of general education courses) may be admitted with permission of the Dean. All students must fulfill an additional twenty-four (24) credits in a single public safety major (see program for a list of acceptable courses).

REQUIRED MAJOR COURSES (27 credits)

PAD	3820	Foundations of Public Safety Administration (required 1st semester)	3
MAN	3301	Public Personnel Management	3
PAD	3034	Survey of Public Policy	3
PAD	3874	Community Relations Theory and Practice	3
PAD	4204	Public Finance	3
PAD	4603	Administrative Law	3
PAD	3821	Contemporary Issues in Public Safety Administration	3
PAD	4232	Grant Administration and Resource Development	3
PAD	4878	Public Safety Administration Capstone	3

ELECTIVE MAJOR COURSES (Choose 6 credits)

COM	3120	Organizational Communication	(3)
ISM	3011	Management Information Systems	(3)
MAN	3240	Applied Organizational Behavior	(3)
MAN	3303	Management and Leadership Practices	(3)
MAN	4863	Facilities and Property Management	(3)
PAD	3311	Program Planning & Evaluation	(3)
PAD	4332	Strategic and Operational Planning	(3)

Five subplans are available (9 credits each)

SUBPLAN A: CRIMINAL JUSTICE (CJ) (Select 9 credits)

CJE	3341	Patrol Issues in Law Enforcement Administration	(3)
CJE	3611	Criminal Investigations Theory and Practice	(3)
CJE	3361	Management of Specialized Law Enforcement Units	(3)
CJC	3163	Management of Community Corrections	(3)
CJC	3311	Contemporary Issues & Trends in Corrections	(3)
CJC	3601	Corrections Practice and Policy	(3)

OR

SUBPLAN B: FIRE SCIENCE AND EMERGENCY MANAGEMENT (FSE) (Select 9 credits)

FES	3015	Advanced Fire Administration	(3)
FES	3533	Community Fire and Risk Reduction	(3)
FES	3780	Analytical Approaches to Public Fire Protection	(3)
FES	3833	Emerging Issues in Environmental Disaster Management	(3)
FES	3823	Planning Methodology for Hazard Mitigation	(3)
FES	4014	Evolution of Emergency Management	(3)

OR

SUBPLAN C: EMERGENCY MEDICAL SERVICES (EMS) (9 credits)

EMS	4314	Advanced Emergency Medical Services (EMS) Administration	3
EMS	4315	Analytical Approaches to Emergency Medical Services (EMS) Systems	3
EMS	4316	Emergency Medical Services (EMS) Injury Prevention and Public Health	3

OR

SUBPLAN D: GANGS ENFORCEMENT MANAGEMENT (GEM) (9 credits)

CJE	3263	International Gang Awareness for Public Safety Administrators	(3)
CJE	3264	Supervising Tactical Gang Units and High Risk Operations	(3)
CJE	4693	Geographic Information Systems in Gang Enforcement	(3)
PAD	3724	Forecasting Trends in Gangs Enforcement	(3)
PAD	4014	Political & Socio-Economic Impact of Gangs	(3)

OR

SUBPLAN E: CROSS DISCIPLINE (CD) (Choose 9 credits from the Subplans above)

TOTAL PROGRAM HOURS 120

NOTE: If you have not completed two years of the same foreign language in high school or 8 credits in college, you will need to complete 8 credits of foreign language before completing the BAS Program.

SUSTAINABILITY MANAGEMENT
(SUSMGT-BAS)
BACHELOR OF APPLIED SCIENCE DEGREE

http://www.spcollege.edu/program/SUSMGT-BAS
Admissions Checklist

UPPER DIVISION REQUIREMENTS

Admission requires an A.S. Degree of **sixty (60) credits in a related discipline** *(Environmental Science Technology, Business Management, Architectural Design & Construction Technology, Hospitality & Tourism Management, Engineering Technology or Parks and Leisure Services)* including at least fifteen (15) semester hours of transferable general education coursework.

For A.S. degree holders, an additional 15-21 general education credits are required to complete the thirty-six hour (36) credit hour general education requirement of St. Petersburg College. (Refer to the College Catalog for a list of general education courses.) Please note that total program hours may vary. Consult the assigned baccalaureate specialist for any additional questions.

GRADE OF "C" OR BETTER REQUIRED FOR ALL COURSES

ADDITIONAL GENERAL EDUCATION COURSES (15 – 21 credits)

Enhanced World View Requirement *
A. COMMUNICATIONS 9
B. HUMANITIES/FINE ARTS 6
C. MATHEMATICS (Statistics, Calculus, or Trigonometry preferred) 6
D. NATURAL & PHYSICAL SCIENCES 6-7
E. SOCIAL AND BEHAVIORAL SCIENCES 6
F. ETHICS.....3
G. COMPUTER/INFORMATION LITERACY COMPETENCY (See catalogue for details)
*Visit www.spcollege.edu/program/GENR-AA for details

Note: Students with an A.A. degree, A.S. degree not listed above, or completion of at least 60 credit hours (60 credits must include at least 15 credits of general education courses) may be admitted with permission of the Dean. All students must fulfill an additional 15 credits in related courses at the lower division 1000 and 2000 level (see program for list of acceptable courses.)

REQUIRED MAJOR COURSES (30 credits)

BUL	3583	Legal Aspects of Sustainability	3
COM	3120	Organizational Communication	3
MAN	3240	Applied Organizational Behavior	3
MAN	3781	Sustainable Business Strategies	3
MAN	3784	Sustainability in the Natural Environment	3
MAN	3786	Sustainable Enterprise Planning	3
MAN	4061	Corporate Social Responsibility	3
MAN	4783	Sustainable Budget Management: Triple Bottom Line Analysis	3
MAN	4787	Energy and Environmental Techniques	3
MAN	4788	Sustainability and Environmental Issues	3
		REQUIRED FINAL COURSE (3 credits) - Last Semester for All Students	
MAN	4902	Senior Capstone Project in Sustainability Management	3

ELECTIVES (Select 12 credits)

ETI	3116	Quality Management	(3)
ETI	3647	Supply Chain Management	(3)
ETI	4448	Applied Project Management	(3)
MAN	3504	Operations Management	(3)
MAN	3780	Sustainability in the Built Environment: Green Construction and Urban Planning	(3)
MAN	3802	Principles of Entrepreneurship	(3)
MAN	3860	Philanthropy and the Management of the Not-for-Profit (NFP)	(3)
MAN	3949	Cooperative Work Experience in College of Technology & Management	(3)
MAN	4584	Process Improvement Methodologies	(3)
MAN	4741	Change and Innovation Management	(3)
MAN	4935	Special Topics in Management Concepts	(3)
MAR	3802	Marketing for Managers	(3)
MAR	4413	Sales, Negotiating and Customer Relationship Management	(3)
MAR	4836	Concept and Product Development	(3)

TOTAL PROGRAM HOURS 120

NOTES: If you have not completed two consecutive years of the same foreign language in high school or 8 credits in college, you will need to complete 8 credits of foreign language before completing the B.A.S. program.

TECHNOLOGY MANAGEMENT
BACHELOR OF APPLIED SCIENCE DEGREE
(TMGT-BAS)

http://www.spcollege.edu/program/TMGT-BAS

Dr. Sharon Setterlind, Dean, SP/G (727) 341-4724

UPPER DIVISION REQUIREMENTS

Admission requires an A.S. Degree of **sixty (60) credits in a technology discipline** *(see program admission for a list of acceptable disciplines)* including at least fifteen (15) semester hours of transferable general education coursework.

For A.S. degree holders, an additional 15-21 general education credits are required to complete the thirty-six (36) credit hour general education requirement of St. Petersburg College. (Refer to the College catalog for a list of general education courses.) Please note that total program hours may vary. Consult the assigned baccalaureate specialist for any additional questions.

GRADE OF "C" OR BETTER REQUIRED IN ALL COURSES

ADDITIONAL GENERAL EDUCATION COURSES (15 - 21 credits)

Enhanced World View Requirement *
A. COMMUNICATIONS *.....9
B. HUMANITIES/FINE ARTS *.....6
C. MATHEMATICS.....6
D. NATURAL & PHYSICAL SCIENCES..... 6-7
E. SOCIAL AND BEHAVIORAL SCIENCES *.....6
F. ETHICS 3
G. COMPUTER/INFORMATION LITERACY COMPETENCY (See catalog for details)
*Visit www.spcollege.edu/program/GENR-AA for details

Note: Students with an A.A. Degree, unrelated A.S. degree or completion of at least 60 credit hours (60 credits must include at least 15 credits of general education courses) may be admitted with permission of the Dean. All students must fulfill an additional 21 credits in a single technical area (see program for a list of acceptable courses).

REQUIRED MAJOR COURSES (27 credits) -

BUL	3310	Advanced Legal Environment of Business	3
COM	3120	Organizational Communication	3
ETI	4448	Applied Project Management	3
FIN	3403	Financial Management	3
ISM	4301	Global Information Systems	3
ISM	4480	Electronic Commerce Systems and Strategies	3
MAN	3240	Applied Organizational Behavior	3
MAN	3303	Management and Leadership Practices	3
MAN	3504	Operations Management	3

REQUIRED FINAL COURSE (3 credits) - Last Semester for All Students

MAN	4915	Senior Capstone Project in Technology Management	3

SUBPLAN A: TECHNOLOGY MANAGEMENT GENERAL (TMGT) (15 credits)

ETI	3116	Quality Management	3
MAN	4584	Process Improvement Methodology	3

Select 9 credits:

ETI	3647	Supply Chain Management	(3)
ISM	3232	Software Essentials	(3)
ISM	4212	Database Design and Administration	(3)
ISM	4220	Network Technologies for Information Professionals	(3)
ISM	4323	Security Essentials	(3)
MAN	3503	Managerial Risk Analysis and Decision Making	(3)
MAN	3930 [a]	Seminars in Business and Management	(1)
MAN	3949	Cooperative Work Experience in College of Technology & Management	(3)
MAN	4102	Managing Cultural Diversity	(3)
MAN	4534	Business Architecture and Process Modeling	(3)
MAN	4570	International Procurement and Outsourcing	(3)
MAN	4935	Special Topics in Management Concepts	(3)
MAR	3802	Marketing for Managers	(3)

OR

SUBPLAN B:		**BUSINESS INFORMATION SYSTEMS (BIS) (15 credits)**	
ETI	3116	Quality Management	3
ISM	3232	Software Essentials	3
ISM	4212	Database Design and Administration	3
ISM	4220	Network Technologies for Information Professionals	3
Select 3 credits:			
ISM	4323	Security Essentials	(3)
MAN	3949	Cooperative Work Experience in College of Technology & Management	(3)
MAN	4534	Business Architecture and Process Modeling	(3)
MAN	4570	International Procurement and Outsourcing	(3)
MAN	4935	Special Topics in Management Concepts	(3)

OR

SUBPLAN C:		**INFORMATION SECURITY ASSURANCE (ISA) (15 credits)**	
ISM	3320	Core Security Principles	3
ISM	3324	Applications in Information Security	3
ISM	3330	Information Security Policy, Administration and Management	3
ISM	4220	Network Technologies for Information Professionals	3
MAN	3503	Managerial Risk Analysis and Decision Making	3

TOTAL PROGRAM HOURS 120

[a] Up to 3 Seminar credits allowed.

NOTE: If you have not completed two years of the same foreign language in high school or 8 credits in college, you will need to complete 8 credits of foreign language before completing the B.A.S. program.

VETERINARY TECHNOLOGY
(VETTC-BAS)
BACHELOR IN APPLIED SCIENCE DEGREE

http://www.spcollege.edu/program/VETTC-BAS
Admissions Checklist

Dr. Richard Flora, Dean, HEC (727) 341-3603

GRADE OF "C" REQUIRED IN ALL COURSES

GENERAL EDUCATION COURSES (37 credits)

Enhanced World View Requirement *			
ENC	1101	Composition I or (Honors)	3
ENC	1102	Composition II or (Honors)	3
SPC	1017	Introduction to Speech Communication **OR** (SPC 1017H, 1065, 1608 or 1608H)	3
HUM	2210	Western Humanities I **OR** (HUM 2233 or 2270 or Honors)*	3
Humanities/Fine Arts Approved Course			3
Mathematics		Any 2 college-level approved courses with a MAC, MAP, MAS, MGF, MTG or STA prefix	6
Natural Sciences		One Biological & One Physical Science Approved Course (One course must include a lab) **OR**	6-7
Biological Sciences		Any college-level Biological Science approved courses **OR**	(12)
Physical Sciences		Any college-level Physical Science approved courses	(12)
POS	2041	American National Government or (Honors)	3
Social and Behavioral Science Approved Course *			3
PHI	1600	Studies in Applied Ethics **OR** (PHI 1602H, 1631, 2635 or 2649)	3
Computer/Information Literacy Competency Requirement			

*Visit www.spcollege.edu/program/GENR-AA for details

Lower Division Veterinary Technology (by transfer) **41**

MAJOR COURSES (42 credits) -

CORE COURSES (18 credit hours)

ATE	3744	Advanced Veterinary Terminology	1
ATE	3100	Tools for Success	1
ATE	3200	Safety and Regulatory Compliance in Veterinary Technology	1
ATE	3615	Veterinary Pharmacology	3
ATE	3914	Intro to Veterinary Technology Research	3
ATE	4814	Veterinary Technology Capstone II	5
ATE	4854	Leadership in Veterinary Technology	3
ATE	4000	Veterinary Technology PreCapstone	1

PROGRAM TRACKING OPTIONS:

CLINICAL TRACK (24 credit hours)

ATE	3616	Small Animal Nursing	3
ATE	3617	Companion Animal Diseases	3
ATE	3637	Small Animal Nutrition	3
ATE	3658	Anesthesia and Surgical Nursing	3
Select 12 credits:			
ATE	3316	Finance for the Veterinary Manager	(3)
ATE	3344	Supervision in the Veterinary Hospital	(3)
ATE	3410	Dental Techniques in Veterinary Technology	(3)
ATE	3510	Understanding the Human-Animal Bond	(3)
ATE	3515	Legal and Ethical Issues in Veterinary Technology	(3)
ATE	3601	Integrative Veterinary Nursing	(3)
ATE	3642	Veterinary Ophthalmic Nursing	(3)
ATE	3643	Large Animal Nursing	(3)
ATE	3803	Veterinary Technology Communications	(3)
ATE	4051	Advanced Veterinary Behavior	(3)
ATE	4317	Veterinary Hospital Management	(3)
ATE	4319	Veterinary Hospital Marketing	(3)
ATE	4711	Emergency and Critical Care	(3)

OR

HOSPITAL MANAGEMENT TRACK (24 credit hours)

ATE	3316	Finance for the Veterinary Manager	3
ATE	3344	Supervision in the Veterinary Hospital	3
ATE	3515	Legal and Ethical Issues in Veterinary Technology	3
ATE	4317	Veterinary Hospital Management	3

Select 12 credits:

ATE	3410	Dental Techniques in Veterinary Technology	(3)
ATE	3510	Understanding the Human-Animal Bond	(3)
ATE	3601	Integrative Veterinary Nursing	(3)
ATE	3617	Companion Animal Diseases	(3)
ATE	3637	Small Animal Nutrition	(3)
ATE	3642	Veterinary Ophthalmic Nursing	(3)
ATE	3643	Large Animal Nursing	(3)
ATE	3616	Small Animal Nursing	(3)
ATE	3658	Anesthesia and Surgical Nursing	(3)
ATE	3803	Veterinary Technology Communications	(3)
ATE	4051	Advanced Veterinary Behavior	(3)
ATE	4319	Veterinary Hospital Marketing	(3)
ATE	4711	Emergency and Critical Care	(3)

OR

COMBINED CLINICAL AND HOSPITAL MANAGEMENT TRACK (24 credit hours)

Select 6 credits:

ATE	3616	Small Animal Nursing	(3)
ATE	3617	Companion Animal Diseases	(3)
ATE	3637	Small Animal Nutrition	(3)
ATE	3658	Anesthesia and Surgical Nursing	(3)

Select 6 credits:

ATE	3316	Finance for the Veterinary Manager	(3)
ATE	3344	Supervision in the Veterinary Hospital	(3)
ATE	3515	Legal and Ethical Issues in Veterinary Technology	(3)
ATE	4317	Veterinary Hospital Management	(3)

Select 12 credits: Courses Not Already Taken

ATE	3316	Finance for the Veterinary Manager	(3)
ATE	3344	Supervision in the Veterinary Hospital	(3)
ATE	3410	Dental Techniques in Veterinary Technology	(3)
ATE	3510	Understanding the Human-Animal Bond	(3)
ATE	3515	Legal and Ethical Issues in Veterinary Technology	(3)
ATE	3601	Integrative Veterinary Nursing	(3)
ATE	3616	Small Animal Nursing	(3)
ATE	3617	Companion Animal Diseases	(3)
ATE	3637	Small Animal Nutrition	(3)
ATE	3642	Veterinary Ophthalmic Nursing	(3)
ATE	3643	Large Animal Nursing	(3)
ATE	3658	Anesthesia & Surgical Nursing	(3)
ATE	3803	Veterinary Technology Communications	(3)
ATE	4051	Advanced Veterinary Behavior	(3)
ATE	4711	Emergency & Critical Care	(3)
ATE	4317	Veterinary Hospital Management	(3)
ATE	4319	Veterinary Hospital Marketing	(3)

TOTAL PROGRAM HOURS 120

NOTE: If you have not completed two consecutive years of the same foreign language in high school or 8 credits in college, you will need to complete 8 credits of foreign language before completing the B.A.S. program.

POST BACCALAUREATE CERTIFICATES

To enter one of the upper division certificate program, an applicant must hold a four-year degree or higher from a college or university accredited by a regional accreditation body.

**** GRADE OF "C" REQUIRED FOR COURSES IN ALL UPPER DIVISION CERTIFICATES ****

GANGS ENFORCEMENT MANAGEMENT CERTIFICATE (GEM-CT)

http://www.spcollege.edu/courses/program/GEM-CT

Angel Bates, BAC Specialist Advising, AC (727) 341-4419
Brian Frank, Dean, AC (727) 341-4503

The purpose of this certificate is to prepare students, who currently hold a bachelors degree or higher in any academic discipline, to work in law enforcement agencies, correctional institutions, juvenile courts, human and social services organizations, and juvenile justice agencies with a mission to address youth violence, with the technical knowledge that is needed to combat the serious crisis of juvenile delinquency and gang violence in the United States.

REQUIREMENTS

To enter the certificate program, an applicant must hold a four-year degree or higher from a college or university accredited by a regional accreditation body.

REQUIRED CERTIFICATE COURSES (12 credits) Grade of "C" or higher required

CJE	3264	Supervising Tactical Gang Units and High Risk Operations	3
CJE	3611	Criminal Investigations Theory and Practice	3
CJE	4693	Geographic Information Systems In Gang Enforcement	3
PAD	4014	Political and Socio-Economic Impact of Gangs	3

ELECTIVE COURSES (Choose 6 credits) Grade of "C" or higher required

CJE	3263	International Gang Awareness for Public Safety Administrators	(3)
PAD	3724	Forecasting Trends in Gangs Enforcement	(3)
PAD	4232	Grant Administration and Resource Development	(3)
PAD	3874	Community Relations Theory and Practice	(3)

TOTAL CERTIFICATE HOURS 18

PARALEGAL STUDIES CERTIFICATE
(LEGAL-CT)

http://www.spcollege.edu/courses/program/LEGAL-CT

Dr. Susan Demers, Dean (727) 791-2501

Job Related Opportunities

- Paralegal within private law firms, governmental entities, or corporate legal offices.

The Paralegal studies courses identified in this certificate program will meet the educational requirement for the Certified Legal Assisting Examination administered nationwide by the National Association of Legal Assistants.

Prerequisites:

- Applicants must have graduated with at least a bachelor's degree from a regionally accredited college or university.
- Applicants must have a 2.0 overall grade point average.
- Applicants must meet the College's Computer/Information Literacy Competency Requirement

REQUIRED COURSES - Grade of "C" or higher required.

PLA	1003	Introduction to Paralegalism	3
PLA	1361	Techniques of Interview and Investigation	3
PLA	1763	Law Office Management	3
PLA	1104	Legal Research and Writing	3
PLA	2114	Advanced Legal Research	3
PLA	2203	Civil Litigation I	3
PLA	3703	Seminar in Professional Responsibility	3
PLA	4944	Paralegal Certificate Capstone	3

TOTAL CERTIFICATE HOURS 24

VETERINARY PRACTICE MANAGEMENT CERTIFICATE (VETTC-CT)

http://www.spcollege.edu/program/VETTC-CT

Dr. Richard Flora, Dean, HEC (727) 341-3652

Job Related Opportunities:

- Certified Veterinary Practice Manager

Purpose:

The veterinary hospital management courses identified in this certificate program will meet the educational requirements for the Veterinary Hospital Managers Association examination for Certified Veterinary Practice Managers. The 8 courses will cover the areas of personnel, accounting and finance, marketing, legal requirements and budgeting and planning.

Requirements:

To be admitted to this certificate program, the student must have graduated with a bachelor's degree or higher from a regionally accredited college or university.

PROGRAM REQUIREMENTS

ATE	3100	Tools for Success	1
ATE	3200	Safety and Regulatory Compliance in Veterinary Technology	1
ATE	3316	Finance for the Veterinary Manager	3
ATE	3344	Supervision in the Veterinary Hospital	3
ATE	3515	Legal and Ethical Issues in Veterinary Technology	3
ATE	4317	Veterinary Hospital Management	3
ATE	4319	Veterinary Hospital Marketing	3
ATE	4854	Leadership in Veterinary Technology	3

TOTAL CERTIFICATE HOURS 20

LOWER DIVISION COURSE DESCRIPTIONS

http://www.spcollege.edu/webcentral/acad/cd.htm

Courses which have a "G" under the prefix and number are recommended as fulfilling the writing requirements of the State Board of Education Rule 6-A-10.30 (2) as defined in the St. Petersburg College Board of Trustees General Education Program requirements.

Waivers of prerequisites may be granted by deans or program directors or instructors-in-charge under certain conditions. Students who feel that they have sufficient training and/or experience to warrant an exception of the prerequisite should consult with the dean or program director or instructor-in-charge involved.

ACG 2001 APPLIED FINANCIAL ACCOUNTING I..... 3 credits
This course is a study of basic accounting principles including the recording and reporting of financial activity. It includes the preparation and interpretation of financial statements for a sole proprietorship or corporation. It emphasizes an applied approach with computer applications to the study of financial accounting. 47 contact hours.

ACG 2021 FINANCIAL ACCOUNTING ..... 3 credits
This course is a study of basic accounting principles including the recording and reporting of financial activity. The preparation and interpretation of financial statements with emphasis on the corporation is also studied. 47 contact hours.

ACG 2071 MANAGERIAL ACCOUNTING ..... 3 credits
Prerequisite(s): ACG 2021. This course is a study of product costing, cost-volume-profit analysis, budgetary planning and control, the statement of cash flows and financial statement analysis. Emphasis will be placed on applications in order to illustrate the accounting principles. 47 contact hours.

ACG 2450 ACCOUNTING SOFTWARE APPLICATIONS ..... 3 credits
Prerequisite(s): ACG 2021 and CGS 1100 or permission of program administrator. This course offers an overview of accounting software applications in business organizations. The student will progressively work through accounting cycles for service and merchandising businesses using popular accounting software. Specific applications will include design and setup of an accounting information system for a new company, recording transactions, and creation as well as analysis of various reports and financial statements. Transactional and reporting areas will include banking, customers, sales, vendors, purchases, inventory, employees, and payroll. The course is taught using QuickBooks Pro accounting software and focuses on small to medium-sized business organizations. 47 contact hours.

ACG 2940 ACCOUNTING INTERNSHIP ..... 1-4 credits
Prerequisite(s): Academic Department Coordinator/Chair Approval. This course is to be taken after the student has completed 9 credit hours in their major field of study. The purpose of this course is to allow students a "real world" experience with major-related, supervised, evaluated practical work experiences which may be paid or voluntary. Students are graded on the basis of documented learning acquired through hands-on experiences in an actual work setting. Variable credits are available, one to four per course. The student must fulfill the requirement of 60 on-the-job hours for each credit earned in addition to written assignments. This course may be repeated for a total of 4 credits.

AMH 1091 'G' AFRICAN-AMERICAN HISTORY ..... 3 credits
Prerequisite(s): ((ENC 0020 or ENC 0025) and (REA 0002 or REA 0017)) or EAP 1695 or appropriate score on the placement test. This course examines the development of the Black presence in America. The concern will be to study the economic, social, and psychological factors that led to slavery, the practical consequences of slavery on Black and White social groups, the events and individuals who contributed to the elimination of slavery, the struggle for citizenship and self-worth, the artistic contributions, the social justice movement of the 1970's, and the current social condition defining the Black experience in America. This course partially satisfies the writing requirements outlined in the General Education Requirements. 47 contact hours.

AMH 2010 'G' HISTORY OF THE UNITED STATES I..... 3 credits
Prerequisite(s): ((ENC 0020 or ENC 0025) and (REA 0002 or REA 0017)) or EAP 1695 or an appropriate score on the placement test. This course addresses history in the land that becomes the United States of America, beginning with the migration of the Western Hemisphere's original inhabitants. It briefly surveys the pre-Columbian Native American cultures. It also examines the impacts of the European "discovery" and settlement of North America on various groups of Native Americans, on Europeans at home and in the colonies, and on Africans forced into slavery in the New World. The course emphasizes the political, economic, social, cultural and religious aspects of life in the English North American colonies through their evolution into the United States, from the country's developmental years through the end of the Civil War. This course partially satisfies the writing requirements outlined in the General Education Requirements. Credit is only given for AMH 2010 or AMH 2010H or IDS 2103H. 47 contact hours.

AMH 2010H 'G' HONORS HISTORY OF THE UNITED STATES I..... 3 credits
Prerequisite(s): Appropriate score on the CPT or acceptance into the Honors College or permission of the Dean. This advanced course addresses history in the land that becomes the United States of America, beginning with the migration of the Western Hemisphere's original inhabitants. It examines the Pre-Columbian Native American cultures. It also examines the impacts of the European "discovery" and settlement of North America on various groups of Native Americans, on Europeans at home and in the colonies, and on Africans forced into slavery in the New World. The course will emphasize the evaluation and synthesis of the political, economic, social, cultural and religious aspects of life in the English North American colonies through their evolution into the United States, from the country's developmental years through the end of the Civil War. This course also analyzes methods of qualitative and quantitative research, cases studies, archival retrieval, and comparative approaches to the study of societies and emphasizes writing research-based papers, historiography and critical analysis. Independent research and interdisciplinary connections will also be encouraged for students to make connections to other related areas of humanities, philosophy and literature in the Honors Program. This advanced course will have a substantial writing assignment. This course partially satisfies the writing requirements outlined in the General Education Requirements. Credit is only given for AMH 2010 or AMH 2010H or IDS 2103H. 47 contact hours.

AMH 2020 'G' HISTORY OF THE UNITED STATES II..... 3 credits
Prerequisite(s): ((ENC 0020 or ENC 0025) and (REA 0002 or REA 0017)) or (EAP 1695) or an appropriate score on the placement test. This course covers the history of the United States from the post-Civil War period (1865) to the present. Emphasis is placed on the social, economic, political and diplomatic history. The

course is designed to present history as a dynamic process, encouraging students to think historically and encourage them to value history. This course partially satisfies the writing requirements outlined in the General Education requirements. Credit is only given for AMH 2020 or AMH 2020H or IDS 1102H. 47 contact hours.

AMH 2020H 'G' HONORS HISTORY OF THE UNITED STATES II ..... 3 credits
Prerequisite(s): Appropriate score on the CPT or acceptance into the Honors College or permission of the Dean. This advanced course covers the history of the United States from the post-Civil War period (1865) to the Present. The course will present history as a dynamic process, and students will evaluate and synthesize the social, economic, political, and diplomatic history of the post-Civil War period. This course also analyzes methods of qualitative and quantitative research, case studies, archival retrieval, and comparative approaches to the study of societies and emphasizes writing research-based papers, historiography and critical analysis. Independent research and interdisciplinary connections will also be encouraged for students to make connections to other related areas of humanities, philosophy and literature in the Honors Program. This course will have a substantial writing requirement. This course partially satisfies the writing requirements outlined in the General Education Requirements. Credit is only given for AMH 2020 or AMH 2020H or IDS 1102H. 47 contact hours.

AMH 2070 FLORIDA HISTORY ..... 3 credits
This course outlines chronologically the economic, social, geographic and political background of Florida from the time of discovery through settlement, colonization and statehood. Florida's role in the Civil War and Reconstruction Period is reviewed and the state's agricultural development into the 20th century is described. Current issues including the impact of urbanization, tourism, and industrialization are emphasized. 47 contact hours.

AML 1600 'G' AFRICAN-AMERICAN LITERATURE ..... 3 credits
Prerequisite(s): (ENC 1101 or ENC 1121H or IDS 1101H). This course is designed to survey the major fiction, poetry, drama, and essays of selected African writers through the twentieth century. It emphasizes issues and ideas that have influenced African-American literary expression and explores personal responses to the African-American experience as reflected in American culture. It examines African-American literature through four periods: Slavery, The Civil War and Reconstruction, The Harlem Renaissance, and The Contemporary Period. It traces human experience as it unfolds in African-American literature, exploring the historical background, social issues, and ideologies of each period and the impact of the African-American experience upon American culture. This course requires substantial reading, library research, and the composition of the research paper. 47 contact hours.

AML 2001 INTRODUCTION TO AMERICAN FOLKLORE ..... 3 credits
Prerequisite(s): ENC 0020 or ENC 0025 or EAP 1695 or appropriate score on the placement test. A survey of the major aspects of American folklore, this course is designed to increase the student's general knowledge of folklore in the United States; to familiarize the student with major techniques for collecting, editing, and evaluating folklore; to familiarize the student with major scholarship in the field; and to develop within the student a sense of appreciation of folklore. This course has a substantial writing requirement. 47 contact hours.

AML 2010 'G' AMERICAN LITERATURE TO 1865 ..... 3 credits
Prerequisite(s): (IDS 1101H or ENC 1101 or ENC 1121H) and (REA 0002 or REA 0017 or EAP 1695) or appropriate score on the placement test. This course is designed to survey American literature to 1865, with special emphasis on Romanticism and Realism as well as methods of library research, writing of the research paper and the paper of literary interpretation. Included are selected works of major writers such as Edgar Allan Poe, Nathaniel Hawthorne, Herman Melville, Ralph Waldo Emerson, Henry David Thoreau, Walt Whitman, and Emily Dickinson. This course partially satisfies the writing requirements as outlined in the General Education Requirements. Credit is not given for both AML 2010 and AML 2010H. 47 contact hours.

AML 2010H 'G' HONORS AMERICAN LITERATURE I ..... 3 credits
Prerequisite(s): (IDS 1101H or ENC 1121H) or (IDS 1101H or ENC 1121H and acceptance into the Honors College) or approval of the program director. This course is designed to be a humanistic and interdisciplinary study of American literature from its origins in the 17th Century through the 19th Century. Special emphasis will be given to the literary movements of 19th Century Romanticism and Realism. Representative selections from each period are critically examined for interpretation, historical background, artistic qualities, and philosophy, with emphasis on human values and application to life. This course also stresses methods of research and emphasizes writing research-based papers, including literary interpretation and critical analysis. Independent research and interdisciplinary connections will also be encouraged for students to make connections to other related areas of humanities, philosophy and literature in the Honors Program. This course partially satisfies the writing requirements outlined in the General Education Requirements. Credit is not given for both AML 2010 and AML 2010H. 47 contact hours.

AML 2020 'G' AMERICAN LITERATURE FROM 1865 TO PRESENT ..... 3 credits
Prerequisite(s): [(IDS 1101H or ENC 1101 or ENC 1121H) and (REA 0002 or REA 0017)] or (EAP 1695) or appropriate score on the placement test. This is a course designed to survey American literature from 1865 to the present. Included are selected works of major writers such as Mark Twain, Stephen Crane, Henry James, Robert Frost, Carl Sandburg, T. S. Eliot, E. E. Cummings, F. Scott Fitzgerald, William Faulkner, Ernest Hemingway, Norman Mailer, Bernard Malamud, Flannery O'Connor, James Baldwin, James Dickey, and Sylvia Plath. This course also stresses methods of library research and emphasizes writing of the research paper and the paper of literary interpretation. This course partially satisfies the writing requirements outlined in the General Education Requirements. American Literature to 1865 is not necessarily a prerequisite to this course. Credit is not given for both AML 2020 and AML 2020H. 47 contact hours.

AML 2020H 'G' HONORS AMERICAN LITERATURE II ..... 3 credits
Prerequisite(s): (ENC 1121H or IDS 1101H) or (IDS 1101H or ENC 1121H and acceptance into the Honors College) or approval of the program director. This course is designed to be an interdisciplinary study of American literature from the 19th century to the Present. Special emphasis will be given to the literary movements of the 19th and 20th century. Representative selections from each period are critically examined for interpretation, historical background, artistic qualities, and philosophy, with emphasis on human values and application to life. This course also stresses methods of research and emphasizes writing research-based papers, including literary interpretation and critical analysis. Independent research and interdisciplinary connections will also be encouraged for students to make connections to other related areas of humanities, philosophy and literature in the Honors Program. This course partially satisfies the writing requirements outlined in the General Education Requirements. Credit is not given for both AML 2020 and AML 2020H. 47 contact hours.

ANT 2000 'G' INTRODUCTION TO ANTHROPOLOGY ..... 3 credits
Prerequisite(s): ((ENC 0020 or ENC 0025) and (REA 0002 or REA 0017)) or EAP 1695 or appropriate score on the placement test. This course is an introduction to

the science of man and his culture, defining the branches of anthropology, its methods, and its relation and contribution to the other disciplines. Emphasis will be given to the universal and unique aspects of man's adaptation to his environment, and to his biological origins. This course partially satisfies the writing requirements outlined in the General Education Requirements. 47 contact hours.

ANT 2003 SURVEY OF ANTHROPOLOGY ..... 3 credits
'G'
Prerequisite(s): ((ENC 0020 or ENC 0025) and (REA 0002 or REA 0017)) or EAP 1695 or appropriate score on the placement test. This course is a survey of the broad field of anthropology and an explanation of selected contemporary problems. The origin of these problems and alternate solutions, derived from a cross-cultural approach, will be considered. This course partially satisfies the writing requirements outlined in the General Education Requirements. 47 contact hours.

ANT 2410 CULTURAL ANTHROPOLOGY ..... 3 credits
'G'
Prerequisite(s): ((ENC 0020 or ENC 0025) and (REA 0002 or REA 0017)) or EAP 1695 or appropriate score on the Placement Test. This course is the study of the influence of culture on human behavior. The course deals with cultural variations and similarities in the areas of subsistence techniques and technology, family and kinship, social order and disorder, and world view. This course partially satisfies the writing requirements outlined in the General Education Requirements. 47 contact hours.

ARC 1126C ARCHITECTURAL DRAWING I..... 3 credits
This is an introductory drafting course oriented toward students entering the career areas of building design and/or construction. Six class and laboratory hours weekly.

ARC 1301 ARCHITECTURAL DESIGN I ..... 4 credits
This is an introductory course interfacing communication skills with design thinking. Emphasis is on the awareness and understanding of basic organization ideas in design. 122 contact hours.

ARC 1302 ARCHITECTURAL DESIGN II ..... 4 credits
Prerequisite(s): ARC 1301. This course is an analysis course that uses the study of architectural precedent as a foundation for the development of communication and design skills. 122 contact hours.

ARC 1701 ARCHITECTURAL HISTORY I ..... 3 credits
This course is a general survey of social, political and cultural factors which have generated art and architecture from prehistoric times through the Baroque and Rococo periods. Instruction also includes drawings and sketches of major buildings. An annotated sketchbook will be required. 47 contact hours.

ARC 1702 ARCHITECTURAL HISTORY II ..... 3 credits
This course is a general survey of the social, political and cultural factors which have generated art and architecture from the Age of Enlightenment to the present. The elements of architecture, described by Vitruvius as Function, Strength and Aesthetics, will be analyzed in significant buildings from the Eighteenth Century to the current works by contemporary architects. Instruction also includes drawings and sketches of major buildings. An annotated sketchbook will be required. 47 contact hours.

ARC 2180C INTRODUCTION TO DIGITAL DESIGN AND FABRICATION..... 3 credits
Prerequisite(s): ETD 1320C or permission of Program Director. This is an introductory course interfacing digital design and communication tools with design thinking and hands on production. Emphasis is on the use of digital technology to facilitate expansion of basic engineering and architectural design modalities, and laying a foundation for the full integration of digital technologies into the design studio. 47 contact hours.

ARC 2201 ARCHITECTURAL THEORY I..... 3 credits
Prerequisite(s): ARC 1701 and ARC 2303. This course is a theoretical exploration into the meaning and goals of architecture; an investigation of the creative process of design. 47 contact hours.

ARC 2303 ARCHITECTURAL DESIGN III ..... 4 credits
Prerequisite(s): ARC 1302. This course is an introduction to the forces, both physical and perceptual, which determine the varied environments which man creates, or otherwise alters. Emphasis will be placed on (1) becoming aware of the forces which contribute to the environment; (2) gathering and organizing data supporting the existence of these forces; and (3) discovering means to communicate these findings. 122 contact hours.

ARC 2304 ARCHITECTURAL DESIGN IV..... 4 credits
Prerequisite(s): ARC 2303 with a grade of "C." A personal interview and a review of the student's portfolio and academic record by an architecture faculty committee is required for admission to this course. This course is a continuation of Architectural Design III, basic studies in perception of the components of architecture. This course has a substantial writing requirement. 122 contact hours.

ARC 2461 MATERIALS AND METHODS OF CONSTRUCTION I ..... 3 credits
This course is an introduction to materials and methods used in wood frame, masonry, concrete and steel construction. Laboratory work will consist of “hands on” experience and field trips to construction sites. 92 contact hours.

ARC 2501 ARCHITECTURAL STRUCTURES I ..... 4 credits
Prerequisite(s): ARC 2303. This course is a study of basic principles of static mechanics and strength of materials relating to the design, investigation, and behavior of structural elements and systems of buildings. This course has a substantial writing requirement. 62 contact hours.

ARH 1000 UNDERSTANDING ART ..... 3 credits
'G'
Prerequisite(s): ENC 0020 or ENC 0025 or EAP 1695 or appropriate score on the CPT. This is a beginning course for any student curious about art and why it looks the way it does. Students will explore a variety of visual experiences in relationship to their seeing, feeling, thinking, and self. They will examine, discuss, and handle two and three-dimensional media. This course partially satisfies the writing requirements outlined in the General Education Requirements. 47 contact hours.

ARH 2050 ART HISTORY: ANCIENT TO GOTHIC..... 3 credits
'G'
Prerequisite(s): ENC 0020 or ENC 0025 or EAP 1695 or appropriate score on the CPT. This course is a study of the origin and development of painting, sculpture, architecture, and significant crafts from prehistoric times to the Gothic period. This course partially satisfies the writing requirements outlined in the General Education Requirements. 47 contact hours.

ARH 2051 ART HISTORY: RENAISSANCE TO CONTEMPORARY ..... 3 credits
'G'
Prerequisite(s): ENC 0020 or ENC 0025 or EAP 1695 or satisfactory score on the CPT. This course is a study of the development of painting, sculpture, and architecture from the Renaissance to the twentieth century. This course partially satisfies the writing requirements outlined in the General Education Requirements. 47 contact hours.

ART 1201C DESIGN I..... 3 credits
This course is a foundation course developing knowledge and perception of two-dimensional form and its elements. This course is an introduction to basic design concepts, skills, and processes necessary for all art careers. 92 contact hours.

ART 1203C DESIGN II ..... 3 credits
Prerequisite(s): ART 1201C. This is a foundation course developing knowledge and perception of 3-dimensional form and its elements. An expansion of design skills, processes and concepts of design necessary for all art careers is discussed. 92 contact hours.

ART 1300C DRAWING I ..... 3 credits
This course is an introduction to basic drawing skills, concepts and processes through a structured learning situation. Various media are used. Course may be taken up to three times for credit. 92 contact hours.

ART 1330C DRAWING II ..... 3 credits
Prerequisite(s): ART 1300C. This course is an in-depth study of drawing with an emphasis upon classical drawing ideals and techniques as they pertain to the depiction of the human figure and organic form. Course may be taken up to three times for credit. 92 contact hours.

ART 1701C SCULPTURE I ..... 3 credits
Prerequisite(s): ART 1203C or approval of program administrator. This course covers the problems and techniques of applied three-dimensional design with an emphasis on the use of materials and tools. Students will be introduced to the basic methods of casting, carving, modeling, and assemblage. The creative aspects of the sculptural process will be emphasized by broadening the student's concept development and sensitizing the student to the materials and techniques involved in the sculptural process. Students will become familiar with the basic vocabulary associated with sculpture. Students will discuss and apply issues of contemporary critical art theory within the context of their project work. Course may be taken up to three times for credit. 92 contact hours.

ART 1750C CERAMICS I ..... 3 credits
This course presents the basic concepts of ceramic design, as well as the various methods of construction and firing pieces. Course may be taken up to three times for credit. 92 contact hours.

ART 1751C CERAMICS II ..... 3 credits
Prerequisite(s): ART 1750C or permission of program administrator. This course is an extension of ART 1750C. This course addresses advanced throwing techniques, creative handbuilding, glaze formulation, and firing processes. Course may be taken up to 3 times for credit. 92 contact hours.

ART 2370 DRAWING FOR ANIMATION ..... 3 credits
Prerequisite(s): ART 1300C. Recommended: ART 1201C and ART 1301C. This course is designed to develop the drawing skills that are most essential for effective animation. Life drawings accompanied by a study of structural anatomy in both humans and animals will be the emphasis of the course curriculum. Additional topics will include sequential drawing, the role of exaggeration and simplification in character development, composition of scenic elements as related to the development of mood and context, and the development of a smooth animated sequence. 47 contact hours.

ART 2400C PRINTMAKING I ..... 3 credits
Prerequisite(s): ART 1300C. This course is an exploration of figure/ground theory as related to 2D visual design and picture making. Basic skills in relief printing (linocut, woodcut, collograph, etc.) will be explored. Also included will be painterly processes such as monoprints. Course may be taken up to three times for credit. 92 contact hours.

ART 2500C PAINTING I ..... 3 credits
Prerequisite(s): ART 1201C and ART 1300C. This course is an introduction to the materials, techniques and concepts of painting through a structured learning situation. Course may be taken up to three times for credit. 92 contact hours.

ART 2501C PAINTING II ..... 3 credits
Prerequisite(s): ART 2500C. This course is a continuation of Painting I with an emphasis on individual development. Course may be taken up to three times for credit. 92 contact hours.

ASL 1140C BASIC AMERICAN SIGN LANGUAGE WITH LAB ..... 4 credits
This course is an introduction to American Sign Language (ASL) as used in the deaf community and includes a general discussion of ASL structure with an introduction to a variety of manual communication systems and philosophies. Emphasis will be on building a basic vocabulary of approximately five hundred signs and the manual alphabet. Students will have directed practice with media generated materials, emphasizing the development of beginning level receptive and expressive conversational practice. Lecture - 47 contact hours. Lab - 30 contact hours.

ASL 1150C INTERMEDIATE AMERICAN SIGN LANGUAGE WITH LAB ..... 4 credits
Prerequisite(s): ASL 1140C. This course is a continuation of the basic American Sign Language course and expands the student's vocabulary and signing fluency. Students will have directed practice with media generated materials, emphasizing receptive and expressive conversational practice. Lecture - 47 contact hours. Lab – 30 contact hours.

ASL 1160C ADVANCED AMERICAN SIGN LANGUAGE WITH LAB ..... 4 credits
Prerequisite(s): ASL 1150C and ASL 1510 with grades of "C" or better and ((ENC 0020 or ENC 0025) and (REA 0002 or REA 0017) or EAP 1695 or appropriate score on the SPC Placement Test) and departmental approval. Pre- or corequisite(s): ASL 1430. This course is a continuation of Intermediate American Sign Language (ASL) designed to develop expressive and receptive signing skills to an advanced level. Included are compound/complex sentences, inflectional signs, tense and time, sign modulations, and classifiers. Discussion may also include cultural issues and optional professional careers in deafness. Lecture - 47 contact hours. Lab - 30 contact hours.

ASL 1300 STRUCTURE OF AMERICAN SIGN LANGUAGE ..... 3 credits
Prerequisite(s): ASL 1150C, ASL 1430, ASL 1510 with grades of "C" or better. This course is for the intermediate or advanced signer with limited exposure to American Sign Language (ASL). American Sign Language, as used by deaf adults, is studied with an emphasis on the phonological, morphological, semantic, syntactical, idiomatic and metaphorical aspects of ASL. Current research in the field is examined and discussed. 47 contact hours.

ASL 1430 FINGERSPELLING ..... 2 credits
Prerequisite(s): ASL 1140C. Pre-or-Corequisite(s): ASL 1510. This course introduces students to fingerspelling and numbers in American Sign Language. The course covers topics such as techniques and forms of fingerspelling, when people fingerspell and how they use fingerspelling to meet their needs. It also includes numerical systems in American Sign Language (ASL). Emphasis is on both receptive and expressive development. 32 contact hours.

ASL 1510 INTRODUCTION TO DEAF CULTURE ..... 3 credits
This course is an introduction and orientation to the educational, communicative, social, vocational, psychological and legal aspects of deafness. The course will deal with the impact of deafness on the individual and the family, as well as social patterns of the deaf community. In addition, it will describe historical and changing attitudes toward the culture of deaf persons and other groups of handicapped persons. 47 contact hours.

ASL 2210C AMERICAN SIGN LANGUAGE IV WITH LAB ..... 4 credits
Prerequisite(s): ASL 1160C and ASL 1510 (with grades of "C" or better) and ((ENC 0020 or ENC 0025) and (REA 0002 or REA 0017) or EAP 1695 or appropriate score on the SPC Placement Test) and departmental approval. This course is a continuation of Advanced American Sign Language (ASL) designed to focus on the development of mastery and advanced conversational American Sign Language skills. This course will emphasize receptive and expressive discourse with ASL users, focus on non-manual signals, complex grammatical constructions, and idiomatic expressions. 62 contact hours.

AST 1002 UNIVERSE: THE INFINITE FRONTIER..... 3 credits
Prerequisite(s): ((ENC 0020 or ENC 0025) and (REA 0002 or REA 0017) and (MAT 0024 or MAT 0028)) or (EAP 1695 and (MAT 0024 or MAT 0028).) This course is a survey of astronomy that includes an introduction to the characteristics, origin and evolution of the solar system, our sun and other stars, the Milky Way galaxy, other galaxies, and the Universe. It will include a consideration and perspective from the time of ancient astronomers to that developed from the latest astronomical research and theories. (This course may not be taken for credit subsequent to receiving a grade of "C" or better in any course with an AST prefix.) 47 contact hours.

AST 1003 THE SOLAR SYSTEM..... 3 credits
Prerequisite(s): ((ENC 0020 or ENC 0025) and (REA 0002 or REA 0017) and (MAT 0024 or MAT 0028)) or (EAP 1695 and (MAT 0024 or MAT 0028).) This course is a study of earth as a planet, the moon, and the sun, measurement of time, eclipses, planets and their satellites, comets, meteors, and various theories of the origin of the solar system. Consideration will be given to the historical development of the science and the basic principles of mechanics as applied to astronomy. (This course may not be taken for credit subsequent to receiving a grade of "C" or better in AST 1002.) 47 contact hours.

AST 1022L OBSERVATIONAL ASTRONOMY LABORATORY..... 1 credit
Pre-or-Corequisite(s): AST 1002 or AST 1003 or AST 1004. This is a laboratory course to provide those experiences in observation needed by the beginning astronomy student and the interested amateur. Topics will include astronomical coordinate systems, characteristics of telescopes, telescopic observation of celestial objects, astrophotography, and applications of desktop planetarium software. 45 contact hours.

ATE 1001 VETERINARY OFFICE PROCEDURES AND PROFESSIONAL DEVELOPMENT ..... 2 credits
Prerequisite(s): Must be a Dual Credit Student. This course is designed to acquaint the student with mathematics and office procedures used in veterinary hospital management and veterinary computer applications. This course will also introduce the student to the laws and the agencies governing the care, use, and movement of animals and livestock. The course includes veterinary issues, resume writing, and effective job seeking techniques. 64 contact hours.

ATE 1050 VETERINARY TERMINOLOGY AND SMALL ANIMAL BREEDS AND BEHAVIOR..... 2 credits
Prerequisite(s): Must be a Dual Credit Student. This course introduces the student to medical and veterinary terminology. Included is an introduction to the foundation of veterinary and medical language such as word roots, prefixes, suffixes, and combining forms. This course also is a lecture/lab course on normal canine and feline behavior, obedience training, and feline training. Discussion topics will include normal canine and feline behavior and causes of behavior problems in dogs and cats. The student will train a dog and a cat, will discuss or apply corrections for common behavioral problems, and will learn about the different canine and feline breeds. 64 contact hours.

ATE 1110 ANIMAL ANATOMY ..... 3 credits
Prerequisite(s): Admission to the Veterinary Technology AS program. Corequisite(s): ATE 1110L. This course will teach the fundamentals of anatomy of domestic animals, especially the canine, with emphasis on locating and identifying the anatomical regions and landmarks. Introduction to descriptive and topographical terms to aid the student in communicating with the professional staff. 47 contact hours or equivalent.

ATE 1110L ANIMAL ANATOMY LABORATORY ..... 1 credit
Prerequisite(s): Admission to the Veterinary Technology AS program. Corequisite(s): ATE 1110. This course is designed to acquaint the student with the fundamental techniques involved in anatomic dissection as well as necropsy procedures. This laboratory will correlate with lecture material learned in Animal Anatomy and will help to visualize these concepts. 47 contact hours or equivalent.

ATE 1211 ANIMAL PHYSIOLOGY..... 3 credits
Pre-or-Corequisite(s): ATE 1110 with a minimum grade of "C," ATE 1110L with a minimum grade of "C." This course is designed to acquaint the student with physiology of the domestic animal species. The course emphasizes the differences between the systems of the domestic animals, such as the metabolism and digestive processes of the ruminants, non-ruminant monogastric and monogastric species. Aspects of physiology relating to the pathogenesis of certain diseases will also be discussed. 47 contact hours.

ATE 1301 BASICS OF VETERINARY MANAGEMENT ..... 3 credits
Prerequisite(s): ((ENC 0020 or ENC 0025) and (REA 0002 or REA 0017) and (MAT 0024 or MAT 0028)) or (EAP 1695 and (MAT 0024 or MAT 0028)) or appropriate scores on the SPC Placement Test. This course will guide the student in an overview of the components necessary to manage any veterinary hospital. 47 contact hours or equivalent.

ATE 1302 LEGAL ISSUES FOR THE VETERINARY HOSPITAL..... 3 credits
Prerequisite(s): ((ENC 0020 or ENC 0025) and (REA 0002 or REA 0017) and (MAT 0024 or MAT 0028)) or (EAP 1695 and (MAT 0024 or MAT 0028)) or appropriate scores on the SPC Placement Test. This course will guide the student in the study of legal issues with an emphasis on the legal aspects of veterinary hospitals. 47 contact hours or equivalent.

ATE 1303 MARKETING FOR THE VETERINARY HOSPITAL..... 3 credits
Prerequisite(s): ((ENC 0020 or ENC 0025) and (REA 0002 or REA 0017) and (MAT 0024 or MAT 0028)) or (EAP 1695 and (MAT 0024 or MAT 0028)) or appropriate scores on the SPC Placement Test. This course will help the student to plan, organize, direct and evaluate marketing programs for a small business with an emphasis on the veterinary hospital. It will give the student a basic understanding of the marketing aspects of veterinary practices. 47 contact hours or equivalent.

ATE 1304 VETERINARY FINANCIAL ACCOUNTING..... 3 credits
Prerequisite(s): ((ENC 0020 or ENC 0025) and (REA 0002 or REA 0017) and (MAT 0024 or MAT 0028)) or (EAP 1695 and (MAT 0024 or MAT 0028)) or appropriate scores on the SPC Placement Test. This course will guide the student in the study of veterinary financial accounting with an emphasis on measuring, communicating and interpreting financial activity in the veterinary hospital with an emphasis on managing cash flow and planning. 47 contact hours or equivalent.

ATE 1311L VETERINARY OFFICE PROCEDURES ..... 1 credit
Prerequisite(s): MAT 1033 with a minimum grade of "C" or any three-credit course with MGF, MAC or STA prefix with a minimum grade of "C," and admission to the Veterinary Technology AS program. This course is designed to acquaint the student with mathematics and office procedures used in veterinary hospital management and veterinary computer applications. 47 contact hours.

ATE 1364 LEADERSHIP IN THE VETERINARY CLINIC ..... 3 credits
Prerequisite(s): ((ENC 0020 or ENC 0025) and (REA 0002 or REA 0017) and (MAT 0024 or MAT 0028)) or (EAP 1695 and (MAT 0024 or MAT 0028)) or appropriate scores on the SPC Placement Test. This course focuses on the development of leadership skills. It provides a basic understanding of leadership and group dynamics theory and will assist the student in developing a personal philosophy of leadership and an awareness of the moral and ethical responsibilities of leadership. Topics include decision making, leadership ethics, goal formation, building trust, empowering others, conflict resolution, and managing organizational change. The course will integrate readings from contemporary multi-cultural writing and experiential learning exercises with current leadership theories and practices. 47 contact hours or equivalent.

ATE 1636 LARGE ANIMAL CLINICAL AND NURSING SKILLS ..... 2 credits
Prerequisite(s): Admission to the Veterinary Technology program. This course is designed to acquaint the student with the fundamentals of farm animal herd health management, reproductive physiology, and lactation physiology. Aspects of farm animal husbandry will be discussed. 32 contact hours.

ATE 1650L VETERINARY CLINICAL PRACTICE I ..... 1 credit
This course is designed to acquaint students with basic laboratory and nursing skills, including restraint, history taking, examining room techniques, administering medications, basic parasitology, and basic clinical pathology procedures. 47 contact hours or equivalent.

ATE 1654L VETERINARY CLINICAL PRACTICE II ..... 1 credit
Pre-or-Corequisite(s): ATE 1650L with a minimum grade of "C" and ATE 1110 with a minimum grade of "C." This course is designed to acquaint the student with basic skills in radiology and surgical nursing. 47 contact hours or equivalent.

ATE 1671L LABORATORY ANIMAL MEDICINE ..... 1 credit
Prerequisite(s): ATE 2651L with a minimum grade of "C." This course is a study of the technical clinical aspects of laboratory animal care, including restraint and handling, common diseases, and nutrition. The species studied include rats, rabbits, mice, guinea pigs, hamsters, and primates. 47 contact hours.

ATE 1741 VETERINARY MEDICAL TERMINOLOGY ..... 1 credit
This course is an introduction to medical terminology and veterinary terminology. Included is an introduction to the foundation of veterinary and medical language such as word roots, prefixes, suffixes and combining forms. 16 contact hours.

ATE 1943 VETERINARY WORK EXPERIENCE I ..... 1 credit
This course consists of supervised clinical experience in a work place approved by the instructor. A minimum of 64 hours in a full service veterinary clinic is required. 64 contact hours.

ATE 1944 VETERINARY WORK EXPERIENCE II ..... 1 credit
Prerequisite(s): ATE 1943 with a minimum grade of "C." This course consists of supervised clinical experience in a workplace approved by the instructor. A maximum of 64 hours in an approved workplace is required. 64 contact hours.

ATE 2050C SMALL ANIMAL BREEDS AND BEHAVIOR ..... 1 credit
Prerequisite(s): Admission to the Veterinary Technology AS program. This is a lecture/lab course on normal canine and feline behavior, obedience training and feline training. Discussion topics will include normal canine and feline behavior and causes of behavior problems in dogs and cats. The student will train a dog and a cat, will discuss or apply corrections for common behavioral problems, and will learn about the different canine and feline breeds. 32 contact hours.

ATE 2349 VETERINARY HOSPITAL OPERATIONS ..... 3 credits
Prerequisite(s): ((ENC 0020 or ENC 0025) and (REA 0002 or REA 0017) and (MAT 0024 or MAT 0028)) or (EAP 1695 and (MAT 0024 or MAT 0028)) or appropriate scores on the SPC Placement Test. This course is designed to provide students with an understanding of best practices in veterinary hospital operations. 47 contact hours or equivalent.

ATE 2501C PROFESSIONAL DEVELOPMENT SEMINAR ..... 1 credit
Prerequisite(s): Admission to the Veterinary Technology AS program. This course is designed to acquaint the student with the laws and the agencies governing the care, use and movement of animals and livestock. The course includes veterinary ethics, resume writing and effective job seeking techniques. 32 contact hours.

ATE 2611 ANIMAL MEDICINE I ..... 3 credits
Pre-or-Corequisite(s): ATE 1211 with a minimum grade of "C." This is a course designed to acquaint the student with history taking, examination room techniques, anesthesiology, asepsis and general and surgical instrument identification and care. 47 contact hours or equivalent.

ATE 2612 ANIMAL MEDICINE II ..... 3 credits
Prerequisite(s): ATE 1211 with a minimum grade of "C." The course topics include immunity, disease prevention, common vaccinations and diseases in small animals, zoonotic disease, health hazards in veterinary practice, and veterinary dentistry. 47 contact hours or equivalent.

ATE 2631 ANIMAL NURSING I ..... 3 credits
This course is a study of the technical skills of medicating animals, taking and processing radiographs, and surgical instrumentation. 47 contact hours or equivalent.

ATE 2634 ANIMAL NURSING II ..... 3 credits
Prerequisite(s): ATE 1211 with a minimum grade of "C." This course is a study of the principles and practices related to veterinary pharmacology, obstetrics and pediatric care. Lecture topics will include a review of veterinary pharmacy and pharmacology, pharmacokinetics, principles of small animal obstetrics, and veterinary pediatric medicine. Emphasis is on the application of the principles of pharmacology, obstetrics and pediatrics in small animal veterinary practice. 47 contact hours.

ATE 2638 ANIMAL LABORATORY PROCEDURES I ..... 3 credits
Prerequisite(s): Any College-level BSC or ZOO with a minimum grade of "C," ATE 1211 with a minimum grade of "C." Corequisite(s): ATE 2638L. This lecture course is designed to introduce the veterinary technician student to common parasites and their life cycles seen in routine veterinary practice. Hematology and the kinetics of the hematopoietic system are discussed with emphasis on normal blood smears and common changes seen during disease states of domestic animals. 47 contact hours.

ATE 2638L ANIMAL LABORATORY PROCEDURE LABORATORY ..... 2 credits
Corequisite(s): ATE 2638. This course is designed for the reinforcement and application of laboratory

procedures and principles taught in Animal Laboratory Procedures. 90 contact hours.

ATE 2639 ANIMAL LABORATORY PROCEDURES II ..... 3 credits
Prerequisite(s): ATE 2638 with a minimum grade of "C." Corequisite(s): ATE 2639L. This lecture course serves as a continuation of Animal Lab Procedures I and covers topics of immunology, organ function and diagnostic testing. Additional topics include normal and abnormal exfoliative cytology, veterinary microbiology, and the evaluation of endocrine disorders. 47 contact hours.

ATE 2639L ANIMAL LABORATORY PROCEDURES LAB II..... 2 credits
Prerequisite(s): ATE 2638L with a minimum grade of "C." Corequisite(s): ATE 2639. This course provides experience in the clinical application of the techniques discussed in Animal Laboratory Procedures II in the areas of immunology, clinical chemistry, cytology, veterinary microbiology, coagulation testing, and abnormal and comparative hematology. 92 contact hours.

ATE 2651L ANIMAL NURSING AND MEDICINE LABORATORY I..... 2 credits
Prerequisite(s): ATE 1654L with a minimum grade of "C," ATE1311L with a minimum grade of "C," ATE1211 with a minimum grade of "C." Pre-or-Corequisite(s): ATE 2611 with a minimum grade of "C," ATE 2631 with a minimum grade of "C." This course is designed to acquaint the student with laboratory procedures, exam room techniques, anesthesia, and principles of radiology practices utilized in veterinary hospitals. 92 contact hours.

ATE 2653L ANIMAL NURSING AND MEDICINE LABORATORY II..... 2 credits
Prerequisite(s): ATE 2651L with a minimum grade of "C." This course is a continuation of Animal Nursing and Medicine Laboratory I. Skills will be developed in veterinary anesthesia, animal nursing care, and veterinary radiology procedures. 92 contact hours.

ATE 2656L LARGE ANIMAL CLINICAL AND NURSING SKILLS LAB ..... 1 credit
Pre-or-Corequisite(s): ATE 1636 with a minimum grade of "C." This course is designed to acquaint the student with the fundamentals of large animal husbandry, herd health management, preventive medicine, animal restraint and nutrition as it relates to the bovine, equine, porcine, and caprine species. 47 contact hours.

ATE 2661 LARGE ANIMAL DISEASES..... 1 credit
Prerequisite(s): ATE 1636 with a minimum grade of "C." This course is designed to acquaint the student with the fundamentals of preventative medicine and common diseases present in the large animal species. Aspects of equine, bovine, ovine, and porcine diseases and common treatments will be emphasized. 17 contact hours.

ATE 2710 ANIMAL EMERGENCY MEDICINE ..... 1 credit
Pre-or-Corequisite(s): ATE 1211 with a minimum grade of "C." This course is designed to acquaint the student with the fundamentals of emergency veterinary medicine, including office and record systems, veterinary emergency first aid, toxicology, as well as knowledge of assistance in specialized veterinary medical and surgical techniques relating to common emergencies. 17 contact hours.

ATE 2722 AVIAN AND EXOTIC PET MEDICINE ..... 2 credits
Prerequisite(s): ATE 1211 with a minimum grade of "C." This course is designed to acquaint the student with the fundamentals of avian and exotic pet husbandry, physiology, management, and medicine. This course includes the following vertebrate groups as lecture topics: reptiles, birds and exotic mammals. 32 contact hours or equivalent.

ATE 2945 VETERINARY WORK EXPERIENCE III ..... 1 credit
Prerequisite(s): ATE 1944 with a minimum grade of "C." Pre-or-Corequisite(s): ATE 2651L with a minimum grade of "C." This course consists of supervised clinical experience in a full service veterinary clinic and/or shelter approved by the instructor. A minimum of 64 hours is required, at least 16 of which must be performed in an animal shelter. May be repeated one time for credit in a clinical worksite approved by the instructor. 64 contact hours.

ATE 2946 VETERINARY WORK EXPERIENCE IV..... 1 credit
Prerequisite(s): ATE 2945 with a minimum grade of "C." This course consists of supervised clinical experience in a full service veterinary clinic and/or emergency clinic approved by the instructor. A minimum of 64 hours is required, at least 32 of which must be performed in an emergency clinic. 64 contact hours.

ATE 2947 VETERINARY WORK EXPERIENCE V..... 1 credit
Prerequisite(s): ATE 2946 with a minimum grade of "C." This course consists of supervised clinical experience in a workplace approved by the instructor. A minimum of 64 hours in an approved workplace is required. May be repeated up to four times. 64 contact hours.

BCN 1050 BUILDING SPECIFICATIONS..... 1 credit
This course is an introduction to the professional written requirements of contracts, plans and specifications which are legal documents governing the construction of buildings. Discussions will include the Uniform Construction Index, data filing systems, data organization and format, Sweet's Catalog Files and Standardized Software. 17 contact hours.

BCN 1057 RESIDENTIAL HEATING, VENTILATING AND AIR CONDITIONING (HVAC) SYSTEMS..... 1 credit
This course is an introduction to heating, ventilation and air conditioning systems installed in residential home building. The systems will be studied for code requirements, installation procedures and working principles. 17 contact hours.

BCN 1058 RESIDENTIAL PLUMBING SYSTEMS..... 1 credit
This course is an introduction to plumbing systems installed in residential home building. The systems will be studied for code requirements, installation procedures, and working principles. 17 contact hours.

BCN 1059 RESIDENTIAL ELECTRICAL SYSTEMS..... 1 credit
This course is an introduction to electrical systems installed in residential home building. Systems will be studied for code requirements, installation procedures, and working principles. 17 contact hours.

BCN 1251C CONSTRUCTION DRAWING ..... 3 credits
This course is an introduction to the tools and techniques used in producing drafted construction drawings. Emphasis is on residential construction. 92 contact hours.

BCN 1272 BLUEPRINT READING..... 2 credits
This course is an introduction to the reading and interpretation of architectural working drawings. Topics include history of recorded drawings, architectural and structural details, materials, structural, mechanical and electrical systems and related building code requirements. Emphasis is on residential plans. 32 contact hours.

BCN 1480 HURRICANE RESISTANT DESIGN FOR RESIDENTIAL CONSTRUCTION ..... 1 credit
This course is an overview of the design and construction of hurricane-resistant structures for contractors and builders. Topics covered will include the impact of recent hurricanes on the construction industry, basic engineering principles (wind loads, shear walls, diaphragms, uplift, overturning, etc.), structural failure, waterproof construction (roofing, storm surge, doors

and windows, etc.) and insurance topics. Emphasis will be on new code requirements and construction techniques for residential construction. 16 contact hours.

BCN 1592 ENERGY EFFICIENT BUILDING CONSTRUCTION FOR FLORIDA'S CLIMATE ..... 3 credits
This is an introductory course to designing and building energy efficient structures for Florida's sub-tropical and tropical climates. This course will investigate strategies, elements and devices that have been used successfully, in both historic and contemporary context, to enhance human comfort with less impact on the environment. 47 contact hours.

BCN 1593 A BUILDING'S LIFE ..... 2 credits
This course investigates the ever-evolving lifespan of a building, from the original site, through its construction and use, until its ultimate demolition and memory. The topics include how a building evolves over time, the environmental benefits of renovating an existing structure, and how a buildings adaptation over time can be beneficial to the environment. 32 contact hours.

BCN 1596 ENVIRONMENTAL TECHNOLOGY FOR BUILDING CONSTRUCTION..... 2 credits
This course is an introduction to technological aspects of building design which relate to human comfort and safety and to the efficiency of building performance in consumption of energy. 32 contact hours.

BCN 1597 AN INTRODUCTION TO SOLAR ENERGY IN RESIDENTIAL CONSTRUCTION..... 3 credits
This course is an introduction to the characteristics of solar energy and the passive and active uses of solar energy in heating and cooling situations in typical, residential construction. The course explores the characteristics of solar energy, its adaptation by the earth's atmosphere, and current and future methods available to harness, control, and best utilize this source of energy. The course emphasizes the potential advantages available in the sustainability of this natural resource. The course will focus on the climate of the southeastern United States. 47 contact hours.

BCN 1940 CONSTRUCTION PRACTICUM..... 3 credits
Prerequisite(s): TAR 2122C. This course is an intensive study in an area of special interest to the students in the Building Arts programs. Students will demonstrate professional competencies in the documentation and completion of an approved, "hands-on" project that may incorporate multiple aspects of the construction industry, including drawing, estimating, scheduling, permitting and/or construction. 92 contact hours.

BCN 2052 MASONRY CONSTRUCTION METHODS..... 1 credit
This course is a survey of the basic principles and methods used in the construction of concrete block and brick masonry structures. Topics include materials, properties, products, accessories and reinforcing steel used in masonry construction. 17 contact hours.

BCN 2053 ROOFING SYSTEMS..... 1 credit
This course is a survey of roofing systems used in construction. Topics include materials, products, accessories, underlayments, substrates, flashing, code applications and construction methods for membrane, composition shingle, tile, metal and wood roofing systems. 17 contact hours.

BCN 2054 CONSTRUCTION SURVEYING METHODS..... 1 credit
Prerequisite(s): Any college-level math course with an MAC, MAT, MGF, or STA prefix. This course is an overview of the basic principles and methods used in surveying as related to building construction, including general surveying principles, site surveys, contours, elevations, building layout, and levels. 16 contact hours.

BCN 2055 CONCRETE CONSTRUCTION METHODS..... 1 credit
This course is a survey of the basic principles and methods used in the construction of buildings in which the primary structural system is reinforced concrete. 17 contact hours.

BCN 2056 STEEL CONSTRUCTION METHODS..... 1 credit
This course is a survey of the basic principles and methods used in the construction of buildings in which the primary structural system is steel. 17 contact hours.

BCN 2068 THE A.D.A.: PRIMER FOR CONTRACTORS ..... 1 credit
This course is an introduction to the requirements of the "Americans with Disabilities Act (ADA)" as it relates to the design of new, and the renovation of existing buildings. 16 contact hours.

BCN 2070 AVOIDING AND RESOLVING CONSTRUCTION CLAIMS ..... 1 credit
This course is an overview of the nature of the construction industry, the individuals who participate in projects, some of the reasons disputes arise, and a review of how to resolve disputes. Topics covered will include a basic review of the various types of contracts used in the industry, the determination and allocation of risks, the variety of methods and options available for the resolution of disputes, and a case study to illustrate the principles discussed. 16 contact hours.

BCN 2732 OCCUPATIONAL SAFETY AND HEALTH (OSHA) STANDARDS FOR THE CONSTRUCTION INDUSTRY..... 1 credit
This course is an overview of the Occupational Safety and Health Act (OSHA) and its relationship to the construction industry. Topics include history, general OSHA standards, job safety, health hazards, fire protection and prevention, material storage, handling, use and disposal, and hand and power tools. 16 contact hours.

BCT 1760 BUILDING CODES ..... 2 credits
This course is an introduction to the Florida Building Code and local zoning codes which are laws governing the construction of buildings. Other documents are discussed including: National Electric Code, Life Safety Code, the Standard Building Code, testing agencies, accessibility and governmental agencies which impact on the construction industry. 32 contact hours.

BCT 1770 CONSTRUCTION ESTIMATING..... 3 credits
Prerequisite(s): ARC 2461 and either BCN 1272 or BCN 1251C or permission of the program director. This course is an introduction in computations for labor, materials, equipment, overhead, and profit for residential construction projects. "Take offs" will be made from working drawings. 47 contact hours.

BCT 2730 JOB SITE SUPERINTENDING..... 3 credits
Prerequisite(s): BCN 1251C or BCN 1272, and BCN 1050, BCT 1760, BCN 2732, BCT 1770. This course is an in-depth look at the challenges and responsibilities of a construction job site superintendent. Major topics to be covered include job site management, workplace safety, long range and short range planning, project estimating and scheduling. Emphasis will be on developing the critical thinking skills necessary to become a successful construction job site superintendent. 47 contact hours.

BCT 2762 RCS-96 HURRICANE CODE ..... 1 credit
This course is an in-depth look into the requirements of the "Construction Standards for Residential Structures (RCS-96)", the hurricane code for residential construction located in some of the municipalities of Pinellas County. 16 contact hours.

BCT 2764 SSTD 10-96 "DEEMED TO COMPLY"..... 1 credit
This course is an in-depth look into the requirements of the "Standard for Hurricane Resistant Residential

Construction (SSTD 10-96)," the "Deemed to Comply" hurricane code for residential construction in high wind areas. 16 contact hours.

BCT 2771 ADVANCED ESTIMATING AND SCHEDULING ..... 3 credits
Prerequisite(s): BCT 1770. This course is an in-depth continuation of Construction Estimating, using the components of commercial buildings. Emphasis will be on the use and application of estimating computer software. 47 contact hours.

BRC 2001 PRINCIPLES OF FINANCIAL SERVICES-BANKING ..... 3 credits
This course is designed to provide an introduction to financial institutions and the services offered within those institutions. Topics will include principles related to the history, growth, and structure of the financial industry, basic functions of financial institutions, basic skills necessary to perform in financial institutions, security and fraud detection procedures, real estate, and mortgage lending. Banking institutions will be emphasized. 47 contact hours.

BRC 2062 INTRODUCTION TO FINANCIAL MARKETS AND MONEY ..... 3 credits
Prerequisite(s): ECO 2013. This course examines the characteristics of money, monetary policy, and the Federal Reserve System. Students will further examine the saving and investment process, interest rates, and securities markets. 47 contact hours.

BRC 2940 FINANCIAL SERVICES INTERNSHIP ..... 1-4 credits
Prerequisite(s): Academic Department Coordinator/Chair Approval. This course is to be taken after the student has completed 9 credit hours in their major field of study. The purpose of this course is to allow students a "real world" experience with major-related, supervised, evaluated practical work experiences which may be paid or voluntary. Students are graded on the basis of documented learning acquired through hands-on experiences in an actual work setting. Variable credits are available, one to four per course. The student must fulfill the requirement of 60 on-the-job hours for each credit earned in addition to written assignments. This course may be repeated for a total of 4 credits.

College Preparatory Credits (0000 designations) may not be used toward graduation credits.

BSC 0070 FOUNDATIONS FOR ANATOMY / PHYSIOLOGY AND BIOLOGY ..... 2 credits
Prerequisite(s): (MAT 0012 or MAT 0018) and (REA 0002 or REA 0017). This course is a study of the basic skills and concepts of biological sciences from the point of view of the college student who needs an understanding in order to help him/her prepare for college level anatomy & physiology/biology. Major topics include: basic math used in science, scientific terminology, foundational concepts of biology, chemistry and anatomy/physiology, study skills and learning strategies. 32 contact hours.

BSC 1005 BIOLOGICAL SCIENCE ..... 3 credits
Prerequisite(s): ((ENC 0020 or ENC 0025), (REA 0002 or REA 0017) and (MAT 0024 or MAT 0028)) or (EAP 1695 and (MAT 0024 or MAT 0028).) This is a survey course for students who choose a major other than science. Topics included are the scientific method, basic chemistry of life, plant and animal kingdoms, the cell, selected human systems including human reproduction and embryological development, genetics, evolution, and selected contemporary issues in biology. (This course may not be taken for credit subsequent to receiving a grade of "C" or better in BSC 2010, BSC 2011.) 47 contact hours.

BSC 1005L BIOLOGICAL SCIENCE LABORATORY ..... 1 credit
Pre-or-Corequisite(s): BSC 1005. This is a laboratory experience to accompany Biological Science for students who do not intend to major in Natural Science or medical fields. The lab will emphasize basic biological concepts covering the cell, energy processes, genetics, organization of life and scientific method. 45 contact hours.

BSC 1083 HUMAN ANATOMY ..... 3 credits
Prerequisite(s): ((ENC 0020 or ENC 0025) and (REA 0002 or REA 0017)) or EAP 1695. This course is a study of the general and specific structural anatomy of the human body. The systems approach is used, examining each major body system in detail. The systems covered include integumentary, skeletal, muscular, nervous, sensory, reproductive, endocrine, cardiovascular, lymphatic, respiratory, digestive, and urinary. 47 contact hours.

BSC 1084C ESSENTIALS OF HUMAN ANATOMY AND PHYSIOLOGY ..... 4 credits
Prerequisite(s): ((ENC 0020 or ENC 0025) and (REA 0002 or REA 0017) and (MAT 0024 or MAT 0028)) or (EAP1695 and (MAT 0024 or MAT 0028)) or (appropriate scores on the college placement test). This one semester combined lecture/laboratory course is a study of the general and specific structural anatomy and physiology of the human, including the requisite principles of chemistry that influence homeostasis. The systems approach is used incorporating chemical functions with human structure, from the cell to the entire organism. Each system is presented in sufficient depth to provide a comprehensive understanding of systems for students in the life and health sciences. The systems covered include integumentary, skeletal, muscular, nervous, reproductive, endocrine, cardiovascular, lymphatic, immune, respiratory, digestive, and urinary. This course is designed for EMS Program students and is not intended for pre-nursing, pharmacy, dentistry, medicine, physician assistant, dental hygiene students or biology majors. Health program director approval is necessary for other programs. This course cannot be substituted for BSC 2085/2085L and/or BSC 2086/2086L and it may not satisfy pre-entry requirements for certain health programs. 92 contact hours.

BSC 1930 BIOLOGICAL ISSUES ..... 3 credits
Prerequisite(s): ((ENC 0020 or ENC 0025) and (REA 0002 or REA 0017) and (MAT 0024 or MAT 0028)) or (EAP 1695 and (MAT 0024 or MAT 0028)) or (satisfactory score on the SPC placement test.) This course is designed to allow the student an opportunity to investigate current biological issues of importance to society through lecture and discussion. Issues may include, but are not limited to, methods of science, ethical issues in science, biological impact of environmental change, genes and genomes, biodiversity and evolution, populations, ecology and conservation of species and natural habitats, sociobiology, reproductive strategies, and the biological basis of cancer, AIDS and other diseases. 47 contact hours.

BSC 2009CHHONORS INVESTIGATING BIOLOGY ..... 4 credits
Prerequisite(s): Appropriate score on the SPC Placement Test or acceptance into the Honors College or approval of the program director. Biological science is studied using an investigative and case-based approach. Special emphasis will be placed on application of biological concepts to other disciplines, including mathematics, physical sciences and social sciences. Topics may include molecular biology, cell biology, genetics, development, physiology, ecology and evolution. Some of the topics may be covered more in-depth as determined by student and faculty interest and relevant current events. 94 contact hours.

BSC 2010 BIOLOGY I – CELLULAR PROCESSES ..... 3 credits
Prerequisite(s): ((ENC 0020 or ENC 0025) and (REA 0002 or REA 0017) and (MAT 0024 or MAT 0028)) or (EAP 1695 and (MAT 0024 or MAT 0028)) or (satisfactory scores on the SPC placement test) and CHM 1025 or one year of high school chemistry. Corequisite(s): BSC 2010L. The biological topics related to cells are studied in detail. These topics include molecular biology, genetics, cell types, cell structure and functions, embryology, and evolution. This course is designed for science majors and to prepare the student for Biology II and must be taken in sequence. 47 contact hours.

BSC 2010L BIOLOGY I LABORATORY ..... 1 credit
Corequisite(s): BSC 2010. This is a laboratory experience to accompany Biology I. Laboratory exercises related to cellular biology are studied in detail and include: basic biochemistry, cell structure and function, molecular biology, embryology, and genetics. 45 contact hours.

BSC 2011 BIOLOGY II – ORGANISMS AND ECOLOGY ..... 3 credits
Prerequisite(s): BSC 2010 and 2010L. Corequisite(s): BSC 2011L. The biological topics related to organisms and their environment are studied in detail. These topics include taxonomy, systematics, physiology, reproduction, ecology, and evolution. 47 contact hours.

BSC 2011L BIOLOGY II LABORATORY ..... 1 credit
Prerequisite(s): BSC 2010 and BSC 2010L. Corequisite(s): BSC 2011. This is a laboratory experience to accompany Biology II. Laboratory exercises related to organisms and their environment are studied in detail and include: ecology, taxonomy, physiology, reproduction, and evolution. 45 contact hours.

BSC 2085 HUMAN ANATOMY AND PHYSIOLOGY I ..... 3 credits
Prerequisite(s): ((ENC 0020 or ENC 0025) and (REA 0002 or REA 0017) and MAT 1033 with a minimum grade of "C") or (EAP 1695 and MAT 1033 with a minimum grade of "C") or (appropriate score on SPC placement test). Corequisite(s): BSC 2085L. Recommended: High School or college level biology or chemistry class within 5 years. This course is a study of the general and specific structural anatomy and physiology of the human, including the requisite principles of chemistry that influence homeostasis. The systems approach is used incorporating chemical functions with human structure, from the cell to the entire organism. Each system is presented in sufficient depth to provide a comprehensive understanding of systems for students in the life and health sciences. The systems covered include integumentary, skeletal, muscular, and nervous. 47 contact hours.

BSC 2085L HUMAN ANATOMY AND PHYSIOLOGY LABORATORY I ..... 1 credit
Corequisite(s): BSC 2085. This course is a laboratory study of the specific structure and function of the human body beginning with the cell and stressing the physical and chemical processes important in maintenance of homeostasis. The systems studied include integumentary, skeletal, muscular and nervous. 45 contact hours.

BSC 2086 HUMAN ANATOMY AND PHYSIOLOGY II ..... 3 credits
Prerequisite(s): BSC 2085 and BSC 2085L with a minimum grade of "C." Corequisite(s): BSC 2086L. This course is a continuation of Human Anatomy & Physiology I. This course is a study of the general and specific structural anatomy and physiology of the human, including the requisite principles of chemistry that influence homeostasis. The systems approach is used; incorporating chemical functions with human structure, from the cell to the entire organism. Each system is presented in sufficient depth to provide a comprehensive understanding of systems for students in the life and health sciences. The systems covered include endocrine, cardiovascular, lymphatic/immune, respiratory, digestive, urinary and reproductive. 47 contact hours.

BSC 2086L HUMAN ANATOMY AND PHYSIOLOGY LABORATORY II ..... 1 credit
Prerequisite(s): BSC 2085 and BSC 2085L with a minimum grade of "C." Corequisite(s): BSC 2086. This course is a laboratory study of the specific structure and function of the human body beginning with the cell and stressing the physical and chemical processes important in maintenance of homeostasis. The systems studied include lymphatic, endocrine, respiratory, digestive, cardiovascular, urinary, and reproductive. 45 contact hours.

BSC 2250C FIELD BIOLOGY OF FLORIDA WITH LAB ..... 3 credits
Prerequisite(s): ((ENC 0020 or ENC 0025) and (REA 0002 or REA 0017) and (MAT 0024 or MAT 0028)) or (EAP 1695 and (MAT 0024 or MAT 0028)) or satisfactory score on the SPC Placement Test. This course emphasizes field-laboratory recognition and environmental relationships of the plants and animals of Florida. Lectures will emphasize basic ecological concepts while the laboratory experience will emphasize identification of representative forms of life of the various biotic communities of the Florida Suncoast. Natural and artificial biological communities will be visited. Two lecture hours and one three-hour laboratory weekly. Extensive time will be spent outdoors. Students may be expected to provide their own transportation to off-campus locations.

BSC 2362 TROPICAL ECOLOGY ..... 3 credits
Prerequisite(s): ((ENC 0020 or ENC 0025) and (REA 0002 or REA 0017) and (MAT 0024 or MAT 0028)) or (EAP 1695 and (MAT 0024 or MAT 0028)) or appropriate scores on the SPC Placement Test and consent of the instructor, or Program Director approval. This course emphasizes field recognition and observation of ecological relationships of plants and animals of the New World tropics and associated habitats. Lectures will emphasize basic ecological concepts, such as the niche concept, symbiosis, competition, trophic structure, evolutionary relationships, co-evolution and predation, with field components that will emphasize identification of representative forms of life of various tropical ecosystems in a study country located within the Neotropics. Natural and artificial biological communities will be visited. This course may not be offered every session. Contact a Natural Science Program Director for availability and duration. This course may be repeated with permission of the program director for a total of 9 credits in GPA. 47 contact hours.

BSC 2366L NEOTROPICAL ECOLOGY LABORATORY ..... 1 credit
Prerequisite(s): Consent of the instructor. This course emphasizes observation of ecological relationships of plants and animals of the New World tropics and associated habitats. The laboratory will be onsite investigations in the Neotropics (Costa Rica, Belize, Amazonia, etc.) and will emphasize basic ecological concepts, such as the niche concept, niche portioning, symbiosis, competition, trophic structure, evolutionary relationships, co-evolution and predation. In addition it will emphasize identification of representative forms of life of various tropical ecosystems in the study country located within the Neotropics. Both natural and artificial biological communities will be visited. This course may not be offered every session. Contact a Natural Science Program Director for availability and duration. This course may be repeated with permission of the program director. 45 contact hours.

BUL 2131 LEGAL ENVIRONMENT OF BUSINESS..... 3 credits
This course is designed to give the student an understanding of the historical bases for the formation of both statutory and administrative laws and their impact upon the business community. This will be accomplished by including such topics as the structure of the American legal system, alternate dispute resolution, constitutional law, administrative law, criminal and civil liability, consumer protection, creditor's rights and bankruptcy, employment regulations, securities and antitrust regulations, intellectual property law, contracts, business organizations, environmental and property laws, ethics, and the legal environment of international trade. 47 contact hours.

BUL 2241 BUSINESS LAW I..... 3 credits
This course is comprised of a study of the nature, classification and characteristics of law including the study of jurisdiction and functions of the court system, torts, crimes, government regulations of competition, environmental law, contracts, and sales of goods. 47 contact hours.

BUL 2242 BUSINESS LAW II..... 3 credits
This course is comprised of the study of principles of business organizations, negotiable commercial paper, secured transactions, insurance, bankruptcy, agency and employment, wills, estates, and trusts. 47 contact hours.

CAP 2134 DATABASE SECURITY ..... 3 credits
Prerequisite(s): CTS 1120 and CGS 1545. This course is designed to provide the student with an understanding of database security concepts and practices. The objective of the course is to provide hands-on instruction in various database tasks that relate to securing the confidentiality, integrity and availability of information that is stored in a database. The student will be able to perform administrative tasks in different database management systems, as well as manage database user profiles, privileges, and roles. Different database application security models will be explored, as will the security advantages of utilizing virtual private databases. Finally, the process of database auditing will be explored, including auditing methods using various database management systems. 47 contact hours.

CCJ 1020 INTRODUCTION TO CRIMINAL JUSTICE..... 3 credits
This course is an introduction to the philosophical and historical background of the American Criminal Justice System. Discussed are the organization, operation and processes of the justice system components: police, courts and corrections. 47 contact hours.

CCJ 1512 GANGS AND TERRORISM..... 3 credits
Prerequisite(s): Permission of the program director. This course introduces the student to the interrelationship of gangs, drug trafficking, conspiracy, and terrorism. The course is designed to provide the student with knowledge of legal elements of a criminal conspiracy to include terrorism operations, drug interdiction, and gang organizations. 47 contact hours.

CCJ 2509 INTRODUCTION TO GANGS AND CRIME ..... 3 credits
This course provides students with an overview of street gangs, the social factors, and the general classifications necessary for the law enforcement, corrections, and public safety professional. This course explores the history, membership, activity, current trends, and influence of street gangs. Students will be challenged to define community-based solutions, and strategies to combat the criminal activity associated with street gangs. 47 contact hours.

CCJ 2511 INTERVENTION AND PROSECUTION TECHNIQUES FOR GANGS..... 3 credits
Prerequisite(s): Permission of the program director. This course provides the student with the knowledge and strategies to vigorously target, investigate, prosecute and prevent resurgence of criminal street gangs. This course provides an overview of the origins of gangs, the relationship between gangs and organized crime, and the identification and investigation of criminal street gang members and organizations. The student will explore the factors and programs that can deter and impact gang membership, and the prosecution of encountered criminal street gangs throughout the country. 47 contact hours.

CCJ 2618 CRIMINAL PSYCHOLOGY ..... 3 credits
Prerequisite(s): Program Director's approval. This course is an examination of psychology of human behavior as it relates to crime. The student will be introduced to psychopathology, the sexually violent offender, and serial murder. The student will also examine violent juvenile offenders and the process of psychological conditioning which allows them to commit violent criminal acts. 47 contact hours.

CCJ 2704 SURVEY OF RESEARCH METHODS FOR CRIMINAL JUSTICE..... 3 credits
Prerequisite(s): CCJ 1020. This introductory course will examine research strategies, data collection, and data analysis in the investigation of questions which arise in criminology and criminal justice. Particular focus will be placed on understanding the role, theory, and functions of the research process for criminal justice professionals. 47 contact hours.

CCJ 2940 PRACTICUM..... 3 credits
Prerequisite(s): Permission of Program Director. This course is designed to provide students with supervised work experience in public safety or social service institutions that deal in the prevention, intervention, suppression, or prosecution of gang crime or activity. This work experience may be voluntary or paid and is at the discretion of the institution. The student must fulfill the requirement of a minimum of 60 hours on the job work experience. The student will be required to complete writing assignments related to the work experience. 47 contact hours.

CET 1114C DIGITAL FUNDAMENTALS WITH LAB..... 4 credits
This course will cover number systems, codes, logic gates, Boolean algebra, logic simplification and combinational logic. The areas of coverage will also include the study of the theory, concepts, and circuits of digital electronics including decoders, encoders, multiplexers, flip flops, counters, and registers used in the applications of combinational and sequential logic. The laboratory exercises cover the measurement and analysis of digital circuits and devices. 62 contact hours.

CET 1171C COMPUTER REPAIR ESSENTIALS..... 3 credits
This course is designed to teach the student basic technical skills needed to understand the function and operation of major elements of personal computer systems, and how to localize and correct common hardware problems. Students will acquire hands-on experience with Personal Computer (PC) systems. The course will focus on broad concepts and diagnostic tools which allow the student to determine the condition of a PC system and how to best correct a fault. Special emphasis will be placed on how systems are configured, modified, and expanded to meet new requirements. Various software tools will be used to diagnose PC problems. This course prepares students for the A+ Essentials level of Computer/Network Support Technician Certification offered by the Computer Technology Industry Association, Inc. (A+ Certification). 47 contact hours.

CET 1172C COMPUTER SUPPORT TECHNICIAN..... 3 credits
This course is designed to teach the student basic technical and troubleshooting skills needed to understand the function and operation of major elements of personal computer systems, and how to localize and correct common software problems. The student will install and configure network devices, configure computer security, address common security threats, and harden the system against exploits. The student will formulate disaster recovery procedures and implement them as instructed. The student will also install and troubleshoot network peripherals. This course, will prepare the student for the A+ Certified IT Technician level of Computer/Network Support Technician Certification offered by the Computer Technology Industry Association, Inc. (A+ Certification). 47 contact hours.

CET 1600 NETWORK FUNDAMENTALS ..... 3 credits
This is the first of four courses designed to provide students with classroom and laboratory experience to achieve professional certification as a Cisco Certified Network Associate (CCNA). Instruction includes, but is not limited to networking, network terminology and protocols, network standards, local area networks (LANs), wide area networks (WANs), the open system interconnection (OSI) reference model, cabling, routers, router programming, LAN/WAN topologies, internet protocol (IP) addressing and network standards. Students will install, configure and operate simple-routed LAN, routed WAN and switched LANs. 47 contact hours.

CET 1610 ROUTING PROTOCOLS AND CONCEPTS ..... 3 credits
Prerequisite(s): CET 1600 or relevant industry experience. This is the second of four courses designed to provide students with classroom and laboratory experience to achieve professional certification as a Cisco Certified Network Associate (CCNA). Instruction includes networking, network terminology and protocols, network standards, local area networks (LANs), wide area networks (WANs), Open System Interconnection (OSI) models, Ethernet, Transmission Control Protocol/Internet Protocol (TCP/IP) Addressing Protocol, dynamic routing, routing and the network administrator's function. Students will successfully implement basic router configuration, demonstrate an understanding of routed and routing protocols and the fundamentals of LAN switching. 47 contact hours.

CET 2615 LAN SWITCHING AND WIRELESS..... 3 credits
Prerequisite(s): CET 1600 and CET 1610. This is the third of four courses designed to provide students with classroom and laboratory experience to achieve professional certification as a Cisco Certified Network Associate (CCNA). Instruction includes networking, network terminology and protocols, network standards, local area networks (LANs), LAN segmentation, segmentation techniques, Internet Protocol (IP) addressing, Fast Ethernet, Gigabit Ethernet, Spanning Tree Protocol, virtual LANs, and wireless LANs. Students progress to completing advanced router configurations in the lab; they will demonstrate an understanding of LAN switching and virtual local area networks (VLANs), advanced LAN and wireless LAN design. 47 contact hours.

CET 2620 ACCESSING THE WAN ..... 3 credits
Prerequisite(s): CET 1600, CET 1610 and CET 2615. This is the last of four courses designed to provide students with classroom and laboratory experience to achieve professional certification as a Cisco Certified Network Associate (CCNA). Instruction includes networking, protocols, network standards, advanced network design projects, advanced network management projects, wide area network (WAN) theory and design, WAN technology, Frame Relay, integrated system digital network (ISDN), and network troubleshooting. 47 contact hours.

CET 2670 SCALABLE ROUTING PROTOCOLS AND IPV6 ..... 3 credits
Prerequisite(s): CCNA certified or completion of CET 2620. This course is designed to provide students with an integrated classroom and laboratory experience in advanced topics of implementation and integration of CISCO networking equipment using routing protocols. Instruction includes, but is not limited to Interior Gateway Protocols (IGPs), Border Gateway Protocol (BGP), Internet Protocol (IP) Multicasting, Internet Protocol version 6 (IPv6), and current topics related to routing protocols. Students will design and configure LAN and WAN networks using case studies and laboratory equipment. 47 contact hours.

CET 2682 FUNDAMENTALS OF VOICE OVER IP (VOIP) ..... 3 credits
Prerequisite(s): CCNA certified or completion of CET 2620. Instruction includes, but is not limited to, Voice over Internet Protocol (VoIP) theory, Voice Gateway configuration in a IP Telephony (IPT) solution, IP Phone configuration, design of VoIP networks and troubleshooting IPT networks. Students will design and configure various VoIP networks using case studies and laboratory equipment. 47 contact hours.

CET 2685 IMPLEMENTING SECURE CONVERGED WANS ..... 3 credits
Prerequisite(s): Completion of CET 2620 or CCNA certification with permission of the Dean. This course examines an overall approach to network security Topics include, but are not limited to, integration of hardware firewalls, Intrusion Detection Systems (IDS), Internet Protocol-security (IPSec), and Virtual Private Networking (VPN) in network security design. Students will implement designs using equipment in a laboratory setting. 47 contact hours.

