

SPC St. Petersburg College

2012-2013 CATALOG



MAILING ADDRESS WEBSITE/PHONE

www.spcollege.edu
P.O. Box 13489
St. Petersburg, FL 33733-3489
Phone: 727-341-4772

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(Formerly known as St. Petersburg Junior College)

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CAMPUS/SITE LOCATIONS

Allstate Center

3200 34th Street South
St. Petersburg, FL 33711

Seminole Campus

9200 113th Street North
Seminole, FL 33772

St. Petersburg/Gibbs Campus

6605 5th Avenue North
St. Petersburg, FL 33710

Clearwater Campus

2465 Drew Street
Clearwater, FL 33765

SPC Downtown

244 Second Avenue N
St. Petersburg, FL 33701

Tarpon Springs Campus

600 Klosterman Road
Tarpon Springs, FL 34683

Health Education Center

7200 66th Street North
Pinellas Park, FL 33781

SPC Midtown

1048 22nd Street S
St. Petersburg, FL 33712

Veterinary Technology Center

12376 Ulmerton Road
Largo, FL 33774

EpiCenter

13805 58th Street North
Largo, FL 33760

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.

Security officers are on duty at all sites when the college is open for classes. In addition, some Security Dispatch and some sites are staffed from 1-5 p.m. on Sundays. Officers patrol the college grounds, conduct safety inspections, investigate and document incidents and help provide a safe environment. Officers also will provide safety escorts to and from your office or vehicle, assist motorists locked out of their vehicles, jump start vehicles and more. Call security dispatch at 727-791-2560 and an officer will be sent to assist you. In an emergency, call 911 first, then notify security.

Equal Access Equal Opportunity

The Board of Trustees of St. Petersburg College affirms its equal opportunity policy in accordance with the provisions of the Florida Educational Equity Act and all other relevant state and federal laws, rules and regulations. The college will not discriminate on the basis of race, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, genetic information, 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 will not tolerate such conduct. Should you experience such behavior, please contact Pamela Smith, the director of EA/EO/Title IX Coordinator at 727-341-3261; by mail at P.O. Box 13489, St. Petersburg, FL 33733-3489; or by email at eaao_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.

Leadership

PRESIDENT

Dr. William D. Law, Jr.

BOARD OF TRUSTEES

The SPC Board of Trustees is comprised of five positions, one of which is currently vacant.

Deveron M. Gibbons

Robert J. Fine Jr.

Terrence E. Brett

Timothy O. North

[SPC President Bill Law](#) serves as secretary to the Board of Trustees.

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*, Evelyn Bilirakis, Stanley A. Brandimore*, L. Chauncey Brown*, Janice C. Buchanan, Kenneth P. Burke, 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, Beatrice Lewis*, E. C. Marquardt*, J. Patrick McElroy, Demos A. Megaloudis*, Gary Megaloudis, Reina C. Pollack, Kenneth T. Welch, Mac J. Williams*, Robert C. Young *Deceased

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/boardrules) to determine complete policies. Students may review BOT Rules online, 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.

General SPC Information

2012-2013 Academic Calendar

	FALL TERM 2012 8/20 – 12/14/2012	SPRING TERM 2013 1/7 – 5/3/2013	SUMMER TERM 2013 5/13 - 7/19/2013
ADMISSIONS			
Priority apply deadline for regular session	8/3/2012	12/14/2012	4/29/2013
Priority apply deadline for bachelor programs	7/13/2012	11/9/2012	
Health programs	Dates vary by program. View Health Admissions website for details.		
International students deadline to apply with assurance of requirements	5/29/2012	10/29/2012	3/22/2013
REGISTRATION - Registration is not allowed after first class meets.			
View Class Offerings on MySPC	4/9/2012	10/15/2012	3/11/2013
Special Programs	4/23/2012	10/29/2012	3/25/2013
Registration (Regular, Online, 1st 8-Week Mod)	4/25/2012	10/31/2012	3/27/2013
Registration (Express)	4/25/2012	10/31/2012	3/27/2013
Registration (2nd 8-Week Mod)	4/25/2012	10/31/2012	
Transient students	5/25/2012	11/30/2012	4/10/2013
Senior citizen/state employee (Regular, Online, 1st 8-Week Mod)	8/17/2012	1/4/2013	5/10/2013
Senior citizen/state employee (Express)	9/14/2012	2/1/2013	6/7/2013
TUITION/FINANCIAL AID			
Payment Plan enrollment deadlines	View Tuition Payment Plan details .		
Tuition Universal due date (View tuition due date details)	8/3/2012	TBA	TBA
Last day to pay online with Florida Prepaid (by noon)	8/3/2012	TBA	TBA
LAST DAY TO DROP, RECEIVE REFUND, AND/OR CHANGE TO AUDIT			
Regular, 1st 8-Week Mod and Online (See drop with a refund)	8/24/2012	1/11/2013	5/17/2013
Weekend	8/31/2012	1/18/2013	
Express	9/21/2012	2/8/2013	6/12/2013
2nd 8-Week Mod	10/19/2012	3/15/2013	
LAST DAY TO WITHDRAW * WITH GRADE OF "W"			
1st 8-Week Mod	9/20/2012	2/8/2013	6/12/2013
Weekend	10/24/2012	3/26/2013	
Regular, online	10/25/2012	3/27/2013	6/21/2013
Express	11/5/2012	3/29/2013	7/5/2013
2nd 8-Week Mod	11/16/2012	4/11/2013	
FIRST/LAST DAY OF CLASSES			
Regular	8/20 - 12/13/2012	1/7 - 5/2/2013	5/13 - 7/18/2013
Online	8/20 - 12/13/2012	1/7 - 5/2/2013	5/13 - 7/18/2013
1st 8-Week Mod	8/20 - 10/12/2012	1/7 - 3/1/2013	5/13 - 7/5/2013
Weekend	8/24 - 12/8/2012	1/11 - 4/27/2013	
Express	9/17 - 12/13/2012	2/4 - 5/2/2013	6/10 - 7/18/2013
2nd 8-Week Mod	10/15 - 12/13/2012	3/11 - 5/2/2013	

NO CLASSES FOR STUDENTS (also see college closed dates below)			
College Day	10/23/2012		
Winter break	12/18/2012 - 1/6/2013		
Spring break		3/4 - 3/9/2013	
Spring holiday		3/29/2013	
EXAMS			
Mid-Term Exams (Online)	10/12 - 10/14/2012	3/15 - 3/17/2013	6/14 - 6/16/2013
Final Exams (Online)	12/7 - 12/9/2012	4/26 - 4/28/2013	7/12 - 7/14/2013
Final Exams (Weekend)	12/6 - 12/8/2012	4/25 - 4/27/2013	
Final Exams (Regular, express) View schedule.	12/10 - 12/13/2012	4/29 - 5/2/2013	7/15 - 7/18/2013
GRADUATION			
Last day to apply (last day of classes)	12/13/2012	5/2/2013	7/18/2013
Name in Program Deadline	11/2/2012	3/22/2013	6/7/2013
Commencement	12/15/2012	5/4-6/2013	7/20-22/2013
FACULTY SCHEDULE			
Report for duty	8/16-17/2012	1/4/2013	5/13/2013
Last working day	12/14/2012	5/3/2013	7/19/2013
College Day	10/23/2012		
Winter break	12/15/2012 - 1/3/2013		
Spring break		3/4 - 3/9/2013	
Summer break			5/4 - 5/12/2013
Final grades due in PS by 4 p.m. (1st 8-Week Mod)	10/12/2012	3/1/2013	7/5/2013
Final grades due in PS by 4 p.m. (All other sessions)	12/14/2012	5/3/2013	7/19/2013
COLLEGE CLOSED			
Labor Day	9/3/2012		
Veterans Day	11/12/2012		
Thanksgiving Break	11/21 - 11/25/2012		
Winter Break	12/18/2012 - 1/1/2013		
Martin Luther King, Jr.'s Birthday observed		1/21/2013	
Spring Break		3/4 - 3/9/2013	
Spring Holiday		3/29/2013	
Memorial Day observed			5/27/2013
Independence Day			7/4/2013

SPC Foundation, Inc.

www.spcollege.edu/foundation

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.

Board of Directors

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.

Officers:

- Chairman - Kenneth P. Cherven
- Vice Chairman - William A. "Bill" Emerson
- Treasurer - Theresa K. Furnas *
- Secretary - Frances Neu, Executive Director *

Board Members:

- Joseph G. Blanton
- Stephen O. Cole
- Edward L. Evans
- Rod Gramer
- Calvin D. Harris, Ed.D.
- Beth A. Horner
- Dr. William D. Law Jr., SPC President *
- Willie H. "Bill" McCloud
- Walter L. "Skip" Schafer Jr.
- Steve Shepard
- Shan Shikarpuri
- Richard B. Winning
- David Zillig

Directors Emeritus:

- Dan Carlisle
- Leon R. Hammock
- Helen K. Leslie
- Alfred T. May
- Thelma Rothman
- Henry B. Sayler

Honorary Director:

•Wendell R. Ware

* Ex officio nonvoting members

SPC Mission

SPC's mission is to provide accessible, learner-centered instruction for students pursuing associate degrees, four-year degrees, and technical and continuing education. As a comprehensive multicampus state college, SPC seeks to be a creative leader and partner with students, communities and other educational institutions to deliver enriched learning experiences and to promote economic development.

The college boasts an outstanding, diverse faculty and staff; advanced technology; distance learning; innovative teaching techniques; outstanding library and information resources; a climate for student success; and an enduring commitment to excellence.

Get more information on the philosophy and objectives of the college by reading College Rule 6Hx23-1.02(10/20/09) at www.spcollege.edu/central/BOTrules.

History

From the beginning, St. Petersburg College has been a leader. It was Florida's first two-year college (founded in 1927) as well as the state's first community college to offer bachelor's degrees (2002). Today, SPC is one of 14 State Colleges, and served as a model for incorporating bachelor's degree programs into traditional two-year institutions. Read more SPC history at www.spcollege.edu/history.

Textbooks

www.spcollege.edu/textbooks

SPC makes shopping for textbooks easy. After you register for classes on MySPC, you can see the required and recommended textbooks you need. The International Standard Book Number (ISBN) is provided so that you can be sure you are getting the exact educational content needed for your courses, no matter where you choose to shop.

Barnes & Noble College

St. Petersburg College bookstores are under the management of Barnes & Noble College. Students can choose from new and used books, textbook rentals and from a rapidly expanding selection of eTextbooks. Use your class schedule to order your books in person at your campus bookstore or learn more about shopping for textbooks online at Barnes & Noble and paying for textbooks with the Book Line of Credit and the SPC textbook credit.

SPC Bookswap

Trade textbooks with other SPC students. Use your student ID and password to login to SPC's BookSwap at 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.

Insurance

The college does not provide accident or health insurance for students. Optional student insurance may be obtained from a college-approved insurance company at the student's expense. Forms are available in the Student Life and Leadership offices. Certain courses require the student to obtain liability insurance for which a special fee is charged.

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.

Libraries

www.spcollege.edu/libraries

Your student ID is your library card and can be used to check out materials or use any of the services the libraries provide. Once you have your student ID, search for materials online or visit one of the libraries. For campus locations, hours, and a list of available services, visit www.spcollege.edu/libraries.

Our libraries are staffed by professional librarians, career library employees, student workers and volunteers to help students. College librarians teach and provide assistance with research projects, APA/MLA citation and finding information for course projects. Students can also get help by searching our FAQ database, calling any of the SPC libraries or using Ask a Librarian to chat, text or email your questions. For 24/7 access, visit www.spcollege.edu/library.

Public library and college library in one

Joint-use libraries on the St. Petersburg/Gibbs and Seminole campuses showcase two unique partnerships between SPC and the cities of St. Petersburg and Seminole. Each library provides users with the benefits of a public library and a college library in one.

Tutoring

www.spcollege.edu/tutoring

Having trouble with math or English? The Learning Support Commons provides free academic resources and learning support for currently enrolled students. Tutors help students with homework, understand mistakes on tests, memorize facts and formulas, improve writing and math skills, computer skills and more. Highly skilled professionals work with students one-on-one and in groups.

MySPC Student Portal

<https://my.spcollege.edu>

MySPC is the college's secure portal for your academic information. MySPC makes it fast and easy to find information. On the left side of your screen you'll find helpful links and video tutorials to improve your online experience and guide you as you apply to SPC, register for classes, manage your financial aid, check student email. Build your individual learning plan and chart your progress. Additional information is available at www.spcollege.edu/myspc. Questions regarding MySPC should be referred to 727-341-4772.

Advising

www.spcollege.edu/advising

Our advisors can help you achieve your academic and personal goals by walking you through college entrance procedures, evaluating placement test scores, reviewing new student orientation information, assisting with course selection, assisting with long-range academic planning, reviewing general education and degree requirements, reviewing how many courses you should take, and reviewing transfer options.

Career Services

www.spcollege.edu/careerservices

SPC Career Services can help you select a career direction and appropriate program of study. We can help with everything from personal assessment, career exploration and decision-making, choosing a matching SPC major, preparing a job search strategy, developing a resume and cover letters, interview preparation and salary negotiation.

Student Government Association (SGA)

Represent your fellow students by joining the Student Government Association. SGA members voice the interests, concerns and needs of students in campus and college decisions to college administration and state legislators. Each SGA belongs to the Florida Junior Community College Student Government Association (FJCCSGA), which serves as the representative voice of Florida Colleges throughout Florida.

Each year, SGA members can travel to the annual FJCCSGA state convention and regional meetings and leadership retreats across Florida. As a currently enrolled SPC student, you can vote for who represents you as an officer in the SGA.

Disability Resources

www.spcollege.edu/dr

Disability Resources carries out SPC's commitment to the open-door concept and equal access to educational opportunities for all qualified individuals with disabilities. If you have hearing or vision loss, a chronic illness, an emotional, learning or physical disability, the college has programs to help meet your needs.

Who is eligible?

A student with a documented disability may be eligible to receive services. If you think you have a disability but have not had it documented, your campus learning specialist will explain how to get proper testing or assessment. To be documented, you must have a recent report from a licensed physician or psychologist or an IEP or SOP from your high school.

What services are available?

Appropriate, reasonable accommodations are offered based on documented needs. Accommodations might include:

- Adaptive technology
- Enlargers
- Early registration
- Tutors
- Notetakers
- Sign language interpreters
- Real-time captioning
- Testing arrangements
- Classroom modifications

What are the benefits?

Students who use these services tend to have:

- Higher GPAs
- Fewer withdrawals from courses
- Better graduation rates

Request Services

See a campus learning specialist and bring your documentation. Schedule your appointment as early as possible so that accommodations can be made in a timely manner. All information will be kept confidential.

Financial Aid

www.spcollege.edu/getfunds

Tuition Payment Plan

If you cannot pay by the deadline, consider our Tuition Payment Plan. For details visit www.spcollege.edu/paymentplan.

Receiving funds

Students will get their financial aid funds at the end of the fourth week of classes of the earliest term they are enrolled in. If you are enrolled only in Express or Second 8-week Mod classes, your funds will be disbursed at the end of the fourth week of that term. It is the student's responsibility to understand the attendance policies of all courses they are enrolled in.

Tuition and fees

SPC deducts tuition and fees from your financial aid award directly. If your award is less than the cost of tuition and fees, you must pay the difference by the tuition due date.