CET 2691 LAWS AND LEGAL ASPECTS OF INFORMATION TECHNOLOGY SECURITY..... 3 credits
This course provides students with an overview of legal issues common to computer security, and interweaves business paradigms into the reading to offer a macro-context against which to view such issues. These issues topically fall within the parameters of privacy, intellectual property, computer crime investigation for network breaches, civil liability, and ethics of the Information Technology (IT) professional focused on network security. The course will seek to expand on all matters of law that may be included on any network security certification exam, but also covers broadly the economic impact that security breaches have on industry sectors and the business response required. Coursework will include reviewing fact patterns applied to legal and ethical authorities. 47 contact hours.

CET 2856 ENTERPRISE SWITCHING AND WIRELESS NETWORKING ..... 3 credits
Prerequisite(s): Completion of CET 2620 or CCNA certification with permission of program director. This course is designed to provide students with advanced classroom experience in Local Area Network (LAN) and Wide Area Network (WAN) switching. Instruction includes, but is not limited to, Virtual Local Area Network configuration (VLAN), VLAN Trunking Protocols (VTP), VLAN Pruning, Spanning Tree Protocol (STP), routing between VLANs, multi-layer switch operations, Hot Standby Routing Protocol (HSRP), multicasting, restricting network access with switching security techniques, installing Access Control Lists (ACL's) on switches, wireless technology applications with switches, configuring Quality of Service (QoS) on switches, IP Multicasting, and Voice Over Internet Protocol (VoIP) integration. Students will install, configure, and operate complex-routed LAN and WAN switching networks. 47 contact hours.

CET 2940 NETWORKING ENGINEERING INTERNSHIP ..... 1-4 credits
Prerequisite(s): Academic Department Coordinator/Chair Approval. This course is to be taken

after the student has completed 9 credit hours in their major field of study. The purpose of this course is to allow students a "real world" experience with major-related, supervised, evaluated practical work experiences which may be paid or voluntary. Students are graded on the basis of documented learning acquired through hands-on experiences in an actual work setting. Variable credits are available, one to four per course. The student must fulfill the requirement of 60 on-the-job hours for each credit earned in addition to written assignments. This course may be repeated for a total of 4 credits.

CGS 1831 WEB FOUNDATIONS / ESSENTIALS ..... 3 credits
Prerequisite(s): CGS 1070 or opt-out exam or permission of Dean. This course is designed to introduce an experienced computer user to the tools necessary to be an effective designer and/or developer for the World Wide Web, and is the foundation class for the Web Design and Developer Programs. The student will gain the skills necessary to develop and maintain complex Web sites, including a fundamental understanding of the protocols and vocabulary of web production in addition to client-server dynamics. Topics covered will include HTML, XHTML, interactive graphics, Cascading Style Sheets (CSS) and forms. 47 contact hours.

CGS 1000 INTRODUCTION TO COMPUTERS AND PROGRAMMING ..... 3 credits
This course is an introduction to the concepts of data processing, computers, and development of a logical approach to programming. Topics covered include a brief discussion of the historical development of data processing and computing concepts, basic computer terminology, the architecture of modern computer systems, computer communications, computer data representation and organization, numbering systems used in computers, computer operating systems, flowcharting and/or pseudocode, and program development using an appropriate computer language and Integrated Development Environment (IDE). 47 contact hours.

CGS 1070 BASIC COMPUTER AND INFORMATION LITERACY ..... 1 credit
This course is designed to develop computer and information literacy skills to help students become active participants in the Information Age. It introduces general computer operations using the microcomputer. Emphasis will be placed on using the mouse, disk and file management and overall desktop techniques. An introduction to a word processing and a spreadsheet program is included. Further, the course will introduce students to the core concepts of information literacy and essential techniques for locating, analyzing, organizing and presenting information for research purposes. The course stresses strategies for using a variety of electronic resources emphasizing technological skills and critical thinking abilities as well as coping with the changing nature of information resources, computer and internet ethics, and security. (2 hours Windows, terminology and file management; 3 hours Microsoft Word; 3 hours Microsoft Excel; 4 hours electronic research, critical thinking and analysis; 4 hours Internet browser and search engines, effective searching, and evaluating sites). 16 contact hours.

CGS 1100 COMPUTER APPLICATIONS ..... 3 credits
This course is an introduction to fundamental concepts utilizing a computer as the tool. Contemporary projects are produced through the use of integrated applications software. Selected topics include the Internet, operating systems, and creating and evaluating documents, worksheets, databases, and presentations. Guidelines for selecting computer hardware and software are addressed. Additional topics include conducting Internet research and critically assessing the value of that research, Internet ethics and security. Satisfactory completion of this course meets the Computer and Information Literacy graduation requirement. 47 contact hours.

CGS 1172 E-COMMERCE SITE DESIGNER I ..... 3 credits
Prerequisite(s): CGS 1070 or permission of program director. This course is designed to teach students the basic concepts of conducting business online and technological issues associated with constructing an electronic commerce (e-commerce) Web site. 47 contact hours.

CGS 1515 SPREADSHEET TECHNIQUES AND PROGRAMMING ..... 3 credits
Prerequisite(s): CGS 1000 or CGS 1100. This course will provide students with hands-on experience and skills with a spreadsheet. Students will learn the various functions and commands of the spreadsheet as well as how to plan, create, and program spreadsheets for common business applications. It is appropriate for accounting and business majors, programmers and spreadsheet application developers. 47 contact hours.

CGS 1545 DATABASE TECHNIQUES AND PROGRAMMING ..... 3 credits
Prerequisite(s): CGS 1000 or CGS 1100. This course will provide students with hands-on experience in creating and maintaining a relational database application. Students will learn the various functions and commands of the database as well as how to plan, normalize, create, use, and program fully relational databases for common business applications. Students will learn relational database theory and design, formal naming conventions, and database programming techniques. 47 contact hours.

CGS 1560 MICROCOMPUTER OPERATING SYSTEMS..... 3 credits
Prerequisite(s): CGS 1000 or CGS 1100. This course is designed to make the student proficient in microcomputer operating systems. Major topics include disk and file management, system configurations, menu driven processing and graphical user interfaces. 47 contact hours.

CGS 1821 WEB GRAPHICS DESIGN I ..... 3 credits
Prerequisite(s): COP 2823. This course explores design considerations involved when using graphics on the web. Topics include industry standard programs, file formats, and platform/browser issues. Students will learn how to create and manipulate graphics. Participants will also learn how to create background tiles, graphical rules, bullets and buttons. Several different software programs are used throughout the course. 47 contact hours.

CGS 1822 WEB SITE ESSENTIALS ..... 2 credits
Prerequisite(s): COP 1822 with topic HTML, or permission of program administrator. This course introduces the basic skills necessary to be an effective designer and/or developer for the World Wide Web, and is the foundation class for the Web Design and Developer Programs. The student will be introduced to skills that are necessary to develop and maintain complex Web sites, including a fundamental understanding of the client-server nature of the World Wide Web. The student will learn to separate content and format, including an understanding of basic Web page and site design using Cascading Style Sheets (CSS). 32 contact hours.

CGS 1827 WEB GRAPHICS DESIGN II ..... 3 credits
Prerequisite(s): CGS 1821. This course is designed to follow Web Graphics Design I extending the students' overall knowledge of web graphics and their possibilities. Students will create graphical/text links, image maps and navigation bars as a method of navigation throughout a Web site. Participants will create type and explore surrounding issues like aliasing and its effects. Students will scan, resize, and use tables to aid with placement and alignment of graphics. Animated gifs, sound, and interactivity are important topics also covered in this course. 47 contact hours.

CGS 1846 WEB SITE MARKETING AND USABILITY..... 3 credits
Prerequisite(s): Permission of the Dean. This course is an introduction to Web site marketing concepts critical to the success of commercial Web sites. Topics will include planning and creating user-friendly navigation (usability) in complex Web sites and applying Americans with Disability Act (ADA) Web site design guidelines. 47 contact hours.

CGS 1874 INTRODUCTION TO FLASH..... 3 credits
Prerequisite(s): CGS 1831 or permission of program administrator. This is a survey course designed to introduce the concepts of Flash and multimedia animation. Students will be exposed to different areas of Flash and multimedia techniques that include text, images, audio, video and animation. Students will have the opportunity to learn how to manipulate text, produce simple animations, incorporate audio and video, and learn basic ActionScripting. They will learn to combine the components into Web sites. 47 contact hours.

CGS 2173 E-COMMERCE SITE DESIGNER II..... 3 credits
Prerequisite(s): CGS 1172. This course is designed to extend the knowledge gained in E-Commerce Site Designer I and apply this knowledge to creating and implementing a transaction-enabled business-to-consumer Web site using various electronic-commerce (e-commerce) strategies and products. The course focuses on applying theory and design to e-commerce Web construction. 47 contact hours.

CGS 2402 PROGRAMMING IN C++ FOR BUSINESS..... 3 credits
Prerequisite(s): CGS 1000 or permission of instructor/director. This is a programming course in the C language. The student will learn to design, document, prepare, enter, compile, debug and execute C++ programs of moderate sophistication. Major topics covered include: history, structured programming, data types, data structures, and input/output in C++. 47 contact hours.

CGS 2525 INTRODUCTION TO MULTIMEDIA..... 2 credits
Prerequisite(s): CGS 1070 or permission of the program director. This is a survey course designed to introduce the concepts of multimedia. Students will be exposed to different areas of multimedia that include text, images, audio, video and animation. Students will have the opportunity to learn how to manipulate text, capture images, produce audio and video, and simple animations. They will learn to combine the components into presentations. 32 contact hours.

CGS 2811 INCIDENT RESPONSE AND DISASTER RECOVERY..... 3 credits
Prerequisite(s): CTS 1120. This course is designed to provide the student with an understanding of the concepts and practices of contingency operations, including the administration of the planning process for incident response, disaster recovery, and business continuity planning. Topics include organizational readiness planning, the phases of incident response, different contingency strategies, tasks related to the preparation, implementation, operations, and maintenance of disaster recovery, and business continuity. 47 contact hours.

CGS 2823 ADVANCED WEB SITE DEVELOPMENT ..... 3 credits
Prerequisite(s): CGS 1831 and CGS 1821 or permission of program administrator. The student will demonstrate the ability to implement a Web site from beginning to post production. The student will create a new Web site plan, storyboard, and Web site design plan directed toward a final Web site implementation project. The student will apply sound graphic techniques including optimization and animation. The student will also create a Web site marketing plan, a site budget, and use tools for tracking, evaluating and maintaining a Web site. 47 contact hours.

CGS 2940 WEB DESIGN/MANAGEMENT INTERNSHIP ..... 1-4 credits
Prerequisite(s): Academic Department Coordinator/Chair Approval. This course is to be taken after the student has completed 9 credit hours in their major field of study. The purpose of this course is to allow students a “real world” experience with major-related, supervised, evaluated practical work experiences which may be paid or voluntary. Students are graded on the basis of documented learning acquired through hands-on experiences in an actual work setting. Variable credits are available, one to four per course. The student must fulfill the requirement of 60 on-the-job hours for each credit earned in addition to written assignments. This course may be repeated for a total of 4 credits.

CHM 1025 INTRODUCTORY CHEMISTRY..... 3 credits
Prerequisite(s): ((ENC 0020 or ENC 0025) and (REA 0002 or REA 0017) and MAT 1033) or (EAP 1695 and MAT 1033) or (appropriate score on SPC placement test). Corequisite(s): CHM 1025L. This introductory course is a presentation of modern chemistry concepts, periodicity and atomic structure, states of matter, chemical formulas and nomenclature, chemical reactions, chemical calculations, and solutions. This course will prepare students for General Chemistry I but is not designed for credit toward a major in chemistry and may not be taken for credit subsequent to receiving a grade of "C" or better in CHM 2045, CHM 2045L or CHM 2046, CHM 2046L. 47 contact hours.

CHM 1025L INTRODUCTORY CHEMISTRY LABORATORY ..... 1 credit
Corequisite(s): CHM 1025. This introductory chemistry lab course includes experiments involving mass, volume, the nature of substances, density, solubility, graphing, dimensional analysis, empirical formulas, titration, reactions, gas laws, and solutions. 47 contact hours.

CHM 1026 CHEMICAL CALCULATIONS..... 3 credits
Prerequisite(s): CHM 1025 and CHM 1025L. This course places further emphasis on the mastery of equation writing and of calculations involving: gas laws, formulas, weight and volume relationships, and standard solution. The concept of significant figures is included. This course is not designed for credit toward a major in chemistry and may not be taken for credit subsequent to receiving a grade of “C” or better in CHM2045 or CHM2046. 47 contact hours.

CHM 2045 GENERAL CHEMISTRY I ..... 3 credits
Prerequisite (1) CHM 1025, CHM 1025L with a grade of “C” or better or (2) CHM 1026 with a grade of “C” or better or (3) One year of high school chemistry and permission of the program administrator, and MAC 1105 or MAC 1106 with a grade of “C” or better. Corequisite(s): CHM 2045L. The sequence CHM 2045/L and CHM 2046/L is designed to meet first-year college chemistry requirements for science majors and engineering students. This course includes the study of periodicity, basic quantum theory, bonding, thermochemistry, stoichiometry, gas laws, properties of the liquid and solid states, and solutions. 47 contact hours.

CHM 2045L GENERAL CHEMISTRY LABORATORY I..... 1 credit
Corequisite(s): CHM 2045. This course includes laboratory experiments which are quantitative in nature and designed to give practice in acceptable laboratory techniques. 45 contact hours.

CHM 2046 GENERAL CHEMISTRY II ..... 3 credits
Prerequisite(s): CHM 2045 with a grade of “C” or better, CHM 2045L with a grade of “C” or better. Corequisite(s): CHM 2046L. This course is a continuation of General Chemistry and Qualitative Analysis I and extends the study of chemical principles in thermodynamics, kinetics, acid-base reactions,

oxidation-reduction, electrochemistry, nuclear chemistry, and gaseous and solution equilibra. 47 contact hours.

CHM 2046L GENERAL CHEMISTRY LABORATORY II.....1 credit
Corequisite(s): CHM 2046. This course is a continuation of General Chemistry Laboratory I. It includes some qualitative analysis. 47 contact hours.

CHM 2210 ORGANIC CHEMISTRY I..... 3 credits
Prerequisite(s): CHM 2045. Pre or corequisite(s): CHM 2046. Corequisite(s): CHM 2210L. This course is a study of carbon compounds emphasizing nomenclature, reaction mechanisms, synthesis, stereochemistry, functionality and including an introduction to spectroscopy. 47 contact hours.

CHM 2210L ORGANIC CHEMISTRY LABORATORY I.....1 credit
Corequisite(s): CHM 2210. This laboratory course involves basic techniques for the synthesis, purification and identification of organic compounds. These techniques include filtration, separation, melting point determination, spectroscopy, recrystallization, distillation, evaporation, reflux and assembly and care of glassware. 45 contact hours.

CHM 2211 ORGANIC CHEMISTRY II..... 3 credits
Prerequisite(s): CHM 2210. Corequisite(s): CHM 2211L. This course is a continuation of Organic Chemistry I emphasizing reaction mechanisms, synthesis, functionality and spectroscopy. 47 contact hours.

CHM 2211L ORGANIC CHEMISTRY LABORATORY II.....1 credit
Corequisite(s): CHM 2211. Laboratory work involves synthesis, purification and identification of organic compounds involving special techniques such as infrared spectroscopy or gas chromatography. 47 contact hours.

CIS 1358 OPERATING SYSTEM SECURITY ..... 3 credits
Prerequisite(s): CTS 1120. This course introduces the student to securing Windows 2000 and Linux operating systems. In this course the student will acquire knowledge and skills to perform audit assessments and implement enterprise-wide operating systems security. The objective of the course is to provide hands-on instruction, from the desktops, servers and the network infrastructure and understand how to control the privacy, integrity and authenticity of data. 47 contact hours.

CIS 2321 SYSTEMS ANALYSIS AND DESIGN ..... 3 credits
Prerequisite(s): CGS 1000 or permission of instructor/director. This course provides the student with ways to understand and apply fundamentals of systems analysis to the development of information systems used in business, government or nonprofit environments. Both individual and team approaches are taken to analyze systems projects utilizing current information systems applications. The student will become familiar with a range of techniques for systems analysis. The student will be made aware of the importance of developing good human relations skills and the need to understand and deal with the social and political culture in organizations in the course of system analysis and design. It is recommended that this course be taken during the last session prior to graduation. 47 contact hours.

CIS 2352 ETHICAL HACKING..... 3 credits
Prerequisite(s): CTS 1120. This course is designed to provide the student with an understanding of the techniques and methodologies of security penetration testing. This course provides hands-on instruction using the various tools and methods that security professionals use to analyze an information system in order to discover vulnerabilities and protect against information loss, cyber terrorism, and corporate espionage. The student will be introduced to fundamental security testing concepts, gain practical knowledge of computer programming, and learn how to properly document a security test. In addition to exploring the legal and ethical ramifications of penetration testing, students will also learn how to apply the appropriate countermeasures in order to reduce the risk that an organization faces. 47 contact hours.

CJB 1005 CMS HUMAN SERVICES ..... 3 credits
Prerequisite(s): Program Director's Approval. This course is an examination of the many services that a police officer has to provide to the public. The student will be introduced to the "S.E.C.U.R.E. Method of Problem Solving" to assist in addressing the needs of the mentally retarded, mentally ill, substance abusers, physically disabled, street gangs, extremist groups and the elderly. The objectives addressed include those as specified by the Criminal Justice Standards and Training Commission (CJSTC)'s Curriculum Maintenance System (CMS) curriculum. 55 contact hours.

CJB 1015 CMS COMMUNICATIONS ..... 3 credits
Prerequisite(s): Program Director's Approval. This course is an examination of the police report writing process. The student will be introduced to report writing, interviewing, taking statements, the use of telecommunications, crisis intervention, community oriented policing, "S.E.C.U.R.E.", and officer survival. Objectives addressed include those as specified by the Criminal Justice Standards and Training Commission's Curriculum Maintenance System (CMS) curriculum. 70 contact hours.

CJB 1031C FIRST AID FOR CRIMINAL JUSTICE OFFICERS..... 2 credits
Prerequisite(s): Program Director's Approval. This course is based on Department of Transportation (D.O.T.) techniques for handling medical emergencies. The student will be introduced to injury assessment, types of resuscitation, signs, and symptoms and methods of transmission of communicable diseases. Objectives addressed include those as specified by the Criminal Justice Standards and Training Commission. 40 contact hours.

CJB 1040C CMS FIREARMS..... 2 credits
Prerequisite(s): Program Director's Approval. This course includes the use of officer firearms including the semi-automatic pistol, revolver, rifle/carbine and shotgun. Instruction includes firearms safety, ammunition use, discretionary shooting, day and night courses of fire, and survival firearms training. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission's (CJSTC) Curriculum Maintenance System (CMS) curriculum. 80 contact hours.

CJB 1085 CMS LAW ENFORCEMENT TRAFFIC..... 4 credits
Prerequisite(s): Program Director's Approval and CJB 1005, CJB 1015, CJB 1031C, CJB 2006, CJB 2020C, CJB 1040C, CJB 2050C, CJB 2060, CJB 2070, CJB 1495. This course includes traffic enforcement and control, with the inclusion of Driving Under the Influence (DUI) offenses and enforcement. The student will also be introduced to traffic crash investigation, scene management, reporting procedures, and the court process. Objectives addressed include those as specified by the Criminal Justice Standards and Training Commission (CJSTC). 79 contact hours.

CJB 1495 CRIMINAL JUSTICE WELLNESS ..... 1 credit
Prerequisite(s): Program Director's Approval. This course is an examination of wellness as it relates to the police officer. The student will examine stress, nutrition, stretching, strength, and aerobic conditioning as it relates to an officer's survival and daily living. This course is a part of the Curriculum Maintenance System (CMS) curriculum. 26 contact hours.

CJB 2006 CMS POLICE PRACTICES AND CONSTITUTIONAL LAW..... 4 credits
Prerequisite(s): Program Director's Approval. This course is an introduction to policing. The student will be introduced to Florida's Criminal Justice Standards and Training Commission (CJSTC) and the policies and rules which govern police officer standards within the State of Florida. The student will also be introduced to the Criminal Justice System in Florida, constitutional law, ethics, interpersonal skills, human interaction, and hazardous materials. Criminal Justice Standards and Training Commission (CJSTC)'s Curriculum Maintenance System (CMS) curriculum. 76 contact hours.

CJB 2020C CMS VEHICLE OPERATIONS ..... 2 credits
Prerequisite(s): Program Director's Approval. This course examines the components of the police driving examining the physiological and psychological factors which impact the operation of a vehicle. The student will be introduced to vehicle maintenance, vehicle dynamics, environmental conditions, skids and their causes, and practical driving exercises which are conducted on the driving range. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission's Curriculum Maintenance System (CMS) curriculum. 48 contact hours.

CJB 2050C CMS DEFENSIVE TACTICS ..... 2 credits
Prerequisite(s): Program Director's Approval. This course is an examination of police defensive tactics. The student will be introduced to the techniques used for an officer's personal safety and the use of dialogue, empty hand control techniques, impact weapons, chemical agents, and restraining devices are covered. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission's Curriculum Maintenance System (CMS) curriculum. 80 contact hours.

CJB 2060 CMS LAW ENFORCEMENT PATROL OPERATIONS..... 3 credits
Prerequisite(s): Program Director's Approval and CJB 1005, CJB 1015, CJB 1031C, CJB 2006, CJB 2020C, CJB 1040C, CJB 2050C, CJB 1495. This course addresses the daily skills and techniques needed by officers to perform patrol tactics and respond to various types of calls. Students will be introduced to the S.E.C.U.R.E. Method of Problem Solving, Community Oriented Policing (COP), patrol procedures, arrest and custody, and responding to alarms. Objectives addressed include those as specified by the Criminal Justice Standards and Training Commission's Curriculum Maintenance System (CMS) curriculum. 55 contact hours.

CJB 2070 CMS LAW ENFORCEMENT INVESTIGATIONS ..... 4 credits
Prerequisite(s): Program Director's Approval. This course is an examination of the criminal investigation process. The student will be introduced to the investigation of various crimes, including property crimes, persons crimes, narcotics offenses, vice, organized crime, and death investigations. Techniques are developed from the initial observation methods through the processing of the crime scene and case preparation. Florida's computer network is studied as an information source. Objectives addresses include those as specified by the Criminal Justice Standards and Training Commission's Curriculum Maintenance System (CMS) curriculum. 87 contact hours.

CJB 2090 CMS SPECIAL TOPICS IN LAW ENFORCEMENT..... 3 credits
Prerequisite(s): Program Director's Approval and CJB 1015, CJB 1005, CJB 1031C, CJB 2006, CJB 2020C, CJB 2050C, CJB 2060, CJB 2070, CJB 1085 and CJB 1495. This course is an examination of rescue methods, bombs and explosives, crowd control, and special details. The objectives addressed include those as specified by the Criminal Justice Standards and Training Commission (CJSTC)'s Curriculum Maintenance System (CMS) curriculum. 54 contact hours.

CJC 2212 THE INCARCERATION CONNECTION..... 3 credits
Prerequisite(s): Permission of the program director. This course provides an overview of the correctional and detention structure and the management skills necessary to understand the security threat of criminal street gangs. The student will gain an understanding of the influence and culture of gang members during incarceration and the connection to the community. 47 contact hours.

CJC 2350 CORRECTIONAL OPERATIONS..... 4 credits
The operation of correctional facilities is studied – including the intake of new inmates, all aspects of their daily care, institutional procedures, and techniques utilized by officers to perform daily tasks. Objectives addressed include those as specified by the Criminal Justice Standards and Training Commission. 64 contact hours.

CJC 2930 SPECIAL TOPICS IN CORRECTIONS..... 2 credits
Prerequisite(s): Permission of the Dean. This course is an examination of the unique problems that are associated with the institution of corrections. The student will be introduced to the philosophies, history, contemporary issues, and sentencing. The student will also examine the issues of race and gender as they are associated with corrections. 32 contact hours.

CJE 1100 CRIMINAL JUSTICE LEGAL I ..... 3 credits
Prerequisite(s): Permission of the Dean. This course provides an introductory overview of the criminal justice system and history of law. The foundation and basic components of law are studied, with specific focus upon officer application. Court procedure and testimony are examined. Objectives addressed include those as specified by the Criminal Justice Standards and Training Commission. 47 contact hours.

CJE 1101 CRIMINAL JUSTICE LEGAL II ..... 3 credits
Prerequisite(s): Permission of Dean. Constitutional law and its application to the public and officers are examined. Law – including evidence procedures, arrest law, search and seizure, and various statutory laws that are common to police and correctional officers – is studied. Emphasis is given to elements of various crimes. Various civil law applications are covered. Civil and criminal liability of officers is studied. Objectives addressed include those as specified by the Criminal Justice Standards and Training Commission. 47 contact hours.

CJE 1177 CENTRAL AMERICA GANG ASSESSMENT ..... 3 credits
Prerequisite(s): Permission of the program director. This course provides the student with an overview of the gang presence and criminal activity in El Salvador, Guatemala, Honduras, Nicaragua, and Mexico; and the rationale for the United States' interest in understanding the gang phenomena in these countries. Students will explore the severity of the gang problem, causes, and risk factors for gang activity. Students will examine the current strategic and programmatic recommendations to impact gang activity in these countries. 47 contact hours.

CJE 1202 CRIME AND DELINQUENCY..... 3 credits
This course will provide the student with the opportunity to explore crime theories, crime causation, crime in the modern world, and future trends of criminology and delinquency. In addition, the student will examine theory versus reality throughout the course. 47 contact hours.

CJE 1204 CONTEMPORARY TOPICS IN GANG INVESTIGATIONS..... 3 credits
Prerequisite(s): Permission of the program director. This course provides an examination of unique and

contemporary gang-related investigation topics, problems, and issues that deserve greater exploration and analysis as the body of knowledge related to gang investigations evolves. The student will be introduced to the contemporary issues surrounding the course topic, historical perspectives, foundational philosophies, and strategies and programs within the context of the course topic. 47 contact hours.

CJE 1442 CRIME PREVENTION AND ANALYSIS..... 3 credits
Prerequisite(s): Permission of the program director. This course provides the students with an overview of crime prevention and analysis. Students will learn the theories and methods of crime prevention. They will also learn analytic techniques to gauge the relative merit of specific crime prevention efforts. Areas will include the development of crime prevention as a field of criminological inquiry, as well as data sources that assist in analyzing crime patterns and the effectiveness of prevention efforts. 47 contact hours.

CJE 1452 CRIMINAL JUSTICE INTER-PERSONAL SKILLS I..... 4 credits
Prerequisite(s): Permission of the Dean. In this course community relations techniques and courtesy are addressed, with emphasis given to crime prevention. The needs of various groups within society are addressed, including: juveniles, the elderly, ethnic and cultural groups, the mentally ill and retarded, the physically handicapped, and substance abusers. Intervention techniques for various situations including: suicide, domestic violence, and other crises are studied, with practical exercises. Stress recognition and reduction are included. Human diversity training is designed to enhance awareness of one's own cultural rules and predispositions and how these cultural influences come into play in common interaction with others. Objectives addressed include those as specified by the Criminal Justice Standards and Training Commission. 62 contact hours.

CJE 1456 CRIMINAL JUSTICE COMMUNICATIONS..... 3 credits
Prerequisite(s): Permission of the Dean. The report-writing process – from the interview, statement taking, and note taking, through the final report product – is covered, with practical exercises included. The differences between interviewing and interrogation are explored. Interpersonal communication skills are covered along with radio and telephone procedures. Objectives addressed include those as specified by the Criminal Justice Standards and Training Commissions. 56 contact hours.

CJE 1640 INTRODUCTION TO CRIME SCENE TECHNOLOGY..... 3 credits
Prerequisite(s): ((ENC 0020 or ENC 0025) and (REA 0002 or REA 0017)) or EAP 1695 or appropriate scores on the English and Reading placement tests. This course is an introductory course in crime scene investigation techniques. Emphasis is placed upon recording the crime scene, collecting and preserving physical evidence, and the examination of evidence. Employment of those techniques available to the crime scene investigator also will be demonstrated. 47 contact hours.

CJE 1643 ADVANCED CRIME SCENE TECHNOLOGY..... 3 credits
Prerequisite(s): CJT 1110. This course covers advanced principles, theories and applications in crime scene technology. Specialized collection procedures of weapons, traffic crash evidence, arson, gun shot residue, blood spatter, and recovery of buried bodies and surface skeletons are also included. Data analysis, reporting and plan of action development are emphasized. 47 contact hours.

CJE 1653 INTRODUCTION TO CRIMINAL INTELLIGENCE ANALYSIS..... 3 credits
Prerequisite(s): Permission of the Dean. This course will provide the student with an overview of criminal intelligence analysis, basic criminal intelligence, and investigative analysis techniques in contemporary law enforcement agencies. The course will specifically focus on understanding the criminal intelligence analysis function, various charting techniques, both manually and by the use of RF Flow, analysis of telephone toll records, and spreadsheet analysis using Microsoft Excel. The student will be able to analyze and summarize case data in a clear, concise, and graphical format. Students will be required to utilize the college library, internet resources, and demonstrate skills in Microsoft Excel in order to complete assignments, both in the classroom and computer laboratory environments. The course provides a hands-on practical approach using real-world examples and case scenarios. 47 contact hours.

CJE 1669 IDENTITY THEFT INVESTIGATIONS..... 3 credits
Prerequisite(s): Permission of Dean. This course will provide the student with the knowledge of the tools, procedures, resources, and appropriate laws necessary to investigate identity theft crimes. 47 contact hours.

CJE 1680 INTRODUCTION TO COMPUTER RELATED CRIME INVESTIGATIONS..... 3 credits
Prerequisite(s): Basic computer skills, proficiency in the use of the Internet and the permission of the Dean. This course provides the student an overview of criminal acts that can be committed with the use of a computer and the Internet, how computer related crimes are committed and how computer related crimes are investigated. The legal issues involved in the prosecution of computer related crimes will also be explored. Topics include the Internet and investigative software tools. 47 contact hours.

CJE 1681 THE INTERNET AS AN INVESTIGATIVE TOOL..... 3 credits
Prerequisite(s): Permission of the Dean. This course will instruct students in how to utilize a computer and advanced Internet search techniques as an investigative tool. Topics will include tracking individuals using email addresses, newsgroups, chat rooms, public record information and network addresses. 47 contact hours.

CJE 1682 TRACKING AND PROFILING HACKERS, PEDOPHILES AND INTERNET STALKERS..... 3 credits
Prerequisite(s): Permission of the Dean. This course provides the student with the knowledge to track and profile hackers, pedophiles and internet stalkers. Software tools and Web sites used by investigators will be a part of this course. An overview of criminal acts committed by hackers, pedophiles, and internet stalkers will also be included in this course. 47 contact hours.

CJE 1683 INTERNET PORNOGRAPHY INVESTIGATIONS..... 3 credits
Prerequisite(s): Permission of the Dean. This course will provide the student with the knowledge, tools and laws related to Internet pornography investigations. 47 contact hours.

CJE 1684 INTERNET FRAUD INVESTIGATIONS..... 3 credits
Prerequisite(s): Permission of the Dean. This course will provide the student with the knowledge of the tools, procedures and appropriate laws necessary to investigate internet fraud crimes. 47 contact hours.

CJE 1685 LEGAL ASPECTS OF COMPUTER RELATED CRIMINAL INVESTIGATIONS..... 3 credits
Prerequisite(s): Permission of the Dean. This course will provide the student the opportunity to learn the legal aspects of laws and codes that apply to computer

related criminal investigations. Students will learn the elements required to prosecute computer related crimes including writing search warrants. 47 contact hours.

CJE 1686 FORENSIC COMPUTER RELATED CRIMES INVESTIGATIONS ..... 3 credits
Prerequisite(s): Permission of the Dean. This course will introduce the student to the principles and practices required to obtain and preserve evidence in a forensics computer related crime investigation. Topics will also include the Internet and investigative software tools. 47 contact hours.

CJE 1687 COMPUTER SOFTWARE PIRACY AND COPYRIGHT INFRINGEMENT ..... 3 credits
Prerequisite(s): Permission of the Dean. This course provides the student with an overview of the legal issues involved in computer software piracy and copyright infringement, the tools and technologies used to commit these offenses, and the investigative techniques that can be utilized to combat these crimes. 47 contact hours.

CJE 1770 CRIME SCENE PHOTOGRAPHY I..... 3 credits
Prerequisite(s): ((ENC 0020 or ENC 0025) and (REA 0002 or REA 0017)) or EAP 1695 or appropriate scores on the English and Reading placement tests. Pre or corequisite(s): CJE 1640. This course includes basic crime scene photography skills including camera operation and exposure control, proficiency in relational photos and flash control for crime scene and evidentiary documentation. This course also includes videography. 47 contact hours.

CJE 1772 CRIME SCENE PHOTOGRAPHY II..... 3 credits
Prerequisite(s): CJE 1770. This course expands upon concepts, knowledge and skills taught in Crime Scene Photography I to include specialty light sources, darkroom techniques and procedures, filters and specialized equipment including black and white and color enlargers. 47 contact hours.

CJE 2020C VEHICLE OPERATION ..... 1 credit
Prerequisite(s): Permission of the Dean. This course explores the components of the police driving environment and practical exercises on the driving range are conducted. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. 32 contact hours.

CJE 2050 CRIMINAL JUSTICE DEFENSIVE TACTICS..... 2 credits
Prerequisite(s): Permission of the Dean. This course includes instruction in the techniques used for an officer's personal safety and those necessary to subdue, search, and then transport resisting individuals. The use of restraining devices, impact weapons, and pressure points are covered. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. 106 contact hours.

CJE 2054 CRIMINAL JUSTICE WEAPONS..... 2 credits
Prerequisite(s): Permission of the Dean. This course includes the use of officer firearms including handguns and shotguns. Safety procedures and ammunition use are covered. Instruction includes the use of chemical agents, with practical exercises included. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission. 64 contact hours.

CJE 2234 DRUG INVESTIGATION METHODOLOGY ..... 3 credits
This course provides students with an overview of investigative techniques used to identify criminal activity, specifically narcotic trafficking. This course explores the global issues associated with narcotic trafficking, as well as domestic interdiction efforts, the use of community-based solutions, and strategies to combat the criminal activity associated with illegal drugs. 47 contact hours.

CJE 2262 TECHNOLOGY AND GANG INTELLIGENCE SHARING ..... 3 credits
Prerequisite(s): Permission of the Dean. This course provides students with a working understanding of the technology available for communication; how that technology can be used by gangs and others inclined to engage in criminal activity; and how that technology can be used by police, courts, and corrections officers to identify criminal activity through intelligence collection, analysis, and dissemination. This course explores the historical use of technology, provides a sampling of technology available in the present, and looks at possibilities for improvements in the future. Students will learn to identify uses for technology, demonstrate a familiarity with available technology, and engage in collaboratively designing and using a technological framework to gather, analyze, and share simulated intelligence. 47 contact hours.

CJE 2453 CRIMINAL JUSTICE INTER-PERSONAL SKILLS II..... 3 credits
Prerequisite(s): Permission of the Dean. The interpersonal skills needed by officers to understand the incarcerated society are explored, with emphasis upon supervision methods. Inmate adjustment and the various segments of the society are studied. The course includes studies of homosexuality, female inmates, deception and manipulation by inmates, and institutional criminalities. Objectives addressed include those as specified by the Criminal Justice Standards and Training Commission. 50 contact hours.

CJE 2552 LAW ENFORCEMENT TRAFFIC ..... 3 credits
Prerequisite(s): Permission of the Dean. This course includes traffic enforcement and control, with the inclusion of Driving Under the Influence (DUI) offenses and enforcement. Traffic accident investigation, scene management, and reporting procedures are studied. Objectives addressed include those as specified by the Criminal Justice Standards and Training Commission. 47 contact hours.

CJE 2590 LAW ENFORCEMENT PATROL ..... 3 credits
Prerequisite(s): Permission of the Dean. This course addresses the daily skills and techniques needed by officers to perform patrol tactics and respond to various types of calls. Methods of approach to various high-risk situations are explored, with practical exercises included. Unusual occurrences, including firefighting and crowd control, are addressed. Objectives addressed include those as specified by the Criminal Justice Standards and Training Commission. 47 contact hours.

CJE 2601 LAW ENFORCEMENT INVESTIGATIONS ..... 4 credits
Prerequisite(s): Permission of the Dean. This course addresses investigations of various crimes, including property crimes, persons crimes, narcotics offenses, vice, organized crime, terrorist activity, bombing incidents, and death investigations. Techniques are developed from the initial observation methods through the processing of the crime scene and case preparation. Florida's computer network is studied as an information source. Objectives addressed include those as specified by the Criminal Justice Standards and Training Commission. 64 contact hours.

CJE 2605 INVESTIGATIVE TRENDS..... 3 credits
This course will provide the student with the opportunity to explore in depth, specific crime typologies, national crime trends, and international events as well as view fundamental investigative techniques. In addition, the student will examine the rigorous methods, issues, and trends of criminal investigation. 47 contact hours.

CJE 2644 CRIME SCENE SAFETY..... 2 credits
Prerequisite(s): ((ENC 0020 or ENC 0025) and (REA 0002 or REA 0017)) or EAP 1695 or appropriate scores on the English and Reading placement tests. This course covers potential health and safety hazards one

will encounter at a crime scene. The course will also introduce the proper protective techniques to minimize risk to self and others. Emergency procedures and state and federal regulations are included. 32 contact hours.

CJE 2645 INTRODUCTION TO FORENSIC SCIENCE ..... 3 credits
Prerequisite(s): ((ENC 0020 or ENC 0025) and (REA 0002 or REA 0017)) or EAP 1695 or appropriate scores on the English and Reading placement tests. This course exposes the student to the capabilities and functions of a full-service crime laboratory. Also covered is evidence selection and submission to crime lab in accordance with established standards and legal requirements including chain of custody. 47 contact hours.

CJE 2671 LATENT FINGERPRINT DEVELOPMENT ..... 3 credits
Prerequisite(s): CJE 2644, CJE 2676. Pre-or-Corequisite(s): CJE 1643, CJE 1772, CJE 2610, CJE 2640, CJE 2672. This course emphasizes the techniques involved in detection, enhancement and recovery of latent fingerprints from physical evidence. Chemical and mechanical methods and surfaces will be analyzed and evaluated for proper application in both theory and practice. 47 contact hours.

CJE 2672 FINGERPRINT CLASSIFICATION ..... 3 credits
Prerequisite(s): ((ENC 0020 or ENC 0025) and (REA 0002 or REA 0017)) or EAP 1695 or appropriate scores on the English and Reading placement tests. This course teaches the Henry modified system of fingerprint classification and prepares the student for a position as an inked fingerprint examiner. 47 contact hours.

CJE 2676 BIOLOGICAL EVIDENCE..... 2 credits
Prerequisite(s): ((ENC 0020 or ENC 0025) and (REA 0002 or REA 0017)) or EAP 1695 or appropriate scores on the English and Reading placement tests. This course exposes the student to the forensic value, handling, preservation, testing and documentation of biological evidence. This course also addresses safety issues involved in handling biological evidence. 32 contact hours.

CJE 2730 CORRECTIONAL EMERGENCY PREPAREDNESS..... 1 credit
Prerequisite(s): Permission of the Dean. Skills needed for riot and disturbance control and firefighting are studied and practiced. Course includes methods of riot prevention, handling of unusual occurrences, what to do if taken hostage, and emergency procedures. Objectives addressed include those as specified by the Criminal Justice Standards and Training Commission. 26 contact hours.

CJL 2062 CONSTITUTIONAL LAW AND RULES OF EVIDENCE..... 3 credits
This course is a survey of Constitutional Law and Criminal Procedure. Topics include: the Bill of Rights, the Due Process Clause of the Fourteenth Amendment, the laws of arrest, search, and seizure, right to counsel, self-incrimination, entrapment and identification of suspects. 47 contact hours.

CJL 2103 CRIMINAL JUSTICE LEGAL III ..... 2 credits
Prerequisite(s): Permission of the Dean. This course is about various criminal laws and their elements are studied. Emphasis is placed upon those laws specific to police application. Traffic and driver's license laws are studied. Legal considerations of officer vehicle operation are explored. Objectives addressed include those as specified by the Criminal Justice Standards and Training Commission. 32 contact hours.

CJL 2134 FORENSIC FINANCIAL INVESTIGATION..... 3 credits
Prerequisite(s): Permission of the Dean. This course will provide students with the background and history of fraud and monetary abuse and will introduce fraud schemes used by employees, owners, managers and executives to defraud their companies. Fraud topics include asset misappropriations, and fraudulent financial statements. 47 contact hours.

CJL 2610 COURTROOM PRESENTATION OF SCIENTIFIC EVIDENCE ..... 3 credits
Prerequisite(s): CJE 2644, CJE 2676. Pre-or-Corequisite(s): CJE 1643, CJE 1772, CJE 2640, CJE 2672. This course covers speaking, listening and stress control during courtroom proceedings, dress and grooming. Visual aid preparation and presentations of all evidence (commonly referred to as "scientific evidence") collected at the crime scene are also included. Mock trial exercises will be used. 47 contact hours.

CLP 2140 ABNORMAL PSYCHOLOGY ..... 3 credits
Prerequisite(s): PSY 1012 or PSY 1020H. This course is an examination of the major categories of psychological disorders. Diagnostic criteria and treatment methods applicable to psychological disorders are studied. This course has a substantial writing requirement. 47 contact hours.

CLT 2373 ANCIENT GREEK MYTHOLOGY..... 3 credits
This course will acquaint the student with the world of mythological gods and heroes of the Ancient Greeks. Literature, art and archaeology will be examined, as well as lifestyles and ideas of the Ancient Greek civilization. 47 contact hours.

* 2949 CO-OP WORK EXPERIENCE..... 1-3 credits
Prerequisite(s): Faculty advisor/co-op coordinator or Program Administrator approval. This course is designed to provide students with major-related, supervised, evaluated practical training work experiences which may be paid or voluntary. Students are graded on the basis of documented learning acquired through hands-on experiences in an actual work setting. Variable credits are available, one to three per course. The student must fulfill the requirement of 60 on-the-job hours for each credit earned in addition to written assignments. Co-op courses may be repeated but total credits shall not exceed twelve.

*Appropriate course prefixes will be assigned relative to the student's academic major prior to registration. Interested students should contact the Career Development Center to obtain registration approval.

CNT 1000 LOCAL AREA NETWORK CONCEPTS..... 3 credits
Prerequisite(s): CGS 1000 or permission of the program administrator. This is a course designed to introduce the student to various local area network (LAN) concepts and wide area network (WAN) technologies. Major topics include a history of local area networks, the OSI and TCP/IP models, terms, acronyms, standards, protocols, hardware and software products. 47 contact hours.

COP 1822 INTRODUCTION TO WEB PAGE CREATION ..... 1 credit
Prerequisite(s): Computer competence and knowledge of Internet use. This course is designed to introduce an experienced computer user to the tools necessary to create a web site. Students will be exposed to the protocol and vocabulary of web production, and apply HTML to the development of a World Wide Web site. Students will be introduced to a variety of site features including GIF and JPEG files, audio, video, animation, and interactivity. The student will have the opportunity to develop a web site from initial concept to publication. 16 contact hours.

COP 1831 WEB SCRIPTING WITH CGI/PERL ..... 3 credits
Prerequisite(s): COP 2823 or permission of the program administrator. This course will introduce students to Web scripting with the Common Gateway Interface (CGI) and Practical Extract and Reporting Language

(Perl). Students will develop CGI scripts that read HTML forms using Perl arrays and hashes. Topics will include Perl control structures, loops, using cookies, using text files, and database access with Structured Query Language (SQL). 47 contact hours.

COP 1842 DEVELOPING WEB SITES USING PHP/MYSQL ..... 3 credits
Prerequisite(s): COP 2823. This course will teach students necessary skills to effectively implement dynamic Web sites using PHP HyperText Preprocessor (PHP) and MySQL. Topics include installing and configuring PHP and MySQL, connecting to a MySQL database, writing basic Structured Query Language (SQL) commands, and developing applications with PHP/MySQL. 47 contact hours.

COP 2250 JAVA PROGRAMMING I ..... 3 credits
Prerequisite(s): CGS 1000 or permission of the instructor/director. This is a beginning programming course in the Java language. The student will learn to design, document, prepare, enter, compile, debug and execute Java applications and applets of moderate sophistication. Major topics covered include: Java classes, object-oriented programming, exception handling, interfaces, data types, data structures, text file input/output and an introduction to Swing Graphical User Interfaces (GUI). 47 contact hours.

COP 2251 JAVA PROGRAMMING II ..... 3 credits
Prerequisite(s): COP 2250. This course will teach students to write advanced Java programs. Topics include Swing Graphical User Interface (GUI) applications, advanced layout managers, Swing applets, threads, regular expressions, collections, Java networking, Remote Method Invocation (RMI), JavaBeans, Java Database Connectivity (JDBC), Internationalization (I18N) and Localization (L10N), and Java security. Students will write complete applications and small Java applets. 47 contact hours.

COP 2360 INTRODUCTION TO C# PROGRAMMING..... 3 credits
Prerequisite(s): CGS 2402 or permission of the program director. This course is a study of the C# (C Sharp) programming language within the .NET Framework. Emphasis is placed upon the position of .NET in software development and creation of .NET applications by applying the base library classes and developing and applying user-defined classes in the WinForm applications using C#. 47 contact hours.

COP 2362 ADVANCED PROGRAMMING WITH C# ..... 3 credits
Prerequisite(s): COP 2360 or permission of the Dean. This is an advanced programming course in the C# language. Emphasis is placed on programming using classes and structures in C#. Topics covered will include classes, structures, an introduction to Windows programming, ADO.NET and ASP.NET using C#. 47 contact hours.

COP 2654 iPHONE/iPOD APP DEVELOPMENT ..... 3 credits
Prerequisite(s): CGS 2402. This is an introductory course in application development for the iPhone and iPod Touch with the iPhone Software Development Kit (SDK). Students will study the Objective-C language and observe Apple standard design patterns including Model-View-Controller (MVC). The Xcode Integrated Development Environment (IDE), Interface Builder, and Cocoa Touch frameworks will be used to create and test a number of apps. Students will also learn how to provision their apps both for ad hoc distribution to their own iPhone Operating System (OS) devices and for distribution to the Apple App Store. NOTE: Mac computers are provided for development but students must supply their own iPhone and/or iPod Touch. 47 contact hours.

COP 2801 JAVASCRIPT ..... 3 credits
Prerequisite(s): CGS 1000 and CGS 1831. This course will teach students to write JavaScript programs that can be executed by the major Web browsers. These programs will be created using this object-based scripting language. Students will conceptualize and develop interactive web pages using strings, arrays, built-in functions, user-defined functions, control structures, looping structures, and cookies. 47 contact hours.

COP 2806 JAVA SERVER PAGES AND SERVLETS ..... 3 credits
Prerequisite(s): COP 2250, or permission of the Program Director. This course provides students with the skills needed to develop Web applications using Java. The course will cover Java Server Pages (JSP) features including scriptlets, directives, standard actions, declarations, the JSP Standard Tag Library (JSTL), custom JSP tags, the JSP Expression Language (EL), custom error pages, sessions, javabeans, and cookies. The Java Servlet Application Program Interface (API) is also covered. Students will learn to create simple JavaBeans for JSPs. Applications that query databases using Java Database Connectivity (JDBC) and Structured Query Language (SQL) will be developed. 47 contact hours.

COP 2823 ADVANCED WEB PAGE CREATION..... 3 credits
Prerequisite(s): CGS 1831 or permission of program administrator. This course is designed to extend the knowledge gained in Introduction to Web Page Creation. Students will be exposed to advanced topics in developing Web sites. These topics include advanced design using tables and forms, creating on-line forms with HTML, and using Cascading Style Sheets (CSS) to design Web pages. Students will also be exposed to the latest developments in terms of Web page design. These topics include Dynamic HTML and Extendable Markup Language (XML). 47 contact hours.

COP 2837 VISUAL BASIC.NET PROGRAMMING I..... 3 credits
Prerequisite(s): CGS 1000 or permission of program administrator. This course includes an introduction to the .NET framework and the class libraries for developing Visual Basic applications. Visual Basic building blocks, language syntax and programming structures will be emphasized through development of Windows applications using forms and controls. 47 contact hours.

COP 2838 VISUAL BASIC.NET PROGRAMMING II.... 3 credits
Prerequisite(s): COP 2837 or permission of program director. This course is a continuation of COP 2837 with the development of Windows applications using forms and classes. ActiveX Data Objects.NET (ADO.NET) is used to access databases and blend them into an application program as sources of data. Web service applications and Web Forms are developed. 47 contact hours.

COP 2839 ASP.NET PROGRAMMING WITH VB.NET ..... 3 credits
Prerequisite(s): COP 2837. This course is the study of the creation of Web server based components to generate Hypertext Markup Language (HTML) using Active Server Pages.NET (ASP.NET) in a Visual Basic.NET programming environment. ASP.NET programs are created using an event driven programming model. Server controls and Web forms are studied in depth. 47 contact hours.

COP 2840 SCRIPTING FOR BROWSERS..... 2 credits
Prerequisite(s): CGS 1000 and COP 2823. This course will explore various Internet programming such as VBScript, JavaScript, ECMAScript, Perl and CGI in order to create dynamic Web applications using both client-side and server-side scripting technologies. The students will become familiar with Active Server Pages (ASP) to process form data from the client and discover how to use ASP to interact with other applications on the server and other databases. 32 contact hours.

COP 2843 ADVANCED PHP/MYSQL ..... 3 credits
Prerequisite(s): COP 1842. This course extends the study of PHP and MySQL begun in COP1842, Developing Web Sites Using PHP/MySQL. Topics include MySQL transactions and stored procedures, authentication and authorization, using PEAR, PHP and MySQL security, networking applications, session control, templates, serialization, the CodeIgniter framework, XML and web services, Google maps, Amazon scripts, and shopping carts. 47 contact hours.

COP 2940 COMPUTER/WEB PROGRAMMING INTERNSHIP ..... 1-4 credits
Prerequisite(s): Academic Department Coordinator/Chair Approval. This course is to be taken after the student has completed 9 credit hours in their major field of study. The purpose of this course is to allow students a "real world" experience with major-related, supervised, evaluated practical work experiences which may be paid or voluntary. Students are graded on the basis of documented learning acquired through hands-on experiences in an actual work setting. Variable credits are available, one to four per course. The student must fulfill the requirement of 60 on-the-job hours for each credit earned in addition to written assignments. This course may be repeated for a total of 4 credits.

CPO 2002 COMPARATIVE GOVERNMENT ..... 3 credits
Prerequisite(s): POS 2041 or POS 2050H. This course is a comparative study of selected countries and their political system. The course will examine forms of government, institutions, political culture, policymaking processes and contemporary problems. 47 contact hours.

CRW 2001 CREATIVE WRITING ..... 3 credits
Prerequisite(s): ENC 1101 or ENC 1121H or IDS 1101H. This course is offered for students desiring experience in such forms as the short story, poetry, the novel, etc. and is conducted under workshop conditions. The class will discuss outstanding contemporary writers' work as patterns and also read and analyze the student's writing assignments. Each student may specialize in one literary form in a term project, as determined in a conference with the instructor. This course has a substantial writing requirement. 47 contact hours.

CRW 2100 FICTION WORKSHOP ..... 3 credits
Prerequisite(s): CRW 2001 or permission of the dean. This course, offered for students desiring experience in the writing of fiction, is conducted under workshop conditions. The class will discuss outstanding contemporary fiction writers' work as positive examples, explore the elements of both short stories and novels, and analyze student fiction in a workshop situation. Term project will consist of a collection of stories or part of a novel, the parameters of which will be determined by the instructor. This course has a substantial writing requirement. 47 contact hours.

CRW 2300 POETRY WORKSHOP..... 3 credits
Prerequisite(s): CRW 2001 or permission of the dean. This course, offered for students desiring experience in the writing of poetry, is conducted under workshop conditions. The class will discuss outstanding contemporary poets' work as positive examples, explore the elements of both formal and free verse poetry, and analyze student poetry in a workshop situation. Term project will consist of a collection of poems, the parameters of which will be determined by the instructor. This course has a substantial writing requirement. 47 contact hours.

CTS 1120 INTRODUCTION TO NETWORK SECURITY FOUNDATIONS..... 3 credits
It is recommended that the student have previous computer network training or experience. This course provides the students with an overview of Information Technology (IT) Security and introduces the components necessary to secure network information systems. Topics include security policies, Intrusion Detection Systems (IDS), firewalls, operating system security and network security basics. Students will also be introduced to current hacker techniques and log auditing processes. Current computer security issues will also be explored as class projects. 47 contact hours.

CTS 1302 DESIGNING A WINDOWS SERVER ACTIVE DIRECTORY INFRASTRUCTURE AND SERVICES..... 3 credits
Prerequisite(s): CTS 1303. This course provides students with the knowledge and skills necessary to design a Windows Server Active Directory infrastructure. This course focuses on the importance of analyzing business requirements as a basis for designing an effective Active Directory infrastructure. The course also emphasizes how to design Active Directory forests, the domain infrastructure, sites and replication, administrative structures, group policies, and Public Key Infrastructures. Students will also learn how to design for security, high availability, disaster recovery, and migrations. This course may be repeated up to three (3) times with a different version of the software which has a substantial or significant change. 47 contact hours.

CTS 1303 CONFIGURING AND TROUBLESHOOTING WINDOWS SERVER ACTIVE DIRECTORY DOMAIN SERVICES..... 3 credits
Prerequisite(s): CTS 1334. This course provides students with the knowledge and skills to successfully configure Active Directory Domain Services in a distributed environment, implement Group Policies, perform backup and restore, and monitor and troubleshoot Active Directory related issues in Windows Server. The course focuses on a directory services environment including forest and domain structure, site topology and replication, organizational unit structure and delegation of administration, Group Policy, and user, group, and computer account strategies. This course may be repeated up to three (3) times with a different version of the software which has a substantial or significant change. 47 contact hours.

CTS 1314 NETWORK DEFENSE AND COUNTERMEASURES..... 3 credits
This course will explore concepts of network defense and countermeasures as well as hardware and software required to design, configure and implement secure networks. Security topics covered in this course include firewalls, Intrusion Detection Systems (IDS), Virtual Private Networks (VPN) and policy creation using the Windows 2000 Operating System (OS), Transmission Control Protocol/Internet Protocol (TCP/IP) packet and signature analysis. The student will get hands-on instruction installing the network defense mechanisms and countermeasure applications. Software will be used for collecting, monitoring and auditing various activities; students will analyze threats and intrusions. Multiple business scenarios will be reviewed to determine which security policy provides the most protection at an acceptable level of risk in order to conduct business. The student will be able to determine differences between network based and host based IDSs as well as the various types of firewalls such as Bastion Host and Proxy Servers. VPN solutions will be developed on the Windows 2000 Operating System. Win 2K, Linux and Unix will be examined and compared to understand the differences in protection capabilities. 47 contact hours.

CTS 1327 CONFIGURING AND ADMINISTERING MICROSOFT WINDOWS CLIENT ..... 3 credits
The purpose of this course is to address the implementation and desktop support needs of customers that are planning to deploy and support Microsoft Windows Client. The course focuses on four main areas: installing; securing; networking; and mobile computing features. Additionally, this course addresses

the customers' need for knowledgeable personnel that can support desktops running Microsoft Windows Client Operating Systems. This course may be repeated up to three (3) times with a different version of the software which has a substantial or significant change. The cost of the textbook is included in the lab fee. 47 contact hours.

CTS 1328 PLANNING AND ADMINISTERING WINDOWS ..... 3 credits
Prerequisite(s): CTS 1327. This course provides students with the knowledge and skills necessary to enable them to perform various tasks pertaining to implementing, monitoring, and maintaining Windows Servers These tasks include planning a Windows Server deployment, planning and implementing Windows Server security, managing application versioning, maintaining a Distributed File System (DFS), and troubleshooting hardware, software, and network issues. This course may be repeated up to three (3) times with a different version of the software that has a substantial or significant change. 47 contact hours.

CTS 1334 CONFIGURING AND TROUBLESHOOTING A WINDOWS SERVER NETWORK INFRASTRUCTURE ..... 3 credits
Prerequisite(s): CTS 1328. The goal of this course is to provide students with the knowledge and skills to configure and troubleshoot a Windows server network infrastructure. The course is intended for systems administrator or systems engineer candidates who are responsible for implementing and managing server networking technologies. This course may be repeated up to three (3) times using a different version of the software that has a substantial or significant change. 47 contact hours.

CTS 2106 FUNDAMENTALS OF THE LINUX/UNIX OPERATING ENVIRONMENT ..... 3 credits
This course is designed to teach students how to use basic Linux/Unix Operating Environment commands. The course is for new users of the Linux/Unix Operating Environment. Students learn file system navigation, file permissions, the vi text editor, command shells and basic network use. Major topics covered include accessing the environment, accessing files and directories, directory and file commands, searching for files and text, file security, text editing, archiving user data, remote connections, system processes, the Korn shell, sed and awk text filtering commands and reading shell scripts. 47 contact hours.

CTS 2321 LINUX SYSTEM ADMINISTRATION I ..... 3 credits
Prerequisite(s): CTS 2106. This course is designed to teach students the skills they need to effectively administer Linux servers. Students will plan, setup, and perform support tasks related to their individual Linux server. Students will configure basic network protocols and resources that can be shared with other users or systems. Major topics covered include files administration, processes, documentation, web based help resources, user accounts, secure shells and security procedures. 47 contact hours.

CTS 2322 LINUX SYSTEM ADMINISTRATION II ..... 3 credits
Prerequisite(s): CTS 2321. A continuation of Linux System Administration I, this course is designed to teach students the skills they need to effectively administer Linux servers. Students will plan, install, and perform support tasks related to their individual Linux server. Students will configure basic network protocols and share resources . Major topics covered include file system , printers, Common Unix Printing Service (CUPS), SAMBA, iptables networking and network services, software administration, X Windows, mail and troubleshooting. 47 contact hours.

CTS 2940 NETWORKING ADMINISTRATOR INTERNSHIP ..... 1-4 credits
Prerequisite(s): Academic Department Coordinator/ Chair Approval. This course is to be taken after the student has completed 9 credit hours in their major field of study. The purpose of this course is to allow students a "real world" experience with major-related, supervised, evaluated practical work experiences which may be paid or voluntary. Students are graded on the basis of documented learning acquired through hands-on experiences in an actual work setting. Variable credits are available, one to four per course. The student must fulfill the requirement of 60 on-the-job hours for each credit earned in addition to written assignments. This course may be repeated for a total of 4 credits.

DAA 1100 MODERN DANCE I ..... 1 credit
This course includes elementary modern dance techniques and the basic elements of design and the fundamental factors related to movement. In addition to learning the basic principles of proper body alignment, balance and rhythm, an overview of the historical background of modern dance will be provided. No dance experience is necessary for the successful completion of the class. May be repeated for a total of 6 credits. 32 contact hours.

DAA 1200 BALLET I ..... 1 credit
This course is an introduction to techniques at the barre using basic foot, arm and body positions. Basic center work is also included. May be repeated for a total of 6 credits. 32 contact hours.

DAA 1351 ZUMBA INTERNATIONAL DANCE ..... 1 credit
This course is designed to provide the student with a blend of Latin and international music and dance patterns which create a dynamic, exhilarating and effective fitness system. The choreographed routines feature aerobic/fitness interval training with a combination of fast and slow rhythms that tone and sculpt the body. Zumba utilizes interval training principles and resistance training to maximize caloric output, fat burning and total body toning. Zumba targets the muscles of the buttocks, abdomen, legs, arms and, most vitally, the heart. A variety of music provided by Zumba International and other appropriate artists from all corners of the world is used to accompany the routines. Zumba is designed for everyone and may be modified for any fitness entry level. This course is repeatable up to 5 times. 17 contact hours.

DAA 1500 JAZZ DANCE I ..... 1 credit
This course is an introduction to the jazz style of dance in which the student coordinates movements with isolated parts of the body. In addition to learning the basic principles of proper body alignment, balance and syncopation, an overview of the history of jazz dance will be provided. No prior dance experience is necessary for the successful completion of the class. May be repeated for a total of 6 credits. 32 contact hours.

DAA 1680 DANCE REPERTORY I ..... 1 credit
This course enables students of dance to earn academic credit for their participation in a public dance presentation. Through intensive rehearsal and performance experiences the student will acquire skills in movement, human understanding, cooperation and self discipline. Minimum of 2 hours required during rehearsal periods. Additional hours may be required during production weeks. May be repeated for a total of 6 credits. 32 contact hours.

DAA 1810 STAGE MOVEMENT TECHNIQUE ..... 1 credit
This course is an exploration of dance and movement as it relates to music performance. The focus is on development of the performer's sense of balance, relaxation, physical coordination, breath and control. Particular attention will be on how each individual can enhance their personal visual presentation as it relates to live performance. May be repeated for a total of 6 credits. 32 contact hours.

DAA 2101 MODERN DANCE II ..... 1 credit
Prerequisite(s): DAA 1100 with a grade of "A" or "B" or permission of instructor. A continuation of DAA 1100, this course is geared toward intermediate-level combinations of movement which promote the understanding of modern dance theory and technique. May be repeated for total of 6 credits. 32 contact hours.

DAA 2201 BALLET II ..... 1 credit
Prerequisite(s): DAA 1200 or permission of instructor. Continuation of DAA 1200, an intermediate course in classical ballet with emphasis on the balletic style. May be repeated for a total of 6 credits. 62 contact hours.

DAA 2501 JAZZ DANCE II ..... 1 credit
Prerequisite(s): DAA 1500 with a grade of "A" or "B" or permission of instructor. This course is a continuation of DAA 1500, geared toward intermediate level combinations of movement which promote the understanding of jazz dance theory and technique. May be repeated for a total of 6 credits. 32 contact hours.

DAA 2681 DANCE REPERTORY II ..... 1 credit
This course enables students of dance to earn academic credit for their participation in a public dance presentation. Through intensive rehearsal and performance experiences the student will acquire skills in movement, human understanding, cooperation and self-discipline. Some touring experiences may be provided. Audition or permission of instructor required. Four hours per week is the minimum requirement during rehearsal times. Additional hours may be required during production weeks. May be repeated for a total of 6 credits. Four hours per week is the minimum requirement during rehearsal times.

DAN 1768 APPLIED LESSONS IN ALEXANDER TECHNIQUE ..... 1 credits
Private instruction. No audition required. This course includes elementary Alexander techniques, basic elements of kinesthetic awareness and injury prevention. In addition to learning the basic principles of proper body alignment, students will recognize and release habits of movement and thinking that cause tension and hinder movement. In addition, this course will include a study of anatomy and body alignment, the writings of F. M. Alexander and others related to the Alexander Technique. No experience is necessary for the successful completion of the class. May be repeated for a total of 6 credits. 16 contact hours.

DEH 1000 INTRODUCTION TO DENTAL HYGIENE ..... 2 credits
Prerequisite(s): Admission to the Dental Hygiene Program. Corequisite(s): DES 1020, DES 1020L. This course is designed to acquaint the student with the role of a dental hygienist and provide the background information and knowledge necessary to function in subsequent clinical dental hygiene courses. 32 contact hours.

DEH 1003 DENTAL HYGIENE I ..... 2 credits
Prerequisite(s): DEH 1000 with a grade of "C" or better, DES 1020 with a grade of "C" or better, DES 1020L with a grade of "C" or better. Corequisite(s): DEH 1003L. This course is designed to provide the student with knowledge of the basic principles of instrumentation, instrument design, and fundamental skills necessary to perform in subsequent clinical dental hygiene courses. 32 contact hours.

DEH 1003L DENTAL HYGIENE I CLINIC ..... 4 credits
Prerequisite(s): DEH 1000 with a grade of "C" or better and DES 1020 with a grade of "C" or better and DES 1020L with a grade of "C" or better. Corequisite(s): DEH 1003. This course is designed to apply the basic principles of instrumentation, instrument design, and fundamental dental hygiene skills in a clinical setting; the method of instruction is competency-based and individually guided. Two four-hour clinics weekly. 120 contact hours.

DEH 1130 ORAL HISTOLOGY AND EMBRYOLOGY ..... 2 credits
Prerequisite(s): BSC 2086 with a grade of "C" or better, BSC 2086L with a grade of "C" or better, DES 1020 with a grade of "C" or better and DES 1020L with a grade of "C" or better. This course is a comprehensive study of the specific tissues and cells comprising the anatomical parts of the oral cavity and an investigation of the embryonic development of these tissues and related facial and oral structures. 32 contact hours.

DEH 1710 BIOLOGICAL CHEMISTRY AND APPLIED NUTRITION ..... 2 credits
Prerequisite(s): BSC 2086 and BSC 2086L both with a grade of "C" or better. This course presents the biochemical aspects of nutrition and an overview of organic chemistry as applied to the practice of dentistry. Included are basic principles of nutrition, knowledge of the principle nutrients in foods and their utilization by the body. Emphasis will be placed on the practical aspects of nutritional counseling and the control of oral disease. 32 contact hours.

DEH 1720 PREVENTIVE DENTISTRY ..... 1 credit
Prerequisite(s): DEH 1000 with a grade of "C" or better. This course is designed for the dental hygiene student to develop knowledge of oral physiotherapy aids and methods for health promotion and disease prevention. 17 contact hours.

DEH 1800 DENTAL HYGIENE II ..... 2 credits
Prerequisite(s): DEH 1000 with a grade of "C" or better, DEH 1003 with a grade of "C" or better and DEH1003L with a grade of "C" or better. Corequisite(s): DEH 1800L. This course is designed to further the student's knowledge of dental hygiene practice including ultrasonic instrumentation, theory and technique of instrument sharpening, dental hygiene care planning, dental charting and patients with special needs. 32 contact hours.

DEH 1800L DENTAL HYGIENE II CLINIC ..... 4 credits
Prerequisite(s): DEH 1003 with a grade of "C" or better and DEH 1003L with a grade of "C" or better. Corequisite(s): DEH 1800. This course will provide clinical experience in total patient care. Emphasis will be placed on instrumentation, radiographic techniques, patient education, and treatment planning. 12 clinical hours weekly.

DEH 2300 DENTAL PHARMACOLOGY ..... 2 credits
Prerequisite(s): DEH 1800 with a grade of "C" or better. This course will provide students the basic concepts in general pharmacology including drug classifications, interactions, indications and contraindications. It surveys drugs commonly encountered in the dental office with a special emphasis given to drug actions affecting dental treatment procedures. 32 contact hours.

DEH 2400 GENERAL AND ORAL PATHOLOGY ..... 2 credits
Prerequisite(s): DES 1020 with a grade of "C" or better, DES 1020L with a grade of "C" or better. This course provides principles of general pathology in relationship to the diseases of the teeth, soft tissues, supporting structures of the oral cavity, and peri-oral tissues. The importance of recognition of normal and abnormal conditions in the head and neck by the dental hygienist is emphasized. 32 contact hours.

DEH 2602 PERIODONTICS I ..... 2 credits
Prerequisite(s): MCB 2010, MCB 2010L, DEH 1130, DES 1020 and DES 1020L, all with a grade of "C" or better. Corequisite(s): DEH 1800, DEH 1800L, MCB 2010 and MCB 2010L. This course is a comprehensive study of the etiology, assessment, classification, and treatment of periodontal diseases, and the maintenance of the periodontal patient. The dental hygienist's role in the assessment and treatment modalities will be emphasized. 32 contact hours.

DEH 2604 PERIODONTICS II ..... 2 credits
Prerequisite(s): DEH 2602. This course will encompass the study of periodontal risk factors, assessments, therapies, and the dental hygienist's role in risk assessment and treatments. The utilization of case studies and research in discussing evidence-based care planning will be presented. 32 contact hours.

DEH 2701 COMMUNITY DENTAL HEALTH..... 2 credits
Prerequisite(s): DEH 2802L with a grade of "C" or better. This course is an introduction to the study of attitudes, skills and behaviors pertinent to dental health and the prevention of dental disease through organized community-based programs. Students will be responsible for developing a preventive oral health program using assessment, planning, implementation and evaluation procedures and will be able to critique research articles and understand all aspects of dental public health. 32 contact hours.

DEH 2702C COMMUNITY DENTAL HEALTH PRACTICUM..... 1 credit
Prerequisite(s): DEH 2701 with a grade of "C" or better. This practicum provides the student with the opportunity to apply the principles of public and community dental health. Project implementation and evaluation will be included. 32 contact hours.

DEH 2802 DENTAL HYGIENE III ..... 1 credit
Prerequisite(s): DEH 1800 and DEH 1800L with grades of "C" or better. This course is designed to expand students' knowledge of dental hygiene practice including special needs patients, expanding functions and various adjunctive services. 32 contact hours.

DEH 2802L DENTAL HYGIENE III CLINIC..... 3 credits
Prerequisite(s): DEH 1800 and DEH 1800L with grades of "C" or better. This course will provide ongoing clinical experience in total patient care. Instrumentation, radiographic skills, patient education and treatment planning will again be emphasized. 135 clinical contact hours.

DEH 2804L DENTAL HYGIENE IV CLINIC..... 4 credits
Prerequisite(s): DEH 2802L with a grade of "C" or better. This course will provide ongoing experience in total patient care. Treatment parameters will be increased to include gingival curettage and expanded functions as well as treating patients with special needs. 12 clinic hours/180 contact hours.

DEH 2806L DENTAL HYGIENE V CLINIC..... 5 credits
Prerequisite(s): DEH 2804L with a grade of "C" or better. This course will enable the student to incorporate all the techniques and treatment modalities previously acquired. Emphasis will be placed on quality improvement, speed and professional decision making in rendering dental hygiene services. Clinical 15 hours weekly/225 contact hours.

DEH 2812 DENTAL HYGIENE IV..... 2 credits
Prerequisite(s): DEH 2802 with a grade of "C" or better. Corequisite(s): DEH 2806L. This course is designed to provide knowledge of professional ethics and legal responsibilities, professional organizations, state dental practice acts and continuing education regulations and requirements. Dental office management will be introduced to provide dental hygiene students with the business and professional skills necessary to practice in an office and/or alternate practice setting. 32 contact hours.

DEH 2930 DENTAL HYGIENE TOPICS ..... 2 credits
Prerequisite(s): DEH 2804L or program director's approval. This course will review the content and topics for state and national licensure for dental hygiene. 32 contact hours.

DEP 2004 DEVELOPMENTAL PSYCHOLOGY OF THE LIFE SPAN..... 3 credits
Prerequisite(s): PSY 1012 or PSY 1020H. This course is a study of human development from conception to death. Emphasis is on the ongoing changes which result from the interaction of inherited and environmental factors, and on the uniqueness of the individual. The course examines the ways in which age, gender, ethnicity and race affect development. This course has a substantial writing requirement. 47 contact hours.

DEP 2102 CHILD DEVELOPMENT..... 3 credits
Prerequisite(s): PSY 1012 or PSY 1020H. This course is an in-depth study of the development of children from conception through adolescence. It includes the major theories, research methodology, genetic and environmental influences, and stages and domains of development. Consideration is given to gender, cultural, and ethnic influences on development. This course has a substantial writing requirement. 47 contact hours.

DES 1020 OROFACIAL ANATOMY..... 2 credits
Prerequisite(s): Admission to the Dental Hygiene Program. Corequisite(s): DEH 1000 and DES 1020L. This course is the study of skeletal, muscular, circulatory, nervous and glandular structures of the head, neck and oral cavity. Also included is the study of macroscopic anatomy and morphology of the hard and soft tissues of the oral cavity. 32 contact hours.

DES 1020L OROFACIAL ANATOMY LABORATORY ..... 1 credit
Prerequisite(s): Admission to the Dental Hygiene Program. Corequisite(s): DES 1020. This course is designed to enable students to identify and reproduce the teeth and orofacial structures, including morphology of hard and soft tissues of the oral cavity, head and neck, and their surrounding structures. Experience with clinical examination of these structures is also included. 45 contact hours.

DES 1200 DENTAL RADIOGRAPHY..... 2 credits
Prerequisite(s): DES 1020, DES 1020L with grades of "C" or better. Corequisite(s): DES 1200L. This course provides the fundamental background and theory for the safe and effective use of x-radiation as it relates to dentistry. It encompasses the history of x-rays, production and uses of radiation, dental radiographic film, exposure factors, interpretation of dental radiographs, and radiation hygiene. 32 contact hours.

DES 1200L DENTAL RADIOGRAPHY LABORATORY ..... 1 credit
Prerequisite(s): DES 1020, DES 1020L, DEH 1000 with grades of "C" or better. Corequisite(s): DES 1200. In this laboratory course, emphasis is placed on proficiency in exposing diagnostically acceptable dental radiographs. Laboratory sessions provide experience in the use of x-ray machines, various exposure projections and techniques, processing, mounting, interpreting and critiquing dental radiographs. 45 contact hours.

DES 1601 EMERGENCIES IN DENTAL HYGIENE..... 1 credit
Prerequisite(s): Admission to the Dental Hygiene program. This course is designed to provide students with an understanding of basic dental medical emergencies. Special emphasis will be placed on etiology, sign, treatment and prevention of emergencies in the dental hygiene environment. 16 contact hours.

DES 2100 DENTAL MATERIALS..... 2 credits
Prerequisite(s): DEH 1003 and DEH 1003L with grades of "C" or better. Corequisite(s): DES 2100L. This course is a study of the chemical, physical and biological properties of materials used in dentistry, as well as their manipulation and utilization. 32 contact hours.

DES 2100L DENTAL MATERIALS LABORATORY .....1 credit
Prerequisite(s): DEH 1003 and DEH 1003L with grades of "C" or better. Corequisite(s): DES 2100. This course is a practical, hands-on approach to dental materials to enhance the students' understanding of the physical and chemical properties of the materials. 45 contact hours.

DIG 1710 INTRODUCTION TO GAME DEVELOPMENT PROGRAMMING ..... 3 credits
Prerequisite(s): CGS 1000 or permission of program administrator. This course explores programming as it relates to game development. The students will develop programming skills necessary to create simple game programs in one or more programming languages. This course includes a survey of programming languages that could be used for game development. The students will develop problem solving skills necessary to become competent in the design of computer game programs. 47 contact hours.

DIG 2000 INTRODUCTION TO DIGITAL MEDIA..... 3 credits
Prerequisite(s): Computer competence. This is a survey course designed to introduce the concepts of digital multimedia. Students will explore the path of contemporary digital design, highlighting the importance of process, innovation and communication. Students will be introduced to the history, principles and processes associated with digital media and designing for digital media, with emphasis on production. Students will be exposed to different areas of multimedia that include text, images, audio, video, various software programs, and animation. Students will have the opportunity to manipulate text, capture images, edit audio, create video, and design simple animations. Students will combine the components to design and develop several digital media presentations. 47 contact hours.

DIG 2030 SURVEY OF DIGITAL VIDEO ..... 3 credits
Prerequisite(s): CGS 1070 or permission of instructor. This course introduces the student to the foundational concepts of digital video. Topics to be covered include video basics, digital video (DV) technology, system configuration, the development process, editing, production, effects and presentation. A variety of digital video development tools will be explored. The course also delves into alternative applications of the technology behind the medium, and looks at the past and the future in the hopes of gleaning more insights into what is fast-becoming a major growth area of the worldwide entertainment industry. 47 contact hours.

DIG 2040 SURVEY OF GAME DEVELOPMENT..... 3 credits
Prerequisite(s): CGS 2525 or permission of instructor. This course is an introductory overview of the electronic game development process and underlines the historical context, content creation strategies, and future trends in the industry. The course will also explain how games are produced, tested and released. The student will create several documents related to developing storylines and characters. To become more familiar with the gaming industry, the student will be required to play and analyze several contemporary games. Different gaming genres will be explored to help understand various strategies and levels. In addition, this course will explore the entertainment market and gaming career fields. 47 contact hours.

DIG 2091 LEGAL ISSUES IN MEDIA DEVELOPMENT ..... 2 credits
Prerequisite(s): CGS 1070 or instructor's permission. This course will explore the most important aspects of intellectual property law, particularly copyright law, and their relationships to multimedia production. The course will explore ethical issues relating to both content and distribution of such productions. 32 contact hours.

DIG 2100 WEB DESIGN I ..... 3 credits
Prerequisite(s): Computer competence and knowledge of Internet use. This course introduces basic concepts, issues and techniques related to designing, developing and deploying Web sites using current Web standards. During the course, students will explore Web design, HyperText Markup Language (HTML), Extensible Hypertext Markup Language (XHTML) and Cascading Style Sheets (CSS). Students will author World Wide Web sites using markup and development software. Students will be introduced to Web design theory by focusing on various concepts such as layout, typography, color theory, and usability. This course places a heavy emphasis on individual page design and layout. Current mobile Web design trends will also be explored. The students will have the opportunity to develop and publish a Web site from initial concept to publication.47 contact hours.

DIG 2105 WEB 2.0 AND SOCIAL MEDIA..... 3 credits
Prerequisite(s): COP 2823 or permission of program administrator. This course is designed to explore the current technologies associated with Web 2.0 and Social Media. Topics to be covered include Social Networking, Real Simple Syndication (RSS), Tagging, Consumer Generated Content (CGS), Blogs, Wikis, and Podcasting. Student knowledge in the historical perspectives, prevailing definitions and industry-wide applications of Web 2.0 and Social Media tools will be extended. 47 contact hours.

DIG 2109 DIGITAL IMAGING FUNDAMENTALS ..... 3 credits
This course is a foundation course in computer-aided graphics. This course addresses techniques, applications, formats and concepts necessary to build graphics to be used in digital media presentations. Software used by professional media developers to create images for digital media applications will be used in this class. 47 contact hours.

DIG 2115C DIGITAL IMAGING..... 3 credits
Prerequisite(s): GRA 1100C or permission of program administrator. This is a computer-based course designed to develop the students' skills in digital image editing. Students will learn through the use of the computer how to create, edit and manipulate digital images from scanned photographs and artwork. Students will utilize retouching techniques to modify, enhance and reshape images, apply special effects, adjust color balance, do file management, and prepare their work for print output and electronic presentation. 92 contact hours.

DIG 2116 ADVANCED DIGITAL IMAGE EDITING ..... 3 credits
Prerequisite(s): CGS 1821 or permission of program director. This course explores advanced bitmapped image processing techniques. Students will learn how to prepare images for various output venues, including print, Web and multimedia publishing. Projects focus on resolution, color management, image and texture creation, and special effects. Software used by professional media developers to create images for digital media applications will be used in this class. 47 contact hours.

DIG 2117 ADVANCED DIGITAL IMAGE RENDERING ..... 3 credits
Prerequisite(s): GRA 1206C or permission of program director. This course explores advanced vector image processing techniques. Students will learn how to prepare images for various output venues, including print, Web and multimedia publishing. Students will learn through the use of the computer how to create, select, manipulate and arrange graphic objects used in advanced computer illustrations. Projects focus on design, color management, image and texture creation, and special effects. Software used by professional media developers to create images for digital media applications will be used in this class. 47 contact hours.

DIG 2132 ELECTRONIC MEDIA DESIGN..... 3 credits
Prerequisite(s): GRA 1206C and ART 1300C or permission of program director. This course expands the students' understanding and process of graphic problem solving as related to electronic media. Through the use of graphic software applications, the student will

develop the essential correlation of form and content as it relates to the visualization of creative design solutions. Students will build upon skills learned in prerequisite courses and will select and apply various techniques appropriate for dynamic image creation. Students will research and analyze clients' needs and goals, and apply the design process to develop successful communication solutions. Students will devise and produce digital graphic creations that emphasize the effective use of layout, design, typography, and digital graphic techniques to solve specific communication challenges unique to the digital design industry. 47 contact hours.

DIG 2141 ENCODING AND STREAMING MEDIA..... 3 credits
Prerequisite(s): DIG 2030, COP 2823. This course will explore one of the Internet-based technologies, streaming media. Students will explore the basic concepts of streaming media development through the use of industry standard streaming software and hardware. Topics to be covered include streaming basics, capturing, encoding and presentation. 47 contact hours.

DIG 2200 BASIC VIDEO CAMERA..... 3 credits
Prerequisite(s): DIG 2030 or permission of program administrator. This is a video production course designed to introduce the concepts of basic videography. Students will be exposed to different types of pro-sumer video cameras, composition styles, lighting techniques and safety concerns. Students will have the opportunity to learn hands-on, how to operate digital and analog television cameras. They will learn to combine all of these aspects of production into shooting professional videotape for edited video presentations. 47 contact hours.

DIG 2205 BASIC VIDEO EDITING ..... 3 credits
Prerequisite(s): DIG 2030 or permission of program director. This course introduces the student to the basic working concepts of the art of editing through the use of a non-linear video editing system. Topics to be covered include: capturing both digital and analog video, organizing a new project, storing video clips, explaining the browser, viewer, canvas and timeline. Students will experience hands on instruction in the use of the above elements, which will result in the ability to log and capture, edit with straight cuts and simple effects, and output the final product to tape. Students will also be exposed to some of the more advanced features of an editing program including special effects, composing, text and titling. 47 contact hours.

DIG 2251 SOUND FOR MEDIA..... 2 credits
Prerequisite(s): CGS 1070 or permission of Dean. This course is designed to introduce tools for music and sound exploration in the areas of Web, video, animation and video games. Students will develop knowledge of basic digital audio concepts, audio processing principles, basic Musical Instrument Digital Instrument (MIDI) concepts, plus digital audio and MIDI processing and production as relates specifically to the field of multimedia. All areas of course content will be applied to practical applications through project-oriented assignments. 32 contact hours.

DIG 2284 ADVANCED VIDEOGRAPHY..... 3 credits
Prerequisite(s): Permission of program director. This is a capstone course. This is a video production course designed to introduce the concepts of advanced videography. Students will be exposed to different types of pro-sumer video cameras, composition styles, lighting techniques and safety concerns. Professional video editing skills will also be taught. Special emphasis will be given to creating complicated video projects with fixed deadlines. Before course completion, students will be able to demonstrate an ability to organize, video tape, and edit complicated video productions for on-air or large presentation purposes. 47 contact hours.

DIG 2290 STUDIO PRODUCTION AND DIRECTION..... 3 credits
Prerequisite(s): DIG 2030 or permission of the Dean. This course is an advanced studio television course expanding on the established general production skills acquired in DIG2030. The course will introduce the student to theory, terminology, and operation of video production equipment in a television control room and studio environment, including broadcast studio cameras, digital studio production switcher, character generator console, digital audio mixer, videotape recorders, production microphones, studio lighting and lighting board operation, and basic engineering concepts of camera control units, time based correctors, and calibration through waveform and vectorscope monitors. Content includes real time camera movements and the process of producing and directing studio productions facilitated through team engagement. Special effects will be demonstrated including chroma-key, wipes and dissolves. The fundamentals of studio scripting, pre-production planning and set and lighting design for studio productions will be covered within a digital production environment. 47 contact hours.

DIG 2302 INTRODUCTION TO 3D ..... 3 credits
Prerequisite(s): DIG 2109. This introductory course explores the basic concepts of 3D computer animation using industry standard software. The students will investigate the basic methods of modeling, shading, and texturing. Learning to create light and shadows in a scene will also be analyzed. The students will develop skills necessary to control the process of rendering and turning the images into files that can be viewed. In this course, students will understand the practice of making objects behave as if controlled by the real-world law of physics. Finally, critical thinking skills are necessary to master this skill. Assignments will be implemented throughout this course to reinforce this important skill. 47 contact hours.

DIG 2312 ACTIONSCRIPT ..... 3 credits
Prerequisite(s): CGS 1874 and CGS 1000. This advanced course is designed to introduce students to programming in Flash. Students will extend their skills beyond Flash animation and design to learn the techniques and components necessary to script Rich Internet Applications (RIA). Students will learn basics of Object-Oriented Programming (OOP) and how to create interactive multimedia presentations that consume and manipulate text data, audio, and video. 47 contact hours.

DIG 2360 ADVANCED ADOBE FLASH..... 3 credits
Prerequisite(s): CGS 1874. This course is designed to extend the knowledge gained in Basic Animation and/or Introduction to Flash. Topics to be covered include advanced graphic design, advanced navigation, complex interactivity, scripting for animation, utilizing variables, processing data and an introduction to integrating projects with other applications. Students will be exposed to advanced topics in animation. Student knowledge in the application of the industry standard animation tool, Adobe Flash, will be extended. 47 contact hours.

DIG 2364 3-D ANIMATION FOR GAME DEVELOPMENT..... 3 credits
Prerequisite(s): DIG 2430 or permission of program administrator. This course explores three-dimensional (3-D) animation as it relates to game development. The students will develop skills necessary to create character animation and motion. This course includes an in-depth analysis of a variety of 3-D skills such as compositing, modeling, animating, texturing, lighting and rendering using industry standard software programs. In addition, the students will develop the problem solving skills necessary to become competent in the area of 3-D design as related to game development. 47 contact hours.

DIG 2410 BASIC SCRIPTING FOR VIDEO ..... 3 credits
Prerequisite(s): DIG 2030 or permission of program director. This course introduces the student to the basic concepts of writing for visual media. Topics to be covered include understanding different visual presentations, the stages of script development, developing creative concepts, differences between fictional and non-fictional narratives, writing for multiple formats and writing for nonlinear programs for digital media. 47 contact hours.

DIG 2430 STORYBOARDING AND CONCEPTUALIZING FOR GAME CREATION..... 3 credits
Prerequisite(s): ART 2370 and DIG 2040 or permission of program administrator. This course is an introductory overview of the foundation of game creation, storyboarding, conceptualizing, and the tools necessary in finalizing the development of a game. Specific areas include: game layout charts, storyboards, level layouts, environment illustrations, character designs, models sheets, and Graphical User Interface (GUI) designs. The course will introduce several 3-D programs to aid in the creation of 3-D concept art. 47 contact hours.

DIG 2500 FUNDAMENTALS OF INTERACTIVE DESIGN ..... 3 credits
Prerequisite(s): CGS 1827 or permission of program administrator. This course studies the implementation of the foundations of interactive media including user-interface design concepts, optimization/performance issues, resources and tools. The students combine audio, video, imaging, animation, and other media formats to construct an interactive product using industry-standard software. 47 contact hours.

DIG 2545 MEDIA PLANNING..... 2 credits
Prerequisite(s): CGS 2525. This course introduces the student to various components of pre-production planning as it relates to producing Digital Media projects. The student will explore and develop assorted components and apply skills to determine knowledge by writing and creating rudimentary pre-production plans. 32 contact hours.

DIG 2560 PLANNING AND MANAGEMENT OF DIGITAL MEDIA AUTHORING ..... 3 credits
Prerequisite(s): DIG 2545, DIG 2360, DIG 2285. This course identifies the production pipeline of a digital project's workflow. It identifies and synthesizes the skills learned in the prerequisite courses to step through the developmental process. Students will research and analyze clients' needs and goals, and apply the pre-production and production process to develop effective solutions. Students will build a production book, budget, and a production schedule after completing the production process of a digital media and/or web presentations that utilize layout, design, graphic, digital media, and typography techniques to solve specific project challenges. The course will emphasize the complete phase of the production pipeline by following an actual project from conception through production. 47 contact hours.

DIG 2580 DIGITAL MEDIA PORTFOLIO ..... 1 credit
Prerequisite(s): Permission of program administrator. This course is designed to develop students' strategies for exploring and creating a dynamic digital portfolio for the Internet, DVD, and CD-ROM. The student will explore current tactics and practices used to display their best works and showcase projects completed throughout the Digital Media program. Students will research sites, create a storyboard and prototype, analyze the audience, determine the mood, create a site, and upload to a server. Students will also explore and implement various current techniques for electronic self-promotion. This is a capstone course designed to be taken the last semester of study. 17 contact hours.

DSC 1001 INTRODUCTION TO UNDERSTANDING TERRORISM ..... 3 credits
Prerequisite(s): Permission of the program director. This course provides the students with an overview of terrorism and how it can affect business and private security. Students will learn the meaning of terrorism, its history, the types of terrorism, the weapons employed in terrorism, and what countermeasures a business, organization, or individual can employ against terrorism. 47 contact hours.

DSC 1002 DOMESTIC AND INTERNATIONAL TERRORISM ..... 3 credits
This course introduces participants to various aspects of domestic and international terrorist organizations. The student will be introduced to basic principles of terrorist investigations, domestic security threats, and the motivational factors and tactics that drive these organizations. The student will learn techniques for evaluating their own organizations vulnerability against attacks that involve chemical, biological, hazmat, radioactive, or sabotage. Students will learn the roles and responsibilities of state, local and federal agencies in terrorism investigations and responses. The course introduces participants to various aspects of domestic and international terrorist organizations. 47 contact hours.

DSC 1004 INTRODUCTION TO THE NRF & NIMS..... 3 credits
This course introduces participants to the National Response Framework (NRF), specifies how the resources of the Federal Government will work in concert with state, local, and tribal governments and the private sector to respond to Incidents of National Significance. The NRF is predicated on the National Incident Management System (NIMS). This course will show how the NRF and the NIMS provide a nationwide template for working together to prevent or respond to threats and incidents regardless of cause, size, or complexity. 47 contact hours.

DSC 1033 WEAPONS OF MASS DESTRUCTION..... 3 credits
This course introduces participants to various types of weapons of mass destruction. The student will be introduced to basic principles of weapons of mass destruction recognition, identification, decontamination, and treatment protocols. The student will understand the importance of personal protective equipment and its proper uses and understand the toxicology, physical, and chemical properties associated with weapons of mass destruction. 47 contact hours.

DSC 1222 PSYCHOLOGICAL MANAGEMENT OF WEAPONS OF MASS DESTRUCTION VICTIMS ..... 3 credits
This course introduces participants to a general overview of terrorism and the potential psychological effect of terrorist events on victims. It will also provide emergency responders with appropriate skills to use at the terrorist scenes to mitigate the psychological impact on the victims. The course will address the effects of terrorist events on the emergency responders themselves and offer specific techniques that the responders can use in responding to victims and other responders. 47 contact hours.

DSC 1552 CRITICAL INFRASTRUCTURE PROTECTION ..... 3 credits
This course introduces participants to the Critical Infrastructure Protection (CIP) process that is used to protect the people, physical entities, and cyber systems that are critical to many facilities. This course will guide students in the systematic protection of critical infrastructures. In addition, the course will introduce decision sequences that assist current and future leaders in determining the degree and type of protection necessary for various facilities. The course will introduce a time-efficient and resource-restrained practice that ensures the protection of only those infrastructures upon which survivability, continuity of operations, and mission success depend. 47 contact hours.

DSC 1562 HOMELAND SECURITY THREAT STRATEGY..... 3 credits
This course deals with the problem of terrorism from a criminal justice perspective. It is designed to provide students with an understanding of the major issues associated with responding to terrorism in a democratic society. The course focuses on the threat of Terrorism to the United States. The course will review specific strategies used to deter terrorist threats to the United States. The course will also assess the relative effectiveness of anti terrorist activities. 47 contact hours.

DSC 1631 TERRORISM RESPONSE PLANNING..... 3 credits
This course introduces participants to various aspects of planning for potential terrorist activity. The student will be introduced to basic principles of emergency management, communications, security threats, and the effects these operations may have on personnel. The student will learn techniques for evaluating various operations for vulnerabilities to terrorist attacks. Students will gain knowledge of the roles and responsibilities of local agencies, federal agencies, and private seaport and maritime businesses during terrorism planning and response. 47 contact hours.

DSC 1751 HOMELAND SECURITY POLICY AND LAW..... 3 credits
This course introduces participants to the major debates about balancing democratic freedoms with security – from the Patriot Act to Supreme Court decisions on detention powers. The course provides insight into legal strategies necessary to confront ongoing national security threats. The course examines laws designed to preserve both our security and our democratic way of life. 47 contact hours.

DSC 2232 MARITIME SECURITY AWARENESS..... 3 credits
In this course, students will explore the maritime environment which includes seaports, port terminals, the shipping industry, and sea vessels. Students will examine seaports as an integral part of America's intermodal transportation system and America's economic system. Maritime Security Awareness provides students with information on security issues related to seaports and seaport users as valuable assets in protecting American seaports. The course will also discuss risks that threaten the maritime environment. Regulations, equipment, and procedures designed to mitigate risks to the maritime environment will also be analyzed. The role of different entities in seaport security and the maritime environment will be defined. 47 contact hours.

DSC 2233 ADVANCED MARITIME SECURITY..... 3 credits
Prerequisite(s): DSC 2232. This course will continue to introduce the student to the multifaceted elements of the maritime environment including day to day operations and security procedures used to help mitigate or prevent terrorism or criminal activity in a seaport environment. The student will learn techniques to evaluate and understand the processes and systems required to develop and maintain a secure maritime environment. The scope of the maritime environment includes seaports, port terminals, the shipping industry, and sea vessels. The student will also be exposed to the various internal and external influences on the security of the marine environment. 47 contact hours.

DSC 2242 INTRODUCTION TO INTERMODAL SUPPLY CHAIN SECURITY..... 3 credits
This course introduces students to global supply chains and intermodal transportation systems. Intermodal is a term that refers to the movement of containerized freight across various transportation modes such as a ship, train, or truck. This course covers the threats to these systems, their vulnerabilities and potential for terrorist attacks, and the measures being undertaken to secure them. 47 contact hours.

College Preparatory Credits (0000 designations) may not be used toward graduation credits.

EAP 0200 BASIC LISTENING/SPEAKING..... 3 credits
This course is offered to students with an appropriate score on the standardized placement test for ESL. The course develops the students' ability to comprehend spoken English at a normal rate of speech and to express themselves accurately in a variety of situations. Emphasis is on listening for content, intonation, and rhythm patterns, imitating native speakers of English, and choosing appropriate expressions to handle everyday social encounters. 62 contact hours. (NOTE: Credit received for EAP 0200 cannot be used toward graduation.)

EAP 0295 BASIC ENGLISH AS A SECOND LANGUAGE I..... 9 credits
This course is offered to students with an appropriate score on the standardized placement test for ESL. This course is for non-native speakers of English and is the first of the five ESL courses in written English. It is designed to develop skills in vocabulary, reading, grammar, and writing. In this course, students develop writing skills in the context of guided discourse on personal topics with an emphasis on logical thought and mechanics, and they learn to control basic grammatical structures and statement/question patterns. They also develop the ability to comprehend written text appropriate to this level with emphasis on developing reading skills and vocabulary. A variety of American and cross-cultural topics is discussed. (NOTE: Credit received for EAP0295 cannot be used toward graduation.) 137 contact hours.

EAP 0300 INTERMEDIATE LISTENING/SPEAKING I..... 3 credits
Prerequisite(s): EAP 0200 or an appropriate score on the standardized placement test for ESL. In this course students will further develop the ability to comprehend spoken English and to express themselves more accurately and fluently on a variety of social and academic topics. They develop speaking and listening skills necessary for participating in classroom discussions with an emphasis on clarification through rewording and asking questions. Emphasis is on active listening for discrete points and main ideas and summarizing. 62 contact hours. (NOTE: Credit received for EAP 0300 cannot be used toward graduation.)

EAP 0395 BASIC ENGLISH AS A SECOND LANGUAGE II..... 9 credits
Prerequisite(s): EAP 0295 or an appropriate score on the standardized placement test for ESL. This college preparatory course for non-native speakers of English is the second of the five ESL courses in written English. It is designed to develop skills in vocabulary, reading, grammar, and writing. A variety of American and cross-cultural topics is discussed. (NOTE: Credit received for EAP0395 cannot be used toward graduation.) 137 contact hours.

EAP 0400 INTERMEDIATE LISTENING / SPEAKING II..... 3 credits
Prerequisite(s): EAP 0300 or an appropriate score on the standardized placement test for ESL. In this course students will continue to develop speaking and listening skills necessary for participation in classroom discussions, oral presentations, and an introduction to critical listening skills. Emphasis is on active listening for discrete points and main ideas, note taking, summarizing, and giving prepared and extemporaneous speeches. 62 contact hours. (NOTE: Credit received for EAP 0400 cannot be used toward graduation.)

EAP 0495 INTERMEDIATE ENGLISH AS A SECOND LANGUAGE..... 9 credits
Prerequisite(s): EAP 0395 or an appropriate score on the standardized placement test for ESL. The third of five ESL courses, this college preparatory course is

designed to enhance basic skills in reading, writing, structure, and vocabulary building. Students develop the ability to write more sophisticated structured academic paragraphs in various rhetorical modes and execute other academic writing tasks. They continue to develop academic reading abilities, including texts on contemporary and literary topics with an emphasis on extensive reading and the enhancement of critical reading skills. They also develop the ability to use intermediate-level grammatical structures appropriate to classroom discussion, oral presentation and the writing of more sophisticated academic paragraphs with an emphasis on increased accuracy. Group interaction, critical thinking skills, and appreciation of cultural differences in learning approaches are incorporated in instructional techniques. (NOTE: Credit received for EAP0495 cannot be used toward graduation.) 137 contact hours.

EAP 1500 ADVANCED LISTENING/SPEAKING ..... 3 credits
Prerequisite(s): EAP 0400 or an appropriate score on the standardized placement test for ESL. Students enhance their aural comprehension skills in both academic and social settings by listening to taped lectures and news broadcasts, radio and television shows, and guest speakers. They develop communication, organization and pronunciation skills necessary for effective academic presentation and discussion with an introduction to lecture note taking. Emphasis is also placed on accent reduction as students focus on sound discrimination and oral production of English. Oral communication skills are further developed as students practice interviewing, summarizing, and giving presentations and take part in group problem-solving activities. (A total of 12 credits from EAP1695 and EAP1500 can be used for graduation credit.)Only these 2 courses (EAP1500 and EAP1695) count as credits in GPA and graduation. 62 contact hours.

EAP 1501 ENGLISH PRONUNCIATION ..... 3 credits
Prerequisite(s): EAP 0400 or an appropriate score on the standardized placement test for ESL or by permission of the program director. This course is designed to improve students' pronunciation of American English, including stress, rhythm, and intonation. Students analyze the phonetic structure of vowel and consonant sounds and practice correctly pronouncing sounds and patterns in context. 47 contact hours.

EAP 1595 ADVANCED ENGLISH AS A SECOND LANGUAGE I ..... 9 credits
Prerequisite(s): EAP 0495 or an appropriate score on the standardized placement test for ESL. The fourth of five ESL courses, this college preparatory course is designed to enhance advanced skills in reading, writing, structure, and vocabulary building. Students develop the ability to write structured academic essays with an emphasis on accuracy and cohesiveness and execute other academic writing tasks. They develop the ability to comprehend lengthier texts on diverse academic topics by applying appropriate reading strategies, and they develop the ability to use complex grammatical structures appropriate to effective academic discourse, including discussions and essays. Group interaction, critical thinking skills, and appreciation of cultural differences in learning approaches are incorporated in instructional techniques. 137 contact hours. (NOTE: Credit for EAP 1595 cannot be used toward graduation.)

EAP 1695 ADVANCED ENGLISH AS A SECOND LANGUAGE II ..... 9 credits
Prerequisite(s): EAP 1595 or an appropriate score on the standardized placement test for ESL. As the last course in English as a Second Language, this component is designed to increase and refine skills in reading speed, comprehension and retention; in writing organization, fluency, clarity and style; and in understanding and applying advanced grammatical concepts to enhance both comprehension and expression in English. Group interaction, critical thinking skills and appreciation of cultural differences in learning approaches are incorporated in instructional techniques. (A total of 12 credits from EAP1695 and EAP1500 can be used for graduation credit.)Only these 2 courses (EAP1500 and EAP1695) count as credits in GPA and graduation. 137 contact hours.

EAP 1696L ESL LABORATORY ..... 1 credit
Corequisite(s): ENC 1101. This course is a learning support laboratory for ESL students who have successfully completed EAP1695 Advanced English as a Second Language with a letter grade of "C" or who have permission of the Program Director. The laboratory will assist students in identifying and correcting specific weaknesses in English language skills and composing skills. With individualized tutorial instruction, students will revise essays written for the corequisite course. Additional learning activities will be assigned as needed for review and reinforcement and must be completed satisfactorily. 32 contact hours.

ECO 2000 'G' INTRODUCTION TO ECONOMICS ..... 3 credits
Prerequisite(s): (ENC 0025 or ENC 0990 or ENC 0020) and (REA 0017 or REA 0990 or REA 0002) or EAP 1695 or satisfactory score on the SPC Placement Test. This course is designed to provide students with a general knowledge of the structure and function of economic systems with major emphasis on the American economy and its current economic problems. This course partially satisfies the writing requirements outlined in the General Education Requirements. 47 contact hours.

ECO 2013 'G' PRINCIPLES OF MACROECONOMICS ..... 3 credits
Prerequisite(s): ((ENC 0020 or ENC 0025) and (REA 0002 or REA 0017)) or EAP 1695 or appropriate score on the Placement Test. This is a course in economic principles involving the overall operation of the market economy. Particular attention will be given to the effects of aggregate demand and aggregate supply on the levels of output, employment, and prices. This course will also examine how the tools of fiscal and monetary policy may be used in dealing with macroeconomics problems such as unemployment, inflation and economic fluctuation. This course partially satisfies the writing requirements outlined in the General Education Requirements. Credit is not given for both ECO 2013 and Honors Macroeconomics. 47 contact hours.

ECO 2013H 'G' HONORS MACROECONOMICS ..... 3 credits
Prerequisite(s): Appropriate score on the SPC placement test or acceptance into the Honors College or approval of program director. In this course macroeconomic principles are used to analyze the operation of the market economy. The course will examine the effects of fiscal and monetary policies on aggregate demand and aggregate supply and consequently on the levels of output, employment, and prices. Emphasis will be placed on discussion of contemporary macroeconomic problems and issues. This course partially satisfies the writing requirements outlined in the General Education Requirements. Credit is not given for both ECO2013 and ECO2013H. 47 contact hours.

ECO 2023 'G' PRINCIPLES OF MICROECONOMICS ..... 3 credits
Prerequisite(s): (ECO 2013 or ECO 2013H) or (special permission of the program director.) This course is a study involving the theory of the business firm in the market economy. Major emphasis will be placed on the theory of price and output determination under different market situations, as well as consumer demand and behavior in market economies. This course partially satisfies the writing requirements outlined in the General Education Requirements. Credit is not given for both ECO2023 and ECO2023H. 47 contact hours.

ECO 2023H 'G' HONORS MICROECONOMICS ..... 3 credits
Prerequisite(s): Appropriate score on the SPC placement or acceptance into the Honors College or approval of program director. Microeconomic principles are used to analyze the operation of the market economy. The course will examine the theory of price and output determination under different market structures. Emphasis will be placed on discussion of contemporary microeconomic problems and issues. This course partially satisfies the writing requirements outlined in the General Education Requirements. Credit is not given for both ECO2023 and ECO2023H. 47 contact hours.

EDF 1005 INTRODUCTION TO EDUCATION..... 3 credits
This course is an introduction to the development and organization of the American educational system and profession. It examines historical, sociological, ethical and philosophical foundations of education. 47 contact hours, plus 15 hours of field experience under the supervision of a K-12 teacher certified in-field. This requires completion of a criminal offense review form as a condition for participation in the field experience component of the course. A student who has a criminal background precluding him or her from volunteering in a classroom may not be able to complete the field experience and may not receive credit for this course. 47 contact hours, plus 15 hours of field experience under the supervision of a K-12 teacher certified in-field.

EDF 2085 TEACHING DIVERSE POPULATIONS..... 3 credits
This course is designed to introduce prospective teachers to the issues involved in a multicultural approach for American educational systems. It reviews the significance of multicultural worldviews and examines changing demographic patterns which affect school populations, diverse perspectives which impact teaching and learning in educational systems, and effective instructional strategies for working with diverse student populations. 47 contact hours plus an additional 15 hours participation in a variety of multicultural experiences are required.

EDG 1319 PROFESSIONAL TECHNIQUES FOR CHILDHOOD DEVELOPMENT ..... 1 credit
This course is a series of modmester courses, each one on a topic of a specific interest to early childhood professionals. Among the topics offered are: Guidance and Discipline of the Young Child, The Creative Teacher, Play as Learning, Computers and Young Children, Understanding Violence in the Lives of Young Children and others as developed. Counts as Early Childhood Education credit with the Pinellas County License Board. A maximum of 3 credit hours per session. May be repeated for credit with a different topic. 16 contact hours per topic per credit.

EDP 2002 EDUCATIONAL PSYCHOLOGY..... 3 credits
Prerequisite(s): PSY 1012 or PSY 1020H. This course focuses on the psychological bases of educational theory and practice, and includes studies of the developmental characteristics of children, principles of learning as applied to the classroom and the nature and significance of individual differences. This course has a substantial writing requirement. 47 contact hours.

EEC 1223 OBSERVATION AND ASSESSMENT IN EARLY CHILDHOOD..... 3 credits
Prerequisite(s): EEC 1603. This course is a study of the theory and practice of observation and assessment of young children. Emphasis is on the use of various types of informal measurements along with the appropriate use of standardized assessments. Issues of professionalism including confidentiality, absence of bias, and ethical behaviors are addressed. 47 contact hours.

EEC 1308 EARLY CHILDHOOD PLANNING AND MANAGEMENT..... 3 credits
Prerequisite or corequisite(s): EEC 1603. This course is designed to give students practice in lesson planning, scheduling, and evaluating the activities of young children in early childhood care and education settings. This course requires 15 field experience hours in early childhood care and education settings. 47 contact hours.

EEC 1600 GUIDING THE YOUNG CHILD ..... 3 credits
This course is designed for parents and professionals who care for and work with young children. It examines the range of appropriate and acceptable behaviors, consistent limits, communication patterns and styles, and simple rules that clearly define behavioral approaches employed to guide young children in a variety of settings. 47 contact hours.

EEC 1602 BEHAVIORAL OBSERVATION AND SCREENING IN CHILD CARE ..... 1 credit
This course teaches observation and screening principles and skills to providers in the early childhood care and education field. Course content will assist the student in appropriately determining developmental levels, the need for formal developmental assessments or the need to make referrals for early intervention programs and specialized services. 17 contact hours.

EEC 1603 EARLY CHILDHOOD DEVELOPMENT ..... 3 credits
This course is the study of the physical, cognitive, and social-emotional developmental processes of children from conception to age eight. Emphasis is twofold: on understanding the sequential dynamics of growth, development, behavior and understanding the uniqueness of each child. 47 contact hours.

EEC 2002 FOUNDATIONS OF CHILD CARE AND EDUCATION ADMINISTRATION..... 3 credits
This course is designed to meet Florida educational requirements for the Foundational Level Child Care and Education Director Credential. The course content emphasizes the development of skills and a knowledge base for problem solving, planning, implementing and evaluating a quality child care and education program for child care administrators. 47 contact hours.

EEC 2271 INTRODUCTION TO WORKING WITH YOUNG CHILDREN WITH SPECIAL NEEDS ..... 3 credits
Prerequisite(s): EEC 1603.This course introduces the student to the study of young children, birth through five years of age, with special needs, within the context of their family unit. The content includes the study of possible causes of developmental delays, disabilities or established conditions; a historical overview of federal laws; understanding biases and attitudes toward children with disabilities and the recognition of the importance of early identification during critical periods of development. 47 contact hours.

EEC 2272 PRACTICES FOR WORKING WITH YOUNG CHILDREN WITH SPECIAL NEEDS IN INCLUSIVE SETTINGS ..... 3 credits
Prerequisite(s): EEC 2271. This course introduces the concept of inclusion of young children with special needs in early care and education settings. The course will present a model for effective inclusion; raise awareness of adult personal attitudes toward inclusive care and present theories of play development. Course content also includes the organization of the environment, provision of emergent literacy opportunities, management of challenging behaviors and the development of partnerships among parents, professionals and community agencies. This course requires 15 field experience hours in early childhood care and education settings serving young children with special needs. 47 contact hours.

EEC 2300 DEVELOPING COGNITIVE ACTIVITIES FOR YOUNG CHILDREN (MATH, LANGUAGE ARTS, SCIENCE, SOCIAL STUDIES, HEALTH)..... 3 credits
Prerequisite(s): EEC 1603. This course focuses on developing appropriate cognitive teaching and learning strategies for children from infancy to age eight. The student will examine methodological principles from the following curricula areas: mathematics, language arts, science, social studies, and health. This course requires 15 field experience hours in early childhood care and education settings. 47 contact hours.

EEC 2312 DEVELOPING CREATIVE ACTIVITIES FOR YOUNG CHILDREN..... 3 credits
Prerequisite(s): EEC 1603. This course focuses on developing appropriate creative teaching/learning strategies for children from infancy to age eight. The student will examine creative teaching/learning strategies form the following curricula areas: art, music/movement, language arts and socio-dramatic play. This course requires 15 field experience hours in early childhood care and education settings. 47 contact hours.

EEC 2500 CHILD DEVELOPMENT OVERVIEW ..... 1 credit
The focus of this course is to give the student a basic knowledge of developmental stages, behavior management, age appropriate activities and communication with families as related to childcare. 17 contact hours.

EEC 2521 CHILD CARE REGULATIONS..... 1 credit
The focus of this course is Florida child care laws, Department of Children and Families standards and local licensing requirements which build the framework for providing a safe and healthy environment for children in child care. 17 contact hours.

EEC 2523 LEADERSHIP AND MANAGEMENT OF CHILD CARE PROGRAMS ..... 3 credits
This course is designed to meet the State of Florida's requirements for one of four required college courses child care directors/administrators must take to earn an Advanced Level Child Care and Education Director Credential. Course design emphasizes the development of administrators' skills and knowledge related to organizational leadership and management. Course content includes staff development, evaluation, and retention; personnel policies and relationships; leadership, ethics, professionalism; and organizational structure and dynamics. 47 contact hours.

EEC 2907 EARLY CHILDHOOD EDUCATION INTERNSHIP ..... 3 credits
Prerequisite(s): This course must be taken during the student's last term in the program after completion of EEC 1603, EEC 1223, EEC 2300, EEC 2312, , EEC 1308, EEC 1600, EEC 2271 and program administrator approval. This course is a practicum experience in an early childhood care and education setting. Emphasis is on student interaction with young children under the supervision of the classroom teacher or center director. Class meets two hours per week in the classroom and a minimum of 60 hours in the child care setting is required. 90 contact hours.

EEC 2943 INSERVICE TRAINING: PREPARATION FOR NATIONAL CDA..... 3 credits
Prerequisite(s): EEC 1603. This is a course designed for teachers in the early childhood profession which aids in achieving the required competencies for the National Child Development Associate Certificate. Approximately 2 hours per week on campus classwork and 70 hours "on-the-job" work required.

EET 1015C DC CIRCUIT ANALYSIS WITH LAB ..... 4 credits
Prerequisite(s): MAT 1033, or appropriate score on the SPC placement test, or permission of the program director. This course will cover the direct current (DC) characteristics of electric and magnetic circuits, using Ohm's and Kirchhoff's laws, with the use of related theorems, including Thevenin, Norton, superposition, nodal and mesh equations, for solving DC circuits. The laboratory exercises cover the measurement and analysis of direct current (DC) circuits, including the verification of the related network theorems. 62 contact hours.

EET 1025C AC CIRCUIT ANALYSIS WITH LAB ..... 4 credits
Prerequisite(s): EET 1015C or permission of the program director. This course will cover the alternating current (AC) characteristics of electric circuits, using single or multiple sinusoidal voltage and current sources. The course content includes resistance, inductance, and capacitance components used in combination circuit configurations for analyzing current and voltage behavior. Topics include two port networks, three phase power systems, series and parallel resonance, complex harmonic waveforms, high frequency modeling, and power transformers. The laboratory exercises cover the measurement and analysis of alternating current (AC) circuits. 62 contact hours.

EET 1084C INTRODUCTION TO ELECTRONICS ..... 3 credits
This course provides an introduction to the basic fundamentals, terminology, and applications used in the electronics industry. The topic coverage will include circuit theory principles, electronic components, transistor usage, amplifiers, power supplies, digital logic techniques, and electronic instruments. This course will also include some basic laboratory exercises to strengthen the topic coverage as it pertains to basic measurement involving both analog and digital circuits. 47 contact hours.

EET 1205C ELECTRONIC INSTRUMENTATION ..... 1 credit
This course introduces the student to the basic measurement techniques employing electronic test equipment. The topics covered will include the principle of operation and usage of digital multimeters, function generators, pulse generators, frequency counters, oscilloscopes, and logic analyzers. 32 contact hours.

EET 2140C SOLID STATE ELECTRONICS WITH LAB..... 4 credits
Prerequisite(s): EET 1015C or permission of the program director. This course is a study of the characteristics in which active semiconductor devices are operated in their linear ranges. The areas of coverage include semiconductor diodes, bipolar junction transistors, field effect transistors, load lines and biasing, small signal analysis, hybrid parameters, amplifiers, complementary symmetry, Darlington Pair, decibels, Bode plots, and feedback. The laboratory exercises cover the measurement and analysis of solid state circuits and devices. 62 contact hours.

EET 2155C LINEAR INTEGRATED CIRCUITS WITH LAB..... 4 credits
This course covers the fundamentals and applications of linear integrated circuits and operational amplifiers. The course coverage includes inverting and non-inverting amplifiers, comparators, signal generators, differential and instrumentation amplifiers, operational amplifier specifications, active filters, modulator-demodulator integrated circuits, timers, analog to digital converters (ADC), and digital to analog converters (DAC). The laboratory exercises cover the measurement and analysis of linear circuits and devices. 62 contact hours.

EEX 2010 INTRODUCTION TO EXCEPTIONAL EDUCATION..... 3 credits
This course provides a survey of the challenges inherent to educating children and adults with special needs. It is also intended to help prospective teachers understand and be sensitive to the circumstances faced by exceptional learners and their families. Etiology, characteristics, identification, and adaptive teaching methods will be presented for individuals with: learning disabilities, brain injuries, communication disorders,

behavioral/emotional disorders, hearing loss, mental impairment, visual impairments, and multiple/severe disabilities. The special needs of gifted and talented students will also be covered. Three contact hours weekly plus fifteen hours of participation/observation in special education settings are required.

EGS 1001 INTRODUCTION TO ENGINEERING..... 3 credits
Prerequisite(s): MAC 1105 or any MAC prefix. This is an introductory course with an overview of the engineering professions and the skills required to become a good engineer. The student is introduced to engineering work habits, responsibilities, engineering communication, engineering fundamentals, and problem solving techniques used across all engineering disciplines. 47 contact hours.

EME 2040 INTRODUCTION TO EDUCATIONAL TECHNOLOGY ..... 3 credits
This is a survey course designed to introduce preservice teachers to the use of microcomputer technology, telecommunications, educational software, software evaluation, instructional applications and ethical, legal and social issues dealing with the use of technology in education. 47 contact hours.

EMS 1059C EMERGENCY MEDICAL RESPONDER..... 3 credits
This survey course is based on the National Standard Curriculum for Emergency Medical Responders at scenes of accident and/or illness is designed to prepare the student for emergency care of a victim, providing the skills and knowledge of care prior to the arrival of the Emergency Medical Technician/Paramedic. Recognition of symptoms and signs of impending danger to the patient's life and the accepted treatment modes for the conditions will be taught as well as techniques for extrication (light duty) of the accident victim. 47 contact hours.

EMS 1119 FUNDAMENTALS OF EMERGENCY MEDICAL CARE ..... 6 credits
Prerequisite(s): Appropriate score on the Computerized Placement Test and possession of "Professional Rescuer" level CPR card, HSC 1531, and admission to the EMT-ATD or EMS-PR program. Corequisite(s): EMS 1119L and EMS 1411. This course is an introduction to the knowledge, skills, and attitudes required in emergency medical care situations, and is taught in accordance with the latest National Standard Curriculum/EMS Education Standards for the Emergency Medical Technician. Included is information concerning basic structure and function of body systems and recent state of the art procedures required of the emergency medical technician. 92 contact hours.

EMS 1119L FUNDAMENTALS OF EMERGENCY MEDICAL CARE LABORATORY..... 2 credits
Prerequisite(s): Appropriate score on the Placement Test and "Professional Rescuer" CPR card. Corequisite(s): EMS 1119 and EMS 1411. Laboratory practice in emergency procedures for life-threatening disease, accident, or illness is closely supervised to foster confidence in the student's abilities to apply theory in a laboratory setting. Techniques for patient assessment, evaluation and treatment are practiced in an assessment-based format in a laboratory setting. 64 contact hours.

EMS 1411 FUNDAMENTALS OF EMERGENCY MEDICAL CARE CLINICAL EXPERIENCE ..... 1 credits
Prerequisite(s): Appropriate score on the Placement Test and "Professional Rescuer or Health Care Provider" level CPR card. Corequisite(s): EMS 1119 and EMS 1119L. The student will be assigned to contract agencies for patient care experience with hospital agencies for emergency department experience under the direct supervision of hospital personnel. The course is designed as a clinical component where the individual gains an appreciation of emergency and non-emergency patient care in relationship to the knowledge and practical skills learned in the classroom. 28 contact hours.

EMS 1421 EMT FIELD INTERNSHIP ..... 2 credits
Prerequisite(s): EMS 1119, EMS 1119L, EMS 1411 all with a grade of "C" or better. The student will be assigned to contract agencies for patient care experience with fire-rescue and ambulance units under the direct supervision of State of Florida certified EMTs and Paramedics. The course is designed as a competency-based field component where the individual gains emergency and non-emergency insight into the mechanics of assisting the ill or injured patient in the out-of-hospital environment. 96 contact hours.

EMS 1522C GENERAL PHARMACOLOGY FOR THE EMS PROVIDER..... 2 credits
Prerequisite(s): Successful completion of EMS 1119, EMS 1119L, EMS 1411, EMS 1421, (BSC 1084C or BSC 2085/L and BSC 2086/L), and EMS 2600C, with grades of "C" or better, or EMS program director approval. Corequisite(s): EMS 2601, EMS 2601L, and EMS 2664. This course will provide the EMS student with general pharmacology concepts and principles in the management of client care. The knowledge and skills required for safe, effective administration of therapeutic drugs and indications and contraindications associated with drug therapy are an integral part of this course. 47 contact hours.

EMS 2331 EMERGENCY CARE IN-FLIGHT ..... 3 credits
Prerequisite(s): Paramedic, registered nurse, respiratory therapist or other advanced professional medical license or graduate standing. The student will learn the effects of altitudinal change on the human body in health, illness and injury, the use of normal and emergency equipment during air transport in the care of a patient. The student will become acquainted with types of air transport used for ambulance purposes and the laws governing them. 47 contact hours.

EMS 2600C INTRODUCTION TO PARAMEDIC PRACTICE..... 3 credits
Prerequisite(s): Computer/Information Literacy Competency Requirement met, admission to the Paramedic CT program, and current Florida EMT certification. Pre-or-Corequisite(s): BSC 1084C or (BSC 2085/L and BSC 2086/L), and HSC 1531, with grades of "C" or better, or corequisite(s): BSC 1084C or (BSC 2086/L), and HSC 1531. This course is an in-depth introduction to the U.S. Department of Transportation, EMT Paramedic: National Standard Curriculum/EMS Education Standards which includes aspects of the prehospital environment which focuses on the well-being of the paramedic, paramedic roles and responsibilities, Emergency Medical Services (EMS) systems, illness and injury prevention, medical and legal considerations, ethics, history-taking, therapeutic communication, lifespan development, and basic patient assessment. 96 contact hours.

EMS 2601 PARAMEDIC THEORY I ..... 6 credits
Prerequisite(s): BSC 1084C or (BSC 2085, BSC 2085L, BSC 2086, and BSC 2086L), HSC 1531, EMS 2600C, with grades of "C" or better, admission to Paramedic CT program and current Florida EMT certification. Corequisite(s): EMS 2601L, EMS 2664 and EMS 1522C. This course is an in-depth study of the U.S. Department of Transportation, EMT Paramedic: National Standard Curriculum/EMS Education Standards which include aspects of the prehospital environment which focuses on general patient assessment and assessment-based management; airway and ventilation assessment; venous access and medication administration; clinical decision-making; shock and fluid resuscitation; pathophysiology and general pharmacology; aspects of advanced training on prehospital trauma and burn management; the respiratory system which includes disease pathophysiology and respiratory arrest management; management of geriatric and psychiatric patients;

patients experiencing anaphylaxis and patients with disorders of the neurological system related to trauma and the pulmonary system. 92 contact hours.

EMS 2601L PARAMEDIC LABORATORY I ..... 3 credits
Prerequisite(s): Current certification as a Florida EMT. Corequisite(s): EMS 2601. This laboratory course is an in-depth study of the U.S. Department of Transportation, EMT-Paramedic: National Standard Curriculum/EMS Education Standards, which covers "hands-on" skills, related to Paramedic Theory I. 96 contact hours.

EMS 2602 PARAMEDIC THEORY II..... 8 credits
Prerequisite(s): EMS 2601, EMS 2601L, with grades of "C" or better, current certification as a Florida EMT. Corequisite(s): EMS 2602L and EMS 2665. This course is an in-depth study of the U.S. Department of Transportation, EMT-Paramedic: National Standard Curriculum/EMS Education Standards, which includes aspects of prehospital medical emergencies related to the cardiovascular systems, disease pathophysiology, cardiac arrest management, the nervous system, toxicology, endocrine emergencies, infectious disease, obstetrical, gynecological, neonatal assessment and management, pediatrics, and patients requiring special considerations. 120 contact hours.

EMS 2602L PARAMEDIC LABORATORY II ..... 4 credits
Prerequisite(s): EMS 2601, EMS 2601L, with grades of "C" or better. Corequisite(s): EMS 2602 and EMS 2665. This laboratory course is an in-depth study of the U.S. Department of Transportation, EMT-Paramedic: National Standard Curriculum/EMS Education Standards which covers "hands-on" skills related to Paramedic Theory II. 128 contact hours.

EMS 2659 PARAMEDIC FIELD INTERNSHIP ..... 5 credits
Prerequisite(s): Current certification as a Florida EMT, completion of all paramedic program courses, including support courses, and EMS program director approval. This capstone course is an in-depth study of the U.S. Department of Transportation, EMT Paramedic: National Standard Curriculum/EMS Education Standards which include aspects of the prehospital environment which focuses on the field clinical application of skills and the application of critical thinking skills to paramedic practice. Course emphasis gives the student, under direct paramedic supervision, the opportunity to integrate knowledge and skill to direct application of patient care. 240 contact hours.

EMS 2664 PARAMEDIC CLINICAL I ..... 3 credits
Corequisite(s): EMS 2601, EMS 2601L, and current Florida certification as an Emergency Medical Technician-Basic. This course involves the hospital and field clinical application of skills related to paramedic theory and application presented in Paramedic Theory I and Paramedic Laboratory I. 120 contact hours.

EMS 2665 PARAMEDIC CLINICAL II ..... 2 credits
Prerequisite(s): Current Florida certification as an EMT and EMS 2664 with a grade of "C" or better. Corequisite(s): EMS 2602 and EMS 2602L. This course is an in-depth study of the U.S. Department of Transportation, EMT Paramedic: National Standard Curriculum/EMS Education Standards which includes aspects of the prehospital environment which focuses on the hospital and field clinical application of skills related to paramedic theory and application presented in Paramedic Theory II and Paramedic Laboratory II. 96 contact hours.

EMS 2931C PARAMEDIC SEMINAR ..... 6 credits
Prerequisite(s): Current certification as a Florida paramedic required, and graduation from an Emergency Medical Services (EMS) program accredited by the Committee on Accreditation of Emergency Medical Services Programs (CoAEMSP)/Committee on Accreditation of Allied Health Education Programs (CAAHEP). Current Cardiopulmonary Resuscitation (CPR) and Advanced Cardiac Life Support (ACLS) certification required. Program director approval required. Those students not possessing current Basic Trauma Life Support (BTLS) – Advanced Provider or equivalent pre-hospital Trauma Life Support must complete this course through St. Petersburg College's EMS Open Campus before registering for this capstone course to be eligible for course completion and graduation. This course has group discussion and skills instruction on the changing role of the professional paramedic and this course will update the certified paramedic on the latest National Standard Curriculum for the EMT-Paramedic. Includes a 16 hour pediatrics course. Special in-depth study and assignments will be required to demonstrate competence in the latest National Standard Curriculum requirements. May be taken twice for a total of 12 credits. 92 contact hours.

College Preparatory Credits (0000 designations) may not be used toward graduation credits.

ENC 0010 BASIC WRITING I..... 4 credits
This is a college preparatory course designed to develop skills in grammar, usage, mechanics, sentence structure, and vocabulary by means of practice in sentence construction and paragraph development. It is intended to prepare students for successful completion of other college-preparatory and college-level courses in writing. (Note: ENC 0010 may not be taken concurrently with ENC1101 or ENC1121H.) Five class and laboratory hours weekly. 77 contact hours.

ENC 0015 DEVELOPMENTAL WRITING I..... 4 credits
This college preparatory course is designed to develop skills in grammar, usage, mechanics, sentence structure, and vocabulary by means of practice in sentence construction and paragraph development. It is intended to prepare students for successful completion of other college-preparatory and college-level courses in writing. (Note: ENC 0015 may not be taken concurrently with ENC 1101 or ENC 1121H.) Five class and laboratory hours weekly. 77 contact hours.

ENC 0020 BASIC WRITING II..... 4 credits
Prerequisite(s): ENC 0010 or ENC 0015 or appropriate score on the SPC placement test. This is a college preparatory course designed to improve basic writing skills in grammar, usage, spelling, capitalization, punctuation, sentence structure, and vocabulary by means of practice in paragraphs and short essays. It is intended to prepare students for successful completion of college-level writing courses in English. 77 contact hours.

ENC 0025 DEVELOPMENTAL WRITING II..... 4 credits
Prerequisite(s): ENC 0015 or appropriate score on the SPC placement test. This college preparatory course is designed to improve basic writing skills in grammar, usage, spelling, capitalization, punctuation, sentence structure, and vocabulary by means of practice in paragraphs and short essays. It is intended to prepare students for successful completion of college-level writing courses in English. 77 contact hours.

ENC 1101 'G' COMPOSITION I..... 3 credits
Prerequisite(s): (ENC 0020 or ENC 0025) and (prerequisite or corequisite (REA 0002 or REA 0017)) or EAP 1695 or appropriate scores on the Writing and Reading placement tests. This course is designed to develop composition skills. It emphasizes the development of the multi-paragraph essay and includes practice in information retrieval from electronic and other sources, as well as in the selection, restriction, organization, and development of topics. It also offers the student opportunities to improve proficiency with sentence structure, diction, and mechanics. Selected writing samples are examined as models of form and as sources of ideas for the student's own writing. Conferences provide individual instruction. Sections of computer-assisted and individualized instruction are

offered. This course partially satisfies the writing requirements outlined in the General Education Requirements. Credit is only given for one of the following: ENC 1101, ENC 1121H or IDS 1101H. 47 contact hours.

ENC 1102 COMPOSITION II ..... 3 credits
'G'
Prerequisite(s): (ENC 1101 or ENC 1121H) and ((REA 0002 or REA 0017) or EAP 1695) or (appropriate scores on the English and Reading placement test.) This course builds upon the skills developed in Composition I. It provides further instruction in the planning, organization, and writing of essays. It stresses methods of library research including information retrieval from electronic sources, and emphasizes writing of the research paper and the paper of literary interpretation. The reading includes selections from at least two forms of literature. This course partially satisfies the writing requirements outlined in the General Education Requirements. Credit is not given for both ENC 1102 and ENC 1122H. 47 contact hours.

ENC 1121H HONORS COMPOSITION I ..... 3 credits
'G'
Prerequisite(s): Appropriate score on the SPC Placement Test or acceptance into the Honors College or approval of the program director. This is a course designed to develop the expository writing skills of academically talented students so they can write effectively. It emphasizes prewriting techniques, organizational techniques, and essay writing techniques. Conferences are provided for individualized instruction. This course partially satisfies the writing requirements outlined in the General Education Requirements. Credit is given for only one of the following: ENC1121H, ENC1101 or IDS1101H. 47 contact hours.

ENC 1122H HONORS COMPOSITION II ..... 3 credits
'G'
Prerequisite(s): (ENC 1121H or IDS 1101H) or (ENC 1121H or IDS 1101H and acceptance into the Honors College) or approval of the program director. This course builds upon the skills developed in Honors Composition I. It provides the academically talented student further opportunity to learn to write effectively. It emphasizes writing papers of literary interpretation, using the library, finding and evaluating primary and secondary source material, and employing that material in formally documented research papers. Conferences for individualized instruction are provided. This course partially satisfies the writing requirements outlined in the General Education Requirements. Credit is only given for ENC 1122H or ENC 1102. 47 contact hours.

ENC 2210 TECHNICAL WRITING ..... 3 credits
Prerequisite(s): ENC 1101 or ENC 1121H or IDS 1101H. This course is offered for students desiring experience in various types of technical writing, such as process reports, investigative reports, feasibility studies, instructions, memoranda, and letters. Concentration is on practice in analyzing and developing reports, in collecting and organizing data, and in preparing the formal and informal report. This course has value in the fields of business administration, military, engineering, health, hospitality, law enforcement, architecture, building construction, and science. Assignments are related to the individual interest of the student. This course has a substantial writing requirement. 47 contact hours.

ENG 2100 INTRODUCTION TO MOTION PICTURES ..... 3 credits
Prerequisite(s): (ENC 0020 or ENC 0025) or EAP 1695 or a satisfactory score on the SPC placement test. This course is a general survey of motion pictures emphasizing the synthesis of the dramatic, narrative, artistic, and technical components of the medium. This course has a substantial writing requirement. 47 contact hours.

ENG 2103 WORLD CINEMA ..... 3 credits
Prerequisite(s): (ENC 0020 or ENC 0025) or EAP 1695 or appropriate score on the SPC placement test. This is a survey course designed to introduce students to the cinematic arts of countries from around the world. Emphasis will be given to the works of the acknowledged masters of foreign cinema including, but not limited to, those from Europe, Asia, and Latin America. This course will focus on the spiritual, intellectual and moral issues that unite humankind worldwide in the 21st century as well as the techniques in editing and mise en scene that affect film's impact upon an audience. This course has a substantial writing requirement. 47 contact hours.

ENL 2012 BRITISH LITERATURE I (TO 1800) ..... 3 credits
'G'
Prerequisite(s): ((ENC 1101 or ENC 1121H or IDS 1101H) and ((REA 0002 or REA 0017) or EAP 1695 or appropriate score on the placement test.)) This course is a humanistic study of British literature from Anglo-Saxon times through the 18th Century. Representative selections from each period are studied for interpretation, background, artistic qualities, and ethical meaning, with emphasis on human values and application to life. This course also stresses methods of library research and emphasizes composition of the research paper and the paper of literary interpretation. This course partially satisfies the writing requirements outlined in the General Education Requirements. Credit is not given for both ENL 2012 and ENL 2012H. 47 contact hours.

ENL 2012H HONORS BRITISH LITERATURE (TO 1800) ..... 3 credits
'G'
Prerequisite(s): (IDS 1101H or ENC 1121H) or (IDS 1101H or ENC 1121H and acceptance into the Honors College) or approval of the program director. This course is a humanistic and interdisciplinary study of British literature from the 8th through the 18th Century. Representative authors and selections from each period are studied for interpretation, background, artistic qualities, and ethical meaning, with emphasis on human values. This course also stresses methods of research and emphasizes writing research-based papers, including literary interpretation and critical analysis using primary and secondary sources. Independent research and interdisciplinary connections are encouraged for students to make connections to other related areas of humanities, philosophy and literature in the Honors Program. This course partially satisfies the writing requirements outlined in the General Education Requirements. Credit is not given for both ENL2012H and ENL2012. 47 contact hours.

ENL 2022 BRITISH LITERATURE II (SINCE 1800) ..... 3 credits
'G'
Prerequisite(s): ((ENC 1101 or ENC 1121H or IDS 1101H) and ((REA 0002 or REA 0017) or EAP 1695 or appropriate score on the placement test.)) This course is a study of British literature of the 19th and 20th centuries from the same approach as that of British Literature I. This course also stresses methods of library research and emphasizes composition of the research paper and the paper of literary interpretation. This course partially satisfies the writing requirements outlined in the General Education Requirements. British Literature I is not necessarily a prerequisite to this course. 47 contact hours.

ENT 1000 INTRODUCTION TO ENTREPRENEURSHIP ..... 3 credits
This is a practical course designed to assist students in determining if they have the traits and skill set to be entrepreneurs. It is designed for students who think they may want to start a business for the first time or for those already in business seeking to expand or diversify. Emphasis will be placed on the practical aspects of creating and running a business and on teaching the skills and tools for effective decision making. Topics will include: feasibility studies, SWOT analysis (strengths, weakness, opportunities, threats), market research, opportunity recognition, idea and product development, team formation, resource funding, and basics for business plan development. 47 contact hours.

ENT 1012 ENTREPRENEURSHIP MANAGEMENT..... 3 credits
This course seeks to provide the knowledge, skills and tools for students to successfully plan, design and manage a new business venture. It is intended for those students considering self-employment for the first time or for those who are already committed as entrepreneurs. The processes of launching an entrepreneurial venture and learning the skills and techniques necessary for effective management, growth and exit strategy will be covered in the course. Students will analyze the decision making models and strategies and apply them in the management of business ventures. 47 contact hours.

ENT 2010 PLANNING THE ENTREPRE-NEURIAL VENTURE..... 3 credits
This is a practical course designed to guide students through the process of planning and preparing a business plan for the purposes of launching and funding an entrepreneurial venture. It is created and developed for students who have a business idea they are interested in pursuing as a start-up company or have an existing business they are planning to expand or diversify. Emphasis will be placed on the necessary research and analysis that is a required part of writing a business plan and the basics for launching and financing a new venture. 47 contact hours.

ENT 2120 ENTREPRENEURIAL MARKETING AND SALES..... 3 credits
This course seeks to provide the knowledge, skills and tools for students to successfully plan and research the marketing components and financial aspects of launching a new business venture. This is a practical course intended for those students considering self-employment for the first time or for those who are already committed as entrepreneurs and seeking to expand or diversify their product or service offerings. Students will research target markets, pricing and product placement, competition, study feasibility, and learn the budgeting process critical to business success. Students will analyze decision making models and strategies as they pertain to marketing, sales and financing a business venture. 47 contact hours.

ESC 1000 EARTH SCIENCE ..... 3 credits
Prerequisite(s): ((ENC 0020 or ENC 0025) and (REA 0002 or REA 0017) and (MAT 0024 or MAT 0028)) or (EAP 1695 and (MAT 0024 or MAT 0028)). This course is designed to acquaint the student with the integrating principles and the theory of the Earth Sciences. With the practice of the scientific method, the student is afforded the opportunity to be exposed to useful knowledge in selected areas of Earth Science. 47 contact hours.

ESC 1000L EARTH SCIENCE LAB..... 1 credit
Pre-or-Corequisite(s): ESC 1000. This course is a laboratory experience to accompany Earth Science for students who are non-science majors. The laboratory exercises will emphasize the study of applications to the principles of earth science. (This course may not be taken for credit subsequent to receiving a grade of "C" or better in any lab course with a GLY prefix.) 45 contact hours.

ETD 1320C INTRODUCTION TO CAD..... 3 credits
This course is about using the major features of AutoCAD to make graphic displays including basic geometric figures, orthographic views of three-dimensional objects, architectural and construction drawings, and pictorial drawings of three-dimensional objects. The major topics include the AutoCAD drawing, utility, file handling, text, editing, dimensioning, and plotting features. This course is 2 hours lecture and 3 hours lab. 77 contact hours.

ETD 1340C AUTOCAD II..... 3 credits
Prerequisite(s): ETD 1320C or equivalent. This course is a continuation of Introduction to CAD. The student will learn the advanced topics in AutoCAD using intermediate techniques of AutoCAD software to develop three dimensional drawings, construction drawings and architectural drawings. The major topics include plotting by various methods, use of the rotation option to draw auxiliary views, extended work with hatching, extended work with blocks and wblocks, dimensioning, use of attributes, library files, polylines, solids, system variables, and customizing AutoCAD. 77 contact hours.

ETD 1350C AUTOCAD III 3-D MODELING ..... 3 credits
Prerequisite(s): ETD 1320C or permission of the program director. AutoCAD III is a continuation of Introduction to CAD, and AutoCAD II. This course covers the construction, viewing, and plotting of three-dimensional drawings of objects, including construction and architectural drawings. The major topics involve the construction of three-dimensional drawings by the use of various AutoCAD three-dimensional drawing facilities including (1) prismatic-object construction, (2) preconfigured primitive objects, (3) three-dimensional coordinates, and (4) three-dimensional surface entities. 77 contact hours.

ETD 1390C INTRODUCTION TO ARCHITECTURAL REVIT..... 3 credits
Prerequisite(s): ETD 1320C or permission of program director. This is an introduction course using Revit architectural software to produce three dimensional (3-D) designs and details of buildings. Topics consist of the techniques and methods to create architectural buildings to include: site plans, floor plans, roof design, 3-D photo-realistic rendering, and creating two dimensional (2-D) architectural drawings from the construction's documents set of structural drawings. 77 contact hours.

ETD 2364C INTRODUCTION TO SOLIDWORKS ..... 3 credits
This course is an introduction to the new designing techniques and capabilities of solid modeling using the SolidWorks software. Topics include the integration of advance parametric solid modeling drawing tools into SolidWorks. 77 contact hours.

ETD 2368C ADVANCED SOLIDWORKS ..... 3 credits
Prerequisite(s): ETD 2364C or permission of instructor. This course presents the advanced use of new designing techniques and capabilities of solid modeling using the SolidWorks software, including the integration of the advanced parametric modeling and drawing tools for SolidWorks. The course topics to be covered include advanced 3D sketching, advanced work planes, advanced assembly construction, bottom up and top down, part configuration, Solid Works Tool Box applications, concept of mold design, and creation of sheet metal parts and assemblies. 77 contact hours.

ETD 2369C SOLIDWORKS ADVANCED APPLICATIONS..... 3 credits
Prerequisite(s): ETD 2359C or permission of program director. This course presents the complex application of advanced designing techniques and capabilities of solid modeling using the SolidWorks software, including the integration of the advanced parametric modeling and drawing tools for SolidWorks. The course topics covered include advanced sketching, advanced assembly construction, mechanism design, CosmosWorks, PhotoWorks, the creation of molded parts, and rendered parts. 77 contact hours.

ETD 2371C RAPID PROTOTYPING MODEL DESIGN AND FABRICATION ..... 3 credits
Prerequisite(s): ETD 2364C, ETD 1350C, or permission of the program administrator. Rapid model making and prototype design is a valued part of many industries, including transportation, architecture, product, packaging, media, and entertainment. The growth of rapid prototyping technology has opened up new areas of development in design representation, such as simulation analysis and various rapid prototyping processes. This course will develop elements of

creative thinking and problem solving used in the design process, including the techniques and methods used to construct prototypes and models. In the project aspect of this course, the students select a field of specialization to explore methods and materials in a number of options in industrial environment with the use of computer simulation, modeling, and rapid prototyping. 77 contact hours.

ETD 2382C SOLIDWORKS SIMULATION DESIGN ANALYSIS..... 3 credits
Prerequisite(s): ETD 2364C or permission from the program administrator. This course will use the Finite Element Analysis (FEA) theory topics to cover static component forces and resultant force analysis of basic shapes using SolidWorks simulation design analysis. The major topics will address model definition, model shape and setup, analysis type based on environmental conditions, analysis assumptions and limitations, convergence techniques that will lead to a more exact solution to the analysis, interpreting the results correctly, and using these results to optimize the baseline design based on design requirements. 77 contact hours.

ETD 2392C ADVANCED ARCHITECTURAL REVIT ..... 3 credits
Prerequisite(s): ETD 1390C or permission of the program administrator. This is an advanced course of Autodesk Revit to create, design and produce construction and schematic drawings of mechanical, electrical and plumbing systems of a building project. Topics include the techniques used to create architectural building drawings to include an overview of the Building Information Modeling (BIM) process, including the design integration of the various building disciplines: architectural, interior design, structural, mechanical, electrical and plumbing (MEP). 77 contact hours.

ETI 1030 REGULATORY ENVIRONMENT FOR MEDICAL DEVICES..... 3 credits
This course will provide an understanding of the basics of the Food and Drug Administration (FDA) regulation and compliance for medical devices including how the various activities within a medical device company are affected by the FDA regulations. Additional coverage will include the applicable laws and regulations enforced by the FDA; international standards and regulations, the regulations controlling medical device design and development; the medical device approval process; laboratory and clinical studies, the introduction to the Quality System Regulations (QSRs); and the FDA inspection process. 47 contact hours.

ETI 1110 INTRODUCTION TO QUALITY ASSURANCE..... 3 credits
This course defines the role of quality in an industrial environment. Topics include the use of quality management techniques and quality philosophies, process development, techniques used for evaluation, approaches used on continuous operations, methods used to control quality, and the International Organization for Standardization (ISO) series of standards. The responsibility of quality assurance during the engineering, manufacturing, and marketing of a product is also covered. 47 contact hours.

ETI 1420 MANUFACTURING PROCESSES AND MATERIALS I..... 3 credits
This course provides coverage of the characteristics, fundamentals, and manufacturing properties of materials, including metal alloys, polymers, ceramics, and composites. The metal-casting processes and the shaping and forming processes are also covered along with the machines needed for manufacturing. 47 contact hours.

ETI 1622 CONCEPTS OF LEAN AND SIX SIGMA .... 3 credits
This course provides an introduction to the basic principles and theories of lean manufacturing. Lean manufacturing involves identifying and eliminating non-value-adding activities in design, production, and supply chain management. The coverage includes topics related to cost reduction, work-free manufacturing, continuous flow, Kaizen, the 5S's, value stream mapping, modular manufacturing, and overall equipment effectiveness (OEE). 47 contact hours.

ETI 1628 DEVELOPING AND COACHING SELF-DIRECTED WORK TEAMS..... 3 credits
This course begins with an exploration of teams and how they work. Manufacturing teams create the opportunity to mix complementary technical work skills to improve the production process. The coverage includes the principles and tools used by self-directed teams in identifying and solving problems in the workforce. 47 contact hours.

ETI 1701 INDUSTRIAL SAFETY..... 3 credits
This course focuses on the theories and principles of occupational safety and health in a practical and useful real world job related setting. The major topics include the Occupational Safety and Health Administration (OSHA) compliance, safety standards, code enforcement, ergonomic hazards, mechanical hazards, falling, lifting, electrical hazards, fire hazards, industrial hygiene, radiation, noise, emergencies, and environmental safety. 47 contact hours.

ETI 2031 RISK MANAGEMENT AND ASSESSMENT FOR MEDICAL DEVICES..... 3 credits
This course provides the students with an in-depth understanding of the principles and techniques of identifying, evaluating, and controlling risks associated with the development and production of medical devices. This course will cover risk management planning, risk analysis process, and risk management reporting. Topics will include the relationship between regulatory requirements and risk management, tools for hazard identification, methods for the mitigation of risks, and approaches for analyzing risk versus benefit. 47 contact hours.

ETI 2032 CHANGE CONTROL AND DOCUMENTATION..... 3 credits
This course will cover the change control activities and procedures that apply to the design of systems, the components within those systems, labeling and packaging, device manufacturing processes, production equipment, and manufacturing materials. Additional topics will include all associated documentation such as the quality system procedures, standard operating procedures, the quality acceptance procedures and data forms, and product-specific documentation. 47 contact hours.

ETI 2041 MEDICAL DEVICE DESIGN AND MANUFACTURING..... 3 credits
This course will provide an understanding of the processes and procedures using the Food and Drug Administration (FDA) regulation and compliance for the designing and manufacturing of medical devices. Topics include the design process, design tools and management, product and process development, documentation, verification and validation, post market surveillance, and corrective and preventative actions. 47 contact hours.

ETI 2171 QUALITY AUDITING FOR MEDICAL DEVICES..... 3 credits
This course presents the principles and techniques for assessing the adequacy of a quality system for a medical device manufacturer. Coverage includes evaluating the quality system as it conforms to FDA regulatory requirements, standards, review of standard audit terms, audit types, audit concepts, and methods for planning, conducting, and reporting audits. 47 contact hours.

ETI 2610 PRINCIPLES OF SIX SIGMA ..... 3 credits
This course provides an introduction to the basic principles and theories of Six Sigma as used in the continual improvement process. The course examines the tools most common to six sigma projects and how and when to use them. Course coverage focuses on measurement methods, data collection, data integrity, and graphical methods of presenting findings. 47 contact hours.

ETI 2619 SIX SIGMA PROJECT MANAGEMENT..... 3 credits
Prerequisite(s): ETI 2624. This course provides the concepts and methods for implementing Six Sigma project management utilizing Six Sigma methodologies. The course will cover the aspects of developing projects, managing risk, understanding customers' needs and requirements, estimating costs, developing schedules, integrating cost and schedule controls, and evaluating projects. This course will also utilize a variety of project management tools and performance measures including the model of define, measure, analyze, improve, and control (DMAIC). 47 contact hours.

ETI 2623 TOOLS FOR LEAN MANUFACTURING..... 3 credits
This course provides an overview of the Lean Manufacturing concepts with a working knowledge of the tools required to implement and maintain a Lean Manufacturing facility. Course coverage includes mistake proofing, the 5S's for operators, quick changeover, Overall Equipment Effectiveness (OEE), cellular manufacturing, and the kanban system. 47 contact hours.

ETI 2624 SIX SIGMA BLACK BELT CONCEPTS..... 3 credits
This course addresses the roles and responsibilities required for a Six Sigma Black Belt candidate. This course also covers the advanced six sigma tools beyond those tools using the model of define, measure, analyze, improve, and control (DMAIC). The student will be required to exhibit a mastery of the concepts and tools through projects, exercises and case studies as they apply to both manufacturing and service industries. 47 contact hours.

ETI 2626 SIX SIGMA CAPSTONE PROJECT..... 3 credits
The student will develop a suitable Six Sigma project by utilizing the Six Sigma methodologies. A specific problem or set of problems will be identified and solved using the Six Sigma methods of improvement to deploy on the project. This course will emphasize the different phases of the project to include design, verification, and implementation. The completion of this project requires a written report and a formal presentation of the Six Sigma process. 47 contact hours.

ETI 2670 TECHNICAL ECONOMIC ANALYSIS..... 3 credits
This course defines the economic evaluation of engineering alternatives and analysis of cost allocation in technical operations. Topics include the time value of money and the economic impact of risk, inflation, depreciation, and capital budgeting with applications related to those areas. 47 contact hours.

ETM 1010C MECHANICAL MEASUREMENT AND INSTRUMENTATION..... 3 credits
This course provides the basic foundation for both mechanical and electronic measurement techniques used in manufacturing environments. The course will integrate the concepts, principles, and techniques of mechanical measurement with the use of various types of instruments including micrometers, verniers, calipers, gages, and other types of measuring equipment. The course will also introduce the student to the basic measurement techniques employing electronic test equipment including the operation and usage of digital multimeters, function generators, and oscilloscopes. 47 contact hours.

EUH 1000 'G' DEVELOPMENT OF WESTERN CIVILIZATION I..... 3 credits
Prerequisite(s): ((ENC 0020 or ENC 0025) and (REA 0002 or REA 0017)) or EAP 1695 or appropriate score on the SPC placement test. This course covers the origins and development of western civilization beginning with the ancient world and classical civilizations, the Middle Ages, the transition to modern states and politics of power, the Protestant and Catholic Reformations, and the Commercial Revolution of the 16th Century. Emphases are on the relevance of the political, social, economic and cultural trends of each period upon our present world society. This course partially satisfies the writing requirements as outlined in the General Education Requirements. 47 contact hours.

EUH 1001 'G' DEVELOPMENT OF WESTERN CIVILIZATION II..... 3 credits
Prerequisite(s): ((ENC 0020 or ENC 0025) and (REA 0002 or REA 0017)) or EAP 1695 or satisfactory score on the SPC placement test. This course covers the evolution and continuation of western civilization since the 16th century. A study of governments from absolutism to democracy, European power politics; duels for world empire; scientific, cultural, political, social and industrial revolutions; nationalism, imperialism, and global conflicts are included. Emphases are placed on relevance of past history upon our present world society. This course partially satisfies the general education writing requirements outlined in the General Education Requirements. 47 contact hours.

EVR 1328 NATURAL RESOURCES CONSERVATION AND MANAGEMENT .... 3 credits
Prerequisite(s): ((ENC 0020 or ENC 0025), (MAT 0024 or MAT 0028), (REA 0002 or REA 0017)) or ((MAT 0024 or MAT 0028) and EAP 1695). This course is designed to present the history, major components, status, ecology, conservation, and management of natural resources. Emphasis is placed upon the ecology, conservation, and management of natural resources including studies and examination of techniques and management programs implemented in the region. 47 contact hours.

EVR 1357 WETLAND RESOURCES ..... 3 credits
Prerequisite(s): ((ENC 0020 or ENC 0025), (REA 0002 or REA 0017) and (MAT 0024 or MAT 0028)) or (EAP 1695 and (MAT 0024 or MAT 0028)) or approval of the Program Administrator. This course will introduce the student to the ecology and management of wetlands habitats. It will introduce the physical, biological and chemical factors that influence wetlands, as well as variations in these factors that serve to differentiate different wetlands types. The course will also introduce past and present representative legislation that impacts wetland preservation and management. 47 contact hours.

EVR 1858 ENVIRONMENTAL REGULATION AND COMPLIANCE..... 3 credits
Prerequisite(s): ((ENC 0020 or ENC 0025), (REA 0002 or REA 0017) and (MAT 0024 or MAT 0028)) or (EAP 1695 and (MAT 0024 or MAT 0028)) or approval of the Dean or Academic Chair. This course is intended to provide an overview of environmental regulations and compliance issues related to current environmental law. Topics covered include the history and foundation of environmental regulations, current and possible future regulations and the manner in which compliance is achieved at local, state and federal levels. An in-depth examination of the applicable regulations and administrative compliance with administrative structure will be pursued to achieve the requisite knowledge of environmental issues. 47 contact hours.

EVS 1001 INTRODUCTION TO ENVIRONMENTAL SUSTAINABILITY ..... 3 credits
Prerequisite(s): ((ENC 0020 or ENC 0025) and (REA 0002 or REA 0017) and (MAT 0024 or MAT 0028)) or (EAP 1695 and (MAT 0024 or MAT 0028)). This course applies the basic principles of ecology to relevant

problems and topics related to the environmental interaction of humans with the earth. The course is designed to highlight current environmental concerns in modern society and to explore potential solutions exemplified by the presentation of specific case histories. This course will also cover sustainability definitions, assessment and actions from a multidisciplinary perspective to help learners create a personal definition that will inform their actions. The course will examine the environmental, economic, and social dimensions of sustainability. Sustainability principles, policies, and programs will be explored on the local, national and global level. This class will teach students how to understand the complex confluence of social systems, environmental economics and ecological literacy. 47 contact hours.

FFP 1000 FUNDAMENTALS OF FIRE PROTECTION..... 3 credits
This course is a study of the phenomena and incidents of fire; the principles of fire prevention, suppression, and protection, and review of municipal fire protection ratings and components; survey of professional fire protection career opportunities; survey fire detection and suppression systems. 47 contact hours.

FFP 1109 FIRE DEPARTMENT OCCUPATIONAL SAFETY AND HEALTH..... 3 credits
This course is a study of the guidelines for establishing an occupational safety and health program for a fire department, plus safety procedures for members involved in rescue, fire suppression, and related activities. Emphasis is placed on performance objectives, and not a single correct way to achieve compliance. The guidelines discussed in the course are flexible, so students can customize an occupational safety and health program that will meet their specific needs. 47 contact hours.

FFP 1111 FIRE CHEMISTRY ..... 3 credits
Prerequisite(s): Permission of Dean. This course is a study of basic physical and chemical properties of materials applicable to the chemistry of fire. Emphasis is on emergency situations and the most favorable methods of handling incidents involving hazardous material. 47 contact hours.

FFP 1302 APPARATUS PUMP OPERATOR DRIVER/ENGINEER ..... 3 credits
Curriculum covers laws, rules and driving techniques for emergency vehicles, as well as an introduction to fire service hydraulics. Fire ground evolutions and pumping operations make up the practical part of the course. The evolution portion of the course includes the calculation of friction loss in hose and appliances, calculation of gallons per minute needed in fire streams, use of pre-connected lines, tandem pumping, drafting, relays and master streams. With the completion of this course, the student will have a good working knowledge of fire ground pumping operations and the ability to apply his or her skills to his or her respective fire departments. The student is required to hold a class “D” driver’s license with an “E” endorsement from the state of Florida. 47 contact hours.

FFP 1505 FIRE PREVENTION..... 3 credits
This course is a survey of the principles of fire prevention and investigation. It includes a study of fire hazards in various occupancies; a review of fire prevention codes; a study of procedures and techniques of fire prevention inspection, public relations, methods of determining the area of fire origin, fire cause, fire spread and location and preservation of evidence. 47 contact hours.

FFP 1540 PRIVATE FIRE PROTECTION SYSTEMS I..... 3 credits
This course is a survey of fire protection systems and domestic water supply. The operational feature and functional characteristics of fire detection and suppression systems and devices will be studied. 47 contact hours.

FFP 1823 TECHNICAL APPLICATIONS IN EMERGENCY MANAGEMENT..... 3 credits
Prerequisite(s): The student must have met the computer/information literacy competency requirement. This course provides optional methods of managing both internal and external information. It explores information gathering, organization, and data systems. Topics include warning and communications systems, and crisis communications. It also provides a study of advanced applications of personal computers in emergency management including detailed analysis and application of current emergency management software. 47 contact hours.

FFP 1824 BASIC INCIDENT MANAGEMENT SYSTEM..... 1 credit
This is a course of study of the principles and features of an Incident Command System (ICS), how an incident command system is organized, incident facilities and their purposes (such as but not limited to command post, staging area, bases, camps, and heliports-helispots), incident resources such as strike teams, task forces and single resources; and common responsibilities such as communications and forms in incident management. 16 contact hours.

FFP 1825 INTERMEDIATE INCIDENT MANAGEMENT SYSTEM..... 1 credit
This is a continuation of the study of the Incident Command System (ICS) constructing an incident management organization for a given incident or event – including demonstrating appropriate procedures for establishing command, transferring command, and terminating an incident; demonstrating efficient incident resource management including logistics, finance, administration, and record-keeping; demonstrating a familiarity with air operations; and describing the incident planning processes. 16 contact hours.

FFP 1830 INTRODUCTION TO HAZARDS ..... 3 credits
This course provides an in-depth study of the details and dynamics of natural and man-made hazards. This course includes methods and means to measure, monitor and predict the physical impact of hazards on society. 47 contact hours.

FFP 1832 EMERGENCY RESPONSE TO TERRORISM: BASIC CONCEPTS..... 1 credit
This course of study is designed primarily for fire-rescue and EMS personnel, although other emergency responders can benefit from the course. A background in hazardous materials is helpful but not required. The course covers the history and categories of terrorism and terrorist organizations in the United States and abroad, self-protection measures to be taken at explosive and nuclear-biological-chemical (NBC) incidents, crime scene and perimeter control procedures, defensive tactical operations, and building an Incident Command organization for terrorism responses. 16 contact hours.

FFP 2120 BUILDING CONSTRUCTION FOR THE FIRE SERVICE..... 3 credits
Prerequisite(s): Permission of Dean. This course examines the various types and methods of building construction and their influence on fire travel and life safety. Fire resistance of building materials and problems inherent in new construction as well as existing buildings are examined closely. 47 contact hours.

FFP 2510 FIRE CODES AND STANDARDS ..... 3 credits
This course is a study of building and life safety codes in relation to types of occupancies, building design, fire resistance of building materials, fire problems inherent in structures and life safety considerations. A problem solving emphasis is used to provide opportunities for application of building and life safety code enforcement methods to prevent and correct building design problems. 47 contact hours.

FFP 2521 BLUEPRINT READING AND PLANS REVIEW ..... 3 credits
This course is a comprehensive study of building construction blueprints and plans. The course will teach the student how to assimilate information contained in construction working drawings, specifications, interpreting conventional graphic communications, and accepted standards and conventions related to fire protection and prevention inspections. 47 contact hours.

FFP 2541 PRIVATE FIRE PROTECTION SYSTEMS II ..... 3 credits
Prerequisite(s): FFP 1540. This is a survey of pre-engineered and portable systems, extinguishing agents, inspection procedures for code compliance and enforcement, and alarm systems. 47 contact hours.

FFP 2604 ARSON INVESTIGATION ..... 3 credits
This is a course of study in effective fire crime scene investigations including evidence preservation and collection of scene documentation. 47 contact hours.

FFP 2610 FIRE CAUSE AND ORIGIN DETERMINATION ..... 3 credits
This course is a study of an arson investigator's responsibility in determining the point of origin, cause and development of a fire; motives of fire setters; methods used to determine the accidental or intentional nature of a fire; correct procedures of investigation, evaluation of evidence and prosecution. 47 contact hours.

FFP 2630 LATENT INVESTIGATIONS ..... 3 credits
This is a course of study in fire death and injury investigations, review of chemistry of hazardous materials, sources of information, motive for arson, and various arson sets and devices. 47 contact hours.

FFP 2706 FIRE SERVICE PUBLIC INFORMATION OFFICER ..... 3 credits
This course prepares the student to serve effectively as an organizational spokesperson, according to the current practices in the profession of public relations in relationship to the Fire Service. Particular emphasis will be placed on case studies in crisis communications and the role of the Public Information Officer (PIO) in the Incident Management System (IMS). 47 contact hours.

FFP 2720 COMPANY OFFICER ..... 3 credits
Prerequisite(s): Permission of Dean. This course is a study of the basic concepts of fire company leadership, including the human skills, leadership tools, problem solving, and goal achievement of a company officer. Emphasis will be placed on the role of the officer in the setting of the fire company. 47 contact hours.

FFP 2740 FIRE SERVICE COURSE DELIVERY ..... 3 credits
This course is a study of the instructor's responsibility in idea communication, learning and teaching concepts, job analysis, teaching objectives and instructional aids use. This course is required to become eligible to sit for the Florida State Fire Officer certification exam. 47 contact hours.

FFP 2741 FIRE SERVICE COURSE DESIGN ..... 3 credits
This is a course of study of how to develop courses based on nationally applicable performance standards for uniformed fire service personnel and to provide the knowledge, skill, and ability to develop a training curriculum. 47 contact hours.

FFP 2770 ETHICAL AND LEGAL ISSUES FOR THE FIRE SERVICE ..... 3 credits
This course introduces the federal, state, and local laws that regulate emergency services, national standards influencing emergency services, standard of care, tort, liability, and a review of relevant court cases. 47 contact hours.

FFP 2780 FIRE ADMINISTRATION ..... 3 credits
Prerequisite(s): Permission of Dean. This course covers the principles of organization and administration in fire protection service; the structure and function of the department, battalion and company as components of municipal organization; duties and responsibilities of the fire officer; a study of fire personnel management, training, budgeting, records, reports and other relations. 47 contact hours.

FFP 2800 EMERGENCY MANAGEMENT PUBLIC EDUCATION PROGRAMS ..... 3 credits
This course provides a study of the design, development and delivery of public disaster safety education and programs including: methods of identification of disaster safety programs; the selection of target programs and strategies to affect reduction; methods of designing and implementing information and education programs; methods of evaluating a program's impact. Studies include theoretical and practical skills training in individual, group and mass media communications, instructional skills, planning priorities, and evaluation techniques. 47 contact hours.

FFP 2801 FUNDAMENTALS OF EMERGENCY MANAGEMENT ..... 3 credits
This course provides a study of emergency management systems including the following: career opportunities; tasks and responsibilities of the emergency management program manager; emergency management function; role of the emergency manager in mitigation, preparedness, response, and recovery (short and long term). It also provides a study of past civil defense and current emergency management systems since its evolution from World War II. 47 contact hours.

FFP 2810 FIRE FIGHTING TACTICS AND STRATEGY I ..... 3 credits
This course is a study of the basic concepts involved in fire fighting, including the behavior, fire fighting fundamentals and principles of extinguishment; the proper role for a utilization of various fire companies and pre-planning fire problems. This course is required to become eligible to sit for the Florida State Fire Officer certification exam. 47 contact hours.

FFP 2811 FIRE FIGHTING TACTICS AND STRATEGY II ..... 3 credits
This course is a study of the principles utilized on the fire ground for maximum manpower and equipment utilization and fire ground administration at all levels from a small fire through major conflagrations. Emphasis will be on developing critical thinking in relation to crises. 47 contact hours.

FFP 2820 EMERGENCY PREPAREDNESS ..... 3 credits
This course provides a comprehensive study of all aspects of emergency preparedness related to natural and manmade disasters. Planning concepts and the planning process will be discussed; awareness and education programs and strategies will be reviewed; other essential preparedness action will be emphasized, e.g. training and exercises. 47 contact hours.

FFP 2821 INTEGRATED EMERGENCY MANAGEMENT PLANNING SYSTEMS II (IEMS II) ..... 3 credits
This course covers a broad range of planning topics, problems, and activities involved in developing a comprehensive yet flexible plan of response to major life, property, and environmental threatening emergencies and disasters at the state and local level. It also provides an overview of the managerial responsibilities and multi-dimensional skills necessary to properly coordinate and control a disaster situation. 47 contact hours.

FFP 2822 INTEGRATED EMERGENCY MANAGEMENT SYSTEMS I (IEMS I) ..... 3 credits
This course provides an overview of the history and philosophy of current emergency management systems; defines terms and employment concepts for the development of an emergency management program; it provides an introduction of emergency planning concepts necessary to develop an integrated, generic, and comprehensive emergency operation plan. 47 contact hours.

FFP 2831 HAZARD MITIGATION ..... 3 credits
This course provides the student specialized knowledge and skills necessary to develop programs that will reduce losses from future disasters, emergencies, and other extreme events caused by natural and man-made hazards. 47 contact hours.

FFP 2840 DISASTER RECOVERY OPERATIONS ..... 3 credits
This course provides the student specialized knowledge and skills necessary to develop programs and activities associated with providing disaster recovery assistance and mitigation actions that will reduce losses from future disasters. 47 contact hours.

FFP 2841 CONTINGENCY PLANNING FOR BUSINESS AND INDUSTRY ..... 3 credits
This course focuses on the contingency planning process for disaster preparedness in the corporate world. The student will develop a step-by-step approach to emergency planning, response and recovery for companies of all sizes. 47 contact hours.

FFP 2880 PUBLIC POLICY IN EMERGENCY MANAGEMENT ..... 3 credits
This course provides the student with the specialized knowledge and skills necessary to develop public policy related to emergency management by providing public policy leadership in the area of emergency management as part of the larger responsibility of protecting the general welfare of the people. 47 contact hours.

FFP 2881 EMERGENCY MANAGEMENT LEADERSHIP AND ADMINISTRATION ..... 3 credits
This course provides the student knowledge and skills necessary for effective interpersonal relationships, including conflict management and the use of power and influence as they apply to emergency administration and leadership. The course also addresses the budget process and other related administrative duties of an emergency management program manager. 47 contact hours.

FIL 2030 FILM HISTORY ..... 3 credits
Prerequisite(s): (ENC 0020 or ENC 0025) or EAP 1695 or appropriate score on the SPC placement test. This is a survey course designed to help students gain an in-depth knowledge of the history of motion pictures and to understand the development of film and its influences over time. Students will view films ranging from silent masterpieces through current classics. The course will introduce technological developments as well as cultural and thematic developments in mass culture over time. This course has a substantial writing requirement. 47 contact hours.

FIL 2100 MOTION PICTURE WRITING I ..... 3 credits
Prerequisite(s): ENC 1101 or ENC 1121H or IDS 1101H. This course is designed to teach the techniques of motion picture writing, proceeding from concept to film treatment to script (short or feature length), utilizing the five-part story structure. It is intended for students interested in understanding and writing film scripts. Emphasis is on classic film genres: psychological thriller, action adventure, detective, science fiction, romance, and film noir. 47 contact hours.

FIL 2130 MOTION PICTURE WRITING II ..... 3 credits
Prerequisite(s): FIL 2100. This course is designed to help students gain an in-depth knowledge of the techniques of motion picture writing and implement these techniques in original work of their own. Students will work on already existing story concepts, polish and/or revise story structure, dialogue, and action sequences, and complete a film screenplay. The course also offers students the opportunity to learn how to market their ideas and screenplays. This course has a substantial writing requirement. 47 contact hours.

FIN 1100 PERSONAL FINANCE ..... 3 credits
This course is a study of consumer buying practices, management of personal and family finances, spending income wisely, consideration of buying guides and consumer protection agencies. 47 contact hours.

FIN 2000 PRINCIPLES OF FINANCE ..... 3 credits
This course is a survey of public and private finance. Emphasis is placed on current problems of finance and the development of basic principles. The major topics of study include the monetary and credit systems of the United States, funds for capital markets, the supply of funds, and credit policies and problems. 47 contact hours.

FRE 1120 ELEMENTARY FRENCH I ..... 4 credits
This course will introduce the student to the four skills of the French language (listening, speaking, reading, and writing) and will teach the student to appreciate the cultures of Francophone countries. 62 contact hours.

FRE 1121 ELEMENTARY FRENCH II ..... 4 credits
Prerequisite(s): FRE 1120 or instructor approval. This course will reinforce and expand the basic French language skills previously acquired. The course further develops listening, speaking, reading and writing skills as well as an understanding and appreciation of the cultures of French-speaking peoples. 62 contact hours.

FRE 2200 INTERMEDIATE FRENCH I ..... 3 credits
Prerequisite(s): FRE 1121 or instructor approval. This course reviews and expands the French language skills previously acquired. The course content includes more advanced language structures and idiomatic expressions, with emphasis on conversational skills. There will be additional growth in vocabulary for practical purposes, including writing. A variety of reading selections dealing with French culture and civilization will be introduced. 47 contact hours.

FRE 2201 INTERMEDIATE FRENCH II ..... 3 credits
Prerequisite(s): FRE 2200 or instructor approval. This course reviews and expands the French language skills previously acquired. The content will include, but not be limited to, more advanced linguistic structures and idiomatic expressions, with an emphasis on conversational skills. There will be additional growth in vocabulary for practical purposes. A variety of writing exercises and reading selections concerning the history and culture of France and other Francophone countries will be included. 47 contact hours.

FSE 1000 INTRODUCTION TO FUNERAL SERVICES ..... 3 credits
Prerequisite(s): ((ENC 0020 or ENC 0025) and (REA 0002 or REA 0017)) or EAP 1695 or appropriate score on the SPC Placement Test. This course provides an orientation to the profession of funeral services. Topics include the historical role of funeral service from pre-Christian to modern times, functional role of the funeral service practitioner, sociology of funeral service, current and future trends, and funeral service organizations. Emphasis will be on the development of funeral service practices in the United States. 47 contact hours.

FSE 1010 FUNERAL ETHICS ..... 1 credits
Prerequisite(s): Admissions to the Funeral Services AS program or Funeral Arts Certificate or program director approval for the direct disposer applicant. This course is

designed to help the student of funeral service to develop a strong professional set of ethics. This knowledge will help the funeral service professional do what is proper and in the best interest of the family when they are most vulnerable. Moreover, proper training in ethics will sensitize the funeral service professional to the need to build a trust and rapport with the family. This background will facilitate the often difficult task of planning funeral arrangements, both pre-need and at need, easier. These skills will also help the funeral service professional to further consider the needs of the bereaved beyond the scope of the funeral home and direct them to appropriate professionals and agencies. In essence, this course strives to develop within the funeral service student a sense of morality, which will guide his/her decisions and actions in proper treatment of the deceased and professional service to the bereaved. 17 contact hours.

FSE 1105 THANATOCHEMISTRY ..... 2 credits
Prerequisite(s): Admission to program or program director approval. This course is a survey of the basic principles of disinfection and preservation as they relate to embalming. Especially emphasized are the chemical principles involved in sanitation, disinfection, and embalming practice. Development and use of personal, professional, and community sanitation practices is addressed as well as use and precautions related to potentially harmful chemicals that are currently used in the field of funeral services. 32 contact hours.

FSE 1150 CREMATION HISTORY, PRINCIPLES, AND PRACTICES..... 2 credits
Prerequisite(s): Admission to the Funeral Arts CT Program. This course will introduce the student to cremation as it relates to funeral service. This is a survey-level course that assumes no prior knowledge of cremation. Topics covered will include the legal environment surrounding cremation, utilization of cremation Best Practices, crematory equipment, and the history of cremation. 32 contact hours.

FSE 1204 FUNERAL SERVICE COMPUTER APPLICATIONS ..... 1 credit
Prerequisite(s): CGS 1070 or by permission of the instructor. This course introduces students, through a hands-on approach, to the basic computer applications, which are part of the day to day operations of the funeral home. 32 contact hours.

FSE 2060 FUNERAL DIRECTING ..... 3 credits
Prerequisite(s): Admission into the Funeral Services AS program. This course will examine the responsibilities of the funeral director from the first call until the last service rendered to the family. The course will cover various religions, fraternal, military, secular, and traditional funeral customs. The funeral director's role as a counselor is emphasized. 47 contact hours.

FSE 2061 THANATOLOGY ..... 3 credits
Prerequisite(s): (ENC 0020 or ENC 0025) and (REA 0002 or REA 0017) or EAP 1695, or appropriate score on the placement test. This course emphasizes the psychological and sociological dynamics of death, dying, and bereavement and the funeral director's role in counseling families through the process. Students will study the symbolic and ritualistic aspects of memorialization and their impacts upon the emotional experience of the bereaved. A clear understanding of the grief process and its variations among individuals as influenced by psychological factors is addressed. The course also addresses the funeral director as a facilitating agent for effective mourning through personal interaction and the design and implementation of the funeral. 47 contact hours.

FSE 2080 FUNERAL LAW..... 3 credits
Prerequisite(s): Program director approval. The course of study will include legal methods of disposition, legal responsibilities of the funeral practitioner, common and statutory laws, Florida laws regulating funeral practices and establishments, crematory and cemetery laws, and probate laws for estates. 47 contact hours.

FSE 2100 EMBALMING I ..... 3 credits
Prerequisite(s): BSC 1083. Corequisite(s): FSE 2101L. This course introduces the student to embalming through a study of the history, fundamentals, legal aspects, methods, terminology, sanitation, and preservation of human remains. 47 contact hours.

FSE 2101L EMBALMING CLINICAL I..... 1 credit
Corequisite(s): FSE 2100. This course provides the student with learning activities, which will include selected experiences in the funeral home preparation room. Forty (40) hours of participation in the clinical setting are required to complete this course.

FSE 2120 RESTORATIVE ART..... 3 credits
Prerequisite(s): FSE 2100 and FSE 2101L. Corequisite(s): FSE 2120L. This course is designed to provide the student with the theories applied in restorative art procedures. The student will study the anatomical structure of the cranial and facial areas of the human skull, facial proportions and markings, methods and techniques used to restore facial features destroyed by traumatic or pathological conditions, and color and cosmetology theory. 47 contact hours.

FSE 2120L RESTORATIVE ART LAB ..... 1 credit
Corequisite(s): FSE 2120. This course is a laboratory study of the anatomy of the human face with emphasis on developing the skills and procedures used in restorative art. 32 contact hours.

FSE 2140 EMBALMING II ..... 3 credits
Prerequisite(s): FSE 2100 and FSE 2101L. Corequisite(s): FSE 2141L. This course is a continuation of Embalming I (FSE 2100). Theories and principles of embalming, embalming chemicals, cavity treatments, and disaster management will be studied with an emphasis on application to specific cases. 47 contact hours.

FSE 2141L EMBALMING CLINICAL II..... 1 credit
Prerequisite(s): FSE 2100, FSE 2101L. Corequisite(s): FSE 2140. This course provides the student with learning activities which will include selected experiences in the funeral home preparation room. Application of embalming principles to specific cases is emphasized. Forty (40) hours of participation in the clinical setting are required to complete this course.

FSE 2160 FUNERAL PATHOLOGY ..... 3 credits
Prerequisite(s): HSC 1524, FSE 2100. This course is designed to introduce the student to the study of the cause and effect of disease on the human body. Topics of study will include: coroner and medical examiner, terminology, and general and special pathology. Emphasis will be on tissue changes which affect the embalming process. 47 contact hours.

FSE 2201 FUNERAL HOME MANAGEMENT OPERATIONS ..... 3 credits
Prerequisite(s): FSE 2202. This course is designed to give the student an understanding of the principles of the operations of a funeral home. Topics of study will include merchandising, casket and vault construction, pre-need and at-need funeral arrangements, funeral services forms, death benefits, and vital statistics. Lecture and laboratory experience in funeral arrangements. 47 contact hours.

FSE 2202 FUNERAL HOME MANAGEMENT..... 3 credits
Prerequisite(s): BUL 2241, ACG 2001. Pre-or-Corequisite(s): FSE 1000. This course is the study of the role and function of the funeral director as an effective manager. Emphasis is placed on small business management functions of planning, organizing, motivation, direction, and controlling in the funeral home setting. 47 contact hours.

FSE 2930 FUNERAL SERVICES PROFESSIONAL REVIEW..... 1 credit
Pre-or-Corequisite(s): FSE 2060, FSE 2201, FSE 2140, FSE 2120, FSE 2080, FSE 2160 or program director's approval. This seminar type course will review all necessary procedures and requirements for state and national licensure as a Funeral Director and Embalmer. 17 contact hours.

FSE 2946 PROFESSIONAL PRACTICUM..... 5 credits
Prerequisite(s): Program Director's approval. This course provides experience in the funeral home, under direct supervision of a licensed funeral director/embalmer, applying knowledge of theories and practices of funeral service. The student will perform duties and services as assigned by the preceptor and instructor to include surveillance of, and participation in, execution of total services rendered to the family. Service reports are required to be completed by the student. The student must register and take the National Board Examination given by the International Conference of Funeral Examining Boards. The course requires a minimum of 200 hours of supervised funeral home experience.

FSS 2235C INTRODUCTORY FOOD PRODUCTION MANAGEMENT ..... 3 credits
This course is designed to provide students with fundamental knowledge and skill in basic and intermediate commercial food production management. Included are basic principles and techniques of commercial food preparation, management of resources, use of commercial recipes, use and care of commercial equipment and evaluation of food products. The course includes safety and sanitation practices in commercial food operations. 120 contact hours.

GEA 2172 'G' GEOGRAPHY OF THE DEVELOPING WORLD..... 3 credits
Prerequisite(s): ((ENC 0020 or ENC 0025) and (REA 0002 or REA 0017)) or EAP 1695 or appropriate score on the placement test. This course is a regional survey of the developing world, to include China, South Asia, the Indian Perimeter, the Middle East, Africa and Latin America. These emerging, poor, developing regions are studied in order to understand the forces shaping the world of tomorrow. This course partially satisfies the writing requirements outlined in the General Education Requirements. 47 contact hours.

GEA 2174 'G' GEOGRAPHY OF THE DEVELOPED WORLD..... 3 credits
Prerequisite(s): ((ENC 0020 or ENC 0025) and (REA 0002 or REA 0017)) or EAP 1695 or appropriate score on the SPC placement test. This course is a regional study of the former Soviet Union, including the Russian Federation, Japan, Europe, North America, Australia and New Zealand. These stable, wealthy, developed regions are studied in order to understand the counterforce to those who would shape the world of tomorrow. This course partially satisfies the writing requirements outlined in the General Education Requirements. 47 contact hours.

GEB 1011 INTRODUCTION TO BUSINESS..... 3 credits
This is a survey course which acquaints the student with all aspects of business. This includes business ownership, management, marketing, information technology and financial resources. This course will enable the student to more intelligently pursue advanced business courses and to choose a business career. 47 contact hours.

GEB 2350 SURVEY OF INTERNATIONAL BUSINESS..... 3 credits
This introductory course in international business is designed to provide an overview of international trade as it relates to: existing and emerging global markets, foreign investments, its impact on financial markets, international marketing, and the operation of multinational corporations. 47 contact hours.

GEB 2940 BUSINESS INTERNSHIP..... 1-4 credits
Prerequisite(s): Academic Department Coordinator/Chair Approval. This course is to be taken after the student has completed 9 credit hours in their major field of study. The purpose of this course is to allow students a "real world" experience with major-related, supervised, evaluated practical work experiences which may be paid or voluntary. Students are graded on the basis of documented learning acquired through hands-on experiences in an actual work setting. Variable credits are available, one to four per course. The student must fulfill the requirement of 60 on-the-job hours for each credit earned in addition to written assignments. This course may be repeated for a total of 4 credits.

GIS 2040 INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS ..... 3 credits
Prerequisite(s): ((ENC 0020 or ENC 0025), (REA 0002 or REA 0017) and (MAT 0024 or MAT 0028)) or (EAP 1695 and (MAT 0024 or MAT 0028)). This course will introduce the student to the use of Geographic Information Systems (GIS) in spatial data exploration, map layout creation, and data editing and analysis. This is a survey-level course that assumes no prior knowledge of GIS. Topics covered will include the applications of GIS in various fields, the structure of the ArcGIS platform, the use of different tools to explore and modify spatial data, and the analysis of spatial data to answer "real world" questions. 47 contact hours.

GLY 2010 PHYSICAL GEOLOGY..... 3 credits
Prerequisite(s): ((ENC 0020 or ENC 0025) and (REA 0002 or REA 0017) and (MAT 0024 or MAT 0028)) or (EAP 1695 and (MAT 0024 or MAT 0028).) This course emphasizes a study of minerals and rocks and their formation, geological processes, land forms and their interpretation, and the application of geological knowledge to human affairs. This course has a substantial writing requirement. 47 contact hours.

GLY 2010L PHYSICAL GEOLOGY LABORATORY ..... 1 credit
Corequisite(s): GLY 2010. This is a laboratory experience to accompany Physical Geology. The laboratory exercises emphasize a study of applications to the principles of physical geology. 45 contact hours.

GLY 2100 HISTORY OF THE EARTH AND LIFE..... 3 credits
Prerequisite(s): ((ENC 0020 or ENC 0025), (REA 0002 or REA 0017) and (MAT 0024 or MAT 0028)) or (EAP 1695 and (MAT 0024 or MAT 0028).) This course is a study of the geologic history of the earth, including concepts of the origin of the continents and the ocean basins, plate tectonics, the major physical events as recorded in the rocks of the continents and the evolutionary changes and processes in animals and plants through time. 47 contact hours.

GLY 2160 GEOLOGY OF OUR NATION'S PARKS ..... 3 credits
Prerequisite(s): ((ENC 0020 or ENC 0025) and (REA 0002 or REA 0017) and (MAT 0024 or MAT 0028)) or (EAP 1695 and (MAT 0024 or MAT 0028)) or satisfactory scores on the SPC placement test. This course will introduce the student to representative U.S. Parks by using fundamental geologic processes as a framework. Topics covered will include rocks and minerals, erosional processes, geologic time, plate tectonics and the relationship between these geologic processes and the establishment of parks and monuments. An ancillary course objective is to make travel and scenery more interesting and enjoyable through understanding of how the earth's features have been developed through time. Topic 2 for International Study Abroad. Topic 2 may be repeated 2 times, 2 different locations, for a total of 6 credits. 47 contact hours.

GRA 1100C PRINCIPLES OF GRAPHIC DESIGN..... 2 credits
This course is an introduction to the basic design principles, concepts and processes necessary for good graphic design. Students learn design solutions that will

turn ideas into well-arranged compositions. The students will receive a comprehensive foundation in using elements of design to give form to creative ideas. 62 contact hours.

GRA 1206C TYPOGRAPHY ..... 3 credits
Prerequisite(s): CGS 2525, DIG 2109 or permission of program director. This course provides the student with information and hands-on experience using type as a design element. The course addresses techniques, applications and problem-solving strategies specific to typographic layout and design. An introduction to electronic typesetting and page layout will utilize software specific to the graphic design industry. 92 contact hours.

GRA 1330 APPLIED HISTORY OF GRAPHIC DESIGN ..... 3 credits
This course is a chronological survey of the techniques of critical thinking and problem solving as applied to graphic design communications beginning with the advent of the Industrial Revolution and continuing through to the 21st century. Specifically targeted for the graphic design student, this course contains a chronology of advertising, marketing, and mass media approaches in order to outline the process of visual strategies and campaigns. Exploration of genres, styles, and practices are detailed through the use of hands-on projects and demonstrations. 47 contact hours.

GRA 2103C INTRODUCTION TO COMPUTER GRAPHICS ..... 1 credit
Prerequisite(s): CGS 1070 or by permission of the program director. This course is a hands-on introduction to computer graphics software and hardware, technology concepts, and terminology applicable to artwork in the graphic design industry. 47 contact hours.

GRA 2111C GRAPHIC DESIGN SEMINAR..... 3 credits
Prerequisite(s): ART 1300C, GRA 1100C, GRA 1206C. This course is an extension and synthesis of the basic concepts of design as they apply to specific problems of Graphic Communication. The process of problem solving by design, the visualization of solutions, and the correlation of form and content will be studied. The course also provides the experience of designing with type as visual shape and iconography. Students will build on skills learned in prerequisite courses and will learn to select appropriate digital media for creative visual problem solving. 92 contact hours.

GRA 2114C GRAPHIC DESIGN II..... 3 credits
Prerequisite(s): GRA 2111C, DIG 2115C, GRA 2151C. This course expands the students' understanding and process of graphic problem solving. Through the use of graphic software applications, the student will develop the essential correlation of form and content as it relates to the visualization of creative design solutions. Students will build upon skills learned in prerequisite courses and will select and apply various techniques appropriate for dynamic image creation. Students will research and analyze clients' needs and goals, and apply the design process to develop successful communication solutions. Students will devise and produce digital graphic creations that emphasize the effective use of layout, design, typography, and digital graphic techniques to solve specific communication challenges unique to the design industry. 92 contact hours.

GRA 2131C MULTIMEDIA GRAPHICS ..... 3 credits
Prerequisite(s): DIG 2115C, GRA 2151C, GRA 2111C. This course develops the essential understanding of the hardware and software required to create and deliver multimedia designs. The student will be introduced to the fundamentals of creating and editing graphic images used in, or in combination with, print, web, animation, and video presentations. Students will have the opportunity to learn how to manipulate text, capture images, produce simple two-dimensional animations and intermix these components into multimedia presentations. 92 contact hours.

GRA 2151C COMPUTER ILLUSTRATION ..... 3 credits
Prerequisite(s): GRA 2103C or permission of program director. This is a computer-based course designed to develop the students' skills in computer illustration. Students will learn through the use of the computer how to create, select, manipulate and arrange graphic objects used in computer illustrations. Students will utilize layout techniques, modify and reshape text, manage files and prepare their work for print out-put and electronic presentation. 92 contact hours.

GRA 2201 ADVANCED DIGITAL PUBLISHING ..... 3 credits
Prerequisite(s): DIG 2109 and GRA 1206C or permission of program director. This is a computer-based course designed to develop the students' skills in digital publication design. Students will learn through the use of the computer how to develop multiple page layouts, import text and digital images, file management, and output for screen and print production. 47 contact hours.

GRA 2203C PRE-PRESS PRODUCTION..... 3 credits
Prerequisite(s): GRA 2111C and DIG 2115C or permission of program director. This course is an introduction to art and copy preparation for printing reproduction. Course activities provide a hands-on experience with materials, techniques and application of electronic pre-press printing procedures. 92 contact hours.

GRA 2746C ILLUSTRATION ..... 3 credits
Prerequisite(s): ART 1201C, ART 1300C. This course is an introduction to the concepts and methods of illustration which permit visual-verbal relationships to be formed. Stressing concept, students will develop visual solutions, which parallel and/or expand upon verbal information. The student will also develop self-expression within the parameters of the field of illustration and the practical aspects of an illustration career. A wide variety of media and imagery will be employed. 92 contact hours.

GRA 2951C PROFESSIONAL PRACTICES/ INTERNSHIP ..... 2 credits
Prerequisite(s): Permission of program administrator. This course is designed to develop the knowledge and skills essential to graphic artists and design professionals in the visual communications industry. The course will highlight industry professionalism, legal and business practices, standards and ethics, copyright laws as well as artists' rights. Students will examine the concept of entrepreneurship and skills needed to operate a small business effectively. Part of the course will involve student internship at a pre-approved location. 62 contact hours.

GRA 2952C GRAPHIC DESIGN PORTFOLIO ..... 2 credits
Prerequisite(s): Permission of program administrator. This course is designed to develop students' strategies for portfolio presentations to employers and clients, using critical analysis, selection and visual expertise. Students will assemble and evaluate their work in order to develop professional graphic design, and/or photographic portfolios. Students will also learn to develop alternate visual strategies as they apply to portfolio requirements set by industry standards. 62 contact hours.

GRK 1120 ELEMENTARY MODERN GREEK I ..... 4 credits
This course introduces students to the four skills (listening, speaking, reading and writing) of Modern Greek and to the culture of Greece. 62 contact hours.

GRK 1121 ELEMENTARY MODERN GREEK II ..... 4 credits
Prerequisite(s): GRK 1120 or permission of instructor. This course reinforces previously acquired basic skills in Modern Greek. The course further develops listening, speaking, reading and writing skills, as well as an understanding and appreciation of the culture of Greece. 62 contact hours.

HFT 1000 INTRODUCTION TO THE HOSPITALITY AND TOURISM INDUSTRY..... 3 credits
This course is an introduction to the many facets of the hotel-motel and food service industries. The course includes a study of the history, scope and innovations in the industry. The course includes guest lectures from the industry and visits to local hospitality establishments. Students will see the advantages of the hospitality and tourism industry as a career path. 47 contact hours.

HFT 1210 SUPERVISION IN THE HOSPITALITY INDUSTRY..... 3 credits
This course provides training on the skills necessary for supervising employees and the interpersonal skills required between employers and employees. It discusses motivation, communication skills for effective leadership and managing conflict in the hospitality industry. 47 contact hours.

HFT 1300 HOUSEKEEPING OPERATIONS..... 3 credits
This course presents a systematic approach to managing housekeeping operations in the hospitality industry. Emphasis is placed on the role of the housekeeping department and understanding the managerial skills necessary to efficiently operate this department. 47 contact hours.

HFT 1410 FRONT OFFICE PROCEDURES ..... 3 credits
This course is designed to acquaint the student with front office procedures. Topics include: hotel organizations; front office responsibilities; front office accounting; check-out settlement; night audit; planning and evaluating operations; and revenue management. 47 contact hours.