Book Line of Credit

If your financial aid exceeds your tuition and fee charges, you may charge books and supplies using the Book Line of Credit (a short-term, interest-free loan) at campus bookstores. The amount of your Book Line of Credit is based on projected financial aid that will be refunded 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. Visit www.spcollege.edu/bloc for more information.

Disbursements

Disbursements occur when SPC receives federal, state, or other funds on your behalf. These funds are disbursed to your student account to cover your tuition, fees, and Book Line of Credit charges. This is the date you will see in MySPC; however, this is not the date your excess funds are refunded to your SPC OneCard.

Loan disbursements

All loans are disbursed in two payments, even if you are enrolled in Fall term or Spring term only. The first disbursement is delivered to SPC during the fourth week of your classes. The second disbursement is delivered to SPC at the midpoint of your classes.

Refunds to your SPC OneCard

Refunds to your SPC OneCard occur when the amount of the disbursements received on your behalf is greater than the amount owed for tuition, fees, and the Book Line of Credit. The excess funds will be refunded to your SPC OneCard based on the choice you made when you activated the card. Refunds begin at the end of the fourth week of your classes.

Student employment pay

Students working through student employment programs of Federal Work Study, America Reads, America Counts or Student Assistants will receive their paychecks bi-weekly through their supervisor or directly deposited into their bank accounts.

Satisfactory Academic Progress (SAP)

Federal regulations require that all students who get financial aid demonstrate that they are moving through their academic program at a reasonable rate or are making progress toward their degree. Federally-mandated regulations regarding SAP changed July 1, 2011. Visit www.spcollege.edu/sap for details on our Satisfactory Academic Progress (SAP) policy.

Withdrawing from classes

CAUTION: If you are a financial aid recipient and are thinking about dropping your classes or withdrawing from the college, please consult a financial aid counselor on how this will affect your aid. For complete details visit www.spcollege.edu/withdrawal.

Veterans Services

www.spcollege.edu/veterans

Veterans Services specialists will help ease your transition in starting, continuing or resuming your educational pursuit and offer assistance with Department of Veterans Affairs (VA) educational benefits. Veterans Services Centers provide specialized services to veterans, eligible dependents, active duty servicepersons and members of the Selected Reserve. Currently, more than 1,500 student veterans have made SPC their choice – with more student veterans joining our ranks every day.

eCampus

www.spcollege.edu/ecampus

Our eCampus program offers hundreds of accredited online college courses in dozens of majors — plus online student support services at your fingertips. Look for online courses as you register in MySPC.

Board of Trustees Rules & Procedures

Academic Affairs & Academic Honesty Policies

6Hx23-4.461 ACADEMIC AFFAIRS: ACADEMIC HONESTY POLICIES

Honor Code—St. Petersburg College expects students to be honest in all of their academic work. By enrolling at the College, students agree to adhere to the College's standards of academic honesty and integrity. Failure to comply with this pledge may result in academic and disciplinary action, up to and including expulsion from the College. As members of the College community, students also have an ethical obligation to report violations of the SPC academic honesty policies they may witness.

All students have an ethical obligation to adhere to the Honor Code and are required to abide by the following Academic Honesty Policies:

- I. Each student is required to subscribe to the Policies upon registration each semester by signing the following pledge, which is contained on the Registration and Drop/Add Form:

I understand that SPC expects its students to be honest in all of their academic work. I agree to adhere to this commitment to academic honesty and understand that my failure to comply with this commitment may result in disciplinary action, up to and including expulsion from the College.

- II. Students admitted into certain professional programs of the College may be subject to a code of ethics in accordance with the rules and policies of that program and, therefore, subject to such policies as they may relate to sanctions and discipline for infractions involving unethical behavior and matters of academic honesty.
- III. The College has developed policies in regard to conduct which constitutes a violation of Academic Honesty. Those adjudged to have committed such conduct shall be subject to discipline up to expulsion in accordance with the college's established process and procedures.

Specific Authority: 1001.64(2) & (4), F.S.

Law Implemented: 1001.64(8)(f), F.S.

History: 7/16/96. Adopted - 7/16/96. Effective - Session I, 1996-97; 3/20/01. Filed - 3/20/01. Effective - 3/20/01; 5/16/05. Filed - 5/16/05. Effective - Session I, 2005-06; 11/21/06. Filed - 11/21/06. Effective - 11/21/06; 4/26/11. Filed - 4/26/11. Effective - 4/26/11.

P6Hx23-4.461 PROCEDURE: ACADEMIC AFFAIRS: ACADEMIC HONESTY POLICIES

- I. Violations of the Honor Code and Policies include, but are not limited to, the following:
 - A. Cheating — The improper taking or tendering of any information or material which shall be used to determine academic credit. Examples include but are not limited to the following:
 - 1. Copying from another student's test or homework paper.
 - 2. Allowing another student to copy from a test or homework assignment.
 - 3. Using unauthorized materials during a test, such as the course textbook, notebook, formula lists, notes or crib sheets, including information accessed through a calculator or other electronic devices.
 - 4. Collaborating during an in-class or take-home test with any other person by giving or receiving information without authority.
 - 5. Having another individual write or plan a paper, including those bought from research paper services.
 - 6. Submitting the same paper/project in more than one class course unless the course faculty gives specific permission.

- B. Plagiarism — The attempt to represent the work of another, as it may relate to written or oral works, computer-based work, mode of creative expression (i.e. music, media or the visual arts), as the product of one's own thought, whether the other's work is published or unpublished, or simply the work of a fellow student.

When a student submits oral or written work for credit that includes the words, ideas, or data of others, the source of that information must be acknowledged through complete, accurate, and specific references, and, if verbatim statements are included, through use of quotation marks as well. By placing one's name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgements. A student will avoid being charged with plagiarism if there is an acknowledgement of indebtedness. Examples include:

1. Quoting another person's actual words.
2. Using another person's idea, opinion, or theory, even if it is completely paraphrased in one's own words.
3. Drawing upon facts, statistics, or other illustrative materials — unless the information is common knowledge.
4. Submitting a paper purchased from a term paper service as one's own work.
5. Failing to accurately document information or wording obtained on the internet according to an approved citation format.
6. Submitting anyone else's paper as one's own work.
7. Violating federal copyright laws, including unauthorized duplication and/or distribution of copyrighted material.
8. Offering, giving, receiving or soliciting of any materials, items or services of value to gain academic advantages for yourself or another.

- C. Bribery - The offering, giving, receiving, or soliciting of any materials, items or services of value to gain academic advantage for yourself or another. This does not apply to College approved or sponsored tutoring or supplemental instruction.
- D. Misrepresentation - Any act or omission with intent to deceive an instructor for academic advantage. Misrepresentation includes using computer programs generated by another and handing it in as your own work unless expressly allowed by the instructor; lying to an instructor to increase your grade; lying or misrepresenting facts when confronted with an allegation of academic dishonesty.
- E. Conspiracy - The planning or acting with one or more persons to commit any form of academic dishonesty to gain academic advantage for yourself or another.
- F. Fabrication - The use of invented or fabricated information, or the falsification of research or other findings with the intent to deceive for academic professional advantage; also the falsification or misrepresentation of experimental data, and violating the professional ethics that are established in clinical activities, science labs, research projects or internships.

Examples include:

1. Citing information not taken from the source indicated.
2. Listing sources in a Works Cited or reference not used in the academic exercise.
3. Inventing data or source information for research or other academic exercise.

4. Submitting any academic exercise as one's own (e.g. written or oral work, sculpture, computer program, etc.) prepared totally or in part by another, including on-line sources.
 5. Taking a test for someone else or permitting someone else to take a test for you.
 6. Falsifying records of hours in the field.
- G. Collusion – The act of working with another person on an academic undertaking for which a student is individually responsible. Unless working together on an individual assignment has been prior approved, it is not allowed. On group projects, students must stay within the guidelines set by the instructor and this Rule. If the instructor provides additional guidelines, they must be followed. Failure to do so also constitutes a violation of these Policies and Rule.
- H. Duplicate Submission - Submission of the same or substantially same paper/project in more than one course unless prior permission has been obtained from the current instructors if the paper/project is being used in two classes in the same term or from the subsequent instructor if being used in a subsequent term.
- I. Academic Misconduct — The intentional violation of College policies by tampering with grades or taking part in obtaining or distributing any part of a test, quiz, or graded assignment. Examples include:
1. Stealing, buying, downloading, or otherwise obtaining all or part of a test and/or test answers.
 2. Selling or giving away all or part of an unadministered test and/or test answers.
 3. Asking or bribing any other person to obtain a test or any information about a test.
 4. Misrepresenting the truth, including handing in computer programs or using computer programs generated by another as one's own work; lying to an instructor to increase a grade;

and lying or misrepresenting facts when confronted with an allegation of academic dishonesty.

5. Changing, altering, or being an accessory to changing and/or altering of a grade in a grade book, on a computer, on a test, on a "change of grade" form, or on other official academic records of the College which relate to grades.
6. Continuing to work on an examination or project after the specified time has elapsed.

J. Improper Computer/Calculator Use

Examples of improper computer and/or calculator use include but are not limited to:

1. Unauthorized access, modification, use, creation or destruction of calculator-stored or computer-stored data and programs.
2. Selling or giving away all or part of the information on a calculator, computer disk or hard drive, which will be used as graded material. NOTE TO STUDENTS: Never save information on the hard drive of a SPC computer.
3. Sharing a calculator or computer while leaving answers on display or in memory.
4. Submitting a duplicate computer printout with only the student's name changed. This applies to homework and tests.

K. Improper Online, TeleWeb and Blended course use include:

1. Having or providing unauthorized outside help when completing online quizzes or assignments.
2. Obtaining access to confidential test materials or questions before quizzes or assignments.

L. Disruptive Behavior - Each student's behavior in the classroom or Web course is expected to contribute to a positive learning/teaching

environment, respecting the rights of others and their opportunity to learn. No student has the right to interfere with the teaching/learning process, including the posting of inappropriate materials on chartroom or Web page sites.

The instructor has the authority to ask a disruptive student to leave the classroom, lab, or online course and to file disciplinary charges if disruptive behavior continues.

Cell phones and other electronic devices must not disturb instruction. Turn off these devices when entering the classroom.

- M. Right to Confidentiality – The Family Educational Rights and Privacy Act of 1974 provides that any information related to an alleged violation of SPC's disciplinary policy or the outcome of a disciplinary hearing be treated as strictly confidential by faculty members. Further information about STUDENTS' RIGHTS AND RESPONSIBILITIES may be found in the official Student Handbook and the College catalog.

II. Initial Process: Alleged Violation of Academic Honesty Policy

- A. When a student is alleged to have violated the Academic Honesty Policies, the faculty member involved shall contact the appropriate program administrator regarding the allegations. The program administrator shall then contact the dean, program director, academic chair, or instructor-in-charge, as the case may be, who has direct authority over the program to which the faculty member alleging the violation belongs. The dean, program director, or instructor-in-charge, as the case may be, shall determine whether or not the alleged violation would be the student's first offense.
- B. The faculty member may attempt to resolve the alleged violation in accordance with the process and procedures set forth in this Article if the alleged violation would be the first offense and the faculty member believes there are no circumstances that require the imposition of a sanction other than a discretionary education assignment and/or a reduced or failing grade on the assignment or in the course.

However, if the alleged violation would not be the student's first offense, or if the faculty member believes a more severe sanction other than a discretionary education assignment and/or a reduced or failing grade on the assignment or in the course is warranted, the alleged violation shall be resolved in accordance with the process and procedures set forth herein.

- C. A student shall not be permitted to withdraw from the course once informed of a suspected academic honesty violation. Any class that a student withdraws from in violation of this restriction shall be reinstated until the charges are resolved.

III. Faculty Determination Process

- A. If, in accordance with Article II, a faculty member is permitted to attempt to resolve the alleged violation, the faculty member shall meet with the student to discuss the alleged violation and the sanctions which the faculty member intends to impose. The faculty member may request that the program administrator or other appropriate College official attend the meeting between the faculty member and the student.
- B. After meeting with the student, the faculty member may take the following actions:
 - 1. Drop the charges if in the faculty member's judgment the allegation appears to be unsubstantiated
 - 2. If the student agrees that a violation has occurred and that the sanction(s) imposed is warranted, the faculty member shall fill out a Disciplinary Form and the student and faculty member shall both sign the Disciplinary Form.

- a. A student's signature on the Disciplinary Form shall act as a waiver of all other available adjudicatory procedures or appeals related to the matter.
 - b. A faculty member shall send the original fully executed Disciplinary Form to the appropriate program administrator and associate provost and keep a copy for his or her own file. The associate provost shall create a file on the matter and forward a copy of the Disciplinary Form to the office of the vice president of Academic and Student Affairs.
3. Impose a sanction(s) against the student

If the student does not agree that a violation of the Academic Honesty Policy has occurred or that the imposed sanction(s) are appropriate, the student may within seven (7) business days of receiving notice of the faculty member's determination file a written petition to the dean, program director, or instructor in charge, as the case may be, having supervisory authority over the course in which the sanction was imposed, alleging arbitrary and capricious actions of the faculty member and stating the reasons or grounds in support thereof. If the student fails to file a petition within the time set forth above, the sanction(s) shall become final and shall constitute a waiver of all other adjudicatory procedures or appeals.

4. If the student files his or her written petition, it will be referred to the dean, program director, or instructor in charge, as the case may be, who shall have ten (10) business days to issue a written decision as to whether or not the faculty member's determination was arbitrary and/or capricious. A copy of the written decision shall be provided to the student, the faculty member, and the associate provost. The decision of the dean, program director, or instructor in charge, as the case may be, shall constitute a final action with respect to the matter and be non-appealable.

IV. Associate Provost or Designee Determination Process Concerning a Second Violation or Serious Violation Warranting Disciplinary Action

If the alleged violation would not be the student's first offense or if the faculty member believes a more severe sanction other than a discretionary education assignment and/or a reduced or failing grade on the assignment or in the course is warranted, the faculty member shall submit the alleged violation to the program administrator who will contact the associate provost at the campus at which the course is taught for resolution in accordance with the process and procedures set forth herein.

Submissions of alleged violations of the Academic Honesty Policy as provided herein to the associate provost shall be handled in accordance with BOT Rule 6Hx23-4.35.

V. Alleged Violations Occurring at the End of a Term

- A. In the event a faculty member alleges a violation of the Academic Honesty Policy by a student at the end of a term and: (i) the alleged violation is unable to be resolved before grades are due for the term; and (ii) is a violation of the nature that the faculty member may handle in accordance with Article V, the faculty member shall award the student a grade of "incomplete" in the course. The faculty member shall attempt to notify the student that an alleged violation of the Academic Honesty Policy has occurred and that the student must respond to the allegation or waive his or her right to oppose any imposed sanction.
- B. If the faculty member's initial attempt to contact the student is unsuccessful, the faculty member shall send a letter by certified mail, return receipt requested, to the last known address of the student on file with the Registrar's Office with a copy to the program administrator. The letter should inform the student that the faculty member believes a violation of the Academic Honesty Policy occurred and that the student has ten (10) days from the receipt of the letter to respond to the charge. If the student fails to respond within twenty (20) days of the faculty member's mailing of the letter, the faculty member shall impose the sanction as set forth in Article

V, herein, and the student shall be deemed to have waived any and all rights to appeal the sanction(s).

- C. In the event a faculty member alleges a violation of the Academic Honesty Policy by a student at the end of a term and: (i) the alleged violation is unable to be resolved before grades are due for the term; and (ii) the violation is of a nature that it would be handled by the associate provost in accordance with Article VI, the faculty member shall submit the alleged violation to the program administrators who will then contact the associate provost at the campus at which the course is taught. The faculty member shall award the student a grade of “incomplete” in the course.
- D. The associate provost shall do a preliminary review of the matter and if after the preliminary review the associate provost believes a violation may have occurred and that sanctions are appropriate, the associate provost shall notify the student by phone and/or e-mail to inform the student that the associate provost believes a violation of the Academic Honesty Policy may have occurred, that the student could face sanctions for such violation up to expulsion from the College and that the student must respond to the allegation or will waive their right to oppose any imposed sanction. The associate provost may recommend that the matter proceed pursuant to BOT Rule 6Hx23-4.35.
- E. If the associate provost’s initial attempt to contact the student is unsuccessful, the associate provost shall send a letter by certified mail, return receipt requested, to the last known address of the student on file with the registrar’s office. The letter should inform the student that the associate provost believes a violation of the Academic Honesty Policy may have occurred and that the student has ten (10) days from the receipt of the letter to respond to the charge. If the student fails to respond within twenty (20) days of the associate provost’s mailing of the letter, the associate provost shall recommend an appropriate sanction.
- F. If the recommended sanction does not include suspension, dismissal or expulsion, the sanction will be imposed and the student shall be deemed to have waived any and all rights to appeal the

sanction(s). In the event the associate provost desires to impose a sanction of suspension, dismissal or expulsion from the College and the student fails to respond within twenty (20) days of the faculty member's mailing of the letter, the student shall receive a grade of "F" in the course and shall not be able to enroll in courses until resolution of the alleged violation. In the event the associate provost reviews the allegations and recommends a sanction of suspension, dismissal or expulsion from the College and the student fails to respond to the alleged violation within six (6) months of the associate provost's mailing of the letter, the student shall retain the "F" in the course, the recommended sanction shall be imposed, and the student shall be deemed to have waived any and all rights to appeal such sanctions.

History: Adopted – 4/18/11. Effective – 4/26/11.

Academic Average & Repeat Courses

6Hx23-4.15 ACADEMIC AVERAGE AND REPEATED COURSES

The Board of Trustees delegates to the President the responsibility to establish and implement policies and procedures related to the calculation of academic averages and repeated coursework. Such delegation shall include implementing procedures related to the determination of grades to be included in a student's grade point average, a process for reviewing requests to exclude certain coursework from grade point average calculations, and defining standards concerning repeated course attempts and fees in accordance with state Board of Education rules. It is the responsibility of the President that these procedures are disseminated and fully observed, and that a viable process for reviewing extenuating circumstances for purposes of determining financial hardship is established.

Specific Authority: 1001.64(2) & (4), F.S.

Law Implemented: 1001.64(8), 1004.68, 1001.02, 1001.03, 1009.28, 1009.285, 1004.93, F.S.

History: Formerly 6Hx23-4-6.01; Adopted 10/16/75; Readopted 10/25/77; Amended 11/30/81, Emergency Amendment 1/19/84 (effective Session I, 1984-85), 2/16/84; Filed 2/16/84; Effective 8/20/84 for Session I, 1984-85. 12/15/97. Filed - 12/15/97. Effective - 12/15/97; 6/20/00. Filed - 6/20/00. Effective - 6/20/00; 3/26/02. Filed – 3/26/02. Effective – 3/26/02; 5/16/05. Filed – 5/16/05. Effective – 8/15/05; 9/18/06. Filed – 9/18/06. Effective – 9/18/06; 5/18/10. Filed – 5/18/10. Effective – 5/18/10; 10/17/11. Filed – 10/17/11. Effective – 10/17/11.

P6Hx23-4.15 PROCEDURE: ACADEMIC AVERAGE AND REPEATED COURSES

PURPOSE AND INTENT:

To provide for a student's grade point average that will include grades on all college level work attempted. If a course is repeated more than once, only the grade on the last attempt will be used in computing the average.

- I. A student enrolled in the same college-level course more than twice will be assessed fees at 100 percent of the full cost of instruction equal to the rate charged non-Florida residents. Students may have their fees reduced once for each class due to extenuating circumstances as determined by the campus provost or associate provost or designee whose decision in the matter shall be final. An attempt shall be defined as each enrollment in a college/college preparatory course past the drop/add period regardless of the grade received. A fourth attempt may be allowed only through an academic appeals process based on major extenuating circumstances as defined below. In addition, at the third or any subsequent attempt, the student may not receive a grade of "W" or "X", but must receive the letter grade earned. When a course is repeated or when credit cannot be received in both of two courses, credit will be allowed only in the more recent course taken, even if the later grade is lower than a previous grade. Except where provided in the course description, multiple credit will not be granted for the same course.

Extenuating circumstances are those circumstances determined by the College to be exceptional and beyond the control of the student, are accompanied by appropriate documentation and which include:

- A. documented medical condition preventing completion, or
 - B. involuntary call to active military duty.
- II. Credit for previous attempts will not be taken away until the course has been repeated the maximum number of times allowable for credit.
 - III. After the maximum has been reached, the loss of credit for earlier attempts will be applied first to the attempt with the lowest grade, then successively to the next highest grade, etc.

The symbols to be used for designating grades are standardized for all Florida community colleges in Appendix II (Common Transcript Standard Form) to the articulation agreement between the state universities and the public community colleges of Florida. The appendix also specifies a 4-point grading system for determination of grade point averages.

Section 2C of the articulation agreement provides that only the final grade received in courses repeated by the student shall be used in computing the grade point average even if the final grade received is lower than the initial attempt(s).

The college uses the following letter grades (and grade points):

Grades used in G.P.A. computation:			Grades not used in G.P.A. computation:	
A	4 grade points	Excellent	W	Withdrawal
B	3 grade points	Good	S	Satisfactory (Non-Credit)
C	2 grade points	Average	X	Audit
D	1 grade point	Poor	I	Incomplete
F	0 grade points	Failure	N	No Credit
WF	0 grade points	Failure (Attendance Policy Violation)		(College Prep)
			P	Passing (College Level)

Grades are submitted by instructors electronically using a secure, password protected grade roster.

The computer program records the grade, assigns the grade points associated with the letter grade, and records the grade points earned for

the course. The program then summarizes the course totals for the session:

- A. Hours earned: Actual hours earned (whether grade points are assigned or not; e.g., "S" grades).
- B. Hours attempted for G.P.A.: Includes all courses in which the assigned grade has a grade point value of 0-4.
- C. Total grade points.
- D. Grade point average: The G.P.A. is the ratio obtained by dividing item C. by item B. above.

The program then searches the permanent record file to determine if any of the courses in the current session appear previously on the permanent record file. When such a course is present, the previous hours earned, hours attempted, and the grade points are excluded from the summary and the last (latest) attempt is designated by an "R" (repeat), even if the grade in the last attempt is lower (earning fewer grade points).

To determine repeated courses, the data systems programs will check transfer work as well as previous college work on the permanent record file.

The on-line permanent record file represents an accumulation dating back only to Session I, 1969-70. When a student's record includes work which has not been accumulated on the file, the college registrar adds "pre 69" data to the on-line permanent record.

IV. Requests to Exclude Coursework from Grade Point Average Calculations

- A. Coursework attempted more than 10 years ago may be excluded from grade point average calculations according to the following criteria:
 - 1. There must be a break in the student's continuous enrollment for a period of 5 or more years.
 - 2. Evidence of a material change of circumstances (i.e., change of career direction) must be present and documented in writing by the student.
- B. A written request to exclude coursework from grade point average shall be made by the student and submitted to the associate provost. The associate provost will consult with the director of admissions and records to determine if the student meets the criteria.
 - 1. Decisions to exclude coursework attempted must include the exclusion of all coursework attempted prior to the date requested by the student, but not before the 10-year limit specified in Paragraph IV. A.
 - 2. Coursework deemed to be eligible for grade point average exclusion shall remain on the student's permanent record and will be reflected on the student's transcript.
- C. Coursework attempted within the last 10 years shall be included in grade point average calculations and is not eligible to be excluded from the student's grade point average.
- D. Exceptions to the above provisions may be considered in cases where the student is without opportunity to repeat a course(s) at St. Petersburg College as provided herein.

- E. Coursework used to award prior degrees, college certificates, or applied technology diplomas from St. Petersburg College is not eligible to be excluded from grade point average calculations.

History: 10/17/11. Adopted – 10/17/11. Effective – 10/17/11; Filed - 1/18/12.
Effective – 1/18/12.

Academic Warning, Probation, Suspension and Dismissal

6Hx23-4.46 ACADEMIC WARNING, PROBATION, SUSPENSION AND DISMISSAL

The Board of Trustees directs and authorizes the President, or his or her designee, to establish and implement procedures related to academic warnings, academic probation, and the suspension and dismissal of students based on academic performance and grade point average.

Specific Authority: 1001.64(2) & (4), F.S.

Law Implemented: 1001.64(8), 1004.68, 1001.02, 1001.03, F.S.

History: Adopted - 11/20/79 (effective 8/18/80). Amended - 11/30/81, 10/18/83 (effective 11/14/83), 4/19/84, 1/22/86, 4/27/89. Filed - 4/27/89. Effective - 4/27/89; 3/28/95. Filed - 3/28/95. Effective - Session I, 1995-96. Filed - 11/24/97. Effective - 11/24/97; 5/18/99. Filed - 5/18/99. Effective - 5/18/99; 11/16/99. Filed - 11/16/99. Effective - 11/16/99; 10/17/01. Filed - 10/17/01. Effective - 10/17/01; 11/20/07. Filed - 11/20/07. Effective - 11/20/07; 7/17/12. Filed - 7/17/12. Effective - 7/17/12.

P6Hx23-4.46 PROCEDURE: ACADEMIC WARNING, PROBATION, SUSPENSION AND DISMISSAL

I. Academic Warning

- A. A student must maintain at least a 2.0 cumulative GPA in college level coursework. Failure to do so will result in the student being placed on academic warning.
- B. A transfer student who is admitted to the College with less than a 2.0 GPA is placed on academic warning. While in academic

warning status, the student is considered to be in good academic standing.

II. Academic Probation

- A. After being placed on academic warning, a student must make a good faith effort to remediate his/her cumulative GPA by maintaining at least a 2.0 cumulative GPA in any session he/she is enrolled. Failure to do so will result in the student being placed on academic probation.
- B. A student on academic probation will be restricted by the following rules:
 - 1. The student will remain on probation until the cumulative GPA has been raised to 2.0 or higher.
 - 2. Students receiving VA benefits may lose some or all of such benefits under the provisions of the Rule regarding probation and suspension.

III. Academic Suspension

- A. While on academic probation, a student will be suspended at the end of any session for which his/her session GPA is below 2.0.
- B. While under academic suspension, the student is ineligible to reenroll for a period of 1 session.
- C. Following the completion of an academic suspension, the student is required to consult with a counselor prior to re admission.

- D. Upon return from academic suspension, the student must maintain a minimum session GPA of 2.0 each session until the student's cumulative GPA is at least 2.0.

IV. Academic Dismissal

- A. A student who has been suspended for at least one session, and who returns and then fails to maintain a minimum GPA of 2.0 each session will be dismissed.
- B. A student who has been academically dismissed is not eligible for further enrollment for one calendar year (12 months) following such dismissal.
- C. Following the completion of an academic dismissal [(B) above] the student is required to consult with a counselor prior to re admission.
- D. Upon return from academic dismissal, the student must maintain a minimum session GPA of 2.0 each session until the student's cumulative GPA is at least 2.0

V. Health Related Programs

- A. In addition, students in health related programs may be placed on academic probation, suspension or dismissal, pursuant to BOT Rule 6Hx23-4.53.
- B. Re admission for health related program students may occur in accordance with this Rule unless otherwise stated in BOT Rule 6Hx23-4.53.

History: Adopted – 7/17/12. Effective – 7/17/12.

Acceleration Mechanisms

6Hx23-4.28 ACCELERATION MECHANISMS

The Board of Trustees authorizes and directs the President, or his or her designee, to establish and offer accelerated mechanisms and options for those students who seek to receive a degree in less than the traditional length of time, in accordance with the provisions of the pertinent Florida Statutes and State Board of Education Rules.

Specific Authority: 1001.64(2) & (4), F.S.

Law Implemented: 1001.64(8), 1007.27, 1007.271, F.S. SBE Rules 6A-14.031, 6A-14.054, F.A.C.

History: Formerly - 6Hx23-4-6.14; Adopted - 10/16/75; Readopted - 10/25/77. Amended - 11/30/81, 1/22/86, 12/10/87, 10/17/89. Filed - 10/17/89. Effective - 10/17/89; 1/19/99. Filed - 1/19/99. Effective - Session I, 1999-2000; 5/18/99. Filed - 5/18/99. Effective - 5/18/99; 7/17/12. Filed - 7/17/12. Effective - 7/17/12.

P6Hx23-4.28 PROCEDURE: ACCELERATION MECHANISMS

A variety of methods are available to students who wish to receive the associate degree in less than the usual 2 calendar years. The opportunities for time-shortened degrees at St. Petersburg College include the following:

I. College-Level Examination Program (CLEP)

The College participates in the general examination program and the selected subject examination program. Decision as to acceptability of subject examinations is made Educational and Student Services, within the restrictions imposed by Paragraph 6A-14.031(1)(a), State Board of Education Regulations.

The acceptable examinations, minimum acceptable scores for each examination, the course(s) for which credit will be granted and the number of semester hours credit for each examination are published in the College-Level Examination Program at St. Petersburg College brochure by the Central Records' Office.

Score reports are transmitted by the Educational Testing Service, Princeton, N.J., to the Central Records' Office.

The Central Records' Office evaluates the test results, prepares an advanced standing notification (a copy of which is furnished to the student), and the data on courses for which credit has been granted are entered into the student's course file. These credits are entered as institutional credit, without grades or quality points. The percentile score (for general examinations) or the scaled score (for subject examinations) is also recorded. No record of examinations on which scores are below the acceptable level is kept on the permanent record.

II. Advanced Placement

Advanced Placement examinations are a special program of the College Entrance Examination Board offering special instruction to high school seniors.

The examination must have been taken while the student is still enrolled in high school.

Advanced Placement credit is treated as transfer credit. The procedures followed for the granting of credit are the same as those followed for the College-Level Examination Program.

Scores are reported to the College on a scale of 5 to 1, with 5 being the highest. Credit will be granted to students who achieve scores of 3, 4, or 5, on one or more of the Advanced Placement Program examinations. Such credits will be transferable to institutions of higher education within

the State of Florida which participate in the State Advanced Placement Program. The following table describes the subject areas for which Advanced Placement examinations are available and the necessary score(s) which must be achieved to earn the specified hours of credit.