HFT 1500 MARKETING IN THE HOSPITALITY INDUSTRY..... 3 credits
Prerequisite(s): HFT 1000. This course is designed to develop marketing understanding in the hospitality industry. Topics include: segmentation and the hospitality industry; positioning in line with consumer preferences; the channels of distribution; marketing in perspective; marketing research; sales; advertising; public relations; promotions; data base marketing; packaging; strategic hospitality marketing; individual guest behavior; guests of tomorrow; marketing data and information systems. 47 contact hours.

HFT 1941 OPERATIONS AND SERVICE PRACTICUM..... 2-3 credits
This course enables students to enhance workplace skills through supervised practical experience. In addition the student must complete assignments including a session project. This course requires practical work experience or participation in a formalized internship program in an approved segment of the hospitality/restaurant industries. Faculty makes regular appraisals of the learning progress through on-site visitations and consultations with supervisors. Sixty industry work hours equals one credit hour. 120-180 contact hours.

HFT 2265 FOOD SERVICE OPERATIONS..... 3 credits
Pre-or-Corequisite(s): HFT 2450. This course covers the basic principles of food service operations with topics including: menu development; dining service styles and procedures; beverage service styles and procedures; service equipment and supplies; facility layout, dıcor, cleaning and maintenance; casual/theme restaurants; banquets and catered events; room service; food service in related hospitality facilities such as academic, military and quick food. 47 contact hours.

HFT 2276 CLUB AND RESORT OPERATIONS..... 2 credits
Prerequisite(s): HFT 1000, HFT 1941. This course provides an overview of club and resort operations. Club topics include: the club board and its general manager; service excellence in clubs; leadership in club operations; quality management systems; strategic management in clubs; marketing clubs; club financial management; club computer systems; golf operation in clubs; club fitness, aquatics and tennis operations. Resort topics include: major recreational activities; personnel organization and human relations; front-of-the-house management; plant and grounds maintenance; security and safety; risk management; the expectations of the resort guest and how the guest differs from a typical hotel guest. 32 contact hours.

HFT 2450 HOSPITALITY COST CONTROLS..... 3 credits
Prerequisite(s): HFT 1000, HFT 1500, HFT 1941 or approval of instructor. This course is the study of cost controls for food and beverage operations, purchasing, receiving, storage, preparation and service. Emphasis is on controlling, analyzing costs, and using financial management techniques. 47 contact hours.

HFT 2600 HOSPITALITY LAW ..... 3 credits
This course is designed to acquaint students with the legal aspects of hotel, food and travel acquisition. The student will learn: historical legal definitions and the court system; the legal relationships of the innkeeper-guest; the legal obligations of a hotel to a guest; the "duty" owed guests by the owner; the liabilities and right of restaurateurs and beverage operators and emerging areas of concern. 47 contact hours.

HFT 2750 CONVENTION AND GROUP MANAGEMENT AND MARKETING ..... 3 credits
Prerequisite(s): (HFT 1000 and HFT 1500) and (HFT 1941 or permission of instructor). This course defines the scope and segmentation of the convention and group business market, describes marketing and sales strategies to attract markets with specific needs and explains the operational techniques to meet these needs as part of the meeting and convention business. 47 contact hours.

HFT 2942 HOSPITALITY INTERNSHIP..... 3 credits
Prerequisite(s): HFT 1941. This course enables students to enhance workplace skills through supervised practical experience. Sixty (60) industry work hours equal one credit hour. In addition, the students must complete assignments as well as a term project. Faculty make regular appraisals of the learning progress through on-site visits and consultations with supervisors. 180 contact hours.

HIM 1000 INTRODUCTION TO HEALTH INFORMATION MANAGEMENT..... 3 credits
Prerequisite(s): Admission to the Health Information Management A.S. degree program or the Medical Coder Certificate program or the Healthcare Informatics A.S. degree program and (CGS 1070 with a grade of "C" or better or Computer/Information Literacy Competency requirement), HSC 1531 with a grade of "C" or better, and either BSC 1083 or BSC 1084C or (BSC 2085/2085L and BSC 2086/2086L) with grades of "C" or better and successful completion of (MAT 0024 or MAT 0028) or higher. This course is an introduction to the health information (medical record) department, the role of the health information technician as a member of the health care team and the health information professional organization. Content to be addressed includes the fundamentals of health information practice, content and format of various types of medical records, numbering and filing systems, and health care data sets. 47 contact hours.

HIM 1005 HEALTHCARE INFORMATICS PROJECT MANAGEMENT..... 3 credits
Prerequisite(s): Admissions to the Healthcare Informatics Certificate or the Healthcare Informatics A.S. degree and (CGS 1070 with a grade of "C" or better or Computer/Information Literacy Competency requirement) and HIM 1102 with a grade of "C" or better. Pre-or-Corequisite(s): HIM 2652 with a grade of "C" or better or program director approval. This course provides an overview of healthcare informatics project management and introduces the concepts necessary to identify the major components that lead to the

successful completion of an healthcare informatics project. Concepts include project planning; tracking and implementation; task delegation; time, money, and outcomes management of projects. 47 contact hours.

HIM 1102 INTRODUCTION TO HEALTHCARE INFORMATICS..... 3 credits
Pre-or-Corequisite(s): CGS 1070 with a grade of "C" or better or Computer/Information Literacy Competency requirement or program director approval. This course studies the collection and organization of patient health information, the effective management of information using computer technology, and the impact of such technology on medical research, education, and patient care. 47 contact hours.

HIM 1110 CLASSIFICATION SYSTEMS, INDEXES, AND REGISTRIES..... 3 credits
Prerequisite(s): Admission to the Health Information Management A.S. degree program or the Healthcare Informatics A.S. degree and HIM 1000 with a grade of "C" or higher or program director approval. Pre-or-Corequisite(s): HSA 1100 with a grade of "C" or higher. This course serves as an introduction to nomenclature and classification systems, reimbursement issues, and indexes and registries in a health information (medical record) department. Related health information management practices in ambulatory care, long term care, rehabilitation, and mental health facilities are addressed. 47 contact hours.

HIM 1211 HEALTH INFORMATION TECHNOLOGIES..... 2 credits
Prerequisite(s): Admission to the Health Information Management A.S. degree program or the Medical Coder Certificate program or the Healthcare Informatics A.S. degree and (CGS 1070 with a grade of "C" or better or Computer/Information Literacy Competency requirement) and HIM 1000 with a grade of "C" or better. This course is an introduction to theory and practical methodology utilized in a health information (medical record) department. Computer and information systems in health care are discussed with emphasis on systems encountered by health information managers. Included is a review of new technologies in relation to the evolving electronic medical record. 32 contact hours.

HIM 1212 DATA AND WORKFLOW MANAGEMENT..... 3 credits
Prerequisite(s): Admissions to the Healthcare Informatics A. S. degree or Healthcare Informatics Certificate and HIM 1102 with a grade of "C" or higher or program director approval. This course introduces building healthcare information architecture for integrated delivery systems. Database theory, design, and management concepts with emphases on data integrity, security, and data mining/trending using query and report generation from healthcare data warehouses will be addressed. Workflow and process re/design to support clinical, financial, and administrative reporting and decision making will also be covered. 47 contact hours.

HIM 1430 PRINCIPLES OF DISEASE..... 3 credits
Prerequisite(s): Admission to the Health Information Management A.S. Degree or the Medical Coder Certificate program or the Healthcare Informatics A.S. program and (CGS 1070 with a grade of "C" or better or Computer/Information Literacy Competency requirement), HSC 1531 with a grade of "C" or better and either BSC 1083 or BSC 1084C or (BSC 2085/2085L and BSC 2086/2086L) with grades of "C" or better. This course focuses on general principles, etiology and pathophysiology of human diseases on homeostatic mechanisms. A living body systems approach is utilized which includes basic anatomy, physiology, manifestations of disease states, and medical complications. Diagnostic procedures and treatment of each disease are investigated. Selected areas addressed include: cellular structure, immune system, infectious disease, neoplasms, inherited disease, urinary, reproductive, digestive, respiratory, circulatory, nervous, endocrine, musculoskeletal, integumentary and sense organ systems. 47 contact hours.

HIM 1800 PROFESSIONAL PRACTICE EXPERIENCE I..... 2 credits
Prerequisite(s): Admission to the Health Information Management A.S. degree program or Medical Coder Certificate program and HIM 1000, HSA 1100, with grades of "C" or better or Program Director approval. Pre-or-Corequisite(s): For Health Information Management A.S. students: HIM 1110 with a grade of "C" or better. This clinical practice allows the student to experience and practice generic health information (medical record) department functions in either a simulated or actual health information environment. Topics addressed include typical workflow patterns; admission/registration processes; record assembly and analysis activities; management of standard health record documents and incomplete records; record filing and numbering systems; and retention and retrieval procedures. The student will become familiar with and/or utilize various types of equipment used in health information departments. 60 contact hours.

HIM 2003 HEALTHCARE INFORMATICS PRACTICUM..... 2 credits
Prerequisite(s): Admission to the Healthcare Informatics A.S. degree program or the Healthcare Informatics Certificate program. Prerequisites for Healthcare Informatics Certificate students: HIM 1102, HIM 1212, HIM 1002, HIM 2652, with grades of "C" or better or program director approval. Pre- or corequisite for Healthcare Informatics A.S. students: HIM 2004 with a grade of "C" or better. This course prepares the student to gain information in healthcare informatics operations and activities which will allow them to apply this knowledge in a project associated with healthcare informatics operations. 32 contact hours.

HIM 2004 HEALTHCARE INFORMATICS CAPSTONE..... 2 credits
Prerequisite(s): Admission to the Healthcare Informatics A.S. degree program and all Healthcare Informatics Certificate courses: CGS 1070, HSA 1100, HIM 1005, HIM 1102, HIM 1212, HIM 2003, and HIM 2652 all with grades of "C" or better or program director approval. This course focuses on theories and principles of healthcare informatics in order to integrate and apply these concepts to real-world electronic health/medical record functions. The course may involve case studies and/or other projects. The student will produce reports and present portfolio documentation as assigned by the instructor. 32 contact hours.

HIM 2012 HEALTH LAW CONCEPTS AND PRACTICES..... 3 credits
Prerequisite(s): Admission to the Health Information Management A.S. Degree or the Healthcare Informatics A.S degree program and CGS 1070 or Computer/Information Literacy Competency requirement. This course is an in-depth study of the federal, state and local laws which govern the preparation and use of medical records in the health care delivery system. Topics include the medical record as a legal document and release of information. 47 contact hours.

HIM 2214C HEALTHCARE STATISTICS AND RESEARCH..... 1 credit
Prerequisite(s): Admissions to the Health Information Management A.S. degree program or the Healthcare Informatics A. S. degree program and any college level MAC, MGF or STA course with a grade of "C" or better, and HIM 1000 with a grade of "C" or better, or Program Director approval. This course addresses computation of rates and percentages for basic healthcare statistics with introduction to vital statistics, data display, report generation, and research methodologies. 32 contact hours.

HIM 2222 BASIC ICD CODING ..... 3 credits
Prerequisite(s): Admission to the Health Information Management A.S. degree program or the Medical Coder Certificate program and: (CGS 1070 with a grade of "C" or better or Computer/Information Literacy Competency requirement), HSC 1531 with a grade of "C" or better and either BSC 1083 or BSC 1084C or (BSC 2085/2085L and BSC 2086/2086L) with grades of "C" or better. Pre-or-Corequisite(s): HIM 1000 with a grade of "C" or better and HIM 1430 with a grade of "C" or better. This course is an introduction to the basic coding principles of the International Classification of Diseases (ICD) coding system. 47 contact hours.

HIM 2223 INTRODUCTION TO CODING AND REIMBURSEMENT SYSTEMS ..... 3 credits
Prerequisite(s): Admission to the Healthcare Informatics A.S. degree program and (CGS 1070 with a grade of "C" or better or Computer/Information Literacy Competency requirement), HSC 1531 with a grade of "C" or better or program director approval. This course will review the various medical coding systems used for reimbursement of healthcare services and focus primarily on International Classification of Diseases (ICD) and Current Procedural Terminology (CPT) coding systems utilized by hospitals, clinics, and physician offices. Various reimbursement methodologies including Diagnosis Related Groups (DRGs), Ambulatory Payment Classification Groups (APCs), and Resource-Based Relative Value Scale (RBRVS) will be addressed. The use of computer software and systems such as encoders, charge master and revenue cycle tools, and electronic billing processes to support accurate and efficient coding, billing, and reimbursement operations will also be covered. 47 contact hours.

HIM 2234 ADVANCED CODING AND REIMBURSEMENT ..... 3 credits
Prerequisite(s): Admission to the Health Information Management A.S. degree program or the Medical Coder Certificate program and HIM 1430 and HIM 2222 with grades of "C" or better or program director approval. Pre-or-Corequisite(s): HSC 1149C with a grade of "C" or better. This is an advanced course in the use of the International Classification of Diseases (ICD) coding system. The course is designed to increase the quality and accuracy of code selection by applying the decision-making process using well defined medical record review methodologies and official coding guidelines. The course will also provide methodologies to conduct validation studies of coded data, evaluate the content of medical record documentation, and verify the accuracy of Diagnosis Related Group (DRG) and/or Ambulatory Payment Classification (APC) assignments. 47 contact hours.

HIM 2253 CPT CODING ..... 3 credits
Prerequisite(s): Admissions to the Health Information Management A.S. degree program or the Medical Coder Certificate program and (CGS 1070 with a grade of "C" or better or Computer/Information Literacy Competency requirement), HSC 1531 with a grade of "C" or better and either BSC 1083 or BSC 1084C or (BSC 2085/2085L and BSC 2086/2086L) with grades of "C" or better. Pre-or-Corequisite(s): HIM 1000 and HIM 1430 with grades of "C" or better. This course is an introduction to the basic coding principles, characteristics and conventions of coding using the Physicians Current Procedure Terminology (CPT) coding nomenclature. Students should have an understanding of medical terminology. 47 contact hours.

HIM 2283 ADVANCED CPT CODING AND REIMBURSEMENT ..... 3 credits
Prerequisite(s): Admissions to the Health Information Management A.S. degree program or the Medical Coder Certificate program and HIM 1430, HIM 2222 and HIM 2253 with a grade of "C" or better or program director approval. Pre-or-Corequisite(s): HSC 1149C. This course will apply coding principles from an outpatient coding perspective. It will utilize both International Classification of Disease (ICD) and Current Procedural Terminology (CPT) coding classifications. The course will prepare the student to work with reimbursement methodologies and issues, such as Ambulatory Payment Classifications (APCs) and Resource-Based Relative Value Scale (RBRVS). 47 contact hours.

HIM 2500 ORGANIZATION AND SUPERVISION..... 3 credits
Prerequisite(s): (Admission to the Health Information Management A.S. degree program and HIM 1110 with a grade of "C" or better and Pre- or co requisite: HIM 1211 and HIM 2012 with grades of "C" or better and Co requisite: HIM 2810) or (Admission to the Healthcare Informatics A.S. degree program and HIM 1110 and Pre- or co requisite: HIM 2223 with grade of "C" or better). This course is an introduction to supervisory management, human resources, personnel and financial management. Included are employment skills, budgeting, human relations, and methods for analyzing and improving systems. 47 contact hours.

HIM 2510 QUALITY AND PERFORMANCE IMPROVEMENT ..... 3 credits
Prerequisite(s): (Admission to the Health Information Management A.S. degree program and HIM 2500 with a grade of "C" or better and Pre- or corequisite(s): HIM 2214C, HIM 2234, HIM 2283 and HSC 1149C with grades of "C" or better and Corequisite(s): HIM 2820) or (Admission to the Healthcare Informatics A. S. degree program and HIM 2500 with a grade of "C" or better and pre- or corequisite(s): HIM 2214C and HSC 1149C and HIM 2223 with grades of "C" or better). This course is an introduction to health care Quality and Performance Improvement, Utilization Management, Risk Management, and Credentialing. An introduction is also provided in basic health care research methodology, epidemiology, as well as statistical analysis, reporting and interpretation. 47 contact hours.

HIM 2652 ELECTRONIC HEALTH/MEDICAL RECORD SYSTEMS..... 3 credits
Prerequisite(s): Admission to the Healthcare Informatics A.S. degree or the Healthcare Informatics Certificate program and CGS 1070 with a grade of "C" or better or Computer/Information Literacy Competency requirement. Pre-or-Corequisite(s): HIM 1102 with a grade of "C" or better or program director approval. This course addresses information systems theory, electronic health/medical record concepts and associated infrastructure and applications, as well as strategic planning and implementation of health/medical record information systems. Additional issues to be covered include legal, ethical, and regulatory concepts, privacy and security requirements, best practices, and future trends. 47 contact hours.

HIM 2810 PROFESSIONAL PRACTICE EXPERIENCE II ..... 2 credits
Prerequisite(s): Admissions to the Health Information Management A.S. degree program or the Medical Coder Certificate program and HIM 1800, HIM 2222 and HIM 2253 with grades of "C" or better. Pre-or-Corequisite(s): For Medical Coder students: HIM 1211, HIM 2234, HIM 2283 and HSC 1149C with grades of "C" or better. Corequisite(s): For Health Information Management A.S. students: HIM 2500. This course allows the student to perform medical coding functions in a professional practice setting which may include either a simulated or actual health information (medical record) environment. Students will apply knowledge and skills for coding patient records using the International Classification of Diseases (ICD) and/or the Current Procedural Terminology (CPT) coding systems. 90 contact hours.

HIM 2820 PROFESSIONAL PRACTICE EXPERIENCE III ..... 2 credits
Prerequisite(s): Admissions to the Health Information Management A.S. degree program and HIM 2500 with a grade of "C" or better, HIM 2810 with a grade of "C" or better or approval of program director. Pre-or-

Corequisite(s): HIM 2510 with a grade of "C" or better. This clinical practice allows the Health Information A.S. degree student to participate in health information (medical record) management functions in either an acute care or other health record setting. Topics addressed include various organization and supervision activities. The student will become familiar with and utilize various types of equipment, systems and processes used in health information departments. 90 contact hours.

HIS 2950 STUDY ABROAD IN HISTORY ..... 3 credits
Prerequisite(s): (ENC 0020 or ENC 0025) or EAP 1695 or appropriate score on the SPC placement test or permission of program director. This course, exclusively for students in the Cambridge International Summer Schools Programs, is designed to offer historical topics of special interest to students combined with actual travel and study on-site at one of Europe's oldest and most prestigious universities. Such course offerings include the study of history (British and European)--historical periods, movements and figures--as detailed in the Cambridge catalogue. Variable content depending on the Cambridge course listings for the respective summer term is designated. The course includes lectures, discussions, field trips and multiple writing experiences. In addition, the course involves extensive orientation and preparation plus careful monitoring of student work and progress while at Cambridge.

HLP 1080 PERSONAL WELLNESS..... 1 credit
This course includes laboratory analysis of selected current health indicators using appropriate evaluation techniques. Students will determine their current health status and develop a functional program to foster optimal wellness. Within these parameters, students will develop a knowledge and understanding of nutrition and physical fitness as it relates to good health. Individualized nutritional programs will be designed with the use of a current computer software program. 32 contact hours.

HSA 1100 HEALTHCARE DELIVERY SYSTEMS ..... 3 credits
Pre-or-Corequisite(s): (CGS 1070 with a grade of "C" or better or Computer/Information Literacy Competency requirement) or program director approval. This course is an introduction to health care facilities and health delivery systems including their purpose, organization, general functions and staffing. Facilities such as hospitals, nursing and rehabilitation centers, health maintenance organizations, private and public outpatient clinics and health care centers are analyzed and discussed. Additional topics include an overview of accreditation standards; licensure agencies; reimbursement systems; legal/ethical issues; healthcare computerization; documentation, quality, compliance, and regulatory requirements. 47 contact hours.

HSA 1102 CURRENT ISSUES IN HEALTH..... 2 credits
This course is designed for the organized presentation of current issues within the health care system. Emphasis focuses on diverse areas of health and is appropriate for persons directly or indirectly involved in provision of health care or health education. 32 contact hours.

HSC 1149C GENERAL PHARMACOLOGY FOR HEALTH PROFESSIONALS..... 1 credit
Prerequisite(s): (BSC 1083) or (BSC 2085/2085L and BSC 2086/2086L) or program director approval. Pre-or-Corequisite(s): For Health Information Management and Medical Coder students: CGS 1070. This course will provide the student with general pharmacology concepts and principles in the management of client care. The knowledge and skills required for safe, effective administration of therapeutic drugs and indications and contraindications associated with drug therapy are an integral part of this course. 32 contact hours.

HSC 1524 INTRODUCTION TO INFECTIOUS DISEASE ..... 2 credits
Prerequisite(s): ((ENC 0020 or ENC 0025) and (REA 0002 or REA 0017) and (MAT 0024 or MAT 0028)) or (EAP 1695 and (MAT 0024 or MAT 0028)) or satisfactory score on the placement test. This course provides a survey of the agents of infectious diseases and the principles of infection control and epidemiology. Safe handling of infectious materials and the use of personal protective equipment are emphasized. 32 contact hours.

HSC 1531 MEDICAL TERMINOLOGY ..... 2 credits
Pre-or-Corequisite(s): CGS 1070 or program director approval. This course is an introduction to medical terms and abbreviations utilized by health care professionals in patient care settings. It orients students to the elements of medical terms, their abbreviations, meanings and appropriate spellings. 32 contact hours.

HSC 2100 PERSONAL AND COMMUNITY HEALTH ..... 3 credits
This course is designed to acquaint the student with current issues that affect personal and community health. Health education is presented so the student is able to develop attitudes, principles, and habits, through a discovery of knowledge that will help maintain and improve his/her own health and that of the community. 47 contact hours.

HSC 2400 FIRST AID ..... 2 credits
This course covers essential information in first aid knowledge, skills and judgment with regard to emergency treatment of injuries and sudden illness. Successful completion of the course with a "C" or better grade qualifies the student for the American Red Cross Standard First Aid Certificate and C.P.R. Certification. 32 contact hours.

HSC 2407 PROFESSIONAL RESCUER ..... 2 credits
This course comprises information first responders need to provide appropriate initial care, regardless of the type of emergency. The course stresses the steps to follow in an emergency until more advanced medical personnel can arrive. The student will use breathing devices, including resuscitation masks, bag-valve-mask (BVM) resuscitators, and supplemental oxygen. 32 contact hours.

HSC 2721 EVIDENCE-BASED HEALTHCARE PRACTICE..... 1 credit
Prerequisite(s): MAT 1033 or permission of program director. This course focuses on providing students with the comprehensive knowledge and skill base needed to make evidence-based decisions. Methods of critical evaluation of data needed to support planning, implementation, and evaluation will be emphasized. Students will address concerns in the professional work setting by analyzing decisions made through use of evidence. 17 contact hours.

HUM 2210 'G' WESTERN HUMANITIES ANCIENT TO RENAISSANCE..... 3 credits
Prerequisite(s): (ENC 0020 or ENC 0025) or EAP 1695 or appropriate score on the CPT. This course examines Western cultural and aesthetic perspectives from the Ancient to Renaissance periods with an emphasis on the visual, literary, philosophical, and performing arts. This course partially satisfies the writing requirements outlined in the General Education Requirements. Credit is only given for one of the following: IDS 1101H, HUM 2210, or HUM 2210H. (Students who received credit for HUM 2250 cannot also receive credit for HUM 2210 or HUM 2233.) 47 contact hours.

HUM 2210H 'G' HONORS WESTERN HUMANITIES ANCIENT TO RENAISSANCE ..... 3 credits
Prerequisite(s): (Appropriate score on the CPT) or (acceptance into the Honors College) or approval of the program director. This course is a study of various epochs of Western culture from the ancient to

Renaissance periods with emphasis on analysis and synthesis of ideas and structure in the visual arts, literature, philosophy, and music. It stresses development of personal aesthetic sensibilities and commitment to intellectual curiosity. This course partially satisfies the writing requirements outlined in the General Education Requirements. Credit is only given for one of the following: HUM 2210, IDS 1101H, or HUM 2210H. (Students who received credit for HUM 2250 cannot also receive credit for HUM 2210 or HUM 2233.) 47 contact hours.

HUM 2233 WESTERN HUMANITIES
'G' BAROQUE TO CONTEMPORARY..... 3 credits
Prerequisite(s): (ENC 0020 or ENC 0025) or EAP 1695 or satisfactory score on the SPC placement test. This course examines Western cultural and aesthetic perspectives from the Baroque to the Contemporary periods with an emphasis on the visual, literary, philosophical, and performing arts. This course partially satisfies the writing requirements outlined in the General Education Requirements. HUM 2210 is not a prerequisite for this course. Credit is only given for one of the following: HUM 2233 or HUM 2233H or IDS 1102H. 47 contact hours. (Students who received credit for HUM 2250 cannot also receive credit for HUM 2210 or HUM 2233.)

HUM 2233H HONORS WESTERN HUMANITIES
'G' BAROQUE TO CONTEMPORARY..... 3 credits
Prerequisite(s): (Appropriate score on the SPC placement test) or (acceptance into the Honors College) or approval of the program director. This course is a study of various epochs of Western culture from the Baroque to the Contemporary periods with emphasis on analysis and synthesis of ideas and structure in the visual arts, literature, philosophy, and music. It stresses development of personal aesthetic sensibilities and commitment to intellectual curiosity. This course partially satisfies the writing requirements outlined in the General Education Requirements. Credit is only given for IDS 1102H or HUM 2233 or HUM 2233H. 47 contact hours. (Students who receive credit for HUM 2250 cannot also receive credit for HUM 2210 or HUM 2233.)

HUM 2270 HUMANITIES (EAST-WEST
'G' SYNTHESIS)..... 3 credits
Prerequisite(s): (ENC 0020 or ENC 0025) or EAP 1695 or satisfactory score on the CPT. This course is a study of non-Western cultures, including the Middle East, Asia, and Africa. Emphasis is placed on acquiring knowledge of non-Western arts, values, and ideas relative to Western culture and developing an awareness of a world community. This course partially satisfies the writing requirements outlined in the General Education Requirements. (Credit is not given for both HUM 2270 and HUM 2270H.) 47 contact hours.

HUM 2270H HONORS HUMANITIES (EAST-WEST
'G' SYNTHESIS)..... 3 credits
Prerequisite(s): (Appropriate score on the CPT) or (acceptance into the Honors College) or approval of the program director. This course is a study of various major non-Western cultures including the Near East, Far East, and Africa, as related to the Western tradition. Emphasis is placed on applying knowledge of non-Western values and ideas relative to Western culture toward constructing a coherent world-view and reaching a deep understanding of self. This course partially satisfies the writing requirements outlined in the General Education Requirements. Credit is not given for both HUM 2270 and HUM 2270H. 47 contact hours.

HUM 2950 STUDY ABROAD IN HUMANITIES ..... 3 credits
Prerequisite(s): (ENC 0020 or ENC 0025) or EAP 1695 or appropriate score on SPC placement test or permission of the Dean. This course, exclusively for students in the SPC Study Abroad Programs, is designed to offer topics of special interest in the humanities to students combined with actual travel and study on-site at one or more SPC Study Abroad program partners. Such course offerings include the examination of the styles and influences of music, art, architecture, theatre, religion, literature and philosophy. Specific content will vary depending on the specific study abroad program. The course includes lectures, discussions, field trips and multiple writing experiences. In addition, the course involves extensive orientation and preparation plus careful monitoring of student work and progress while studying abroad.

HUN 1201 SCIENCE OF NUTRITION..... 3 credits
Prerequisite(s): BSC 2086 or BSC 2010. This course covers the basic principles of nutrition, including knowledge of the principal nutrients in foods and their utilization by the body and determining and meeting food needs for optimum health at different stages of the life span. 47 contact hours.

HUS 1001 PRINCIPLES AND STRATEGIES FOR
HUMAN SERVICES..... 3 credits
Prerequisite(s): REA 0002 or REA 0017 or EAP 1695 or a satisfactory score on the SPC Placement Test. This course is an introduction to effective helping strategies in human services. The focus is upon normalization, problem-solving skills, and the various roles and functions of the human services professional. Personal awareness as it relates to the human services field is emphasized. 47 contact hours.

HUS 1011 APPLIED ASSERTIVENESS SKILLS..... 2 credits
This course is designed to promote personal and professional development in students. Elements of assertive behavior as well as factors contributing to non-assertive behavior will be explored. Strategies for improved self-efficacy, as well as strategies for recognizing and addressing self-defeating behavior will be examined and applied to the Human Services setting. The impact of culture on an individual's views and interpretation of assertive behavior will be examined. 32 contact hours.

HUS 1013 SELF-ESTEEM IN HUMAN
SERVICES..... 3 credits
This course is to assist students in integrating self-esteem principles and methods into human services practice. Students will learn and apply techniques for enhancing self-esteem and then integrate them into human services practice. The student will learn skills for assessing and improving their own self-concepts and also incorporate these skills into their work in the human services field. 47 contact hours.

HUS 1021 PROBLEM SOLVING AND VALUES
ORIENTATION ..... 2 credits
This course will introduce the student to an overview of different theories related to the development of values and problem solving skills as they relate to work in the Human Services field. The effects of decisions on self, others and society will be examined. Through didactic and experiential learning, students will explore a variety of theories and situations. 32 contact hours.

HUS 1111 INTRODUCTION TO INTRA AND
INTER-PERSONAL PROCESSES ..... 3 credits
This course is an introductory experience in which specific skills needed for effective human service workers are examined and practiced. The focus is on the dynamics of intra and inter-personal processes. 47 contact hours.

HUS 1320 THEORIES AND FOUNDATIONS OF
CRISIS INTERVENTION..... 1 credit
This course will provide a comprehensive overview of the history of crisis intervention and crisis theory. In addition, it will also present a comprehensive model of crisis intervention will include developing listening and understanding skills, as well as assessment approaches and interventions. 17 contact hours.

HUS 1427 DEPENDENT WOMEN: SOCIETY AND ADDICTION ..... 2 credits
This course provides a framework for understanding the disease of addiction. Specifically, this course is designed to explore the special needs of chemically and emotionally dependent women. Students will examine societal views about, and attitudes toward dependent women. Successful models for prevention, intervention and treatment will be discussed. 32 contact hours.

HUS 1445 PRACTICES FOR WORKING WITH DYSFUNCTIONAL FAMILY SYSTEMS ..... 2 credits
This course focuses on the dynamics of family dysfunction including negative patterns of parental behavior, substance abuse (alcohol, drugs, etc.), physical abuse, sexual abuse, neglect, emotional abuse, and severe mental illness. The course addresses a broad spectrum of issues including the characteristics of dysfunctional families as well as the traits and characteristics of functional families. Emphasis is placed on causes, effects and roles of individuals within the family system. Through maladaptive behaviors families often develop a set of restrictions that inhibit the social and emotional growth and development of its members, particularly the children. Concepts to be addressed include: dynamics of the family system, functional versus dysfunctional families, understanding the role of dysfunction in families and the family life cycle. 32 contact hours.

HUS 1450 DUAL DIAGNOSIS I ..... 2 credits
This course covers theoretical frameworks and treatment concepts used by students/professionals providing services to clients with mental illness who have been diagnosed as having substance abuse problems. Topics will include: Historical Overview and Review of Current Literature, Clinical Profiles of Dually Diagnosed Clients, Physiological Effects of Substance Abuse for Psychiatrically Disabled Individuals, The Disease Concept of Addiction: A Workable Concept for Mental Health Programs, Interaction of Dysfunctional Disorders, and Borderline Personality Disorders. 32 contact hours.

HUS 1480 HIV/AIDS AND DRUG CRISIS ..... 2 credits
This course serves to increase the knowledge, awareness and skills of potential and current Human Service professionals, other professionals in related fields and interested individuals in the community regarding the Human Immunodeficiency Virus (HIV) and the AIDS syndrome in relation to the drug culture. The course provides an overview of HIV/AIDS pathology, clinical manifestations and treatment, including the psychosocial management of HIV/AIDS in the substance abusing and recovering population. Students learn about local and national agencies to enhance their ability to refer appropriately. 32 contact hours.

HUS 1530 SURVEY OF DEVELOPMENTAL DISABILITIES ..... 3 credits
This course is an examination of concepts basic to understanding developmental disabilities. Emphasis is on terminology, measurement and assessment techniques, historical and contemporary attitudes, causes, education, and the impact of Developmental Disabilities on family and society. This course has a substantial writing requirement. 47 contact hours.

HUS 1620 PRINCIPLES AND BEST PRACTICES IN AFTERSCHOOL PROGRAMS ..... 3 credits
This course is an overview of the knowledge and skills necessary to implement a developmentally appropriate afterschool program for children and youth. The course examines established quality program elements and standards and best practices and their practical application to daily program practice. 47 contact hours.

HUS 1640 FOUNDATIONS OF YOUTH DEVELOPMENT ..... 3 credits
Prerequisite(s): DEP 2004 or DEP 2102. This course provides an understanding of the dynamics that influence and shape youth behavior. The course emphasizes: effective verbal and non-verbal communication skills; developmental stages exclusion and inclusion, trust, and respect. The course prepares students to function as youth workers using a youth development approach in community-based, residential, group home and other youth work environments. Students will explore these concepts: developing a professional awareness of youth work; identifying and distinguishing between asset building models and deficit based models of adolescent development; and developing a capacity to design and implement programs consistent with the needs of youth in relation to available resources. 47 contact hours.

HUS 1920 PROFESSIONAL TECHNIQUES FOR HUMAN SERVICES PERSONNEL ..... 1-3 credits
A series of specialized sessions centering on a topic of specific concern to human services personnel, this course is designed to enhance specific professional skills. The topics, and/or credit hours, and the level of difficulty may vary. Topics offered are: Introduction to Stress Management, Denial as it Applies to the Substance Abuser, Introduction to Developmental Play, Introduction to Neuro-Linguistic Programming, Introduction to Transactional Analysis, Cocaine and Abuse, Counseling the Abuser from a Cultural Perspective, Drugs and the Athlete, Developmental Model for the Addiction Professional, Dual Diagnosis II, The Law and Substance Abuse Counseling, Addiction Certification Preparation, Certification in Substance Abuse Prevention, Issues in Addiction Prevention, and others as developed. May be repeated for credit using a different topic. 17-47 contact hours.

HUS 2200 DYNAMICS OF GROUPS AND GROUP COUNSELING ..... 3 credits
Prerequisite(s): HUS 1111 and HUS 2302. This is an experiential course which reintroduces basic concepts and skills with regard to different types of groups and group dynamics. The focus is upon presentation of group facilitation techniques and the review of each student's practice sessions. 47 contact hours.

HUS 2302 BASIC COUNSELING SKILLS ..... 3 credits
Prerequisite(s): HUS 1111 or consent of program administrator. This course is an introductory experience in active listening skills. The focus is on viewing and processing of each student's video taped practice counseling sessions with emphasis on basic awareness and communication skills, empathetic listening, positive regard for the client, and recognition of interference in the communication process. 47 contact hours.

HUS 2315 STUDIES IN BEHAVIORAL MODIFICATION ..... 3 credits
Prerequisite(s): PSY 1012 or PSY 1020H recommended or consent of instructor. This course is the study of the use of basic behavior modification techniques in the human services. Emphasis is on the application of operant conditioning techniques. 47 contact hours.

HUS 2403 ABUSED SUBSTANCES AND THEIR EFFECTS ..... 3 credits
Pre-or-Corequisite(s): SYG 2324. This course is a comprehensive survey of abused substances and their impact on the human body and upon society. The pathophysiological effects of substance abuse are emphasized while historical, legal, medical, social, and ethical issues are reviewed. The classes of drugs examined include major and minor tranquilizers, sedatives and hypnotics, narcotics, stimulants, and hallucinogens. The primary focus will be upon heroin, cocaine, marijuana and alcohol. 47 contact hours.

HUS 2420 EVALUATION OF TREATMENT ENVIRONMENTS..... 3 credits
Pre-or-Corequisite(s): SYG 2324. This course is a cross-cultural, multi-disciplinary examination of physical and social aspects of treatment environments and their effect on individual well-being. Professional research, empirical data, and conceptual frameworks will be emphasized. 47 contact hours.

HUS 2421 METHODS FOR IDENTIFICATION AND INTERVENTION IN SUBSTANCE ABUSE..... 3 credits
Pre or corequisite(s): SYG 2324. This course is a comprehensive examination of methods used in the identification, intervention, and prevention of substance abuse. Symptoms and progression of substance abuse, types of abusers and special groups, various intervention techniques, and the interrelationship between the illness of substance abuse and the moral, legal, spiritual, sociological and psychological aspects will be reviewed. 47 contact hours.

HUS 2428 TREATMENT AND RESOURCES IN SUBSTANCE ABUSE..... 3 credits
Pre-or-Corequisite(s): SYG 2324. This course is a multi-disciplinary study of various treatment methods for the substance abuser and an examination of the educational materials available to the practitioner. In addition, this course serves as a final preparatory session for those professionals who plan to successfully complete the Board Certification Examination. 47 contact hours.

HUS 2540 BUILDING STRONGER FAMILIES AND COMMUNITIES..... 3 credits
This course provides an understanding of the essential role that human service professionals play in facilitating healthy families and communities. The effects of poverty, inequality, unemployment, child abuse, substance abuse, and domestic violence are included. The course provides strategies for empowering families to move to effective parenting; developing healthy life-styles; promoting self-esteem and self-worth; assuming responsibility; problem solving skills; resolving conflicts; identifying alternatives; and making healthy choices. 47 contact hours.

HUS 2541 WORKING WITH FAMILIES IN THE EARLY CHILDHOOD PERIOD..... 3 credits
This course addresses three important issues of early childhood: health, development, and parenting. The depth of developmental knowledge provided is intended to enhance the skills of the family health and support worker, to increase their ability to provide anticipatory guidance and teaching and to empower the parent-child relationship. Common health problems of infancy and early childhood that affect normal development are discussed along with important health promotion and disease prevention strategies for creating a safe and nurturing environment for the child. Additional topics will include social, environmental and biological influences and factors that collectively impede or facilitate individual and family development, the major periods and domains of child development from birth to five, the importance of early learning experiences that enhance brain development, and the characteristics and importance of parent-child interactions as well as cultural and social influences that affect parenting skills. 47 contact hours.

HUS 2542 WORKING WITH FAMILIES IN THE PERINATAL PERIOD..... 3 credits
This course is designed to increase student competency in supporting families during the preconception, pregnancy and immediate postpartum periods. Course content will focus on human reproduction, pregnancy, birth, and infant care, with an emphasis on the adjustment of the family and its individual members during the perinatal period. The course will present both factual information and skills for promoting healthy behaviors. Students will apply their knowledge within the theoretical contexts of human and family development gained in previous coursework. Students will practice skills for counseling families about reproductive health in a sensitive, culturally-competent manner. 47 contact hours.

HUS 2550 SOCIAL SERVICES AND THE DISENFRANCHISED..... 3 credits
This course is designed to give students an in-depth understanding of forces that impact minority and other disenfranchised families in America. Emphasis will be given to historical trends, social stratification, and current status. Additionally, the effects of perceptions and misconceptions on minority and other disenfranchised families will be considered. The primary purpose of this course is to prepare professionals to work effectively with individuals who are ethnically, culturally, and racially different. 47 contact hours.

IDH 2028H HONORS COLLEGE CAPSTONE SEMINAR..... 1 credit
Prerequisite(s): Acceptance into the Honors College. This course is designed to provide transition for Honors College students as they complete their associates degrees and plan to enter bachelors degree programs. Students in this course will present their honors research portfolios on leadership development and other research topics specific to the students' interests and future majors. This course will also present opportunities for discussion with honors faculty and other honors college students, providing a culmination of the students' experiences in the honors learning community, including service learning. 15 contact hours.

IDH 2029H HONORS COLLEGE CORNERSTONE SEMINAR..... 2 credits
Prerequisite(s): Acceptance into the Honors College. This course is designed to orient Honors College students to the community and to the Honors College philosophy. This course will feature leadership development including team-building, problem-solving, and critical thinking skills. This course will also present strategies such as time management, academic responsibility, information literacy, and research opportunities within the disciplines. Emphasis will be on personal adjustment as well as community service. A service learning component is required. 30 contact hours.

IDH 2634H HONORS SERVICE LEARNING..... 1 credit
Prerequisite(s): (Appropriate score on the SPC placement test) or (acceptance into the Honors College) or approval of program director. This course is designed to provide students with a laboratory in which learning experiences address human and community needs. This includes contribution to a real community need, research and reflection. Topics will include civic and social responsibility, service participation, critical thinking, social and cultural diversity, integration of theory and life experience, and experiential learning. The format will incorporate honors research, class discussion, and presentation honors portfolios on service-learning specific to the student's interests. 10 contact hours including in-class orientation and on-line discussion. The student must fulfill the requirement of 30 service hours in addition to written assignments. This course is repeatable with different service assignment for a maximum of three credit hours. 15 contact hours.

IDS 1101H 'G' HONORS INTERDISCIPLINARY STUDIES: ANCIENT TO RENAISSANCE..... 9 credits
Prerequisite(s): (Appropriate scores on the SPC placement test) or (acceptance into the Honors College) or approval of the dean. This course is an integrated survey from the origins of Western Civilization to the Renaissance period. It surveys Ancient Egyptian, Mesopotamian and Greco-Roman worlds, Judeo-Christian traditions, the Middle Ages and the Renaissance. The survey gives special consideration to the disciplines of history, literature, philosophy, art history, religious studies, and communications. This Honors course will include personalized experiences, collaborative learning opportunities, and an emphasis

on the analysis and synthesis of abstract questions related to the historical period. (Students who complete Honors Interdisciplinary Studies: Ancient to Renaissance will receive credit toward the completion of the general education program for the following courses: ENC1121H, HUM2210H, and SPC1017H. Each student will be required to write a minimum of 10,000 words. This course partially satisfies the writing requirements outlined in the General Education Requirements. 137 contact hours.

IDS 1102H 'G' HONORS INTERDISCIPLINARY STUDIES: BAROQUE TO MODERN ..... 9 credits
Prerequisite(s): (ENC 1121H or IDS 1101H) or (ENC 1101 or ENC 1121H or IDS 1101H and acceptance into the Honors College) or Dean's approval. This course is an integrated survey of European and American culture from the seventeenth century through the modern era. The course will emphasize the evaluation and synthesis of political, economic, social, cultural, and religious aspects of life in America as well as Europe. The survey gives specific consideration to the disciplines of history, literature, philosophy, art history, religious studies, and communication. (Students who complete IDS1102H will receive equivalency credit for AMH2020H, HUM2233H, and LIT2120H.) This course partially satisfies the writing requirements outlined in the General Education Requirements. 137 contact hours.

IDS 1110H HONORS INTERDISCIPLINARY STUDIES: CONNECTIONS AND DISCOVERIES ..... 6 credits
Prerequisite(s): (Appropriate scores on the SPC placement test) or (acceptance into the Honors College) or approval of the dean. This survey course emphasizes connections and discoveries related to the disciplines of history, literature, philosophy, art history, religious studies, and communications. This Honors course will include collaborative learning opportunities and an emphasis on the analysis and synthesis of abstract questions related to historical periods. (Students who complete Honors Interdisciplinary Studies: Connections and Discoveries will receive credit toward the completion of the general education program for the following courses: ENC 1121H and HUM 2210H. Each student will be required to write a minimum of 8,000 words. This course partially satisfies the writing requirements outlined in the General Education Requirements. 92 contact hours.

IDS 2103H 'G' HONORS INTERDISCIPLINARY STUDIES: THE AMERICAN EXPERIENCE ..... 6 credits
Prerequisite(s): (ENC 1122H) or (ENC 1122H and acceptance into the Honors College) or permission of the Dean. This course is an integrated survey of the foundations of American government, history, and culture in the context of trends in globalization. It emphasizes the principle intellectual developments, perspectives and challenges which have shaped America and its global relationships. The survey gives special consideration to the disciplines of political science, history, anthropology, literature, and social systems. (Students who complete IDS 2103H will receive equivalency credit for: POS 2050H and AMH 2010H). This course partially satisfies the writing requirements outlined in the General Education Requirements. 92 contact hours.

INR 2002 'G' INTERNATIONAL RELATIONS ..... 3 credits
Prerequisite(s): POS 2041 or equivalent. This course is an introductory study of the factors that affect relations among nations, including the development of nationalism; the elements that determine national power; the formulation of foreign policy; the art of diplomacy; the history and application of international law; international economics; international organizations; militarism and war; case studies involving the above; and contemporary events in international relations. This course partially satisfies the writing requirements outlined in the General Education Requirements. Credit is not given for both INR2002 and INR2002H. 47 contact hours.

INR 2002H 'G' HONORS INTERNATIONAL RELATIONS ..... 3 credits
Prerequisite(s): (POS 2050H) or (POS 2050H and acceptance into the Honors College) or approval of the program director. This course is an introductory study of the factors that affect relations among nations. Through various teaching and learning methodologies, the student will become familiar with the various theories of international relations, the development of nationalism; the elements that determine national power; the formulation of foreign policy; the art of diplomacy; the history and application of international law; international economics; international organizations; militarism and war. The course will cultivate independent scholarship, active learning and enhanced student participation. This course will encourage the use of logical reasoning, in-depth analysis, and critical thinking skills when examining historical and contemporary events in international relations. This course partially satisfies the writing requirements outlined in the General Education Requirements. Credit is not given for both INR2002H and INR2002. 47 contact hours.

INT 1000 FUNDAMENTALS OF INTERPRETING ..... 2 credits
Prerequisite(s): ASL 1160C, ASL 1300, INT 1941 with grades of "C" or better. Corequisite(s): INT 1000L. This course is an overview of the profession of interpreting, its standards and settings. It covers basic understanding of the Registry of Interpreters for the Deaf (RID) Code of Ethics which governs the standards of the interpreting profession and how to apply these principles to a variety of interpreting situations as well as other central issues related to the interpreting profession. 32 contact hours.

INT 1000L FUNDAMENTALS LAB ..... 2 credits
Prerequisite(s): ASL 1160C, ASL 1300, INT 1941 with grades of "C" or better. Corequisite(s): INT 1000. This course provides extensive hands-on practice to develop interpreting and transliterating skills. It includes extensive video and audio practice with different modes and sign codes. 62 contact hours.

INT 1200 INTERACTIVE INTERPRETING ..... 2 credits
Prerequisite(s): INT 1000, INT 1000L, INT 1480, INT 1231 with grades of "C" or better. This course will focus on cognitive and linguistic development in interactive interpreting and on sign to voice and voice to sign skill mastery. Situations will simulate interpreting experiences in one on one or interview settings and in small group dynamics. Emphasis will be on simultaneous interpreting; consecutive style will also be included. Focus activities include audio/video and live model demonstrations and out of class observations of certified/qualified interpreters in different settings. 32 contact hours.

INT 1202 INTERPRETING/TRANSLITERATING ..... 4 credits
Prerequisite(s): INT 1000, INT 1000L, INT 1480, INT 1231 with grades of "C" or better. This course is a continuation of Fundamentals Interpreting and Fundamentals Lab. This course reinforces skill development and the principles of interpreting from the source language of English to the target language of American Sign Language (ASL) and reinforces the principles of transliterating from the source language of English to the target language of signed codes of English. Activities will be reinforced through drill, practice, role play demonstration, and video and audio taped materials. The student will learn the techniques of self-assessment through media produced assessment and class discussion/analysis. 62 contact hours.

INT 1231 VOICING I ..... 3 credits
Prerequisite(s): ASL 1160C, ASL 1300, and INT 1941 with grades of "C" or better. This course focuses on the development of primary sign to voice interpreting skills for deaf people. The course emphasis focuses on voicing from Signed English to spoken English with

limited emphasis given to voice interpreting from American Sign Language (ASL) to English. 47 contact hours.

INT 1232 VOICING II ..... 3 credits
Prerequisite(s): INT 1400, INT 1200, INT 1202 with grades of "C" or better. This course focuses on the development of more advanced voicing skills in interpreting for deaf people. Special emphasis is given to interpreting from American Sign Language to spoken English. 47 contact hours.

INT 1400 ISSUES IN EDUCATIONAL INTERPRETING ..... 2 credits
Prerequisite(s): INT 1000, INT 1000L, INT 1480, INT 1231 with grades of "C" or better. This course explores the role of the interpreter in the educational setting. Issues related to institutional policies, potential role conflicts, interpreter/faculty collaboration, and support service provision will be emphasized. 32 contact hours.

INT 1480 INTERPRETING SPECIALIZED TOPICS ..... 3 credits
Prerequisite(s): ASL 1160C, ASL 1300, INT 1941 with grades of "C" or better. This course will focus on the development of vocabulary and sign equivalents in specialized settings: medical, mental health, technical, religious, educational, theatrical; and other settings as deemed appropriate by the instructor; idiomatic and multi-meaning ASL/English words will be studied. 47 contact hours.

INT 1941 INTERPRETING PRACTICUM ..... 3 credits
Prerequisite(s): ASL 1150C, ASL 1430, ASL 1510 with grades of "C" or better. This course provides the intermediate to advanced interpreting student with an opportunity to observe the interpreting process in various professional work situations. Students will schedule a series of individual and group observations, and discuss their practicum experiences during class. Guest speakers will also be a part of class activities. 47 contact hours.

INT 1942 INTERPRETING INTERNSHIP ..... 4 credits
Prerequisite(s): INT 1400, INT 1200, INT 1202 with grades of "C" or better. This course provides the advanced level interpreting student with an opportunity to participate at the entry level of the interpreting process in a variety of settings, with supervision. Students will schedule regular hours with affiliate agencies and, according to their level of interpreting skill, assist agency staff in normal duties. Supervision, observation, and evaluation will be provided by agency interpreting staff and interpreting instructors. 240 contact hours.

ISC 2950 STUDY ABROAD IN SCIENCE ..... 3 credits
Prerequisite(s): ((ENC 0020 or ENC 0025) and (MAT 0024 or MAT 0028)) or appropriate score on the SPC Placement Test or permission of program director. This course, exclusively for students in the Cambridge International Summer Schools Programs, is designed to offer interdisciplinary scientific topics of special interest to students combined with actual travel and study on-site at one of Europe's oldest and most prestigious universities. Such course offerings include the history of science and the methods and process of both the physical and biological sciences as detailed in the Cambridge catalogue. Variable content depending on the Cambridge course listings for the respective summer term is designated. The course includes lectures, discussions, field trips, workshops, and multiple writing experiences. In addition, the course involves extensive orientation and preparation plus careful monitoring of student work and progress while at Cambridge.

JOU 2100 JOURNALISTIC WRITING AND REPORTING ..... 3 credits
Prerequisite(s): ENC 1101 or ENC 1121H or IDS 1101H. This course is an introduction to the profession of journalism and to the theory and practice of writing news. Students are given practical experience in gathering news and in writing and copyreading both news and feature stories. Student needs and demand determine the emphasis on grammar and usage. This course has a substantial writing requirement. 47 contact hours.

LAE 2000 LANGUAGE AND LITERACY DEVELOPMENT IN YOUNG CHILDREN ... 3 credits
Prerequisite(s): EEC 1603. This course is an introductory study of speech and language development from birth to eight years of age. Emphasis is on the application of language arts activities in early childhood settings. This course requires 15 field experience hours in early childhood care and education settings. 47 contact hours.

LAT 1120 BEGINNING LATIN I ..... 4 credits
This course introduces students to the three skills (pronouncing, reading, and writing) of Classical Latin and teaches students to appreciate the Western heritage from Rome. 62 contact hours.

LAT 1121 BEGINNING LATIN II ..... 4 credits
Prerequisite(s): LAT 1120. This course reinforces the basic skills previously acquired. The course further develops reading and writing skills as well as an understanding and appreciation of the Western heritage from Rome. 62 contact hours.

LDR 2001 INTRODUCTION TO LEADERSHIP ..... 3 credits
This course is an introductory leadership course and emphasis will be placed on students understanding the traits, values, characteristics and developmental tasks that are a foundation for leadership. A primary goal of this course is for students to gain a greater sense of self awareness as a basis for developing their own leadership skills. Focus will be placed on implementing change, vision, diversity, emotional intelligence, and leadership. By the end of the course, students will be able to assess the fundamental characteristics they possess which prepare them for leadership, as well as those areas in which they may need to improve and further develop their skills. 47 contact hours.

LEI 1005 INTRODUCTION TO PARKS AND LEISURE SERVICES ..... 3 credits
This course provides an introduction to the history, characteristics, and unique demands of operating public, private, and not-for-profit American parks and leisure industry programs. 47 contact hours.

LEI 1401 PARKS AND LEISURE SERVICE PROGRAM DESIGN ..... 3 credits
Prerequisite(s): LEI 1005. Pre-or-Corequisite(s): DEP 2004. This course fosters an understanding of principles and methods of parks and leisure program design and operation. Students will apply the processes of goal and objective technology, and selection and sequencing activities in creating program designs appropriate to different venues. 47 contact hours.

LEI 1404C APPLIED PARKS AND LEISURE PROGRAM DESIGN ..... 3 credits
Prerequisite(s): LEI 1401. This course provides students with a comprehensive hands-on experience in parks and leisure services programming and implementation. 47 class hours and 16 hours in a supervised recreational setting. 63 contact hours.

LEI 1603 INTRODUCTION TO PARKS AND LEISURE GROUNDS AND FACILITIES ..... 3 credits
This course provides an introduction to the design and maintenance of parks and leisure program grounds and facilities. 47 contact hours.

LIS 1002 ELECTRONIC RESEARCH STRATEGIES FOR COLLEGE STUDENTS.....1 credit
This course is designed to develop information literacy skills and to help students become full participants in the Information Age. It introduces students to the core concepts of information retrieval, essential techniques for locating, analyzing, organizing and presenting information, and essential components of computer and information ethics and security. Emphasizing both technological skills and critical thinking abilities, the course teaches strategies for using a variety of electronic resources and for coping with the changing nature of information resources. Credit is not given for both LIS 1002 and LIS 1002H. 16 contact hours.

LIS 1002H HONORS ADVANCED ELECTRONIC RESEARCH STRATEGIES FOR COLLEGE STUDENTS .....1 credit
Prerequisite(s): (Appropriate score on the SPC placement test) or (acceptance into the Honors College) or (approval of the program director). This course will refine information literacy skills and create the foundation for lifelong learning. It introduces the honors student to advanced concepts of information retrieval, relevant techniques for accessing, collecting and synthesizing information and essential components of computer and information ethics and security. Emphasizing critical thinking and research skills, this course develops the student's abilities to become an independent researcher. Credit is not given for both LIS1002 and LIS1002H. 16 contact hours.

LIS 2004 INTRODUCTION TO INTERNET AS A RESEARCH TOOL.....1 credit
This course is designed to develop the skills needed to use the Internet as a research tool. The course focuses on methods of accessing relevant information resources through the Internet. Students will learn to create search strategies and retrieve, evaluate, and cite Internet resources. 16 contact hours.

LIT 1330 LITERATURE FOR EARLY CHILDHOOD.....3 credits
Prerequisite(s): ((ENC 0020 or ENC 0025) and (REA 0002 or REA 0017)) or EAP 1695 or a satisfactory score on the placement test. This is a course designed to acquaint the student with books and other literary media suitable for young children. Talks, exhibits, films, and projects will be of special interest to future teachers, parents, and others who work with young children. This course counts for credit towards early childhood education for the Pinellas County License Board. This course has a substantial writing requirement. 47 contact hours.

LIT 2090 CONTEMPORARY LITERATURE .....3 credits
Prerequisite(s): ENC 1101 or appropriate score on the SPC placement test. This course is a multicultural study of representative nonfiction and fiction since 1980. Emphasis is on the issues and ideas that have shaped contemporary society. This course has a substantial writing requirement. 47 contact hours.

LIT 2110 'G' WORLD LITERATURE I (ANCIENT WORLD THROUGH RENAISSANCE).....3 credits
Prerequisite(s): (ENC 1101 or ENC 1121H) and ((REA 0002 or REA 0017) or EAP 1695 or appropriate score on the placement test.) This course is designed to study the major poetry, fiction, drama, and essays of world literature from the Ancients through the Renaissance. Emphasis is on the intellectual and moral issues in literature that unite humankind despite differences in time, place, and language. This course also emphasizes methods of library research and composition of the research paper and the paper of literary interpretation. This course partially satisfies the writing requirements outlined in the General Education Requirements. Credit is not given for both LIT 2110 and LIT 2110H. 47 contact hours.

LIT 2110H 'G' HONORS WORLD LITERATURE I (ANCIENT WORLD THROUGH RENAISSANCE) ..... 3 credits
Prerequisite(s): (IDS 1101H or ENC 1121H) or (IDS 1101H or ENC 1121H and acceptance into the Honors College) or approval of the program director. This course is designed to study the major poetry, fiction, drama, and essays of world literature from the Ancients through the Renaissance. Emphasis is placed on the intellectual and moral issues in literature that unite humankind despite differences in time, place, and language. This honors course will include personalized experiences, collaborative learning experiences and an emphasis on analysis and synthesis of abstract questions relating to world literature. This course also stresses methods of research and emphasizes writing research-based papers, including literary interpretation and critical analysis using primary and secondary sources. Independent research and interdisciplinary connections are encouraged for students to make connections to other related areas of humanities, philosophy and literature in the Honors Program. This course partially satisfies the writing requirements outlined in the General Education Requirements. Credit is not given for both LIT2110H and LIT2110. 47 contact hours.

LIT 2120 'G' WORLD LITERATURE II (RENAISSANCE TO THE PRESENT)..... 3 credits
Prerequisite(s): (ENC 1101 or ENC 1121H or IDS 1101H) and ((REA 0002 or REA 0017) or appropriate score on the placement test or EAP 1695.) This is a course designed to study the major poetry, fiction, drama, and essays world literature from the Renaissance to the present. Emphasis is on the intellectual, philosophical, and cultural issues in literature that unite humankind despite differences in time, place, and language. This course also emphasizes research and composition of the research paper and the essay of literary interpretation. This course partially satisfies the writing requirements outlined in the General Education Requirements. World Literature I is not a prerequisite for this course. Credit is only given for LIT 2120 or LIT 2120H or IDS 1102H. 47 contact hours.

LIT 2120H 'G' HONORS WORLD LITERATURE II (RENAISSANCE TO THE PRESENT)..... 3 credits
Prerequisite(s): (IDS 1101H or ENC 1121H) or (IDS 1101H or ENC 1121H and acceptance into the Honors College) or approval of the program director. This course is designed to study the major poetry, fiction, drama, and essays of world literature from the Renaissance to the Present. Emphasis is on the intellectual, philosophical, and cultural issues in literature that unite humankind despite differences in time, place, and language. This course also emphasizes methods of library research and the writing of a research paper and a paper of literary interpretation. This honors course will include personalized experiences, collaborative learning experiences and an emphasis on analysis and synthesis of abstract questions relating to world literature. It will also explore alternative modes of literature represented by media adaptations of works of literature. Students will investigate global perspectives and discussion on political, social and cultural issues as they appear in world literature from the Renaissance to the Present. This course partially satisfies the writing requirements outlined in the General Education Requirements. LIT 2110 is not a prerequisite for this course. Credit is only given for LIT 2120H or LIT 2120 or IDS 1102H. 47 contact hours.

LIT 2174 LITERATURE OF THE HOLOCAUST ..... 3 credits
This course is a study of literary responses to the Holocaust through works of fiction, autobiography, poetry, and essays by European and American writers. Emphasis is on analysis and interpretation of various prose and poetic forms, as well as students' critical responses to them. Background readings will help determine the political, sociological and historical

ideologies that helped breed the atmosphere in which the moral catastrophe of the Holocaust occurred. 47 contact hours.

LIT 2380 INTRODUCTION TO WOMEN WRITERS..... 3 credits
Prerequisite(s): ((ENC 0020 or ENC 0025) or EAP 1695) or satisfactory score on the placement test. This course is an introductory study of representative works of women authors. Emphasis will be placed on the issues that have shaped, or arisen from, the literary contributions of women in world societies. This course has a substantial writing requirement. 47 contact hours.

LIT 2950 STUDY ABROAD IN LITERATURE..... 3 credits
Prerequisite(s): ENC 1101 or EAP 1695, or appropriate score on the CPT or permission of program director. This course, exclusively for students in the Cambridge International Summer Schools Programs, is designed to offer literary topics of special interest to students combined with actual travel and study on-site at one of Europe's oldest and most prestigious universities. Such course offerings include the study of literary history, genres and authors as detailed in the Cambridge catalogue. Variable content depending on the Cambridge course listings for the respective summer term is designated. The course includes lectures, discussions, field trips and multiple writing experiences. In addition, the course involves extensive orientation and preparation plus careful monitoring of student work and progress while at Cambridge.

MAC 1105 COLLEGE ALGEBRA..... 3 credits
'G'
Prerequisite(s): MAT 1033 with a grade of "C" or better (recommend MAT 1033 taken within the last two years), or appropriate score on the SPC mathematics placement test. Major topics include: functions and functional notation; domains and ranges of functions; graphs of functions and relations; operations on functions; inverse functions; linear, quadratic and rational functions; absolute value and radical functions; exponential and logarithmic properties, functions and equations; systems of equations and inequalities; applications such as curve fitting, modeling, optimization, exponential and logarithmic growth and decay. (Credit is not given for both MAC1105 and MAC1106). 47 contact hours.

MAC 1106 COMBINED COLLEGE ALGEBRA /
'G' PRE-CALCULUS..... 5 credits
Prerequisite(s): MAT 1033 or appropriate score on the SPC mathematics placement test. This course covers major topics to include: function and relations including domain and range, operations on functions, and inverse functions; polynomial, rational and other algebraic functions, their properties and graphs; polynomial, absolute value, and rational equations and inequalities; exponential and logarithmic functions, their properties and graphs; solving systems of equations and inequalities, matrices, and determinants; piecewise-defined functions; conic sections; sequences and series; applications such as curve fitting, modeling, optimization, and exponential and logarithmic growth and decay; mathematical induction; binomial theorem and applications. Credit is not given for both MAC 1106 and either MAC 1105 or 1140. 77 contact hours.

MAC 1114 TRIGONOMETRY..... 3 credits
'G'
Prerequisite(s): MAC 1105 with a grade of "C" or better, or MAC 1106 with a grade of "C" or better, or appropriate score on the SPC mathematics placement test or program director approval. MAC1114 may be taken concurrently with MAC1140. This course is a study of trigonometry with emphasis on circular functions. Major topics include: trigonometric and circular functions, inverse trigonometric functions, identities, equations, solution of triangles, complex numbers, vectors, parametric equations, polar coordinates and applications. (Credit is not given for both MAC1114 and MAC1147.) 47 contact hours.

MAC 1140 PRE-CALCULUS ALGEBRA..... 3 credits
'G'
Prerequisite(s): MAC 1105 or appropriate score on mathematics placement test or program director approval. May be taken concurrently with MAC1114. Major topics include: polynomial, rational and other algebraic functions, their properties and graphs; polynomial and rational inequalities; exponential and logarithmic functions, their properties and graphs; piecewise-defined functions; conic sections; matrices and determinants; sequences and series; mathematical induction; binomial theorem and applications. Credit is not given for both MAC1140 and MAC1106 or MAC1140 and MAC1147. 47 contact hours.

MAC 1147 PRE-CALCULUS ALGEBRA /
'G' TRIGONOMETRY..... 5 credits
Prerequisite(s): High school trigonometry and MAC 1105 or appropriate score on the SPC mathematics placement test. This is an accelerated course covering the topics of both MAC1140 and MAC1114 in a single session and is intended primarily for the student who plans to take MAC2311-2313. Major topics in algebra include: polynomial, rational and other algebraic functions, their properties and graphs; polynomial and rational inequalities; exponential and logarithmic functions, their properties and graphs; piecewise-defined functions; conic sections, matrices and determinants; sequences and series; mathematical induction, binomial theorem and applications. The trigonometry has emphasis on circular functions. Major topics in trigonometry include: trigonometric functions, their properties and graphs; inverse trigonometric equations; solutions of triangles; vector algebra; parametric equations; polar coordinates; applications. (Credit is not given for both MAC1147 and either MAC1140 or MAC1114.) 77 contact hours.

MAC 2233 APPLIED CALCULUS I..... 3 credits
'G'
Prerequisite(s): MAC 1105, or MAC 1106, or appropriate score on the SPC mathematics placement test or program director approval. This course is a geometric and heuristic approach to calculus: differentiation and integration of algebraic and exponential, and logarithmic functions, applications to graphing, marginal analysis, optimization and areas. This course cannot be used to satisfy requirements of students majoring in mathematics or engineering. Credit is only given for MAC 2233 or MAC 2311 or MAC 2311H.) 47 contact hours.

MAC 2234 APPLIED CALCULUS II..... 3 credits
'G'
Prerequisite(s): MAC 2233 or appropriate score on the SPC mathematics placement test. This course is designed to follow MAC2233 and includes topics from integral calculus, partial differentiation, and double integration. Emphasis is placed on applications in ecology, economics, geometry, physical sciences, and business. (Credit is not given for both MAC2234 and MAC2312.) 47 contact hours.

MAC 2311 CALCULUS WITH ANALYTIC
'G' GEOMETRY I..... 5 credits
Prerequisite(s): (MAC 1106 and MAC 1114), or (MAC 1140 and MAC 1114), or (MAC 1147), or appropriate score on the SPC mathematics placement test or program director approval. In this first course the topics include limits and continuity, the derivative of algebraic, trigonometric, logarithmic and exponential functions, implicit differentiation, applications of the derivative, differentials, indefinite and definite integrals, and applications of exponential functions. (Credit is not given for both MAC2311 and MAC2311H or MAC2233.) 77 contact hours.

MAC 2311H HONORS CALCULUS WITH
'G' ANALYTIC GEOMETRY I..... 5 credits
Prerequisite(s): (MAC 1140 and MAC 1114) or (MAC 1106 and MAC 1114) or (MAC 1147) or (acceptance into the Honors College) or approval of the program director. In this first course the topics include limits and continuity, the derivative of algebraic, trigonometric, logarithmic and exponential functions, implicit

differentiation, applications of the derivative, differentials, indefinite and definite integrals, and applications of exponential functions. (Credit is not given for both MAC2311H and MAC2311 or MAC2233.) 77 contact hours.

MAC 2312 'G' CALCULUS WITH ANALYTIC GEOMETRY II ..... 5 credits
Prerequisite(s): MAC 2311 or appropriate score on the mathematics placement test. This course is designed to follow Calculus with Analytic Geometry I. Topics include inverse trigonometric functions, hyperbolic and inverse hyperbolic functions, areas, volumes, centroids, work, fluid pressure, length of arc, trigonometric integrals, integration techniques, polar coordinates, indeterminate forms, improper integrals, infinite series, plane curves, parametric equations, conic sections, and computer work. (Credit is not also given for MAC2234.) 77 contact hours.

MAC 2313 'G' CALCULUS WITH ANALYTIC GEOMETRY III ..... 4 credits
Prerequisite(s): MAC 2312 or appropriate score on the SPC mathematics placement test. This course is designed to follow MAC2312. Topics include vectors in the plane and space, three-dimensional surfaces, various coordinate systems, vector-valued functions, differential calculus of functions of several variables, gradients, directional derivatives, applications of partial derivatives, multiple integration, vector analysis, line integrals, surface integrals and applications. 62 contact hours.

MAD 2104 DISCRETE MATHEMATICS ..... 3 credits
Prerequisite(s): MAC 2311 or consent of instructor. This course is designed for those students who are majoring in computer science, engineering, mathematics and other highly technical fields. Topics include formal logic, set theory, combinatorics, mathematical induction, relations and functions, recursion, and graph theory. 47 contact hours.

MAN 2021 PRINCIPLES OF MANAGEMENT ..... 3 credits
This course studies the basic fundamentals of management underlying the solution of problems in organization and operation of business enterprises and the application of these fundamentals to specific fields of business and industrial management. 47 contact hours.

MAN 2340 SUPERVISORY MANAGEMENT ..... 3 credits
This course covers practical applications in the major practices of modern supervision, including leadership, communication, motivation, performance appraisal, staffing, training and employee development, factors involved in safety, and time management. 47 contact hours.

MAN 2582 INTRODUCTION TO PROJECT MANAGEMENT ..... 3 credits
Prerequisite(s): Basic computer literacy and college level math skills are suggested. This course introduces the basic terminology and concepts of Project Management. Students will become familiar with project scope definition, planning, estimating techniques, staffing and scheduling. Students will develop project plans, write project status reports, and conduct project status meetings. Features of Project Management software will be covered; students will learn an example software package, and use it to develop project plans. 47 contact hours.

MAN 2604 INTERCULTURAL RELATIONS IN BUSINESS ..... 3 credits
This course examines intercultural communication from a business perspective. Students will study facets of communication differences in various cultures. Emphasis is on increasing understanding of cultural issues that affect communication effectiveness in international business, with particular attention to four major current and emerging trade partners: Mexico, Germany, Japan and Russia. 47 contact hours.

MAN 2940 MANAGEMENT INTERNSHIP ..... 1-4 credits
Prerequisite(s): Academic Department Coordinator/Chair Approval. This course is to be taken after the student has completed 9 credit hours in their major field of study. The purpose of this course is to allow students a “real world” experience with major-related, supervised, evaluated practical work experiences which may be paid or voluntary. Students are graded on the basis of documented learning acquired through hands-on experiences in an actual work setting. Variable credits are available, one to four per course. The student must fulfill the requirement of 60 on-the-job hours for each credit earned in addition to written assignments. This course may be repeated for a total of 4 credits.

MAP 2302 'G' DIFFERENTIAL EQUATIONS ..... 3 credits
Prerequisite(s): MAC 2312 or appropriate score on the SPC mathematics placement test. This course covers the basic methods and fundamental theorems of ordinary differential equations with applications in the natural sciences and engineering. Topics are the following: solutions of first order differential equations of types; namely separable, exact, homogeneous, linear, Bernoulli; solutions of nth order linear differential equations; solutions by series; Laplace transforms; and systems of linear differential equations. 47 contact hours.

MAR 1142 GLOBAL MARKETING ..... 3 credits
This course covers the principles of fair global market trade and methods for developing and implementing global marketing and trade operations. The areas of international trade, payments, development, and multinational enterprise as they apply to global marketing are the key elements of the course. 47 contact hours.

MAR 2011 PRINCIPLES OF MARKETING ..... 3 credits
This course covers the institutions and methods developed for carrying on trade operations, retail and wholesale agencies, elements of marketing efficiency, the cost of marketing, price maintenance, unfair competition, and the relationship of government to marketing. 47 contact hours.

MAR 2101 SOCIAL MARKETING ..... 3 credits
This course addresses the changes in marketing as a result of the social web. Included will be an in-depth look at the role of social media in marketing. The focus will be on developing an effective marketing plan utilizing social media, with an emphasis placed on the importance of building an online customer community and earning customer trust. 47 contact hours.

MAR 2321 ADVERTISING ..... 3 credits
This course presents a comprehensive overview, from a managerial viewpoint, of the field of advertising and shows the relationship of advertising to history, economics, marketing, social institutions, and customer psychology. Included in the study are sales promotion, media organization, marketing functioning, brand promotion, and analysis of consumer behavior, budgeting, legislation and regulations. The course culminates with the student planning an advertising campaign. 47 contact hours.

MAS 2103 LINEAR ALGEBRA ..... 3 credits
Prerequisite(s): MAC 2311 or appropriate score on the SPC mathematics placement test. This course is an introduction to real vector spaces by using the properties of vectors and matrices to find the solution to systems of equations and the algebra of transformations. The properties of similar and diagonal matrices will be applied to the solution of problems. 47 contact hours.

College Preparatory Credits (0000 designations) may not be used toward graduation credits.

MAT 0012 PRE-ALGEBRA..... 3 credits
This course is a study of the basic skills and concepts of pre-algebra from the point of view of the college student who needs an understanding of pre-algebra. Major topics include operations with integers, fractions, decimals, percents, geometric figures and their measures, and pre-algebra topics including simplification of polynomials and equation solving techniques. 47 contact hours.

MAT 0012L PRE-ALGEBRA LAB ..... 1 credit
Corequisite(s): MAT 0012. This laboratory is to support MAT 0012, Pre-algebra, and provide opportunities for applications of the basic skills and concepts of pre-algebra. 32 contact hours.

MAT 0024 ELEMENTARY ALGEBRA..... 4 credits
Prerequisite(s): MAT 0012 or MAT 0018 or appropriate score on the SPC mathematics placement test. This course is a study of the basic skills and concepts of elementary algebra from the view of a college student who needs an understanding of basic algebra. Major topics include language and operations on sets, operations on signed numbers, simple linear equations and inequalities in one variable, operations on polynomials (including beginning techniques of factoring), integer exponents, brief introduction to radicals, introduction to graphing, and applications. 62 contact hours.

MAT 1033 INTERMEDIATE ALGEBRA ..... 3 credits
Prerequisite(s): (MAT 0024 or MAT 0028) or appropriate score on the SPC mathematics placement test. Major topics include: factoring, algebraic fractions, radicals and rational exponents, complex numbers, quadratic equations, rational equations, linear equations and inequalities, systems of linear equations and inequalities, introduction to functions, and applications. 47 contact hours.

MAT 1033L INTERMEDIATE ALGEBRA LABORATORY..... 1 credit
Prerequisite(s): (MAT 0024 or MAT 0028) or appropriate score on the SPC mathematics placement test. Corequisite(s): MAT 1033. This is a laboratory course to foster success in Intermediate Algebra and to provide additional opportunities for application of the basic skills and concepts of Intermediate Algebra. 32 contact hours.

MCB 2010 MICROBIOLOGY ..... 3 credits
Prerequisite(s): (BSC 2086 and BSC 2086L) or (BSC 2010 and BSC 2010L). Corequisite(s): MCB 2010L. Microbiology consists of the study of microorganisms and their role in our environment from a cellular and molecular point of view. Topics include microbial cell biology, microbial genetics, classification, identification, microbe-host interactions, antimicrobial agents, microbial control, and infectious disease. 47 contact hours.

MCB 2010L MICROBIOLOGY LABORATORY..... 1 credit
Corequisite(s): MCB 2010. This laboratory will consist of experiments that teach bacterial techniques, characteristics of morphology, growth responses, metabolic activity, and distribution in selected environments. 45 contact hours.

MET 2010 INTRODUCTORY METEOROLOGY ..... 3 credits
Prerequisite(s): ((ENC 0020 or ENC 0025) and (REA 0002 or REA 0017) and (MAT 0024 or MAT 0028)) or (EAP 1695 and (MAT 0024 or MAT 0028)) or (appropriate scores on the SPC placement test.) This course is a survey of the basic laws governing atmospheric structure, atmospheric motions, weather processes and weather systems. 47 contact hours.

MGF 1106 'G' MATHEMATICS FOR LIBERAL ARTS I..... 3 credits
Prerequisite(s): MAT 1033 or appropriate score on the SPC mathematics placement test. This course is a general survey course in mathematics and covers a number of traditional, independent topics and will include topics related to mathematical logic, sets and systematic counting, probability, statistics, geometry and critical thinking skills. This course satisfies three credits of the mathematics requirements outlined in the General Education Requirements, but is not a prerequisite to any other mathematics course. (Credit will be given only for MGF 1113 or MGF 1106.) 47 contact hours.

MGF 1107 'G' MATHEMATICS FOR LIBERAL ARTS II..... 3 credits
Prerequisite(s): MAT 1033 or appropriate score on the SPC mathematics placement test. This course presents topics demonstrating the beauty and utility of mathematics to the general student population and to provide knowledge and skills useful for college, life, and career. The course will include topics related to patterns and reasoning, growth and symmetry, linear and exponential growth, and personal finance; mathematical connections with music, art, architecture and nature will be explored. History of mathematics, critical thinking skills, problem solving strategies and appropriate use of technology will be used throughout the course. This course satisfies three credits of the mathematics requirements outlined in the General Education Requirements, but is not a prerequisite to any other mathematics course. (MGF 1106 and MGF 1107 may be taken concurrently.) 47 contact hours.

MGF 1108H 'G' HONORS MATHEMATICAL IDEAS AND EXPLORATIONS..... 3 credits
Prerequisite(s): (MAT 1033 or appropriate score on the SPC placement test and acceptance into the Honors College) or (MAT 1033 or appropriate score on the SPC placement test and mathematics departmental approval). The curriculum is designed to provide the student with the knowledge and skills useful for college, life and career. The course will involve problem-based learning about topics that cross disciplines. These topics include probability, statistics, geometry, modeling, and mathematical connections with music, art, architecture, nature and the business world. Critical thinking skills, problem solving strategies and appropriate use of technology will be used throughout the course. 47 contact hours.

MKA 2021 SALES..... 3 credits
This course is a study of the buying-selling cycle with emphasis on the role of salespeople in the free-enterprise system, application of sales principles, components of the sales presentation, and an introduction to sales management. 47 contact hours.

MKA 2940 MARKETING INTERNSHIP..... 1-4 credits
Prerequisite(s): Academic Department Coordinator/Chair Approval. This course is to be taken after the student has completed 9 credit hours in their major field of study. The purpose of this course is to allow students a “real world” experience with major-related, supervised, evaluated practical work experiences which may be paid or voluntary. Students are graded on the basis of documented learning acquired through hands-on experiences in an actual work setting. Variable credits are available, one to four per course. The student must fulfill the requirement of 60 on-the-job hours for each credit earned in addition to written assignments. This course may be repeated for a total of 4 credits.

MLT 1022 INTRODUCTION TO CLINICAL LABORATORY SCIENCE..... 2 credits
Prerequisite(s): ENC 1101, one college level Math course with a MAC, MGF, MTG or STA prefix, CGS 1070, CHM 1025 and CHM 1025L and BSC 2010 and BSC 2010L all with a grade of “C” or better, or permission of the program director. This course will

provide the student with an introduction to the field of clinical laboratory science. Topics include medical terminology, laboratory organization, certification and licensure, professional ethics, communication, research skills, and laboratory safety. HIV/AIDS and Prevention of Medical Errors will be presented as required by the State of Florida for initial licensure. 32 contact hours or equivalent.

MLT 1040 PHLEBOTOMY ..... 1 credit
Pre-or-Corequisite(s): MLT 1022 or permission of the program director. This course is a study of methods of obtaining blood specimens for laboratory analysis. Topics include phlebotomy equipment; venipuncture and skin puncture techniques; infection control; quality assurance; and professional, ethical and legal considerations related to blood drawing. 17 contact hours or equivalent.

MLT 1044L PHLEBOTOMY CLINICAL EXPERIENCE ..... 1 credit
Prerequisite(s): MLT 1022 and MLT 1040 with grades of "C" or better or permission of the program director. This course is designed to provide students with experience and skill in collecting blood specimens suitable for clinical laboratory testing. Students learn to perform venipunctures and capillary punctures following established policies and procedures for safety and quality assurance. Experience is gained in selected community health agencies. 60 contact hours.

MLT 1610 CLINICAL CHEMISTRY ..... 4 credits
Prerequisite(s): MLT 1022 with grade of "C" or better or permission of the program director. Corequisite(s): MLT 1610L. This course is a study of the fundamental principles of clinical chemistry. Topics include carbohydrates, lipids, proteins, enzymes, hormones, electrolytes, minerals, blood gases, and drugs, with an emphasis on analytical procedures and clinical correlations. 62 contact hours or equivalent.

MLT 1610L CLINICAL CHEMISTRY LABORATORY ..... 1 credit
Corequisite(s): MLT 1610. This course is an introduction to the modern clinical chemistry laboratory and provides the student with the prerequisite knowledge required for the clinical chemistry experience. The emphasis is on methodologies, automation, and quality assurance. 30 contact hours or equivalent.

MLT 2150 CLINICAL CORRELATIONS ..... 3 credits
Pre-or-Corequisite(s): MLT 2809L, MLT 2811L, MLT 2807L and MLT 2810L or permission of the program director. This course is the capstone course for the Medical Laboratory Technology Program and is designed to prepare students for career entry. Students gain experience in critical thinking and application of the body of professional knowledge through an interdisciplinary case study approach. Employability skills are also covered, as required by the Florida Department of Education. 47 contact hours or equivalent.

MLT 2362 HEMATOLOGY AND BODY FLUID ANALYSIS ..... 4 credits
Prerequisite(s): MLT 1022 with grade of "C" or better or permission of the program director. Corequisite(s): MLT 2362L. This course is an introductory study of the classification and function of blood cells and clotting proteins in health and disease. Major topics include cell identification, anemias, leukemias, hemostasis and thrombosis, and urine and body fluid analysis. 62 contact hours or equivalent.

MLT 2362L HEMATOLOGY AND BODY FLUIDS LABORATORY ..... 3 credits
Corequisite(s): MLT 2362. This course is a study of the laboratory methods used in the routine examinations of blood cells, hemoglobin, coagulation factors, and urine and other body fluids. 90 contact hours or equivalent.

MLT 2400 CLINICAL MICROBIOLOGY ..... 4 credits
Prerequisite(s): MCB 2010/2010L, MLT 1022 with grades of "C" or better or permission of the program director. Corequisite(s): MLT 2400L. This course is a study of the laboratory identification of pathogenic microorganisms. Topics include laboratory safety, specimen collection; classification and identification of medically significant bacteria, fungi, parasites, and viruses; antimicrobial susceptibility testing; and quality assurance. 62 contact hours or equivalent.

MLT 2400L CLINICAL MICROBIOLOGY LABORATORY ..... 3 credits
Corequisite(s): MLT 2400. This course is an introduction to laboratory techniques used in the isolation and identification of pathogenic bacteria, fungi, and parasites. Emphasis is on basic skills that are required for the microbiology clinical experience and commonly encountered pathogens. 90 contact hours or equivalent.

MLT 2530 IMMUNOLOGY / IMMUNOHEMATOLOGY ..... 4 credits
Prerequisite(s): MLT 1022 with grade of "C" or better or permission of the program director. Corequisite(s): MLT 2530L. This is a study of immunology, serology, blood banking and transfusion medicine principles and procedures. Antigens, antibodies, and the functions of the immune response are examined in detail. 62 contact hours or equivalent.

MLT 2530L IMMUNOLOGY / IMMUNOHEMATOLOGY LABORATORY ..... 2 credits
Corequisite(s): MLT 2530. This course will provide the student with the knowledge and skills to perform immunologic and serologic procedures used in medical diagnosis and to perform tests and procedures necessary to provide safe, compatible blood and/or blood products for transfusion. 60 contact hours or equivalent.

MLT 2807L IMMUNOHEMATOLOGY CLINICAL EXPERIENCE ..... 3 credits
Prerequisite(s): MLT 2530, MLT 2530L. This course provides experience in blood bank procedures employed in clinical transfusion services. Typing and cross-matching, donor screening, antibody screening and identification are performed in selected community health agencies. 135 contact hours.

MLT 2809L HEMATOLOGY CLINICAL EXPERIENCE ..... 3 credits
Prerequisite(s): MLT 2362 and MLT 2362L. This course provides experience in testing that is routinely performed in a hematology department, including coagulation, urinalysis and body fluid procedures. Experience is gained in analyzing normal and abnormal specimens in selected community health agencies. 135 contact hours.

MLT 2810L CLINICAL CHEMISTRY CLINICAL EXPERIENCE ..... 3 credits
Prerequisite(s): MLT 1610 and MLT 1610L. In this course experience is provided to aid students in developing skills in performing and interpreting clinical chemistry analyses. Quality control methods and quality assurance are included. Experience is gained in selected community health agencies. 135 contact hours.

MLT 2811L MICROBIOLOGY CLINICAL EXPERIENCE ..... 3 credits
Prerequisite(s): MLT 2400 and MLT 2400L. In this course students will gain hands-on experience in selected community health agencies to assist their development of skills for isolating and identifying pathogenic bacteria, fungi and parasites. 135 contact hours.

MMC 2000 INTRODUCTION TO MASS COMMUNICATIONS ..... 3 credits
Prerequisite(s): ((ENC 0020 or ENC 0025) or EAP 1695) or satisfactory score on the SPC placement test. This course is a survey of the background, nature, and functions of the media of mass communications, with special emphasis on the print, film, and electronic media. The course is designed to provide the student with a basis for effective analysis, evaluation, and use of the various media, and with a knowledge of the role and the responsibilities of the mass media in a democratic society. This course has a substantial writing requirement. 47 contact hours.

MMC 2100 WRITING FOR THE MASS MEDIA..... 3 credits
Prerequisite(s): (ENC 1101 or ENC 1121H) and ((REA 0002 or REA 0017) or EAP 1695) or (appropriate scores on the English and Reading placement test.) This course provides instruction and practice in writing for multimedia platforms, including web/internet, print, audio and video. This course addresses new technology issues, current events, and the importance of diversity and ethics in media writing. This course has a substantial writing requirement. 47 contact hours.

MMC 2700 THE POPULAR ARTS IN AMERICA..... 3 credits
Prerequisite(s): ((ENC 0020 or ENC 0025) or EAP 1695) or satisfactory score on the SPC Placement Test. This course is a survey of the popular arts (those intended for mass consumption and commercial entertainment) in America, with special emphasis on the types of popular heroes and the form and content of movies, television, radio, best sellers, magazine, art, and music such as jazz, folk, and rock. This course is designed to provide the student with an understanding of the ways in which the popular arts express the convictions, tastes, and values of American society. This course has a substantial writing requirement. 47 contact hours.

MNA 1751 CUSTOMER SERVICE I: DEVELOPING A SPIRIT OF CUSTOMER SERVICE ..... 1 credit
This course is designed to assist those who deal with clients either face-to-face or on the telephone. Students will improve their interpersonal communication skills to increase their productivity and the quality of service rendered. The course will focus on the aspects of dealing with customer complaints, serving difficult customers, and meeting the individual needs of each customer. 16 contact hours.

MNA 1760 CUSTOMER SERVICE II: DEVELOPING EXCEPTIONAL CUSTOMER SERVICE ..... 1 credit
Prerequisite(s): MNA 1751 or program director approval. This course is designed to develop increased proficiency with the skills and behaviors necessary to deliver quality customer service in even the most difficult situations. Participants will explore and classify levels of customer service, learn the value of consistently exceeding customer expectations, recognize different communication styles customers may have, practice techniques for handling objections and asking for feedback, reinforce active listening skills, and use probing questions to identify additional service opportunities. Participants will also be introduced to basic phone selling skills. 16 contact hours.

MTG 2206 COLLEGE GEOMETRY ..... 3 credits
Prerequisite(s): MAT 1033 or appropriate score on the SPC mathematics placement test. This course will emphasize Euclidean geometry and its relationship to logic, trigonometry and coordinate geometry. The problems, proofs, constructions and graphs involve line segments, angles, triangles and other polygons, parallel and perpendicular lines, slopes of lines, circles and similarity. Trigonometry is presented in terms of right triangle relationships; logic is the basis for deductive reasoning in proofs of theorems; and lines and other geometric figures are graphed in the rectangular coordinate system. 47 contact hours.

MSL 1001C LEADERSHIP AND PERSONAL DEVELOPMENT ..... 2 credits
This course introduces cadets to the personal challenges and competencies that are critical for effective leadership. Cadets learn how the personal development of life skills such as critical thinking, goal setting, time management, and physical and mental fitness (resiliency training) relate to leadership, officership, and the Army profession. The focus is on developing basic knowledge and comprehension of Army leadership dimensions while gaining a big picture understanding of the ROTC program, its purpose in the Army, and its advantages for the student. 32 contact hours.

MSL 1002C INTRODUCTION TO TACTICAL LEADERSHIP ..... 2 credits
This course is an overview of leadership fundamentals such as setting direction, problem-solving, listening, presenting briefs, providing feedback, and using effective writing skills. Students will explore dimensions of leadership attributes and core leader competencies in the context of practical, hands-on, and interactive exercises. Continued emphasis is placed on recruitment and retention of students. Cadre role models and the building of stronger relationships among the students through common experience and practical interaction are critical aspects of the MSL 1002 experience. 32 contact hours.

MSL 2101C INNOVATIVE TEAM LEADERSHIP..... 2 credits
This course explores the dimensions of creative and innovative tactical leadership strategies and styles by examining team dynamics and two historical leadership theories that form the basis of the Army leadership requirements model. Cadets practice aspects of personal motivation and team building in the context of planning, executing, and assessing team exercises and participating in leadership labs. Focus is on continued development of the knowledge of leadership attributes and core leader competencies through an understanding of Army rank, structure, duties and basic aspects of land navigation and squad tactics. Case studies provide tangible context for learning the Soldier's Creed and Warrior Ethos as they apply in the operational environment (OE). 32 contact hours.

MSL 2102C FOUNDATIONS OF TACTICAL LEADERSHIP ..... 2 credits
This course examines the challenges of leading tactical teams in the OE. The course highlights dimensions of terrain analysis, patrolling, and operation orders. Further study of the theoretical basis of the Army leadership requirements model explores the dynamics of adaptive leadership in the context of military operations. MSL 2102 provides a smooth transition into MSL 3201. Cadets develop greater self awareness as they assess their own leadership styles and practice communication and team building skills. OE case studies give insight into the importance and practice of teamwork and tactics in real-world scenarios. 32 contact hours.

MSL 2900 ARMY PHYSICAL READINESS..... 1 credit
This course will train students in the unique role of Army physical readiness in sustaining military operations. It will also prepare students to plan, prepare and conduct military fitness training. Repeatable for 8 semesters, but only 4 credit hours will be counted toward the program. 48 contact hours.

MUSIC

Taught on St. Petersburg/Gibbs Campus only

St. Petersburg College offers music courses for all the students of the College,

- for those who wish to prepare for a wide range of careers in the music profession,
- for those who seek knowledge of music solely for its cultural/aesthetic value or,
- for those who want to grow in the enjoyment and discipline of music performance.

The suggested program of study for music majors in this catalog would normally prepare a student to enter a university as a third-year student in various programs leading to a degree in music: applied music, music education, musicology, music theory and composition, church music, and other specialized fields.

MUSIC COURSES

MUC 1101 INTRODUCTION TO MUSIC COMPOSITION..... 2 credits
Prerequisite(s): MUT 1001 or equivalent and departmental permission. Students practice compositional skills with assignments and projects to demonstrate an understanding of the basic materials, devices, and processes for composing music in the small forms. The course is a survey of styles of the major creative movements, with emphasis on twentieth century techniques. May be taken up to two times for credit. One hour private lesson plus one hour seminar class each week.

MUC 1102 MUSIC COMPOSITION II: STRINGS AND WOODWINDS ..... 2 credits
Prerequisite(s): MUC 1101 and departmental permission. Continuation of MUC 1101, but with an emphasis on (a) orchestration technique in composing for the string instruments both as solo instruments, and as a family. Projects for duo, trio, string quartet, and string orchestra; and (b) for the woodwind family. May be taken up to two times for credit. One-hour private lesson plus one-hour seminar class each week. 32 contact hours.

MUC 1104 MUSIC COMPOSITION III: STRINGS AND WOODWINDS ..... 2 credits
Prerequisite(s): MUC 1101 and departmental permission. Continuation of MUC 1101, but with an emphasis on (a) orchestration technique in composing for the brass instruments both as solo instruments, and as a family. Projects for duo, trio, brass quartet and quintet, and for brass choir; and (b) for the percussion family. May be taken up to two times for credit. One-hour private lesson plus one-hour seminar class each week. 32 contact hours.

MUC 1107 MUSIC COMPOSITION IV: CHAMBER ORCHESTRA ..... 2 credits
Prerequisite(s): MUC 1101 and departmental permission. Continuation of MUC 1101 with an emphasis on orchestration skills culminating with a composition, in one of the large forms, for orchestra. May be taken up to two times for credit. One-hour private lesson plus one-hour seminar class each week. 32 contact hours.

MUC 1311 STUDIO MUSIC APPLICATIONS..... 2 credits
Prerequisite(s): Departmental permission. This course will introduce students to the applications related to studio recording and electronic music production. Sequencing, notation and synthesis techniques will be studied and applied in compositional and arranging assignments. This course may be taken two (2) times for credit. One hour lesson per week plus two hours each week working in the Music Technology Laboratory on assigned projects. 16 contact hours.

MUC 1603 ANALYSIS OF SONG LYRICS..... 3 credits
This course is the study of song lyrics in popular music. Studies include twentieth and twenty-first century historical perspectives, song form, content and imagery, and the effect that phonetic tone and diction have on cogency. The course objective is to educate the aspiring songwriter on the usage of sophisticated techniques in contemporary lyrical construction. 47 contact hours.

MUC 1606 A COMPOSER'S GUIDE TO THE RECORDING STUDIO..... 3 credits
Prerequisite(s): MUC 1616. This course is designed to give the contemporary composer a working knowledge of the recording studio and the skills required to be successful in its use. Topics of study are record production common practice, arrangement and orchestration theory when recording, tracking session techniques, mix-down and mastering responsibilities, and Apple Final Cut Studio basics. 47 contact hours.

MUC 1616 INTRODUCTION TO FILM SCORING..... 2 credits
Prerequisite(s): MUC 1101 or equivalent, and departmental permission. This course is an introduction to film scoring comprised of (a) an overview and discussion of the history of music as used for the purpose of underscoring motion pictures; (b) discussion and demonstration of the function of "incidental" music in film, and the various philosophies regarding its usage; © projects and assignments in composing for actual film sequences, learning to master the devices and techniques of editing and synchronizing music "cues" to the film clips. One hour private lesson plus one hour seminar class each week. 32 contact hours.