Advanced Placement Examination	Exam Score Required	SPJC Course Equivalence	Credit Hour Granted
American History	3, 4, or 5	AMH-2010	3
	3, 4, or 5	AMH-2020	3
Biology	3, 4, or 5	BSC-1005	3
	3, 4, or 5	BSC-1010C	4
Calculus	3	MAC-2311	5
	4 or 5	MAC-2311	5
	4 or 5	MAC-2312	5
Chemistry	3, 4, or 5	CHM-1045	3
	3, 4, or 5	CHM-1046	3
English	3	ENC-1101	3
	3	LIT-2110	3
	4 or 5	ENC-1101	3
	4 or 5	ENC-1102	3

European History	3	EUH-1001	3
	4 or 5	EUH-1000	3
	4 or 5	EUH-1001	3
French	3	FRE-2200	3
	4 or 5	FRE-2200	3
	4 or 5	FRE-2201	3
German	3	GER-2200	3
	4 or 5	GER-2200	3
	4 or 5	GER-2201	3
Music	3 or 4	MUT-2126	4
	5	MUT-2126	4
	5	MUT-2127	4
Physics	3	PHY-1053	3
	4 or 5	PHY-105	3
	4 or 5	and 1054	6
Spanish	3	SPN-2200	3
	4 or 5	SPN-2200	3
	4 or 5	SPN-2201	3

III. Correspondence and Extension Courses

A maximum of 15 semester hours of correspondence and extension credit may be accepted, provided:

- A. The course was administered by an accredited institution.
- B. The credit is acceptable by the institution conducting the correspondence or extension course toward one of its degrees.

The provisions that acceptable correspondence and extension courses be administered by an accredited institution and that the credit be acceptable by the institution conducting the correspondence and extension course toward one of its degrees means the course(s) must appear on an official transcript of the conducting institution.

When such a transcript is received, it is evaluated as any other transcript, as outlined under Transfer Student. All credits earned through correspondence and extension are evaluated and entered into the student's permanent record file. The restriction of 15 hours maximum toward a degree is applied by the campus coordinator of Admissions/Registration when determining graduation eligibility.

Students expecting to transfer correspondence and extension credit to another institution should be advised to become familiar with that institution's acceptance policy.

Courses taken at an extension center of an institution are considered as residence credit and are not subject to the restrictions on correspondence and extension courses.

IV. Credit Bank

Students who wish to earn college credit while enrolled in high school may do so by completing requirements provided in Board of Trustees' Rule 6Hx23-4.02, III; B; 2.

A permanent record file for credit bank students is maintained in the same manner as for regular students.

A student who has attended under credit bank status and subsequently desires to be admitted to St. Petersburg College must meet the requirements as stated for regular admission. Any credits earned under credit bank status are treated as regular college work when the student is admitted as a regular student.

Acceptance of the high school student under credit bank status does not constitute a waiver of the requirement for high school graduation since the student's primary status is still that of high school student.

V. Early Admission

Upon completion of the 11th grade, a high school student who satisfies requirements stated on the Early Admission Form may enter St. Petersburg College.

The requirements for admission under this category are established by the Board of Trustees and are so stated in the catalog and on the Early Admission Form.

After reviewing all required credentials, the campus coordinator of Admissions/Registration has the authority to waive a requirement if the waiver is in the best interest of the student, the institution, and in keeping with the intent and mandate of the Florida Legislature as reflected in legislation regarding acceleration mechanisms in the interest of effective use of public funds.

The acceptance by the campus coordinator of Admissions/Registration is considered a waiver of the requirement for high school graduation for purposes of early admission.

The application of a student applying for early admission is not processed until all required items (application, test scores, high school transcript, Early Admission Form) are complete.

The transcript and test scores are evaluated by the campus coordinator of Admissions/Registration, who makes the decision and initials the evaluation form.

The student is notified by letter of the action taken.

A student admitted under this category is a fully matriculated student, but without a high school diploma.

The Pinellas County School Board will award a diploma to the student at a later date if the student presents a transcript showing completion of 30 semester hours of satisfactory college work. The responsibility for applying for the diploma rests with the student. The College has no automatic procedure for notifying the high school.

Similar arrangements may be made by students accepted from schools outside Pinellas County. Such arrangements are between the student and the high school, and the College accepts no responsibility for notifying the school.

VI. International Baccalaureate

St. Petersburg College will grant college credit to a student who presents a score of 4, 5, or 6 on one or more of the International Baccalaureate examinations. Credit thus granted is transferable

among Florida institutions of higher education participating in the statewide articulation agreement.

VII. Credit by Assessment of Prior Learning/Experiential Learning Program (ELP)

Credit may be awarded under this area for learning in a discipline or program area(s) offered by the College. The assessment of learning shall take place through means consistent with generally accepted techniques of measuring college-level learning. The techniques may include written and oral examinations, portfolio evaluations, interview assessments, and project or product evaluations. In addition, other methods of evaluation shall include use of ACE guidebooks, DANTES, the MOS Specialty Guide, the CAEL Guide, and correlation of military training with college-level credit. Such assessment shall certify levels of attainment consistent with the content and performance expectations established in the curriculum of the College for equivalent courses. Experiential Learning Program (ELP) replaces internal/challenge exams and other methods of evaluating and crediting prior learning. The discipline program directors, by collegewide agreement, will determine which courses within the curriculum of the department may be eligible for assessment through experiential learning. Program directors will consult annually with advisory committees, discipline instructors, and Experiential Learning coordinators to update the listing of courses eligible for assessment through the Experiential Learning Program. The College limits the credit earned through the Experiential Learning Program for Associate in Science and Certificate Programs to 50 per cent of the core courses and/or courses within the major. If a student can demonstrate prior learning, the College will award credit for achievement rather than have the student repeat the learning sequence. Information concerning such assessments may be secured from the associate provost or the Experiential Learning Office on each campus.

- A. When the student completes the assessment, the ELP Office will notify the student of the outcome. A grade of "P" will be recorded for the course if credit is awarded.

- B. A student may not be registered for a course and be simultaneously evaluated for his/her prior learning of that course.

Pursuant to State Board of Education Rule 6A-14.054, matriculation and tuition fees shall not be charged for the assessment of prior learning or the awarding of credit based on prior learning, regardless of whether the prior learning was acquired through instruction provided by the College or through instruction or experience external to the College.

Students who are evaluated for the assessment of prior learning shall be charged a fee as prescribed in Board of Trustees' Rule 6Hx23-5.17 Student Fees.

History: Amended - 2/11/86, 2/10/87, 11/10/87 (effective 11/17/87 for Session II, 1987-88), 2/23/88, 12/14/88, 9/12/89. Effective - 9/19/89; 10/18/94. Filed - 10/18/94. Effective - Session I, 1994-95; 1/19/99. Filed - 1/19/99. Repealed Effective - Session I, 1999-2000. See Rule 6Hx23-4.28; Re adopted – 7/17/12. Effective – 7/17/12.

Admissions Requirements

6Hx23-4.02 ADMISSION REQUIREMENTS

St. Petersburg College has established standards for admission to the institution and its programs to assist students with their transition to college studies. The Board of Trustees delegates to the President authority to develop and establish admission requirements and policies as set forth in the College's procedures.

Specific Authority: 1001.64 (2) & (4), F.S.

Law Implemented: 1001.64(5), (6), (7) & (8), 1003.435, 1004.73, 1007.22, 1007.235, 1007.24, 1007.25, 1007.263, 1007.264, 1009.23, 1009.25(3), 1009.26, F.S.; SBE Rules 6A-10.024, 6A-10.030, 6A-10.041, 6A-19.001, 6A-19.002, F.A.C.; Title VI of Civil Rights Act of 1964; Title IX, Education Amendments of 1972; Section 504, Rehabilitation Act of 1973, as amended; Americans With Disabilities Act of 1991; Age Discrimination Act of 1975; SB 20, 2002 Legislature.

History: Formerly - 6Hx23-4.02, 6Hx23-4.03, 6Hx23-4.04, 6Hx23-4.05, 6Hx23-4.06, 6Hx23-4.07, 6Hx23-4.08, 6Hx23-4.09, 6Hx23-4.10, 6Hx23-4.11, 6Hx23-4.12, 6Hx23-4-5.10 & 6Hx23-4-5.11. Adopted - 10/16/75. Readopted - 10/25/77. Amended - 4/21/77, 11/30/81, 5/26/82, 11/23/82 (effective 1/1/83), 6/28/83, Emergency Amendment 8/18/83, 9/15/83, 2/16/84, 1/17/85, 3/21/85 (effective 8/19/85 for Session I, 1985-86), 11/21/85, 7/24/86, 10/16/86 (effective 1/7/87 for Session II, 1986-87), 1/22/87 (effective 1/22/87 for Session III, 1986-87), 6/18/87 (effective 6/18/87 for Session I, 1987-88), 12/10/87 (effective 12/10/87 for Session II, 1987-88), 10/20/88, 4/27/89, 11/21/89, 7/17/90, 2/19/91. F filed - 2/19/91. Effective - 2/19/91, 6/13/91. Filed- 6/13/91. Effective- Session III, 1990-91, 11/19/91. Filed - 11/19/91. Effective - 11/19/91; 12/17/91. Filed - 12/17/91. Effective - Session I, 1992-93; 6/15/93. Filed - 6/15/93. Effective - 6/15/93; 8/30/94. Filed - 8/30/94. Effective - Session I, 1994-95; 1/21/97. Filed - 1/21/97. Effective - 1/21/97; 10/22/97; 4/20/98. Filed - 4/20/98. Effective - 4/20/98; 7/27/98. Filed - 7/27/98. Effective - Session I, 1998-99. Effective - Session I, 1998-99; 5/18/99. Filed - 5/18/99. Effective - 5/18/99; 11/16/99. Filed - 11/16/99. Effective - 11/16/99; 4/18/00. Filed - 4/18/00.

Effective - Session I, 2000-01. 7/21/00. Filed - 7/21/00. Effective - Session I, 2000-01; 2/27/01. Filed - 2/27/01. Effective - Session I, 2001-02; 9/11/01. Filed - 9/11/01. Effective - 9/11/01; 6/21/02. Filed - 6/21/02. Effective - 6/21/02; 11/12/02. Filed - 11/12/02. Effective - 11/12/02; 5/20/03. Filed - 5/20/03. Effective - 5/20/03; 7/24/03. Filed - 7/24/03. Effective - Immediately for students applying for admission to the Bachelor of Applied Science in Dental Hygiene Program for Session II, 2003-04; 11/6/04. Filed - 11/16/04. Effective - 11/16/04; 7/19/05. Filed - 7/19/05. Effective - 7/19/05; 1/17/06. Filed - 1/17/06. Effective - 1/17/06; 3/21/06. Filed - 3/21/06. Effective - 3/21/06; 6/20/06. Filed - 6/20/06. Effective - 6/20/06; 9/18/06. Filed - 9/18/06. Effective - 9/18/06; 3/20/07. Filed - 3/20/07. Effective - Session I, 2007-08; 7/17/07. Filed - 7/17/07. Effective - 7/17/07; 11/20/07. Filed - 11/20/07. Effective - 11/20/07; 11/18/08. Filed - 11/18/08. Effective - Session I, 2009-10; 12/16/08. Filed - 12/16/08. Effective - 12/16/08; 4/21/09. Filed - 4/21/09. Effective - 4/21/09; 9/15/09. Filed - 9/15/09. Effective - 9/15/09; 9/20/11. Filed - 9/20/11. Effective - 9/20/11.

P6Hx23-4.02 PROCEDURE: ADMISSION - GENERAL

ADMISSION REQUIREMENTS

- 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 U.S. 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 institution(s). 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

A. 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 F.S. 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 Board of Trustees' Rule 6Hx23-4.45 and 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 who 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/Registration, other individuals involved, the associate 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 associate vice president of Academic and Student Affairs who will make the determination of appropriate action. The decision of the associate 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 of 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 collegewide 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 the session in which the student plans to graduate.
- 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 courses 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 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. Supplemental data sheet

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 defined below; 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/Registration, other individuals involved, and the associate 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 college or state university. If no agreement is reached, the issue will be referred to the associate vice president of Academic and Student Affairs who will make the determination of appropriate action. The decision of the associate 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 purposes of this Rule, the following definitions apply:

1. Hearing impairment. A hearing loss of 30 decibels or greater, pure tone average of 500, 1000, or 2000 Hz, ANSI, unaided, in the better ear. Examples include, but are not limited to, conductive hearing impairment or deafness, sensorineural hearing impairment or deafness, high or low tone hearing loss or deafness, acoustic trauma hearing loss or deafness.
2. Visual impairment. Disorders in the structure and function of the eye as manifested by at least one of the following: visual acuity of 20/70 or less in the better eye after the best possible correction, a peripheral field so constricted that it affects one's ability to function in an educational setting, or a progressive

loss of vision which may affect one's ability to function in an educational setting. Examples include, but are not limited to cataracts, glaucoma, nystagmus, retinal detachment, retinitis pigmentosa, and strabismus.

3. **Specific Learning Disability.** A disorder in one or more of the basic psychological or neurological processes involved in understanding or in using spoken or written language. Disorders may be manifested in listening, thinking, reading, writing, spelling, or performing arithmetic calculations. Examples include dyslexia, dysgraphia, disphasia, dyscalculia, and other specific learning disabilities in the basic psychological or neurological processes. Such disorders do not include learning problems which are due primarily to visual, hearing, or motor handicaps, to mental retardation, to emotional disturbance, or to an environmental deprivation.

- 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) CTS 1101 or 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

or

- (d) LIS 1102 and CGS 1510 and OST 1741.

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).
 - (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.

History:

Amended - 6/28/83, 9/16/86 (effective 1/7/87 for Session II, 1986-87), 5/12/87, 10/17/89, 9/13/90. Effective - 9/20/90; 8/30/94. Filed - 8/30/94. Effective - Session I, 1994-95; 5/18/99. Filed - 5/18/99. Repealed - 5/18/99. See 6Hx23-4.02; 9/20/11. Re Adopted 9/20/11. Effective – 9/20/11.

Audit Students

6Hx23-4.20 GRADING SYSTEM

The Board of Trustees authorizes and directs the President, or his or her designee, to establish a grading system used to indicate the quality of work done by students at St. Petersburg College and to implement procedures related to awarding student grades for credit coursework.

Specific Authority: 1001.64(2) & (4), F.S.

Law Implemented: 1001.64(8), 1004.68, F.S.

History: Formerly - 6Hx23-4-6.06; Adopted - 10/16/75; Readopted - 10/25/77; Amended - 11/30/81, 8/18/83; Emergency Amendment 1/19/84 (effective Session I, 1984-85), 2/16/84 (effective Session I, 1984-85), 11/20/86, 12/10/87, 4/27/89, 10/17/89. Filed - 10/17/89. Effective - 10/17/89, 8/22/91. Filed - 8/22/91. Effective - 8/22/91; 2/16/93. Filed - 2/16/93. Effective - Session I, 1993-94; 10/20/93. Filed - 10/20/93. Effective - Session I, 1993-94; 1/24/95. Filed - 1/24/95. Effective - Session I, 1995-96; 6/27/95. Filed - 6/27/95. Effective - Session I, 1995-96; 3/16/98. Filed - 3/16/98. Effective - 3/16/98; 5/18/99. Filed - 5/18/99. Effective - 5/18/99; 2/27/01. Filed - 2/27/01. Effective - Session III, 2000-01; 6/21/02. Filed - 6/21/02. Effective - 6/21/02; 2/17/04. Filed - 2/17/04. Effective - 2/17/04; 7/18/06. Filed - 7/18/06. Effective - Session I, 2006-07; 9/18/06. Filed - 9/18/06. Effective - 9/18/06; 9/18/07. Filed - 9/18/07. Effective - 9/18/07; 12/17/07. Filed - 12/17/07. Effective - Session II, 2007-08; 4/21/10. Filed - 4/21/10. Effective - 4/21/10; 7/17/12. Filed - 7/17/12. Effective - 7/17/12.