MUC 1618 FILM SCORING II – TELEVISION EPISODIC..... 2 credits
Prerequisite(s): MUC 1616 and departmental permission. This course is a continuation of MUC 1616 with an emphasis on underscoring of dialog, composing main title themes, and writing scene-in and scene-out interludes and bumpers. This is a project-oriented course that culminates in scoring a full-length television episode. One-hour private lesson plus one-hour seminar class each week. 32 contact hours.

MUC 1619 FILM SCORING III – FEATURE LENGTH .. 2 credits
Prerequisite(s): MUC 1618 and departmental permission. In this course, the student will focus on scoring a feature-length industry film in its entirety, with full orchestral resources. The student will explore numerous varieties of scenic, action, and dialog issues, and will retain a DVD copy of finished project as a portfolio sample. One-hour private lesson plus one-hour seminar class each week. 32 contact hours.

MUC 2000 SONGWRITING..... 2 credits
Prerequisite(s): MUT 1001. This course is designed to introduce students to the craft of songwriting as well as help experienced songwriters discover new strategies to expand their technique. Focus is on contemporary music, especially, but not limited to, popular music and jazz. The course provides information that can be immediately applied to composing songs. 32 contact hours.

MUC 2001 SONGWRITING II..... 2 credits
Prerequisite(s): MUC 2000, MUC 1603, or permission of program administrator. This course offers a systematic approach to constructing strong, expressive melodies in commercial songwriting. It encompasses: creating memorable melodies, using counterpoint effectively in song construction, developing melodic ideas over different modes, and incorporating melodies across chords into different song sections. 32 contact hours.

MUG 2101 ELEMENTS OF CONDUCTING ..... 3 credits
Prerequisite(s): MUT 1111 or equivalent. This course is an introduction to the skill and art of musical conducting. Students will develop the physical skills involved with conducting using the baton and hands. Methods of

choral and instrumental conducting will be explored and practiced using members of the class as performers as well as existing musical ensembles. Rehearsal preparation and techniques will also be explored. 47 contact hours.

MUH 1110 'G' INTRODUCTION TO MUSIC ..... 3 credits
Prerequisite(s): (ENC 0020 or ENC 0025) or EAP 1695 or satisfactory score on the placement test. This course is a general survey of the world's great music and its composers, with emphasis upon the development of intelligent listening. It is designed for the non-music major. This course partially satisfies the writing requirements outlined in the General Education Requirements. 47 contact hours.

MUH 2052 THE MUSIC OF THE WORLD ..... 3 credits
This course exposes students to musical traditions across the world through cultural context, approached through study, directed listening, performance, writing and research. It explores selected musical cultures of the major continental regions of the globe, including Native Americans, Africa, Eastern Europe, India, Asia, and Latin America. 47 contact hours.

MUL 1010 'G' INTRODUCTION TO MUSIC HISTORY ..... 3 credits
Prerequisite(s): ((ENC 0020 or ENC 0025) and (REA 0002 or REA 0017)) or (EAP 1695) or (satisfactory score on the SPC placement test). This course is designed to acquaint the student with musical styles and their historical backgrounds. It is intended for music majors but open to all students who are able to read music. This course partially satisfies the writing requirements as outlined in the General Education Requirements. 47 contact hours.

MUL 1017 HISTORY OF ROCK I (1950-1969) ..... 3 credits
This course is the first of three sections in the study of the history of rock and popular music from 1950 to present. Studies will include historical time-lines, stylistic mutation, correlations with concurrent historical events and pop culture changes, and the technological advances that were a contributing factor to the evolution of this music genre. This course will prepare students for History of Rock II (1970-1989). 47 contact hours.

MUL 1402 PIANO LITERATURE ..... 3 credits
This course is designed to acquaint the student with literature for the piano and its keyboard predecessors, such as the harpsichord and clavichord. It is open to all students with a background in music who are able to read music fluently. 47 contact hours.

MUL 2018 HISTORY OF ROCK II (1970-1989) ..... 3 credits
Prerequisite(s): MUL 1017. This course is the second of three courses in the study of the history of rock and popular music from 1950 to present. The course will include historical time-lines, stylistic mutation, correlations with concurrent historical events and pop culture changes, and the technological advances that were a contributing factor to the evolution of this music genre. This course will prepare students for History of Rock III (1990-Present). 47 contact hours.

MUL 2019 HISTORY OF ROCK III (1990-PRESENT) ..... 3 credits
Prerequisite(s): MUL 2018. This course is the third of three sections in the study of the history of rock and popular music from 1950 to present. The course will include historical time-lines, stylistic mutation, correlations with concurrent historical events and pop culture changes, and the technological advances that were a contributing factor to the evolution of this music genre. 47 contact hours.

MUL 2380 HISTORY OF POPULAR MUSIC ..... 3 credits
This course is a survey of various styles of popular music from 1840 to the present including folk music, ragtime, musical theater, blues, jazz, rock, and electronic music. 47 contact hours.

MUM 1030 PERFORMANCE TECHNIQUES ..... 1 credit
Prerequisite(s): Audition required. This course is the study of rehearsal and performance skills and techniques necessary for professional musicians to maintain good personal health, develop constructive practice regimens, and prepare themselves for a high level of competency when engaged in musical engagements. 32 contact hours.

MUM 1034 VOCAL COACHING FOR THE RECORDING STUDIO ..... 2 credits
Prerequisite(s): Audition required. This course is for vocal students in the first year of study in the music industry recording arts program. The instruction concentrates on training singers who are preparing for a career in commercial singing, with a focus of the physical processes of voice, effective vocal recording technique, and the study and development of music promotional materials for the vocalist. Class activities involve both individual and group singing experiences. This course may be taken 2 times for a maximum of 4 credits. 32 contact hours.

MUM 1310 LEGAL ISSUES FOR THE MUSICIAN I: COURT SYSTEM AND CONTRACT LAW ..... 1 credit
This course is intended to provide an overview of basic concepts and laws within the American legal system as it applies to issues within the music industry. Topics covered include the structure of the American court system, the legal environment of business, and the principles of contract law. 16 contact hours.

MUM 1311 LEGAL ISSUES FOR THE MUSICIAN II: INTELLECTUAL PROPERTY LAW ..... 1 credit
Prerequisite(s): MUM 1310. This course is intended to provide an overview of basic concepts of intellectual property law as it applies to music issues. Topics covered include the creation and protection of intellectual property including domestic and foreign rights and enforcement as they apply to music performance and publishing. 16 contact hours.

MUM 1312 LEGAL ISSUES FOR THE MUSICIAN III: LABOR AND EMPLOYMENT LAW ..... 1 credit
Prerequisite(s): MUM 1310. This course is intended to provide an overview of basic concepts and laws within labor and employment law as it applies to musicians. Topics covered include the employment relationship and independent contractors, agency relationships, and employment regulation as it pertains to those in the music industry. 17 contact hours.

MUM 1623 ELECTRONIC MUSIC: SYNTHESIS AND SAMPLING I ..... 3 credits
Prerequisite(s): MUM 2600, MUS 1621, MUT 1001, or permission of the dean. This course is the first of a two-semester curriculum exploring how electronic music synthesis and sampling is used in modern music production. The history of synthesis, analog sound reproduction, hardware component types, and hands-on practical application are areas of study. 47 contact hours.

MUM 1624 ELECTRONIC MUSIC: SYNTHESIS AND SAMPLING II ..... 3 credits
Prerequisite(s): MUM 1623 or permission of the program administrator. This course is the second of a two-semester curriculum exploring how electronic music synthesis and sampling is used in modern music production. The history of digital synthesis, computer sound design, synthesis techniques and programming music technology are areas of study. 47 contact hours.

MUM 1629 AUDIO MIXING TECHNIQUES I ..... 3 credits
Prerequisite(s): MUM 2600, MUS 1621. Corequisite(s): MUM 1629L. This course is the study of contemporary audio engineering techniques. Fundamental aspects of working in the mixing phase of record production are topics of study and practice, including: sound aesthetics and balance priorities, signal flow and routing concepts,

signal processing types and their mix-specific applications. Through assignments and examples, a practical foundation in the mixing engineer's skill-set will be developed. 47 contact hours.

MUM 1629L AUDIO MIXING TECHNIQUES I LAB ..... 1 credits
Prerequisite(s): MUM 2600, MUS 1621. Corequisite(s): MUM 1629. This course serves to provide the student with an applied, practical environment to work with advanced audio mixing techniques using concepts put forth in MUM 1629 to computer-based recording and mixing set-ups. Skills will be developed that will enable the student to work in an audio mixing environment at a beginning to intermediate level. 32 contact hours.

MUM 1662 LIVE SOUND REINFORCEMENT TECHNIQUES ..... 3 credits
Prerequisite(s): MUM 2601, MUM 2601L, MUS 1621, MUT 1001, or permission of the dean. Corequisite(s): MUM 1942. This course is the study of contemporary live sound reinforcement engineering techniques. All aspects of working in the live sound environment such as; audio component types, venue acoustical considerations, signal processing, application specific technical considerations, microphone techniques, mixing techniques, and sound crew protocol and common practice are topics of study. 47 contact hours.

MUM 1942 INTERNSHIP: SOUND ENGINEERING I ..... 3 credits
Prerequisite(s): MUM 2601, MUM 2601L, MUS 1621, MUT 1001, or permission of the dean. Corequisite(s): MUM 1662. This course is the first of two semesters of study, and is designed to enable students to evolve individually, and as a group, toward the utilization of sound engineering technology in a professional setting. Students will utilize audio engineering skills and techniques acquired in the classroom and apply these techniques in a pre-determined audio recording or live sound reinforcement situation. Students will explore their audio production discipline in a direct supervised, on-site, training program/internship for knowledge and experience. The emphasis will be a "hands-on" approach working with other students in an appropriately equipped performance venue and incorporating academic discussions and practices with job related experience. 47 contact hours.

MUM 2035 VOCAL COACHING FOR THE RECORDING STUDIO II ..... 2 credits
Prerequisite(s): MUM 1034 or permission of the program administrator. Audition required. This course is for the music major in the second year of study in the secondary performance area. The instruction concentrates on training singers who are preparing for a career in commercial singing, with a focus of the physical processes of voice, effective vocal recording technique, group performance blend, stylistic adjustment, and performance discipline in a studio setting. Class activities involve both individual and group singing experiences. This course may be taken 2 times for a maximum of 4 credits. 32 contact hours.

MUM 2600 MUSIC TECHNOLOGY AND RECORDING TECHNIQUES I ..... 3 credits
Prerequisite(s): MUS 1360 or permission of the Dean. Corequisite(s): MUT 1001 and MUS 1621 or permission of the Dean. This introductory course in the music technology sequence presents recording concepts and historical milestones, signal flow theory, analog and digital basics, studio protocol and infrastructure, and critical music technology nomenclature. This course will prepare students for Music Technology and Recording Techniques II. 47 contact hours.

MUM 2601 MUSIC TECHNOLOGY AND RECORDING TECHNIQUES II ..... 3 credits
Prerequisite(s): MUM 2600. Corequisite(s): MUM 2601L. This second course in the music technology sequence presents techniques used in working with Digidesign Pro Tools hardware and software. Digital audio theory, basic Pro Tools configuration techniques, graphical user interface (GUI) topography, and session initiation will be explored. This course prepares students for Music Technology and Recording Techniques III. 47 contact hours.

MUM 2601L MUSIC TECHNOLOGY AND RECORDING TECHNIQUES II LAB ..... 1 credit
Prerequisite(s): MUM 2600. Corequisite(s): MUM 2601. This course serves to provide the student with an introduction to digital audio recording by applying concepts put forth in MUM 2600 and MUM 2601 to computer-based recording set-ups. Skills will be developed that will enable the student to operate a Pro Tools system at an introductory level. This course will prepare students for Music Technology and Recording Techniques III. 32 contact hours.

MUM 2602 MUSIC TECHNOLOGY AND RECORDING TECHNIQUES III ..... 3 credits
Prerequisite(s): MUM 2601, MUM 2601L. Corequisite(s): MUM 2602L. This third course in the music technology sequence presents advanced techniques used in working with Digidesign Pro Tools hardware and software. Professional recording, editing, and mix-down techniques will be explored. This course will prepare students for Music Technology and Recording Techniques IV. 47 contact hours.

MUM 2602L MUSIC TECHNOLOGY AND RECORDING TECHNIQUES III LAB ..... 1 credit
Prerequisite(s): MUM 2601, MUM 2601L. Corequisite(s): MUM 2602. This course provides opportunities for students to practice digital audio manipulation in a studio setting. The course of study will include advanced recording, editing, and mix-down techniques within the Pro Tools environment. This course will prepare students for Music Technology and Recording Techniques IV. 32 contact hours.

MUM 2603 MUSIC TECHNOLOGY AND RECORDING TECHNIQUES IV ..... 3 credits
Prerequisite(s): MUM 2602, MUM 2602L. This fourth course in the music technology sequence presents live recording and professional level production techniques used in working with Digidesign Pro Tools hardware and software. The course of study will include applied recording, editing, and mix-down techniques in a "real world" setting, utilizing learned skills to capture a live performance and present a final mix for evaluation. 47 contact hours.

MUM 2609 CRITICAL LISTENING: ANALYSIS OF CONTEMPORARY PRODUCTION TECHNIQUES ..... 3 credits
Prerequisite(s): MUM 2600, MUS 1621, MUT 1001. An in-depth study of production techniques used in contemporary popular music. Song structure, style characteristics, arranging techniques, recording methods, and mix-down and mastering processes will be analyzed and discussed. 47 contact hours.

MUM 2612 CRITICAL LISTENING II: ANALYSIS OF CONTEMPORARY PRODUCTION TECHNIQUES ..... 3 credits
Prerequisite(s): MUM 2609 or permission of the program administrator. This course is an advanced level study of production techniques used in contemporary popular music. It is designed to be the second semester study of in-depth listening skills required of the mixing and mastering specialist. Listening examples will provide an overview of the history of innovations and revolutions in analog and digital technology. Sound aesthetics, stylistic trends, recording media and methods, mixing techniques, signal processing and mastering approaches will be analyzed and discussed. 47 contact hours.

MUM 2640 POST PRODUCTION SOUND ..... 3 credits
Prerequisite(s): MUM 2601, MUM 2601L, MUS 1621, MUT 1001, or permission of the dean. This course is the study of contemporary audio post-production

engineering techniques. The goal of this curriculum is to prepare the student for a career in post-production audio. Dialogue editing, sound effects, automated dialogue replacement (ADR), music editing, mixing, and delivery methods are topics of study. 47 contact hours.

MUM 2670 AVID PRO TOOLS 101/110 ..... 3 credits
This course is the first semester of a two-semester course structure preparing the student for the Pro Tools Operator Certification Exam administered by Avid. This course is the introductory to advanced sequence for Avid Pro Tools LE software and hardware. The student will be eligible to take the Pro Tools 101 and Pro Tools 110 exams at the culmination of this course. 47 contact hours.

MUM 2671 AVID PRO TOOLS 201/210 ..... 3 credits
Prerequisite(s): MUM 2670. This course is the second semester of a two-semester course structure preparing the student for the Pro Tools Operator Certification Exam administered by Avid. This course is the intermediate to advanced sequence for Avid Pro Tools HD software and hardware. The student will be eligible to take the Pro Tools 201 and Pro Tools 210 exams at the culmination of this course, and achieve Certified Pro Tools Operator status. 47 contact hours.

MUM 2672 PRO TOOLS FOR GAME AUDIO (PT130) ..... 3 credits
Prerequisite(s): MUM 2600, MUS 1621, MUM 2601, MUM 2601L. This course is an in-depth study of production techniques used in creating and implementing game audio using the Avid Pro Tools audio production system. Analysis of game sonic requirements and workflow, audio element acquisition, sound effect production (Both foley and library), dialogue types, music usage, vehicle sounds, and cinematics will be studied, discussed, and demonstrated. 47 contact hours.

MUM 2677 LIVE SOUND REINFORCEMENT TECHNIQUES II ..... 3 credits
Prerequisite(s): MUM 1662. This course is an in-depth study of contemporary production techniques and tools used in live sound reinforcement and concert production. Conventional and in-ear monitor matrix mixing, and sound system design with practical application techniques will be studied. 47 contact hours.

MUM 2678 AUDIO MIXING TECHNIQUES II ..... 3 credits
Prerequisite(s): MUM 2601, MUM 2601L, MUM 1629, MUM 1629L. Corequisite(s): MUM 2678L. This course is a study of advanced contemporary audio engineering techniques. All aspects of working in the mixing phase of record production are topics of study and practice including; advanced processing techniques and effectual problem solving, automated mixing workflows and control surface concepts, sound/balance aesthetic decision making and mix-translation objectives. Assignments and exercises will add breadth and depth to students' mixing experience, while following a model of industry-established collaborative roles, and exercises in creative communication protocol and common practice. 47 contact hours.

MUM 2678L AUDIO MIXING TECHNIQUES II LAB ..... 1 credit
Prerequisite(s): MUM 2601, MUM 2601L, MUM 1629, MUM 1629L. Corequisite(s): MUM 2678. This course serves to provide the student with an applied, practical environment to work with advanced audio mixing techniques using concepts put forth in MUM 2678 with computer-based recording and mixing set-ups. Skills will be developed that will enable the student to work in an audio mixing environment at an intermediate to advanced level. 32 contact hours.

MUM 2680 AUDIO ENGINEERING FOUNDATIONS ..... 3 credits
Prerequisite(s): MUM 2600, MUS 1621, or permission of the dean. This course offers beginning to intermediate study and application of practical skills and concepts essential to career-paths in audio engineering and music production. Listening sessions and projects will focus on comparisons and evaluations of recordings, recording equipment, software and hardware, serving simultaneously as ear-training and skills-training in the proper methodology for making such comparisons. Through listening, we will examine basic audio principles and myths, recognize distortion types and phase issues, examine differences in sound between various types of recording and playback devices, processors and transducers. We will also engage in basic wiring/soldering and building projects, troubleshooting and solving basic acoustic and signal chain/wiring issues. The student will gain confidence and skill in establishing solid test procedures, troubleshooting processes and basic wiring skills applicable to any studio or live audio setting. 47 contact hours.

MUM 2700 AN INTRODUCTION TO THE BUSINESS OF MUSIC ..... 1 credit
This course focuses on the fundamentals of the music business specific to managing performance, recording, publishing, and distribution trends. 16 contact hours.

MUM 2702 PROMOTING AND MERCHANDISING MUSICIANS ..... 1 credit
This course focuses on strategies used to promote emerging musicians and their music. Specific resources are reviewed for creating promotional campaigns, increasing listener awareness, and developing a regular schedule of performing. Students will also review the most common contract terms entered into by musicians. 16 contact hours.

MUM 2945 INTERNSHIP: SOUND ENGINEERING II ..... 3 credits
Prerequisite(s): MUM 1942 or permission of the dean. This course is the second of two semesters of study, and is designed to enable students to evolve individually, and as a group, toward the advanced utilization of sound engineering technology in a professional setting. Students will utilize audio engineering skills and techniques acquired in the classroom and previous internships, and apply these techniques in a pre-determined audio recording or live sound reinforcement situation. Students will explore their audio production discipline in a non-direct supervised, on-site, training program/internship for knowledge and experience. The emphasis will be a "hands-on" approach working with other students in an appropriately equipped performance venue and incorporating academic discussions and practices with job related experience. 47 contact hours.

MUN 1031 ROCK ENSEMBLE I ..... 1 credit
Prerequisite(s): Audition required. Open to both instrumentalists (any instruments) and singers, this course is the study and performance of commercial music. Emphasis is placed on learning a wide variety of popular music styles heard on radio, television, soundtracks and Web-based music distribution systems. Course may be taken up to six times for credit. 47 contact hours.

MUN 1032 ROCK ENSEMBLE II ..... 1 credit
Prerequisite(s): MUN 1031. Open to both instrumentalists (any instruments) and singers, this course is a continuation of Rock Ensemble I and is a more advanced study of commercial music performance. Members should be competent on their instruments and/or voice and have fluency in music reading and knowledge of chord symbols. Course may be taken up to six times for credit. 47 contact hours.

MUN 1120 COLLEGE BAND ..... 1 credit
Prerequisite(s): Audition required. This course is the study and performance of standard band literature. Emphasis is placed on exposure and learning the highest quality literature for winds and percussion through rehearsal and performance. Course may be taken up to six times for credit. 47 contact hours.

MUN 1210 COLLEGE ORCHESTRA .....1 credit
Prerequisite(s): Audition or permission of program administrator. The College Orchestra provides instrumentalists in the College and community an opportunity to perform works representative of a broad spectrum of orchestral literature, refine techniques of ensemble playing, and present concerts each term. Membership is by permission of the director. Music majors who are string players are required to participate. Course may be taken up to six times for credit. 47 contact hours.

MUN 1310 COLLEGE CHORUS .....1 credit
Open to all students, non-music majors welcomed. The College Chorus is both a training organization and a performance group. Basic techniques of singing are developed through group and sectional rehearsals. This training and the preparation of works for performance, with the experience inherent in this learning process, take precedence. Basic repertoire and rehearsal techniques, valuable tools in the music profession, are also emphasized. Course may be taken up to six times for credit. 47 contact hours.

MUN 1340 MADRIGALIANS .....1 credit
Corequisite(s): MUN 1310. This course is offered as a select choral performance ensemble to those students who have successfully auditioned for the director. Survey and performance of secular choral music from the 16th through the 21st centuries will be conducted during the semester. Extensive sight-reading of ensemble literature and frequent performances. Open to all students, non-music majors welcomed. Course may be taken up to 6 times for credit. 47 contact hours.

MUN 1391 GOSPEL CHORUS .....1 credit
Open to all students, non-music majors welcomed. The Gospel Chorus is designed to provide students with a comprehensive standard-based vocal music curriculum that allows students to study and perform music and texts derived from the African American religious experience. Students will enhance the skills that are specific to vocal gospel music production. A variety of repertoire and styles are chosen to meet the objectives of the course. Performance opportunities are incorporated to assist students in reaching a comprehensive and interactive aesthetic experience. Course may be taken up to six times for credit. 47 contact hours

MUN 1440 PERCUSSION ENSEMBLE.....1 credit
Prerequisite(s): Departmental permission required. This course is the study and performance of literature in the percussion medium. Course may be taken up to six times for credit. 32 contact hours.

MUN 1441 HAND DRUMMING TECHNIQUES.....1 credit
This course is the study and performance of hand drumming in an ensemble environment. Students will study the many stylistic variations, and instrumental utilization, of hand drumming disciplines across cultural boundaries. The student will be required to perform various percussion and hand drumming techniques in several musical genres. 32 contact hours.

MUN 1700 IMPROVISATION TECHNIQUES .....1 credit
Prerequisite(s): Audition required. This course is the study and performance of improvisation in a performance environment. Students will be required to improvise music, in several musical genres. 32 contact hours.

MUN 1710 JAZZ BAND.....1 credit
Prerequisite(s): Audition required. This course is the study and performance of instrumental ensemble music in the jazz and popular medium. Course may be taken up to six times for credit. 47 contact hours.

MUN 1711 JAZZ COMBO .....1 credit
Prerequisite(s): Audition required. This course is the study and performance of instrumental and vocal ensemble music in a Jazz Combo setting. Students will be required to play instrumental and vocal music, in several jazz styles. 47 contact hours.

MUN 1712 JAZZ COMBO II.....1 credit
Prerequisite(s): Audition required. This course is the study and performance of instrumental and vocal ensemble music in a Jazz Combo setting. Students will be required to play instrumental and vocal music, in several jazz styles. 47 contact hours.

MUN 1718 RHYTHM AND BLUES ENSEMBLE.....1 credit
Prerequisite(s): Audition required. This course is the study and performance of instrumental ensemble music in the Rhythm and Blues genre. Students will be required to play instrumental and vocal music, in a Rhythm and Blues style. Course may be taken up to six times for credit. 47 contact hours.

MUN 1810 STEEL DRUM ENSEMBLE.....1 credit
Prerequisite(s): Departmental permission required. This course involves the study and performance of percussion literature for the steel drum. Course may be taken up to six times for credit. 32 contact hours.

MUN 2004 RECORDING STUDIO ENSEMBLE.....1 credit
Prerequisite(s): Audition required. This course is the study and performance of ensemble music as it is applied in a recording studio setting. Students will be required to play instrumental and vocal music, in a wide variety of genres, for the purpose of recording by production engineers. Course may be taken up to six times for credit. 47 contact hours.

MUN 2022 LAPTOP AND ELECTRONIC ARTS ENSEMBLE .....1 credit
Audition required. This course explores new combinations of live electronic with acoustic instruments and other media by performing a diverse repertoire of music and new works. This course may be taken 3 times for a maximum of 3 credits. 32 contact hours.

MUN 2709 RHYTHM SECTION BOOT CAMP .....1 credit
Prerequisite(s): Audition required. This course is the study and performance of instrumental ensemble music as it's applied in a rhythm section setting. Students will be required to study and play instrumental and vocal backing music, in a wide variety of genres, for the purpose of increasing their rhythm section skill levels. May be taken up to 6 times for credit. 32 contact hours.

MUN 2719 RHYTHM AND BLUES ENSEMBLE II..... 1 credits
Prerequisite(s): Audition required. This course is the advanced level study and performance of instrumental ensemble music in the Rhythm & Blues genre. Students will be required to play instrumental and vocal music, in a Rhythm & Blues style. May be taken up to six times for credit. 32 contact hours.

MUN 2720 CONTEMPORARY VOCAL PERFORMANCE FUNDAMENTALS.....1 credit
In this course students will work on basic live performance skills including microphone technique, stage presence, critical listening, and musicianship through a mixture of performance and observation. This would be the first class in a series that would feed into a Live Performance Techniques class, where students would learn to work with a live band. Can be taken 2 times for credit. 32 contact hours.

MUO 1001 MUSIC THEATRE WORKSHOP .....1 credit
Prerequisite(s): Audition required. This is a practical course offering varied experience in the elements of musical theatre. The general repertoire will be surveyed to establish an acquaintance with the literature and one or more works will be produced. A staged production of scenes from one or more works will be presented. Course may be taken up to six times for credit. 32 contact hours.

MUO 2501 OPERA WORKSHOP.....1 credit
Prerequisite(s): Audition required. This course is an analytical study of the elements of opera theatre and is designed for the advanced voice student. The general repertoire is comprised of operatic scenes with emphasis on stage deportment, acting, vocal diction and character interpretation. Course may be taken up to six times for credit. 32 contact hours.

MUS 1010 STUDENT RECITAL..... No credit
Corequisite(s): Applied Music, principal instrument (such as MVK 1311, etc). This course requires attendance and participation in student recitals. Students will attend a workshop in recital etiquette and protocols. Students will participate in performance classes in their respective performing area at least once prior to scheduled recitals. Students will be required to attend all and perform in one of four or five scheduled music recitals each session. 8 contact hours.

MUS 1360 MUSIC AND COMPUTERS..... 3 credits
This course will introduce students to the applications of the computer as a tool to facilitate musical creativity. Students will become acquainted with Musical Instrument Digital Interface (MIDI) and digital recording technology through projects in sequencing, performing, notating, and printing their work. Appropriate software such as Pro Tools, Finale, Sibelius, Sonar, Cubase and others will be studied and applied in compositional and arranging assignments. 47 contact hours.

MUS 1621 ACOUSTICS AND PSYCHO-ACOUSTICS..... 3 credits
Corequisite(s): MUM 2600. This introductory course is a presentation of modern acoustic and psychoacoustic concepts as they pertain to music recording and production. The topics covered are sound generation, waveform theory, audio perception, electrical grounding concepts, applied acoustical studio design, listening environment analysis, and critical audio technology nomenclature. This course will prepare students for all levels of Music Technology and Recording Techniques. 47 contact hours.

MUS 2221 DICTION FOR SINGERS: FRENCH.....1 credit
This course is the study of French lyric diction as applied to art song and operatic repertoire. This course is designed for students of vocal performance and choral conducting to improve their capacity to respond with ease, accuracy and expression, in the production of music in the French language. 16 contact hours.

MUS 2231 DICTION FOR SINGERS: GERMAN.....1 credit
This course is the study of German lyric diction as applied to art song and operatic repertoire. The course is designed for students of vocal performance and choral conducting to improve their capacity to respond with ease, accuracy and expression, in the production of music in the German language. 16 contact hours.

MUS 2241 DICTION FOR SINGERS: ITALIAN.....1 credit
The study of Italian lyric diction as applied to art song and operatic repertoire. This course is designed for students of vocal performance and choral conducting to improve their capacity to respond with ease, accuracy and expression, in the production of music in the Italian language. 16 contact hours.

MUT 1001 FUNDAMENTALS OF MUSIC..... 3 credits
This course will enable students to acquire a thorough working knowledge of the basic rudiments necessary for further study of musical theory and musical performance. This course is for those students who are not ready for Music Theory, Introduction to Music Theory, and Applied Music courses. 47 contact hours.

MUT 1111 MUSIC THEORY I..... 3 credits
Prerequisite(s): MUT 1001 or Program Director approval. Corequisite(s): MUT 1241. This course is designed to introduce students to the principles of music notation, rhythm, construction of scales, keys and intervals, and the formation of chords. Harmony, using diatonic triads, combined with the introduction of non-harmonic tones is also included. The course provides points of interest for students pursuing music performance, analysis, composition and education. 47 contact hours.

MUT 1112 MUSIC THEORY II..... 3 credits
Prerequisite(s): MUT 1111 or Program Director approval. Corequisite(s): MUT 1242. This course is designed as a continuation of Music Theory I, with emphasis on harmonization, voice-leading, and figured bass. Compositional techniques for expanding melodic and harmonic frameworks are investigated through the exploration of phrases, cadences, and applied chords. 47 contact hours.

MUT 1241 AURAL THEORY I ..... 1 credit
Prerequisite(s): MUT 1001 or Program Administrator approval. Corequisite(s): MUT 1111. This course is designed to provide the student with an introduction to ear-training and sight-singing, to promote the ability to notate live and recorded music, and to comprehend and perform printed music. Skills will be developed that enable recognition and recall of common musical patterns, as well as the ability to hear and understand music from a variety of musical styles. 32 contact hours.

MUT 1242 AURAL THEORY III ..... 1 credit
Prerequisite(s): MUT 1241 or Program Director approval. Corequisite(s): MUT 1112. This course is designed as a continuation of Aural Theory I, with emphasis on harmonic progressions, applied chords, and melodic phrases. The student will also learn to perform and aurally identify common melodic embellishments and perform figured bass notation. 32 contact hours.

MUT 2116 MUSIC THEORY III..... 3 credits
Prerequisite(s): MUT 1112 or Program Director approval. Corequisite(s): MUT 2246. This course is designed as a continuation of Music Theory II, with emphasis on expansion of the harmonic vocabulary. The student will learn how color is added to compositions with chromatic resources ranging from modulation to extended chords, modal mixture, and altered chords. Musical form and interpretation are also considered. 47 contact hours.

MUT 2117 MUSIC THEORY IV ..... 3 credits
Prerequisite(s): MUT 2116 or Program Director approval. Corequisite(s): MUT 2247. This course is designed as a continuation of Music Theory III, with a spotlight on twentieth century music. The student will learn about modes, scales, and sets. Set theory, serial composition, twelve-tone rows, and post tonal music are explored. 47 contact hours.

MUT 2246 AURAL THEORY III ..... 1 credit
Prerequisite(s): MUT 1242 or Program Director approval. Corequisite(s): MUT 2116. This course is designed as a continuation of Aural Theory II, with emphasis on harmonic expansion including modulations, chromatic approaches to dominant, and form. The student will also learn to perform and aurally identify chromatic music and asymmetrical meters. 32 contact hours.

MUT 2247 AURAL THEORY IV..... 1 credit
Prerequisite(s): MUT 2246 or Program Director approval. Corequisite(s): MUT 2117. This course is designed as a continuation of Aural Theory III, with emphasis on compositional materials of the twentieth century. The student will explore modes, scales, sets, serialism, and twelve-tone rows through guided listening and performance. The student will also learn new ways to organize rhythm, meter, and duration. 32 contact hours.

MUT 2341 COMMERCIAL MUSIC THEORY AND ARRANGING I.....3 credits
Corequisite(s): MUT 2341L. This course is designed to introduce students to the principles of melody, rhythm, and harmony in popular music and jazz from the viewpoint of the contemporary musician. The course provides information that can be immediately applied to composing and arranging music. 47 contact hours.

MUT 2341L COMMERCIAL EAR TRAINING I .....1 credit
Corequisite(s): MUT 2341. Music is a sonic art form and the skill of deep listening is critical for successful commercial musicianship. Students will learn to notate basic rhythms and pitch, and understand the relationships sound and notation. Students will transcribe contemporary music from popular music and jazz sources. 32 contact hours.

MUT 2342 COMMERCIAL MUSIC THEORY AND ARRANGING II.....3 credits
Prerequisite(s): MUT 2341. Corequisite(s): MUT 2342L. This course is a continuation of Commercial Music Theory and Arranging I and explores skills essential to arranging, harmonizing, and voicing, plus instrumentation, and creation of various types of beats. The course culminates with students creating authentic arrangements for rhythm section and popular music recordings. 47 contact hours.

MUT 2342L COMMERCIAL EAR TRAINING II .....1 credit
Prerequisite(s): MUT 2341L. Corequisite(s): MUT 2342. This course is a continuation of Commercial Ear Training I, and the student will learn to notate complex rhythms and pitch, and develop the ability to quickly identify chords and progressions. The student will transcribe large forms from popular music and jazz sources. Music is a sonic art form and the skill of deep listening is critical for successful commercial musicianship. 32 contact hours.

MVK 1111 CLASS PIANO I .....1 credit
This course is for beginning piano students meeting in groups of six or more. Emphasis is placed on music reading and elementary techniques. 32 contact hours.

MVK 1115 POPULAR PIANO TECHNIQUES .....1-2 credits
Prerequisite(s): MUT 1111 or equivalent. This course will be private instruction in contemporary keyboard styles, including Jazz, Pop, Gospel, and Rock. Special emphasis will be given to stylistic harmonization and improvisation. One credit is one-half hour lesson per week. Two credits are one hour lesson per week. 8.5 contact hours or 17 contact hours.

MVK 2121 CLASS PIANO II .....1 credit
Prerequisite(s): MVK 1111. As a continuation of Class Piano I, this course is designed to prepare students to pass minimum piano proficiency requirements in music-major programs. There is special emphasis upon harmonization of melodies, improvisation, and sight-reading. This course may be taken three times for credit. 32 contact hours.

MVK 2125 POPULAR PIANO TECHNIQUES II.....1-2 credits
Prerequisite(s): MVK 1125. This course offers private instruction in contemporary keyboard styles, including jazz, pop, gospel, and rock at an advanced level. Special emphasis will be given to stylistic harmonization and improvisation. One credit is one-half hour lesson per week. Two credits are one hour lesson per week. 8.5 contact hours or 17 contact hours.

MVK 2621C PIANO PEDAGOGY I.....3 credits
Prerequisite(s): Departmental permission required. This course is designed for piano students with an interest in teaching piano. Through a study of methods, repertoire, and technical problems pertaining to private studio teaching, the course offers the student the opportunity to develop teaching skills for the elementary through early intermediate levels. 47 contact hours.

MVV 1111 CLASS VOICE I.....1 credit
This course is for singers and instrumentalists with no previous vocal study, with a focus on developing a basic foundation. Class activities emphasize vocal exercises, posture and breathing, and developing confidence. The class involves both individual and group singing experiences. This course may be taken 3 times for credit. 32 contact hours.

MVV 1317 CONTEMPORARY VOCAL STYLE I.....1-2 credits
Prerequisite(s): MUM 1034. Private instruction. Audition required. This course is for vocal students in the first year of study in the music industry recording arts program. The private lesson focuses on an intermediate to advanced approach to the development of technique and music literature related to contemporary vocal performance. This course may be taken for a maximum of 4 credits. One half-hour or one hour lesson per week. 8 or 16 contact hours.

MVV 2121 CLASS VOICE II.....1 credit
Prerequisite(s): MVV 1111. This course is a continuation of Class Voice I. May be taken 3 times for credit. 32 contact hours.

MVV 2327 CONTEMPORARY VOCAL STYLE II.....1-2 credits
Prerequisite(s): MVV 1317. Private instruction. Audition required. This course is for vocal students in the second year of study in the music industry recording arts program. The private lesson focuses on an intermediate to advanced approach to the development of technique and music literature related to contemporary vocal performance. This course may be taken for a maximum of 4 credits. One half-hour or one-hour lesson per week. 8 to 16 contact hours.

APPLIED MUSIC COURSES

Lessons in voice or orchestral instruments are required of all music majors. Instruction is offered in voice, piano, organ, strings, woodwind, brass, and percussion instruments. Applied Music courses are also available to students who do not intend to major in music. Students may not earn more than eight hours of Applied Music credit for any one instrument or voice. Music majors must earn 8 hours of credit in the principal instrument or voice and 4 hours of credit in the secondary performing area to be prepared for transfer into a bachelor's degree program.

Every new student (freshman or transfer) interested in majoring in music is required to take a placement audition in Applied Music. The student should make an appointment for the audition by reporting during the initial registration to the office of the program director. If achievement is below the freshman music major level, the student must enroll in the recommended prerequisite courses until prepared for the collegiate series. Credit in the lower series will not apply toward meeting the requirements in the student's principal instrument.

All credit in Applied Music is determined by jury examination. Advancement is determined by the musical development and proficiency of the student.

All music majors are required to perform in a student recital at least once each session and are required to attend scheduled student and faculty recitals as well as large ensemble concerts.

All music majors must register for one large ensemble—College Chorus or College Band—each session. A maximum of four hours of credit toward the A.A. degree may be earned in music organizations. Voice, piano, and organ majors should register for MUN 1310; instrumental majors for MUN 1120. Instrumental majors are urged to register for one of the choral organizations on an audit basis.

APPLIED MUSIC — First Year
(Private Instruction) ..... 1-2 credits

Private instruction for non-music majors or those students below freshman music major level in accomplishment. Credit in this series will not count toward the principal instrument requirements for music majors. This course may be taken three (3) times for credit. 1 credit, $120.00 fee per session, one half-hour lesson per week. 2 credits, $240.00 fee per session, two half-hour lessons per week.

MVB 1011-TRUMPET
MVB 1012-HORN
MVB 1013-TROMBONE
MVB 1014-BARITONE HORN
MVB 1015-TUBA
MVJ 1010-JAZZ PIANO
MVK 1011-PIANO
MVK 1013-ORGAN
MVP 1011-PERCUSSION
MVS 1011-VIOLIN
MVS 1012-VIOLA
MVS 1013-CELLO
MVS 1014-STRING BASS
MVS 1015-HARP
MVS 1016-GUITAR
MVV 1011-VOICE
MVW 1011-FLUTE
MVW 1012-OBOE
MVW 1013-CLARINET
MVW 1014-BASSOON
MVW 1015-SAXOPHONE

APPLIED MUSIC — Second Year
(Private Instruction) ..... 1-2 credits

The second year of the above series. This course may be taken three (3) times for credit. 1 credit, $120.00 fee per session, one half-hour lesson per week. 2 credits, $240.00 fee per session, two half-hour lessons per week.

MVB 2021-TRUMPET
MVB 2022-HORN
MVB 2023-TROMBONE
MVB 2024-BARITONE HORN
MVB 2025-TUBA
MVJ 2020-JAZZ PIANO
MVK 2021-PIANO
MVK 2023-ORGAN
MVP 2021-PERCUSSION
MVS 2021-VIOLIN
MVS 2022-VIOLA
MVS 2023-CELLO
MVS 2024-STRING BASS
MVS 2025-HARP
MVS 2026-GUITAR
MVV 2021-VOICE
MVW 2021-FLUTE
MVW 2022-OBOE
MVW 2023-CLARINET
MVW 2024-BASSOON
MVW 2025-SAXOPHONE

Applied Music—Majors—Secondary Instrument

APPLIED MUSIC — First Year
(Private Instruction—
Secondary Instrument) ..... 1-2 credits

Private instruction, freshman music major level. May be used for secondary instrument credit. This course may be taken three (3) times for credit. Special fee, $60.00 per credit. One half-hour lesson or one hour lesson per week.

MVB 1211-TRUMPET
MVB 1212-HORN
MVB 1213-TROMBONE
MVB 1214-BARITONE HORN
MVB 1215-TUBA
MVJ 1210-JAZZ PIANO
MVK 1211-PIANO
MVK 1213-ORGAN
MVK 1215-KEYBOARD
MVP 1211-PERCUSSION
MVS 1211-VIOLIN
MVS 1212 VIOLA
MVS 1213-CELLO
MVS 1214-STRING BASS
MVS 1215-HARP
MVS 1216-GUITAR
MVV 1211-VOICE
MVW 1211-FLUTE
MVW 1212-OBOE
MVW 1213-CLARINET
MVW 1214-BASSOON
MVW 1215-SAXOPHONE

APPLIED MUSIC — Second Year
(Private Instruction—
Secondary Instrument) ..... 1-2 credits

A continuation of the above series. This course may be taken three (3) times for credit. Special fee, $60.00 per credit. One half-hour lesson or one hour lesson per week.

MVB 2221-TRUMPET
MVB 2222-HORN
MVB 2223-TROMBONE
MVB 2224-BARITONE HORN
MVB 2225-TUBA
MVJ 2220-JAZZ PIANO
MVK 2221-PIANO
MVK 2223-ORGAN
MVK 2225-KEYBOARD
MVP 2221-PERCUSSION
MVS 2221-VIOLIN
MVS 2222-VIOLA
MVS 2223-CELLO
MVS 2224-STRING BASS
MVS 2225-HARP
MVS 2226-GUITAR
MVV 2221-VOICE
MVW 2221-FLUTE
MVW 2222-OBOE
MVW 2223-CLARINET
MVW 2224-BASSOON
MVW 2225-SAXOPHONE

Applied Music—Majors—Principal Instrument

APPLIED MUSIC — First Year
(Private Instruction—Principal Instrument).. 2 credits

Private instruction, freshman music-major level. This course may be taken three (3) times for credit. Special fee, $120.00. Two half-hour lessons per week.

MVB 1311-TRUMPET
MVB 1312-HORN
MVB 1313-TROMBONE
MVB 1314-BARITONE HORN
MVB 1315-TUBA
MVJ 1310-JAZZ PIANO
MVK 1311-PIANO
MVK 1313-ORGAN
MVP 1311-PERCUSSION
MVS 1311-VIOLIN
MVS 1312-VIOLA
MVS 1313-CELLO
MVS 1314-STRING BASS
MVS 1315-HARP
MVS 1316-GUITAR
MVV 1311-VOICE
MVW 1311-FLUTE
MVW 1312-OBOE
MVW 1313-CLARINET
MVW 1314-BASSOON
MVW 1315-SAXOPHONE

APPLIED MUSIC — Second Year
(Private Instruction—Principal Instrument).. 2 credits

Private instruction, sophomore music-major level. A continuation of the above series. This course may be taken three (3) times for credit. Special fee, $120.00. Two half-hour lessons per week.

MVB 2321-TRUMPET
MVB 2322-HORN
MVB 2323-TROMBONE
MVB 2324-BARITONE HORN
MVB 2325-TUBA
MVJ 2320-JAZZ PIANO
MVK 2321-PIANO
MVK 2323-ORGAN
MVP 2321-PERCUSSION
MVS 2321-VIOLIN
MVS 2322-VIOLA
MVS 2323-CELLO
MVS 2324-STRING BASS
MVS 2325-HARP
MVS 2326-GUITAR
MVV 2321-VOICE
MVW 2321-FLUTE
MVW 2322-OBOE
MVW 2323-CLARINET
MVW 2324-BASSOON
MVW 2325-SAXOPHONE

Applied Music Performance

APPLIED MUSIC PERFORMANCE MAJOR — First Year
(Private Instruction)..... 3 credits

First year students majoring in music performance; this course may be taken three (3) times for credit. Special fee, $120.00.

MVB 1411-TRUMPET
MVB 1412-HORN
MVB 1413-TROMBONE
MVB 1414-BARITONE HORN
MVB 1415-TUBA
MVK 1411-PIANO
MVK 1413-ORGAN
MVP 1411-PERCUSSION
MVS 1411-VIOLIN
MVS 1412 VIOLA
MVS 1413-CELLO
MVS 1414-STRING BASS
MVS 1415-HARP
MVS 1416-GUITAR
MVV 1411-VOICE
MVW 1411-FLUTE
MVW1412-OBOE
MVW 1413-CLARINET
MVW 1414-BASSOON
MVW 1415-SAXOPHONE

APPLIED MUSIC PERFORMANCE MAJOR — Second Year (Private Instruction) ..... 3 credits

Second year students majoring in music performance; this course may be taken three (3) times for credit. Special fee, $120.00.

MVB 2421-TRUMPET	MVS 2423-CELLO
MVB 2422-HORN	MVS 2424-STRING BASS
MVB 2423-TROMBONE	MVS 2425-HARP
MVB 2424-BARITONE HORN	MVS 2426-GUITAR
MVB 2425-TUBA	MVV 2421-VOICE
MVK 2421-PIANO	MVW 2421-FLUTE
MVK 2423-ORGAN	MVW 2422-OBOE
MVP 2421-PERCUSSION	MVW 2423-CLARINET
MVS 2421-VIOLIN	MVW 2424-BASSOON
MVS 2422-VIOLA	MVW 2425-SAXOPHONE

Applied Music – Rock, Jazz, Blues and Funk

APPLIED MUSIC FOR ROCK, JAZZ, BLUES AND FUNK I (Private Instruction) ..... 2 credits

This course is for the Music Industry Recording Arts major, performance subplan, in the first year of study. The private lesson focuses on a beginning to intermediate approach to the development of technique and music literature related to rock, jazz, blues and funk. This course may be taken 3 times for a maximum of 6 credits. One-hour lesson per week. $120 fee per session.

MVB 1317-BRASS
MVP 1317-DRUMS
MVS 1317-ELECTRIC BASS
MVS 1318-ELECTRIC GUITAR
MVW 1317-WOODWINDS

APPLIED MUSIC FOR ROCK, JAZZ, BLUES AND FUNK II (Private Instruction) ..... 2 credits

This course is for the Music Industry Recording Arts major, performance subplan, in the second year of study. The private lesson focuses on an intermediate to advanced approach to the development of technique and music literature related to rock, jazz, blues and funk. This course may be taken 3 times for a maximum of 6 credits. One-hour lesson per week. $120 fee per session.

MVB 2327-BRASS
MVP 2327-DRUMS
MVS 2327-ELECTRIC BASS
MVS 2328-ELECTRIC GUITAR
MVW 2327-WOODWINDS

NURSING (R.N.)

Courses Open to Graduate or Registered Nurses. Enrollment must reach at least 15 persons if these courses are to be offered.

The following courses are for students in the A.S. degree program.

NUR 1001C TRANSITION TO PROFESSIONAL NURSING..... 7 credits

Prerequisite(s): Admission to the Nursing program and BSC 2086, BSC 2086L with grades of "C" or better. Corequisite(s): NUR 1060C. This course focuses on role transition from LPN to RN and concepts and principles of holistic nursing care related to the care of adult clients and childbearing families. Focus is on the continued development of the roles of the nurse through the assimilation and application of theoretical concepts and use of the nursing process in providing care to adult clients and childbearing families who are experiencing commonly recurring actual or potential threats to homeodynamics. Selected advanced nursing skills are introduced. Emphasis is placed on managing the care of clients who are experiencing alterations in the functional dimensions of health in hospital and/or community settings. The student is expected to be able to manage a select number of clients while continuing to develop other nursing roles. This course contains a number of critical behaviors, including medication administration that must be performed without error by the end of the course to successfully pass the course. This course meets for 199 hours (62 theory, 30 skills lab, and 107 on-campus lab/clinical).

NUR 1021C NURSING I ..... 9 credits

Prerequisite(s): Admission to Nursing Program, BSC 2086, BSC 2086L, PSY 1012, with grades of "C" or better. This course introduces concepts and principles of holistic nursing care. Theory content includes an introduction to understanding a person as a holistic being: the hospitalized adult patient's responses to actual or potential threats to homeodynamics, and the registered nurse's roles to effect or alter client's responses; and an introduction to the helping relationship. Psychomotor skills required of the nurse are introduced. This includes a short didactic for each skill being introduced, a demonstration of the skill, a time for practice with feedback from the instructor, and testing for mastery of the skill. Clinical experiences include hospitals and nursing homes where the student will apply the fundamentals of holistic nursing care, through the utilization of the nursing process, to adult clients with emphasis on the nurse as provider-of-care. The student will be required to submit a portfolio of specified information to be maintained until graduation. This course contains a number of critical behaviors, including medication administration, which must be performed without error by the end of the course to successfully pass the course. Course meets for 319 hours (47 theory, 30 skills lab, 242 on-campus lab/clinical).

NUR 1060C NURSING PROCESS / PHYSICAL ASSESSMENT ..... 2 credits

Prerequisite(s): Admission to Nursing Program. Corequisite(s): NUR 1001C. This course is a foundation course which introduces the student to the concept of holistic nursing care through the effective use of the nursing process. The student will apply all steps of the nursing process with particular emphasis on completing a health history and physical assessment. Critical thinking will be fostered through a variety of in-class exercises which promote the analysis of data and the development of a nursing care plan. The student will be required to set up a portfolio of specified information to be maintained until graduation. This course contains a number of critical behaviors that must be performed without error by the end of the course to successfully pass the course. Course meets for 92 hours in the campus lab.

NUR 1142C APPLICATION OF PHARMACOLOGY CONCEPTS IN NURSING THERAPY ..... 1 credit

Corequisite(s): NUR 1211C. This course introduces essential concepts and principles of pharmacology as applied in the nursing management of client care. Emphasis is on application of the nursing process to the care of clients receiving pharmaceutical agents. The knowledge and skills required for safe, effective administration of therapeutic drugs are an integral part of this course. Satisfactory completion of this course is required for progression in the nursing program. This course contains a number of critical behaviors including medication administration, that must be performed without error by the end of the course to pass the course. 47 contact hours.

NUR 1211C NURSING II ..... 10 credits

Prerequisite(s): NUR 1021C, with grades of "C" or better. Corequisite(s): NUR 1142C. This course provides opportunities to learn and apply the principles related to the holistic nursing care of adult clients and childbearing families. Focus is on application of the theoretical concepts and use of the nursing process in

providing care to adult clients and childbearing families who are experiencing commonly recurring actual or potential threats to homeodynamics. Emphasis is placed on managing the care of clients who are experiencing alterations in the functional dimensions of health in both hospital and community settings. The student is expected to be able to manage a select number of hospitalized clients while continuing to develop other nursing roles. Selected advanced nursing skills are introduced. This course contains a number of critical behaviors, including medication administration that must be performed without error by the end of the course to successfully pass the course. 334 contact hours (62 theory, 30 skills lab, 242 on-campus lab or clinical).

NUR 2462C NURSING III..... 9 credits
Prerequisite(s): NUR 1211C, and NUR 1142C with grades of "C" or better or NUR 1001C and NUR 1060C with grades of "C" or better. Corequisite(s): NUR 2511C. This course provides opportunities to learn and apply the concepts and principles related to the nursing care of child rearing families and adult clients experiencing complex alterations in the functional dimensions of health. Focus is on continued development of the roles of the nurse through the assimilation and application of theoretical concepts and the use of the nursing process in providing care to child-rearing families and adult clients. Emphasis is on actual or potential threats to homeodynamics. Selected advanced nursing skills are introduced and previous nursing skills must be adapted for use in the treatment of children. Management of the nursing care, of child-rearing families and adult clients in both hospital and community settings, is emphasized. A variety of clinical and community settings are used to further develop nursing roles. This course contains a number of critical behaviors, including medication administration, that must be performed without error by the end of the course to successfully complete this course. 272 contact hours (47 theory, 30 skills lab, and 242 on-campus lab/clinical).

NUR 2511C PSYCHOSOCIAL NURSING ..... 1 credit
Prerequisite(s): NUR 1211C and NUR 1142C or NUR 1001C. Corequisite(s): NUR 2462C. This course presents principles and practices related to the holistic nursing care of clients and their families across the life span. The course focuses on the continued development of the nursing process and builds on psychosocial concepts incorporated in NUR1021L and 1211L. Concepts in this course include the helping relationship, family dynamics, crisis intervention and specific nursing therapies related to various psychosocial needs of clients and families in all nursing settings. This course contains a number of critical behaviors, including medication administration, which must be performed without error by the end of the course to successfully complete this course. 47 contact hours.

NUR 2731C NURSING IV ..... 8 credits
Prerequisite(s): NUR 2462C, NUR 2511C, MCB 2010, MCB 2010L, STA 2023 and any approved Ethics course, all with a grade of "C" or better. Corequisite(s): NUR 2813. This course focuses on assimilation and synthesis of the concepts and principles of holistic nursing therapy related to the care of a group of clients experiencing complex or potentially life threatening problems. Holistic care of the chronically, critically and terminally ill clients of various ages throughout the life span and their significant others in the hospital setting and as adapted to the care of clients in community based health care settings is emphasized. Clinical experiences take place in hospitals and community settings. Selected advanced nursing skills are introduced, including but not limited to administration of intravenous medications (IV push) and blood transfusions. Demonstration of roles and competencies of the associate degree graduate nurse at entry level are expected. This course contains a number of critical behaviors, including medication administration, that must be performed without error by the end of the course to successfully pass the course. 274 contact hours (47 theory, 22 skills lab, 205 on-campus lab/clinical).

NUR 2811C NURSING CARE MANAGEMENT PRACTICUM..... 3 credits
Prerequisite(s): NUR 2731C with a grade of "C" or higher. The focus is on application of holistic nursing concepts and principles related to care of a group of patients with potentially life threatening problems. Clinical experiences may take place in hospitals or a variety of community settings. Demonstration of roles and competencies of the associate degree graduate nurse at entry level are expected. This course is essential for the successful transition from the role of student nurse to that of graduate nurse/registered nurse. This course contains a number of critical behaviors, including medication administration and all aspects of client safety, that must be performed without error by the end of the course to successfully pass the course. The student will be placed with a Registered Nurse Preceptor and the student's clinical schedule will match the preceptor's schedule. There will be 135 clinical hours over 3.5 weeks.

NUR 2813 ROLE TRANSITION IN NURSING ..... 1 credit
Corequisite(s): NUR 2731C. This course facilitates the transition from student nurse to professional nurse. The course includes the concepts of success in the following areas: National Council of Licensing Examiners (NCLEX), job search, dealing with reality shock in the workplace, management of workplace issues, resolution of legal/ethical/diversity issues, delegation, conflict resolution, and reduction of nursing practice errors. 17 contact hours.

NUR 2903 NURSING INDEPENDENT STUDY..... 1 credit
Prerequisite(s): NUR 2731C with grade of "C" or better. This course is an individualized nursing independent study designed to discover the evidenced based foundation of a nursing therapy interest area proposed by the student. The experience is open to currently enrolled nursing students. The instructor will provide advanced learning resources and guidance. The student will also meet weekly with the instructor who will coordinate the experience. 15 contact hours.

OCB 1000C BIOLOGY OF MARINE LIFE..... 3 credits
Prerequisite(s): ((ENC 0020 or ENC 0025) and (REA 0002 or REA 0017) and (MAT 0024 or MAT 0028)) or (EAP 1695 and (MAT 0024 or MAT 0028)) or appropriate scores on the SPC placement tests. This course is designed to provide the non-science major student with an understanding of basic biological principles using marine organisms as examples. The focus is on functional interactions at the cellular, organismal and community levels. The laboratory component will apply concepts through direct observations and experiments using the diversity of organisms in and from our local marine environment. (This course may not be taken for credit subsequent to receiving a grade of "C" or better in any course with a BSC prefix.) 77 contact hours.

OCE 2001 INTRODUCTION TO OCEANOGRAPHY ..... 3 credits
Prerequisite(s): ((ENC 0020 or ENC 0025) and (REA 0002 or REA 0017) and (MAT 0024 or MAT 0028)) or (EAP 1695 and (MAT 0024 or MAT 0028)). This course is a study of the ocean and a survey of basic principles and procedures of physical, biological, chemical and geological oceanography. 47 contact hours.

OCE 2001L OCEANOGRAPHY LABORATORY..... 1 credit
Pre-or-Corequisite(s): OCE 2001. This laboratory course introduces the student to basic principles of physical, geological, chemical, and biological oceanography. Topics will include the analysis of ocean basin features, properties of seawater, the physical properties driving ocean currents, identification of

marine organisms, and other related items. This laboratory will include field trips. 47 contact hours.

ORI 2000 ORAL INTERPRETATION OF LITERATURE..... 3 credits
Prerequisite(s): (REA 0002 or REA 0017) or EAP 1695 or an appropriate score on the SPC placement test. This course will develop an understanding of literature and will enhance the ability to communicate a variety of types of poetry, prose, and drama from the printed page. Through practice and experiences, students will acquire skills that will be used in all types of oral communications. 47 contact hours.

OST 2335 PROFESSIONAL COMMUNICATION SKILLS..... 3 credits
It is recommended that the student have office application and communication skills before attempting this course. This course is a rapid review of basic principles of English composition; speaking and listening skills, study of stylistic qualities demanded in the best modern business writing; extensive reading, analysis, and construction of the common types of business letters and reports. This course has a substantial writing requirement. 47 contact hours.

PEL 2342 TENNIS..... 1 credit
This course offers tennis skill practice. Emphasis is on strategy. Singles or doubles tourney play. This course can be repeated up to 2 credits. 32 contact hours.

PEM 1102 BASIC CONDITIONING ..... 1 credit
This course is an instruction in principles of weight training and aerobic exercise. The emphasis is on muscular strength development and cardiovascular endurance. The course can be taken twice for credit. 32 contact hours.

PEM 1171 AEROBIC DANCE..... 1 credit
This course is a fitness activity that combines principles of dance, calisthenics and aerobics. This program is based on the principle of continuous movement. This course may be repeated for a total of 6 credits. 32 contact hours.

PEM 1177 PILATES PLUS ..... 1 credit
This course covers three modalities of wellness: Pilates, kickboxing and resistance work. The main concentration will be on Pilates. The Pilates method emphasizes the core, building the abs, the lower back and buttocks to enhance muscle balance. Pilates improves coordination, joint mobility, balance, alignment and poor postural habits. The fitness principles of muscular strength, endurance, flexibility, cardiovascular endurance and body composition will be emphasized in each of these modalities. Additional assessment and management of nutritional habits will be emphasized. Each technique will be illustrated by the instructor at various levels of competency, i.e., beginners, intermediate and advanced. Music will be used to accompany the choreography of each modality as well as other fitness props. This course may be repeated for a total of 5 credits. 17 contact hours.

PEM 2131 WEIGHT TRAINING ..... 2 credits
This course is an overview of the basic principles of weight training and conditioning. The primary emphasis is to increase skeletal muscular development. Cardiovascular endurance and general fitness improvement is also involved. The course may be repeated 3 times for a total of 6 credits. 47 contact hours.

PEM 2145 JOGGING AND DISTANCE WALKING..... 1 credit
This course is the study and practice of walking, jogging, running and its effects on body systems. Emphasis is on cardiopulmonary training; secondary emphasis is on general fitness. 32 contact hours.

PEN 2136 SKIN AND SCUBA DIVING..... 2 credits
This is a physical education course designed to teach the techniques of safe skin and scuba diving. Successful completion of this course qualifies students for nationally recognized certification. Physical examination, liability release and special equipment fee are required. 64 contact hours.

PEN 2137 ADVANCED SCUBA DIVING..... 2 credits
Prerequisite(s): PEN 2136 or previous certification in a nationally recognized scuba certification program. This course is designed to enable students to practice advanced scuba techniques suitable for various open water diving experiences. 64 contact hours in eight weeks.

PET 2622 SPORTS MEDICINE/ ATHLETIC TRAINING..... 3 credits
This course covers the prevention, detection, correction and rehabilitation of sports and athletic injuries. Practical rehabilitation will be under the supervision of a certified athletic trainer. 47 contact hours.

PGY 2000 HISTORY OF PHOTOGRAPHY..... 3 credits
This is a course in which the student will research and explore early photographic processes, various trends, and their applications. The student will examine the technological evolution on photography and the impact of this progressive visual medium on the growth, culture, and communication in the world today. The emphasis will be on the inventors, entrepreneurs, artists, and the network they formed which provided the foundation on which the visual syntax in all art changed and expanded expression throughout the 20th century. 47 contact hours.

PGY 2107C LARGE FORMAT PHOTOGRAPHY..... 3 credits
Prerequisite(s): PGY 2201C. This course is designed to enable students to evolve individually and as a group toward the understanding and creative utilization of visual technology. The program takes an interdisciplinary approach to experimental application of new technologies associated with photography and its impact on the culture, visual expression, and communications in the world today. Students will examine visual perspective by the ability to control the photographic image through the use of large format camera equipment. Students will examine the inherent optical distortion associated with human perception and camera lenses. Students will explore the various methods of correcting for optical distortions. Students will study the advantages of large format photography compared to conventional smaller cameras. The students will learn the diversity of controls and techniques which accompany larger formats. The emphasis will be a “hands-on” approach working with other students in an equipped photographic studio and laboratory designed to provide an environment for creative activity which reflects the inherent flexibility of medium and large format photography and how this application has expanded the visual syntax in all forms of expression. Course may be taken up to 3 times for credit. 92 contact hours.

PGY 2110C COLOR PHOTOGRAPHY..... 3 credits
Prerequisite(s): PGY 2404C or portfolio review by instructor. This course includes the study of various color films, lighting, correction filters, processing and presentation of various types of color film and paper. 92 contact hours.

PGY 2201C PHOTOGRAPHY STUDIO LIGHTING..... 3 credits
Prerequisite(s): PGY 2401C and PGY 2110C. This is a course in which students will research and explore various lighting techniques used in photography to enhance the composition of the subject matter. Students will examine technical aspects involved in working with lighting equipment and the impact this visual application is having on the growth, culture, and communication in the world today. The emphasis will be a "hands on" approach working with other students, models and potential clients in single and group

portraiture situations. Students will become better acquainted with lighting used in product, advertising, and specialty photography which has expanded the visual syntax in all visual forms of expression and communication throughout humanity. Course may be taken up to three times for credit. 92 contact hours.

PGY 2210C PROFESSIONAL STUDIO PORTRAITURE..... 4 credits
Prerequisite(s): PGY 2401C and PGY 2800C. This is a course for students to explore on both an individual and group basis the utilization of photographic lighting equipment and techniques for portrait photography. The emphasis will be a “hands on” approach working with other students, models and potential clients in portrait situations. Students will develop basic lighting skills and practice in the production of studio portraits. Students will examine various methods of photographing individuals and groups of people in a studio environment and how photographic styles have expanded the visual syntax in all visual forms of expression and communication in cultures throughout the world. Course may be taken up to three times for credit. 92 contact hours.

PGY 2401C PHOTOGRAPHY I..... 3 credits
This course presents the fundamentals of black and white photography, as well as digital imaging. The course includes the study of camera operation, exposure control, film processing, printing the positive, print finishing, and presentation. Students will examine digital imaging through the use of digital cameras and the conversion of conventional photography to electronic images. Through weekly assignments, emphasis is placed on photography's use as a medium of personal expression. Course may be taken up to three times for credit. 92 contact hours.

PGY 2404C INTERMEDIATE PHOTOGRAPHY..... 3 credits
Prerequisite(s): PGY 2401C. In this course the student deals with advanced problems in refinement of the silver print and the development of visual acuity, perception, and aesthetic sensibilities, as well as with advanced technical problems. Advanced problems include controlling various manipulative techniques obtainable through the camera and in the darkroom such as multiple exposures, multiple negatives, negative blends, orthochromatic processes, infrared film, etc. Additional emphasis is placed on photography's application to other fields including journalism, business, and industry. Course may be taken up to three times for credit. 92 contact hours.

PGY 2446C ALTERNATIVE PROCESSES / PHOTOGRAPHY..... 3 credits
Prerequisite(s): PGY 2401C. This course is designed to enable students to evolve individually and as a group toward the utilization of historical photographic processes fused into new technologies. The program takes an interdisciplinary approach to experimental applications of old photographic technologies and examines the integration of computer technology into these processes and its impact on the culture, visual expression, and communications in the world today. Students will examine early non-silver photographic processes, such as Kalotypes, Cyanotypes, and Gum Bicromates and incorporate these processes with computer materials and techniques. Students will explore how the integration of these diverse applications can allow for greater and new creative discoveries in their approach to both photographic and computer related technologies. The emphasis will be a “hands-on” approach working with other students in an equipped photographic and electronic laboratory designed to provide an environment for creative activity which reflects the inherent flexibility of conventional and computer technologies and how this medium has expanded the visual syntax in all forms of expression. 92 contact hours.

PGY 2470C THEMES FOR PHOTOGRAPHERS..... 3 credits
Prerequisite(s): PGY 2401C and PGY 2404C. This course is designed for students who already have acquired basic technical knowledge of photography. This individualized course provides students the opportunity to explore and develop their own thematic approach to communicating through photography. Course may be taken up to three times for credit. 92 contact hours.

PGY 2475C PORTFOLIO DEVELOPMENT..... 3 credits
Prerequisite(s): PGY 2404C. This course is designed for students to evolve on an individual and group basis toward the creative utilization of technology for enhancement of presentation of student portfolio work. The program takes an interdisciplinary approach to the documentation of student portfolios through the application of conventional and new photographic technologies and its impact on the culture, visual expression and communications in the world today. Students will examine various technologies of documenting their edited images and assembling their work utilizing a diversified means of professional presentational methods. Students will explore presentational technologies best suited for their specific target market for employment. The emphasis will be a “hands on” approach working with other students in an equipped photographic and electronic laboratory designed to provide an environment for creative activity which reflects the inherent flexibility of conventional and new technologies and how this medium has expanded the visual syntax in all form of expression. Course may be taken up to three times for credit. 92 contact hours.

PGY 2800C DIGITAL PHOTOGRAPHY..... 3 credits
Prerequisite(s): PGY 2401C. This course is designed for students to evolve on an individual and group basis toward the creative utilization of technology. The program takes an interdiscipline approach to experimental application of new technologies associated with photography and its impact on the culture, visual expression and communications in the world today. Students will examine digital imaging through the use of digital cameras and how conventional photographs can be converted to electronic images by various scanning methods. Students will explore how the electronic image can be printed using traditional processes and the advantages of both electronic and conventional methods. The emphasis will be a hands on approach working with other students in an equipped photographic and electronic laboratory designed to provide an environment for creative activity which reflects the inherent flexibility of digital and conventional technologies and how this medium has expanded the visual syntax in all forms of expression. 92 contact hours.

PGY 2940C PROFESSIONAL PRACTICES / INTERNSHIP ..... 3 credits
Prerequisite(s): PGY 2404C. This course is designed to enable students to evolve individually and as a group toward the utilization of photographic technology. The program takes an interdisciplinary approach to experimental application of new technologies associated with photography and its impact on the culture, visual expression and communications in the world today. Students will utilize photographic skills and techniques acquired in the classroom and apply these applications in a pre-determined business or company. Students will explore their photographic discipline in an on-site training program/internship for knowledge and experience. The emphasis will be a “hands-on” approach working with other students in an equipped photographic and electronic laboratory and on-location incorporating academic discussions and practices with job related experience. The program is designed to provide an environment for creative activity which reflects the inherent flexibility of the traditional and new technologies and how this medium has expanded the visual syntax in all forms of expression. 92 contact hours.

PHH 1603 20TH CENTURY TRENDS IN PHILOSOPHY ..... 3 credits
This course surveys contemporary trends in philosophy, including such schools of thought as Pragmatism, Critical Realism, New Realism, Analytic Philosophy, Logical positivism, Existentialism, Phenomenology, and Philosophical Hermeneutics. Dominant emphasis is on the special features of 20th Century thought, such as the move from anti metaphysical perspectives at the beginning of the century to a new way of addressing these traditional issues at the end. This course has a substantial writing requirement. 47 contact hours.

PHI 1010 'G' INTRODUCTION TO PHILOSOPHY ..... 3 credits
Prerequisite(s): (ENC 0020 or ENC 0025) or EAP 1695 or satisfactory score on the SPC placement test. This introductory survey of the perennial issues in human existence provides a rich evaluation of life's meaning. A critical examination is conducted of the fundamental assumptions, terminology, and schools of thought addressing the issues in metaphysics, epistemology and axiology (ethics, aesthetics, and theology.) Discussion as well as lecture will focus on both classical and contemporary philosophers, such as Plato, Aristotle, Aquinas, Descartes, Locke, Hume, Kant, Hegel, Marx, Kierkegaard, Nietzsche, Wittgenstein, Sartre, and de Beauvoir. This course partially satisfies the writing requirements outlined in the General Education Requirements. Credit is not given for both PHI 1010 and PHI 1010H. 47 contact hours.

PHI 1010H HONORS INTRODUCTION TO PHILOSOPHY ..... 3 credits
Prerequisite(s): Appropriate score on the SPC placement test or acceptance into the Honors College or approval of the program director. This course will cover the history of philosophy, its philosophers, key ideas, as well as the perennial issues in human existence that provide a rich evaluation of life's meaning. A critical examination will be conducted into the fundamental assumptions, terminology, and schools of thought in philosophy, addressing a variety of issues in metaphysics, epistemology and axiology (ethics and aesthetics). Discussion as well as lecture will focus on both classical and contemporary readings, such as the Pre-Socratics, Plato, Aristotle, Augustine, Aquinas, Descartes, Leibniz, Spinoza, Locke, Berkeley, Hume, Kant, Wollstonecraft, Hegel, Marx, Nietzsche, Kierkegaard, Wittgenstein, Russell, Heidegger, Sartre, de Beauvoir. Special emphasis will be given to theoretical traditions of Western thought such as idealism, materialism, rationalism, and existentialism, as well as Post-Modern and non-Western theoretical positions. This course partially satisfies the writing requirements outlined in the General Education Requirements. Credit is not given for both PHI1010 and PHI1010H. 47 contact hours.

PHI 1600 'G' STUDIES IN APPLIED ETHICS ..... 3 credits
Prerequisite(s): ((REA 0002 or REA 0017) and (ENC 0020 or ENC 0025)) or EAP 1695 or appropriate score on the SPC placement test. This course is a practical overview of key issues, questions and concepts in applied ethics. Special emphases are placed on the historical development of ethical thinking, a variety of ethical approaches and on multicultural aspects of ethics. Students will also examine a variety of personal, social and professional ethical issues and problems and learn methods of resolving them through the use of critical thinking skills, sound ethical reasoning and legal and professional codes. Students are provided an active learning experience, increased student interaction and opportunities for independent research into ethical issues of personal interest. This course partially satisfies the writing requirements outlined in the General Education Requirements. This course meets the College's general education requirements for applied ethics. Credit is not given for both PHI 1600 and any of the following courses: PHI 1603, PHI 1602H, PHI 1631, PHI 2621, PHI 2622, PHI 2635 or PHI 2649. 47 contact hours.

PHI 1602H 'G' HONORS STUDIES IN APPLIED ETHICS ..... 3 credits
Prerequisite(s): (Appropriate score on SPC placement test) or (acceptance into the Honors College) or approval of the program director. This course is designed to provide the academically gifted student an analytical approach to understanding and resolving ethical issues confronting an individual in today's society. Emphasis is placed on understanding the historical development of ethical thinking, critical analysis of a wide variety of ethical theories representative of major themes of ethical philosophy, ethical issues, and evaluation of multicultural and historical aspects of ethics. Students will also use logical reasoning, critical thinking skills, and resources such as legal and professional codes to evaluate differing points of view on a wide variety of ethical issues, and to synthesize personal opinions. The seminar format encourages individual and collaborative effort, independent research, and verbalization of concepts. This course partially satisfies the writing requirements outlined in the General Education Requirements. Credit is not given for both PHI1602H and any of the following courses: PHI1600, PHI1603, PHI1631, PHI2621, PHI2622, PHI2635 or PHI2649. 47 contact hours.

PHI 1631 'G' STUDIES IN PROFESSIONAL ETHICS ..... 3 credits
Prerequisite(s): ((ENC 0020 or ENC 0025) and (REA 0002 or REA 0017)) or EAP 1695 or appropriate score on the SPC placement test. This course is a practical approach to recognizing, understanding and resolving ethical problems confronting individuals in a global business environment. Students will review the historical development of ethics, and learn to apply logic, critical thinking, and decision-making skills to a variety of ethical dilemmas arising in business, economic and governmental settings. Students will learn methods of resolving such dilemmas through the use of statutory, corporate and professional codes, as well as through ethical reasoning. Emphasis will be placed on logical analysis, critical thinking and responsible ethical decision-making. This course partially satisfies the writing requirement outlined in the General Education Requirements. This course meets the College's general education requirement for applied ethics. Credit will not be given for both PHI 1631 and any of the following courses: PHI 1600, PHI 1603, PHI 1602H, PHI 2621, PHI 2622, or PHI 2649. 47 contact hours.

PHI 2103 CRITICAL THINKING AND DECISION MAKING ..... 3 credits
Prerequisite(s): PHI 1600, PHI 1602H, PHI 1603, PHI 1631, PHI 2635, or PHI 2649. This course introduces students to critical thinking tools and techniques, and provides students with the practical skills needed to analyze and assess situations in order to resolve complex problems and make responsible and ethical decisions. 47 contact hours.

PHI 2621 'G' APPLIED ETHICS II ..... 1 credit
Prerequisite(s): PHI 1603. This course is designed to meet the needs of the student who has initially completed Applied Ethics (2 credits) but needs Studies in Applied Ethics (3 credits). This course is a practical approach to recognizing, understanding and solving ethical problems confronting individuals in today's society. Students will learn concepts in applied ethics and selected ethical theories, which represents additional main themes in moral philosophy. Emphasis will be placed on the development of skills necessary for critical thinking and responsible decision making. Credit will not be given for both PHI2621 and any of the following courses: PHI1600, PHI1602H, PHI1631, PHI2622, PHI2635, or PHI2649. 17 contact hours.

PHI 2622 'G' PROFESSIONAL APPLIED ETHICS ..... 1 credit
Prerequisite(s): PHI 1603. This course is designed to meet the needs of the student who has initially completed Applied Ethics (2 credits) but needs Studies

in Professional Ethics (3 credits). This course is a practical approach to recognizing, understanding and solving ethical problems confronting individuals in today's society, with particular emphasis on business. Students will learn concepts in applied ethics and selected ethical theories which represent additional main themes in moral philosophy. Emphasis will be placed on the development of skills necessary for critical thinking and responsible decision making in business. Credit will not be given for both PHI2622 and any of the following courses: PHI1600, PHI1602H, PHI1631, PHI2621, PHI2635, or PHI2649. 17 contact hours.

PHI 2623 ETHICS FOR EDUCATORS..... 3 credits
Prerequisite(s): BA or BS degree or permission of program director. This course is designed to meet the needs of current K-12 educators who teach or will be teaching in the State of Florida, but need an approved Ethics course to be certified or recertified to teach. This course is a practical approach to recognizing, understanding and solving ethical problems confronting educators in today's society. Students will learn concepts in applied ethics and selected ethical theories, which represent main themes in moral philosophy. Students will learn current Principles of Professional Conduct, Board of Education rules and relevant Florida Statutes, and will learn the use of said codes, rules and laws in resolving ethical issues. Emphasis will be placed on the development of skills necessary for critical thinking and responsible decision making in the educational arena. 45 contact hours.

PHI 2624 ETHICS IN POPULAR CULTURE AND ENTERTAINMENT..... 3 credits
Prerequisite(s): PHI 1600, PHI 1602H, PHI 1631, PHI 2635, or PHI 2649 or permission of program director. This course is a study of the fundamental concepts of classical and modern approaches to moral reasoning as identified in various forms of popular culture and entertainment. A review of fundamental ethical definitions and concepts, elements of critical thinking and logic, and classical and contemporary approaches to moral reasoning will precede the examination and analysis of selected forms of popular culture and entertainment. The analysis phase will consist of an examination of the selected materials with a view to identifying the presence of issues and dilemmas of moral significance. Fictional and historical characters will then be assessed as to their critical thinking processes and their approaches to the resolution of moral dilemmas. 47 contact hours.

PHI 2630 DISCOVERING YOUR PERSONAL ETHICS..... 2 credits
Prerequisite(s): PHI 1600, PHI 1602H, PHI 1631, PHI 2635 or PHI 2649 or permission of program director. This course explores possible answers to the ancient, yet still relevant, question, "What is a good life?" Major ethical principles from philosophers throughout history are evaluated, and then exemplified in the lives, achievements, and words of important historical figures representing a variety of disciplines, cultures, nations, and religions. Conducted in a seminar format, the course emphasizes the roles of reason, critical thought, self-analysis and personal application in the development of a morally mature life. 32 contact hours.

PHI 2635 'G' HEALTH CARE ETHICS APPLIED..... 3 credits
Prerequisite(s): ((ENC 0020 or ENC 0025) and (REA 0002 or REA 0017)) or (EAP 1695) or (appropriate score on the SPC placement test.) This course is a practical overview of key issues, questions and concepts existing in the various health professions. Special emphases are placed on the historical development of ethical thinking, a variety of ethical approaches and on the multicultural aspects of health care ethics. The principles of ethical reasoning are applied to a wide range of issues related to the maintenance of life and human and non-human animal health. The moral and legal ramifications of human decisions regarding human and non-human animal life, bio-diversity and sustainability are examined. Students are provided an active learning experience, increased student interaction and opportunities for independent research into health care issues of professional interest, including the code of ethics for the students' particular health care profession. This course partially satisfies the writing requirements outlined in the General Education Requirements. Credit is not given for both PHI 2635 and any of the following courses: PHI 1600, PHI 1603, PHI 1602H, PHI 1631, PHI 2621, PHI 2622, or PHI 2649. 47 contact hours.

PHI 2649 'G' APPLIED ETHICS IN PUBLIC SAFETY PROFESSIONS..... 3 credits
Prerequisite(s): ((ENC 0020 or ENC 0025) and (REA 0002 or REA 0017)) or EAP 1695 or appropriate score on the SPC placement test. This course is a practical approach to recognizing, understanding and solving ethical problems confronting individuals in public safety professions. Emphasis is placed on understanding the historical development of ethical thinking, as well as critical analysis of a wide variety of ethical theories. Students will also examine a variety of ethical dilemmas and issues relevant to public safety professionals and will practice resolving such through ethical reasoning, as well as by reference to legal and professional codes of conduct. Relevant professional issues will be analyzed from both legal and moral perspectives. Emphasis will be placed on the development of skills necessary for the critical thinking, problem-solving and responsible decision-making necessary for those in positions of public trust. This course partially satisfies the writing requirement outlined in the General Education Requirements. Credit is not given for both PHI 2649 and any of the following courses: PHI 1600, PHI 1602H, PHI 1603, PHI 1631, PHI 2635, PHI 2621, or PHI 2622. 47 contact hours.

PHI 2694 THE ETHICS OF DEATH AND DYING..... 3 credits
Prerequisite(s): Successful completion of PHI 1600, PHI 1602H, PHI 1631, PHI 2635, or PHI 2649 or permission of program director. This course is a practical overview of key concepts and issues involving the ethics of death and dying and end of life decisions. Special emphases are placed on the historical development of ethical and critical thinking about claims, arguments, choices, and multicultural aspects of death and dying, and the application of ethical approaches to a wide range of end of life issues. Moral and legal ramifications of end of life decisions are examined. In this seminar-format course, students are provided an active learning experience, increased student interaction and opportunities for independent research into death and dying issues as these relate on a personal and, if applicable, a professional level. Credit will not be given for PHI2694 in place of any of the following courses: PHI1600, PHI1603, PHI1602H, PHI1631, PHI2621, PHI2622, PHI2635 or PHI2649. 47 contact hours.

PHI 2921L ETHICS BOWL LABORATORY..... 1 credit
Prerequisite(s): PHI 1600, PHI 1602H, PHI 1631, PHI 2635, or PHI 2649 or permission of program director. This course offers training and experience in analyzing ethical case studies and prepares students to compete in intercollegiate ethics bowl competitions. It provides students the opportunity to improve critical thinking, public speaking and debating skills in order to succeed at intercollegiate ethics competitions. This course may be taken 4 times for credit. 45 contact hours.

PHT 1121 FUNCTIONAL ANATOMY AND KINESIOLOGY ..... 3 credits
Prerequisite(s): BSC 2085 and BSC 2085L with grades of "C" or higher. Corequisite(s): PHT 1121L. This course will be devoted to the study of the structure and function of the musculoskeletal system with emphasis on the mechanical (functional) aspects of human motion and the application of kinesiology as related to therapeutic exercise. 47 contact hours.

PHT 1121L FUNCTIONAL ANATOMY AND KINESIOLOGY LABORATORY ..... 2 credits
Prerequisite(s): BSC 2085 and BSC 2085L with grades of "C" or higher. Corequisite(s): PHT 1121. Within a laboratory environment, this course will be devoted to the study of the structure and function of the musculoskeletal system with emphasis on the mechanical (functional) aspects of human motion and the application of kinesiology as related to therapeutic exercise. Observational, manual dexterity and communication skills will be developed relevant to analyzing, demonstrating, monitoring and/or modifying therapeutic exercise/routines. 62 contact hours.

PHT 1200 INTRODUCTION TO BASIC PATIENT CARE ..... 3 credits
Prerequisite(s): Admission to the Physical Therapist Assistant AS program and completion of ENC 1101, HSC 1531 and the Computer Literacy Competency Requirement. Corequisite(s): PHT 1200L. This course is an introduction to the field of physical therapy including role orientation, professional organizational structure, modality principles used for basic patient care and disease processes. Role orientation, ethics, legal aspects, limitation and relationships will be explored relative to the physician, registered physical therapist and the patient. 47 contact hours.

PHT 1200L BASIC PATIENT CARE LABORATORY ..... 3 credits
Prerequisite(s): Admission to the Physical Therapist Assistant AS program and completion of ENC 1101, HSC 1531 and the Computer Literacy Competency Requirement. Corequisite(s): PHT 1200. This is a laboratory course in which there is practice in activities and modalities basic to the care of patients in health agencies. The development of manual dexterity with patient safety and comforts is the focus. The college laboratory will be utilized for practice demonstration. 92 contact hours.

PHT 1217 PHYSICAL THERAPY PRINCIPLES AND PROCEDURES ..... 3 credits
Prerequisite(s): PHT 1200, PHT 1200L, PHT 1121, PHT 1121L with grades of "C" or higher, PHI 2635 or an approved Ethics course, and BSC 2086 and BSC 2086L. Corequisite(s): PHT 1217L. This is a course to introduce the principles of physical therapy (PT) treatment procedures and modalities used in patient care. Specialized vocabulary and selected medical-surgical conditions are presented. 47 contact hours.

PHT 1217L PHYSICAL THERAPY PRINCIPLES AND PROCEDURES LABORATORY ..... 3 credits
Prerequisite(s): PHT 1200, PHT 1200L, PHT 1121 and PHT 1121L with grades of "C" or higher, PHI 2635 or an approved Ethics course, and BSC 2086 and BSC 2086L. Corequisite(s): PHT 1217. Basic skills are to be developed and principles applied involving functional anatomy and kinesiology, basic therapeutic exercise, and application of modalities relative to caring for the patient. Demonstrations, student practice in college laboratory and in affiliated health agencies constitute course activities. 92 contact hours.

PHT 1801L PHYSICAL THERAPY CLINICAL PRACTICE I ..... 3 credits
Prerequisite(s): PHT 1217, PHT 1217L, PHT 2252, PHT 2252L with grades of "C" or higher, PSY 1012, HSC 1149C, and HUM 2270 or Honors or REL 2300. This course allows students to correlate didactic background with basic patient care in the clinical setting. Each student is assigned to a clinical agency and performs specific physical therapy modalities and procedures on a variety of patients under the close supervision of a physical therapist. 40 contact hours per week for four (4) weeks and 20 contact hours in the fifth week.

PHT 2162 NEUROLOGICAL DISABILITIES AND TREATMENT ..... 3 credits
Prerequisite(s): PHT 1801L with a grade of "C" or higher. This course is devoted to the advanced study of the nervous system and selected neurological disabilities encountered in physical therapy practice. Emphasis is on the etiology, pathology and clinical picture of diseases studied. Use of physical therapy modalities and procedures most effective for each neurological condition is discussed. 47 contact hours.

PHT 2220 THERAPEUTIC EXERCISE IN PHYSICAL THERAPY ..... 2 credits
Prerequisite(s): PHT 1801L with a grade of "C" or higher. Corequisite(s): PHT 2220L. This course provides an overview of the neurophysiological and cardiovascular basis for application of therapeutic exercise. The rationale for and functional basis of therapeutic exercise is correlated with selected patient pathologies. 32 contact hours.

PHT 2220L THERAPEUTIC EXERCISE IN PHYSICAL THERAPY LAB ..... 2 credits
Prerequisite(s): PHT 1801L with a grade of "C" or higher. Corequisite(s): PHT 2220. Within the laboratory environment, this course will be devoted to the study and performance of power-assisted exercise modes and cardiovascular-based and neurophysiologically-based therapeutic exercise programs. Practice in the laboratory will involve demonstration, observation, analysis and performance monitoring. 62 contact hours.

PHT 2252 ORTHOPEDIC DISABILITIES AND TREATMENT ..... 3 credits
Prerequisite(s): PHT 1121, PHT 1121L, PHT 1200, PHT 1200L, with grades of "C" or higher. Pre-or-Corequisite(s): PHT 1217/1217L with grades of "C" or higher or Corequisite(s): PHT 1217/1217L. Corequisite(s): PHT 2252L. This course provides a basic knowledge of selected orthopedic disabilities encountered in physical therapy practice. Emphasis is on the etiology, pathology and clinical picture of diseases studied. Use of physical therapy modalities and procedures used in each disability is discussed. 47 contact hours.

PHT 2252L ORTHOPEDIC DISABILITIES AND TREATMENT LABORATORY ..... 2 credits
Pre-or-Corequisite(s): PHT 1217/1217L with grades of "C" or higher or Corequisite(s): PHT 1217/1217L. Corequisite(s): PHT 2252. This course provides the opportunity to develop basic skills in data collection and more advanced skills in therapeutic exercise techniques for common orthopedic conditions. Exercise programs for specific orthopedic pathologies are presented and practiced. 62 contact hours.

PHT 2810L PHYSICAL THERAPY CLINICAL PRACTICE II ..... 4 credits
Prerequisite(s): PHT 2220, PHT 2220L, and PHT 2162 with grades of "C" or higher, SPC 1017, College-level Mathematics, and DEP 2004. This clinical and laboratory course is correlated with class material. It provides the student with selected experiences in the college laboratory and health care agency. Emphasis is placed on more complex therapeutic procedures in clinical practice. Problem-solving techniques are employed in clinical decision-making. 40 clinical hours per week for four (4) weeks and 20 hours in the college laboratory. 180 contact hours.

PHT 2820L PHYSICAL THERAPY CLINICAL PRACTICE III ..... 4 credits
Prerequisite(s): PHT 2810L and PHT 2931 with grades of "C" or higher. This clinical and laboratory course is correlated with class material. It provides the student with selected experiences in the college laboratory and the healthcare agency. Emphasis is placed on complex/advanced therapeutic procedures in clinical practice. Advanced problem-solving techniques are employed in clinical decision-making. 180 contact hours.

PHT 2931 TRENDS IN PHYSICAL THERAPY ..... 2 credits
Prerequisite(s): PHT 2220, PHT 2220L, PHT 2252, PHT 2810L with grades of "C" or higher. This course is a seminar-type class which will explore the newer trends involving the role of the professional team, the professional organization, legal and ethical implications and legislation (including state regulations as well as Medicare and Medicaid regulations). Historical patterns in the development of the profession of physical therapy and projections of future directions in light of influence from the past will be explored. 32 contact hours.

PHY 1048L PHYSICS LABORATORY I..... 1 credit
Corequisite(s): PHY 1053 or PHY 2048. This course is to provide laboratory experience with concepts and principles of mechanics, heat and sound. This course has a substantial writing requirement. Credit is not given for PHY1048L and PHY1048LH. 45 contact hours.

PHY 1048LH HONORS PHYSICS LABORATORY I ..... 1 credit
Prerequisite(s): (Eligible to take Honors Courses) or (acceptance into the Honors College) or approval of the Science Program Director. Corequisite(s): PHY 2048H. This course is to provide laboratory experiences with the concepts and principles of mechanics, heat and sound. This lab will employ short interactive explorations and presentations that are followed by intense discussions leading to more explorations and discussions. The explorations will include hands on experiments with laboratory equipment as well as interactive computer animations. This instructional method will put more of the responsibility of the learning process on the students who will be working in collaborative learning communities. It will also create a learning environment that is conducive to deeper conceptual understanding. This course has a substantial writing requirement. Credit is not given for both PHY1048L and PHY1048LH. 45 contact hours.

PHY 1049L PHYSICS LABORATORY II..... 1 credit
Prerequisite(s): PHY 1048L. Corequisite(s): PHY 1054 or PHY 2049. A continuation of Physics Laboratory I, this course provides laboratory experiences in concepts and principles of electricity, magnetism, and light. This course has a substantial writing requirement. 45 contact hours.

PHY 1053 GENERAL PHYSICS I..... 3 credits
Prerequisite(s): ((ENC 0020 or ENC 0025) and (REA 0002 or REA 0017)) or EAP 1695 and either MAC 1114 or MAC 1147. Corequisite(s): PHY 1048L. Subject matter includes mechanics, heat, and sound. This is a course for students not majoring in the physical sciences. (Credit is not given for both PHY 1053 and PHY 2048.) 47 contact hours.

PHY 1054 GENERAL PHYSICS II..... 3 credits
Prerequisite(s): PHY 1053. Corequisite(s): PHY 1049L. Subject matter includes electricity, magnetism, light, and some modern physics. This is a course for students not majoring in the physical sciences. Credit is not given for both PHY1054 and PHY2049. 47 contact hours.

PHY 2048 PHYSICS I ..... 3 credits
Prerequisite(s): ((ENC 0020 or ENC 0025) and (REA 0002 or REA 0017) and MAC 2311) or (EAP 1695 and MAC 2311). Corequisite(s): PHY 1048L. This course includes theory of Newtonian mechanics: vectors; force; motion; energy; and rotation of rigid bodies. It also includes theory of heat; sound and wave motion; and use of Calculus in problem solving. This course is designed for physics majors and for engineering students. Credit is not given for both PHY 2048 and PHY 2048H. 47 contact hours.

PHY 2048H HONORS PHYSICS I ..... 3 credits
Prerequisite(s): (MAC 2311 or MAC 2311H) or (acceptance into the Honors College) or approval of the Dean of Science. Corequisite(s): PHY 1048LH. This course includes theory of mechanics: vectors; force; motion; energy; rotation of rigid bodies; elastic properties; vibratory motion, properties of fluids; molecular theory of matter. It also includes theory of heat; heat transfer; thermodynamics; sound and wave motion phenomena; use of Calculus in problem solving. This course will employ interactive learning and research projects beyond the typical Physics course. The research projects will include a term paper in Special Relativity, Quantum Mechanics, or Renewable Energy. The interactive learning will include the use of computer animations with physics content demonstrating their understanding without as much guidance by using interactive techniques, critical thinking, and conceptual understanding to solve problems. In this course students will learn the underlying concepts that give them a much deeper understanding of the material. This course is designed for physics majors and for engineering students. Credit is not given for both PHY2048H and PHY2048. 47 contact hours.

PHY 2049 PHYSICS II..... 3 credits
Prerequisite(s): PHY 2048 and (MAC 2312 or MAC 2234). Corequisite(s): PHY 1049L. This course is the study of theory of electricity and magnetism, nature of light, electromagnetic radiation, optics, and selected topics in modern physics. Calculus will be used in problem solving. This course is intended for physics majors and engineering students. 47 contact hours.

PLA 1003 INTRODUCTION TO PARALEGALISM..... 3 credits
Prerequisite(s): ((ENC 0020 or ENC 0025) and (REA 0002 or REA 0017)) or EAP 1695 or a satisfactory score on the SPC Writing and Reading placement tests. This course is designed to provide a general perspective of the legal system and a specific knowledge of the present and potential role of the legal paraprofessional within that system. Students will be exposed to the operations and structures of the court system, administrative agencies, private law firms and public sector law offices. Students will examine legal ethics in evaluating what tasks, skills, and roles are now and may in the future be fulfilled by the legal paraprofessional in each legal area. Students will be introduced to paralegal skills such as interviewing, investigating, legal research and writing. Opportunities will be available for students to begin voluntary service with law-related agencies or to add to their occupational skills. 47 contact hours.

PLA 1104 LEGAL RESEARCH AND WRITING ..... 3 credits
Pre-or-Corequisite(s): PLA 1003 and (ENC 1101 or ENC 1121H or IDS 1101H). This course will provide the student with a working knowledge of the major techniques of legal research and writing. It will introduce the student to a broad practical approach to the use of legal publications and the law library. The student will complete assigned problems in legal research and will draft legal memoranda and briefs for both trial and appellate work. 47 contact hours.