P6Hx23-4.20 PROCEDURE: GRADING SYSTEM

I. Letters are used to indicate the quality of work done by students at St. Petersburg College:

A	excellent	awards 4 quality points
B	good	awards 3 quality points

C	average	awards 2 quality points
D	poor	awards 1 quality point
F	unsatisfactory.....	awards 0 quality points
I	incomplete	awards 0 quality points
N	no credit (college preparatory courses only)	
NG	no grade reported	
P	passing (credit courses)	
S	satisfactory (non-credit courses only)	
SP	showing progress (non-credit courses only)	
U	unsatisfactory (non-credit courses only)	
W	withdrawal	
WF	Withdrawal after the "W" period	awards 0 quality points
X	audit	

II. Special instructions for grades

- A. "I" Incomplete grades received at the end of any term become "F" if not completed by the end of the succeeding Fall or Spring term.
- B. A grade of "N" is used only in college preparatory courses. A grade of "N" may be assigned to students earning a "D" or "F" in such courses.
- C. A grade of "WF" indicates that a student voluntarily withdrew from a course after the deadline to receive a grade of "W." The "WF" grade is punitive and has the same impact on the student's GPA as a grade of "F."
- D. "P" may be used as follows:

1. Students enrolled in physical education activity courses (e.g. golf, tennis, bowling, archery, racquetball, etc.) may choose to be graded on a "P/F" or an "A-F" basis. During the first 2 weeks the course is taught, the instructor will require each student to select the grade option preferred. "P" grades will not be used in GPA calculations.
2. Credit awarded by Assessment of Prior Learning through the Experiential Learning Program (ELP) may be designated by the grade of "P". Assessment of Prior Learning is the only approved procedure for evaluating and awarding credit for prior learning.
3. Credit awarded for the Basic/Computer and Information Literacy competency OPT-OUT test may be designated by the grade of "P".
4. Satisfactory completion of the following credit courses in the Physical Therapist Assistant Program will be graded on a "P/F" basis.

PHT 1801L—Physical Therapy Clinical Practice I

PHT 2810L—Physical Therapy Clinical Practice II

PHT 2820L—Physical Therapy Clinical Practice III

5. Satisfactory completion of the following credit courses in the College of Education IMPACT Program will be graded on a "P/F" basis.

MAE 4942 Instructional Methods in Secondary Mathematics Field
Experience: IMPACT

MAE 3941 Interactive Middle School Mathematics Field
Experience: IMPACT

EDE 4942 Literacy Field Experience: IMPACT

EDE 4943 Integrated Mathematics and Science Elementary (K-6)
Field Experience: IMPACT

SCE 4940 Secondary Science Field Experience Grades 9-12:
IMPACT

6. Satisfactory completion of SLS 0003 by students who tested into all three areas of remediation upon admission to the College will be graded on a "P/F" basis.
- E. Students who wish to audit a college-level credit course may register on an audit basis without special permission during the regularly scheduled registration period through the end of the first week of classes. This applies to regular and express sessions.

Students who wish to change from credit to audit status may change to an audit status without special permission during the regularly scheduled registration period through the end of the first week of classes. This applies to regular and express sessions.

Students may change from audit to credit status during the regularly scheduled registration period through the end of the first week of classes or after the registration period has expired, but prior to the end of the session only upon the approval of the faculty member, the program director, and the campus provost, associate provost or the site administrator.

Fees are the same for both credit and audit students.

Audit students are required to meet course prerequisites including appropriate scores on the St. Petersburg College Placement Test unless such requirements are waived by obtaining permission through the program director.

Under exceptional circumstances, a student may appeal to the appropriate program director to seek a change to credit in a course in which registration was for audit. The program director will work with the student and the instructor to determine that the student completed all of the requirements for credit in the course.

History: Adopted – 7/17/12. Effective – 7/17/12.

Class Attendance

6Hx23-4.30 CLASS ATTENDANCE

The President or designee is authorized and directed by the Board of Trustees to establish standards and procedures to accompany this Rule concerning the assessment and recording of class attendance, as well as informing students of attendance and absence policies imposed pursuant to College policy and as provided for in applicable state and federal law.

Specific Authority: 1001.64(2) & (4), F.S.

Law Implemented: 1001.64, 1001.65, F.S.; 34 CFR 668, Return of Title IV Funds

History: Formerly 7-1.02 and 6Hx23-7-1.02 and 6Hx23-4.31. Adopted 7/2/68; Readopted 12/19/74, 10/25/77; Amended 10/16/75, 11/30/81; Filed and Effective 11/30/81. 6/21/02. Filed – 6/21/02. Effective – 6/21/02; 10/17/06. Filed – 10/17/06. Effective – 10/17/06; 12/17/07. Filed – 12/17/07. Effective – Session II, 2007-08; 7/17/12. Filed – 7/17/12. Effective – 7/17/12.

P6Hx23-4.30 PROCEDURE: CLASS ATTENDANCE

- I. Attendance taking throughout the term is not required but is strongly encouraged. Attendance throughout the term may be taken in the ANGEL Learning Management System Attendance Manager module. It will be the responsibility of each instructor to insure that all students are informed of his or her class attendance and excessive absence policy in writing via the course syllabus. The instructor determines when the absences of a particular student have become “excessive.” During the first two weeks of each class, the instructor is required to take attendance in the college’s student information system. During a period of one week just after the sixty (60) percent point in the term, instructors shall determine any student enrolled in his or her class who is not actively participating in his or her class. Instructors are required to identify and record any of his or her students who are not actively participating in his or her class in the college’s student information

system by the end of the one week period just after the sixty (60) percent point in the term.

- II. Each instructor shall exercise his or her professional judgment to determine if a student is actively participating in his or her class. Examples of active participation include: completion of a recent exam, submission of a class assignment, attendance in a scheduled class meeting, and participation in online discussion groups.
- III. Instructors will be notified via email when no attendance has been taken for a student during the first two weeks and when it is time to determine active participation (just after the sixty (60) percent point in the term).
- IV. Recognizing that the college offers courses of varying length (express, eight week, and dynamically dated classes), the instructor will have one week to take attendance at the beginning of such classes. Furthermore, the period to determine active participation will be calculated and each instructor will be notified when students who are not participating may be recorded as such in the college's student information system.
- V. Regular class attendance is expected of all students. When absent for less than a week because of illness or other emergencies, a student should notify, or have someone notify, the appropriate instructors. In the case of extended absences of a week or more, the student should notify, or have someone notify, the office of the associate provost.
- VI. It is important that the student become aware of each instructor's attendance and excessive absence policy.

VII. CLASS ATTENDANCE

Instructors are required to provide students with a written statement of their attendance policy at the beginning of each session.

VIII. RELEASE FOR JURY DUTY

When a student is summoned to attend any court on jury duty, the student shall, upon presentation of a copy of the summons, be excused from classes during the period of the jury duty. Instructors

may, however, require the student to return to class if the student is excused from jury duty earlier than expected. Students excused from class under this procedure shall be given the opportunity by the instructors involved to make up any tests or other work missed during the period of jury duty.

History: Amended 4/25/83. Effective 4/25/83; 7/17/12. Filed – 7/17/12. Effective – 7/17/12.

Classification of Students

6Hx23-4.16 CLASSIFICATION OF STUDENTS

Students are classified according to the number of semester hours of credit they have earned and the number of semester hours they are carrying. Listed below are the requirements for the respective classifications:

- I. Full-time student—An enrollee carrying 12 semester hours or more during a regular session (Session I or II) or 9 semester hours or more during Session III (summer).
- II. Part-time student—An enrollee carrying fewer than 12 semester hours during a regular session (Session I or II) or fewer than 9 semester hours during Session III (summer).
- III. Freshman—An enrollee who has fewer than 24 semester hours of earned credit.
- IV. Sophomore—An enrollee who has between 24 and 59 semester hours of earned credit.
- V. Junior—An enrollee who has between 60 and 89 semester hours of earned credit meeting admission requirements for admission into the upper division.
- VI. Senior—An enrollee admitted in the upper division who has 90 semester hours or more of earned credit toward a bachelor degree.

Specific Authority: 240.319(2) & (3), F.S.

Law Implemented: 240.319(4)(b), 240.319(4)(n), 240.325, 240.5278, F.S.; Rules 6A-14.0262(8)(a), 6A-14.0247, F.A.C.

History: Formerly 6Hx23-4-6.02; Adopted 10/16/75; Readopted 10/25/77; Amended 11/30/81, 2/18/88; Filed 2/18/88; Effective Session I, 1988-89; 3/26/02. Filed – 3/26/02. Effective – 3/26/02.

Collection of Financial Obligations and Delinquent Accounts

6Hx23-5.27 COLLECTION OF FINANCIAL OBLIGATIONS AND DELINQUENT ACCOUNTS

The Board of Trustees shall exert every reasonable effort to collect all delinquent accounts. The Board authorizes and directs the President to establish related procedures regarding collection of financial obligations and delinquent accounts in accordance with the Florida Statutes and State Board of Education Rules.

Specific Authority: 1001.64(2) & (4), F.S.

Law Implemented: 1001.64(44), F.S.; Rule 6A-14.060, F.A.C.

History: Formerly - 6Hx23-7-6.04 and 6H x23-5-15.01. Adopted - 5/18/72. Readopted - 12/19/74, 10/25/77. Amended - 6/19/75, 11/30/81, 7/24/86, 7/16/87, 3/17/88, 3/16/89. Filed - 3/16/89. Effective - 3/16/89; 10/20/93. Filed - 10/20/93. Effective - 11/1/93; 8/15/00. Filed - 8/15/00. Effective - 8/15/00 except that the fee charge is effective as of the date the increased fee was approved by the Board for Rule 6Hx23-5.171 (7/20/99); 9/18/06. Filed – 9/18/06. Effective 9/18/06; 6/19/12. Filed – 6/19/12. Effective – 6/19/12.

College-Preparatory Instruction

6Hx23-4.451 COLLEGE-PREPARATORY INSTRUCTION

The Board of Trustees directs and authorizes the President or a designee to establish procedures related to the implementation of college preparatory instruction in accordance with state law and State Board of Education Rules.

Specific Authority: 1001.64(2) & (4), F.S.

Law Implemented: 1001.64(9), 1001.02, 1001.03, 1001.65, 1004.65, 1004.68, 1007.263, 1008.30, 1009.23, 1009.26, 1009.28, 1009.285, F.S.; Rule 6A-10.0315, F.A.C.

History: Adopted 12/12/85. Filed 12/12/85. Effective 1/6/86 for Session II, 1985-86; 9/26/95. Filed - 9/26/95. Effective - Session I, 1995-96. Filed - 11/24/97. Effective - to implement the law effective Session I, 1997-98; 5/18/99. Filed - 5/18/99. Effective - 5/18/99; 10/17/01. Filed - 10/17/01. Effective - 10/17/01; 5/16/05. Filed - 5/16/05. Effective - Session I, 2005-06; 6/19/07. Filed - 6/19/07. Effective - 6/19/07; 11/20/07. Filed - 11/20/07. Effective - 11/20/07; 6/17/08. Filed - 6/17/08. Effective 6/17/08; 3/15/11. Filed - 3/15/11. Effective - Session I, 2011-12; 7/17/12. Filed - 7/17/12. Effective - 7/17/12.

P6Hx23-4.451 PROCEDURE: COLLEGE-PREPARATORY INSTRUCTION

- I. Competency-based preparatory instruction is required for degree seeking students who score below the St. Petersburg College Placement Test cut-off scores in reading, writing and/or mathematics as prescribed by Rule 6A-10.0315, F.A.C., and College Procedure P6Hx23-4.45. Students scoring below the prescribed Computerized Placement Test (CPT) cut-off scores in any of these three (3) areas must begin competency-based preparatory instruction in those identified area(s) within their first twelve (12) credit hours of enrollment. In accordance with Section 1007.263, Florida Statutes, as an alternative to traditional college preparatory instruction, if they so qualify, students may participate in adult basic education, adult secondary education, or other instructional programs, including private provider instruction. Students who place into all three areas of remediation must successfully complete the prescribed academic success coursework during their first term of enrollment.
- II. Students scoring below the prescribed CPT cut-off score in more than one college preparatory area have the following additional requirements to enhance their ability to succeed in college-level course work.
 - A. Students scoring below the prescribed cut-off score in two or more college preparatory areas must take SLS 1101 and SLS 1126 as co-requisites during their first term of enrollment.
- III. In accordance with 6A-10.0315(20), students enrolled in college preparatory instruction shall be permitted to take courses concurrently in areas for which they are qualified. Pursuant to Section 1008.30(4), Florida Statutes, students who test into college preparatory instruction and subsequently enroll in college preparatory instruction must successfully complete the required preparatory studies by the time they have accumulated twelve (12) hours of college credit coursework or they must maintain continuous enrollment in college preparatory coursework each semester until the requirements are completed while performing satisfactorily in degree earning coursework.

- A. College preparatory students may not enroll in the following categories of college credit courses while completing their college preparatory coursework:
 - 1. College preparatory students who are deficient in mathematics may not enroll in any mathematics courses that meet the requirements of Rule 6A-10.030, F.A.C., or other courses that require mathematics skills that are beyond the skill level of the student.
 - 2. College preparatory students who are deficient in English and/or reading skills may not enroll in English or Humanities courses that meet the requirements of Rule 6A-10.030, F.A.C., or other courses that require communication skills that are beyond the skill level of the student.
 - 3. College preparatory students who are deficient in all three (3) areas (i.e. reading, writing and/or mathematics) may enroll in college-level courses such as orientation courses, college success courses, or other courses that are not dependant on college- level computation and communication skills.
- IV. Students who have begun required competency-based preparatory instruction must take identified preparatory courses consecutively in their identified skill area(s) during each session they enroll at the College, insofar as possible in conjunction with Section I. above, until such area(s) is/are resolved within the limitations prescribed by Section IV. below.
- V. Enrollment in competency-based preparatory credit instruction to remediate the skill area(s) identified may not extend beyond three (3) attempts in each required course in each skill area. A fourth attempt may be allowed only through an academic appeals process as set forth in Board of Trustees' Rule 6Hx23-4.36 based on extraordinary extenuating circumstances. Students enrolled in the same college preparatory class within a skill area more than twice will be assessed fees at 100 percent of the full cost of instruction equal to the rate charged non-Florida residents.

Students may have their fees reduced once for each class due to extenuating circumstances as determined by the campus provost or associate provost or designee. However, the provost, associate provost or designee shall have the authority to review and reduce payment for increased fees due to continued enrollment in a college preparatory class on an individual basis contingent upon the student's financial hardship, pursuant to definitions and fee levels established by the State Board of Education. An attempt shall be defined as each enrollment in a College/college preparatory course past the drop/add period regardless of the grade received.

Extenuating circumstances for the purposes of this Section IV. are those circumstances determined by the College to be exceptional and beyond the control of the student, are accompanied by appropriate documentation and which may include but not be limited to one or more of the following:

- A. serious illness;
- B. documented medical condition preventing completion;
- C. death of an immediate family member;
- D. involuntary call to active military duty;
- E. documented learning disability;
- F. English as a second language background;
- G. documented change in conditions of employment; or
- H. other emergency circumstances or extraordinary situations such as natural disasters.

The criteria for determining financial hardship shall include, but not be limited to, qualification for federal need-based financial assistance. Students with other documented financial hardships may also be considered. In either case, the exception for financial hardship should be granted only after the student has demonstrated reasonable effort to succeed in the course.

- VI. Students who have not successfully completed their preparatory course requirement(s) in any of the identified skill area(s) within three (3) attempts will be permitted to enroll in additional credit coursework outside those skill area(s) that the student has not successfully completed remediation, but must be concurrently enrolled in the developmental area(s) every term until basic skill mastery has been demonstrated.

- VII. Students who complete college preparatory courses may only be given the grade of A, B, C, N, or F.

History: Adopted – 7/17/12. Effective – 7/17/12.

Credit from Non-Traditional Sources

6Hx23-4.17 CREDIT FROM NONTRADITIONAL SOURCES

In addition to instruction provided by the College, credit may be accepted for transfer from the following sources: The Advanced Placement Program, the International Baccalaureate Program, the College-Level Examination Program, Assessment of Prior Learning/Experiential Learning Program (ELP), and Correspondence or Extension Courses. The maximum amount of credit which may be accepted from all sources in combination is 45 semester hours. In instances where students utilize only one source, the maximum amount of credit which may be accepted is as follows:

Advanced Placement Examinations	45 semester hours
International Baccalaureate Program	30 semester hours
College-Level Examination Program	45 semester hours
Assessment of Prior Learning/ Experiential Learning Program (ELP)	45 semester hours
Correspondence or Extension Courses	15 semester hours

I. Advanced Placement

Advanced Placement examinations are a special program of the College Entrance Examination Board (CEEB) offering special instruction to high school seniors.

The examination must have been taken while the student was still enrolled in high school.

Advanced Placement credit is treated as transfer credit. The procedures followed for the granting of credit are the same as those followed for the College-Level Examination Program.

Scores are reported to the College on a scale of 5 to 1, with 5 being the highest. Credit will be granted to students who achieve scores of 3, 4, or 5, on one or more of the advanced placement program examinations. Such credits will be transferable to institutions of higher education within the state of Florida which participate in the state Advanced Placement Program. The following table describes the subject areas for which Advanced Placement examinations are available and the necessary score(s) which must be achieved to earn the specified hours of credit.

Advanced Placement Examination	Exam Score Required	SPC Course Equivalence	Credit Hour Granted
American History	3, 4, or 5	AMH-2010	3
	3, 4, or 5	AMH-2020	3
Biology	3, 4, or 5	BSC-1005	3
	3, 4, or 5	BSC-1010C	4
Calculus	3	MAC-2311	5
	4 or 5	MAC-2311	5
	4 or 5	MAC-2312	5
Chemistry	3, 4, or 5	CHM-1045	3
	3, 4, or 5	CHM-1046	3
English	3	ENC-1101	3
	3	LIT-2110	3

	4 or 5	ENC-1101	3
	4 or 5	ENC-1102	3
European History	3	EUH-1001	3
	4 or 5	EUH-1000	3
	4 or 5	EUH-1001	3
French	3	FRE-2200	3
	4 or 5	FRE-2200	3
	4 or 5	FRE-2201	3
German	3	GER-2200	3
	4 or 5	GER-2200	3
	4 or 5	GER-2201	3
Music	3 or 4	MUT-2126	4
	5	MUT-2126	4
	5	MUT-2127	4
Physics	3	PHY-1053	3
	4 or 5	PHY-1053	
	4 or 5	and 1054	6
Spanish	3	SPN-2200	3
	4 or 5	SPN-2200	3
	4 or 5	SPN-2201	3

II. International Baccalaureate

St. Petersburg College will grant college credit to a student who presents a score of 4, 5, or 6 on one or more of the International Baccalaureate examinations. Credit thus granted is transferable among Florida institutions of higher education participating in the statewide articulation agreement.

III. College-Level Examination Program (CLEP)

The College participates in the general examination program and the selected subject examination program. Decision as to acceptability of subject examinations is made by the Educational and Student Services Office, within the restrictions imposed by Paragraph 6A-14.031(1)(a), State Board of Education Regulations.

The acceptable examinations, minimum acceptable scores for each examination, the course(s) for which credit will be granted and the number of semester hours credit for each examination are published in a brochure, "College-Level Examination Program at St. Petersburg College," by the Central Records' Office.

Score reports are transmitted by the Educational Testing Service, Princeton, N.J., to the Central Records' Office. The Central Records' Office evaluates the test results, prepares an advanced standing notification (a copy of which is furnished to the student), and the courses for which credit has been granted are entered into the student's course file. These credits are entered as institutional credit, without grades or quality points. The percentile score (for general examinations) or the scaled score (for subject examinations) is also recorded. No record of examinations on which scores are below the acceptable level is kept on the permanent record.

The required level of performance on the examinations will be that required to insure transferability under the articulation agreement.

IV. Credit by Assessment of Prior Learning/Experiential Learning Program (ELP)

Credit may be awarded under this area for learning in a discipline or program area(s) offered by the College. The assessment of learning shall take place through means consistent with generally accepted techniques of measuring college-level learning. The techniques may include written and oral examinations, portfolio evaluations, interview assessments, and project or product evaluations. In addition, other methods of evaluation shall include use of ACE guidebooks, DANTES, the MOS Specialty Guide, the CAEL Guide, and correlation of military training with college-level credit. Such assessment shall certify levels of attainment consistent with the content and performance expectations established in the curriculum of the College for equivalent courses. Experiential Learning Program (ELP) replaces internal/challenge exams and other methods of evaluating and crediting prior learning. The discipline program directors, by collegewide agreement, will determine which courses within the curriculum of the department may be eligible for assessment through Experiential Learning. Program directors will consult annually with advisory committees, discipline instructors, and Experiential Learning coordinators to update the listing of courses eligible for assessment through the Experiential Learning Program. Program directors in the Associate in Science and Certificate Programs may limit credit earned through Experiential Learning to 50 percent of the core courses and/or courses within the major. If a student can demonstrate prior learning, the College will award credit for achievement rather than have the student repeat the learning sequence. Information concerning such assessments may be secured from the associate provost or the Experiential Learning Office on each campus.

When the student has successfully completed an assessment of prior learning, credit is reported according to described procedures:

- A. When the student completes the assessment, the ELP Office will notify the student of the outcome. The credit and a grade of "P" will be reported for the course if credit is awarded.

- B. A student may not be registered for a course and be simultaneously evaluated for his/her prior learning of that course.

Pursuant to State Board of Education Rule 6A-14.054, matriculation and tuition fees shall not be charged for the assessment of prior learning or the awarding of credit based on prior learning, regardless of whether the prior learning was acquired through instruction provided by the College or through instruction or experience external to the College.

Students who are evaluated for the assessment of prior learning shall be charged a fee as prescribed in Board of Trustees' Rule 6Hx23-5.17 Student Fees.

V. Correspondence Courses

A maximum of 15 semester hours of correspondence credit may be accepted provided:

- A. The course was administered by an accredited institution.

- VI. Credits under Advanced Placement, International Baccalaureate, and CLEP are awarded without letter grades or quality points assigned. Credits awarded under ELP utilize a "P" grade. Credit will not be awarded which is duplicative of credit awarded through any other examination program, courses taken at St. Petersburg College, or courses received in transfer. However, if the course(s) for which credit is awarded under this Rule has a previous grade of "F," the provisions of Rule 6Hx23-4.15 will be applied.

Specific Authority: 240.319(2) & (3)

Law Implemented: 240.319(4)(b), 240.321, 240.325, F.S.; SBE Rules 6A-14.031, 6A-14.054, 6A-14.0247, 6A-14.0262(8), F.A.C.

History:

Formerly - 6Hx23-4-6.03. Adopted - 10/16/75. Readopted - 10/25/77. Amended - 11/30/81, 1/22/86, 12/10/87, 4/27/89, 10/17/89. Filed - 10/17/89. Effective 10/17/89; 1/19/93. Filed - 1/19/93. Effective - Session I, 1993-94; 1/19/99. Filed - 1/19/99. Effective - Session I, 1999-2000; 5/18/99. Filed - 5/18/99. Effective - 5/18/99.

Eligibility for Intercollegiate Athletics

RULE

SUBJECT	ELIGIBILITY FOR INTERCOLLEGIATE ATHLETICS	PAGE	
		IV-26	1 of 1
LEGAL		8/31/90	
AUTHORITY	6Hx23-4.18	Revision #90-7	

6Hx23-4.18 ELIGIBILITY FOR INTERCOLLEGIATE ATHLETICS

Eligibility for participation in intercollegiate athletics is in accordance with requirements determined by the Florida Community College Activities Association.

General Authority: 240.319, F.S.

Law Implemented: 240.325, F.S. SBE Rules 6A-14.262, 6A-14.247, F.A.C.

History: Formerly 6Hx23-4-6.04; Adopted 11/20/75; Readopted 10/25/77;
Amended, filed and effective 11/30/81.

Final Examinations

RULE

SUBJECT	EXEMPTION FROM FINAL EXAMINATIONS	PAGE	
		IV-27	1 of 1
LEGAL		8/31/90	
AUTHORITY	6Hx23-4.19	Revision #90-7	

6Hx23-4.19 EXEMPTION FROM FINAL EXAMINATIONS

The giving of the final examination shall be left to the discretion of the individual instructor with the concurrence of the division director; however, students averaging an "A" or "B" may be exempt from the final by obtaining permission from the instructor.

General Authority: 240.319, F.S.

Law Implemented: 240.325, F.S. SBE Rules 6A-14.262, 6A-14.247, F.A.C.

History: Formerly 6Hx23-4-6.05; Adopted 10/16/75; Readopted 10/25/77; Amended, filed and effective 11/30/81.

Grading System

6Hx23-4.20 GRADING SYSTEM

The Board of Trustees authorizes and directs the President, or his or her designee, to establish a grading system used to indicate the quality of work done by students at St. Petersburg College and to implement procedures related to awarding student grades for credit coursework.

Specific Authority: 1001.64(2) & (4), F.S.

Law Implemented: 1001.64(8), 1004.68, F.S.

History: Formerly - 6Hx23-4-6.06; Adopted - 10/16/75; Readopted - 10/25/77; Amended - 11/30/81, 8/18/83; Emergency Amendment 1/19/84 (effective Session I, 1984-85), 2/16/84 (effective Session I, 1984-85), 11/20/86, 12/10/87, 4/27/89, 10/17/89. Filed - 10/17/89. Effective - 10/17/89, 8/22/91. Filed - 8/22/91. Effective - 8/22/91; 2/16/93. Filed - 2/16/93. Effective - Session I, 1993-94; 10/20/93. Filed - 10/20/93. Effective - Session I, 1993-94; 1/24/95. Filed - 1/24/95. Effective - Session I, 1995-96; 6/27/95. Filed - 6/27/95. Effective - Session I, 1995-96; 3/16/98. Filed - 3/16/98. Effective - 3/16/98; 5/18/99. Filed - 5/18/99. Effective - 5/18/99; 2/27/01. Filed - 2/27/01. Effective - Session III, 2000-01; 6/21/02. Filed - 6/21/02. Effective - 6/21/02; 2/17/04. Filed - 2/17/04. Effective - 2/17/04; 7/18/06. Filed - 7/18/06. Effective - Session I, 2006-07; 9/18/06. Filed - 9/18/06. Effective - 9/18/06; 9/18/07. Filed - 9/18/07. Effective - 9/18/07; 12/17/07. Filed - 12/17/07. Effective - Session II, 2007-08; 4/21/10. Filed - 4/21/10. Effective - 4/21/10; 7/17/12. Filed - 7/17/12. Effective - 7/17/12.

P6Hx23-4.20 PROCEDURE: GRADING SYSTEM

I. Letters are used to indicate the quality of work done by students at St. Petersburg College:

A	excellent	awards 4 quality points
B	good	awards 3 quality points

C	average	awards 2 quality points
D	poor	awards 1 quality point
F	unsatisfactory.....	awards 0 quality points
I	incomplete	awards 0 quality points
N	no credit (college preparatory courses only)	
NG	no grade reported	
P	passing (credit courses)	
S	satisfactory (non-credit courses only)	
SP	showing progress (non-credit courses only)	
U	unsatisfactory (non-credit courses only)	
W	withdrawal	
WF	Withdrawal after the "W" period	awards 0 quality points
X	audit	

II. Special instructions for grades

- A. "I" Incomplete grades received at the end of any term become "F" if not completed by the end of the succeeding Fall or Spring term.
- B. A grade of "N" is used only in college preparatory courses. A grade of "N" may be assigned to students earning a "D" or "F" in such courses.
- C. A grade of "WF" indicates that a student voluntarily withdrew from a course after the deadline to receive a grade of "W." The "WF" grade is punitive and has the same impact on the student's GPA as a grade of "F."
- D. "P" may be used as follows:

1. Students enrolled in physical education activity courses (e.g. golf, tennis, bowling, archery, racquetball, etc.) may choose to be graded on a "P/F" or an "A-F" basis. During the first 2 weeks the course is taught, the instructor will require each student to select the grade option preferred. "P" grades will not be used in GPA calculations.
2. Credit awarded by Assessment of Prior Learning through the Experiential Learning Program (ELP) may be designated by the grade of "P". Assessment of Prior Learning is the only approved procedure for evaluating and awarding credit for prior learning.
3. Credit awarded for the Basic/Computer and Information Literacy competency OPT-OUT test may be designated by the grade of "P".
4. Satisfactory completion of the following credit courses in the Physical Therapist Assistant Program will be graded on a "P/F" basis.

PHT 1801L—Physical Therapy Clinical Practice I

PHT 2810L—Physical Therapy Clinical Practice II

PHT 2820L—Physical Therapy Clinical Practice III

5. Satisfactory completion of the following credit courses in the College of Education IMPACT Program will be graded on a "P/F" basis.

MAE 4942 Instructional Methods in Secondary Mathematics Field
Experience: IMPACT

MAE 3941 Interactive Middle School Mathematics Field
Experience: IMPACT

EDE 4942 Literacy Field Experience: IMPACT

EDE 4943 Integrated Mathematics and Science Elementary (K-6)
Field Experience: IMPACT

SCE 4940 Secondary Science Field Experience Grades 9-12:
IMPACT

6. Satisfactory completion of SLS 0003 by students who tested into all three areas of remediation upon admission to the College will be graded on a "P/F" basis.
- E. Students who wish to audit a college-level credit course may register on an audit basis without special permission during the regularly scheduled registration period through the end of the first week of classes. This applies to regular and express sessions.

Students who wish to change from credit to audit status may change to an audit status without special permission during the regularly scheduled registration period through the end of the first week of classes. This applies to regular and express sessions.

Students may change from audit to credit status during the regularly scheduled registration period through the end of the first week of classes or after the registration period has expired, but prior to the end of the session only upon the approval of the faculty member, the program director, and the campus provost, associate provost or the site administrator.

Fees are the same for both credit and audit students.

Audit students are required to meet course prerequisites including appropriate scores on the St. Petersburg College Placement Test unless such requirements are waived by obtaining permission through the program director.