PLA 1361 TECHNIQUES OF INTERVIEW AND INVESTIGATION ..... 3 credits
Pre-or-Corequisite(s): PLA 1003. This course is designed to enhance communication skills and acquaint the student with the techniques of skillful investigation. Students will receive training in methods of interviewing. Fact analysis, sources of evidence and special investigative problems will be explored. Emphasis is placed on human relations skills in working with people. 47 contact hours.

PLA 1730 COMPUTERIZED LEGAL RESEARCH..... 1 credit
Prerequisite(s): PLA 1104. This course is designed to familiarize the student with computerized legal research databases and enhance previously learned research skills. 16 contact hours.

PLA 1763 LAW OFFICE MANAGEMENT..... 3 credits
Prerequisite(s): ENC 1101 or ENC 1121H or IDS 1101H. This course analyzes the fundamental objectives of the management of a law office, the essential technology used in a law office, management

concepts, and essential communication skills. Additional study will be focused upon the organization of private, corporate and government legal departments. Major attention will be upon administrative systems and procedures; timekeeping and accounting practices; compensation and profit distribution. 47 contact hours.

PLA 2114 ADVANCED LEGAL RESEARCH ..... 3 credits
Prerequisite(s): PLA 1104. This course is designed to perfect the research skills acquired in PLA1104. Emphasis is placed on developing facility in state and federal research and the drafting of memoranda and briefs. 47 contact hours.

PLA 2203 CIVIL LITIGATION I ..... 3 credits
Prerequisite(s): PLA 1003. This course is designed to prepare the legal assistant to assist the trial attorney in preparing civil litigation in the Florida and Federal courts. The course covers substantive civil law, the Florida and Federal Rules of Civil Procedure and related matters including drafting of pleadings, preparing interrogatories and answers. 47 contact hours.

PLA 2223 CIVIL LITIGATION II ..... 3 credits
Prerequisite(s): PLA 2203 and any approved Speech course. This course is designed to prepare the legal assistant to assist the civil trial attorney in civil litigation, mediation and arbitration in Florida state and federal actions. This course covers the Florida and Federal Rules of Civil and Appellate Procedure and related matters including the drafting of settlement proposals, preparation of a trial brief, abstracting of depositions, trial procedure and appellate jurisdiction. The course also addresses jurisdiction of general masters and administrative law systems. 47 contact hours.

PLA 2303 CRIMINAL LITIGATION I ..... 3 credits
Prerequisite(s): PLA 1003. This course is designed to prepare the legal assistant to assist the trial attorney in preparing for criminal litigation in the Florida and federal courts. Special emphasis is placed on substantive criminal law, federal constitutional law and application of the state and federal Rules of Criminal Procedures. 47 contact hours.

PLA 2323 CRIMINAL LITIGATION II ..... 3 credits
Prerequisite(s): PLA 2303. This course is designed to prepare the student to assist the trial attorney in preparing for criminal litigation in the Florida and federal courts. Special emphasis is placed on preparation of a trial brief including voir dire, abstracts of depositions, motion practice and proposed jury instructions. Criminal appeals will be covered as well. 47 contact hours.

PLA 2433 BUSINESS ORGANIZATIONS ..... 3 credits
Prerequisite(s): BUL 2241. This course will acquaint the student with typical legal functions connected with the formation and operation of a variety of business entities. It will primarily consider paralegal functions in the field of corporation law, including organization and creation of a corporation, continuing corporate operation problems and typical corporate variations. These will be compared with the formation, operation and regulation of other types of business organization including sole proprietorships, partnerships, limited liability companies and others. 47 contact hours.

PLA 2601 WILLS, TRUSTS, AND ESTATES ..... 3 credits
Prerequisite(s): PLA 1003. This course deals with the basic legal concepts of the more common forms of wills, and the basic procedures and fundamental principles of law applicable to the formal and summary administration of intestate and testate estates with a basic analysis of estate fiduciary accounting. The organization and jurisdiction of the probate division of the circuit courts. The nature and function of testamentary and inter vivos trusts. 47 contact hours.

PLA 2603 GUARDIANSHIP AND ELDER LAW ..... 3 credits
Prerequisite(s): PLA 2601. This course deals with the basic legal concepts and procedures of guardianship law and with the principles and procedures of elder care planning and advance directives. 47 contact hours.

PLA 2610 REAL ESTATE TRANSACTIONS ..... 3 credits
Prerequisite(s): REE 1040. This course is designed to prepare the paralegal to assist in the more common types of real estate transactions and conveyances, such as deeds, contracts, and leases. Emphasis is placed on drafting problems involving these various instruments, and proper methods of recording, searching and closing. 47 contact hours.

PLA 2800 FAMILY LAW I ..... 3 credits
Prerequisite(s): PLA 1003. This course will introduce the student to pleading and practice in the field of family law including dissolution, annulment, separate maintenance, and modification actions. Emphasis is placed on drafting pleadings and agreements and methods of discovery as well as trial preparation. 47 contact hours.

PLA 2801 FAMILY LAW II ..... 3 credits
Prerequisite(s): PLA 2800. This course is a continuation of PLA 2800 and will deal with miscellaneous family related areas including adoption, paternity, powers of attorney, juvenile matters, gift and guardianship laws. Emphasis is placed on drafting pleadings and dealing with forms. The student will complete a related research project. 47 contact hours.

PLA 2940 LEGAL ASSISTING SEMINAR AND WORK EXPERIENCE ..... 3 credits
Prerequisite(s): Recommendation of division director. This is a one-hour seminar discussing job problems and a minimum of twelve hours per week on-the-job experience as a legal assistant trainee with a law firm or in a law-related office is required. 16 contact hours.

POS 2041 'G' AMERICAN NATIONAL GOVERNMENT ..... 3 credits
Prerequisite(s): ((ENC 0020 or ENC 0025) and (REA 0002 or REA 0017)) or EAP 1695 or appropriate score on the SPC placement test. This survey course provides a comprehensive examination of the American political system. Through this course students will become familiar with theory, organization, principles, and function of the American national government, and various elements within the political system that work to shape policy outcomes. This course partially satisfies the writing requirements outlined in the General Education Requirements. Credit is only given for one of the following: POS 2041 or POS 2050H or IDS 2103H. 47 contact hours.

POS 2050H 'G' HONORS AMERICAN GOVERNMENT ..... 3 credits
Prerequisite(s): Appropriate score on the SPC placement test or acceptance into the Honors College or approval of program director. This survey course provides a comprehensive and analytic examination of the American political system to students eligible for Honors classes. Through various teaching and learning methodologies, the student will become familiar with the theories, organization, principles and functions of the American national government. The course will cultivate independent, active learning, student participation and encourage the use of logical reasoning, in-depth analysis and critical thinking skills to examine the various elements within our political system which shape policy outcomes. This course partially satisfies the writing requirement outlined in the General Education Requirements. Credit is only given for POS 2050H or POS 2041 or IDS 2103H. 47 contact hours.

POS 2112 'G' STATE AND LOCAL GOVERNMENT ..... 3 credits
Prerequisite(s): ((ENC 0020 or ENC 0025) and (REA 0002 or REA 0017)) or EAP 1695 or appropriate score on the SPC placement test. This course is an

examination of the institutions and processes of Federalism, political parties, state governments, state protected civil liberties, counties, municipalities, special districts, and regional compacts. Examples and illustrations of processes and procedures will be drawn mainly upon the Florida government.This course partially satisfies the writing requirements outlined in the General Education Requirements. 47 contact hours.

PPE 2001 PERSONALITY DEVELOPMENT..... 3 credits
Prerequisite(s): PSY 1012 or PSY 1020H. This course deals with the theories and principles through which individual differences in typical modes of acting, feeling and thinking are acquired. Extensive attention is given to an understanding of the various factors influencing effective as well as ineffective patterns of adjustment, with consideration of the degree to which the individual can, through his/her knowledge and efforts, have an influence on his/her own personality patterns. Social diversity as it relates to the development of personality patterns is incorporated. This course has a substantial writing requirement. 47 contact hours.

PSC 1001C PHYSICAL SCIENCE WITH LAB..... 3 credits
Prerequisite(s): ((ENC 0020 or ENC 0025) and (REA 0002 or REA 0017) and (MAT 0024 or MAT 0028)) or (EAP 1695 and (MAT 0024 or MAT 0028).) This course is to acquaint the student with the history and development of physical science with the integration of principles and theories in the physical sciences and with the practice of a scientific method. (This course may not be taken for credit after receiving a grade of "C" or better in any course with a prefix of CHM or PHY.) 77 contact hours.

PSY 1012 'G' GENERAL PSYCHOLOGY..... 3 credits
Prerequisite(s): ((ENC 0020 or ENC 0025) and (REA 0002 or REA 0017)) or EAP 1695 or an appropriate score on the SPC Placement Test. This course is an introduction to the field of psychology. It includes the history, scientific methodology, major theoretical schools of thought, various approaches to interpersonal functioning and human development. The effects of ethnicity, age, race, and gender are integrated into the study of the discipline (course). This course partially satisfies the writing requirements outlined in the General Education Requirements. Credit is not given for both PSY 1012 and PSY 1020H. 47 contact hours.

PSY 1020H 'G' HONORS GENERAL PSYCHOLOGY ..... 3 credits
Prerequisite(s): Appropriate score on placement test or acceptance into the Honors College or approval of the program director. This course is an advance-level introduction to psychology. This course will emphasize the evaluation and synthesis of psychological concepts by examining the history, scientific methodology, major theoretical schools of thought, various approaches to interpersonal functioning, and human development. The effects of ethnicity, age, race, and gender are integrated into the study of this course. This course will have a substantial writing assignment. This course partially satisfies the writing requirement outlined in the General Education Requirements. Credit is not given for both PSY1020H and PSY1012. 47 contact hours.

College Preparatory Credits (0000 designations) may not be used toward graduation credits.

REA 0001 READING TECHNIQUES I..... 4 credits
Prerequisite(s): Appropriate score on the SPC placement test. Corequisite(s): REA 0001L. This is a college preparatory reading course designed to develop basic vocabulary skills, reading comprehension and study skills. Three class hours and two lab hours for a total of five hours weekly. (NOTE: A student cannot earn credit in REA 0001 after receiving credit for REA 0002 or REA1105. Credit for REA 0001 cannot be used toward graduation.) 77 contact hours.

REA 0002 READING TECHNIQUES II..... 4 credits
Prerequisite(s): REA 0001 or REA 0007 or an appropriate score on the SPC placement test. Corequisite(s): Lab component is required. This college preparatory reading course improves vocabulary skills, reading comprehension, and study strategies. Three class hours and two lab hours for a total of five hours weekly. (NOTE: A student cannot enroll in REA 0002 after receiving credit for REA1105. Credit for REA 0002 cannot be used toward graduation.) 77 contact hours.

REA 0007 DEVELOPMENTAL READING I..... 4 credits
Prerequisite(s): Appropriate score on the SPC placement test. This is a college preparatory reading course designed to develop basic vocabulary skills, reading comprehension and study skills. Three class hours and two lab hours for a total of five hours weekly are required. (NOTE: A student cannot earn credit in REA 0007 after receiving credit for REA 0017 or REA 1105. Credit for REA 0007 cannot be used toward graduation.) 77 contact hours.

REA 0017 DEVELOPMENTAL READING II..... 4 credits
Prerequisite(s): REA 0007 or an appropriate score on the SPC placement test. This college preparatory reading course improves vocabulary skills, reading comprehension, and study strategies. Three class hours and two lab hours for a total of five hours weekly. (NOTE: A student cannot enroll in REA 0017 after receiving credit for REA 1105. Credit for REA 0017 cannot be used toward graduation.) 77 contact hours.

REA 1105 CRITICAL READING AND THINKING..... 3 credits
Prerequisite(s): (REA 0002 or REA 0017) or EAP 1695 or appropriate score on the SPC placement test. This course is designed to develop and enhance literal and critical reading skills and vocabulary. Emphasis is also on critical thinking skills: analysis, interpretation, synthesis, and evaluation. (Note: A student cannot earn credit in REA 1105 after receiving credit for REA 1205.) 47 contact hours.

REE 1040 REAL ESTATE PRINCIPLES AND LICENSE LAW..... 4 credits
Successful completion of this course is one of the prerequisites to taking the Florida salesman's licensing examination. Topics include business brokerage operations, property law, deeds, mortgages, financing, taxes, planning and zoning, appraisal, real estate investment and market analysis, public housing, governmental regulations, securities licensing requirements to sell direct participation programs in real estate, in-depth study of the fundamental principles of Florida real estate license law with emphasis on violations of the license law and penal and procedural aspects of its enforcement, ethical issues, and case studies of selected topics in agency and brokerage operations. Also included will be preparation of real estate contracts and closing statements. 62 contact hours.

REL 1002 NEW RELIGIOUS MOVEMENTS..... 3 credits
Prerequisite(s): (ENC 0020 or ENC 0025) or EAP 1695 or satisfactory score on the SPC placement test. This course examines religious movements since 1800 with particular emphasis on the association with and deviation from traditional religions. Global in perspective, this course examines the context and content of new religions; elaborates their social meaning and significance; and reviews the ways these religions express new forms of organization, offer distinct moral perspectives, and provide alternative spiritualities. 47 contact hours.

REL 1060 RELIGION AND POLITICS..... 3 credits
Prerequisite(s): (ENC 0020 or ENC 0025) or EAP 1695 or satisfactory score on the SPC placement test. This course examines the relationship between religion and politics, the interaction between personal conviction and public service. It explores the American commitment to the separation of church and state and how this has shaped the role of religion in society. This American

model is then contrasted to the way other cultures interpret the place of religion in a contemporary world. 47 contact hours.

REL 1070 WOMEN AND WORLD RELIGIONS..... 3 credits
This course examines the world religions through the perspectives of the feminine. Topics include the role of women in religion, major female religious figures, and the divine expression of the feminine. Examples of world religions examined are Indigenous Religions, Judaism, Hinduism, Buddhism, Confucianism, Taoism, Christianity, Islam and New Religious Movements are examined. Women and the feminine will be explored through cultural contexts, purpose for life and the uniqueness of the role of women in religious practice. 47 contact hours.

REL 1210 OLD TESTAMENT SURVEY ..... 3 credits
This course is designed to give the student an overview of Old Testament religious perspectives as reflected in the geographical, historical, thematic development, and cultural influences of the biblical text. The study will include an examination of the issues of text integrity, content problems, higher criticism, and theological insights. 47 contact hours.

REL 1240 NEW TESTAMENT SURVEY ..... 3 credits
This course is an introductory study of the historical, cultural, literary, and religious concepts in the New Testament. Topics include: "the synoptic problem," "the historical Jesus," "the social and economic ideas of the Acts," and "the relation of Petrine with Pauline concepts of social classes." 47 contact hours.

REL 2000 INTRODUCTION TO RELIGION..... 3 credits
This course is a study of the phenomena of religious belief and practice in both primitive and advanced cultures. The course focuses on the universal components of a religious worldview which include concepts of the divine and ultimate reality, origins of the natural and social order, the human problem, dealing with evil, patterns of moral action, and ways to achieve salvation or liberation. Major theories of religion and the impact that these theories have had on society are examined. 47 contact hours.

REL 2121 RELIGION IN AMERICA..... 3 credits
This course introduces the student to the unique religious nature of American culture. It begins with indigenous religions of the North American continent and then examines the impact of various religious traditions as immigrants came to America. The course highlights the unique aspects of religion in American history, the key leaders, and the major concepts which have made religion a vital part of American life. The cultural, intellectual and political influence of religion is explored with the goal of appreciating the ongoing tensions in society that are inherent in a commitment to free religious expression. 47 contact hours.

REL 2300 WORLD RELIGIONS..... 3 credits
'G'
Prerequisite(s): (ENC 0020 or ENC 0025) or EAP 1695 or satisfactory score on the SPC placement test. This course examines the general characteristics of the major religions of the world. Topics include the nature of religion, Indigenous Religions, Judaism, Hinduism, Buddhism, Jainism, Sikhism, Confucianism, Taoism, Shinto, Christianity, Islam and New Religious Movements. Each is examined in its cultural context, how basic human concerns are addressed, the way purpose for life is defined, and the uniqueness of religious practice. This course partially satisfies the writing requirements outlined in the General Education and Enhanced World View Requirements. 47 contact hours.

REL 2302 THE ABRAHAMIC RELIGIONS: A STUDY OF JUDAISM, CHRISTIANITY AND ISLAM..... 3 credits
This course is an introductory and comparative study of the three major monotheistic religions: Judaism, Christianity, and Islam. It covers the history, main beliefs, sacred texts, God concepts, and practices of each; and then compares and contrasts them. It focuses on their major differences and examines why there has been so much conflict among them and how this has dramatically affected the geopolitical stability of the world. 47 contact hours.

REL 2464 PHILOSOPHY OF RELIGION ..... 3 credits
Prerequisite(s): (ENC 0020 or ENC 0025) or EAP 1695 or appropriate score on the SPC placement test. This course is designed to introduce students to the main topics and debates in contemporary analytic philosophy of religion. Topics to be explored include the existence and nature of God, the problem of evil, religious experience, life after death, and the relationship between rational and religious belief. Contemporary and historical arguments critically examining these and other basic religious concepts and beliefs will be studied. 47 contact hours.

REL 2955 STUDY ABROAD IN RELIGION..... 3 credits
Prerequisite(s): (ENC 0020 or ENC 0025) or EAP 1695 or appropriate score on SPC placement test or permission of the Dean. This course, exclusively for students in the SPC Study Abroad Programs, is designed to offer topics of special interest in religion to students combined with actual travel and study on-site at one or more SPC Study Abroad program partners. Such course offerings include an examination of the influence and interrelationships of religion and culture by experiencing various expressions of religious tenets including literature, philosophy, music, art, and architecture. Specific content will vary depending on the specific study abroad program. The course includes lectures, discussions, field trips and multiple writing experiences. In addition, the course involves extensive orientation and preparation plus careful monitoring of student work and progress while studying abroad.

RET 1007 RESPIRATORY PHARMACOLOGY..... 3 credits
Prerequisite(s): Admission to the program. This course will provide the student with general pharmacology concepts and principles in the management of client care. The knowledge and skills required for safe, effective administration of therapeutic drugs and indications and contraindications associated with drug therapy are an integral part of this course. This course introduces essential and advanced concepts of pharmacology as related to Respiratory Care. Drugs related to both maintenance and emergency care will be emphasized. Anatomy and physiology of body systems as related to drug therapy will be an integral part of this course. Various problematic states related to cardiopulmonary illness with an emphasis on drug therapy will be discussed. Advanced Cardiac Life Support (ACLS) standards of drug practice will be included. 47 contact hours.

RET 1024 FUNDAMENTALS OF RESPIRATORY CARE..... 3 credits
Prerequisite(s): Admission to the program. This is a ten-unit course covering an orientation to Respiratory Care as a special field, physical principles, introduction to cardiopulmonary anatomy, physiology and pathophysiology, and a thorough working knowledge of basic equipment, procedures of cleaning and sterilization procedures. 47 contact hours.

RET 1264 PRINCIPLES OF MECHANICAL VENTILATION ..... 3 credits
Prerequisite(s): RET 1024 with a grade of "C" or higher. Corequisite(s): RET 1485. This course will include an introduction to mechanical ventilation and an overview of fundamental principles necessary in the management of critically ill patients requiring mechanical ventilation. Advanced ventilatory techniques used in the treatment of critically ill patients will also be covered. 47 contact hours.

RET 1485 CARDIOPULMONARY PHYSIOLOGY ..... 3 credits
Prerequisite(s): RET 1024 with a grade of "C" or higher. This is a course covering all aspects of normal cardiopulmonary physiology, and the effects of related systems. Topics include respiratory anatomy, mechanics of breathing, arterial blood gases, pulmonary ventilation/perfusion relationships, gas transport mechanisms of blood, neurologic control of ventilation, cardiac and renal function, and respiratory adjustments in health and disease. 47 contact hours.

RET 1874L CLINICAL PRACTICE I ..... 2 credits
Prerequisite(s): Admission to the program. This is a modular course covering the basic respiratory therapy procedures encountered in the student's first clinical practice. Topics include basic life support, introduction to the clinical affiliate, medical gas therapy and aerosol therapy. Laboratory experience precedes in-hospital care. 92 contact hours.

RET 1875L CLINICAL PRACTICE II ..... 2 credits
Prerequisite(s): RET 1874L with a grade of "C" or higher. The student will refine those clinical skills introduced in Clinical Practice I. In addition, intermittent positive pressure breathing, chest physiotherapy and sustained maximal inspiratory therapy will be introduced. Laboratory experience precedes in-hospital patient care. 92 contact hours.

RET 2244 LIFE SUPPORT ..... 1 credit
Prerequisite(s): RET 1007 with a grade of "C" or higher and current Basic Life Support (BLS) card. This course is designed to provide instruction regarding algorithms and advanced techniques involved in adult, pediatric and neonatal resuscitation. 16 contact hours.

RET 2284 ADVANCED MODALITIES AND MONITORING ..... 2 credits
Prerequisite(s): RET 1264 with a grade of "C" or higher. This course will provide a complete review of the modalities and monitoring techniques employed in the care and evaluation of the critically ill patient. Theory and application of ventilatory devices and techniques will be covered in detail. The course will also focus on the theory and application of invasive and non-invasive monitoring of the critically ill patient. 32 contact hours.

RET 2414 DIAGNOSTIC PROCEDURES AND PULMONARY REHABILITATION ..... 3 credits
Prerequisite(s): RET 1485 with a grade of "C" or higher. This is a course designed to introduce the student to the diagnostic methods and equipment used to interpret and evaluate the status of patients. Emphasis is on diagnostic techniques used in pulmonary function studies, blood gas analysis, cardiac and pulmonary stress testing, metabolic studies, sleep studies, bronchoscopy and pulmonary rehabilitation. The student will recognize alterations from testing data, be able to interpret these alterations with respect to possible diagnosis, degrees of impairment and recommend a treatment regime. The therapeutic techniques and procedures involved in the home and rehabilitative care of the pulmonary patient will follow the presentation of diagnostic procedures. Clinical experience will occur during Clinical Practice IV. 47 contact hours.

RET 2450 CARDIOPULMONARY ASSESSMENT ..... 2 credits
Prerequisite(s): RET 1485 with a grade of "C" or higher. Integral components of data collection, assessment, & evaluation necessary for effective treatment of patients with cardiopulmonary disorders will be covered in detail in this course. Patient interview, physical examination, laboratory data review, and chest radiograph interpretation will be emphasized. 32 contact hours.

RET 2484 PULMONARY DISEASE ..... 2 credits
Prerequisite(s): RET 1485, BSC 2086, BSC 2086L, with grades of "C" or higher. This course is an introduction to pulmonary diseases. Topics include respiratory infections, COPD, the pneumoconiosis, fibrotic disease, malignant diseases, pulmonary involvement in systemic disease and respiratory failure. Teaching methodology will include lecture, examinations, and class discussion. 32 contact hours.

RET 2714 NEONATAL-PEDIATRIC RESPIRATORY CARE ..... 2 credits
Prerequisite(s): RET 2484 with a grade of "C" or higher. This course will cover development and physiology of the fetal and neonatal lung including perinatal circulation, pulmonary function in infants, and developmental physiology of the lung. Neonatal pulmonary disorders will be overviewed and treatment of pediatric patients with an emphasis on respiratory care techniques will be explored. 32 contact hours.

RET 2876L CLINICAL PRACTICE III ..... 4 credits
Prerequisite(s): RET 1875L with a grade of "C" or higher. This is a modular course reviewing the principles and practice of basic respiratory care techniques. Airway care and critical respiratory care will be introduced. In addition, X-ray and EKG services will be surveyed. Laboratory practice precedes actual patient care. This course may also be taken to fulfill transitional program requirements. 182 contact hours.

RET 2877L CLINICAL PRACTICE IV ..... 4 credits
Prerequisite(s): RET 2876L with a grade of "C" or higher. The student will continue to practice critical respiratory care. Laboratory as well as clinical introductions to cardiopulmonary testing will be included with an emphasis on pulmonary function testing and blood gases. In addition, students will rotate through surgery and the recovery room. Laboratory experience precedes in-hospital practice. 182 contact hours.

RET 2878L CLINICAL PRACTICE V ..... 4 credits
Prerequisite(s): RET 2877L with a grade of "C" or higher. This course will continue to refine those respiratory care techniques applicable to the critically ill patient with an emphasis on prolonged mechanical ventilation. A laboratory review of the most commonly used ventilators with an emphasis on practical applications will occur. Pediatric and neonatal respiratory care rotations will be included with an emphasis on hands-on clinical practice. Refinement of pulmonary function testing and blood gases skills will be continued. 182 contact hours.

RET 2879L CLINICAL PRACTICE VI ..... 4 credits
Prerequisite(s): RET 2878L with a grade of "C" or higher. This is the last clinical practice course with completion leading to graduation from the Respiratory Care Program. It will include pediatric and neonatal respiratory care, home respiratory care, as well as a section for review of all phases previously covered. A "C" or better must be achieved on the Clinical Practice VI Comprehensive Written Program Examination in order to complete the course of study and obtain the award of the Associate in Science in Respiratory Care. 182 contact hours.

RET 2935 MEDICAL-SURGICAL ASPECTS OF RESPIRATORY CARE ..... 2 credits
Prerequisite(s): RET 2484 with a grade of "C" or higher. The general principles of medicine and surgery as they apply to respiratory care will be presented in a series of individualized learning packages and supplemented by guest physician lectures. In addition, other topics pertinent to respiratory care will be presented including special procedures, new concepts and treatment modalities, diagnostic tests, and conditions causing impairment to the pulmonary system not covered elsewhere in the curriculum. 32 contact hours.

RMI 1112 FUNDAMENTALS OF INSURANCE PLANNING ..... 3 credits
This is an introductory course that provides an overview that covers basic insurance concepts, such as risk, operations, legal principles, government programs, and types of insurance products. 47 contact hours.

RMI 1201 PRINCIPLES OF PROPERTY AND LIABILITY INSURANCE ..... 3 credits
Prerequisite(s): RMI 1112. This is an introductory course that provides an overview that covers basic property and liability insurance principles such as risk management, regulation, performance, marketing, underwriting, claims, contracts, and loss exposures. 47 contact hours.

RMI 2940 INSURANCE SERVICES INTERNSHIP ..... 1-4 credits
Prerequisite(s): Academic Department Coordinator/Chair Approval. This course is to be taken after the student has completed 9 credit hours in their major field of study. The purpose of this course is to allow students a "real world" experience with major-related, supervised, evaluated practical work experiences which may be paid or voluntary. Students are graded on the basis of documented learning acquired through hands-on experiences in an actual work setting. Variable credits are available, one to four per course. The student must fulfill the requirement of 60 on-the-job hours for each credit earned in addition to written assignments. This course may be repeated for a total of 4 credits.

RADIOGRAPHY

Advanced Level Specialty Courses Courses Open to Radiographers:

RTE 2571 COMPUTED TOMOGRAPHY..... 3 credits
Corequisite(s): RTE 2762. This course is offered to Radiographers currently registered and in good standing with the American Registry of Radiologic Technologists (ARRT) and students presently enrolled in the Radiography Program. This course is designed to facilitate highly specialized knowledge in computed tomography (CT). Specific content will include patient care, imaging procedures, physics and instrumentation. 47 contact hours.

RTE 2571L COMPUTED TOMOGRAPHY CLINICAL EDUCATION ..... 2 credits
Prerequisite(s): RTE 2762 and RTE 2571. This course is offered to Radiographers currently registered and in good standing with the American Registry of Radiologic Technologists (ARRT). This computer assisted tomography clinical course meets at local hospitals and out-patient facilities to give the student an opportunity to apply theoretical concepts to clinical situations. Topics include patient care, imaging procedures, physics and instrumentation. Approximately eight clinical laboratory hours weekly.

RTE 2582 CARDIOVASCULAR-INTERVENTIONAL PROCEDURES..... 3 credits
This course is offered to Radiographers currently registered and in good standing with the American Registry of Radiologic Technologists (ARRT) and students presently enrolled in the Radiography Program. This course is designed to facilitate the development of highly specialized knowledge in Cardiovascular-Interventional studies. Specific content areas to be studied include maintenance of equipment and supplies, patient care, general and specific procedural considerations. 47 contact hours.

RTE 2582L CARDIOVASCULAR-INTERVENTIONAL CLINICAL EDUCATION ..... 2 credits
Prerequisite(s): RTE 2582. This course is offered to Radiographers currently registered and in good standing with the American Registry of Radiologic Technologists (ARRT). This cardiovascular-interventional clinical education course meets at local hospitals to give the student an opportunity to apply theoretical concepts to clinical situations. Topics include patient care and monitoring, general and specific imaging procedures, and equipment instrumentation. Approximately eight clinical laboratory hours weekly (120 total).

RTE 2584 BASIC MAMMOGRAPHY I..... 3 credits
This course is offered to Radiographers currently registered and in good standing with the American Registry of Radiologic Technologists (ARRT) and students presently enrolled in the Radiography Program. This course is designed to facilitate the development of highly specialized knowledge in Mammography. Specific content areas to be studied include patient education, instrumentation, anatomy, physiology, pathology and positioning of the breast, and mammographic techniques. 47 contact hours.

RTE 2584L BASIC MAMMOGRAPHIC CLINICAL EDUCATION..... 2 credits
Prerequisite(s): RTE 2584. This course is offered to Radiographers currently registered and in good standing with the American Registry of Radiologic Technologists (ARRT). This mammographic clinic education course meets at local hospitals and imaging centers to give the student an opportunity to apply theoretical concepts to clinical situations. Topics include patient care and education, imaging procedures, positioning, instrumentation and applied techniques. Approximately eight clinical laboratory hours weekly.

Courses Open to Radiographers, Nuclear Medicine Technologists, and Radiation Therapists:

RTE 2575 BASIC MAGNETIC RESONANCE IMAGING I ..... 2 credits
Corequisite(s): RTE 2762. This course is offered to Radiographers, Nuclear Medicine Technologists and Radiation Therapists currently registered in good standing with the American Registry of Radiologic Technologists (ARRT) and students currently enrolled in the Radiography Program. The course is designed to facilitate the development of highly specialized knowledge in Magnetic Resonance Imaging. Specific content areas to be studied include data acquisition and processing and physical principles of image formation. 32 contact hours.

RTE 2576 BASIC MAGNETIC RESONANCE IMAGING II ..... 2 credits
Prerequisite(s): RTE 2575 and RTE 2762. Corequisite(s): RTE 2576L. This course is offered to Radiographers, Nuclear Medicine Technologists and Radiation Therapists currently registered and in good standing with the American Registry of Radiologic Technologists (ARRT). This course is designed to facilitate the development of highly specialized knowledge in Magnetic Resonance Imaging (MRI). Specific content areas to be studied include patient care and MRI safety and imaging procedures. 32 contact hours.

RTE 2576L MAGNETIC RESONANCE CLINICAL EDUCATION..... 2 credits
Prerequisite(s): RTE 2575. Corequisite(s): RTE 2576. This course is offered to Radiographers, Nuclear Medicine Technologists and Radiation Therapists currently registered and in good standing with the American Registry of Radiologic Technologists (ARRT). This is a Magnetic Resonance Imaging clinical course meeting at local hospitals and out-patient facilities to give the student an opportunity to apply theoretical concepts taught in the didactic portion of the program to clinical situations. Topics include patient care, MRI safety, imaging procedures, data acquisition and processing and physical principles of image formation. Eight hours of clinical laboratory instruction weekly.

RTE 2762 CROSS-SECTIONAL ANATOMY / PATHOLOGY..... 2 credits
Corequisite(s): RTE 2571 and RTE 2575. This course is offered to Radiographers, Nuclear Medicine Technologists and Radiation Therapists currently registered and in good standing with the American Registry of Radiologic Technologists (ARRT). This course is the study of general and specific cross-

sectional human anatomy and pathology as it appears in various planes on Computed Tomography (CT) and Magnetic Resonance (MR) images. 32 contact hours.

The following RTE courses are for the students in the A.S. degree program:

RTE 1000 ORIENTATION TO RADIOGRAPHY ..... 3 credits
Prerequisite(s): Must be admitted to the Radiography AS program. This course provides an orientation to the profession of radiography. Topics include the history and organization of the profession, medical terminology, body mechanics, emergency situations, infection control, aseptic techniques, evaluating patient physical needs, patient education, and venipuncture in radiography. Patient care in radiography will also be included. 47 contact hours.

RTE 1418 PRINCIPLES OF IMAGING I ..... 2 credits
Prerequisite(s): MAC 1105 with a grade of "C" or higher. Corequisite(s): RTE 1418L. The objective of this course is to provide an introduction to basic principles of radiographic exposure and processing. Topics include radiographic density, contrast, definition, distortion, film, latent image formation and processing. 32 contact hours.

RTE 1418L PRINCIPLES OF IMAGING I LAB..... 1 credit
Prerequisite(s): Any course with a MAC or MGF prefix and a grade of "C" or higher. Corequisite(s): RTE 1418. This course is designed to provide the student an opportunity to apply radiographic exposure principles in the energized laboratory. Topics include radiographic density, contrast, definition, distortion, film and processing. 32 contact hours.

RTE 1458 PRINCIPLES OF IMAGING II ..... 3 credits
Prerequisite(s): RTE 1418 with a grade of "C" or higher. Corequisite(s): RTE 1473L. The objective of this course is to provide advanced, comprehensive instruction and discussion in principles of radiographic exposure. Topics include detailed instruction in the control of exposure and quality using kilovoltage peak (kVp), milliampere-seconds (mAs), Source Image Distance (SID), geometric factors, automatic exposure control (AEC) devices, beam restrictors, grids, filters, and screens, properties of x-ray tubes, principles of image intensification and fluoroscopy, and the production and characteristics of radiation. Tube rating charts, technique charts and selected topics in quality assurance are included. 47 contact hours.

RTE 1473L RADIOGRAPHIC QUALITY ASSURANCE LABORATORY ..... 1 credit
Prerequisite(s): RTE 1418 with a grade of "C" or higher. Corequisite(s): RTE 1458. This course is a laboratory course providing the student an opportunity to apply radiographic principles and accessories in the energized laboratory. Topics include radiographic density, contrast, definition, distortion, radiographic grids, filters, film, processing, beam restrictors, screens, and the application of basic principles and radiologic physics, exposure and quality assurance, quality control and quality improvement. 32 contact hours.

RTE 1503C RADIOGRAPHIC PROCEDURES I ..... 3 credits
Prerequisite(s): Admission to the Radiography AS Program. This course is a study of radiographic anatomy, physiology, and positioning for radiologic examinations of the chest, abdomen, pelvis, bony thorax, spine and extremities. 62 contact hours.

RTE 1503L RADIOGRAPHIC PROCEDURES I LAB ..... 1 credit
Corequisite(s): RTE 1503C. This course is a laboratory study of basic anatomy and positioning of the chest, abdomen, pelvis, bony thorax, spine and extremities for radiographic procedures. 47 contact hours.

RTE 1513C RADIOGRAPHIC PROCEDURES II ..... 2 credits
Prerequisite(s): RTE 1503C with a grade of "C" or higher. This course is a study of radiographic anatomy, physiology, and positioning of radiologic examinations of the skull and facial bones. Procedures requiring the use of contrast materials within the digestive system, urinary system, and other special studies as well as the pharmacology of contrast agents will also be studied. 47 contact hours.

RTE 1513L RADIOGRAPHIC PROCEDURES II LAB ..... 1 credit
Prerequisite(s): RTE 1503C with a grade of "C" or higher, RTE 1503L with a grade of "C" or higher. Corequisite(s): RTE 1513C. This course is a laboratory study of basic radiographic anatomy. The course includes the positioning of the urinary system, digestive system, breasts, and cranium. 47 contact hours.

RTE 1804L RADIOGRAPHIC CLINICAL EDUCATION I..... 3 credits
Prerequisite(s): RTE 1000, RTE 1503C and RTE 1418 and grades of "C" or higher. This is an introductory clinical course meeting at local hospitals to give the student an opportunity to apply theoretical concepts taught in classroom courses. Topics include basic positioning of the chest, abdomen, extremities, and Gastrointestinal Series (GI) contrast examinations. Basic patient care procedures, radiation protection practices and radiologic exposure and processing principles are introduced. 227 contact hours.

RTE 1814L RADIOGRAPHIC CLINICAL EDUCATION II..... 5 credits
Prerequisite(s): RTE 1804L and RTE 1513C with grades of "C" or higher. This course is a continuation of Radiographic Clinical Education I. Topics include positioning of the urinary tract, spine and basic skull exams. Intermediate-level patient care procedures, radiation protection practices, radiologic exposure principles and the use of radiographic accessories are introduced. 377 contact hours.

RTE 2385 RADIATION BIOLOGY..... 2 credits
The objective of this course is to provide the student with fundamental principles of radiobiology. Topics include early and late effects of radiation exposure, basic interactions of ionizing radiation with biological systems, factors modifying the body's response to radiation, principles of radiation protection and radiation monitoring. 32 contact hours.

RTE 2563 ADVANCED MEDICAL IMAGING ..... 3 credits
Prerequisite(s): RTE 1513C with a grade of "C" or higher. This course is the study of sectional anatomy, special radiographic procedures, advanced radiologic modalities, registry review, and employability skills. Topics specifically addressed include invasive and noninvasive specialized radiographic studies, Computed Tomography (CT), Magnetic Resonance Imaging (MR), Cardiovascular procedures (CV) and Mammography. 47 contact hours.

RTE 2613 RADIATION PHYSICS..... 2 credits
The objective of this course is to introduce fundamental principles of radiologic physics including atomic and sub-atomic theory, interactions or radiation with matter, the nature of electricity and magnetism and properties of x-rays, diagnostic x-ray tubes, x-ray circuits, units of measurements and the structure of matter and the atom. 32 contact hours.

RTE 2782 RADIOGRAPHIC PATHOLOGY..... 2 credits
The objective of this course is to introduce the disease processes most frequently encountered in the radiology department. The etiology, pathogenesis, treatment, and resolution of each disease is discussed with an attempt to relate recent advances in these areas. Emphasis is placed on radiologic diagnosis and the relationship of the radiographic appearance of the disease to its anatomic, physiologic, and pathologic characteristics. 32 contact hours.

RTE 2824L RADIOGRAPHIC CLINICAL EDUCATION III ..... 5 credits
Prerequisite(s): RTE 1814L, RTE 1458, RTE 1473L with grades of "C" or higher. This course is a continuation of Radiographic Clinical Education II. Topics include advanced skull exams, contrast media exams, special procedures in the radiology department, adaptation of technical factors and positioning for difficult patients, advanced radiation protection procedures, and advanced patient care techniques. 377 contact hours.

RTE 2834L RADIOGRAPHIC CLINICAL EDUCATION IV ..... 4 credits
Prerequisite(s): RTE 2824L with a grade of "C" or higher. This course is a continuation of Radiographic Clinical Education III. Topics include positioning of the traumatized patient, adaptation of technical factors to obtain optimum film quality, advanced specialized radiologic procedures, mobile radiography and surgical procedures. 242 contact hours.

RTE 2844L RADIOGRAPHIC CLINICAL EDUCATION V ..... 5 credits
Prerequisite(s): RTE 2834L with a grade of "C" or higher. This course is a continuation of Radiographic Clinical Education IV. The objective of this course is to prepare the student for a career as a medical radiographer. All clinical aspects are reviewed and emphasis is placed on radiography of the difficult patient, good radiation protection practices, and application of sound patient care procedures in the radiology department. 377 contact hours.

RUS 1120 ELEMENTARY RUSSIAN I ..... 4 credits
This course will introduce the student to the four skills of the Russian language (listening, speaking, reading, and writing) and will teach the student to appreciate the cultures of Russian-speaking countries. 62 contact hours.

RUS 1121 ELEMENTARY RUSSIAN II ..... 4 credits
Prerequisite(s): RUS 1120 or instructor approval. This course will reinforce and expand the basic Russian language skills previously acquired. The course further develops listening, speaking, reading and writing skills as well as an understanding and appreciation of the cultures of Russian-speaking peoples. 62 contact hours.

College Preparatory Credits (0000 designations) may not be used toward graduation credits.

SLS 0003 TOPICS IN STUDENT SUCCESS ..... 1 credit
Prerequisite(s): Students who place into two (2) areas of remediation are required to take SLS 1101 or SLS 0003. This course is designed to focus on specific strategies for empowering developmental students to become active, responsible learners, leading to success both in college and life. Students will engage in a variety of learner-centered activities that will assist and motivate students to take charge of their academic, career, and life goals. 15 contact hours.

SLS 1101 THE COLLEGE EXPERIENCE ..... 3 credits
Prerequisite(s): Students scoring below the prescribed cut-off score in two or more college preparatory areas must take SLS 1101 and SLS 1126 as corequisites during their first term of enrollment. This course is designed to strengthen skills essential to success in college, with further applications to post-college plans. Included are study and test-taking strategies; effective interpersonal skills; time management techniques; creative and critical thinking skills; college services and resources; educational policies, procedures, regulations and terminology; and library resources, research strategies, and information skills for online, blended, and traditional learning environments. 47 contact hours.

SLS 1126 FACULTY-PEER MENTORING EXPERIENCE ..... 1 credit
Corequisite(s): SLS 1101. Mentoring refers to a formalized process whereby a student is positively socialized by his or her mentor(s) into the college experience and the college community. The student will participate in mentoring relationships that will include one or more members of the SPC community. The mentor will assist the student in developing a skillset, a level of awareness, and a network to increase the likelihood of success in college. Students will complete no less than 17 contact hours.

SLS 1264 LEADERSHIP DEVELOPMENT SEMINAR ..... 3 credits
This course focuses on the development of leadership skills. It provides a basic understanding of leadership and group dynamics theory and will assist the student in developing a personal philosophy of leadership and an awareness of the moral and ethical responsibilities of leadership. Topics include decision making, leadership ethics, goal formation, building trust, empowering others, conflict resolution, and managing organizational change. The course will integrate readings and films from classic works of literature, contemporary multi-cultural writing, and experiential learning exercises with current leadership theories and practices. 47 contact hours.

SLS 1301 CAREER AND LIFE PLANNING ..... 1-3 credits
This course assists students in identifying aptitudes, interests, and values as related to career decision-making and is individualized to personal life styles. Employment and future trends in careers will be explored. 16 to 47 contact hours.

SLS 1501 STUDY SKILLS FOR ACADEMIC SUCCESS ..... 1 credit
This is a course to develop academic study skills, including strategies for time management, vocabulary building, reading, listening, note-taking, test-taking, memory, library research skills, and coping with test anxiety. It is designed to increase students' confidence and competence in study skills techniques. Recommended for students who wish to improve the skills necessary for academic success. 17 contact hours.

SLS 1711 PEER CLASSROOM/LABORATORY TUTORING AND PROCTORING ..... 2-3 credits
Under the supervision of an instructor, the student (hereafter called "tutor") does peer tutoring/proctoring in individualized classroom or laboratory learning situations. The emphasis is on the one-to-one helping relationship in an academic area in which the peer tutor/proctor has competence. A maximum of 8 credits can be received for this course. 4 contact hours, 2 credit hours; 6 contact hours, 3 credit hours.

SLS 2221 ASSERTIVENESS TRAINING ..... 1 credit
This course is designed to promote the growth of an individual's self-esteem and self-worth through the clarification, understanding, and development of assertive behavior. The classroom sessions will focus on interventions which enable students to recognize and change unsatisfying forms of behavior. 16 contact hours.

SLS 2223 STRESS MANAGEMENT ..... 1 credit
This course is designed to assist the student in understanding the concept of stress, identifying the causes and effects of stress, and identifying and implementing methods of modifying and coping with stress. Emphasis will be placed on promoting self-awareness of personal stresses and choosing appropriate interventions for the management of stress. 17 contact hours.

SOP 2002 SOCIAL PSYCHOLOGY..... 3 credits
Prerequisite(s): PSY 1012, PSY 1020H or SYG 2000. This course is an introduction to the subject and methods of social psychology. Emphasis is placed on the socialization process, the formation of attitudes, changes in attitudes, social interaction, and behavior in groups in one's sub-cultures and communities. This course has a substantial writing requirement. 47 contact hours.

SPC 1017 'G' INTRODUCTION TO SPEECH COMMUNICATION ..... 3 credits
Prerequisite(s): ((ENC 0020 or ENC 0025) or EAP 1695) or satisfactory score on the SPC placement test. This course is designed to assist the student in understanding and implementing oral communication and critical thinking skills. Learning is centered on student participation in a variety of speaking-listening situations designed to enhance the understanding of the interpersonal nature of all speech communication. This course partially satisfies the writing requirements as outlined in General Education Requirements. Credit is only given for one of the following: IDS 1101H, SPC 1017, or SPC 1017H. 47 contact hours.

SPC 1017H 'G' HONORS INTRODUCTION TO SPEECH COMMUNICATION ..... 3 credits
Prerequisite(s): Appropriate score on the placement test or acceptance into the Honors College or approval of the program director. This course is designed to provide an understanding of the principles and procedures that promote effective communication. The course will be concerned with the functions that speech communication serves as well as the examination of the various contexts in which communication occurs and the constraining factors that affect communication. Emphasis will be placed on the exploration of the theory and practice in presenting public speeches; determination of communication purpose, situational materials, language usage, and message orientation to designated listeners. This course partially satisfies the writing requirements outlined in General Education Requirements. Credit is only given for SPC 1017 or SPC 1017H or IDS 1101H. 47 contact hours.

SPC 1065 'G' BUSINESS AND PROFESSIONAL SPEAKING..... 3 credits
Prerequisite(s): ((ENC 0020 or ENC 0025) or EAP 1695) or satisfactory score on the SPC placement test. This is a practical and applied course designed to meet the needs of the business and professional community. The course will apply the principles of speaking and listening in the context of business and professional forums with emphasis on preparation, presentation, and evaluation. The course will address critical thinking skills as applied to interviewing, employing multimedia materials, using group discussion and conflict mediation and resolution. This course partially satisfies the writing requirements as outlined in the General Education Requirements. 47 contact hours.

SPC 1608 'G' PUBLIC SPEAKING ..... 3 credits
Prerequisite(s): ((ENC 0020 or ENC 0025) or EAP 1695) or satisfactory score on the SPC placement test. This course offers practical experience in a variety of forms of public speaking, with the focus on development of critical thinking, personal communication skills and personal effectiveness with audiences. The student will evaluate the principles of speaking and listening using techniques including rhetorical criticism. This course partially satisfies the writing requirements as outlined in the General Education Requirements. Credit is not given for both SPC 1608 and SPC 1608H. 47 contact hours.

SPC 1608H 'G' HONORS PUBLIC SPEAKING ..... 3 credits
Prerequisite(s): Appropriate score on the placement test or acceptance into the Honors College or approval of program director. This course offers practical experience in a variety of forms of public speaking with an emphasis on argumentation and persuasion to improve the student's ability to transmit a well-researched, cogent, thoughtful message adapted to a particular audience. Emphasis is also placed on the study of effective aural communication. Students will engage in critical thinking and rhetorical criticism exercises. This course partially satisfies the writing requirements outlined in the General Education Requirements. Credit is not given for both SPC1608 and SPC1608H. 47 contact hours.

SPC 2300 INTERPERSONAL COMMUNICATION ..... 3 credits
Prerequisite(s): ENC 1101 or IDS 1101H or ENC 1121H. This course is designed to provide an understanding of effective interpersonal communication behaviors and skills. The course is concerned with verbal and nonverbal elements affecting communication between individuals in family, peer group and work contexts. Students examine concepts and theories relevant to initiating, developing, modifying, maintaining, and terminating relationships with emphasis on the role of communication in the process. Lecture, discussion, in- and out-of-class observations, and "applied" assignments will be used to increase student knowledge and behavioral competence in interpersonal communication. 47 contact hours.

SPC 2594 FORENSICS LABORATORY ..... 1 credit
This course offers training and experience in public speaking skills. It provides opportunities to participate in campus speech events and intercollegiate forensics. This course may be taken for credit 4 times. 47 contact hours.

SPN 1120 ELEMENTARY SPANISH I..... 4 credits
This course introduces students to the four skills (listening, speaking, reading and writing) of the Spanish language and teaches students to appreciate the cultures of Spanish speaking countries. Credit is not given for both SPN1120 and SPN1120H. 62 contact hours.

SPN 1120H HONORS ELEMENTARY SPANISH I ..... 4 credits
Prerequisite(s): Appropriate score on the placement test or acceptance into the Honors College or approval of the program director. This course is designed to develop the student's Spanish language knowledge and communication skills in the areas of pronunciation, grammar, vocabulary and culture. The student will practice listening, speaking, reading and writing in Spanish at a functional level of fluency and accuracy. Credit is not given for both SPN1120 and SPN1120H. 62 contact hours.

SPN 1121 ELEMENTARY SPANISH II..... 4 credits
Prerequisite(s): SPN 1120 or SPN 1120H or permission of instructor. This course reinforces the basic Spanish language skills previously acquired. The course further develops listening, speaking, reading and writing skills as well as an understanding and appreciation of the cultures of Spanish-speaking peoples. Credit is not given for both SPN1121 and SPN1121H. 62 contact hours.

SPN 1121H HONORS ELEMENTARY SPANISH II ..... 4 credits
Prerequisite(s): SPN 1120H or acceptance into the Honors College or approval of the program director. This course is the continuation of Honors Elementary Spanish I and continues to develop the student's Spanish language knowledge and communication skills in the areas of pronunciation, grammar, vocabulary and culture. The student will continue to practice listening, speaking, reading and writing in Spanish at a more sophisticated level of fluency and accuracy. Credit is not given for both SPN1121 and SPN1121H. 62 contact hours.

SPN 2200 INTERMEDIATE SPANISH I ..... 3 credits
Prerequisite(s): SPN 1121 or SPN 1121H or permission of instructor. This course expands and reviews the previously acquired Spanish language skills and includes more advanced language structures and

idiomatic expressions, with emphasis on conversational skills. Enhancing vocabulary for practical purposes, including writing is emphasized. A variety of reading selections will be introduced. 47 contact hours.

SPN 2201 INTERMEDIATE SPANISH II..... 3 credits
Prerequisite(s): SPN 2200 or permission of instructor. This course expands and reviews the Spanish language skills previously acquired by the students. Content includes but is not limited to more advanced linguistic structures and idiomatic expressions, with an emphasis on conversational skills. Growth in vocabulary for practical purposes is emphasized. A variety of writing exercises and reading selections will be included. 47 contact hours.

SPN 2240 SPANISH CONVERSATION AND COMPOSITION I..... 3 credits
Prerequisite(s): SPN 2201 or permission of the program administrator. This intermediate course is designed to improve the student's Spanish language skills in the areas of listening comprehension, reading, speaking and writing, with a concentration on oral and written communication. The student will practice to develop proficiency in oral expression and will produce written assignments at an intermediate level of grammatical accuracy. Course material will include a variety of authentic Spanish language texts. 47 contact hours.

SPN 2241 SPANISH CONVERSATION AND COMPOSITION II..... 3 credits
Prerequisite(s): SPN 2240 or permission of the program administrator. This intermediate course is a continuation of Spanish Conversation and Composition I and is designed to improve the student's Spanish language skills in the areas of listening comprehension, reading, speaking and writing, with a concentration on oral and written communication. The student will continue to practice developing proficiency in oral expression and will continue to produce written assignments at an intermediate level of grammatical accuracy. Course material will include a variety of authentic Spanish language texts. 47 contact hours.

STA 2023 ELEMENTARY STATISTICS..... 3 credits
Prerequisite(s): MAT 1033 with a grade of “C” or better (recommend MAT 1033, with a grade of “C” or better taken within the last two years), or appropriate score on the SPC mathematics placement test. This course includes concepts taken from topics which include descriptive statistics, measures of central tendency and dispersion, probability, probability distributions, relative frequency distributions, sampling distributions, binomial distribution, normal distribution, the student's t distribution, the Chi-square distribution, estimation using confidence intervals, hypothesis testing, linear regression , correlation, and nonparametric statistics. Credit is not also given for STA 2023H. 47 contact hours.

STA 2023H HONORS ELEMENTARY STATISTICS ..... 3 credits
Prerequisite(s): Appropriate score on placement test or acceptance into the Honors College or approval of the program director. This course includes concepts taken from topics which include descriptive statistics, measures of central tendency and dispersion, probability, probability distributions, relative frequency distributions, sampling distributions, binomial distribution, normal distribution, the student's t distribution, the Chi-square distribution, estimation using confidence intervals, hypothesis testing, linear regression and correlation. Credit is not also given for STA2023. 47 contact hours.

SYG 2000 'G' INTRODUCTORY SOCIOLOGY..... 3 credits
Prerequisite(s): ((REA 0002 or REA 0017) and (ENC 0020 or ENC 0025)) or EAP 1695 or appropriate score on the SPC placement test. This course is the study of society and its effects upon individual behavior. Emphasis is placed on the group basis of society, points of conflict within societies, and societal trends in regard to increased growth and changing institutions. This course partially satisfies the writing requirements outlined in the General Education Requirements. 47 contact hours.

SYG 2010 'G' SOCIAL PROBLEMS ..... 3 credits
Prerequisite(s): ((ENC 0020 or ENC 0025) and (REA 0002 or REA 0017)) or EAP 1695 or appropriate score on the SPC placement test. This course is an analysis of major social problems in the United States. Emphasis is placed on the causes of social problems, approaches to the analysis of problems, and the interrelationship of problems. Course topics include: crime, mental illness, poverty and inequality, family and marital problems, population and the environment. This course partially satisfies the writing requirements outlined in the General Education Requirements. 47 contact hours.

SYG 2221 'G' WOMEN AND SOCIETY..... 3 credits
Prerequisite(s): ((ENC 0020 or ENC 0025) and (REA 0002 or REA 0017)) or EAP 1695 or appropriate score on the SPC placement test. This course is an historical and contemporary examination of the changing political, social, economic, legal, and sexual roles of women in society. This course partially satisfies the writing requirements outlined in the General Education Requirements. 47 contact hours.

SYG 2324 PRINCIPLES OF SUBSTANCE ABUSE ..... 3 credits
Prerequisite(s): ((ENC 0025 or ENC 0990 or ENC 0020) and (REA 0017 or REA 0990 or REA 0002)) or EAP 1695 or satisfactory score on the SPC placement test. This course is an overview of substance abuse. Topics examined include: historical perspectives; identification, intervention and outcome of abusers and their families; treatment techniques; prevention, intervention and rehabilitation resources; types of therapeutic and support groups; and the pharmacology of commonly abused substances. The course is recommended for those persons who would like to gain knowledge about substance abuse and its effect in today’s society. 47 contact hours.

SYG 2430 'G' MARRIAGE AND FAMILY..... 3 credits
Prerequisite(s): ((ENC 0020 or ENC 0025) and (REA 0002 or REA 0017)) or EAP 1695 or appropriate score on the SPC placement test. This course deals with the following topics: human sexuality, pair relationships, love, communication, the dynamics of marital interaction, and alternative life styles. This course partially satisfies the writing requirements outlined in the General Education Requirements. 47 contact hours.

SYP 2460 EFFECTSOF DISASTERS ON SOCIETY..... 3 credits
This course focuses on human behavior and the stages of human response during and after a natural or man-made disaster; for example, hurricanes, tornados, earthquakes, floods, chemical spills, nuclear power plant accidents, riots, etc. 47 contact hours.

TAR 1271 PROFESSIONAL PRACTICE..... 3 credits
This course is a general survey of office practices for the small entrepreneur in the Building Arts. It includes information on setting up an office, costs, fees, legal implications, local, state and federal regulations, and employee and client relationships. 47 contact hours.

TAR 1941 ARCHITECTURAL DRAFTING PRACTICUM..... 3 credits
Prerequisite(s): TAR 2122C. This course is an intensive study in an area of special interest to the students in the Building Arts programs. Students will demonstrate professional competencies in the documentation and completion of an approved project that may incorporate multiple aspects of the construction industry, including planning, drawing, estimating, scheduling, permitting and/or site observation. 92 contact hours.

TAR 2057C AUTOCAD ARCHITECTURAL DESKTOP ..... 2 credits
Prerequisite(s): ETD 1340C, or permission of program director. This course is a hands-on training course for the use of AutoCAD Architectural Desktop, including hardware requirements, software options and applications. Emphasis is on the production of architectural drawings using Desktop software. Major topics include utilities, toolbars, editing and schedules. 62 contact hours.

TAR 2122C ADVANCED CONSTRUCTION DRAWING ..... 3 credits
Prerequisite(s): BCN 1251C or permission from program director after review of previous work. This course covers architectural drawing applied to varied materials and structural systems, such as, prestressed concrete, steel and curtain walls. Emphasis will be on commercial construction. Students with previous computer-aided drafting experience have the option of completing the required assignments using computer-aided drafting systems. 92 contact hours.

THE 2000 INTRODUCTION TO THEATRE ARTS ..... 3 credits
This is a survey course of dramatic theory and history with special emphasis on play reading of representative genres. The essential qualities of actor, director, and the various designers are discussed, and stage terminology is defined. Written compositions are required. Classroom activity includes stage performance. 47 contact hours.

TPA 1230C INTRODUCTION TO COSTUME CONSTRUCTION ..... 3 credits
This course offers an introductory study of costume construction techniques including work with costume shop equipment, fabrics, pattern drafting and fabric dyeing and decoration. The course is designed to prepare the student to perform the responsibilities needed to work in and also maintain a costume shop. Through a working knowledge of costume construction, the student shall understand costume shop hierarchy and the importance of the costume construction in the professional and educational theatre. 47 contact hours and a minimum of 45 lab hours. Additional hours may be required during production weeks.

TPA 2200C STAGE CRAFT I ..... 3 credits
This course introduces the student to the technical aspects of theatre operations. Through classroom lectures and laboratory practice, the student will gain skills in the fundamentals of scenery construction, painting and rigging. Participation in a public performance is required. 47 contact hours and a minimum of 45 lab hours. Additional hours may be required during production weeks.

TPA 2204C STAGE CRAFT II ..... 3 credits
Prerequisite(s): TPA 2200C or permission of program administrator. This is a continuation of Stagecraft I, with an emphasis on more advanced construction techniques and problem solving with an introduction to theatrical drafting techniques and Computer Aid-Drafting (CAD). Students will serve in supervisory capacities on productions. 47 contact hours and a minimum of 45 lab hours. Additional hours may be required during production weeks.

TPA 2290 TECHNICAL THEATRE PRODUCTION ..... 1-3 credits
This is a course enabling participants in the production operations of a public performance to receive academic credit for their contributions. Through such participation, the student acquires practical skills in such areas of theatre as designs, scene construction, lighting, sound and music, stage crew work, costumes, makeup and house management. May be repeated up to 12 credit hours. Credit will be awarded according to the difficulty of the tasks. Approximately 47 contact hours per credit.

TPA 2600C INTRODUCTION TO STAGE MANAGEMENT ..... 3 credits
This is a course designed to prepare the student to perform the responsibilities of a stage manager for a theatrical production, including organization, delegation, scheduling, and personnel management. Through a working knowledge of stage management, the student shall understand theatre hierarchy and the importance of the stage manager in the professional and educational theatre. 47 contact hours and a minimum of 45 lab hours. Additional hours may be required during production weeks.

TPP 1100 ACTING I ..... 3 credits
Prerequisite(s): THE 2000. This course will include lectures and discussions to explain, analyze, and evaluate the theories, techniques, and principles of acting common to the various types of styles of dramatic production. Specific work in the areas of voice and body exercises and improvisations is included. Workshop projects help the student to develop his/her acting skill. 77 contact hours.

TPP 1111 ACTING II ..... 3 credits
Prerequisite(s): TPP 1100 or permission of program administrator. This course is the second level of acting involving lectures, discussions, and laboratory work to explain, analyze, execute, and evaluate the theories, techniques, and principles of performing various styles of acting before an audience. Specific work in both classical and contemporary styles will be examined. Workshop projects, both in class and for the public, will help the student develop his/her acting skills. 77 contact hours.

TPP 2192 ACTING REPERTORY ..... 1 credit
Prerequisite(s): Permission of the program administrator. A course enabling members of a cast of a public dramatic performance to earn academic credit for their participation. Through intensive rehearsal and performance experience, the student will acquire skills in expression, in human understanding, in cooperation, and in self discipline. From 12 to 18 hours per week is the minimum requirement during rehearsal and performance periods.

TPP 2260 INTRODUCTION TO CAMERA PERFORMANCE ..... 3 credits
Prerequisite(s): TPP 1100, TPP 1111 or permission of the program administrator. Lectures, demonstrations and discussions will be used to explain, analyze and evaluate the theories, techniques and principles of performing various styles of acting in front of the camera. Specific problems in voice and body exercises in preparation for auditions, commercials and scene work will be explained. Class projects will help the student develop skills in acting for the camera. 47 contact hours and a minimum of 45 lab hours.

TPP 2300 INTRODUCTION TO DIRECTING ..... 3 credits
Prerequisite(s): TPP 1100 or permission of the program administrator. Lectures, demonstrations and discussions explain, analyze, and evaluate the theories, techniques and principles of directing common to the various types of styles of directing. Specific problems of script analysis and the director's relationship with actors, environment and audience will be studied. Workshop projects help the student to develop his/her directing style. 47 contact hours and 45 lab hours.

WOH 2040 'G' THE TWENTIETH CENTURY ..... 3 credits
Prerequisite(s): ((ENC 0020 or ENC 0025) and (REA 0002 or REA 0017)) or EAP 1695 or appropriate score on the Placement Test. This course is a study of world history surveying the cultural, political, social and economic transitions since 1900. Emphasis is placed on the turn-of-the-century dominance of Europe, the competitiveness and militarism that led to World War I, and the affects of the peace settlements. Attention is given to the Soviet Revolution, the rise of fascism, Nazism, Asian neo-imperialism, and the malaise of the democracies; the Depression and its consequences;

aggression, appeasement and World War II; the Cold War, communist China, the rise of the "Third World" and conflicting issues and values in contemporary society. This course partially satisfies the writing requirements outlined in the General Education Requirements. Credit is not given for both WOH 2040 and WOH 2040H. 47 contact hours.

WOH 2040H 'G' HONORS THE TWENTIETH CENTURY..... 3 credits

Prerequisite(s): (IDS 1101H or ENC 1121H) or (IDS 1101H or ENC 1121H and acceptance into the Honors College) or approval of the program director. This course is a study of world history surveying the cultural, political, social and economic transitions of the 20th century. Emphasis is placed on historic trends and movements as well as a chronological study beginning with the turn-of-the-century dominance of Europe, the competitiveness and militarism that led to World War I, and the effects of the peace settlements. Attention is given to the Soviet Revolution, the rise of fascism, Nazism, Asian neo-imperialism, and the malaise of the democracies; the Depression and its consequences; aggression, appeasement and World War II; the Cold War, communist China, the rise of the "Third World" and conflicting issues and values in contemporary society. This course partially satisfies the writing requirements as outlined in the General Education Requirements. Credit is not given for both WOH 2040H and WOH 2040. 47 contact hours.

UPPER DIVISION COURSE DESCRIPTIONS

http://www.spcollege.edu/webcentral/acad/cd.htm

ACG 3103 INTERMEDIATE ACCOUNTING I ..... 3 credits
Prerequisite(s): ACG 2071 and admission to Accounting-AS or ACG 2071 and admission to Business-BS program. This course emphasizes the theoretical aspects and frameworks of financial accounting. Topics include financial statements preparation, revenue recognition, present value of investments, and the study of assets. The assets component focuses on current assets such as cash, receivables, and inventories. 47 contact hours.

ACG 3113 INTERMEDIATE ACCOUNTING II ..... 3 credits
Prerequisite(s): ACG 3103. This course is a continuation of Intermediate Accounting I. The topics included are tangible and intangible assets, investments, current liabilities and contingencies, bonds and long term debt, shareholder's equity, and earnings per share. This course will also help the student prepare for the CPA exam: 47 contact hours.

ANS 3006 INTRODUCTION TO ANIMAL SCIENCE.... 3 credits
Prerequisite(s): Any 3 credit college level BSC. This course provides an overview of the discipline of livestock production. The course covers the fundamentals of animal science, including nutrition, feeds, genetics, reproduction, healthcare and management of major and minor species. The agricultural industries of animal production will also be explored. 47 contact hours.

ATE 3100 TOOLS FOR SUCCESS..... 1 credit
Prerequisite(s): Admission to the Veterinary Technology BAS program. This course will introduce and review core concepts that will increase the probability of the veterinary technology student's successful completion of the Bachelor's program in Veterinary Technology. The course is designed to familiarize and/or review the following: navigating the online environment, using the SPC online library and the Internet as a research tool, the essentials of writing and grammar, core concepts for writing using American Psychological Association (APA), standards for writing style and referencing, introduction to PowerPoint, and introduction to an electronic portfolio system. 16 contact hours or equivalent.

ATE 3200 SAFETY & REGULATORY COMPLIANCE IN VETERINARY TECHNOLOGY..... 1 credit
Prerequisite(s): Admission to the Veterinary Technology BAS program. This course will introduce and heighten veterinary technician learner's awareness of veterinary specific safety hazards and regulatory compliance issues. The course is designed to acquaint veterinary technician learners to the following: (1) personal safety hazards, (2) patient safety hazards, (3) Human Resource issues related to safety, (4) licenses, permits, and registrations, (5) Occupational and Safety Health Administration (OSHA), and (6) reproductive and gender issues. 16 contact hours or equivalent.

ATE 3316 FINANCE FOR THE VETERINARY MANAGER..... 3 credits
Prerequisite(s): Admission to the Veterinary Technology BAS Program. This course will guide the student in the study of the financial and economic concepts necessary to run a small business with an emphasis on managing cash flow and planning. 47 contact hours or equivalent.

ATE 3344 SUPERVISION IN THE VETERINARY HOSPITAL ..... 3 credits
Prerequisite(s): ATE 3100 with a minimum grade of "C," ATE 3200 with a minimum grade of "C." This course will prepare the student to manage the human resource cycle in its entirety in the veterinary hospital including the care of employees while in the organization. 47 contact hours or equivalent.

ATE 3410 DENTAL TECHNIQUES IN VETERINARY TECHNOLOGY..... 3 credits
This course will focus on learning and applying techniques in preventive care, periodontics, endodontics, orthodontics and dental radiology appropriate for veterinary technicians. The student will acquire knowledge of dental diseases, diagnostic techniques, and therapeutic technique and equipment. 47 contact hours or equivalent.

ATE 3510 UNDERSTANDING THE HUMAN-ANIMAL BOND ..... 3 credits
This course will focus on human-companion animal interactions. Students will relate to animal-assisted therapy/activity, care and uses of service animals and humane education programs. 47 contact hours or equivalent.

ATE 3515 LEGAL AND ETHICAL ISSUES IN VETERINARY TECHNOLOGY..... 3 credits
Prerequisite(s): ATE 3100 with a minimum grade of "C." This course is part of the managerial track in the BAS program in veterinary technology. It will give the student an understanding of the legal and ethical aspects of veterinary practice. 47 contact hours or equivalent.

ATE 3601 INTEGRATIVE VETERINARY NURSING ..... 3 credits
This course provides an overview of American Veterinary Medical Association (AVMA) recognized alternative and complementary therapies being used in veterinary medicine today. Emphasis will be on exploring the history, philosophy, application and research supporting each selected modality. 47 contact hours or equivalent.

ATE 3615 VETERINARY PHARMACOLOGY ..... 3 credits
Prerequisite(s): Admission to the Veterinary Technology BAS program or permission of the Dean. This course develops the concepts of pharmacology essential in understanding the advanced clinical courses of the baccalaureate program. The technologist will learn both the scientific fundamentals and the practical applications of pharmacology. The course will explore the most commonly used classes of drugs, the applications to each body system and the record keeping responsibilities involved in handling and prescribing medications, including controlled substances. Students will achieve mastery of concepts through completion of exams, written assignments and case studies. 47 contact hours or equivalent.

ATE 3616 SMALL ANIMAL NURSING..... 3 credits
Prerequisite(s): ATE 3615 with minimum grade of "C." This course will focus on the nursing care required by companion animals as the result of disease or neonatal, geriatric, and obstetrical needs. 47 contact hours or equivalent.

ATE 3617 COMPANION ANIMAL DISEASES..... 3 credits
Pre-or-Corequisite(s): ATE 3744 with a minimum grade of "C" and ATE 3615 with a minimum grade of "C." This course is designed to provide the student with essential knowledge of the common diseases affecting companion animals. Students will learn the basics of recognizing diseases. Clinical signs, diagnostic tests and appropriate client education will be highlighted. The course will emphasize dogs and cats, but will also include other companion species including birds, ferrets and rodents. 47 contact hours or equivalent.

ATE 3637 SMALL ANIMAL NUTRITION..... 3 credits
Prerequisite(s): Admission to Veterinary Technology BAS or Biology BS Program. This course provides identification and function of nutrients, understanding of pet food labels, and applications for wellness, life

stages, and therapeutic nutrition (prescription foods) for dogs and cats. 47 contact hours or equivalent.

ATE 3642 VETERINARY OPHTHALMIC NURSING..... 3 credits
This course will focus on the duties of the veterinary technician in the course of providing ophthalmic care to dogs, cats, exotics, and horses. 47 contact hours or equivalent.

ATE 3643 LARGE ANIMAL NURSING..... 3 credits
This course will focus on the medical and surgical knowledge and skills necessary to function as an effective veterinary technician caring for equine and bovine patients. Topics covered will include diseases, nursing care, surgery, nutrition, and pain management. 47 contact hours or equivalent.

ATE 3658 ANESTHESIA AND SURGICAL NURSING..... 3 credits
Prerequisite(s): ATE 3615 with a minimum grade of "C." This course will focus on anesthesia and surgical procedures associated with providing anesthesia and surgical services to veterinary patients, including anesthetic, pre-surgical, surgical, and post-surgical procedures. 47 contact hours or equivalent.

ATE 3744 ADVANCED VETERINARY TERMINOLOGY..... 1 credit
Prerequisite(s): Admission to the Veterinary Technology BAS program or permission of the Dean. This course expands on the basics of terminology introduced in Associate Degree terminology courses. Words for each system of the body will be mastered as well as knowledge of abbreviations used in pharmacology, record keeping and laboratory testing. Students will achieve mastery of concepts through completion of exams and written assignments requiring use of the terminology. 17 contact hours or equivalent.

ATE 3803 TEACHING TECHNIQUES FOR VETERINARY TECHNICIANS..... 3 credits
This course is designed to provide the student with an introduction to educational concepts and theory relative to effective communication in many veterinary settings. Topics included are development and design of training materials, designing goals and objectives for training materials, client instruction, principles of learning, learning styles and motivation, case-based learning, and using media and software. Emphasis will be on presenting the basic concepts of planning, development and evaluation of presentations and materials. 47 contact hours or equivalent.

ATE 3914 INTRODUCTION TO VETERINARY TECHNOLOGY RESEARCH..... 3 credits
Prerequisite(s): Admission to the Veterinary Technology BAS program or permission of the Dean. This course is an overview of the role and scope of research as it relates to the formation of veterinary technology knowledge and the application to veterinary technology practice. The focus is on basic strategies, methodology, and the types of research design. Critiquing of current veterinary technology research is included. 47 contact hours or equivalent.

ATE 4000 VETERINARY TECHNOLOGY PRECAPSTONE..... 1 credit
Prerequisite(s): Admission to Veterinary Technology BAS. Pre-or-Corequisite(s): ATE 4854 and ATE 3914 with a minimum grade of "C". This course is designed to prepare the student for successful completion of Veterinary Technology Capstone II. The student will apply knowledge of a professional role in veterinary technology to develop a capstone project based on education, internship, or research. The student will formulate a plan of study and present his/her plan to a committee for approval. 16 contact hours or equivalent.

ATE 4051 ADVANCED VETERINARY BEHAVIOR..... 3 credits
This course will introduce the student to tasks expected of a technician working at a veterinary practice where behavior cases are evaluated. Tasks to include: phone triage, collecting behavioral history, implementing a behavior plan and follow up calls and visits. Animal learning and communication of dogs and cats will be covered as well as basic psychopharmacology. Student projects will include keeping a log of observed animal behavior and designing a behavioral education program. 47 or equivalent contact hours.

ATE 4317 VETERINARY HOSPITAL MANAGEMENT..... 3 credits
Prerequisite(s): ATE 3100 and ATE 3200 with minimum grade of "C." This course will give the student an overview of business subjects that will be applicable in any business environment but with particular emphasis in veterinary medicine. 47 contact hours or equivalent.

ATE 4319 VETERINARY HOSPITAL MARKETING..... 3 credits
Prerequisite(s): Admission to the Veterinary Technology BAS program or permission of the Dean. This course will give the student an overview of pricing, advertising, product and service positioning, and marketing research methods for the veterinary hospital. 47 contact hours or equivalent.

ATE 4320 ENTREPRENEURIAL BUSINESS MANAGEMENT..... 3 credits
Prerequisite(s): Admission to the Veterinary Technology BAS or certificate program or permission of the Dean. This course will give the student a strategic view of managing a veterinary hospital and is designed to be the capstone course of the management track. 47 contact hours or equivalent.

ATE 4644 VETERINARY ULTRASONOGRAPHY..... 3 credits
Prerequisite(s): Admission to the Veterinary Technology BAS or certificate program or permission of the Dean. This course will provide an introduction to ultrasound imaging in veterinary medicine. It is designed to give students an understanding of how sonography is utilized in veterinary practice. Ultrasound equipment, scanning protocols, sonographic appearance of normal and abnormal tissues, and the diagnostic limitations of ultrasound examination will be covered. 47 contact hours or equivalent.

ATE 4711 EMERGENCY AND CRITICAL CARE..... 3 credits
This course will focus on learning and applying emergency and critical care techniques appropriate for veterinary technicians. The student will acquire knowledge of the proper use of drugs, fluids, and equipment for emergency and critical care patients. Students will also learn to evaluate and monitor these patients. 47 contact hours or equivalent.

ATE 4813 VETERINARY TECHNOLOGY CAPSTONE..... 3 credits
Pre-or-Corequisite(s): ATE 3914 and ATE 4854. This course is an opportunity for the student to apply the skills and knowledge acquired in the program to a contemporary issue in the profession. It should be taken during the student's last semester at the college. The student will address a major case study or professional issue in detail. 47 contact hours or equivalent.

ATE 4814 VETERINARY TECHNOLOGY CAPSTONE II..... 5 credits
Prerequisite(s): ATE 4000 with a minimum grade of "C" and ATE 3914 with a minimum grade of "C." This course is an opportunity for the student to apply the skills and knowledge acquired in the program to a chosen professional role through education, internship or research. It must be taken during the student's last semester at the college. 77 contact hours or equivalent.

ATE 4854 LEADERSHIP IN VETERINARY TECHNOLOGY ..... 3 credits
Prerequisite(s): ATE 3100 with minimum grade of "C," ATE 3200 with minimum grade of "C." This course focuses on the theories, concepts and principles of leadership. Emphasis will be on the development of leadership skills related to personal behavior, communication, organization and self-examination. This course explores opportunity to develop leadership roles appropriate to the veterinary technology profession. 47 contact hours or equivalent.

BCH 3023 ELEMENTARY ORGANIC AND BIOLOGICAL CHEMISTRY ..... 3 credits
Prerequisite(s): (CHM 2045 and CHM 2045L) and (CHM 2046 and CHM 2046L). This course is designed primarily to teach biological chemistry and incorporate an integrated treatment of relevant organic chemistry. The aim of this course is to provide an understanding of the structure and function of biological molecules and their metabolism. 47 contact hours.

BCH 4024 BIOCHEMISTRY AND MOLECULAR BIOLOGY ..... 4 credits
Prerequisite(s): CHM 2210, CHM 2210L, CHM 2211, and CHM 2211L. This course is an introduction to biochemistry, intermediary metabolism and molecular biology. Topics include a survey of structure, functional properties, synthesis, degradation and chemistry of the major groups of biologically important organic molecules (amino acids, proteins, carbohydrates, lipids and nucleic acids). Topics include enzyme kinetics and mechanisms of catalysis, a survey of the pathways of carbohydrate, lipid and nitrogen metabolism and their metabolic control; regulation of gene expression at the level of DNA, RNA, and protein synthesis. This course will include discussion sessions and problem solving of experimental data that teach interpretation of current biochemical and molecular biological techniques. 62 contact hours.

BOT 3015C PLANT BIOLOGY WITH LAB ..... 4 credits
Prerequisite(s): BSC 2010/2010L, BSC 2011/2011L, CHM2045/2045L. This course explores evolutionary and ecological relationships through the systematics, taxonomy, morphology and physiology of plants, fungi, and autotrophic protists. The course is a combined lecture and lab class. 92 contact hours.

BRC 3203 BANKING REGULATION AND COMPLIANCE..... 3 credits
Prerequisite(s): BUL 2241 or BUL 2131 or BUL 3310. This course introduces the student to the basic laws governing the banking system in the United States with a focus on compliance and documentation. Topics covered include the history of bank regulation and its constitutional basis, evolution of the regulatory scheme, operational obligations, funds transfers, lending, and data security. 47 contact hours.

BSC 3096 HUMAN BIOLOGY ..... 3 credits
Prerequisite(s): BSC 2010/BSC2010L, BSC 2011, BSC 2011L. This course is designed to teach human biology from the perspective of the human organism's structure, function, health and wellness, and interactions with the social and physical environment. 47 contact hours.

BSC 3312C MARINE BIOLOGY WITH LAB ..... 4 credits
Prerequisite(s): BSC 2010, BSC 2010L, BSC 2011 and BSC 2011L. The major emphasis of this course focuses on the evolution, biodiversity and classification of organisms in the marine environment, including characteristics and systematics of each taxonomic group. Discussion of major habitats in the marine environment will include physical characteristics of the environment and the unique morphological, physiological, ecological and behavioral adaptations of organisms to those habitats. This course is a combined lecture and lab class. 92 contact hours.

BSC 4032 ISSUES AND CHALLENGES IN SCIENCE EDUCATION ..... 2-3 credits
Prerequisite(s): EDF 3214. This course is designed to address the challenge of transforming the Florida State Science Standards into individual classroom practices as an approach for improving science education to achieve the national goal of scientific literacy for middle school and secondary school students. Activities in this course will probe students' understanding of macro perspective for the science courses and science education courses in their program, explore the history of science education reform in the United States, and investigate strategies for critical thinking in science. This course addresses specific Sunshine State Standards, subject matter competencies, and pedagogy pertinent to the discipline and required for certification. 32-47 contact hours.

BSC 4905C UNDERGRADUATE RESEARCH IN BIOLOGY..... 1-6 credits
Prerequisite(s): Permission of Academic Department Chair or Dean. This course is an individualized independent study whereby the student designs, conducts, analyzes and presents biological research that is proposed by the student. The professor will provide advanced learning resources and guidance. The student will also meet regularly with the professor who will coordinate the experience. The number of credits is variable and will be determined by the scope of the proposed project. Course may be repeated for a maximum of 6 credit hours to be applied to the Biology major. 15 contact hours per credit hour.

BSC 4931 SENIOR SEMINAR IN BIOLOGY ..... 1 credit
Prerequisite(s): Completion of at least 42 credits of required core and elective courses within the Baccalaureate Biology program with a grade of "C" or better. This course is designed to provide transition for biology students as they complete their Bachelor degrees and plan to enter the workforce and/or graduate or professional schools. Students in this course will present a compilation of research projects developed throughout their program of study. This course will also present opportunities for discussion with biology faculty and students regarding current biological research and bio-ethical concerns. 17 contact hours.

BTE 4401 SPECIAL METHODS OF TEACHING BUSINESS EDUCATION ..... 3 credits
Prerequisite(s): Admission to Initial Certification. This course is designed to give the in-service business education teacher, on temporary teacher certification, specific theory and methodology most appropriate to this dynamic field. Experiences will reinforce practical applications of current research in the field and provide students with appropriate applied opportunities for learning. 47 contact hours.

BTE 4412 INSTRUCTIONAL METHODS FOR MIDDLE SCHOOL BUSINESS TECHNOLOGY EDUCATION PRACTICUM..... 2 credits
Prerequisite(s): Admission to Business Technology Education BS program or Initial Certification. This course is designed to give the pre-service and new business teacher specific theory and methodology most appropriate to this dynamic field. This course addresses the required instructional methods, techniques, strategies, resources, and assessment considerations for effective teaching of business technology education. It also incorporates appropriate technology to support the learning of business technology education. This course addresses specific Student Performance Objectives, subject matter competencies and pedagogy pertinent to the discipline and required for certification. This course includes 25 school-based hours. 32 contact hours.

BTE 4413 INSTRUCTIONAL METHODS FOR SECONDARY BUSINESS TECHNOLOGY EDUCATION..... 3 credits
Prerequisite(s): Admission to Business Technology Education BS program or Initial Certification. This course is designed to give the pre-service and new business teacher specific theory and methodology most appropriate to this dynamic field. This course addresses the required instructional methods, techniques, strategies, resources, and assessment considerations for effective teaching of business technology education. It also incorporates appropriate technology to support the learning of business technology education. This course addresses specific student performance objectives, subject matter competencies and pedagogy pertinent to the discipline and required for certification. 47 contact hours.

BTE 4940 INTERNSHIP: BUSINESS TECHNOLOGY EDUCATION, 6-12..... 12 credits
Prerequisite(s): Successful completion of all Business Technology Education BS program requirements and passing General Knowledge and Professional Education Exam. This course requires a teacher candidate to demonstrate competency on the twelve Florida Educator Accomplished Practices (FEAPs) at the pre-professional level during one semester of full day internship in a public or private school approved by the Dean. The internship also includes a series of mandatory professional leadership seminars. Contact hours: a minimum of 35 hours per week for 15 weeks.

BTE 4946 INSTRUCTIONAL METHODS FOR SECONDARY BUSINESS TECHNOLOGY EDUCATION PRACTICUM..... 2 credits
Prerequisite(s): EDF 3214 and fourth-year (senior) standing. Corequisite(s): BTE 4413. This course is designed to give practicum experience to students in public or private school classrooms as approved by the dean. Students will spend a minimum of 40 school-based hours of observation/teaching/assessment in business technology education classrooms. These clinical experiences will be incorporated into BTE4413: Instructional Methods for Secondary Business Technology Education. 32 contact hours.

BTE 4948 CURRICULUM OVERVIEW IN BUSINESS EDUCATION..... 3 credits
Prerequisite(s): Full admission to the undergraduate Business Technology Education (BTE) program with at least one-third of content courses completed. This course is designed to provide the new business technology education teacher the opportunity for field-based exploration, observation, and reflection of effective instruction in the BTE classroom, limited interaction with students, structured business/office and school based observations, and of trends and issues affecting business technology education. This class is designed to prepare students for the internship. 30 school-based hours. 47 contact hours.

BUL 3130 LAW FOR PROFESSIONALS ..... 3 credits
Prerequisite(s): (BUL 2131 or BUL 2241 or equivalent) and admission to Business Administration BS program. This course is intended to provide an overview of concepts and laws particular to various professionals. Topics include professional ethics, labor law, employment law, immigration law, agency, worker protection law, employment compensation and benefits, and privacy and securities laws. 47 contact hours.

BUL 3310 ADVANCED LEGAL ENVIRONMENT OF BUSINESS ..... 3 credits
Prerequisite(s): (BUL 2131 or BUL 2241 or equivalent) and admission to Banking BAS, Management & Organizational Leadership BAS, Technology Management BAS, Educational Studies BS, or Business Technology Education BS. This course covers the nature, classification and characteristics of law including the study of jurisdiction and the functions of the court system as they affect the business environment. Topics include common law contracts, the Uniform Commercial Code (UCC) including commercial paper and bank collections, business entities, agency, securities regulation, e-commerce, and intellectual property. 47 contact hours.

BUL 3320 ADVANCED BUSINESS LAW I..... 3 credits
Prerequisite(s): BUL 2241 or 2131 or equivalent or admission to the Business Technology Education BS program. This course covers the nature of legal and societal institutions and environments, and major aspects of public, private, Uniform Commercial Code (UCC), and related business law. 47 contact hours.

BUL 3322 LEGAL ISSUES IN INTERNATIONAL BUSINESS..... 3 credits
This course gives the international business student an overview of the legal concepts affecting individuals and/or organizations that are involved in international business. The student will be exposed to a broad survey of legal issues businesses confront in the international market place. Specifically, the student will learn about the treaties giving rise to international law, differing legal regimes, international dispute resolution processes including principles of jurisdiction, differing governmental structures as they relate to commerce, global information systems regulations and international social issues affecting businesses and their operations. 47 contact hours.

BUL 3564 LEGAL ASPECTS OF MANAGING TECHNOLOGY..... 3 credits
Prerequisite(s): BUL 2241 or 2131 or equivalent. This course gives the information technology management student an overview of the evolving legal issues involved in the business realm. Topics include jurisdiction, intellectual property, taxation, online contracting, privacy and free speech, civil and criminal liability. 47 contact hours.

BUL 3583 LEGAL ASPECTS OF SUSTAIN-ABILITY ..... 3 credits
Prerequisite(s): BUL 2241 or BUL 2131 and admission to the Sustainability Management BAS Program. This course is intended to provide an overview of concepts and laws within the area of sustainability and environmental law. Topics covered include the history and foundations of sustainability and environmental law and the main laws and regulations surrounding sustainability and the protection of our environment. Topics covered will include the international and national impact of the Kyoto Protocol, environmental laws and regulations, emerging sustainability laws and regulations, affect of existing laws on the sustainability industry, and SEC industry regulations. 47 contact hours.

CJC 3163 MANAGEMENT OF COMMUNITY CORRECTIONS..... 3 credits
This course will provide the student with an understanding of community-based corrections, including probation, parole, residential intermediate sanctions, and non-residential sanctions. Emphasis will be placed on the management role in implementing solutions to the challenges facing the corrections professional. 47 contact hours.

CJC 3311 CONTEMPORARY ISSUES AND TRENDS IN CORRECTIONS..... 3 credits
This course will provide the student with an understanding of the evolution of the U.S. Corrections system, specifically the antecedents of modern corrections, the operation and administration of corrections facilities, and the role of corrections in modern society. Emphasis will be placed on the issues and trends in corrections affecting administration and management. 47 contact hours.

CJC 3601 CORRECTIONS PRACTICE AND POLICY..... 3 credits
This course will provide the student with an understanding of the principles of modern management theory to the operations and functions that comprise the leadership of progressive custodial and non-custodial correctional practice. Relevant aspects of human resource management will also be considered and applied to the corrections industry. 47 contact hours.

CJE 3263 INTERNATIONAL GANG AWARENESS FOR PUBLIC SAFETY ADMINISTRATORS ..... 3 credits
Prerequisite(s): Admission to the Public Safety Administration BAS program. This course will provide the student with an awareness of the impact of international gangs, organized crime and terrorism on the United States and globally. The student will examine the undermining of nations' financial institutions, homeland security and global networking capabilities of international gangs, organized crime and terrorist groups. The student will analyze the historical and regulatory factors that contributed to creating domestic and international gangs and organized crime in Eastern Europe and Asia, and the impact of organized crime groups, particularly Italian, Asian, Russian, Israeli, Albanian, Colombian, Mexican, African, Canadian and outlaw motorcycle gangs. The course will deal with international issues including money laundering, drug trafficking, human trafficking, contract assassinations, transnational terrorism, arms trafficking, cyberspace fraud and corruption of political and police officials. 47 contact hours.

CJE 3264 SUPERVISING TACTICAL GANG UNITS AND HIGH RISK OPERATIONS..... 3 credits
Prerequisite(s): Admission to the Public Safety Administration BAS program. This course will provide the student an opportunity to explore and analyze administrative and operational issues in supervising law enforcement tactical units and high risk operations involving gang enforcement. The student will develop effective leadership skills required to select, train, and supervise tactical units that have responsibility for gang enforcement operations. The learning experience provides the student with knowledge to effectively evaluate the performance of the gang tactical units and their impact on the community. The student will develop skills to effectively plan and evaluate high risk operations that are carried out by a gang's enforcement unit. 47 contact hours.

CJE 3341 PATROL ISSUES IN LAW ENFORCEMENT ADMINISTRATION..... 3 credits
This course will provide the student an opportunity to explore and understand one facet of law enforcement service delivery. The student will focus on agency implementation requirements and overall program effectiveness while evaluating community satisfaction. This process will enhance the student's ability to research program needs, examine budgetary requirements for implementation and measure the program's effectiveness from a crime reduction and prevention standpoint. 47 contact hours.

CJE 3361 MANAGEMENT OF SPECIALIZED LAW ENFORCEMENT UNITS..... 3 credits
This course will provide the student an opportunity to explore and understand specialized facets of law enforcement service delivery. The student will focus on agency implementation of public safety, crime reduction, and/or community relation initiatives, evaluating program effectiveness and community impact. This process will enhance the student's ability to research program needs, examine budgetary requirements for implementation, and measure the program's effectiveness from a viability standpoint. 47 contact hours.

CJE 3611 CRIMINAL INVESTIGATIONS THEORY AND PRACTICE..... 3 credits
This course will give the student an opportunity to explore and understand investigative facets of law enforcement service delivery. The student must focus on agency implementation of investigative initiatives and overall program effectiveness while evaluating prosecution success and community impact. This process will enhance the student's ability to research program needs, examine budgetary requirements for implementation, and measure the program's effectiveness from a crime solvability standpoint. 47 contact hours.

CJE 4693 GEOGRAPHIC INFORMATION SYSTEMS IN GANG ENFORCEMENT ..... 3 credits
Prerequisite(s): Admission to the Public Safety Administration BAS program. This course will provide the student with an understanding of Geographic Information Systems (GIS) technology which has become an important component in crime analysis, trend formation, informing policies and administrative practices in law enforcement. This course is designed to introduce students to the key concepts and uses of GIS and Geographic Positioning Systems (GPS) in operational and managerial environments. Students will become familiar with the benefits of utilizing these technological tools in criminal justice research and crime analysis, with a particular focus on gang enforcement. In addition, students will review various case studies and their use in criminal justice research and gang enforcement operations and management. 47 contact hours.

COM 3120 ORGANIZATIONAL COMMUNICATION .... 3 credits
Prerequisite(s): SPC 1017, SPC 1065 or SPC 1608, and admission to Banking BAS, International Business BAS, Management & Organizational Leadership BAS, Sustainability Management BAS, Technology Management BAS, Public Safety Administration BAS, Public Policy and Administration BS, or Educational Studies BS. This course will examine the process of communication within organizations. The topics of message dissemination, interpersonal communication, work group interaction, and nonverbal communication will be analyzed as to their impact on individuals and the organization. Emphasis will be placed on practical application techniques for diagnosing and resolving organizational communication problems. This course will also have a major writing requirement focusing on practical business writing techniques. 47 contact hours.

COM 3131 INTERPERSONAL COMMUNICATION FOR PROFESSIONALS..... 3 credits
Prerequisite(s): SPC 1017, SPC 1065, SPC 1608 or Honors and Admission to Business Administration BS. This course explores communication within the context of professional interpersonal relationships. Topics include interpersonal communication concepts, monitoring internal and external environmental factors in a professional interpersonal relationship, determining the relational context, identifying the appropriate communication channel for interpersonal exchanges, and reducing unintended messages. Students will demonstrate their understanding of diversity in their professional interpersonal relationships. Major course requirements are a formal presentation and a written analysis of an identified characteristic in interpersonal communicative exchanges. 47 contact hours.

COM 3441 GROUP COMMUNICATIONS AND TEAM INTERACTION..... 3 credits
Prerequisite(s): COM 3120 or permission of the Dean. This course explores communication within groups and teams for use in academic, professional, and social situations. Topics include verbal and nonverbal communication within groups, the structure and environment of groups, group roles, leadership, conflict management, and decision making in groups and teams. A major course requirement is a formal group presentation and a written analysis of the group processes and experiences. 47 contact hours.

COM 3604 ENVIRONMENTAL COMMUNICATION..... 3 credits
Prerequisite(s): SPC 1017, SPC 1608 or SPC 1065 or Honors and admission into the Sustainability Management BAS Program. This course examines environmental communication for sustainable/green and environmental careers and practices. Topics include the rhetoric of environmental issues, the application of the transactional human communication model to advocacy campaigns, developing and conveying possible solutions, managing conflict between stakeholders, assessing green marketing and corporate campaigns, and developing persuasive techniques. A major course requirement is to present a formal proposal and persuasive presentation based an environmental practice or initiative. 47 contact hours.

DEH 3730 DENTAL HYGIENE EDUCATIONAL CONCEPTS ..... 3 credits
Pre-or-Corequisite(s): DEH 3813 and admission to the Dental Hygiene BAS program or permission of the Dean. This course is designed to provide the student with an introduction to educational concepts and theory relative to dental hygiene education. Topics included are course development and design, goals and objectives, laboratory and clinical instruction, principles of learning, learning styles and motivation, case-based learning, and using educational media and software. Emphasis will be on presenting the basic concepts of educational planning, development and evaluation. 45 contact hours or equivalent.

DEH 3813 CONTEMPORARY ISSUES IN DENTAL HYGIENE ..... 4 credits
Prerequisite(s): Admission to the Dental Hygiene BAS program or permission of the Dean. This course is designed to update the student with the changing trends in the dental hygiene profession. The role of the dental hygienist is to keep up with new systems in health care delivery, changing technology, increased geriatric population and a more informed public. Through this course and group projects, the student will begin developing skills in research and educational presentation. 64 contact hours or equivalent.