Under exceptional circumstances, a student may appeal to the appropriate program director to seek a change to credit in a course in which registration was for audit. The program director will work with the student and the instructor to determine that the student completed all of the requirements for credit in the course.

History: Adopted – 7/17/12. Effective – 7/17/12.

Graduation Requirements for all Degrees, Certificates and Diplomas

6Hx23-4.24 GRADUATION REQUIREMENTS FOR ALL DEGREES, CERTIFICATES AND DIPLOMAS

The College awards bachelor's degrees, associate's degrees, technical certificates and applied technology diplomas for satisfactory completion of a planned program of post-high school studies. The Board of Trustees authorizes and directs the President or designee to develop and establish graduation requirements for all degrees, certificates and diplomas, and to establish College procedures related to the completion of graduation requirements for candidates.

Specific Authority: 1001.64(2) & (4), F.S.

Law Implemented: 1000.21, 1001.02, 1001.03, 1001.64(6), (7), (8) & (17), 1003.49, 1004.04, 1004.65, 1004.68, 1004.73(4), 1004.92, 1007.22, 1007.23, 1007.24, 1007.25, 1009.23, 1009.25, 1009.26, 1009.28, F.S.; SBE Rule 6A-14.030, F.A.C.

History: Formerly 6Hx23-4-6.10. Adopted 10/16/75. Readopted 10/25/77. Emergency Amendment 12/15/83. Amended 12/18/78, 4/19/79, 11/30/81, 6/17/82 (effective 4/19/83), 6/28/83, 1/19/84, 4/19/84, 3/21/85 (effective 8/19/85 for Session I, 1985-86), 4/18/85, 5/15/86, 4/16/87 (effective for Session I, 1987-88), 6/18/87, 5/19/88 (effective Session I, 1988-89), 2/19/91, 4/17/91. F filed 4/17/91. E ffective 4/17/91, 5/23/91. F iled 5/23/91. Effective Session I, 1991-92, 11/19/91. F iled - 11/19/91. E ffective - Session II, 1991-92, 7/21/92. Filed - 7/21/92. Effective - 7/21/92; 10/20/92. Filed- 10/20/92. Effective - 10/20/92; 4/18/95. Filed - 4/18/95. Effective - Session III, 1994-95; 9/26/95. Filed - 9/26/95. Effective - Session I, 1995-96; 2/20/96. Filed - 2/20/96. Effective - Session I, 1996-97; 5/18/99. Filed - 5/18/99. Effective - 5/18/99; 4/18/00. Filed - 4/18/00. Effective - Session I, 2000-01; 9/11/01. Filed 0 9/11/01. Effective - 9/11/01; 10/17/02. Filed - 10/17/02. Effective - 10/17/02; 8/26/03. F iled - 8/26/03. E ffective - Session I, 2003-04; 5/21/04. Filed - 5/21/04. Effective - Session I, 2004-05; 11/16/04. Filed - 11/16/04. E ffective - 11/16/04; 7/19/05. Filed - 7/19/05. Effective - 7/19/05; 1/17/06. F iled - 1/17/06. Effective - 1/17/06; 3/20/07. Filed - 3/20/07. Effective - Session I, 2007-08; 7/17/07. F iled - 7/17/07. E ffective - 7/17/07; 11/20/07. Filed - 11/20/07. Effective - 11/20/07;

10/21/08. Filed – 10/21/08. Effective – 10/21/08; 11/18/08. Filed – 11/18/08. Effective – Session II, 2009-10; 9/15/09. Filed – 9/15/09. Effective – 9/15/09; 7/17/12. Filed – 7/17/12. Effective – 7/17/12.

P6Hx23-4.24 PROCEDURE: GRADUATION REQUIREMENTS FOR ALL DEGREES, CERTIFICATES AND DIPLOMAS

- I. The following general requirements for graduation from St. Petersburg College must be met by all students who are candidates for the Bachelor of Arts, 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 education 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, 6Hx23-4.36, and 6Hx23-4.45 for additional information.
- G. Students must complete the former Gordon Rule requirement (met with the A.A. 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 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 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 all state mandated exit requirements or tests, general education, and former Gordon Rule requirements associated with an A.A. degree. In addition to these exemptions, 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 after three 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 credits 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 must satisfactorily exhibit College-Level Academic Skills (CLAS) in English language, reading, writing/essay and computation, unless exempt.

- E. Students who achieve a score of 500 on the Verbal and/or Math portions of the SAT I, or a 21 score on the Enhanced ACT in Mathematics, 21 on the English and 22 on the Reading, or a 93 score in Reading and 105 on Writing/Essay, or 91 in Mathematics on the Accuplacer/CPT may be exempt from all or a portion of the CLAS requirements.
 - F. Students who complete appropriate coursework with a 2.5 GPA in each individual area where CLAS skills are taught (Reading, Writing, Computation, and Essay skills) shall be qualified for an exemption.
 - G. 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. 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.
 - H. 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 semester hours required for graduation at the 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.
- 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.

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

- A. 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

The authority for the award of baccalaureate degrees is contained in 1004.73, F.S. The authority for the award of associate degrees is contained in Rule 6A-14.030. The regulation sets as the minimum requirement for the award of an associate degree the completion of a program of post-high school studies of not less than 60 semester hours.

- A. The Bachelor of Science and Bachelor of Applied Science degrees are defined in 1004.73, F.S.
- B. The Associate in Arts degree is defined in Rule 6A-14.030(1).
- C. The Associate in Science degree is defined in Rule 6A-14.030(2).
- D. The Associate in Applied Science degree is defined in Rule 6A-14.030(3).

E. The College Credit Certificate is defined in Rule 6A-14.030(4).

F. The Applied Technology Diploma is defined in Rule 6A-14.030(5).

VI. Degree certification

A. The determination of eligibility of the applicants for the awards of the Associate in Arts degree is the responsibility of the campus coordinator of Admissions/Registration. The determination of eligibility for the award of the Associate in Science or Associate in Applied Science degree, College Credit Certificate, or Applied Technology Diploma in a vocational specialty is the responsibility of the program director or designee; the campus coordinator of Admissions/Registration will verify total hours and grade point average. Certification of degrees is the responsibility of the vice president of Educational and Student Services.

B. The determination of eligibility of the applicants for the awards of the bachelor's degree is the responsibility of the Office of Central Records.

VII. Graduation

Graduation is not automatic. Each candidate for a degree or certificate must file an application for graduation by the deadline date published in the 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.

VIII. Graduation with Honors

A. Each student graduating with an associate's degree from St. Petersburg College with a GPA of 3.30 or higher on all college work will receive a special notation on the 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 semester; 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).

IX. Honorary Degrees

The College may award honorary degrees.

- X. The President is authorized to permit substitute graduation requirements for eligible disabled students as defined by Rule 6A-10.041, F.A.C. (See 6Hx23-4.02 for substitute requirements for qualified disabled students.)

XI. Degrees in Memoriam

- A. The President may grant a "Degree in Memoriam" in honor of a student who deceases while enrolled in the College providing the following requirements are met:
1. The award of the degree is requested by a member of the student's immediate family (i.e., mother, father, sister, brother, spouse, child or grandparent); and
 2. The student was enrolled and in good standing at the time of his/her death.
- B. The Degree in Memoriam may be presented to appropriate members of the student's immediate family at one of the graduation ceremonies following the award of the degree or to members of the family prior to the graduation ceremony if the earlier date is preferred by the family.
- C. Exception to the above requirements may be approved by the President.

History:

Amended 5/12/87, 2/21/89. Effective - 2/28/89; 8/25/92. Filed - 8/25/92. Effective - 8/25/92; 1/19/93. Filed - 1/19/93. Effective - 1/19/93; 4/18/95. Filed - 4/18/95. Effective - Session I, 1995-96; 5/18/99. Filed - 5/18/99. Repealed - 5/18/99. See 6Hx23-4.24; Re adopted – 7/17/12. Effective – 7/17/12.

Harassment and Relationships Policy and Definitions

6Hx23-2.010 HARASSMENT AND RELATIONSHIPS POLICY AND DEFINITIONS

I. POLICY

Harassment constitutes discrimination on the basis of race, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity or disability and is a violation of this Rule. The College shall not tolerate such conduct. Any employee or student who is found to have violated this Rule shall be disciplined and such discipline shall range from one or more of the following: counseling, attendance at a harassment seminar, written admonishment, suspension or dismissal.

- A. St. Petersburg College maintains a professional work and academic environment wherein all students, staff, faculty and other members of the Collegiate Community are treated with respect and dignity. The goal of the College is to provide an academic and institutional climate that is free of harassment.
- B. Forms of harassment that are encompassed by this procedure include harassment based on race, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity or disability.
- C. Harassment is specifically prohibited by state and federal law. Instances of harassment may result in both civil and criminal liability on the part of the individual harasser, as well as the supervisor and the College. The College will not tolerate prohibited harassment of its students and employees on the campus or at off campus events or programs held under the auspices of the College.

II. DEFINITIONS

- A. **Racial harassment** is defined as unwelcome conduct relating to an individual's race or color, which unreasonably interferes with an

employee's or student's status or performance by creating an intimidating, hostile or offensive working environment. Harassment on the basis of race or color includes offensive or demeaning treatment of an individual, where such treatment is based typically on prejudiced stereotypes of a group to which that individual may belong. It includes, but is not limited to, objectionable epithets, threatened or actual physical harm or abuse, racial slurs, comments or manner of speaking, negative references to racial customs or other intimidating or insulting conduct directed against the individual because of his/her race or color.

- B. **Religious harassment** consists of unwelcome physical or verbal conduct, which is related to an individual's religion or creed when the conduct has the effect of creating an intimidating, hostile or offensive working or academic environment. Harassment on the basis of religion includes derogatory comments regarding surnames, religious traditions, religious clothing, or religious slurs or graffiti.
- C. **Sexual harassment** See Board of Trustees' Rule 6Hx23-2.011.
- D. **Age harassment** consists of depriving an individual of terms, conditions, privileges of employment and other opportunities or taking adverse action against an individual because of his/her age.
- E. **National origin harassment** consists of unwelcome physical or verbal conduct, which is related to an individual's national origin when the conduct has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment. Harassment on the basis of national origin includes negative comments regarding surnames, manner of speaking, custom, language or ethnic slurs.
- F. **Marital status harassment** consists of limiting, segregating or classifying an individual in such a way as to deprive an individual of educational or employment opportunities or otherwise adversely affect an individual because of his/her marital status. This definition does not apply where there is a conflict of interest or where it would be contrary to other law.

- G. **Sexual orientation and gender identity harassment** consists of unwelcome physical or verbal conduct relating to an individual's sexual orientation and/or gender identity when the conduct has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment.
- H. **Disability harassment** consists of unwelcome physical or verbal conduct relating to an individual's disability when the conduct has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment.

III. EMPLOYEE RELATIONSHIPS:

- A. In the supervisor-instructor/staff context, the term harassment has a broader impact. The supervisor-instructor/staff relationships are professional in nature; inappropriate behavior as defined above is unprofessional and undermines the essential atmosphere necessary in the workplace. This unprofessional behavior is subject to discipline.
- B. Supervisor-instructor/staff or staff-staff relationships should at all times be professional and any conduct by an employee which unnecessarily or unreasonably creates an intimidating, hostile or offensive working environment in violation of the rights of others is inappropriate, unacceptable and is subject to discipline.

IV. STUDENT RELATIONSHIPS

The student-student relationship, the student-instructor relationship and the student-staff relationship should at all times be respectful of the rights of others. Conduct by a student which creates an intimidating, hostile or offensive environment violates the College's Harassment Rule and may be subject to discipline. For this purpose, staff not only includes College staff, but all employees of clinics and agencies affiliated with a College clinical program or course.

V. INSTRUCTOR/STAFF-STUDENT RELATIONSHIPS:

In this Section, the term “staff” shall include all College employees other than faculty/instructors.

- A. In the instructor/staff-student context, the term harassment also has a broader impact. Since the instructor/staff-student relationship is one of professional and client, inappropriate behavior is unacceptable because it is a form of unprofessional behavior that seriously undermines the atmosphere of trust essential to the academic setting and is subject to discipline.
- B. This Rule applies to relationships where the instructor or staff member is in a position to determine a student's grade or otherwise affect a student's academic progress or environment.
- C. This Rule is not intended to apply when an instructor is teaching in the classroom when the subject matter taught or discussed is done in a tasteful manner and is germane to the course being taught. Nevertheless, the instructor/staff-student relationship should at all times be professional and any conduct by an instructor or staff member which unnecessarily or unreasonably creates an intimidating, hostile or offensive academic environment in violation of the rights of others is inappropriate and unacceptable and is subject to discipline.

VI. RETALIATION

It is a violation of this Rule to retaliate or to take reprisal against any person who has filed a complaint or who has complained about harassment based on the fact that the employee or student raised an issue about harassment to any other person, entity or human rights agency. It is also a violation of this Rule to retaliate against any person involved in the investigation (including witnesses) of a complaint.

If any reprisals or retaliatory actions occur, they should be reported immediately. Any such reports will be investigated by the college attorney or designee. Reprisals and retaliatory actions will be dealt with through appropriate disciplinary action and steps will be taken to prevent the recurrence of harassment, reprisal, and/or retaliation.

VII. REPORTING, INVESTIGATION AND RESOLUTION:

Students and employees are responsible for promptly reporting harassment. The College has established the following procedure for reporting, investigating and resolving complaints of harassment and retaliation.

A. DUTY TO REPORT:

1. Complaints of harassment by students or employees are to be promptly reported to individuals designated by the President and published at the beginning of Session I of each year in the College's annual Supplement to the Faculty, Staff and Student Handbooks or such other publications as the President may determine. The complaint may be reported to any one of the individuals designated, regardless of what site the reporting person is associated with. The individual receiving the complaint shall promptly notify the college attorney.
2. Supervisors are to promptly report any conduct that may appear to involve harassment as provided herein.
3. Alternatively, complaints may be reported to the director of Equal Access/Equal Opportunity.

B. INVESTIGATION:

Upon receipt of a complaint, the college attorney will have the responsibility for and will direct each investigation of harassment. In directing the investigation, the college attorney may designate other persons to conduct and aid in the investigation.

Upon completion of the investigation, the results of the investigation will be submitted to the President or designee for determination of

what action, if any, is appropriate. The complaining party will be advised of the results of the investigation.

C. RESOLUTION OF A COMPLAINT:

Resolution of a complaint may be accomplished in various ways. The complaint may be resolved by intervention; corrective action being taken by appropriate managers, the President or designee; or by official disciplinary procedures.

D. DISCRIMINATION GRIEVANCE:

The victim of the harassment may also bring a discrimination grievance, which shall be processed in accordance with Rule 6Hx23-1.34.

E. DUTY TO REPORT ANY RECURRENCE:

Complaints of any recurrence of conduct involving harassment or retaliation are to be promptly reported as provided herein.

VIII.FALSE COMPLAINTS:

Any person who knowingly files a false complaint of harassment or retaliation against another shall be subject to disciplinary action, up to and including dismissal.

IX. DISCIPLINE/PROCEDURE:

Remedial or disciplinary action will depend on the nature of the incident, but such discipline shall range from one or more of the following: counseling, attendance at a harassment seminar, written admonishment, suspension or dismissal.