DEH 3814 INTRODUCTION TO DENTAL HYGIENE RESEARCH..... 3 credits
Prerequisite(s): DEH 3813. This course is an overview of the role and scope of research as it relates to the formation of dental hygiene knowledge and the application to dental hygiene practice. Focus is on basic strategies, methodology, and the types of research design. Thoughtful analysis of current oral health research is included. 47 contact hours or equivalent.

DEH 4607 ADVANCED PERIODONTICS..... 4 credits
Prerequisite(s): DEH 3814 and admission to the Dental Hygiene BAS program or permission of the Dean. This course will expand on the student's existing knowledge of current concepts in etiology, risk factors, assessment, treatment planning, implementation and evaluation of contemporary treatment modalities and maintenance therapy. The interrelationship of periodontal treatment with other dental specialties will be discussed along with an investigation of the periodontal literature. Emphasis will be placed on the dental hygienist's role in periodontal therapy. 60 contact hours or equivalent.

DEH 4851 DENTAL HYGIENE PRACTICE MANAGEMENT..... 3 credits
Prerequisite(s): DEH 3814 and admission to the Dental Hygiene BAS program. This course is designed to assist the dental hygienist in understanding and applying the principles of management related to a dental hygiene practice. The concepts of patient, office and dental team management will be explored. Strategies will be presented on the marketing and promoting of dental services and dental products to dental professionals and the general public. 47 contact hours or equivalent.

DEH 4852 ADVANCED ETHICS IN DENTAL HYGIENE..... 3 credits
Prerequisite(s): DEH 3730 and admission to the Dental Hygiene BAS program or permission of the Dean. This course will explore the ethical behavior in various dental hygiene settings. Students will analyze decision making models, theories, values, and professional obligations and apply them to their roles as health care providers. 45 contact hours or equivalent.

DEH 4854 LEADERSHIP IN DENTAL HYGIENE ..... 3 credits
Pre-or-Corequisite(s): DEH 4851 and admission to the Dental Hygiene BAS program. This course focuses on the theories, concepts and principles of leadership. Emphasis will be on the development of leadership skills related to personal behavior, communication, organization and self-examination. This course explores opportunity to develop leadership roles appropriate to the dental hygiene profession. 45 contact hours or equivalent.

DEH 4901 INDEPENDENT STUDY IN DENTAL HYGIENE..... 1-3 credits
Prerequisite(s): Permission of the Dean. This course may be taken to satisfy dental hygiene credits required for graduation. It provides an opportunity for an individual or small group of students to systematically validate the programs outcomes. In addition, current concepts in dental hygiene care will be discussed. It may involve a case study or other project that provides an opportunity for increasing breadth or depth of knowledge or skill. 15-45 contact hours.

DEH 4947 DENTAL HYGIENE CAPSTONE..... 7 credits
Prerequisite(s): DEH 4607 and DEH 4851 and admission to the Dental Hygiene BAS program or permission of the Dean. This course is designed to provide students an opportunity to apply their knowledge of a chosen professional role through teaching, internship, observation or work experience. This course will use selected sites on and off campus to develop the expanding role of the dental hygienist in the health care system. 105 or its equivalent contact hours or equivalent.

DEP 3305 PSYCHOLOGY OF ADOLESCENCE..... 3 credits
Prerequisite(s): (Admission to Initial Certification CT) or (PSY 1012 or PSY 1020H and admission to Educational Studies BS, Middle Grades Math Education BS or Middle Grades Science BS). This course is designed to focus on the various theories regarding the physical and psychosocial development of children ranging from pre-adolescence to adolescence. The course follows the social, emotional, cognitive, moral, and physical development of youth during this critical time and will consider the influences of biology, family, culture, school, and peers. Significant issues facing adolescents today are addressed. Emphasis is placed on the interaction between the role of the teacher and the needs and learning styles of students at these various developmental ages and stages. A minimum of 5 field-based or school-based hours of observation/teaching specifically are required. 47 contact hours.

ECP 3703 MANAGERIAL ECONOMICS..... 3 credits
Prerequisite(s): ECO 2013, ECO 2023, STA 2023 and Admission to the Business Administration BS Program. This course applies economic theory and methodology to managerial decision making in various organizational settings. This course will emphasize demand analysis, production, and cost analysis under different market conditions, and decision making under uncertainty. 47 contact hours.

ECT 4004 HISTORY AND PRINCIPLES OF VOCATIONAL EDUCATION ..... 3 credits
Prerequisite(s): Student must be in the ITE-NO program. Access to the Internet and familiarity with email procedures are required. This course is an overview of current policies and principles in vocational education including their historical, sociological, and

philosophical bases. It is one of the four courses required to complete the professional preparation requirements for newly employed industrial, technical, health occupations and public service instructors teaching in non-degree vocational programs. 47 contact hours.

ECT 4183 CURRICULUM CONSTRUCTION: INDUSTRIAL-TECHNICAL EDUCATION ..... 3 credits
Prerequisite(s): Student must be in the ITE-NO program. This course is designed to assist new Industrial of Career and Technical (ITE) teachers on temporary certification, to develop or expand their skills in constructing a comprehensive curriculum for technical classrooms and laboratories. It will focus on translating the ITE instructor's occupational knowledge and experience with the academic goals and objectives of their program into a coherent series of efficient and effective learning experiences for students. Selected course topics include evaluation of curriculum resources, development of self-instructional learning materials, service learning projects, teacher with-it-ness and program culminating projects. Access to the Internet and familiarity with email procedures are necessary. 47 contact hours.

ECT 4365 BASIC TEACHING METHODS: INDUSTRIAL AND TECHNICAL EDUCATION ..... 3 credits
Prerequisite(s): Student must be in the ITE-NO program. This course is designed to assist in-service Industrial and Technical Teachers, on temporary teacher certification, to develop or expand their skill in planning and delivering effective instruction in the technical classroom and laboratory. The course focuses on the selection of teaching methods for specific instructional settings. 47 contact hours.

ECT 4562 VOCATIONAL EDUCATION FOR STUDENTS WITH SPECIAL NEEDS ..... 3 credits
Prerequisite(s): Student must be in the ITE-NO program. Access to the Internet and familiarity with email procedures is required. This course is one of four courses required to complete the professional preparation requirements for employed Industrial-Technical Education instructors. This course provides an overview of the rationale, legal and social foundations, and characteristics of education for students with special needs. It focuses on modifying the vocational education curriculum, laboratory, shop, student outcomes, learning activities, tests, media, etc. to accommodate the unique learning needs of minority, handicapped, disadvantaged, non-traditional, and other special needs students. 47 contact hours.

EDE 3302 PREPARATION FOR AND MANAGEMENT OF CLASSROOM INSTRUCTION ..... 2 credits
Prerequisite(s): Admission to Elementary Education BS program or Initial Certification. This course is an introduction to the design and implementation of curricula and strategies for instructional planning (goals, objectives, assessment), resources, learning theory applications, instructional media, and managing student progress in learning. Preservice teachers learn reflective practices. This course is writing intensive. 32 contact hours.

EDE 3321 APPLYING LOVE AND LOGIC IN THE CLASSROOM ..... 1 credit
Prerequisite(s): Admission to the College of Education or permission from the Dean. This course is designed to provide the student with a thorough understanding of the principles and strategies of "Love and Logic." Love and Logic is a philosophy that is founded on the premise that logical consequences of behavior are the best lessons for teaching responsible behavior. Love and Logic encourages adults to take care of themselves by setting limits in loving ways and offers powerful strategies that encourage children to own and solve their own problems. 17 contact hours.

EDE 4220 INTEGRATED HEALTH AND RECREATION ..... 1 credit
Prerequisite(s): Admission to the College of Education BS program. This course is designed to help the student gain knowledge and competencies necessary to become an effective teacher and leader in the areas of elementary school integrated health and recreation. It develops the theoretical bases for health and recreation learning and teaching; illustrates and applies models for integrating elementary teaching; provides practical experience in curriculum, instruction and assessment. This course addresses specific Sunshine State Standards, subject matter competencies, and pedagogy pertinent to the disciplines and requirements for certification. 17 contact hours.

EDE 4223 INTEGRATED MUSIC, ART AND MOVEMENT ..... 1 credit
This course is designed to help the student gain knowledge and competencies necessary to become an effective teacher and leader in the areas of elementary school integrated music, art and movement. It develops the theoretical bases for music, art and movement learning and teaching; illustrates and applies models for integrating elementary teaching; provides practical experience in curriculum, instruction and assessment. This course addresses specific Sunshine State Standards, subject matter competencies, and pedagogy pertinent to the disciplines and requirements for certification. 17 contact hours.

EDE 4226 INTEGRATED LANGUAGE ARTS, CHILDREN'S LITERATURE AND SOCIAL SCIENCES ..... 2-4 credits
Prerequisite(s): EDF 3214, RED 3309, EDE 4304, EDE 4943 and admission to Elementary Education with Reading BS, Exceptional Education with Reading, Elementary Education BS, Exceptional Education BS. Additional Prerequisite(s): EDG 3620 for Elementary Education majors and EEX 3241 for Exceptional Education majors. Corequisite(s): EDE 4942. Or Topic #2 Prerequisite(s): Admission to Canadian EPI, Elementary Education EPI, or Exceptional Education EPI. Corequisite(s): EDE 4942. This course is designed to help preservice teachers teach the social sciences through the language arts, children's literature, and the creative arts. By using an integrated curricular approach, preservice teachers acquire competencies in subject area content as well as pedagogical strategies for these disciplines. In addition, the course prepares preservice teachers to teach using a thematic approach so that K-6 learners understand connections across curricular areas. This course is enriched through the creative arts, including art, music, drama, and dance and addresses the sunshine state standards in these specific areas. 62 contact hours.

EDE 4304 INTEGRATED MATHEMATICS AND SCIENCE ..... 3-4 credits
Pre or corequisite(s): EDE 4314 and EDE 4943. Prerequisite(s): (EDG 3620 or EEX 3241), EDF 3214 and admission to Elementary Education with Reading BS, Exceptional Education with Reading BS, Elementary Education BS, or Exceptional Education BS. Or Topic # 2 Prerequisite(s): Admission to Canadian EPI, Elementary Education EPI or Exceptional Education EPI. This course is designed to help the student gain knowledge and competencies necessary to become an effective teacher and leader in the areas of elementary school mathematics and science. It develops the theoretical bases for mathematics and science learning and teaching, illustrates and applies models for integrating elementary mathematics and science teaching, provides practical experience in curriculum, instruction and assessment. This course addresses specific Sunshine State Standards, subject matter competencies, and pedagogy pertinent to the disciplines and required for certification. 45-62 contact hours.

EDE 4314 MATHEMATICAL CONCEPTS AND PROCEDURES IN THE K-6 CLASSROOM ..... 1 credit
Prerequisite(s): Admission to the Elementary Education with Reading BS or the Exceptional Education with Reading BS program. This course introduces conceptually and developmentally appropriate mathematics content based on the five content areas identified by the state (Sunshine State Standards) and national standards (National Council of Teachers of Mathematics). These are Numeration & Number Sense, Geometry, Measurement, Algebraic Thinking, and Data Analysis & Probability. Within these content areas, students will learn techniques consistent with the national process standards including problem solving, computation, effective representation, communication, reasoning, and making connections as well as error pattern analysis and research-based procedural strategies. This course addresses specific Sunshine State Standards, subject matter competencies, and pedagogy pertinent to the discipline and required for teacher certification. 17 contact hours.

EDE 4421 EVALUATION IN ELEMENTARY EDUCATION ..... 2 credits
Prerequisite(s): (EDF 3214, EDF 4430 and admission to the Elementary Education with Reading BS or Elementary Education BS) or admission to Initial Certification. This course is designed to extend the knowledge base acquired in Measurement, Evaluation and Assessment in Education K-12 to focus on the evaluation of measurement in grades K-6. Teachers learn the principles needed to interpret and understand all types of standardized and non-standardized assessment tools. 32 contact hours.

EDE 4940 INTERNSHIP: ELEMENTARY EDUCATION ..... 12 credits
Prerequisite(s): Successful completion of all Elementary Education BS program requirements and passing of all sections of the General Knowledge and Professional Education Exam. This course requires a teacher candidate to demonstrate competency on the twelve Florida Educator Accomplished Practices (FEAPs) at the pre-professional level during one semester of full day internship in a public or private school as approved by the Dean. The internship also includes a series of mandatory professional leadership seminars. Contact hours: a minimum of 35 hours per week for 15 weeks.

EDE 4942 INTEGRATED LANGUAGE ARTS, CHILDREN'S LITERATURE AND SOCIAL SCIENCE PRACTICUM ..... 1-2 credits
Prerequisite(s): EDF 3214, RED 3309 and admission to Elementary Education with Reading BS, Exceptional Student Education with Reading BS, Elementary Education BS , or Exceptional Student Education BS. Corequisite(s): EDE 4226. Or Topic #2: Prerequisite(s): Admission to Elementary Education EPI or Exceptional Education EPI. Corequisite(s): EDE 4226. This course is designed to give practical experience to students through school-based experiences in public and approved private school classrooms. Students work directly with elementary classroom teachers and have an opportunity to teach both large and small group activities, particularly children's literature, language arts and social science. This course is designed to develop competencies relative to program planning instruction, daily schedule, record keeping, evaluation, classroom management, reporting to parents, professional organizations, and teacher ethics. Students spend a minimum of forty (40) to sixty (60) school-based hours in the elementary classroom. 17-32 contact hours.

EDE 4943 INTEGRATED MATHEMATICS AND SCIENCE PRACTICUM ..... 1 credit
Prerequisite(s): (EDG 3620 or EEX 3241) and EDF 3214 and admission to Elementary Education with Reading BS, Exceptional Education with Reading BS, Elementary Education BS, or Exceptional Education BS. Corequisite(s): EDE 4304. Pre or corequisite(s): EDE 4314. Or Topic #2: Prerequisite(s): Admission to Elementary Education EPI or Exceptional Education EPI. Corequisite(s): EDE4304. This course is designed to give practical experience to students through school-based experiences in public and approved private school classrooms. Students work directly with elementary classroom teachers and have an opportunity to teach both large and small group activities, particularly Math and Science. This course is designed to develop competencies relative to program planning, instruction, daily scheduling, record keeping, evaluation, and classroom management, reporting to parents, professional organizations, and teacher ethics. Students spend a minimum of sixty (60) school-based hours (SBH) in the elementary classroom. 15 contact hours.

EDF 3214 STUDENT DEVELOPMENT AND LEARNING PRINCIPLES K-12..... 2-3 credits
Prerequisite(s): Admission to Secondary Science Education BS, Business Technology Education BS, Educational Studies BS, Elementary Education with Reading BS, Exceptional Education with Reading BS, Elementary Education BS, Exceptional Education BS, Secondary Math Education BS, Technology Education BS, Canadian EPI, Elementary Education EPI, Exceptional Education EPI, Secondary Math EPI, Middle Grades Math EPI, Middle Grades Science EPI, Secondary Science EPI or Initial Certification. This course is designed to cover principles of learning and student development and their applications to learning/teaching situations. Self-concept, motivation, views of intelligence and assessment are examined with opportunities to analyze teaching/learning episodes and to develop a repertoire of teaching approaches. Emphasis is placed on the interaction between the role of the teacher and the needs and learning styles of students at various developmental ages and stages. A minimum of 5 clock hours of observation/teaching specifically related to principles of learning and development are required. 47 contact hours.

EDF 3660 EDUCATION AND PUBLIC POLICY IN THE UNITED STATES ..... 3 credits
Prerequisite(s): Admission to the Educational Studies BS or Public Policy and Administration BS program. This course is designed to study the relationship between education and public policy at the federal, state, and local levels of government. Emphasis is placed on the social, political, and economic factors that affect the development of educational public policy. 47 contact hours.

EDF 3862 INTERNATIONAL PERSPECTIVES IN EDUCATION..... 1-4 credits
Prerequisite(s): Admission to the Educational Studies BS Program or permission from the Dean. This course is designed to provide students with a global perspective of important educational issues and themes across cultures. This perspective is gained through travel to an international location that includes structured experiences in the culture. Students will be expected to compare the educational system in the United States with other nations, with a specific focus on cultures, issues, and themes. A final project that reflects on the learning experiences from the study abroad endeavor is required. A minimum of 35 field-based hours of observation/teaching specifically are required. 17-62 contact hours.

EDF 4430 MEASUREMENT, EVALUATION AND ASSESSMENT IN EDUCATION K-12 ..... 2 credits
Prerequisite(s): Admission to Secondary Science BS, Middle Grades Science BS, Business Technology Education BS, Educational Studies BS, Elementary Education with Reading BS, Exceptional Student Education with Reading BS, Elementary Education BS, Exceptional Student Education BS, Middle Grades Math Education BS, Secondary Math Education BS, Technology Education BS, Canadian EPI, Elementary Education EPI, Exceptional Student Education EPI, Middle Grades Science EPI, Secondary Science EPI, or Initial Certification. This course is designed to study

advanced principles of measurement, evaluation and assessment. Knowledge of and competencies for analyzing learner needs, instructional adaptation, differences in learner cognitive, social, linguistic, cultural, emotional and physical needs. 32 contact hours.

EDF 4490 RESEARCH IN EDUCATIONAL STUDIES ..... 3 credits
Prerequisite(s): Admission to the Educational Studies BS Program. This course is designed to provide an introduction to the process of reviewing, evaluating, conducting and disseminating education research. 47 contact hours.

EDF 4632 SOCIOLOGY OF EDUCATION ..... 3 credits
Prerequisite(s): Admission to the Education Studies BS program. This course provides a sociological approach to education, from several theoretical perspectives and their application to current educational issues, to the structure and processes that make education systems work. This course focuses on the role of school in society and how school relates to other systems within the macro system. 47 contact hours.

EDF 4781 EDUCATIONAL ISSUES FOR THE 21ST CENTURY ..... 2 credits
Prerequisite(s): Admission to Secondary Science Education BS, Business Technology Education BS, Educational Studies BS, Elementary Education with Reading BS, Elementary Education BS, Exceptional Student Education BS, Exceptional Student Education with Reading BS, Middle Grades Math Education BS, Middle Grades Science Education BS, Secondary Math Education BS or Technology Education BS. This course is a compendium of four concepts to enhance specific professional skills that are necessary for success as an educator: educational law, principles of professional conduct of the education profession in Florida as outlined in The Code of Ethics, character education and teacher resiliency. 32 contact hours.

EDF 4810 COMPARITIVE AND INTERNATIONAL EDUCATION ..... 3 credits
Prerequisite(s): Admission to the Educational Studies BS Program. The Right to Education is a fundamental human right according to the Universal Declaration of Human Rights (Article 26) of the United Nations Educational, Scientific and Cultural Organization (UNESCO). Yet, education is denied to many across the world, particularly women. This course will examine and compare educational systems in their national contexts around the world in the United States of America, United Kingdom, France, the Russian Federation, Mexico, Japan, People's Republic of China, India, and Nigeria. Emphasis will be placed on a blend of historical, philosophical, political, cultural, and sociological perspectives on a variety of foundational topics in international education, including the vital interests of developing and developed states; the implications for ethnonationalism, political, economic, environmental and educational relationships. 47 contact hours.

EDF 4932 SENIOR CAPSTONE FOR EDUCATIONAL STUDIES..... 4 credits
Prerequisite(s): EDF 4490 and admission to Educational Studies BS and senior standing. This course is to be taken during the student's last semester in the College of Education. This multidisciplinary course is the culminating experience with a focus on critical analysis designed to broaden students' perspectives within the social sciences, including Education. This course helps students seeking careers in non-school settings develop a more thorough understanding of the issues confronting institutions from a national or global perspective. Students will integrate knowledge and skills developed during the Educational Studies program to create an independent study such as a research project, case study, grant application, improvement plan, service learning project, etc. to explore a specific issue or problem. 62 contact hours.

EDG 3321 PAIDEIA I..... 1 credit
This course is a special session centering around a specific topic designed to enhance specific professional skills: character education and counseling skills for teachers with the intent of establishing an environment of respect and rapport. PAIDEIA is the ancient Greek word for education. It is the process of acquiring knowledge. It is also the result of that process, that is, learning and culture. A common cultural tradition is created and renewed by generations of persons who have learned. SPC's College of Education recognizes that life in community depends on centuries of shared wisdom. 17 contact hours.

EDG 3341 EFFECTIVE STRATEGIES FOR UNDERACHIEVING STUDENTS ..... 2 credits
Prerequisite(s): Admission to Secondary Science EPI, Secondary Math EPI, Middle Grades Science EPI, Middle Grades Math EPI or Initial Certification. The purpose of this course is to examine the complexities of teaching in schools that qualify for free or reduced-priced meals, have high rates of teacher turnover and produce low gains in student achievement. The course will address these issues by examining historical materials and contemporary understanding of the impact of these variables on attitude, motivation, and learning. This course will engage students in both learning and teaching in that preservice teachers will acquire knowledge about teaching strategies tailored for this type of school environment and have opportunities to practice them as part of their field experience in these neighborhood schools. Field experiences required. 32 contact hours.

EDG 3410 CLASSROOM MANAGEMENT AND COMMUNICATION K-12..... 2 credits
Prerequisite(s): (Admission to Middle Grades General Science BS, Secondary Science Education BS, Business Technology Education BS, Educational Studies BS, Elementary Education with Reading BS, Exceptional Education with Reading BS, Elementary Education BS, Exceptional Education BS, Middle Grades Math Education BS, Secondary Math Education BS, or Technology Education BS, and (EDF 3214 or DEP 3305) or admission to Initial Certification. Or Topic #2: Prerequisite(s): (Admission to Initial Certification, Canadian EPI, Elementary Education EPI, Exceptional Education EPI, Secondary Math EPI, Middle Grades Math EPI, Middle Grades Science EPI, or Secondary Science EPI.) This course covers basic skills and knowledge for creating a learning environment that encourages positive social interaction and effective communication among members of the learning community. The course emphasizes attitudes, language patterns, values, and behaviors for eliciting and maintaining student learning as well as on-task behaviors. The course also includes methods and strategies for consulting with other school professionals and parents. 32 contact hours.

EDG 3620 CURRICULUM AND INSTRUCTION..... 3 credits
Prerequisite(s): Admission to Educational Studies BS, Elementary Education BS, Elementary Education with Reading BS, Canadian EPI, or Initial Certification. This course is an introduction to major concepts, assumptions, debates, processes of inquiry, and ways of knowing within the school curriculum. Preservice teachers create coherent, meaningful learning experiences using the major philosophical foundations of education to develop learners' competence in subject matter knowledge. Preservice teachers evaluate the suitability of the content against learner intellectual, social, emotional, physical characteristics. This course is writing intensive. 47 contact hours.

EDG 4322 PAIDEIA II..... 1 credit
This course is a special session centering around a specific topic designed to enhance specific professional skills. PAIDEIA is the ancient Greek word for education. It is the process of acquiring knowledge. It is also the result of that process, that is, learning and culture. A common cultural tradition is created and renewed by

generations of persons who have learned. SPC's College of Education recognizes that life in community depends on centuries of shared wisdom. Professional seminars include readings, discussion, and presentations in "mental toughness" with the aim of helping future teachers manage themselves, their circumstances and students in effective ways. 17 contact hours.

EDG 4343 COGNITIVE STRATEGIES INSTRUCTION IN THE CLASSROOM..... 3 credits
Prerequisite(s): (DEP 3305 or EDF 3214 and admission to the Middle Grades Math Education BS or Middle Grades Science Education BS and Corequisite(s): EDG 4943.) Or (Admission to Middle Grades Math EPI or Middle Grades Science EPI and Corequisite(s): EDG 4943.) This course is designed for middle grades pre-service teachers to develop reflective practice in the areas of communication, planning, instruction, and assessment. In this course, pre-service teachers will learn how to help middle grade learners (grades 5-9) acquire essential meta-cognitive strategies and responsible behaviors to prepare them for high school. 47 contact hours.

EDG 4943 COGNITIVE STRATEGIES INSTRUCTION IN THE CLASSROOM PRACTICUM..... 1 credit
Prerequisite(s): (DEP 3305 or EDF 3214 and admission to the Middle Grades Math Education BS or Middle Grades Science Education BS and Corequisite(s): EDG 4343) or (Admission to Middle Grades Math EPI or Middle Grades Science EPI and Corequisite(s): EDG 4343.) This course is designed to give practical experience to students through school-based experiences in public and approved private school classrooms. Students work directly with middle and high school teachers in grades 5-9 and have an opportunity to teach both large and small group activities, particularly in the content areas of math and/or science. This course is designed to develop competencies relative to program planning, instruction, daily scheduling, record keeping, evaluation, communication, classroom management, reporting to parents, professional organizations, and teacher ethics. Students spend a minimum of sixty (60) school-based hours (SBH) in a middle or high school classroom. 17 contact hours.

EEC 3005 CHILD GROWTH AND DEVELOPMENT: BIRTH TO AGE 8..... 3 credits
Prerequisite(s): Admission to the Educational Studies BS. Corequisite(s): EEC 3403. This course is the study of child growth and development from conception to age eight. The focus is on cognitive, social, physical, and emotional development of the young child. Course content will include theories of child development, the means through which young children learn, and the role of adults in children's development. 47 contact hours.

EEC 3009 FOUNDATIONS OF EARLY CHILDHOOD CARE AND EDUCATION: BIRTH TO AGE 8..... 3 credits
Prerequisite(s): Admission to Educational Studies BS. In this course students will explore the historical, social, political, economic and philosophical foundations of early education, early intervention models and approaches, the role of early childhood education in children's lives, relevant learning theories and their application to early education and public policy, governance and advocacy issues. The course provides a context for a dialogic process that encourages reflective inquiry and collaborative thinking. 47 contact hours.

EEC 3204 CURRICULUM IN EARLY CHILDHOOD EDUCATION: BIRTH TO AGE 8..... 3 credits
Prerequisite(s): Admission to Educational Studies BS. This course is a study of the components of developmentally appropriate curriculum. Students will evaluate learning environments, analyze classroom schedules and write age appropriate lesson plans for young children, birth to age eight. This course requires 15 field experience hours in an early childhood setting. 47 contact hours.

EEC 3403 YOUNG CHILDREN WITH SPECIAL NEEDS: BIRTH TO AGE 8..... 3 credits
Prerequisite(s): Admission to Educational Studies BS. Corequisite(s): EEC 3005. This course introduces the student to the study of young children, birth through eight years of age, with special needs. The content includes an overview of historical and legal perspectives; the family-based model of service delivery; the importance of early identification and strategies for teaching young children with special needs including the preparation of the learning environment and curriculum design. This course requires 5 field experience hours in an early childhood setting. 47 contact hours.

EEC 3413 WORKING WITH DIVERSE FAMILIES IN EARLY CHILDHOOD EDUCATION: BIRTH TO AGE 8..... 3 credits
Prerequisite(s): Admission to Educational Studies BS. This course is designed to provide students with a general knowledge of how to serve families they will meet, not only in their early childhood setting, but in the community at large. It will explore issues of human rights, multiculturalism, and also variations in family lifestyles. This course will provide both an historical and current context for cultural understanding in an atmosphere of open dialogue and reflective inquiry. This course requires 5 field experience hours in an early childhood setting. 47 contact hours.

EEC 3731 HEALTH, SAFETY, AND NUTRITION FOR THE YOUNG CHILD: BIRTH TO AGE 8..... 3 credits
Prerequisite(s): Admission to Educational Studies BS. This course will prepare students to manage the diverse issues related to health, safety and nutrition, specifically as applied to children from birth to age eight. The course examines existing early childhood health, safety, disease control and nutritional policies; explores development of health and nutrition standards for children ages birth to eight based on current public policy; investigates healthy and safe school environment practices for children ages birth to eight; researches materials and methods for teaching health, safety and nutrition in primary elementary education. 47 contact hours.

EEC 4207 ASSESSMENT AND EVALUATION OF YOUNG CHILDREN: BIRTH TO AGE 8..... 3 credits
Prerequisite(s): Admission to Educational Studies BS. This course is designed to increase the student's effective use of assessment and evaluation procedures in early childhood and primary education settings. The student will review appropriate observation and documentation procedures. Students will also compare, analyze and interpret assessments and results to plan curriculum that is responsive to and supports the development and learning of young children, birth to age 8. This course requires 15 field experience hours in an early childhood setting. 47 contact hours.

EEC 4210 INTEGRATED CURRICULUM I FOR PREKINDERGARTEN/PRIMARY EDUCATION..... 3 credits
Prerequisite(s): EEC 3204 and admission to Educational Studies BS. Corequisite(s): EEC 4940. This course is designed to increase understanding of creative experiences for children three to eight years of age (prekindergarten to grade three). Emphasis is placed on creating and adapting meaningful, challenging and engaging developmentally supportive learning experiences in art, music, movement and physical skills, and drama. This course requires 15 field experience hours in an early childhood setting. The course promotes methods to incorporate creativity into all aspects of the curriculum. 47 contact hours.

EEC 4211 INTEGRATED CURRICULUM II FOR PREKINDERGARTEN/PRIMARY EDUCATION ..... 3 credits
Prerequisite(s): EEC 3204 and admission to Educational Studies BS. Corequisite(s): EEC 4941. This course will focus on exploring sequential math development, identifying how concepts are developed and acquired, and promoting young children's concept development through problem solving, and assessing the child's developmental level. It will also focus on teaching science strategies using concept development, process of inquiry, planning for fundamental concepts in science including activities for young children at the appropriate stages of cognitive development, while utilizing appropriate technology to support teaching and learning. This course requires 15 field experience hours in an early childhood setting. 47 contact hours.

EEC 4212 MATH, SCIENCE, AND TECHNOLOGY FOR PRESCHOOL EDUCATION: BIRTH TO AGE 4 ..... 3 credits
Prerequisite(s): EEC 3204 and admission to Educational Studies BS. Corequisite(s): EEC 4942. This course presents the process of introducing science, technology, and math for young children to age 4. It includes planning and implementation of appropriate activities and development of methods and techniques of delivery, fostering an exploration of methods and materials for teaching young children math and science concepts and process skills through discovery and play. This course requires 15 field experience hours in an early childhood setting. 47 contact hours.

EEC 4227 CREATIVE ARTS FOR PRESCHOOL EDUCATION ..... 3 credits
Prerequisite(s): EEC 3204 and admission to Educational Studies BS. Corequisite(s): EEC 4943. This course is designed to increase understanding of the development of creativity and the importance of creative experiences from birth through four years of age. Emphasis is placed on creating and adapting meaningful, challenging, engaging and developmentally supportive learning experiences in art, music, movement, and dramatics. This course requires 15 field experience hours in an early childhood setting. The course incorporates methods to promote creativity into all aspects of the curriculum. 47 contact hours.

EEC 4408 FAMILY, TEACHER, COMMUNITY RELATIONS IN EARLY CHILDHOOD EDUCATION: BIRTH TO AGE 8 ..... 3 credits
Prerequisite(s): Admission to Educational Studies BS. This course is designed to prepare the student to acquire an understanding of diversity within families and the development of positive relationships between teachers and families. Implications from this knowledge will guide the development of systems and programs that promote sustained collaboration between families and schools for children, birth to age 8. This course requires 5 field experience hours in an early childhood setting. 47 contact hours.

EEC 4706 EARLY AND EMERGENT LITERACY IN PRESCHOOL EDUCATION ..... 3 credits
Prerequisite(s): Admission to Educational Studies BS. This course is designed to increase understanding of the emergence of human language and the fundamentals of early literacy development in children from birth to four years of age. Communication ranging from prenatal interactions through the preschool years will be explored along with the understanding that communication is a whole process in which speaking, listening, using written symbols and reading symbols are closely connected. Language, communication, literacy theory and current research are used to encourage the development of informed practices that are developmentally appropriate for the age of the child. This course requires 15 field experience hours in an early childhood setting. 47 contact hours.

EEC 4940 PRE-KINDERGARTEN / PRIMARY EDUCATION PRIMARY I ..... 1 credit
Prerequisite(s): EEC 3204 and Admission to the Educational Studies Program. Corequisite(s): EEC 4210. This course is designed to provide field experiences and support related to the early childhood education courses in which the student is concurrently enrolled. The practicum focuses on language arts and emergent literacy, providing activities to stimulate language acquisition and reading readiness through dramatic play and a print- rich environment. Content builds upon generic competencies studied in education and emphasizes the twelve Florida Educator Accomplished Practices (FEAPS) at the pre-professional level. This course will enable the student to demonstrate knowledge of developmentally appropriate curriculum and environment for young children. Field work required will provide first-hand experience implementing course work in a licensed early childhood setting. This experience will be monitored by a representative from the College of Education. The practicum also includes a series of mandatory professional leadership seminars. 15, with a minimum of 4 hours per week of field-based experience, for a total of 60 field-based hours per semester.

EEC 4941 PRE-KINDERGARTEN / PRIMARY EDUCATION PRACTICUM II ..... 1 credit
Prerequisite(s): EEC 3204 and Admission to the Educational Studies Program. Corequisite(s): EEC 4211. This course will focus on: exploring number concepts, how concepts are developed and acquired, and promoting young children's concept development through problem solving, and assessing the child's developmental level. Science teaching strategies will use concept development, inquiry and curiosity, with an emphasis on exploration and discovery in sensory hands-on experiences, providing first-hand activities for young children at the appropriate stages of cognitive development. Appropriate technology will be utilized to support teaching and learning. Content builds upon generic competencies studied in education and emphasizes the twelve Florida Educator Accomplished Practices (FEAPS) at the pre-professional level. This course will enable the student to demonstrate knowledge of developmentally appropriate curriculum and environment for young children. Field work required will provide first-hand experience implementing course work in a licensed childhood center or a primary classroom in an accredited school. This experience will be monitored by a representative from the College of Education. The practicum also includes a series of mandatory professional leadership seminars. Contact hours: a minimum of 4 hours per week for a total of 60 hours per semester.

EEC 4942 PRESCHOOL EDUCATION PRACTICUM II: EARLY CHILDHOOD EDUCATION PRESCHOOL (BIRTH TO AGE 4) ..... 1 credit
Prerequisite(s): EEC 3204 and Admission to the Educational Studies BS Program. Corequisite(s): EEC 4212. This course is designed to provide field experiences and support related to the early childhood education courses in which the student is concurrently enrolled. The practicum will focus on: exploring number concepts, how concepts are developed and acquired, promoting young children's concept development through problem solving, and assessing the child's developmental level. Science teaching strategies will use concept development, inquiry and curiosity, with an emphasis on exploration and discovery in sensory hands-on experiences, providing first-hand activities for young children at the appropriate stages of cognitive development. Appropriate technology will be utilized to support teaching and learning. Content builds upon generic competencies studied in education and emphasizes the twelve Florida Educator Accomplished Practices (FEAPS) at the pre-professional level. This course will enable the student to demonstrate knowledge of developmentally appropriate curriculum and environment for young children. Field work required

will provide first-hand experience implementing course work in a licensed childhood center. This experience will be monitored by a representative from the College of Education. The practicum also includes a series of mandatory professional leadership seminars. Contact hours: a minimum of 4 hours per week for a total of 60 hours per semester.

EEC 4944 PRESCHOOL EDUCATION PRACTICUM I (BIRTH TO AGE 4) ..... 1 credit
Prerequisite(s): EEC 3204 and Admission to the Educational Studies Program. Corequisite(s): EEC 4227. This course is designed to provide field experiences and support related to the early childhood education courses in which the student is concurrently enrolled. The practicum focuses on language arts and emergent literacy, providing activities to stimulate language acquisition and reading readiness through dramatic play and a print-rich environment. Content builds upon competencies studied in education and emphasizes the twelve Florida Educator Accomplished Practices (FEAPS) at the pre-professional level. This course will enable the student to demonstrate knowledge of developmentally appropriate curriculum and environment for young children. Field work required will provide first-hand experience implementing course work in a licensed early childhood setting. The practicum also includes a series of mandatory professional leadership seminars. 15, with a minimum of 4 hours per week of field-based experience, for a total of 60 field-based hours per semester.

EEC 4945 INTERNSHIP: PRESCHOOL EDUCATION (BIRTH TO AGE 4) ..... 4 credits
Prerequisite(s): Admission to Educational Studies BS program and successful completion of all Early Childhood Education BS program requirements. This course requires students in the Early Childhood Preschool Studies Track to demonstrate competency on the twelve Florida Educator Accomplished Practices (FEAPs) and the five standards in Standard for Early Childhood Professional Preparation from National Association for the Education of Young Children (NAEYC) at the pre-professional level during one semester of full day internship. This internship may be performed at a licensed center or school, which may be the student's employment site. This program provides a non-certification degree, focusing on professional training for employment not requiring teacher certification. The internship also includes a series of mandatory professional leadership seminars. Contact hours: a minimum of 35 hours per week for 15 weeks.

EEC 4946 INTERNSHIP: EARLY CHILDHOOD EDUCATION PRE-KINDERGARTEN / PRIMARY ..... 4 credits
Prerequisite(s): Admission to the Educational Studies BS program and successful completion of all Early Childhood Education BS program requirements. This course requires students in the Prekindergarten/Primary Education Studies Track to demonstrate competency on the twelve Florida Educator Accomplished Practices (FEAPs) and the five standards in Standard for Early Childhood Professional Preparation from National Association for the Education of Young Children (NAEYC) at the pre-professional level during one semester of full day internship. This internship may be performed at a licensed center or school, which may be the student's employment site. This program provides a non-certification degree, focusing on professional training for employment not requiring teacher certification. The internship also includes a series of mandatory professional leadership seminars. Contact hours: a minimum of 35 hours per week for 15 weeks.

EEX 3012 NATURE AND NEEDS OF EXCEPTIONAL STUDENTS K-12 ..... 2-3 credits
This course is designed to review topics including etiology, terminology, classification, prevalence, history, behaviors and characteristics, and educational approaches of exceptional students. This course is required for state certification in all areas of elementary education and exceptional education. It includes a minimum of 10 school-based hours of observation/teaching in special education setting(s). 47 contact hours.

EEX 3101 SURVEY OF NORMAL / ABNORMAL LANGUAGE AND SPEECH DEVELOPMENT ..... 1 credit
Prerequisite(s): (EEX 3012 and admission to Exceptional Student Education with Reading BS, Exceptional Student Education BS), or admission to Exceptional Student Education EPI Program. This course is a survey of normal language and speech development, an overview of major communication disorders and supportive strategies for classroom teachers. 17 contact hours.

EEX 3241 ORGANIZATION, CURRICULUM AND INSTRUCTION FOR EXCEPTIONAL STUDENTS ..... 2 credits
This course is an assessment of organization, curriculum materials, effective strategies, and technologies available to teach exceptional students. 32 contact hours.

EEX 3280 CAREER / VOCATIONAL ASSESSMENT AND INSTRUCTIONAL PLANNING ..... 1 credit
Prerequisite(s): EEX 3012 and Admission to Exceptional Student Education with Reading BS, Exceptional Student Education BS, or Exceptional Student Education EPI . This course will give prospective teachers an understanding of how exceptional students move successfully from the school and work environment to the community environment which best meets their needs. 17 contact hours.

EEX 4XX1 EXCEPTIONAL LEARNERS IN THE SECONDARY INCLUSIVE CLASSROOM ..... 3 credits
Prerequisite(s): Admission to Business Technology Education BS, Educational Studies BS, Elementary Education with Reading BS, Exceptional Education with Reading BS, Elementary Education BS, Exceptional Education BS, Middle Grades Math Education BS, Middle Grades Science Education BS, Secondary Math Education BS, Secondary Science Education BS, Technology Education BS, Elementary Education EPI, Exceptional Education EPI, Secondary Math EPI, Middle Grades Math EPI, Middle Grades Science EPI, or Secondary Science EPI, or Initial Teaching Certification, or Recertification. This course is an overview of secondary exceptional education students. The course covers the characteristics of disabilities covered under the Individuals with Disabilities Education Act (IDEA), the laws that govern the instruction of exceptional students and the special education service models used in the secondary setting. 47 contact hours.

EEX 4XX2 BEHAVIOR MANAGEMENT OF SECONDARY EXCEPTIONAL LEARNERS ..... 3 credits
Prerequisite(s): Admission to Business Technology Education BS, Educational Studies BS, Elementary Education with Reading BS, Exceptional Education with Reading BS, Elementary Education BS, Exceptional Education BS, Middle Grades Math Education BS, Middle Grades Science Education BS, Secondary Math Education BS, Secondary Science Education BS, Technology Education BS, Elementary Education EPI, Exceptional Education EPI, Secondary Math EPI, Middle Grades Math EPI, Middle Grades Science EPI, or Secondary Science EPI, or Initial Teaching Certification, or Recertification. This course is designed to prepare inservice teachers for managing the behavior of secondary exceptional education learners (6-12) with an emphasis on positive behavioral supports and collaboration skills. Teachers will learn how to create and maintain a positive and supportive environment for learning in a secondary inclusive classroom. 47 contact hours.

EEX 4XX3 DIFFERENTIATED INSTRUCTION AND ASSESSMENT FOR SECONDARY EXCEPTIONAL LEARNERS..... 3 credits
Prerequisite(s): Admission to Business Technology Education BS, Educational Studies BS, Elementary Education with Reading BS, Exceptional Education with Reading BS, Elementary Education BS, Exceptional Education BS, Middle Grades Math Education BS, Middle Grades Science Education BS, Secondary Math Education BS, Secondary Science Education BS, Technology Education BS, Elementary Education EPI, Exceptional Education EPI, Secondary Math EPI, Middle Grades Math EPI, Middle Grades Science EPI, or Secondary Science EPI, or Initial Teaching Certification, or Recertification. This course is designed to offer secondary content teachers understanding and strategies of how to teach and assess students with disabilities in a secondary inclusion setting. Teachers will learn the concept of differentiated instruction, inclusionary classroom practices, content-specific instructional strategies, and how to effectively assess students with disabilities in a secondary setting. 47 online contact hours.

EEX 4XX4 TECHNOLOGY AND TRANSITION FOR SECONDARY EXCEPTIONAL LEARNERS..... 3 credits
Prerequisite(s): Admission to Business Technology Education BS, Educational Studies BS, Elementary Education with Reading BS, Exceptional Education with Reading BS, Elementary Education BS, Exceptional Education BS, Middle Grades Math Education BS, Middle Grades Science Education BS, Secondary Math Education BS, Secondary Science Education BS, Technology Education BS, Elementary Education EPI, Exceptional Education EPI, Secondary Math EPI, Middle Grades Math EPI, Middle Grades Science EPI, or Secondary Science EPI, or Initial Teaching Certification, or Recertification. This course is designed to prepare inservice teachers to incorporate assistive and instructional technology in inclusive secondary classrooms. The emphasis is on using available technologies to support the behavior and academic learning of exceptional learners. The transition process and its connection to academic success are also covered. 47 online contact hours.

EEX 4094 THE NATURE AND DIAGNOSTIC ASSESSMENT OF AUTISM..... 3 credits
Prerequisite(s): Students must be in the AUTISM-NO program. This course is an introduction to the nature of autism which surveys the history of Autism Spectrum Disorders (ASD) and gives an overview of the characteristics of children on the autism spectrum. Students will study the assessment and diagnosis of autism and examine research-based best practices for children on the autism spectrum. 47 contact hours.

EEX 4221 EDUCATIONAL ASSESSMENT OF EXCEPTIONAL STUDENTS..... 3 credits
Prerequisite(s): EDF 4430, EEX 3012. This course is a study of theory and practice of informal and formal assessment of behavior and/or learning problems. Practice with evaluation instruments and strategies is a key component of the course. Use of assessment information in designing academic K-12 curriculum plans is taught. 47 contact hours.

EEX 4261 CURRICULUM & INSTRUCTION STRATEGIES FOR STUDENTS WITH BEHAVIORAL DISORDERS AND SPECIFIC LEARNING DISABILITIES..... 1-4 credits
Prerequisite(s): EEX 3012, EEX 3241, EEX 4221, and EEX 4604 and admission to Exceptional Student Education with Reading BS or Exceptional Student Education BS. This course addresses curriculum, materials, effective strategies and technologies available to teach students with mild or moderate disabilities. Learning theory and strategies are analyzed and applied. This course emphasizes basic knowledge and skills for establishing and maintaining order in the classroom, problem-solving, and developing social skills. It includes a minimum of fifteen (15) school-based hours of observation/teaching in an exceptional educational setting(s). 62 contact hours.

EEX 4291 EFFECTIVE LEARNING ENVIRONMENTS FOR AUTISM THROUGH DESIGN, ASSESSMENT, BEHAVIOR MANAGEMENT, AND PBS ..... 3 credits
Prerequisite(s): Admission to the AUTISM-NO program. This course offers instruction regarding behavior management of and classroom management supports for children with autism. Class members will examine various behavior analysis techniques, positive behavior and classroom supports for children with Autism Spectrum Disorders (ASD). Class members will evaluate behavior assessments and construct instructional planning for children with autism. 47 contact hours.

EEX 4604 BEHAVIOR MANAGEMENT OF EXCEPTIONAL STUDENTS ..... 3 credits
Prerequisite(s): EEX 3012. Admission to Elementary Education with Reading BS, Exceptional Student Education with Reading BS, Elementary Education BS, Exceptional Student Education BS, Elementary Education EPI or Exceptional Student Education EPI Program. This course is designed to prepare teachers for the educational management of exceptional students with emphasis on behavior management and consultation skills. Students will gain a basic knowledge of how to create and maintain an on-task, safe and healthy environment for learning in the exceptional education classroom as well as the inclusive classroom. 47 contact hours.

EEX 4761 COMMUNICATION, ASSESSMENT, STRATEGIES, AND ASSISTIVE AND INSTRUCTIONAL TECHNOLOGY FOR STUDENTS WITH AUTISM ..... 3 credits
Prerequisite(s): Students must be in the AUTISM-NO program. The course will examine the potential usefulness of Alternative and Augmentative Communication (AAC) supports to increase, maintain or improve functional communication skills of children with Autism Spectrum Disorder (ASD) in community and school settings. Students will develop the awareness and the necessary skills to conduct informed observations of communication abilities and to identify AAC supports that match the individual's learning style. Students will learn strategies to collaborate with teachers, family members and related professionals to increase communication amongst stakeholders. 47 contact hours.

EEX 4940 INTERNSHIP: EXCEPTIONAL STUDENT EDUCATION ..... 12 credits
Prerequisite(s): Successful completion of all Exceptional Student Education BS program requirements and passing of all sections of the General Knowledge and Professional Education Exam. This course requires a teacher candidate to demonstrate competency on the twelve Florida Educator Accomplished Practices (FEAPs) at the pre-professional level during one semester of full day internship in a public or private school approved by the Dean. The internship also includes a series of mandatory professional leadership seminars. Contact hours: a minimum of 35 hours per week for 15 weeks.

EEX 4941 NATURE & DIAGNOSTIC ASSESSMENT OF AUTISM FIELD EXPERIENCE ..... 1 credit
Prerequisite(s): Students must be in the AUTISM-NO program. Corequisite(s): EEX 4094. This course is a companion course to the Nature of Autism course. Students will spend time in a classroom with children who have Autism Spectrum Disorders (ASD) in order to apply the knowledge gained in the paired theory course. Assignments and peer discussion relating to the observed application of material covered in the companion course will be submitted. 30 clock hours

spent with child or children diagnosed with ASD in a school setting. 15 contact hours.

EEX 4942 EFFECTIVE LEARNING ENVIRONMENTS FOR AUTISM THROUGH DESIGN, ASSESSMENT, BEHAVIOR MANAGEMENT, AND PBS FIELD EXPERIENCE ..... 1 credit
Prerequisite(s): Students must be in the AUTISM-NO program. Corequisite(s): EEX 4291. This course is a companion course to the Effective Learning Environments for Students with Autism course. Students will spend time in a classroom with children who have Autism Spectrum Disorders (ASD) in order to apply the knowledge gained in the paired theory course. Assignments and peer discussion relating to the observed application of material covered in the companion course will be submitted. 30 clock hours spent with child or children diagnosed with ASD in a school setting. 15 contact hours.

EEX 4943 COMMUNICATION, ASSESSMENT, STRATEGIES, AND ASSISTIVE AND INSTRUCTIONAL TECHNOLOGY FOR STUDENTS WITH AUTISM FIELD EXPERIENCE ..... 1 credit
Prerequisite(s): Students must be in the AUTISM-NO program. Corequisite(s): EEX 4761. This course is a companion course to the Communication with Students with Autism, Families and Other Professionals course. Students will spend time in a classroom with children who have Autism Spectrum Disorders (ASD) in order to apply the knowledge gained in the paired theory course. Assignments and peer discussion relating to the observed application of material covered in the companion course will be submitted. 30 clock hours are required with a child or children diagnosed with ASD in a school setting. 15 contact hours.

EGN 3443 STATISTICS FOR ENGINEERS..... 3 credits
Prerequisite(s): MAC 2312. This course is an introduction to basic concepts of statistical analysis with special emphasis on engineering applications. The course covers the topics of probability, discrete and continuous random variables and their sampling distributions, joint probability distributions, descriptive statistics, estimation of parameters, statistical inference for one and two samples, simple linear regression, and design of experiments. 47 contact hours.

EMS 4314 ADVANCED EMERGENCY MEDICAL SERVICES (EMS) ADMINISTRATION ..... 3 credits
Prerequisite(s): Admission to Public Safety BAS or Health Services Administration BAS. This course is for students interested in the field of Emergency Medical Services (EMS) administration. The focus of the course will allow the student to gain a global overview of EMS system administration and financing of EMS operations, risk management, quality improvement programs, personnel development and management. This course will foster skills to enhance the student's ability to function in an administrative setting in the EMS profession. 47 contact hours.

EMS 4315 ANALYTICAL APPROACHES TO EMERGENCY MEDICAL SERVICES (EMS) SYSTEMS ..... 3 credits
Prerequisite(s): Admission to Public Safety BAS or Health Services Administration BAS. This course is for students interested in the field of Emergency Medical Services (EMS) administration. The focus of the course will be a global overview of EMS System design and operation. The course will also incorporate research as it pertains to EMS in system management, clinical, and human performance. 47 contact hours.

EMS 4316 EMERGENCY MEDICAL SERVICES (EMS) INJURY PREVENTION AND PUBLIC HEALTH ..... 3 credits
Prerequisite(s): Admission to Public Safety Administration BAS or Health Services Administration BAS. This course is for students interested in the field of Emergency Medical Services (EMS) injury prevention and public health. The focus of the course will be a global overview of EMS injury prevention for EMS personnel and the community. Additionally the course will enhance the student's understanding of the role of public health and EMS. 47 contact hours.

ETE 3003 FOUNDATIONS OF TECHNOLOGY EDUCATION..... 3 credits
This course is an introduction to the field of technology education. State and national curriculum trends are analyzed. The International Technology Education Associations Standards for Technological Literacy: Content for the Study of Technology will be used extensively by students. This course also has 15 hours of school based instruction in approved public school locations. 47 contact hours.

ETE 3203 PROGRAM MANAGEMENT: TECHNOLOGY EDUCATION ..... 2 credits
Prerequisite(s): Admission to the Technology of Education (6-12) BS program. This course covers planning, organizing, motivating and managing of the learning environment in technology education classrooms and laboratories. Topics include program standards and evaluation, record keeping, budgeting, professional development, lab safety, teacher liability, advisory committees, connections to industry and community, and student organizations. 32 contact hours.

ETE 3323 INSTRUCTIONAL METHODS IN MIDDLE SCHOOL TECHNOLOGY EDUCATION..... 3 credits
Corequisite(s): ETE 3946. This course prepares pre-service educators to design, develop, implement and evaluate effective curricula materials, methods and assessments in middle school technology education. The course focuses on the selection of standards-based teaching methods and assessment strategies for specific instructional settings. Curricula will be developed using the Sunshine State Standards, Standards for Technological Literacy and Florida Curriculum Frameworks for middle school Technology Education courses. Field experiences will be incorporated into EVT3946. 47 contact hours.

ETE 3473C MANUFACTURING AND TRANSPORTATION WITH LAB..... 4 credits
This laboratory-based course focuses on the control of equipment and processes with advanced technology. Students will learn about computer-aided manufacturing (CAM), computer numerical control (CNC), robotics, programmable controllers and the emerging automated transportation systems by which people, raw materials and finished products are moved. Students will engage in a variety of problem solving activities to design, produce, test, and analyze systems in each area. Safe use of manufacturing tools will be stressed in all facets of the course. 92 contact hours.

ETE 3402C MATERIALS AND PROCESSES WITH LAB..... 4 credits
Prerequisite(s): Admission to the Technology Education BS program. This laboratory-based course is an introduction to industry processes used to form usable products from wood, metal, and composite materials. Students will study and execute a variety of industrial processes including forming, separating, fabricating, conditioning and finishing. Emphasis will also be placed on the design process and the selection of appropriate materials for specific product and structural applications. Students will become proficient processing various industrial materials and writing curriculum. This course serves as a foundation for all other laboratory courses requiring the processing of materials. Safe and efficient use of tools and machines is stressed and incorporated in all facets of the course. 92 contact hours.

ETE 3946 INSTRUCTIONAL METHODS FOR MIDDLE SCHOOL TECHNOLOGY EDUCATION PRACTICUM ..... 1-2 credits
Corequisite(s): ETE 3323. This course is designed to give practical experiences to students through field experience in public middle school classrooms. Students will report to public middle schools as observers and instructional participants in Technology Education. These field experiences will be incorporated into classroom discussions, investigations and reports, and various strategies for probing understanding within Instructional Methods in Middle School Technology Education. This course addresses specific Sunshine State Standards, subject matter competencies and pedagogy pertinent to the discipline and required for certification. This course has forty (40) to sixty (60) hours of school-based instruction in approved public middle schools. 17- 32 contact hours.

ETE 4333 INSTRUCTIONAL METHODS IN SECONDARY TECHNOLOGY EDUCATION ..... 3 credits
Prerequisite(s): Admission to the Technology Education (6-12) BS program. Corequisite(s): ETE 4947. This course prepares pre-service educators to design, develop, implement and evaluate effective curriculum materials, methods and assessments in high school Technology Education. The course focuses on the selection of standards-based teaching methods and assessment strategies for specific instructional settings. Curricula will be developed using the Sunshine State Standards, Standards for Technological Literacy and Florida Curriculum Frameworks for secondary technology education courses. Field experiences will be incorporated into Instructional Methods for Secondary Technology Education Practicum. 47 contact hours.

ETE 4414C INFORMATION AND COMMUNICATION TECHNOLOGY WITH LAB ..... 4 credits
Prerequisite(s): Admission to the Technology Education BS program. This laboratory-based course focuses on the fundamental concepts of information technology, communication design, graphics communications, digital imaging, web page, audio and video production, and desktop publishing. The emphasis is on a broad range of digital information and communications technologies and how to present them in technology education classrooms. Practical hands-on assignments will be used to reinforce learning. 92 contact hours.

ETE 4434C ENERGY AND POWER SYSTEMS WITH LAB ..... 4 credits
Prerequisite(s): Admission to the Technology Education BS program. This laboratory-based course is a survey of energy forms and power systems, impacts of energy choices and electrical and selected electronics principles. Students will explore emerging electrical and electronics technologies such as solar power, nano solar technology, and fuel cells in terms of their implications for global societies, industries, and future careers. Students will learn practical concepts of DC circuits, resistance, power and magnetism, AC circuits, capacitance, inductance, reactance, impedance, phase, and circuit analysis. Laboratory exercises will allow students to build and test circuits, use electronic instruments, and design and construct energy-generating and power-transforming devices. This course serves as a foundation for all other laboratory courses. Safe use of electricity and electrical equipment will be stressed in all facets of the course. 92 contact hours.

ETE 4444 TECHNOLOGICAL DESIGN..... 3 credits
Prerequisite(s): Admission to the Technology Education BS program. This course provides a broad overview of the knowledge and processes of design. Students will study the technological problem solving process. Students will study the elements, principles and processes of design. Topics will include English and metric measurement, mechanical design and virtual design. Students will learn freehand technical sketching, basic elements of two-dimensional design and computer-aided drafting. Required student work will include a wide range of design problem solving and technical illustrations. 47 contact hours.

ETE 4940 INTERNSHIP: TECHNOLOGY EDUCATION, 6-12..... 12 credits
Prerequisite(s): Successful completion of all Technology Education BS program requirements and passing of all sections of the General Knowledge and Professional Education Exam. This course requires a teacher candidate to demonstrate competency on the twelve Florida Educator Accomplished Practices (FEAPs) at the pre-professional level during one semester of full day internship in a public or private school approved by the Dean. The internship also includes a series of mandatory professional leadership seminars. Contact hours: a minimum of 35 hours per week for 15 weeks.

ETE 4947 INSTRUCTIONAL METHODS FOR SECONDARY TECHNOLOGY EDUCATION PRACTICUM ..... 1-2 credits
Corequisite(s): ETE 4333. This course is designed to give practical experiences to students through field experience in public high school classrooms. Students will report to public high schools as observers and instructional participants in technology education. Field experiences will be incorporated into Instructional Methods in Secondary Technology Education. This course has forty (40) to sixty (60) hours of school-based instruction in approved public schools. 17-32 contact hours.

ETI 3116 QUALITY MANAGEMENT ..... 3 credits
Prerequisite(s): MAN 3504 or permission of the Dean. This course helps students to understand how quality products, processes, and services require integration across complex systems of customers, suppliers, technology, and people. This course covers the fundamental methods used to define quality, as well as how to connect this definition to measures that can be analyzed to drive quality improvements and control performance. This course helps students understand, integrate, and apply quality management (Six Sigma) concepts and techniques to better plan, organize, lead, and control quality improvement projects that can help organizations to better focus on achieving their strategic goals and objectives. 47 contact hours.

ETI 3413 MANUFACTURING SYSTEMS AND PROCESSES..... 3 credits
Prerequisite(s): MAN 3504 or ETI 1482C or permission of the Dean. This course presents the advanced machining processes, equipment, and systems used in competitive manufacturing environments. Characteristics of surface technology, micro-electronic device fabrication, quality assurance, human factors engineering, product liability, automation, and techniques of modern integrated manufacturing systems are presented. 47 contact hours.

ETI 3647 SUPPLY CHAIN MANAGEMENT..... 3 credits
Prerequisite(s): MAN 3504 and admission to International Business BAS, Sustainability Management BAS, or Technology Management BAS. This course presents the basic concepts, principles, techniques of supply chain management. Emphasis will be on the student developing a solid enterprise wide view while centering them in the real themes, demands, and opportunities of an evolving and dynamic business workplace. This course will incorporate basic supply chain management, inventory management, and logistic management as they relate to the core aspects of the management practice. 47 contact hours.

ETI 4448 APPLIED PROJECT MANAGEMENT..... 3 credits
Prerequisite(s): Admission to International Business BAS, Management & Organizational Leadership BAS, Sustainability Management BAS, or Technology Management BAS. The student should have a working knowledge of basic project management concepts and Project Management software tools. This course

provides students with an understanding of the concepts of project management (PM) and its application in the information technology environment. Students will gain an understanding of the fundamentals of the project management framework and understand how to apply the nine project management areas – integration, scope, time, cost, quality, human resources, communications, risk and procurement management. The project management processes of initiating; planning, executing, controlling and closing used in information technology projects will be covered. Techniques suitable for management of large and small projects in business environments will be discussed. 47 contact hours.

ETI 4621 LEAN ESSENTIALS ..... 3 credits
Prerequisite(s): MAN 3504 or ETI 1482C or PLA 1763 or permission of the Dean. This course presents the basic principles, techniques, and benefits of lean manufacturing for a world-class manufacturing environment. Lean manufacturing involves identifying and eliminating non-value-adding activities in design, production, supply chain management, and customer relations as applicable to manufacturing and service organizations. 47 contact hours.

FES 3015 ADVANCED FIRE ADMINISTRATION ..... 3 credits
Prerequisite(s): Admission into the Public Safety Administration BAS program. This is an executive level course introducing the student to the concepts and processes of fire service administration. The course will prepare the student for upper level fire service management. The course will focus on modern fire protection, resource management, fire prevention, and support services including intergovernmental coordination. 47 contact hours.

FES 3533 COMMUNITY FIRE AND RISK REDUCTION ..... 3 credits
Prerequisite(s): Admission to the Public Safety Administration BAS program. This is an executive level course introducing the student to the concepts and process of fire and risk reduction within a community. The course will prepare the student to study the community, assess community risks, develop supporting networks, develop strategies for intervention, action plans, and perform risk reduction program evaluation. 47 contact hours.

FES 3780 ANALYTICAL APPROACHES TO PUBLIC FIRE PROTECTION ..... 3 credits
Prerequisite(s): Admission to the Public Safety Administration BAS program. This course examines tools and techniques of rational decision making in fire rescue departments, including the use of databases, statistics, probability, decision analysis, utility modeling, resource allocation, cost-benefit analysis, and linear programming. 47 contact hours.

FES 3823 PLANNING METHODOLOGY FOR HAZARD MITIGATION ..... 3 credits
Prerequisite(s): Admission to the Public Safety Administration BAS program. This course will provide the student with an overview of society's need for planning for disastrous situations. The lessons will discuss the best practice and proper methodologies required when developing land for farming or construction and disaster preventative measures. The course will also focus on mitigation measures which are required to reduce risk from natural and technological hazards. In addition, the course will provide the student with an understanding of interagency cooperation between emergency responders such as fire departments, police departments, and emergency medical personnel and the emergency manager to prevent or reduce injury and damage from a disaster. 47 contact hours.

FES 3833 EMERGING ISSUES IN ENVIRONMENTAL DISASTER MANAGEMENT ..... 3 credits
Prerequisite(s): Admission to the Public Safety Administration BAS program. This course will provide the student the opportunity to analyze many man-made and natural disasters. The focal point is to infuse each disaster with the role of today's Emergency Manager. This course will examine the response of an Emergency Manager to a disaster and the subsequent impact on other agencies. In addition, students will be introduced to methodologies dealing with disasters and the integration of other emergency responders, such as fire departments, police departments and emergency medical services. 47 contact hours.

FES 4014 EVOLUTION OF EMERGENCY MANAGEMENT ..... 3 credits
Prerequisite(s): Admission to the Public Safety Administration BAS Program or permission of the dean. This course examines the history and the principles establishing Emergency Management in the United States. It describes the "Four Phases of Emergency Management," relates processes to codes and laws governing Emergency Management, and examines Emergency Management and the terrorist threat. 47 contact hours.

FIN 3403 FINANCIAL MANAGEMENT ..... 3 credits
Prerequisite(s): (ACG 2001) or ACG 2021, and admission to Banking BAS, Business Administration BS, International Business BAS, Management & Organizational Leadership BAS, or Technology Management BAS. Recommended: College Algebra. This is an introductory course in financial analysis and decision-making from a management perspective. Topics include financial statement analysis, financial planning and forecasting, time value of money with analysis and computation tools, risk and rates of return, asset valuation, capital budgeting, and miscellaneous financial decision-making tools and methods. 47 contact hours.

FIN 3461 FINANCIAL ANALYSIS ..... 3 credits
Prerequisite(s): FIN 3403, ACG 2071, STA 2023, and admission to the Banking BAS program. This course examines the methods and processes necessary to assess the financial characteristics of a business entity from a lender or credit granting perspective. The course addresses the measurement, assessment, and evaluation of the short-term and long-term cash and capital requirements of a business entity. 47 contact hours.

FIN 4140 FINANCIAL PLANNING ..... 3 credits
Prerequisite(s): FIN 3403 and admission to Banking BAS or Business Administration BS. This course examines the nature and principles of individual wealth creation and preservation. The course introduces principles for consumer financial decision making and personal money management. It will also cover the characteristics and appropriate application of modern tax, risk management and insurance, money management, investment, retirement, and estate planning tools and methods. 47 contact hours.

FIN 4244 MONEY, BANKING, AND FINANCIAL MARKETS ..... 3 credits
Prerequisite(s): FIN 3403 and admission to the Banking or International Business BAS program or permission of the Dean. This course examines the global characteristics of money, monetary policy, and such Central Banking systems as the Federal Reserve and European Central Bank systems. Students will develop a qualitative and quantitative understanding of the nature of money, interest rate dynamics, intermediation, and financial market characteristics. Students will further examine the characteristics and structures of financial institutions such as banks, insurance companies and credit unions. 47 contact hours.

FIN 4323 BANK OPERATIONS & MANAGEMENT .... 3 credits
This course will provide a managerial examination of the major operating functions of the banking industry. Emphasis will be on the student developing a solid foundation from a managerial perspective: money and interest, deposits, negotiable instruments, bank loans, mortgages, commercial lending, specialized services, security, and ethics. 47 contact hours.

FIN 4324 COMMERCIAL BANK MANAGEMENT..... 3 credits
Prerequisite(s): FIN 3403 and admission to the Banking BAS program or permission of the Dean. This course examines the nature and role of banks and affiliated non-deposit financial intermediaries in a modern economy. The course will also cover the characteristics of a banking institution, banking structure and organization. The principles of bank accounting and financial performance systems, profitability, growth, competitive strategies and risk management will be major topics in the course. 47 contact hours.

FIN 4345 CREDIT ANALYSIS AND LOAN STRUCTURES..... 3 credits
Prerequisite(s): FIN 4324, and admission to the Banking BAS program. It is recommended that students take FIN3461 prior to this course. This course examines the nature and role of the lending process, a crucial and fundamental skill of banking professionals. The course addresses the credit analysis evaluation of retail and commercial loan applicants; the development, specification, and perfection of an appropriate loan arrangement; and the subsequent monitoring, collection, and "unwinding" activities. 47 contact hours.

FIN 4504 INVESTMENTS..... 3 credits
Prerequisite(s): FIN 3403 and admission to Banking BAS or Business Administration BS. This course examines the nature of the modern capital markets, investments, and portfolio management. It is intended to blend theory with appropriate application to create strategies to achieve successful value creation. The characteristics and valuation of equity, fixed income, and derivative securities will be addressed. 47 contact hours.

FIN 4634 INTERNATIONAL BANKING & FINANCE... 3 credits
Prerequisite(s): FIN 3403 and admission to the Banking or International Business BAS program or permission of the Dean. This course examines the nature of the modern international financial system, factors influencing foreign exchange rates, and international capital and monetary markets. Students will develop qualitative and quantitative understanding of fixed and floating exchange rate monetary systems, the interaction of multinational interest rates. The student will examine inflation rates and Transactions and Economic Exposure, and risk management. Students will be expected to assess and determine specific strategies to reduce foreign exchange risk in commercial and financial institutions. 47 contact hours.

FIN 4930 SPECIAL TOPICS IN FINANCE ..... 3 credits
Prerequisite(s): Admission to the Banking BAS Program or permission of the Dean. This course is an examination of unique finance topics and problems that deserve additional depth and attention as the art and science of finance and banking evolves. The student will be introduced to the foundational principles, methodologies, application, and contemporary issues surrounding the course topic. 47 contact hours.

HSA 3104 HEALTH CARE DELIVERY IN THE UNITED STATES..... 3 credits
Prerequisite(s): Admission to the Health Services Administration BAS Program or permission of the Dean. This course explores the social, economic, political, technological, and legal forces that influence the delivery of health care in the United States. The organization, financing and delivery of health care are examined, as are the legislative and policy processes related to health care. 47 contact hours or equivalent.

HSA 3113 CONTEMPORARY ISSUES IN HEALTH CARE..... 3 credits
Prerequisite(s): HSA 3104. This course is designed to introduce students to a range of issues related to health and health care in the United States. Course content will give students the opportunity to explore differing perspectives as they develop a deeper understanding of the issues and enhance their research and communication skills. The course will enable students to analyze and evaluate evidence regarding controversial issues and allow them to develop and practice skills in formulating and writing well-informed, well-articulated arguments and reflections. 47 contact hours or equivalent.

HSA 3170 HEALTH CARE FINANCE..... 3 credits
Prerequisite(s): HSA 3104. This course provides students with an overview of the principle financial mechanisms in the U.S. Healthcare Industry and the critical issues the industry currently faces. Additionally, it provides students with a foundation in using financial tools which will enable them to better understand health care finances and analysis within the health care system. 47 contact hours.

HSA 3551 ETHICS IN HEALTH CARE..... 2 credits
Prerequisite(s): HSA 3104. This course will explore ethical behavior in various health care settings. Students will analyze decision making models, theories, values, and professional obligations and apply them to their roles as health care providers. 32 contact hours or equivalent.

HSA 3702 RESEARCH METHODS IN HEALTH SCIENCE..... 3 credits
Prerequisite(s): HSA 3104. This course is an overview of the role and scope of research as it relates to the support of decision making. This course develops the basic skill of critically analyzing research findings. Research methods are introduced with emphasis placed on analyzing key elements of research reports as a basis for determining the appropriateness of the research results for evidence-based health service's practice. 47 contact hours or equivalent.

HSA 4140 STRATEGIC HEALTH MANAGEMENT AND PLANNING ..... 3 credits
Prerequisite(s): HSA 3104. This course will focus on past and present interventions that affect supply and demand for health care at community, state, regional, and national levels. Health planning and regulatory entities will be presented. Strategic management and program planning in the context of current economic and market conditions will be discussed and students will formulate practical implications based on current literature. 47 contact hours or equivalent.

HSA 4184 LEADERSHIP AND MANAGEMENT IN HEALTH-RELATED ORGANIZATIONS..... 3 credits
Prerequisite(s): HSA 3104. This course focuses on the theories, concepts and principles of leadership. Emphasis will be on the development of leadership skills related to personal and professional behavior, communication, organization and self-examination. This course explores opportunities to develop leadership roles appropriate in health related organizations. 47 contact hours or equivalent.

HSA 4191 HEALTH INFORMATION SYSTEMS..... 3 credits
Prerequisite(s): HSA 3104 or permission of the Dean. This course focuses on the theories, concepts and principles of health information systems and development of critical thinking skills for use in practice/working in health care informatics. Current trends and issues in using, designing, and managing heath care information systems will be examined. Students, applying evidence-based knowledge, will analyze the design and implementation of health care information systems. 47 contact hours or equivalent.

HSA 4192 APPLIED HEALTH INFORMATION / INFORMATICS..... 3 credits
Prerequisite(s): (HSA 3104 & HSA 4191) and admission to Health Services Administration BAS. This course is designed to provide the student the application knowledge, skills and attitudes necessary for effective participation in the planning, design, management and use of clinical information systems. The course is focused on providing students with the expertise to conceptualize and strategically plan and build the appropriate health information infrastructure for supporting the knowledge requirements of the healthcare organization. 47 contact hours.

HSA 4502 HEALTH CARE RISK MANAGEMENT ..... 3 credits
Prerequisite(s): HSA 3104. This course focuses on the theories, concepts and principles of health care risk management and development of an integration of concepts relevant to health care risk management. Current trends and issues in using, designing, and managing health care risk management systems will be examined. Students, applying evidence-based knowledge, will analyze the design and implementation of health care risk management systems. 47 contact hours or equivalent.

HSC 3201 COMMUNITY HEALTH AND EPIDEMIOLOGY..... 3 credits
Prerequisite(s): HSA 3104 or admission to the Biology BS program or BIO-BSPR. This course is designed to assist students in recognizing and analyzing the interrelationships between individuals, population group, and communities in determining the health status of each. Students will explore the complex determinants of health and disease, the impact of economic, social, environmental and cultural concerns on community health status, and community organizations that help shape community health. Course content integrates concepts from behavioral, biological and natural sciences, with emphasis on epidemiology, to examine the history and foundation of community health. 47 contract hours or equivalent.

HSC 3211 CONCEPTS OF HEALTH PROMOTION AND DISEASE PREVENTION..... 3 credits
Prerequisite(s): HSA 3104. This course is designed to develop student's knowledge and theoretical insight into the historical and contemporary developments, trends, fundamental concepts and strategies in Health Promotion practice and its role at local, national and international levels. Students will explore the most common theories from behavioral and social sciences that address individual motivations and obstacles to positive health behavior or behavior change, as well as social-based, organization-based and eco-social theories, including the Health Belief Model, the Theory of Planned Behavior, the Transtheoretical Model, Social Support Theory, Social Learning Theory, and Diffusion of Innovations. 47 contact hours per week or equivalent.

HSC 3243 EDUCATIONAL CONCEPTS IN ALLIED HEALTH EDUCATION ..... 3 credits
Prerequisite(s): HSA 3104. This course is designed to provide the student with an introduction to educational concepts and theory relative to Allied Health education. Topics included are course development and design, goals and objectives, instructional methods, fundamentals of learning, learning styles and motivation, collaborative learning, diversity in the student body and using educational media and software. 47 contact hours or equivalent.

HSC 4910 HEALTH SERVICES ADMINISTRATION CAPSTONE..... 4 credits
Prerequisite(s): HSA 3104, 3170, 3551, 3702, 4140, 4184, HSC 3201, MAN 4102 and 3240. This capstone course, taken in the final semester of the program, is designed to provide students an opportunity to apply their knowledge of a chosen professional health care or human studies role through teaching, internship, observation or work experience. This course will use selected sites on and off campus to develop the expanding role of the provider in the health and human services system. 62 contact hours or equivalent.

HUS 3321 CASE MANAGEMENT AND PROBLEM-SOLVING IN HUMAN SERVICES..... 3 credits
Prerequisite(s): HSA 3104. This course covers various needs of the human services client. Case management with children and families, elderly, chronically mentally ill, developmentally and physically disabled, and those in health care settings will be discussed. Skills in case management will be covered as well as some research on case management. 47 contact hours or equivalent.

HUS 3370 ISSUES IN MENTAL HEALTH ..... 3 credits
Prerequisite(s): HSA 3104 and admission to Health Services Administration BAS. This course will examine the concepts of mental health and mental disorders from a variety of perspectives within a social context. Students will explore the incidence and prevalence of mental illnesses in the U.S., the social consequences of mental illness, such as stigma, marginalization, and isolation, barriers to care, and strategies for treatment and resolution of mental health issues and illnesses. Students will examine the role of social factors in the etiology and treatment of issues intertwined with mental health. 47 contact hours.

HUS 3570 VULNERABLE POPULATIONS: HEALTH AND HEALTHCARE ISSUES ..... 3 credits
Prerequisite(s): HSA 3104 and admission to the HSA-BAS program. This course presents the principles and concepts of vulnerability as it relates to health and health care. This course offers a general framework to study vulnerable populations and a comprehensive overview of risk factors for vulnerability and consequences of health disparities in the United States. Students will learn about trends and patterns of disparity that impact health care access, quality of health care and health outcomes. Students will also examine current strategies aimed at serving vulnerable populations and resolving disparities. 47 contact hours.

HUS 4442 SUBSTANCE ABUSE AND THE FAMILY..... 3 credits
Prerequisite(s): HSA 3104. This course offers a broad overview of the basic processes of substance use, abuse, addiction, treatment, and recovery. Students will examine the biological, psychological and societal forces that encourage the use, misuse, abuse and addiction to both licit and illicit substances. The course focuses on the major substances of abuse and their historical, social and legal impact on our society as well as their physical, psychological and social impact on individuals, families, and the community. 47 contact hours.

HUS 4561 SOCIAL PROBLEMS AND POLICY ..... 3 credits
Prerequisite(s): HSA 3104 or admission to the Public Policy and Administration BS Program. This course will survey the political and administrative context in which public policies are developed, implemented, and evaluated. Emphasis will be placed on health care, social, economic and political environments/conditions and its relationship to conceptual case/problem identification, research perspectives, practical applications and community involvement. Course content is guided by an understanding that education, communication and cooperation is now the standard and that “control” is replaced by “accountability”. Topics may include long-term care, gerontology, mental health, substance abuse, homelessness, child and family programs, migration/immigration, juvenile crime and criminology. 47 contact hours or equivalent.

ISM 3011 MANAGEMENT INFORMATION SYSTEMS..... 3 credits
Prerequisite(s): Admission to Public Safety Administration BAS, Business Administration BS, Public Policy and Administration BS, or Educational Studies BS program. This course provides a framework for

managers to understand the important role of technology and information systems and emphasizes the importance of working effectively with all members of the organization to achieve successful business outcomes. The student will be introduced to technology and information systems terminology and will be expected to understand the business implications of information technology. Real world examples using case studies, practical exercises, and research assignments will show future managers how information technology can be applied to improve organizations. 47 contact hours.

ISM 3232 SOFTWARE ESSENTIALS ..... 3 credits
Prerequisite(s): CGS 1100 and admission to the Technology and Management BAS Program. Recommended: CIS 2321. This course covers a broad range of software topics as they apply to software management and systems analysis and design. Topics include, but are not limited to organizational requirements analysis, process of systems development and design, systems development life cycle (SDLC), and optimization of technology payback. 47 contact hours.

ISM 3320 CORE SECURITY PRINCIPLES ..... 3 credits
Prerequisite(s): Admission to the College of Technology and Management BAS program. This course provides the foundation of security principles and skills necessary for the successful management of information security in an organization. Students will understand the controls over hardware, media, as well as personnel responsible for utilizing an organization's information assets. The student will also become familiar with auditing and monitoring for security events. The course focuses on the physical measures and their associated procedures necessary to safeguard against damage, loss and theft. The student will be able to recognize the basic concepts of cryptography including key algorithms, distribution methods, methods of attack, and the construction and use of concepts such as digital signatures. 47 contact hours.

ISM 3324 APPLICATIONS IN INFORMATION SECURITY..... 3 credits
Prerequisite(s): Admission to the College of Technology and Management BAS program. This course helps develop the important security concepts relative to software application development and access control that provide the knowledge and skills necessary for the successful management of information security in an organization. Students will understand the environment where software is designed and developed as well as the critical role software plays in providing security to an organization's information systems. The course focuses on software development concepts that relate to security, and how access control methodologies fit into the entire enterprise architecture. 47 contact hours.

ISM 3330 INFORMATION SECURITY POLICY ADMINISTRATION AND MANAGEMENT..... 3 credits
Prerequisite(s): Admission to Technology Management BAS or Health Services Administration BAS or Health Services Administration BAS-PR. This course develops the information security knowledge and skills necessary for the successful management of information security technology in an organization. Students will understand an organization's information assets. Students will also learn how to develop and implement policies, procedures and standards as they relate to an information security plan. The course focuses on information classification, risk assessment, business continuity planning and enterprise security architecture, as well as the key concepts of enterprise information security planning and administration. 47 contact hours.

ISM 3930 SEMINARS IN TECHNOLOGY MANAGEMENT..... 1 credit
Prerequisite(s): Admission to any BAS program in the College of Technology and Management or permission of the Dean. This course focuses on current and emerging issues in the management of technology in a modern business. Its format and topics will vary but will typically include a half-day to one-day seminar by one or more industry subject matter experts on specific technology management topics such as telecommunication, information security, system development management, etc. The requirements for each student will vary with the seminar topic. This course must be taken three (3) times for a total of three (3) credits using different seminar topics. In addition, students can take it a 4th time as an elective for 1 credit under a different seminar topic. 16 contact hours.

ISM 4212 DATABASE DESIGN AND ADMINISTRATION ..... 3 credits
Prerequisite(s): CGS 1100 and admission to Technology Management BAS or Health Services Administration BAS or Health Services Administration BASPR. This course covers the essentials of database design and administration in a business environment and focuses on the skills and knowledge necessary to develop data models aligned with the requirements of business. This course also covers structured query language (SQL) and the object-oriented approach to data modeling and design. 47 contact hours.

ISM 4220 NETWORK TECHNOLOGIES FOR INFORMATION PROFESSIONALS..... 3 credits
Prerequisite(s): Admission to the College of Technology & Management BAS program or permission of the Dean. Recommended: At least two information technology or computer science courses at a college or university level. This course is designed to give the student an understanding of the various networking technologies and their practical application in the management of a business. The course also covers the technical issues involved in designing and implementing an efficient network for voice, data, and information networks. 47 contact hours.

ISM 4301 GLOBAL INFORMATION SYSTEMS ..... 3 credits
Prerequisite(s): Admission to the Banking BAS, International Business BAS, Management and Organizational Leadership BAS, Technology Management BAS or Educational Studies BS program. This course addresses key management issues as they are applied to global information resources management. This course also addresses strategic global systems issues such as hardware, software, Enterprise Resource Planning (ERP), electronic business integration, security and infrastructure support for a variety of industries. 47 contact hours.

ISM 4323 SECURITY ESSENTIALS ..... 3 credits
Prerequisite(s): Admission to Technology Management BAS or Health Services Administration BAS or Heath Services Administration BAS-PR and basic understanding of network, database and application principles is suggested. This course includes the study of security issues: access control, authentication, authorization, and non-repudiation as well as network security, platform security, data and file security, virus detection and management, scam control and security administration. Also included are support technologies and tools such as: security gateways, firewall, certification authorities, and Public Key Identifiers (PKI) services. 47 contact hours.

ISM 4480 ELECTRONIC COMMERCE SYSTEMS AND STRATEGIES ..... 3 credits
Prerequisite(s): Admission to Business Administration BS, International Business BAS, Management and Organizational Leadership BAS, Technology Management BAS, Business Technology Education BS, or Educational Studies BS. This course is designed to familiarize the student with the management approach to defining and implementing e-commerce (EC) systems. The course addresses the digital economy, EC strategy and marketing, EC models (Business to Business, Business to Consumer, etc.) as well as EC architectures. The course will cover management and regulatory issues in EC such as internationalization,

electronic payment methods, Internet fraud, mobile ecommerce, and current implementation technologies. Architectures and inter-dependence (i.e. integration) of systems will be covered. 47 contact hours.

ISM 4932 SPECIAL TOPICS IN INFORMATION SYSTEMS MANAGEMENT ..... 3 credits
Prerequisite(s): Admission to the Technology Management BAS program. This course is an examination of unique information systems management topics and problems that deserve additional depth and attention as technology and information systems evolve. The student will be introduced to the foundational technologies, history, and contemporary issues surrounding the course topic. 47 contact hours.

LAE 4414 LANGUAGE ARTS FOR PREKINDERGARTEN / PRIMARY EDUCATION ..... 3 credits
Prerequisite(s): Admission to Educational Studies BS. Pre-or-Corequisite(s): EEC 3204. This course is designed to increase the student's understanding of the fundamentals of early literacy, early reading skills and reading development in children three to eight years of age (prekindergarten to grade three.) Literacy development will be explored along with the understanding that communication is a whole process in which speaking, listening, using written symbols and reading symbols are closely connected. The course explores activities that foster a balanced, positive, constructive and appropriate attitude towards literacy in young children as reflected in college classroom performance and practical application. The course requires 15 field experience hours in an early childhood setting. 47 contact hours.

LAE 4416 INTERMEDIATE LITERACY 3-6: WRITING AND THINKING..... 3 credits
This course is an introduction to writing instruction and the best methods to use with students in grades three through six. This course will examine the development of writing instruction over the past thirty years and provide knowledge about those who have been most influential in its evolution. This course will examine, among many other things, the writing process, the use of a daily writing workshop for instructional purposes, materials to use for instructing and assessing writing, the place of literature in the writing classroom and ways to use writing to enhance thinking throughout all curriculum areas. 47 contact hours.

MAD 3107 DISCRETE STRUCTURES ..... 3 credits
Prerequisite(s): MAC 2312. This course is designed to give secondary mathematics education majors a thorough understanding of the nature and importance of mathematical proof as well as provide knowledge of a variety of discrete mathematics topics. Topics include proofs and proof techniques, direct proof, proof by cases, proof using the contrapositive, proof by contradiction, proof by counterexample, mathematical induction logical arguments, sets and relations including equivalence relations and partial orders, functions and their inverses and compositions, recursion and recurrence relations, probability, counting principles, permutations, combinations, graph theory, and trees. Special emphasis will be placed on mathematical reasoning and on connecting the central mathematical concepts contained in this course with related topics across both secondary and college-level mathematics curricula. This course addresses specific Sunshine State Standards, subject matter competencies, and pedagogy pertinent to the discipline and required for certification. (Credit is not also given for MAD2104.) Mathematics education majors are required to complete MAD3107 Discrete Structures. 47 contact hours.

MAE 3166 BUILDING TRUST IN THE MATHEMATICS CLASSROOM ..... 1 credit
This course introduces strategies for establishing a relationship of trust in the mathematics classroom and creating a classroom environment of respect and rapport. Students will also learn techniques for producing positive student behavior. This course includes a minimum of 10 school-based hours of observation/teaching specifically related to principles of establishing a learning environment of trust, respect and rapport. This course addresses specific Sunshine State Standards, subject matter competencies, and pedagogy pertinent to the discipline and required for certification. 17 contact hours.

MAE 3320 INTERACTIVE MIDDLE SCHOOL MATHEMATICS PROJECTS ..... 3 credits
Prerequisite(s): Admission to Middle Grades Math Education BS, Secondary Math Education BS, Secondary Math EPI, Middle Grades Math EPI, or Initial Certification. Corequisite(s): MAE 3941 (not required for Initial Certification). This course is designed for students who are majoring in secondary mathematics education and who will be obtaining teacher certification in grades 6-12. In this course students learn principles of effective curriculum design and assessment and apply these principles by designing and developing interactive mathematics curriculum projects for middle school students. This course is offered concurrently with the one credit hour practicum, Interactive Middle School Mathematics Projects This course addresses specific Sunshine State Standards, subject matter competencies, and pedagogy pertinent to the discipline and required for certification. 47 contact hours.

MAE 3823 CONNECTIONS THROUGH ALGEBRAIC THINKING..... 4 credits
Prerequisite(s): DEP 3305. This course is designed to develop a background for the middle school mathematics teacher that will enable the teacher to understand the relationship between the brain and learning, the meaning of conceptual change, some of the history of symbolic language, the geometric terms used for shapes and simple relationships, the significance of readiness for abstract thought and the importance of variety in teaching through presentations that utilize technology and connections to out-of-school experiences. The course will emphasize the constructivist approach and the teaching of solving problems mathematically. The course will utilize National Council of Teachers of Mathematics (NCTM) standards and Sunshine State Standards (SSS) in problem solving in algebraic and geometric applications as well as applications with basic numerical operations. 62 contact hours.

MAE 3941 INTERACTIVE MIDDLE SCHOOL MATHEMATICS PROJECTS PRACTICUM..... 1 credit
Topic #1 Prerequisite(s): (EDF 3214 or DEP 3305 and admission to Secondary Math Education BS or Middle Grades Math Education BS. Corequisite(s): MAE 3320.) Or (Admission to Secondary Math EPI, Middle Grades Math EPI, or Initial Certification. Corequisite(s): MAE 3320.) Or Topic #2: Prerequisite(s): Admission to Secondary Math EPI, Middle Grades Math EPI, or Initial Certification. Corequisite(s): MAE 3320. This course is designed for students who are majoring in middle or secondary mathematics education. This practicum accompanies Interactive Middle School Mathematics Projects. Students spend a minimum of sixty (60) school-based hours in the middle school classroom. 17 contact hours.

MAE 4330 INSTRUCTIONAL METHODS IN SECONDARY MATHEMATICS WITH TECHNOLOGY..... 3 credits
Prerequisite(s): Admission to (Secondary Math Education, Secondary Math EPI or Initial Certification) and (Corequisite MAE 4942). This course is designed for students who are majoring in secondary mathematics education or middle grades math education and is offered concurrently with Instructional Methods in Secondary Mathematics with Technology Practicum. This course addresses the required instructional methods, techniques, strategies, resources, and assessment considerations for effective

teaching of secondary mathematics. It also incorporates appropriate technology to support the learning of mathematics. This course addresses specific Sunshine State Standards, subject matter competencies, and pedagogy pertinent to the discipline and required for certification. 47 contact hours.

MAE 4642 ASSESSING COGNITIVE AND AFFECTIVE ISSUES IN LEARNING MATHEMATICS ..... 2 credits
Prerequisite(s): EDF 3214 or DEP 3305 and admission to Middle Grades Math Education BS or Secondary Math Education BS. This course is designed for students who are majoring in secondary mathematics education and who will be obtaining teacher certification in grades 6-12. This course assesses research-based evidence of cognitive and affective factors that impede or enhance learning (e.g., learner characteristics, what makes learning a particular concept difficult, teaching methodologies for specific areas of content) and applies this evidence to the teaching of mathematics. It emphasizes pedagogical reflection and problem solving by means of active learning strategies, physical and visual materials, print and electronic resources and effective questioning and communicating. This course addresses specific Sunshine State Standards, subject matter competencies, and pedagogy pertinent to the discipline and required for certification. 32 contact hours.

MAE 4940 INTERNSHIP: SECONDARY MATHEMATICS EDUCATION, 6-12..... 12 credits
Prerequisite(s): Successful completion of all Secondary Mathematics Education BS program requirements and passing of all sections of the General Knowledge and Professional Education Exam. This course requires a teacher candidate to demonstrate competency on the twelve Florida Educator Accomplished Practices (FEAPs) at the pre-professional level during one semester of full day internship in a public or private school approved by the Dean. The internship also includes a series of mandatory professional leadership seminars. Contact hours: a minimum of 35 hours per week for 15 weeks.

MAE 4942 INSTRUCTIONAL METHODS IN SECONDARY MATHEMATICS WITH TECHNOLOGY PRACTICUM..... 1 credit
Topic #1 Prerequisite(s): Admission to Secondary Math Education, Secondary Math EPI or Initial Certification. Corequisite(s): MAE 4330 or Topic #2 Prerequisite(s): Admission to Secondary Math EPI or Initial Certification. Corequisite(s): MAE 4330. This course is designed for students who are majoring in secondary mathematics education and is offered concurrently with Instructional Methods in Secondary Mathematics with Technology. This course provides students with opportunities to apply the knowledge of teaching methods, techniques, and strategies learned in Instructional Methods in Secondary Mathematics with Technology. There are forty (40) to sixty (60) school-based hours of teaching/observation required and will be coordinated with in-service high school teachers and their curriculum schedules and needs. This course addresses specific Sunshine State Standards, subject matter competencies, and pedagogy pertinent to the discipline and required for certification. 17 contact hours.

MAE 4943 INTERNSHIP: MIDDLE GRADES MATHEMATICS EDUCATION 5-9..... 12 credits
Prerequisite(s): Successful completion of all Middle Grades Mathematics, 5-9 Education BS program requirements and passing of all sections of the General Knowledge and Professional Education Exam. This course requires a teacher candidate to demonstrate competency on the twelve Florida Educator Accomplished Practices (FEAPs) at the pre-professional level during one semester of full day internship in a public or private school approved by the Dean. The internship also includes a series of mandatory professional leadership seminars. Contact hours: a minimum of 35 hours per week for 15 weeks.

MAN 3240 APPLIED ORGANIZATIONAL BEHAVIOR ..... 3 credits
Prerequisite(s): Admission to Management & Organizational Leadership BAS, Sustainability Management BAS, Technology Management BAS, Health Services Administration BAS, Health Services Administration BAS-PR, Public Safety Administration BAS, or Educational Studies BS. This course will provide a broad overview of organizational functioning. This will include basic management, individual differences, diversity, communication, motivation, team building, leadership and the dimensions of organizational structure, design, culture and change. 47 contact hours.

MAN 3301 PUBLIC PERSONNEL MANAGEMENT ..... 3 credits
Prerequisite(s): Admission to the Public Safety BAS Program, Public Policy and Administration BS Program, or Educational Studies BS program. This course will provide the student an examination of the services that are provided by a manager of a human resources department. The student will be introduced to the legal issues associated with personnel management, staffing, development, compensation and benefits, and labor relations. 47 contact hours.

MAN 3303 MANAGEMENT AND LEADERSHIP PRACTICES ..... 3 credits
Prerequisite(s): Admission to Banking BAS, Business Administration BS, International Business BAS, Management & Organizational Leadership BAS, Technology Management BAS, Public Safety Administration BAS or Educational Studies BS. This course presents concepts, principles, and techniques of business management and leadership in a dynamic organizational environment. This course will incorporate management skill development as it relates to the core aspects of leadership. The student will be empowered to facilitate organizational objectives through techniques such as planning, organizing, controlling, and leading. 47 contact hours.

MAN 3503 MANAGERIAL RISK ANALYSIS AND DECISION MAKING..... 3 credits
Prerequisite(s): Admission to Business Administration BS, Management & Organizational Leadership BAS, or Technology Management BAS. This course covers a framework for making decisions, as well as understanding how these decisions can be used to manage risk. Managers need to understand how they personally value risk in order to recognize the potential impact their behavior may have on organizations and stakeholders. This course will study approaches that students may develop and apply decision making and risk analysis to solve problems in different operating environments. 47 contact hours.

MAN 3504 OPERATIONS MANAGEMENT..... 3 credits
Prerequisite(s): CGS 1100 and admission to the Banking BAS, Business Administration BS, International Business BAS, Management and Organizational Leadership BAS, Sustainability Management BAS, Technology Management BAS, Business Technology Education BS or Educational Studies BS program. This course helps the student understand the decision science used to tackle problems across the entire enterprise in order to improve productivity and quality across complex and dynamic systems. Students learn ten strategic operations management decisions and the role operations management has in creating a competitive advantage in service and manufacturing organizations. Students will understand how to identify key factors impacting decisions and will be exposed to analytical tools to aid in decision making. 47 contact hours.

MAN 3593 LOGISTICS MANAGEMENT..... 3 credits
Prerequisite(s): MAN 3504 and Admission to Business Administration BS, International Business BAS, or Management & Organizational Leadership BAS. This course presents the basic concepts, principles, and

techniques of logistics management. Emphasis will be on the student's developing an international view while centering them in the real themes, demands, and opportunities of an evolving and dynamic business workplace. This course will incorporate basic logistics management, logistics operations, and customer/supplier relationships as they relate to the core aspects of the management practice. 47 contact hours.

MAN 3600 INTERNATIONAL BUSINESS ..... 3 credits
Prerequisite(s): Admission to Banking BAS, Business Administration BS, International Business BAS, Management & Organizational Leadership BAS, Sustainability Management BAS, Business Technology Education BS, or Educational Studies BS program. This course will provide a broad overview of management practices from an international perspective. This will include international management, strategic analysis and planning in a global setting, implementation and control of businesses and managing technology components to meet the challenges of globalization. Emphasis will be on addressing issues and opportunities that managers face when managing multinational multicultural organizations. 47 contact hours.

MAN 3780 SUSTAINABILITY IN THE BUILT ENVIRONMENT: GREEN CONSTRUCTION AND URBAN PLANNING ..... 3 credits
Prerequisite(s): ARC 2461 or MAN 3786 and admission to the Sustainability Management BAS Program. This course is intended to provide an overview of concepts of green construction methods and urban planning. Topics covered include sustainable building construction techniques, sustainable neighborhood development, and sustainable urban practices in future land use planning, transportation design, recycling, storm water, and waste management. 47 contact hours.

MAN 3781 SUSTAINABLE BUSINESS STRATEGIES ..... 3 credits
Prerequisite(s): Admission to the Sustainability Management BAS Program. This course is intended to provide an overview of concepts, tools, and techniques to build and operate a sustainable organization. Topics covered include the role of leadership in sustainability, organizational design issues, capital investment, costing, and risk management systems, incentives and rewards, measurement of social, environmental, and economic impacts, green marketing concepts, and internal and external reporting. 47 contact hours.

MAN 3784 SUSTAINABILITY IN THE NATURAL ENVIRONMENT ..... 3 credits
Prerequisite(s): General Education science requirement (Environmental Science, Chemistry, Biology, Tropical Ecology, Earth Science, Geology, Meteorology, or Oceanography) and admission to the Sustainability Management BAS Program. This course is intended to provide an overview of principles of sustainability regarding the natural environment. Topics covered include business effects and mitigation of air, land, and water pollution, soil erosion and resource extraction, climate change, and threats to biodiversity. 47 contact hours.

MAN 3786 SUSTAINABLE ENTERPRISE PLANNING ..... 3 credits
Prerequisite(s): Admission to Business Administration BS, Management and Organizational Leadership BAS, or Sustainability Management BAS. This course introduces students to assessment tools, design and construction considerations, and operating planning requirements for sustainable enterprises. Students will learn about the ecological and economic benefits of sustainability/green practices. Additionally, they will learn how product, process, and service decisions affect sustainable enterprise concepts. Today's enterprises focus on social and environmental challenges, marketing, supply chain decisions, recycling, reusing, reconditioning, and other product and service decisions in order to realize a competitive advantage. This course will focus on best practices, case studies, evolving trends, and experimental efforts regarding sustainable/green systems. 47 contact hours.

MAN 3802 PRINCIPLES OF ENTREPRE-NEURSHIP ..... 3 credits
Prerequisite(s): Admission to International Business BAS, or Management & Organizational Leadership BAS or Sustainability BAS or Business Administration BS. This course provides an overview of the multiple elements associated with starting and operating a small business. There will be a wide range of fundamentals covered, including: identifying needs of the marketplace, researching and assessing market opportunities, identifying and analyzing risk, creating a value proposition, designing an introductory marketing platform, obtaining financing, cash flow strategies, operating a small business, growing a small business and relevant best practices. 47 contact hours.

MAN 3860 PHILANTHROPY AND THE MANAGEMENT OF THE NOT-FOR-PROFIT (NFP) ..... 3 credits
Prerequisite(s): Admission to Management and Organizational Leadership BAS or Sustainability Management BAS. This course will provide the student with an introduction to the principles of philanthropy and the history of the creation of not-for-profit organizations. Attention will be given to strategic planning as an essential executive management tool for the growth and survival of not-for-profit organizations. This includes the understanding of the purpose of a strong mission and vision statement. Also, students will be introduced to the role of a board of trustees and the importance of volunteer management. Attention will also be given to the executive manager's role in evaluating, setting, and implementing financial goals for the organization's sustainability. This course includes a brief introduction to the most common types of fund development plans. 47 contact hours.

MAN 3861 MANAGEMENT OF THE FUND DEVELOPMENT PROCESS IN NOT-FOR-PROFIT (NFP) ..... 3 credits
Prerequisite(s): MAN 3860 and Admission to the Management and Organizational Leadership BAS program or permission of the Dean. This course will provide students with a comprehensive introduction to fund-raising strategies and tools of not-for-profit organizations. The elements of institutional readiness for fund raising will be examined with attention to the role of the board of trustees and volunteers, policies and procedures, and the master plan of the organization. The place of public relations and marketing, as well as the participation of non-development managers in the fund-promotion effort, will be considered. The annual giving program will be introduced as the foundation of mission-driven, volunteer-powered fund development. Fund raising from foundations and corporations will be reviewed with special focus on the preparation of funding proposals. Major investments by donors in the institution's mission, in terms of special purpose major gifts and gift planning will be reviewed, and issues of fund development management and efficiency will be examined. 47 contact hours.

MAN 3930 SEMINARS IN BUSINESS AND MANAGEMENT ..... 1 credit
Prerequisite(s): Admission to Banking BAS, International Business BAS, Management and Organizational Leadership BAS, Sustainability Management BAS, or Technology Management BAS. This course focuses on current and emerging issues in business and management. Its format and topics will vary but will typically be a full day or a half-day seminar conducted by one or more industry subject-matter experts who will address a specific business and management topic such as financial markets, international trade, human resources, cultural issues, or

economic subjects, etc. The requirements of each student will vary with the topics in question. This course may be taken 3 times for a total of 3 credits using different seminar topics. 16 contact hours.

MAN 3949 COOPERATIVE WORK EXPERIENCE IN COLLEGE OF TECHNOLOGY MANAGEMENT..... 3 credits
Prerequisite(s): Admission to Banking BAS, Business Administration BS, International Business BAS, Management & Organizational Leadership BAS, Sustainability Management BAS, or Technology Management BAS and Senior standing and faculty advisor/co-op coordinator or Dean's approval. This course provides a mechanism to earn credit for relevant work experience, on the job. Those already working in the field can earn credit for their on-the-job training and effort. Students will be required to complete a portfolio and make a presentation to earn this credit. The equivalent of three months full-time work is required. The portfolio of work will be reviewed by a faculty member for relevance to the studies, nature/quality of the work and the student's individual contributions. This course can be taken for a total of 6 credits, but only 3 credit hours will be used for elective credit toward the degree in College of Technology and Management. Co-op credits over and above three credit hours are elective credits, but do not count towards the minimum. 120 hours needed for the BAS degree.

MAN 4061 CORPORATE SOCIAL RESPONSIBILITY..... 3 credits
Prerequisite(s): Admission to Business Administration BS, International Business BAS, Management & Organizational Leadership BAS, or Sustainability Management BAS. This course will introduce the student to business ethics as a process of responsible decision making in the workplace. The student will analyze various ethical issues and dilemmas that face corporations today to provide the student a basic foundation tin business ethics. The student will build an ethical decision making model based on an acquired understanding of corporate social responsibility. 47 contact hours.

MAN 4102 MANAGING CULTURAL DIVERSITY..... 3 credits
Prerequisite(s): Admission to Banking BAS, Technology Management BAS, International Business BAS, Management & Organizational Leadership BAS, Health Services Administration BAS, Health Services Administration BASPR, Public Policy and Administration BS or Educational Studies BS. This course presents the basic concepts, principles, and techniques associated with leading cultural diversity in the global marketplace. Emphasis will be on the students developing an understanding of the interplay between leadership, cultural diversity, and the global business models. Students will also gain an understanding of how these concepts relate to and are applied in regional markets like Asia, Latin America, Europe, Africa, and the Middle East. 47 contact hours.

MAN 4520 QUALITY MANAGEMENT (SIX SIGMA) ..... 3 credits
Prerequisite(s): MAN 3504 or PLA 1763 or permission of the Dean. This course presents the advanced concepts, principles, and techniques of Six Sigma Methodology. Emphasis will be on students developing a solid philosophical, conceptual, and practical view of Six Sigma methodologies as they are applied to the business objectives. This course will create greater understanding of the concept of Six Sigma, through methodology, organizational roles, and improvements in the organization. 47 contact hours.

MAN 4534 BUSINESS ARCHITECTURE AND PROCESS MODELING..... 3 credits
Prerequisite(s): (MAN 3504 and admission to Technology Management BAS) or (HSA 4191 and admission to either Health Services Administration BAS or Health Services Administration BASPR). This course focuses on defining, analyzing, and designing effective business models. Students will learn how to understand, model, analyze, and ultimately design business process modeling and simulation strategies. Methods used to simulate process performance can reveal implications of process changes, which then can be analyzed and improved to make effective managerial decisions. 47 contact hours.

MAN 4570 INTERNATIONAL PROCUREMENT AND OUTSOURCING..... 3 credits
Prerequisite(s): MAN 3540 and Admission to the Technology Management or International Business BAS program. This course presents the basic concepts, principles, and techniques of procurement and outsourcing. Emphasis will be placed on students developing a basic knowledge set while centering them in the real themes, demands, and opportunities of an evolving and dynamic international business environment. This course will incorporate basic principles of procurement and outsourcing as they relate to the core aspects of international management practices. 47 contact hours.

MAN 4584 PROCESS IMPROVEMENT METHODOLOGIES..... 3 credits
Prerequisite(s): Admission to Management & Organizational Leadership BAS, Sustainability Management BAS, Technology Management BAS, or Public Policy and Administration BS. This course presents the basic principles and techniques used to manage process improvement. Today's managers need to understand how to engage people in process improvement, as well as how to critically understand and apply the associated methodologies. Process improvement is complicated and dynamic, encompassing a variety of approaches traditionally recognized as Total Quality Management (TQM), Lean, Six Sigma, Balanced Scorecard, and many others. The potential benefits of process improvements create not only lucrative opportunities for today's organizations, but they are a necessity for survival in the competitive world marketplace. Businesses must be able to better manage and control their process improvements in order to achieve their strategic objectives. 47 contact hours.

MAN 4625 MANAGING GLOBAL HUMAN RESOURCES ..... 3 credits
Prerequisite(s): Admission to the Banking BAS, Business Administration BS, International Business BAS, Management & Organizational Leadership BAS, Health Services Administration BAS, Health Services Administration BASPR or Educational Studies BS program. This course focuses on addressing the issues and strategies of managing the human resource (HR) areas of transnational firms. This will include comprehending local employment laws, adapting HR management practices to local situations, understanding how to effectively recruit, develop and train talent in global enterprises, reviewing performance appraisals and addressing labor relations in multinational organizations. 47 contact hours.

MAN 4720 STRATEGIC MANAGEMENT AND POLICY ..... 3 credits
Prerequisite(s): Admission to the College of Technology and Management BAS program or permission of the Dean. This course will provide the student with the basic knowledge needed to craft, implement and execute strategies for managing a business enterprise. It provides also the opportunity for the student to understand how developing strategic management goals and plans will impact the company's competitive advantage and strategic resource fit within specific industries. Another area that will be covered is an overview of culture leadership with strategy and culture. 47 contact hours.

MAN 4725 POLICY AND STRATEGY ..... 3 credits
Prerequisite(s): Admission to Business Administration BS and completion of all major (core) courses in the Business Administration BS Program. This course

provides the opportunity for the student to demonstrate that he/she has learned the material from the program and can apply it in the real world. It should be taken during the student's last semester at the College. It provides the student the opportunity to develop a strategy to solve a problem dealing with current management, marketing, and financial issues. This course is the Capstone course before graduation. This is a 16 week course offered in fall and/or spring semesters only. 47 contact hours.

MAN 4741 CHANGE AND INNOVATION MANAGEMENT..... 3 credits
Prerequisite(s): ETI 3116, ETI 3647, or MAN 4584 and admission to the College of Technology and Management. This course is intended to provide an overview of concepts and strategies for change management and diffusion of innovation. Topics covered include innovation processes, technology forecasting, organizational development, synectics, reengineering, diffusion of innovations theory, social epidemic theory, learning organization, and change implementation strategies. 47 contact hours.

MAN 4783 SUSTAINABLE BUDGET MANAGEMENT TRIPLE BOTTOM LINE ANALYSIS..... 3 credits
Prerequisite(s): MAN 3786 and MAN 3781 and admission to the Sustainability Management BAS program. This course is intended to develop students' knowledge and skills in environmental budget analysis, triple bottom line evaluation and reporting, and the economics of sustainability. 47 contact hours.

MAN 4787 ENERGY AND ENVIRONMENTAL TECHNIQUES..... 3 credits
Prerequisite(s): Admission to Management and Organizational Leadership BAS or Sustainability Management BAS. This course introduces students to how organizations can deal with societal challenges associated with energy and the environment. This course is intended for students with little or no background in science or mathematics, and will focus on organizational applications and opportunities for sustainability/green initiatives. This will include availability and cost requirements of energy, as well as the effects of energy use on our environment. Students will explore organizational energy and environmental models that are increasingly overlapping in the global marketplace. This course will highlight applications and opportunities for today's managers to link operating decisions to environmentally and energy focused practices. 47 contact hours.

MAN 4788 SUSTAINABILITY AND ENVIRONMENTAL ISSUES..... 3 credits
Prerequisite(s): Admission to Management and Organizational Leadership BAS or Sustainability Management BAS. This course integrates social and environmental values in a management context in order to further the student's understanding of human, natural, and financial sustainability issues The student will evaluate sustainability and environmental philosophies on a broad scale. The student will understand international policies and regulations, human welfare, politics, environmental racism, hazardous waste and pollution, global warming, and other key sustainability/green issues. The student will work to develop skills in conducting cost-benefit, payback, and life cycle analysis to justify projects and evaluate their impact on sustainability/green issues. By increasing the student's understanding, he or she will be better prepared to direct a company, community, or country in ways that restore and enhance stakeholder value while insuring the continued sustainability of the environment as a whole for current and future generations. 47 contact hours.

MAN 4801 BUSINESS PLAN STRATEGIES..... 3 credits
Prerequisite(s): Admission to a College of Technology and Management BAS program or permission of the Dean. In addition, it is strongly recommended that Entrepreneurship students take MAN3802 and MAR4836 before taking this course. This course will allow students to create and test their business ideas through feasibility analyses. This course includes analyzing the strategic issues when starting a new firm or expanding a current business. Students will plan and implement the components of a business plan based upon their research and analysis. 47 contact hours.

MAN 4862 ADVANCEMENT STRATEGIES FOR NOT-FOR-PROFIT (NFP) SUCCESS ..... 3 credits
Prerequisite(s): MAN 3861 and Admission to the Management and Organizational Leadership BAS program or permission of the Dean. This course will provide the student with tools for financial and strategic management of not-for-profit organizations. Students will study and learn how to maintain, build and advance the objectives of the not-for-profit organization. Considerable attention will be given to the budget and financial statement as tools of advancement and control. The student will learn the importance of evaluating, setting and implementing financial goals. Attention will be given to management tools and organizational tools that are necessary for employee and volunteer retention, constituent retention and advancement, public awareness, lobbying, and grant management. The importance of continuous program evaluation and accountability will be emphasized. 47 contact hours.

MAN 4863 FACILITIES AND PROPERTY MANAGEMENT ..... 3 credits
Prerequisite(s): Admission into the Public Safety Administration BAS Program. This course is designed to provide the student the basic principles of facility management (FM) including the evolution of FM theories, and the role and impact of FM in today's workplace. Included in this course is a discussion of organizational models, FM roles and responsibilities, design and construction, space and asset management, technology, the placement of FM within the organization, FM as it relates to strategic planning within the organization, FM performance measures, benchmarking, operations and maintenance, and financial management. 47 contact hours.

MAN 4900 SENIOR CAPSTONE PROJECT IN MANAGEMENT AND ORGANIZATIONAL LEADERSHIP..... 3 credits
Prerequisite(s): The student must have completed all major (core) courses, with a grade of "C" or better, in the Management and Organizational Leadership Program or permission of the Dean. This capstone course will provide the opportunity for the student to demonstrate that he/she has learned the material from the program and can apply it in the real world. It should be taken during the student's last semester at the college. It provides the student the opportunity to develop a plan to solve a problem dealing with management and organizational leadership issues of today. The student will choose one major plan to address the problem in detail. This is a 16 week course offered in fall and/or spring semesters only. 47 contact hours.

MAN 4902 SENIOR CAPSTONE PROJECT IN SUSTAINABILITY MANAGEMENT ..... 3 credits
Prerequisite(s): The student must have completed all major (core) courses, with a grade of "C" or better, in the Sustainability Management BAS Program or permission of the Dean. This capstone course will provide the opportunity for the student to demonstrate that he/she has learned the material from the program and can apply it in the real world. It should be taken during the student's last semester at the college. It provides the student the opportunity to develop a plan to solve a problem dealing with sustainability management issues of today. The student will choose one major plan to address the problem in detail. This is a 16 week course offered in fall and/or spring semesters only. 45 contact hours.

MAN 4910 SENIOR CAPSTONE PROJECT IN BANKING ..... 3 credits
Prerequisite(s): Student must have completed all major (core) courses in the Banking BAS Program or permission of Dean. This course provides the opportunity for the student to demonstrate that he/she has learned the material from the program and can apply it in the real world. It should be taken during the student's last semester at the College. It provides the student the opportunity to develop a plan to solve a problem dealing with current banking issues. This course is the Capstone course before graduation. This is a 16 week course offered in fall and/or spring semesters only. 47 contact hours.

MAN 4915 SENIOR CAPSTONE PROJECT IN TECHNOLOGY MANAGEMENT ..... 3 credits
Prerequisite(s): The student must have completed all major (core) courses in the Technology Management Program or permission of the Dean. This is the capstone course for the Technology Management program. It will provide the opportunity for the student to demonstrate that he/she has learned the material from the program and can apply it in the real world. It should be taken during the student's last semester at the college. It provides the student the opportunity to develop a plan to solve a problem dealing with technology management issues today. The student will choose one major plan to address the problem in detail. This is a 16 week course offered in fall and/or spring semesters only. 47 contact hours.

MAN 4934 SENIOR CAPSTONE PROJECT IN INTERNATIONAL BUSINESS ..... 3 credits
Prerequisite(s): Completion of intermediate foreign language requirement and completion of all major (core) courses in the International Business BAS Program or permission of dean. This course is the opportunity for the student to demonstrate that he/she has learned the material from the program and can apply it in the real world. It should be taken during the student's last semester at the college. It provides the student the opportunity to develop a plan to solve a problem dealing with current international management issues. The student will choose one major plan to address the problem in detail. This course is the Capstone course before graduation. This is a 16 week course offered in fall and/or spring semesters only. 47 contact hours.

MAN 4935 SPECIAL TOPICS IN MANAGEMENT CONCEPTS ..... 3 credits
Prerequisite(s): Admission to Banking BAS, International Business BAS, Management & Organizational Leadership BAS, Sustainability Management BAS, or Technology Management BAS. This course is an examination of unique management topics and problems that deserve additional depth and attention as the art and science of management evolves. The student will be introduced to the foundational philosophies, history, and contemporary issues surrounding the course topic. 47 contact hours.

MAR 3802 MARKETING FOR MANAGERS ..... 3 credits
Prerequisite(s): Admission to Banking BAS, Business Administration BS, International Business BAS, Management & Organizational Leadership BAS, Sustainability Management BAS, Technology Management BAS, or Business Technology Education BS. This course helps develop the marketing knowledge and skills necessary for the successful manager of a technology organization. Students will understand marketing concepts, including the development of and execution of a marketing strategy. The course focuses on business-to-business and business-to-government marketing as well as the marketing of services. 47 contact hours.

MAR 4413 SALES, NEGOTIATING, AND CUSTOMER RELATIONSHIP MANAGEMENT ..... 3 credits
Prerequisite(s): Admission to Banking BAS, International Business BAS, or Management & Organizational Leadership BAS. This course focuses on addressing the issues, processes and strategies related to professional selling and sales management. This is a comprehensive course in the art of selling, focusing on relationship building, negotiating and sales management. Various techniques will be explored, including prospecting, lead management, product introduction, negotiation, closing strategies and relationship management. 47 contact hours.

MAR 4424 INTERNATIONAL SALES AND MARKETING ..... 3 credits
Prerequisite(s): Admission to the Technology Management or International Business BAS program. This course focuses on addressing the issues and strategies of managing the sales areas of transnational firms. A comprehensive course in sales focusing on the "fundamentals" of selling, learning the differences of team selling, consultative selling, selling techniques, sales planning, selling strategies (including strategic alliances), time management, territory management, sales management, client management, customer relations, and options in developing a sales organizational structure in global enterprises. 47 contact hours.

MAR 4613 MARKETING RESEARCH ..... 3 credits
Prerequisite(s): Admission to the Technology Management, International Business or Banking BAS program or permission of the Dean. This course focuses on addressing the issues, methods and strategies associated with the collection, management, analysis and dissemination of information for use in domestic and global marketing decisions. The core focus will be on primary (quantitative & qualitative) and secondary research methodologies, including problem identification, methodology design, sampling planning, questionnaire design, fieldwork implementation, data processing, data analysis and data presentation. 47 contact hours.

MAR 4836 CONCEPT AND PRODUCT DEVELOPMENT ..... 3 credits
Prerequisite(s): Admission to Management and Organizational Leadership BAS or Sustainability Management BAS. This course will illustrate the numerous aspects involved with establishing bona-fide product concepts for newly established entrepreneurs. Included will be an in-depth review of how micro- and macro-econometric modeling and predictive marketing research models are created and used in consumer and business-to-business markets. Specific areas of focus include problem-solution relationships, innovation, idea generation, concept transition, test marketing, commercialization and branding. 47 contact hours.

MAS 3105 LINEAR ALGEBRA WITH APPLICATIONS ..... 4 credits
Prerequisite(s): MAC 2312. This course is designed for students who are majoring in secondary mathematics education, mathematics, science or engineering. This course provides a thorough treatment of linear algebra using a matrix-oriented approach. Major topics include: matrices, systems of linear equations, linear transformations, determinants, eigenvectors and eigenvalues, vector spaces, subspaces, inner product spaces, and orthogonality. Emphasis is on gaining a deep understanding of the subject matter through the use of technology and application projects; emphasis is also given to development of algebraic reasoning abilities in analyzing conceptual relationships. This course addresses specific Sunshine State Standards, subject matter competencies and pedagogy pertinent to the discipline and required for certification. (Credit is not also given for MAS2103.) 62 contact hours.

MAS 4203 NUMBER THEORY ..... 3 credits
Prerequisite(s): MAC 2312. This course is designed for students who are majoring in secondary mathematics education, mathematics, science or engineering. This course offers an investigative approach to number theory in which students develop their capacity to

formulate conjectures and explore their ideas and inquiries through the use of technology. Formal proofs are constructed in order to develop concepts in number theory. Major topics include: divisibility, the Euclidean algorithm, Diophantine equations, factorization, the Fundamental Theorem of Arithmetic, prime numbers, congruences, and number-theoretic functions. Emphasis is on gaining an understanding of the nature of mathematical thinking and learning. This course addresses specific Sunshine State Standards, subject matter competencies, and pedagogy pertinent to the discipline and required for certification. This course is required for Mathematics Education majors. 47 contact hours.

MAS 4301 INTRODUCTORY ABSTRACT ALGEBRA ..... 3 credits
Prerequisite(s): MAS 3105. This course is designed for students majoring in secondary mathematics education, mathematics, science or engineering. This course presents an introduction to the basic structures of abstract algebra with the aim of connecting these structures to high school mathematics curricula. Major topics include: groups and subgroups, permutations and symmetries, properties of the integers, rings and subrings, ideals, integral domains, and fields. Emphasis is on developing understanding through active investigation of the concepts presented. Emphasis is also given to development of algebraic reasoning abilities in analyzing conceptual relationships. This course addresses specific Sunshine State Standards, subject matter competencies, and pedagogy pertinent to the discipline and required for certification. 47 contact hours.

MCB 3020C MICROBIOLOGY WITH LABORATORY ..... 4 credits
Prerequisite(s): BSC 2010, BSC 2010L, BSC 2011, BSC 2011L, CHM 2045, CHM 2045L, CHM 2046, CHM 2046L, CHM 2210, CHM 2210L, CHM 2211, and CHM 2211L. Microbiology is the study of organisms and agents too small to be seen clearly by the unaided eye. Topics will include microbial metabolism, nutrition, growth and control, molecular biology and microbial genetics, diversity of the microbial world, microbial ecology, microbial diseases and host defenses. The laboratory portion will complement lecture topics and include the application of fundamental techniques used in isolation, cultivation, and identification of microorganisms and using microorganisms to study current topics in biotechnology. 92 contact hours.

MGF 4301 TRANSITION TO ADVANCED MATHEMATICS ..... 3 credits
Prerequisite(s): MAD 3107 and MAS 3105. This course is an introduction to the axiomatic nature of mathematics through topics in areas such as set theory, relations, functions, algebra, and analysis. The rigor of precise definitions, theorems, and proofs will be emphasized. 47 contact hours.

MHF 4404 PERSPECTIVES IN MATHEMATICS ..... 3 credits
Prerequisite(s): Fourth-year (senior) standing. This course is designed as a capstone course for those students who are majoring in secondary mathematics education. This course consists of readings in the history and philosophy of mathematics and in current issues involving mathematics and society. Contributions from mathematicians such as Archimedes, Cardan, Descartes, Diophantus, Euler, Fermat, Galileo, Gauss, Leibniz, al Khwarizmi, Newton, Noether and Ramanujan are discussed. Emphasis is given to how mathematics relates across disciplines as well as mathematical connections within the discipline; fundamental ideas of high school mathematics are examined from an advanced standpoint. This is a writing-intensive course in which each student develops a portfolio of resources for continuing growth. This course addresses specific Sunshine State Standards, subject matter competencies, and pedagogy pertinent to the discipline and required for certification. 47 contact hours.

MTG 3212 MODERN GEOMETRIES..... 4 credits
Prerequisite(s): MAC 2311. Admission to the Middle Grades Math Education BS or Secondary Math Education BS or approval of the Dean. This course presents the axioms, basic concepts, proofs and constructions of Euclidean geometry involving line segments, angles, triangles, polygons, circles, parallel lines and similarity. Constructions are made using both compass and straightedge and interactive geometry software. The course also presents basic concepts of non-Euclidean geometries including hyperbolic and spherical. Emphasis is on using technology to make conjectures and discoveries concerning geometrical relationships and then constructing proofs to verify the relationships. 62 contact hours.

NSP 3265 PROGRESSIVE CARE NURSING ..... 4 credits
Prerequisite(s): RN status and documented competencies of NSP 3276. The focus of this course is the development of knowledge, techniques, and skills needed for the delivery of complex nursing care to clients experiencing health problems requiring progressive care interventions. 62 contact hours.

NSP 3275 CRITICAL CARE NURSING..... 3 credits
Prerequisite(s): Registered Nurse status and documented competencies of NSP 3265. Focus of this course is the development of knowledge, techniques, and skills needed for the delivery of complex nursing care to clients experiencing health problems requiring critical care interventions. 47 contact hours.

NSP 3276 ECG INTERPRETATION FOR HEALTH CARE PROFESSIONALS..... 2 credits
Prerequisite(s): RN status or permission of the Dean. This course focuses on the essential information necessary for the accurate interpretation of basic cardiac rhythms and 12-lead electrocardiograms. A systematic approach is utilized for the interpretation of cardiac rhythms, their underlying hemodynamic significance, and current treatment modalities. 32 contact hours.

NSP 3289 SPECIAL TOPICS IN GERONTOLOGICAL NURSING..... 2 credits
Prerequisite(s): Admission to the RN-BSN program or permission of the Dean. This elective course provides opportunities to explore special topics related to the aging process and care of the aging population in acute care and community settings. 32 contact hours.

NSP 3475 INFECTIOUS DISEASE AND SEPSIS ..... 3 credits
Prerequisite(s): RN status or admission to the BSN program or permission of the Dean. This course focuses on infectious disease in individuals across the lifespan. Infectious disease processes and the body's responses are included. Principles of prevention, treatment, and control of infectious diseases for nurses are provided. 47 contact hours.

NSP 3476 INFECTION CONTROL FOR HEALTHCARE SETTINGS..... 3 credits
Prerequisite(s): RN status or admission to the BSN program or permission of the Dean. This course examines infection control in healthcare settings with a focus on acute care facilities. Trends and issues regarding infectious disease in hospitals are included. Infection control strategies as well as the roles and responsibilities of infection control professionals are provided. 47 contact hours.

NSP 3477 COMMUNICABLE DISEASE PREVENTION AND CONTROL ..... 3 credits
Prerequisite(s): RN status or admission to the BSN program or permission of the Dean. This course focuses on communicable diseases with public health impact at the local, national and international levels. The epidemiology of infectious disease and the role of infection control professionals are included. Principles, practices and ethics of communicable disease prevention and control are discussed. 47 contact hours.

NSP 3495 EMERGENCY DEPARTMENT NURSING..... 2 credits
Prerequisite(s): Registered Nurse status. The focus of this course is on the development of knowledge, techniques, and skills needed for the delivery of complex nursing care to clients experiencing health problems requiring immediate medical intervention. 32 contact hours.

NSP 3685 END-OF-LIFE CARE..... 2 credits
Prerequisite(s): Admission to the RN-BSN program or permission of the Dean. This course will provide an overview of the issues related to providing end-of-life care. Although end-of-life care emphasizes a team approach, this course will focus on nursing interventions commonly used. Topics to be covered include symptom management including pain control, psycho-social needs of the patient and family, spiritual care, advance directives, and meeting the needs of the caregiver. 30 contact hours.

NSP 3885 FUNDAMENTALS OF QUALITY MANAGEMENT..... 2 credits
Prerequisite(s): Admission to the RN-BSN program or permission of the Dean. This course provides an overview of Quality Management Principles useful in the health care setting and other related settings. The focus is on understanding the origins and history of quality principles, the development of models and their application to consumer and organizational concerns. Skills utilizing quality applications in process improvement and problem solving are acquired. 30 contact hours.

NSP 3886 INTRODUCTION TO RISK MANAGEMENT..... 2 credits
Prerequisite(s): Admission to the RN-BSN program or permission of the Dean. This course provides an overview of risk management and is designed to offer those who wish to move into a risk management position a basic understanding of the management of risk and its integration into strategic and operational planning. The focus is on gaining a fundamental understanding of the categories of risk; the techniques used to minimize risk; and the components of a risk management program. Topics to be covered include liability, property loss exposures, safety and accident prevention. 30 contact hours.

NUR 3066C HEALTH ASSESSMENT AND PHYSICAL APPRAISAL..... 4 credits
Prerequisite(s): Admission to the Nursing BS program, NUR 3125, and NUR 3805. This course focuses on client assessment, health risks and formation of nursing diagnoses and health teaching. Emphasis is on the process of client interaction and use of appraisal skills in the collection of bio-psychosocial data across the life span. Application of pathophysiological concepts is required. 75 contact hours.

NUR 3125 PATHOPHYSIOLOGY..... 3 credits
Prerequisite(s): Admission to the Nursing BS program. Pre-or-Corequisite(s): NUR 3805. This course focuses on cellular alterations in organ systems as they relate to selected disease states that impact the health of people as holistic beings. Special emphasis is on critical thinking and decision making related to these alterations in homeodynamic balance, their presentation and implications for nursing practice. 45 contact hours.

NUR 3145 PHARMACOLOGY IN NURSING PRACTICE..... 2 credits
Prerequisite(s): Admission to the Nursing BS program. Pre-or-Corequisite(s): NUR 3805. This course builds on essential concepts and principles of pharmacology as applied in the nursing management of client care. Major concerns in health care include medication errors and medication reconciliation. Improvement in delivery processes to improve safety and quality of care thereby improving client outcomes is the focus of many regulatory agencies. This course will highlight issues in pharmacology and provide the student with basic knowledge for client care and education. This course will specifically address aspects of pharmacology related to the assessment and management of symptoms across the lifespan by providing the student with the in depth knowledge regarding the administration of pharmacologic therapies, the management of physical and psychological symptoms related to disease and treatment, and education related to safe and effective use of pharmacologic agents. 30 contact hours.

NUR 3178 COMPLEMENTARY / INTEGRATIVE HEALTH AND THERAPIES..... 2 credits
Prerequisite(s): Admission to the RN-BSN program or permission of the Dean. This elective course consists of an overview of the field of Complementary/Integrative Health that explores health and healing as related to the physical, mental, emotional and spiritual levels of consciousness and reviews current therapies in the field. The focus is to expand one's awareness of integrative ideas and approaches for healing and to explore evidence for their effectiveness. Topics vary according to instructor and student interest. 30 contact hours.

NUR 3655 NURSING IN A MULTICULTURAL SOCIETY..... 3 credits
Prerequisite(s): NUR 3805 and admission to the Nursing BS program. This course provides an examination of personal values, cultural beliefs and practices of selected cultural groups that contribute to the holistic nature of each group member. The focus is on communication and cultural responses to health and illness as they influence the homeodynamic balance of individuals, families and their communities. Nursing interventions that integrate varying cultural health practices are acquired. 45 contact hours.

NUR 3805 PROFESSIONAL ROLES AND DIMENSIONS OF NURSING PRACTICE... 3 credits
Prerequisite(s): Admission to the BSN Program. This course encompasses an introduction to the history, trends, issues, and evolution of the nursing profession. The course includes an overview of selected nursing theorists and professional nursing practice in the changing health care delivery system. Opportunities will be presented that provide for the development of further socialization into the professional role of nursing. 45 contact hours.

NUR 3826 LEGAL AND ETHICAL ASPECTS OF NURSING..... 3 credits
Prerequisite(s): NUR 3805 and admission to the Nursing BS program. This course is an assessment of ethical and legal issues confronting nurses and other health care providers in a variety of settings. The course focuses on identification and analysis of legal and ethical concepts and principles underlying the critical thinking process in nursing and health care. 45 contact hours.

NUR 3905 INDEPENDENT STUDY IN NURSING.... 1-3 credits
Prerequisite(s): Permission of the Dean. This course may be taken to satisfy nursing elective credits required for graduation. It provides an opportunity for an individual or small group of students to systematically investigate, under faculty guidance, selected topics relevant to the health needs of individuals or groups. It may involve a case study or other project that provides an opportunity for increasing breadth or depth of knowledge or skill. 15-45 contact hours.

NUR 3906 INDEPENDENT STUDY IN CLINICAL NURSING..... 1-3 credits
Prerequisite(s): Permission from instructor. This course may be taken to satisfy nursing elective credits required for graduation. It provides an opportunity for an individual student to systematically investigate, under faculty guidance, nursing roles in selected clinical settings. 15-45 contact hours.

NUR 4165 INTRODUCTION TO NURSING RESEARCH ..... 3 credits
Prerequisite(s): NUR 3805 and STA 2023 or equivalent and admission to the Nursing BS program. This course is an overview of the skills needed to read, understand, evaluate, and use nursing research. This course focuses on research methods and the identification of researchable nursing problems. 45 contact hours.

NUR 4606 NURSING OF THE FAMILY ..... 3 credits
Prerequisite(s): NUR 3805 and admission to the Nursing BS program. This course focuses on the nurse's role in managing the holistic health care of individuals and families with bio-psychosocial disruptions. Emphasis is on the nursing process and principles from nursing, physical and behavioral sciences to enhance knowledge development necessary for the promotion of client/family well-being throughout the life span. 45 contact hours.

NUR 4636 COMMUNITY HEALTH NURSING THEORY ..... 3 credits
Prerequisite(s): Admission to the Nursing BS program and NUR 3805. Corequisite(s): NUR 4636L. This course focuses on the holistic nursing role in the community. Emphasis is on concepts and theories related to community health nursing. Special attention is given to the community as client with emphasis on health promotion/disease prevention and teaching of groups in community settings. 45 contact hours.

NUR 4636L COMMUNITY HEALTH NURSING PRACTICUM ..... 4 credits
Prerequisite(s): Admission to the program, NUR 3805, and NUR 3066C. Corequisite(s): NUR 4636. This course offers opportunities to practice the principles and theory of community health nursing in a variety of health care settings. Included are the identification of health care needs of the community as a client, and the nurse's role as a facilitator, teacher, and evaluator in promoting and maintaining health and wellness. 60 contact hours.

NUR 4835 LEADERSHIP THEORY ..... 3 credits
Prerequisite(s): NUR 3805 and admission to the Nursing BS program. Corequisite(s): NUR 4835L. This course includes a focus on theories, concepts, and principles of leading and managing as well as pertinent legal issues faced by nursing leaders and managers. Emphasis will be on the methods to become an effective leader/manager including interpersonal skills needed for effective leadership and management, the different types of organizations delivering health care, outcomes management, and analysis of current research findings. 45 contact hours.

NUR 4835L LEADERSHIP PRACTICUM ..... 4 credits
Prerequisite(s): Admission to the program, NUR 3145, NUR 3655, NUR 4165, NUR 4606, NUR 4636, and NUR 4636L. Pre-or-Corequisite(s): NUR 4835 and NUR3826. This course focuses on the application of the theories, concepts, and principles of leading and managing. Emphasis in the course will be on the development of skills needed for effective leadership and management. Opportunities will be provided to demonstrate appropriate leadership and management ability. 60 contact hours.

PAD 3034 SURVEY OF PUBLIC POLICY ..... 3 credits
Prerequisite(s): Admission to the PSA-BAS program, Public Policy and Administration BS program or Educational Studies BS program. This course will provide the student broad exposure to public policy issues. Emphasis will be placed on determining public need and providing service delivery through program research and community input supported by budgeting and funding. Learning will be directed toward total service delivery models involving multidisciplinary approaches. 47 contact hours.

PAD 3330 URBAN AND REGIONAL PLANNING ..... 3 credits
Prerequisite(s): Admission to the Public Policy and Administration BS Program and PUP 3040. This course provides a basic foundation into the principles of planning practices that imply and include the potential variations of substance as related to local government planning. Emphasis is placed on social, economic and housing planning and its relationship to conceptual frameworks, research perspectives, practical and political considerations, and public policy to include its origin, interpretation and implementation. Course content is guided by an understanding that community growth, and the inevitable changes associated with growth, are no longer accepted without challenge. 47 contact hours.

PAD 3311 PROGRAM PLANNING AND EVALUATION ..... 3 credits
Prerequisite(s): Admission to the Public Safety Administration BAS program. This course examines training and education in a changing workplace and workforce from a systematic perspective. The student will learn how to improve individual, team, and organizational effectiveness by understanding how to design successful training interventions and learning experiences that can impart knowledge, skills, and attitudes to learners in the workplace. 47 contact hours.

PAD 3724 FORECASTING TRENDS IN GANGS ENFORCEMENT ..... 3 credits
Prerequisite(s): Admission to the Public Safety Administration BAS program. This course is designed to provide the student with an understanding of the methodology of forecasting in decision-making for public safety administrators. Specifically, the student will be exposed to forecasting models to anticipate trends in gang enforcement on a national and international scale. Emphasis will be placed on gang intervention, gang membership, and the use of forecasting to gain awareness of the need for administrative planning. 47 contact hours.

PAD 3820 FOUNDATIONS OF PUBLIC SAFETY ADMINISTRATION ..... 3 credits
Prerequisite(s): Must be taken in the student's first semester in the Public Safety Administration BAS program. This course is presented as an overview of the primary aspects of public safety administration. Major administrative, managerial and leadership components of public safety organizations will be examined. Also addressed will be administrative concerns for special issues and challenges, such as coordinated public safety approaches, post-9/11 administrative worldviews, ethical foundations, critical thinking and analysis, and innovative solutions for pragmatic public safety problems. The course will also provide the student with a framework for individual progress. This will include an initial supervisor/leadership/management skills assessment; the beginning development of an individualized development plan toward educational and career goals, with a personal portfolio; and preliminary planning to link continuous learning with the Capstone course at the end of the program. 47 contact hours.

PAD 3821 CONTEMPORARY ISSUES IN PUBLIC SAFETY ADMINISTRATION..... 3 credits
Prerequisite(s): PAD 3820 and admission to the Public Safety Administration BAS Program. This course focuses on current issues and trends in the field of public safety administration. The course is structured to introduce management and administrative topics in public safety, examine the implications to the field, and formulate recommendations. This course will begin developing skills in project design and presentation. This course will enhance critical thinking skills. 47 contact hours.

PAD 3874 COMMUNITY RELATIONS THEORY AND PRACTICE..... 3 credits
Prerequisite(s): Admission to the Public Safety Administration BAS Program or EDST-BS program. This course will expose the student to community relations theory and practice within a broad range of public safety organizations. Students will understand why positive community perception of public safety is critical to funding and operational effectiveness. Each student will gain the insight and skills necessary to be effective in the community relations function of public safety administration. 47 contact hours.

PAD 4014 POLITICAL AND SOCIO-ECONOMIC IMPACT OF GANGS ..... 3 credits
Prerequisite(s): Admission to Public Safety Administration BAS, Gangs Enforcement Management Certificate, or Educational Studies BS programs. This course introduces the student to the interrelationship of gangs, public policy, political decision-making, and the social and economic ramifications. The course focuses on contemporary gang issues, public policy paradigms, national social and economic trends, and the impact of gang activity in the community. 47 contact hours.

PAD 4204 PUBLIC FINANCE..... 3 credits
Prerequisite(s): Admission to the Public Safety Administration BAS program or Public Policy and Administration BS program. This course will provide the student with a firm understanding of all elements of public finance, from budget development to finance management, and from procurement to accounting and auditing. In addition, the course will explore alternative sources of public safety funding available to local government entities. A key component of the course will be the student's preparation and presentation of a budget for a model city. 47 contact hours.

PAD 4232 GRANT ADMINISTRATION AND RESOURCE DEVELOPMENT..... 3 credits
Prerequisite(s): Admission to Public Safety Administration BAS, Gangs Enforcement Management Certificate, Health Services Administration BAS, Health Services Administration BAS PAR, Public Policy and Administration BS, or Educational Studies BS programs. This course will explore and analyze the proposal-writing role in the resource development process. The student will be introduced to several concepts including researching alternative resources and funding opportunities, proposal writing, implementing and managing grants, developing community partnerships and collaborations, and becoming knowledgeable in policies and procedures related to public entities. 47 contact hours.

PAD 4332 STRATEGIC AND OPERATIONAL PLANNING..... 3 credits
Prerequisite(s): Admission to the Public Safety Administration BAS Program. This course is an examination of strategic planning in public and nonprofit organizations. The student will learn how strategic planning can guide and strengthen the effectiveness of an organization's performance. The ten step Strategy Change Cycle is introduced as an effective planning approach to accomplish strategic and operational planning in organizations. 47 contact hours.

PAD 4603 ADMINISTRATIVE LAW..... 3 credits
Prerequisite(s): Admission to the Public Safety Administration BAS program or Public Policy and Administration BS program. This course will examine the workings of Administrative Agencies with an emphasis on their power to make and enforce rules along with their power to investigate and adjudicate alleged violations. Particular focus will be placed on the means by which government administrators interact with these agencies. In addition to understanding the role of administrative agencies, the course will focus on using research skills to examine the constantly-changing rules that are promulgated by administrative agencies. 47 contact hours.

PAD 4878 PUBLIC SAFETY ADMINISTRATION CAPSTONE ..... 3 credits
Prerequisite(s): Senior standing, or permission of the Dean. This course will afford the student an opportunity to observe and use analytical knowledge and research skills to define and confront a problem encountered by today's public safety administrators. The student will complete a project dealing with a current public safety issue and make recommendations for implementation of a solution. This course will foster implementation strategies concluding in a process of promoting efficient and effective management in a public safety agency or the student's chosen field of study. This course will examine the outcome of each student's individualized leadership plan toward educational and career goals with a personal portfolio developed in the course Foundations of Public Safety Administration course to ensure attainment of program goals. 47 contact hours.

PCB 3023C CELL BIOLOGY WITH LAB..... 4 credits
Prerequisite(s): BSC 2010, BSC 2010L, BSC 2011, BSC 2011L, CHM 2045, CHM 2045L, CHM 2046, CHM 2046L, CHM 2210, CHM2210L, CHM 2211, and CHM 2211L. This course is a study of cell structure and function with emphasis on the properties of intracellular organelles. This course is concerned primarily with eukaryotic cells. Lectures are devoted to structural details and the molecular functions of the different sub-cellular components. Lectures will introduce topics such as exocytosis, endocytosis, membrane transport and the role of the cytoskeleton in this process, protein targeting, organelle function, organelle structure and organelle biosynthesis, protein sorting, motility, and cell-to-cell interactions. Lectures will also introduce the topics of signal transduction and cellular functions that are required for cell growth and programmed cell death, as well as how perturbations in these processes can result in human diseases. This course is a combined lecture and lab class. The laboratory portion will complement lecture topics and include the application of fundamental techniques used in cell biology such as sub-cellular fractionation, protein isolation, detection and activity. 92 contact hours.

PCB 3043C ECOLOGY WITH LAB..... 4 credits
Prerequisite(s): Pre-requisites BSC 2010/2010L, and BSC 2011/2011L. This course is designed to teach ecology at four major levels: organismic, population, community and ecosystem. One of the aims is to interrelate the different levels of ecological study and to unify these via evolutionary and behavioral ecology. A second aim is to correlate the concepts of ecology with those learned in physiology to understand physiological ecology. This course will address both theoretical and empirical ecology as well as applied ecology with special emphasis on Florida's ecosystems and human impacts on them. This course is a combined lecture and lab class. 92 contact hours.

PCB 3063C GENETICS WITH LAB ..... 4 credits
Prerequisite(s): BSC 2011/2011L, BSC 2010/2010L, CHM 2045/2045L. Pre or Corequisite(s): CHM 2046/2046L. This course is designed to teach three major areas of genetics: the organization and transmission of genetic material, the molecular biology of gene expression and regulation, and the modification and evolution of genes and genomes. This course also provides an understanding of the history and process of genetics as an experimental science and to provide the student with a foundation for understanding the current advances and rapid changes in genetic engineering and genomics. This course is a combined lecture and lab class. This course addresses specific Sunshine State Standards, subject matter competencies and pedagogy pertinent to the discipline and required for certification. 92 contact hours.

PCB 4674 ADAPTATION IN PLANTS AND ANIMALS..... 3 credits
Prerequisite(s): BSC 2010/2010L, BSC 2011/2011L. This lecture course is designed to teach both the mechanisms of adaptation and the resulting traits that

arise. The course will emphasize the environmental (both biotic and abiotic) pressures that drive adaptation and will investigate the morphological, physiological, behavioral and demographic adaptations resulting from specific environmental pressures. 47 contact hours.

PCB 4723C COMPARATIVE ANIMAL PHYSIOLOGY WITH LAB ..... 3-4 credits
Prerequisite(s): BSC 2010/2010L, BSC 2011/2011L, CHM 2045/2045L, CHM 2046/2046L, BCH 3023 or alternative biochemistry class. This course is designed to teach animal physiology from a comparative perspective that focuses on the interplay between environmental conditions and physiological adaptation and highlights the many similarities and differences seen among different types of organisms. It also stresses the significance of homeostasis and addresses the interdependency between structure and function. This course emphasizes an interdisciplinary approach in which concepts from physics and chemistry are merged with concepts from biology and is a combined lecture and lab class. 92 contact hours.

PLA 3240 ALTERNATIVE DISPUTE RESOLUTION ... 3 credits
Prerequisite(s): Admission to the Paralegal BAS program. This course is designed to provide an overview of mediation procedure and governing law in Florida. Additionally, it will provide students with the fundamental tools for conflict resolution through negotiation and mediation and will enable them to both understand and apply successful conflict resolution in their forthcoming roles within the legal community. 47 contact hours.

PLA 3306 CRIMINAL LAW AND PROCEDURE ..... 3 credits
This course is developed both topically and historically to approach the substantive criminal law and criminal procedure for the upper division student. The course covers the history and basis of U.S. criminal law, delves into an analytical study of the various types of crimes and defenses, and provides an in-depth treatment and real-world view of U.S. criminal procedure. 47 contact hours.

PLA 3410 INTELLECTUAL PROPERTY LAW ..... 3 credits
Pre or corequisite(s): PLA 2114. Prerequisite(s): Admission to the Paralegal Studies BAS program. This course will provide the student with a working knowledge of the types, nature, registration requirements, and enforcement of patents, trademarks, copyright, trade secrets and trade dress. The student will also be exposed to procedural requirements in protecting and enforcing intellectual property. A component of this course also discusses current and future intellectual property issues on the internet and in the entertainment industry. 47 contact hours.

PLA 3467 BANKRUPTCY ..... 3 credits
Pre or corequisite(s): PLA 2114. Prerequisite(s): Admission to the Paralegal Studies BAS program. This course gives the student an introduction into the purpose and structure of the bankruptcy laws. This course is designed to teach the student the basic steps a case takes under Chapter 7, 11, and 13 of the Bankruptcy Code. This course will define and demonstrate basic bankruptcy terminology including a discussion of the various roles of debtors, creditors, trustees, and judges in a typical bankruptcy case. 47 contact hours.

PLA 3474 LABOR AND EMPLOYMENT LAW ..... 3 credits
Prerequisite(s): BUL 2241 or BUL 2131 or BUL 3310. This course introduces the student to the basic laws governing labor and employment in the United States with a focus on compliance. Topics covered include the employer/employee relationship, statutory law regarding the workplace, the historical and regulatory scheme of workers compensation, unemployment compensation, the basic statutory law, administrative law, and enforcement scheme governing labor and employment; collective bargaining laws; and civil service and civil rights in the public sector. 47 contact hours.

PLA 3563 INSURANCE LAW ..... 3 credits
Prerequisite(s): Admission to the Paralegal BAS program. This course examines the nature of insurance, insurable interests, the definitions of risk, persons insured, the procedures for filing claims, defenses of the insurer, doctrines of waiver and estoppel, measures of recovery, the insurer's duty to defend, bad faith causes of action, reinsurance, bonds, and regulation of insurance. 47 contact hours.

PLA 3703 SEMINAR IN PROFESSIONAL RESPONSIBILITY ..... 3 credits
Pre or corequisite(s): PLA 2114. Prerequisite(s): Admission to LEGAL-BAS or LEGAL-CT. This course covers ethical responsibilities of legal professionals, a study in the canons of legal ethics, and areas of liability for professional malpractice. This course requires the student to participate in a community service-learning project approved by the college, instructor, and student. 47 contact hours.

PLA 3723 LOGIC AND THE LAW ..... 3 credits
Pre or corequisite(s): PLA 2114. Prerequisite(s): Admission to the Paralegal Studies BAS program. This course will introduce students to various forms of reasoning and informal fallacies. Subsequently, the course will conduct an in-depth study of deductive syllogistic logic and will conclude by introducing the quantification techniques of propositional and predicate logic (first-order symbolic logic). The course includes logic games and application of logical analytical principles to legal writing. 47 contact hours.

PLA 3734 COMPUTERS AND THE LAW OFFICE ..... 3 credits
Pre or corequisite(s): PLA 2114. Prerequisite(s): Admission to the Paralegal Studies BAS program. This course introduces the student to the law office work environment and contains instruction and practice on computer programs common to law offices. Applications will include word processing, spreadsheets, databases, document preparation and billing software. 47 contact hours.

PLA 3873 SECURITIES LAW ..... 3 credits
Pre or corequisite(s): PLA 2114. Prerequisite(s): Admission to the Paralegal Studies BAS program. This course surveys federal and state regulation of securities from initial registration and issuance to public trading. The course focuses on the nature and extent of investor protection and the duties and liabilities of corporate officers and directors, the issuer, and others. Various aspects of securities regulation in the area of business entity finance are discussed including such regulatory schemes as the Securities Act of 1933, the Securities Exchange Act of 1934, and the Florida Blue Sky laws. 47 contact hours.

PLA 3885 UNITED STATES CONSTITUTIONAL LAW ..... 3 credits
Pre or corequisite(s): PLA 2114. Prerequisite(s): Admission to Paralegal Studies BAS or admission to Public Policy and Administration BS program. This course is developed both topically and historically to approach the judicial review process, the doctrine of implied powers, the three branches of power, substantive due process along with equal protection, civil rights, free speech and religion. 47 contact hours.

PLA 4116 LEGAL WRITING SEMINAR ..... 3 credits
Pre or corequisite(s): PLA 2114. Prerequisite(s): Admission to the Paralegal Studies BAS program. This course provides a comprehensive review of the entire legal researching and writing process. The further development of legal researching and writing skills is fostered with special emphasis on analyzing and preparing documents for either the state or federal court system. 47 contact hours.

PLA 4263 EVIDENCE LAW ..... 3 credits
Prerequisite(s): PLA 1003, PLA 1104 and admission to the Paralegal Studies BAS program. This course is designed to introduce the student to the use of evidence in a legal cause of action, the various types of evidence, the paralegal's role in gathering and organizing that evidence, and effective use in alternative dispute resolution or trial. Students will also be taught the importance of the preservation of evidence and chain of custody. The student will be versed in the Federal and Florida Rules of Evidence. 47 contact hours.

PLA 4275 TORT AND PERSONAL INJURY LAW..... 3 credits
Prerequisite(s): PLA 1003 and PLA 2203. This course is intended to provide an overview of basic concepts and laws within tort and personal injury law. Topics covered include intentional torts, the four elements of negligence, strict liability torts, various types of defamation, malpractice, insurance, and business torts. The applicable defenses to the aforementioned torts will be covered as well. In addition, it will provide the student fundamental tools in this area of the law concerning how law firms function, assessing cases for settlement value, investigating claims, billing hours, and evaluating insurance policies. 47 contact hours.

PLA 4404 COMMERCIAL TRANSACTIONS..... 3 credits
Prerequisite(s): BUL 2241 and admission to the LEGAL-BAS program. In this practical skills course, students review and prepare transactional documents associated with the most common business transactions and closings. This course requires the student to be proficient with computer applications as the class will be conducted in a computer lab. 47 contact hours.

PLA 4522 HEALTH CARE LAW..... 3 credits
Prerequisite(s): BUL 2241 or BUL 2131 or BUL 3310 or permission of Dean. This course is intended to provide an overview of regulations and laws applying to the health care system. Topics covered include the contractual relationship established between patient and provider as well as patient and health insurance company; state and federal regulations regarding licensing, health care facilities, and health care insurance; and state and federal laws governing health care, privacy and bioethics. In addition, the course will give an in-depth look at the governing case law in each of these areas as well as addressing issues surrounding liability in the health care profession and medical malpractice. 47 contact hours.

PLA 4554 ENVIRONMENTAL LAW ..... 3 credits
Prerequisite(s): PLA 1003 and PLA 2203. This course is intended to provide an overview of concepts and laws within environmental law. Topics covered include the history and foundations of environmental law and the main laws and regulations surrounding the protection of our environment. An in-depth examination of the applicable laws and regulations will be pursued to achieve the requisite knowledge of environmental issues. 47 contact hours.

PLA 4613 REAL PROPERTY LAW..... 3 credits
Prerequisite(s): PLA 1003 and enrollment in the BAS Paralegal Studies degree program or permission of the Dean. This course is designed to provide students with a basic overview of real property law with transactional considerations. Topics covered include: the basic elements of real property law, the different methods used to record and describe property, the methods used to transfer title, the rights associated with real estate ownership, the elements of real estate contracts, the basic elements of landlord/tenant law, deeds, mortgages, restrictions on land use, title insurance and title examinations, the closing process, and tax implications. Emphasis will be placed on the practical application of the skills necessary to perform drafting and review of related documents. 47 contact hours.

PLA 4806 FAMILY LAW ..... 3 credits
Prerequisite(s): PLA 1003. This course is a study of cases, Florida Statutes, and legal principles relevant to the formation, regulation and dissolution of the family unit, and to legal obligations which arise within the family relationship. The course considers: nuptial agreements, marriage, annulment, divorce, division of property, maintenance, custody, visitation, child support, tax law, adoption, paternity, and ethical issues. Emphasis is placed on developing practical skills such as the creation of pleadings, agreements, discovery, and trial preparation. 47 contact hours.

PLA 4827 SPORTS AND ENTERTAINMENT LAW..... 3 credits
Prerequisite(s): BUL 2241 or BUL 2131 or BUL 3310. This course introduces the student to basic concepts and regulations within the sports and entertainment industry with a focus on contract, constitutional, and intellectual property law. Topics covered in the area of sports law include the history of sports agents, torts and crimes in sports, Title IX and women's issues, contract law regarding athletes, financial and compensation considerations, American with Disabilities Act in sports, athlete/celebrity status, and intellectual property issues. Topics covered in the area of entertainment law include the legal structure of film, television, music, live stage, and publishing industries, contract law regarding entertainers, credits and compensation, constitutional considerations, and intellectual property law issues. 47 contact hours.

PLA 4830 COMPARATIVE LEGAL SYSTEMS ..... 3 credits
Pre or corequisite(s): PLA 2114. Prerequisite(s): Admission to the Paralegal Studies BAS program. This course provides an examination of various legal traditions and systems of the world. International law and transboundary issues will be discussed. Substantive and procedural laws will be examined. Availability of resources will be emphasized. 47 contact hours.

PLA 4843 IMMIGRATION LAW ..... 3 credits
Pre or corequisite(s): PLA 2114. Prerequisite(s): Admission to LEGAL-BAS or LEGAL-CT. This course is intended to provide an overview of U.S. immigration laws. Special emphasis is placed on the practical aspects of immigration law, an examination of the substantive and procedural aspects of this type of practice, and an analysis of the changes in our immigration laws and policies post September 11, 2001. In addition, it will provide the student fundamental tools in this area of the law concerning interviewing a client as well as forms and documents requirements. 47 contact hours.

PLA 4876 ANIMAL LAW..... 3 credits
Prerequisite(s): PLA 1003 and admission to the Paralegal Studies BAS program. This course is designed to review a wide range of legal policies as they apply to the emerging field of animal law. Considerations include contract applications, tort and criminal law, state and federal regulation of all types of animals, and discussing of rights and responsibilities pertaining to animals. 47 contact hours.

PLA 4941 PARALEGAL STUDIES CAPSTONE ..... 3 credits
Prerequisite(s): Permission of Dean and Senior Standing. This is the capstone course for the Paralegal Studies program. It will provide the opportunity for the student to demonstrate that he/she has learned both the theoretical material and practical skills from the program and can apply them in the real world. It must be taken during the student's last semester at the college. This course focuses on giving the student the opportunity to develop and present a plan to solve a problem dealing with paralegal issues today. The student will choose a topic for a project consistent with the goals of this course and submit it to the course instructor for approval. 45 contact hours.

PLA 4944 PARALEGAL CERTIFICATE CAPSTONE.. 3 credits
Prerequisite(s): Admission to the Paralegal Studies BAS program or Paralegal Studies Certificate Program and permission of the Dean. This is the capstone course for the Paralegal Studies Certificate Program. It will provide

the opportunity for the student to demonstrate that he/she has learned both the theoretical material and practical skills from the certificate courses and can sufficiently apply them to the Certified Legal Assisting examination. It must be taken during the student's last session of the certificate program. A substantive review of the CLA examination topics will be covered along with practice examinations. This course focuses on giving the student the opportunity to develop and present a plan to solve a problem dealing with paralegal issues today. The student will choose a topic for a project consistent with the goals of this course and submit it to the course instructor for approval. 45 contact hours.

PLA 4949 PARALEGAL STUDIES CO-OP WORK EXPERIENCE ..... 1-3 credits
Prerequisite(s): Faculty Advisor/Co-op Coordinator or Dean Approval. This course is designed to provide students with major-related, supervised, evaluated practical training work experiences which may be paid or voluntary. Students are graded on the basis of documented learning acquired through hands-on experiences in an actual work setting. Variable credits are available, one to three per course. The student must fulfill the requirement of 60 on-the-job hours for each credit earned in addition to written assignments. Co-op courses may be repeated but total credits shall not exceed twelve.

PRO 3000C INTRODUCTION TO ORTHOTICS, PROSTHETICS AND REHABILITATION .... 2 credits
Prerequisite(s): Admission to the Orthotic & Prosthetic BAS Program. This course focuses on the development of knowledge necessary to understand the rehabilitation process as it relates to the delivery of orthotic/prosthetic care. The prosthetic and orthotics professions are presented in terms of the integration of the biological, medical, and engineering sciences. Students will develop a solid foundation of the principles and practice of orthotics and prosthetics and the materials and technology associated with the manufacture of custom devices. The laboratory component section will develop psychomotor skills for the application of contemporary technology at the introductory level. 62 contact hours.

PRO 3100 BIOMECHANICS..... 2 credits
Prerequisite(s): Admission to the Orthotics and Prosthetics BAS program. This course examines how forces act upon and within the human body and the effects produced by these forces as they relate to human movement. The student will gain functional knowledge of basic engineering principles as they apply to the human body. The student will learn the mechanics of human movement as it relates to orthotic/prosthetic applications. The student will be introduced to biomechanical measurement instruments (i.e. force plates, pressure transducers, video analysis) used to quantify the kinetic effects associated with physical activity. 32 contact hours.

PRO 3110 CLINICAL PATHOLOGY ..... 3 credits
Prerequisite(s): Admission to the Orthotics and Prosthetics BAS program. This course focuses on the pathophysiology, clinical signs and symptoms associated with numerous diseases and traumatic injuries as they relate to the practice of orthotics and prosthetics. Clinical Pathology provides a comprehensive foundation to build the students knowledge of specific clinical disorders. Each problem is presented in terms of the diagnoses, tests, treatment regimes, rehabilitation, prognosis and its morbidity. Students will learn the proper method to review case materials (history, physical exam, laboratory data, etc), to develop differential diagnoses for a specific patient presentation. Relevant case studies are presented to develop an understanding of the role of the prosthetist and orthotist in the rehabilitation process. Students will also participate in small groups for a review of the literature, to provide an in depth study of recent research on the major diseases encountered in a clinical orthotic/prosthetic practice. 47 contact hours.

PRO 3120 GAIT ANALYSIS AND PATHOMECHANICS ..... 2 credits
Prerequisite(s): Admission to the Orthotics and Prosthetics BAS program or approval of the Dean. This course focuses on normal human locomotion and pathological gait. The students will learn the mechanics of human locomotion and the muscle activity associated with all phases of gait identify numerous events that occur during the gait cycle, and identify gait deviations in prosthetics/orthotics patients due to clinical pathologies or compensations. 32 contact hours.

PRO 3200C HUMAN ANATOMY AND PHYSIOLOGY FOR ORTHOTICS AND PROSTHETICS.... 4 credits
Prerequisite(s): Admission to the Orthotics and Prosthetics BAS program. This course focuses on examination of the human body as it is relevant to orthotics and prosthetics. Specific systems focused on will be cardiovascular, skeletal, neurological, and muscular. Particular emphasis will be placed on the extremities and the spine. 92 contact hours.

PRO 3301C TRANSTIBIAL PROSTHETICS ..... 5 credits
Prerequisite(s): Admission to the Orthotics and Prosthetics BAS program. This course focuses on anatomy, numerous amputation levels (symes – transtibial), pathology, biomechanics, phases of gait, pathological gait and gait training techniques. Students will learn biomechanics of socket fit and prosthetic alignment. They will be presented prescription criteria for socket design, measuring techniques and casting techniques. Relevant case studies will be discussed to facilitate clinical problem solving skills. This course utilizes comprehensive integration of the student's knowledge of pathology, anatomy, and biomechanics to promote clinical problem solving for transtibial prosthetics. Application of technology including CAD/CAM imaging will be incorporated throughout the course projects. 137 contact hours.

PRO 3310C LOWER EXTREMITY ORTHOTICS I ..... 4 credits
Prerequisite(s): Admission to the Orthotics and Prosthetics BAS program. This course is designed so that the student will understand that the foot and ankle pathology and treatment for problems including, diabetes, neuropathy, ischemia, and infection. Each of these factors acting alone or in concert predispose the foot to ulceration when subjected to mechanical, thermal or chemical trauma. Correlation of clinical findings allow the student to understand the importance of the correct choice of materials, orthoses and prostheses for proper treatment regimens The goal of the course is to focus on the assessment, differential diagnosis and treatment strategies. Emphasis will be placed on the practical management of the patient. 122 contact hours.

PRO 3311C LOWER EXTREMITY ORTHOTICS II ..... 5 credits
Prerequisite(s): PRO 3310C with a "C" or better and Admission to the Orthotics and Prosthetics BAS program. This course focuses on integrating knowledge of biomechanics, anatomy, pathology, material properties, and orthotic principles to solve clinical problems afflicting the lower extremity. This course is clinically based instruction in selection, measurement, and manufacture of lower limb orthotics. Students will examine, cast, and provide model patients with several devices including, various plastic ankle foot orthoses, metal ankle foot orthoses, and knee-ankle-foot orthoses. The differences between taking an impression by the traditional plaster casting and CAD/CAM methods will be examined and discussed. This class will be a combined lecture lab course. 137 contact hours.

PRO 3500C CLINICAL METHODS ..... 3 credits
Prerequisite(s): Admission to the Orthotics and Prosthetics BAS Program or permission of the Dean. This course focuses on utilizing medical evidence and patients' exam to support clinical practical decisions. This course is clinically based on instruction in selection of prescription criteria. The course will help students gather appropriate clinical data required for good clinical

practical decisions. The laboratory portion will focus on patient assessment skills. 77 contact hours.

PRO 3505 CLINICAL PROBLEM SOLVING..... 2-3 credits
Prerequisite(s): Admission to the Orthotics and Prosthetics BAS program or permission of the Dean. This course will focus on the development and presentation of comprehensive orthotic/prosthetic treatment plans through the analysis and synthesis of information gleaned through the clinical evaluation and assessment process. Formulation of the treatment plan is one of the six practice domains of the orthotist prosthetist. 32 contact hours.

PRO 3801L ORTHOTICS AND PROSTHETICS CLINICAL ROTATION PRACTICUMS I-V ..... 2-3 credits
Prerequisite(s): Admission to the Orthotics and Prosthetics BAS program. This course allows students to observe, assist, and practice clinical patient care and device fabrication in an environment to prepare for an orthotic or prosthetic residency. Each student will be placed at a clinical agency to practice orthotic and prosthetic skills under close supervision of an ABC prosthetist/orthotist. The student will need to compile a log book documenting their patient interactions and case analysis of their clinical experiences. The students are required to present case studies once a month to an audience of peers. The area of concentration in the clinical rotations will be on clinical assessments, technical skills, practice management; foot orthotics, ankle foot orthotics, and transtibial prosthetics including amputation surgery, post operative prostheses, static and dynamic alignment, fabrication and adjustments; spinal orthotics including, but not limited to scoliosis orthoses, TLSO, LSO, cervical orthoses, and patient evaluation; upper limb and research; lower extremity orthoses and transfemoral prosthetics including, but not limited to amputation surgery, post operative prostheses, and static and dynamic alignment. Students are encouraged to take advantage of hands on clinical exposure in each area of study to develop their clinical skills and confidence during their rotations at the approved affiliate sites. 135 contact hours.

PRO 4130 MATERIAL SCIENCE..... 2 credits
Prerequisite(s): Admission to the Orthotics and Prosthetics BAS program. This course focuses on the mechanical properties of various materials used in orthotics and prosthetics. Some of the materials discussed will include metals, thermoset plastics, thermoplastics, and composites. 32 contact hours.

PRO 4190 RESEARCH METHODS..... 2-3 credits
Prerequisite(s): Admission to the Orthotics and Prosthetics BAS Program. This course provides the student with an understanding of the research process. The student will develop techniques used in scientific research to critically evaluate scientific papers with regard to the measurements and methods used. The student will learn to formulate a simple research project and employ quantitative testing methods to reach conclusions. 32 contact hours.

PRO 4331C TRANSFEMORAL PROSTHETICS ..... 4-5 credits
Prerequisite(s): PRO 3301C with grade of "C" or better and Admission to the Orthotics and Prosthetics BAS program. This course focuses on anatomy, biomechanics and prosthetic principles of transfemoral, hip disarticulation and hemipelvectomy amputations. Students will learn biomechanics of the socket fit and prosthetic alignment. Course requires comprehensive integration of the students' knowledge of anatomy, biomechanics and prosthetic principles. Students will learn to take an impression, rectify the model, fabricate a check and a definitive prosthesis, and perform diagnostic & final fittings. 122 contact hours.

PRO 4350C SPINAL ORTHOTICS..... 5 credits
Prerequisite(s): Admission to the Orthotics and Prosthetics BAS program. This course focuses on how to integrate knowledge of biomechanics, anatomy, pathology, material properties, and orthotic principles to solve clinical problems afflicting the spine. This course offers clinically based instruction in selection, measurement, and manufacture of spinal orthotics. Students will examine, cast, and provide model patients with several devices including various lumbo-sacral orthoses and thoraco-lumbo-sacral orthoses. In addition, students will have the opportunity to fit several prefabricated spinal orthoses. The differences between taking an impression by the traditional plaster casting and Computer-Aided Design and Computer-Aided Manufacturing (CAD/CAM) methods will be examined and discussed. This class will be a combined lecture lab course. 137 contact hours.

PRO 4361C UPPER EXTREMITY PROSTHETICS..... 4 credits
Prerequisite(s): Admission to the Orthotics and Prosthetics BAS program. This course focuses on anatomy, biomechanics and prosthetic principles and materials to solve clinical problems affecting patients with upper extremity amputations. The student will learn to measure, cast, fabricate, design, and manufacture prostheses for partial hand, wrist disarticulation, transradial, elbow disarticulation, transhumeral, shoulder disarticulation, and thoraco-scapular amputation levels. The student will learn biomechanics of the socket fit and prosthetic alignment, and upper limb prosthetic control strategies. This course requires comprehensive integration of the students' knowledge of anatomy, biomechanics and prosthetic principles. 92 contact hours.

PRO 4371C UPPER EXTREMITY ORTHOTICS..... 4 credits
Prerequisite(s): Admission to the Orthotics and Prosthetics BAS program or permission of the Dean. This course focuses on how to integrate knowledge of anatomy, kinesiology, biomechanics, pathology, material properties, upper limb orthotic components and principle, and to address clinical problems of the upper limb. Multiple orthotic systems will be reviewed. In addition to working with each other, students evaluate and work with professional patients to measure, recommend, fabricate, fit and modify upper limb orthoses. Orthoses fabricated in this course include various metal hand orthoses; thermoplastic hand orthoses; static metal wrist hand orthosis; metal wrist hand orthoses with dynamic assists; polymer upper limb orthoses; metal wrist driven flexor hinge orthoses (then converted to a cable driven). Application of technology (e.g., external power, CAD/CAM) will be incorporated, as appropriate, throughout the course, as will prefabricated alternatives to custom orthoses. 92 contact hours.

PRO 4410 CAD/CAM FOR ORTHOTICS AND PROSTHETICS ..... 2 credits
Prerequisite(s): Admission to the Orthotics and Prosthetics BAS program. This course focuses on the utilization of computer automated design and manufacturing (CAD/CAM) in orthotics and prosthetics. Students will develop the knowledge and skills needed to measure and manufacture orthoses and prostheses through the tools of CAD/CAM including computers, digitizers, scanners, lathes, and milling machines. 32 contact hours.

PRO 4600 PRACTICE MANAGEMENT ORTHOTICS AND PROSTHETICS..... 2 credits
Prerequisite(s): Admission to the Orthotics and Prosthetics BAS program. This course will expose students to business fundamentals and development skills needed to manage an orthotic & prosthetics practice. The student will learn different billing software systems available for electronic billing. The students will be introduced to Medicare and other reimbursement systems in orthotic & prosthetics. The student will learn about the American Board of Certification (ABC) code of ethics, professionalism and how to apply those skills to current coding techniques in orthotics and prosthetics. 32 contact hours.

PRO 4850 SENIOR CAPSTONE ..... 2-4 credits
Prerequisite(s): Admission to the Orthotics and Prosthetics BAS program or permission of the Dean. This capstone course will integrate all the information from the orthotics and prosthetics program. The student will be demonstrating competency in the six practice domains of the orthotist prosthetist. Upon completion of this course the student will be prepared to enter a residency in orthotics or prosthetics. 32 clinical hours.

PUP 3002 INTRODUCTION TO PUBLIC POLICY AND ADMINISTRATION..... 3 credits
Prerequisite(s): Admission to the BS Public Policy and Administration program. This course will provide a basic foundation in the conceptual frameworks, research perspectives and practical considerations of policy origination, interpretation/implementation and organizational behavior management within public organizations. The emphasis will be on critical thinking and a problem solving approach to improving organizational performance. Course content is guided by the practical aspects of theory, research, best practices, and the past and current real world experience of managers. 47 contact hours.

PUP 3033 POLICY LEADERSHIP..... 3 credits
Prerequisite(s): Admission to the Public Policy and Administration BS Program. Pre or corequisite(s): PUP 3040. This course introduces students to the relationship between leadership and policy and the organizational dynamics that influence the implementation of public policy. Students will experience all phases of developing policy, from identifying stakeholders and their competing perspectives, to determining factors that impact the sustainability of public policy. Emphasis will be placed on the varying leadership styles used to work with diverse groups and in one-on-one interactions for the purpose on influencing policy development, analysis, decision making, implementation, and improvement. 47 contact hours.

PUP 3040 STATE AND LOCAL GOVERNMENT AND PUBLIC POLICY..... 3 credits
Prerequisite(s): Admission into the Bachelor of Science Public Policy and Administration program. This course will provide a basic foundation in the conceptual frameworks, research perspectives, practical and political considerations of state and local government and its relationship to public policy to include its origin, interpretation and implementation. The emphasis will be on critical thinking, “the art of negotiation”, diplomacy, problem solving and decision making. Course content is guided by the practical aspects of theory, research, best practices, and past and current real world experience of public managers. 47 contact hours.

PUP 3043 EVALUATING PUBLIC POLICY (RESEARCH METHODS I)..... 3 credits
Prerequisite(s): Admission to Public Policy and Administration BS. Pre or coreq: PUP 3040. This course will provide an introduction to research methods used in public policy and administration. The student will be introduced to several concepts including initiating and organizing a research study, appropriate study designs, measurement of variables, sampling techniques, use of surveys and protection of human subjects and other ethical issues. 47 contact hours.

PUP 3046 POLICY DATA ANALYSIS (RESEARCH METHODS II)..... 3 credits
Prerequisite(s): Admission to Public Policy and Administration BS and PUP 3043 Research Methods I. This course will provide an introduction to statistical research methods used in public policy and administration. The student will be introduced to strategies for data analysis including correlation, simple linear regression, hypothesis testing, use of indices and effective communication of research findings in public policy and administration. 47 contact hours.

QMB 3200 QUANTITATIVE METHODS FOR BUSINESS..... 3 credits
Prerequisite(s): STA 2023, MAC 2233, and Admission to the Business Administration BS programs. This course presents quantitative approaches in business decision making. It provides students with a conceptual understanding of the role that management science plays in the decision making process. This course emphasizes the application of quantitative techniques to the solution of business and economic problems. 47 contact hours.

RED 3309 EARLY AND EMERGENT LITERACY K-2..... 2-3 credits
Prerequisite(s): Admission to Educational Studies BS, Elementary Education with Reading BS, Exceptional Education with Reading BS, Elementary Education BS, Exceptional Education BS, Canadian EPI, Elementary Education EPI, Exceptional Education EPI, or Initial Certification. This course is designed to increase understanding of early literacy development and the conditions which promote total literacy from birth through lower elementary grades. Language theory and current research are used to shape informed practices regarding literacy development. Connections are made among all aspects of literacy learning: reading, writing, listening, speaking and attitude development. The course explores and develops many related activities to foster a balanced, positive, constructive attitude towards literacy in young children. It includes a minimum of 15 school-based hours of observation/teaching reading in educational setting(s). This course is writing intensive. 47 contact hours.

RED 4324 READING IN THE MIDDLE SCHOOL ..... 3 credits
Prerequisite(s): Admission to Middle Grades Math Education BS, Middle Grades Science Education BS, Middle Grades Math EPI, Middle Grades Science EPI or Initial Certification. This course is designed for middle grades teachers who need developmental reading/literacy and assessment strategies for adolescents. The major emphasis of the course is placed on current theories, practical strategies, development of teaching techniques, and materials used in reading/literacy instruction to improve both academic and recreational reading. The emphasis is placed on the key No Child Left Behind literacy areas of Fluency, Vocabulary, and Comprehension for both content understanding and diagnosis of reading difficulties at that level. Lecture, discussion, simulated teaching, and field work constitute different course activities. 47 contact hours. 20 school-based hours required.

RED 4335 READING IN THE CONTENT AREA..... 2-3 credits
Prerequisite(s): Admission to Secondary Science Education BS, Business Technology Education BS, Middle Grades Math Education BS, Middle Grades Science Education BS, Secondary Math Education BS, Technology Education BS, Secondary Math EPI, Middle Grades Math EPI, Middle Grades Science EPI, Secondary Science EPI or Initial Certification. This course is designed to promote the effective teaching of literacy skills across the curriculum. The major emphasis of this course is placed on current theories, methods, and materials used in content area literacy instruction. Lecture, discussion, simulated teaching, and field work constitute different course activities. 32-47 contact hours.

RED 4511 INTERMEDIATE LITERACY 3-6: READING, WRITING AND THINKING..... 2-3 credits
Prerequisite(s): (Admission to Initial Certification) or (RED 3309 and (EDG 3620 or EEX 3241)) and admission to Elementary Education with Reading BS, Exceptional Education with Reading BS, Elementary Education BS, or Exceptional Education BS) or (RED 3309 and admission to Canadian EPI, Elementary Education EPI or Exceptional Education EPI). This course is a beginning reading and writing course that combines the study of theory and practice in the teaching of developmental reading/literacy in the

elementary intermediate grades. The major emphasis of the course is placed on current theories, methods, and materials used in reading/literacy and writing instruction. Lecture, discussion, simulated teaching and fieldwork constitute different course activities. 47 contact hours.

RED 4519 DIAGNOSIS AND INTERVENTION IN READING..... 2-3 credits
Prerequisite(s): (RED 3309 and RED 4511 and (EDG 3620 or EEX 3241), and admission to Elementary Education with Reading BS, Elementary Education BS, Exceptional Student Education with Reading BS, Exceptional Student Education BS) or (RED 3309 and RED 4511 and admission to Elementary Education EPI, Exceptional Student Education EPI or Canadian EPI). This course is designed to focus on formal and informal methods (e.g., standardized norm-referenced, criterion-referenced, performance assessment) and materials used to identify reading strengths and needs of students. Students will complete case studies to demonstrate their ability to diagnose and correct reading difficulties. Topics include assessments that address all elements of reading (e.g., comprehension, word recognition, phonemic awareness, phonics, fluency, vocabulary and concept development, cognitive strategies). The major emphasis of this course is on diagnosis of reading problems, administration of assessments, evaluation of results, and planning instruction/interventions to correct or remediate. Lecture, discussion, simulated assessment practice, and actual case studies constitute different course activities. 20 school-based hours. 32-47 contact hours.

RED 4940 FINAL READING INTERNSHIP..... 1 credit
Prerequisite(s): Admission to Elementary Education with Reading BS, or Exceptional Student Education with Reading BS. Corequisite(s): EDE 4940 or EEX 4940. This course is designed as a supervised reading portion of the final internship to give practical experience in reading for the pre-service teacher. This course aligns directly to the Florida Reading Competencies, which include language development, cognition, research-proven best practices, and differentiated instruction. Students will work directly with K-12 teachers and students in the public schools in large group, small group, and individual settings to connect all aspects of theoretical, campus-based literacy instruction to classroom practice. This course is designed to demonstrate specific skills and strategies in reading relative to program planning, instruction, daily scheduling, record keeping, evaluation, classroom management, communication, ethics, and professional development. Contact hours: Students will spend a minimum of 5 hours per week for 15 weeks associated with the corequisite of EDE 4940 or EEX 4940.

REE 3043 REAL ESTATE BUSINESS FUNDAMENTALS..... 3 credits
Prerequisite(s): Admission to International Business BAS, Management and Organizational Leadership BAS, or Sustainability Management BAS. This will serve as the introductory course to the Real Estate Track. This will serve as the introductory course to the Real Estate Track. The intent of this course is to provide an overview of the real estate industry, including an introduction to fundamental real estate concepts and practices, legal and financial aspects, as well as construction and market trends. 47 contact hours.

REE 3433 REAL ESTATE LAW ..... 3 credits
Prerequisite(s): REE 3043 and admission to the Management and Organizational Leadership BAS program or permission of the Dean. This course will illustrate the numerous legal aspects associated with various domestic and international real estate transactions. Aside from this, the legal framework of property ownership, the foundation of Magna Carta, and a review of the complicated legal system in the United States will be covered as to provide an overview of the legal aspects, ramifications, and limitations in the real estate industry. 47 contact hours.

REE 4103 REAL ESTATE APPRAISAL AND VALUATION..... 3 credits
Prerequisite(s): REE 3043. This course will illustrate and assess the numerous economic, social, employment, geographic, marketing and financial aspects associated with property valuation and appraisal. The core focus will be on how to identify trends, where to locate trends, how to interpret trends and how to apply relevant data in the commercial and residential property valuation process. The student will learn from an analytical review, how to value vacant land, personal residence and commercial use buildings for multiple uses. 47 contact hours.

RMI 3117 PERSONAL INSURANCE..... 3 credits
Prerequisite(s): Admission to the Management and Organizational Leadership BAS program or permission of the Dean. Successful completion of RMI 3200 is strongly recommended. This is the second of three courses in the Insurance Track. The intent of this course is to provide an overview of personal lines insurance, including an introduction to fundamental automobile, homeowners, life, health and disability concepts, practices, and current market trends. 47 contact hours.

RMI 3200 PRINCIPLES OF PROPERTY AND LIABILITY INSURANCE..... 3 credits
Prerequisite(s): Admission to the Management and Organizational Leadership BAS program or permission of the Dean. This will serve as the introductory course to the Insurance Track. The intent of this course is to provide an overview of the Property and Casualty Industry, including an introduction to fundamental insurance concepts, practices, legal, regulation and financial aspects and current market trends. 47 contact hours.

RMI 4211 COMMERCIAL INSURANCE ..... 3 credits
Prerequisite(s): Admission to the Management and Organizational Leadership BAS program or permission of the Dean. Recommended: Successful completion of RMI 3117 and RMI 3200. This is the third of three courses in the Insurance Track. The intent of this course is to provide an overview of commercial lines insurance, including an introduction to fundamental property, liability, automobile, crime business income, workers compensation practices, and current market trends. 47 contact hours.

SCE 3030 SCIENCE MATTERS ..... 2 credits
This course is designed to promote observation in middle and high school science classrooms so that students gain an awareness of how they can engage students in learning and make science matter to students. This course is designed for majors in the Bachelor of Biological Science Education program. This course addresses specific Sunshine State Standards, subject matter competencies and pedagogy pertinent to the discipline and required for certification. 32 contact hours total with 5 school-based hours.

SCE 3420C PHYSICAL SCIENCE FOR MIDDLE GRADES TEACHERS..... 4 credits
Prerequisite(s): CHM 1025 or passing the chemistry pretest administered by SPC Natural Science department. This course is a study of the fundamental concepts of physical science as part of preparation for teaching science in grades 5-9. General topics will include: Newtonian mechanics, force, motion, energy, momentum, magnetism, electricity, light, sound and gravity. Chemistry topics will include the nature of elements, compounds, and mixtures; chemical and physical properties of matter; chemical reactions and nuclear processes. Although knowledge of basic algebra and mathematical skills are required, the course is focused on the conceptual understanding of physical principles rather than on mathematical manipulations. An integrated laboratory component will stress the importance of evidence, observations, experimentation, logic, and argument, and provide students with the knowledge and skills necessary for conducting

demonstrations and laboratory investigations in the middle school setting. This course is designed for majors in the Middle School General Science, 5-9 program, and addresses specific Sunshine State Standards, subject matter competencies and pedagogy pertinent to the discipline and required for certification. 92 contact hours.

SCE 3941 SECONDARY SCIENCE FIELD EXPERIENCE (6-8)..... 1 credits
Topic #1 Prerequisite(s): (Admission to the Secondary Science Education BS or Middle Grades Science Education BS. Corequisite(s): SCE 3945 and RED 4335.) Or (Admission to Secondary Science EPI, Middle Grades Science EPI, or Initial Certification. Corequisite(s): SCE 3945) or Topic #2 Prerequisite(s): Admission to Secondary Science EPI, Middle Grades Science EPI, or Initial Certification. Corequisite(s): SCE 3945. This course is designed for students who will be obtaining teacher certification in grades 6-12. Students spend a minimum of 35 school-based hours in the middle school classroom. This course addresses specific Sunshine State Standards, subject matter competencies, and pedagogy pertinent to the discipline and required for certification. 17 contact hours.

SCE 3945 INTERACTIVE PROJECTSTHAT PROMOTE LEARNING IN SCIENCE ..... 3 credits
Pre or corequisite(s): (EDF 3214 and admission to Secondary Science Education BS or Middle Grades Science BS. Corequisite(s): SCE 3941.) Or (Admission to Secondary Science EPI, Middle Grades Science EPI or Initial Certification. Corequisite(s): SCE 3941.) This course is designed to build on the course Science Matters and integrate science coursework with practical experience for students preparing to teach middle school science. Field experiences from Secondary Science Field Experience (6-8) will be incorporated into classroom discussions, investigations and reports, and various strategies for probing understanding. This course addresses specific Sunshine State Science Standards, subject matter competencies, and pedagogy pertinent to the discipline and required for certification. 47 contact hours.

SCE 4330 SECONDARY SCHOOL SCIENCE AND ASSESSMENT WITH TECHNOLOGY ..... 3 credits
Prerequisite(s): (EDF 3214 and SCE 3945 and admission to Secondary Science Education BS. Corequisite(s): SCE 4940) or (Admission to Secondary Science EPI or Initial Certification. Corequisite(s): SCE 4940). This course is designed to enlarge and expand instructional theories, ideas, and strategies developed and discussed in Middle School Science. Activities are intended to illustrate and apply models for instruction and assessment in secondary school biology and middle school life science courses involving laboratory, field activities, and technology. The course provides practical experience in planning, implementing, assessing, and evaluating science instruction. 47 contact hours.

SCE 4940 INSTRUCTIONAL METHODS IN SECONDARY SCIENCE AND ASSESSMENT WITH TECHNOLOGY PRACTICUM..... 1 credit
Topic #1 Prerequisite(s): (EDF 3214 and admission to Secondary Science Education BS. Corequisite(s): SCE 4330) or (Admission to Secondary Science EPI or Initial Certification. Corequisite(s): SCE 4330) or Topic #2 Prerequisite(s): Admission to Secondary Science EPI or Initial Certification. Corequisite(s): SCE 4330. This course is designed to give practicum experience to students in public or private school classrooms as approved by the dean. Students will spend a minimum of forty (40) to sixty (60) school-based hours of observation/teaching/assessment in science classrooms. These clinical experiences will be incorporated into Instructional Methods in Secondary Science and Assessment with Technology. 17 contact hours.

SCE 4942 INTERNSHIP: SECONDARY SCIENCE EDUCATION, 6-12 ..... 12 credits
Prerequisite(s): Successful completion of all Secondary Science Education program requirements and passing of all sections of the General Knowledge and Professional Education Exam. This course requires a teacher candidate to demonstrate competency on the twelve Florida Educator Accomplished Practices (FEAPs) at the pre-professional level during one semester of full day internship in a public or private school approved by the Dean. The internship also includes a series of mandatory professional leadership seminars. Contact hours: a minimum of 35 hours per week for 15 weeks.

SCE 4943 INTERNSHIP: MIDDLE GRADES GENERAL SCIENCE EDUCATION 5-9..... 12 credits
Prerequisite(s): Successful completion of all Middle Grades General Science, 5-9 Education BS program requirements and passing of all sections of the General Knowledge and Professional Education Exam. This course requires a teacher candidate to demonstrate competency on the twelve Florida Educator Accomplished Practices (FEAPs) at the pre-professional level during one semester of full day internship in a public or private school approved by the Dean. The internship also includes a series of mandatory professional leadership seminars. Contact hours: a minimum of 35 hours per week for 15 weeks.

TSL 3080 ESOL ISSUES: PRINCIPLES AND PRACTICES I K-12..... 3 credits
Prerequisite(s): Admission to Secondary Science Education BS, Business Technology Education BS, Educational Studies BS, Elementary Education with Reading BS, Exceptional Education with Reading BS, Elementary Education BS, Exceptional Education BS, Middle Grades Math Education BS, Secondary Math Education BS, Technology Education BS, Canadian EPI, Elementary Education EPI, Exceptional Education EPI, Secondary Math EPI, Middle Grades Math EPI, Middle Grades Science EPI, Secondary Science EPI, or Initial Certification. This course is an introduction to the issues, principles, and practices of teaching English to speakers of other languages. It provides the foundation of knowledge necessary to meet the instructional needs of linguistically and culturally diverse students. Students will have 15 hours of field experience. (College of Education and EPI Math Education and EPI Science Education students will complete the field experience hours in this course. EPI Elementary Education and EPI Exceptional Education students will complete the field experience hours in their practicum.) 47 contact hour

TSL 4081 ESOL ISSUES: PRINCIPLES AND PRACTICES II K-12 ..... 3 credits
Prerequisite(s): TSL 3080 and admission to Educational Studies BS, Elementary Education with Reading BS, Elementary Education BS, Exceptional Student Education with Reading BS, Canadian EPI, Elementary Education EPI, Exceptional Student Education EPI Secondary Math EPI, Middle Grades Math EPI, Middle Grades Science EPI or Secondary Science EPI. This course is designed to serve as the culminating experience in the teaching of English to speakers of other languages (ESOL) for the education major. Its main goal is to make the connection between theory and practice. Special attention will be given to the areas of second language acquisition theory and methods of teaching learners with limited English proficiency (LEP). 47 contact hours plus 15 hours of field experiences.

ZOO 3205C INVERTEBRATE ZOOLOGY WITH LAB..... 4 credits
Prerequisite(s): BSC 2010, BSC 2010L, BSC 2011, BSC 2011L, and MAC 2311 or MAC 2233, all with a grade of “C” or better. The major emphasis of this course is the classification, evolution and biodiversity of invertebrates. Coverage of each taxonomic group will include discussion of characteristics, systematics, taxonomy, evolution, and unique morphological,

physiological, ecological and behavioral adaptations. This course is a combined lecture and lab class. 92 contact hours.

ZOO 3307C VERTEBRATE ZOOLOGY WITH LAB..... 4 credits
Prerequisite(s): BSC 2010, BSC 2010L, BSC 2011 and BSC 2011L. The major emphasis of this course focuses on the classification, evolution and biodiversity of vertebrates. Coverage of each taxonomic group will include discussion of characteristics, systematics, taxonomy, evolution, paleontology, biogeography and unique morphological, physiological, ecological and behavioral adaptations. This course is a combined lecture and lab class. 92 contact hours.

ZOO 3713C FUNCTIONAL VERTEBRATE ANATOMY WITH LAB..... 4 credits
Prerequisite(s): BSC 2010, BSC 2010L, BSC 2011 and BSC 2011L all with a grade of "C" or better. The major emphasis of this course is the comparison of form and function among the vertebrate groups. The course will include discussions of the phylogeny and systematics of vertebrates and central concepts underlying patterns and processes of adaptations. Comparisons of the vertebrate groups will cover each body system, focusing on morphology and integrating critical analysis of function and evolutionary patterns and processes into the anatomical discussions. This course is a combined lecture and lab class. 92 contact hours.

ZOO 3733C HUMAN ANATOMY WITH LAB ..... 4 credits
Prerequisite(s): (BSC 2011 and BSC 2011L). This course is an advanced study of the anatomy of the human body. The study of the gross anatomy of the body will be enhanced with dissections. There will also be a study of the histology of the human body, selecting tissues important to each system. The systems approach is used and each major body system is examined in depth. The systems covered include: integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive. The structural relationships between organs within body regions will also be studied. The role of developmental processes in determining the location of organs in the adult body will be examined. 92 contact hours.

ZOO 4513C ANIMAL BEHAVIOR WITH LAB..... 4 credits
Prerequisite(s): BSC 2011 and BSC 2011L. This course teaches how and why animals behave the way that they do. How animals behave is the realm of proximate causation, which incorporates physiological, developmental and genetic bases of behavior. Why animals behave a certain way is ultimate causation, which investigates the adaptive value of behavior. The adaptive component of behavior also introduces the sub-discipline of behavioral ecology, where the animal's behavior is studied in an ecological and evolutionary context. This allows us to merge concepts from Animal Physiology, Genetics and Ecology with behavior to provide a highly integrated program of study. This course is a combined lecture and lab class. The lab component helps students to understand the scientific process and to develop skills in observation, description, data analysis, basic statistics, literature review and evaluation, and writing. 92 contact hours.

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