- A. Career service employees may be subject to disciplinary action as provided for in the Career Service Manual, Board of Trustees' Disciplinary Rule 6Hx23-2.19 relating to career service employees and/or Sections 120.569 and 120.57 of the Florida Statutes.
- B. Administrative staff and faculty members may be subject to disciplinary action as provided Rules 6A-14.0411(4) and/or 6A-14.0411(6), F.A.C.
- C. All instructors who violate this policy with a student presently enrolled in his/her class will be subject to discipline, up to and including dismissal, pursuant to Rules 6A-14.0411(4) and/or 6A-14.0411(6), F.A.C.
- D. Students may be subject to disciplinary action as provided for in Board of Trustees' Rule 6Hx23-4.35.

X. REPORT OF ACTION TAKEN:

The College shall report, to the person making the complaint, the action taken by the College regarding any harassment, reprisal, retaliation or any reoccurrence thereof.

XI. CONFIDENTIALITY/PUBLIC RECORDS:

Subject to certain statutory exemptions, College employee records are generally by law subject to public disclosure upon request of a member of the public under Chapter 119 of the Florida Statutes. Records are provided only upon an appropriate request. Student identifiable records are generally protected by Florida Statutes and the Family Education Rights and Privacy Act.

XII. PUBLICATION:

The College shall publish and make available to all students and employees its Harassment Rule or pertinent parts thereof and examples of harassment, which are, prohibited conduct.

Specific Authority: 1001.64(2) and (4), F.S.

Law Implemented: 1001.64, 1012.855(2), F.S.; Civil Rights Acts of 1964 as amended; the Florida Human Rights Acts of 1977 as amended; Title IX of the Educational Amendments Act of 1972, as clarified by the Civil Rights Restoration Act of 1988; Sections 503 & 504 of the Rehabilitation Act of 1973; Americans With Disabilities Act; Age Discrimination in Employment Act; Age Discrimination Act of 1975; Equal Employment Opportunity Act of 1972.

History: Adopted 4/16/02. Effective – 4/16/02; 6/21/11. Filed – 6/21/11. Effective – 6/21/11.

Lost and Found

P6Hx23-5.1311 PROCEDURE: LOST AND FOUND

- I. Lost and Found shall be located in the office of the Student Activities Specialist on each site and shall operate during the hours of 8:00 AM to 4:00 PM Monday through Friday. On weekends and after normal operating hours, the Lost and Found will be located in the Library.
- II. All items placed in the Lost and Found shall be placed in a lockable cabinet. Said cabinet shall remain locked at all times. Access to this cabinet shall be primarily through the Student Activities Specialist, and secondarily through the Student Services Secretary.
- III. All items placed in Lost and Found shall be logged in on the Lost and Found Log Sheet (Form No. SA 418) located on top of the cabinet. Log-in should include:
 - a) a line number
 - b) description of the item
 - c) date the item was turned in
 - d) student number or social security number of the person turning in the item
 - e) where the item was found

A Lost and Found Item Tag (Form No. SA 419) with the following information will be attached to each item before being placed in the cabinet:

- a) an identification number matching the log line number
- b) date on which the item was turned in

This will ensure proper ID and/or disposal of items in a timely manner.

- IV. Person(s) claiming lost item(s) should be able to adequately describe said item(s) without prior knowledge of what has been found and MUST show appropriate identification on reclamation of said item(s). Item(s) shall be logged out upon return to the rightful owner.

Log-out should include the following:

- (a) date the item was returned
 - (b) name of the person to whom it was returned
 - (c) the initials of the staff person returning the item
- V. All items placed in Lost and Found shall be retained for a period of not less than 30 days and not more than 60 days. All items remaining unclaimed after this time shall be deemed abandoned and shall be sold at public outcry after giving notice of the time and place of sale in a publication of general circulation on the campus and written notice to the owner if known. The rightful owner may reclaim same at any time prior to sale. All monies realized from such sale shall be placed in an appropriate fund and used solely for student scholarship and loan purposes.

Law Implemented: F.S. 705.18.

History: Adopted - 12/20/94. Effective - 12/20/94.

Maximum Student Load

6Hx23-4.161 MAXIMUM STUDENT LOAD

The maximum student load is eighteen (18) semester hours of credit in each of Terms I and II and twelve (12) semester hours of credit in Term III. Under extenuating circumstances, students may, with the approval of a counselor or academic advisor, take additional credit hours.

Specific Authority: 1001.64(2) & (4), F.S.

Law Implemented: 1001.64, F.S.; Rule 6A-14.0262(8), F.A.C.

History: Adopted 11/20/86; Filed 11/20/86; Effective 11/20/86 for Session II, 1986-87; 11/21/06. Filed – 11/21/06. Effective – 11/21/06.

Parking and Vehicle Control

6Hx23-1.25 PARKING AND TRAFFIC CONTROL

- I. The president shall approve a plan for the control of traffic and parking.
- II. Accidents occurring on college property shall be reported to the local police in accordance with the law.
- III. The college shall assume no responsibility for theft or damages occurring to vehicles while on college property.
- IV. Vehicles illegally parked in spaces reserved for individuals with disabilities/handicapped may be towed away at the owners' expense.

General Authority: 240.319(3)(b), F.S.

Law Implemented: 240.319(3)(a), F.S.

History: Formerly - 6Hx23-3-4.05. Readopted - 10/25/77. Amended - 9/17/81, 2/18/82. Filed and Effective - 2/18/82; 1/19/93. Filed - 1/19/93. Effective - 1/19/93.

6Hx23-4.34 STUDENT TRAFFIC AND PARKING CONTROL

The Board of Trustees authorizes and directs the President or a designee to establish procedures governing parking and the flow of traffic within campus

boundaries, and implement procedures regarding regulations and appropriate penalties for violations.

Specific Authority: 1001.64(2) & (4), F.S.

Law Implemented: 1001.64(24)

History: Formerly - 6Hx23-7-6.02. Adopted - 10/16/75. Readopted - 10/25/77. Amended - 11/20/80, 11/30/81, 2/18/82, 10/27/82, 12/15/88. Filed 12/15/88. Effective - 12/15/88 with the exception of the increase in fines, which is effective Session I, 1988-89, 1/21/92. Filed - 1/21/92. Effective - 1/21/92; 7/17/12. Filed – 7/17/12. Effective – 7/17/12.

P6Hx23-1.25 PROCEDURE: PARKING AND TRAFFIC CONTROL

FACULTY AND STAFF

Employees will use parking lots labeled by signs marked "Faculty Parking Only." Staff decals are required for parking in these lots. When these lots are filled to capacity, staff members may park in other parking areas. Staff riding motorcycles or bicycles will use roadways and not sidewalks. Parking spaces for motorcycles are designated on each campus. Parking along curbs, on the grass, sidewalks, loading docks, or ramps, in areas other than marked spaces, and in an area specifically designated and/or barricaded, is not authorized. Dependent students of staff members are not authorized to park in faculty lots even if the vehicles have valid decals.

STUDENTS

Students will park in parking lots labeled by signs marked "Student Parking Only." Students riding motorcycles or bicycles will use roadways and not sidewalks. Parking spaces for motorcycles and bicycles are available on each campus. Students are not authorized to park in faculty lots at any time, or in the visitors' lot Monday through Friday between 7 a.m. and 4:30 p.m. Parking along curbs, on the grass, sidewalks, loading docks, or ramps, areas other than marked spaces, and in areas specifically designated and/or barricaded, is not authorized.

Students found in violation of parking and driving regulations will be fined. The rate of fines is standard and available in the Student Activities office on campus.

VISITORS PARKING

When visitors are invited to a campus, they should be advised of the visitors' parking lot. Faculty, staff, and students are not allowed to park in the visitors' lot before 4 p.m. When the visitors' lot is filled to capacity, the campus patrolman on duty may permit use of a faculty lot.

History: 12/17/91. Filed - 12/17/91. Effective - 1/1/92.

P6Hx23-4.34 PROCEDURE: STUDENT TRAFFIC AND PARKING CONTROL

- I. The following schedule of fines and penalties for parking and traffic violations shall be in effect at all campuses and centers of the college:

- A. Parking

Illegal parking in any form, each offense	\$10.00

- B. Speeding

Operation of any type vehicle in excess of posted speed limit, each offense	\$10.00

After the second offense, automatic referral to
the dean of student services for disciplinary
action under rules 6Hx23-4.33 and 6Hx23-4.35.

- C. Reckless Driving

Operation of any type vehicle in a wanton or willful manner so as to endanger life or property, each offense	\$10.00

After the first offense, automatic referral to the

dean of student services for disciplinary action
under rules 6Hx23-4.33 and 6Hx23-4.35.

D. Compliance with Traffic Signs

Failure to heed traffic regulatory signs,
each offense \$10.00

- II. Citations issued by the campus police for alleged traffic or parking violations, or fines levied or assessed by the College, can be canceled only by the Dean of Student Services, Provost, or Center Administrator.
- III. Vehicles illegally parked in special reserved areas where the college has posted signs may be towed away at the owner's expense.
- IV. In accordance with Florida law, moneys collected from parking and traffic violation fines will be used for student financial aid purposes.
- V. The parking office is a function of the student activities office on each campus. All parking violations are processed here. The campus police initiate the process by issuing citations to offenders. The business office then collects the fine based on BOT Rule 6Hx23-4.34. The student activities specialist serves as the appeal officer on all parking matters.
- VI. Parking ordinances and printed information explaining parking rules and violations shall be distributed to all students.
- VII. Distribution of staff decals shall be determined by the campus provost. All employees of the college are expected to adhere to campus parking rules and procedures. Repeated violations by employees shall be reported to the campus provost.

VIII. All fines collected from student parking and traffic violation fines will be used for student activity scholarships (see P6Hx23-4.031).

IX. Procedure: Towing of Vehicles

- A. When a motor vehicle is parked illegally in an area designated for the handicapped or as a fire lane when such areas are identified as tow away, the security guard or traffic control person shall notify the campus dean of student services, provost, or the evening administrator-on-duty of the description and location of the vehicle. In addition, the security guard or traffic control person shall notify the dean of student services, provost, or the evening administrator-on-duty of the description and location of any vehicle which is repeatedly parked in designated student parking areas.
- B. The dean of student services, provost, or the evening administrator-on-duty may notify a towing company and request that the towing company tow the car from the campus to the towing company's storage lot, which shall be located not more than five miles from the campus.
- C. Upon the arrival of the towing company representative at the campus, said representative and the security guard or traffic control person shall visually inspect the vehicle for apparent damage and shall complete and sign Form SA-402 in duplicate. The security guard or traffic control person shall forward one copy of Form SA-402 to the dean of student services, and the second copy shall be given to the towing company representative.
- D. The towing company shall then remove the vehicle. If the registered owner of the vehicle or other legally authorized person in control of the vehicle shall arrive at the scene prior to removal or towing of the vehicle, the security guard or traffic control person shall request that the company representative disconnect the vehicle, unless said person refuses to remove the vehicle from the area in which it is illegally parked.

- E. The dean of student services shall make available to the registered owner of the vehicle or other legally authorized person in control of the vehicle who requests such information, the name of the towing company, the location of its storage lot, and its schedule of rates.

History: Amended - 3/15/83, 11/1/88. Effective - 11/8/88, 12/17/91. Filed - 12/17/91. Effective - 1/1/92; 7/17/12. To Be Filed – 7/17/12. Proposed Date to Become Effective – 7/17/12.

Policy for Threats, Violence, Stalking and/or Use or Possession of Explosives, Destructive Devices, Firearms and/or Weapons

6Hx23-1.232 POLICY FOR THREATS, VIOLENCE, STALKING AND/OR USE OR POSSESSION OF EXPLOSIVES, DESTRUCTIVE DEVICES, FIREARMS AND/OR WEAPONS, ETC.

I. GENERAL POLICY

Nothing is more important than the safety and security of the students and employees of the College. Threats, threatening behavior, acts of violence, stalking, and/or use or possession of explosives, destructive devices, firearms and/or weapons, etc. will not be tolerated against students, employees, visitors, guests or any other individuals on College property or any one attending a College sponsored event. The College has zero tolerance for such conduct. Violations of this policy by a student or employee will lead to disciplinary action as provided in the District Board of Trustees Rules, State Board of Education Rules and law, which may include suspension or dismissal, and may be subject the student to immediate removal from the campus or other College property.

II. PROHIBITED CONDUCT

This policy prohibits:

- A. Any substantial threat - any threat to harm or endanger the safety of others or threat to damage or destroy property. It shall not be an excuse that the threat was false, unintentional or a joke.
- B. Any threatening behavior - behavior or actions interpreted by a reasonable person as carrying the potential for violence and/or acts of aggression.

- C. Acts of violence - any act(s) which a reasonable person would believe constitutes battery under Florida law and/or the intentional damaging or destruction of property.
- D. Stalking as defined in law pursuant to Florida Statute 784.048.
- E. Use and/or possession of an explosive(s), destructive device(s) and/or weapon(s), including firearms, as those terms are defined in Florida Statutes 790.001, by any person except those certain persons who may carry a weapon(s) or firearm, if authorized by the District Board of Trustees' Rule 6Hx23-4.33.
- F. Leaving unattended book bags or other item(s) wherein explosives, destructive devices, firearms and/or weapons, etc. may be located.

This policy is not meant in any way to curtail an individual's right to express himself/herself as long as that expression is not disruptive, inappropriate, unprofessional and would not cause a reasonable person to be put in fear of harm.

III. ACTION TO BE TAKEN

Any person who makes substantial threats, exhibits threatening behavior, engages in violent acts, stalks, and/or uses and/or possesses explosives, destructive devices, firearms and/or weapons, etc. on College property, online instructional platform, SPC email, or any other means shall be in violation of the College code of conduct and forfeit any right to be on the College's website, property or at a College sponsored event and shall be removed from the premises as quickly as safety permits. College personnel or security shall immediately notify the local law enforcement authority by calling 911 (9-911 from a College telephone) and request immediate assistance in the removal of the person. College personnel should also promptly notify College Security at 791-2560, the site provost, associate provost or designee, the director of Human Resources and the General Counsel's Office.

Any book bag or other item(s), wherein explosives, destructive devices, firearms and/or weapons, etc. may be located, left unattended may be secured by College staff, security, and/or law enforcement personnel for inspection for explosives, destructive devices and/or weapons and firearms.

IV. DISCIPLINE OF STUDENTS AND EMPLOYEES

Should the prohibited conduct be committed by a College student or employee, an investigation shall be conducted, and, if appropriate, disciplinary proceedings commenced. Where it is deemed necessary the student or employee will be removed from the campus or site immediately pending disciplinary proceedings pursuant to this Rule and Rule 6Hx23-4.33, Section III. In the case of a student, disciplinary proceedings shall commence pursuant to Rule 6Hx23-4.35. In addition, students may be subject to the threat assessment procedure found in Rule 6Hx23-4.351. Employees may be subject to disciplinary action including, but not limited to, suspension and dismissal under the provisions of Board of Trustees' Rules and Procedures pertaining to employees.

Whether the student or employee is entitled to return to the College for continuation of his/her coursework or employment during the pending investigation and disciplinary proceedings will depend upon the nature of the conduct and the best judgment of the site provost, administrator or designee consistent with the general policy described in this Rule. The site provost, administrator or designee shall attempt to provide the student or employee with an opportunity to tell their side of the story before imposing restrictions. The site provost, administrator or designee may impose restrictions consistent with said general policy on an employee's or student's return to the College during the time the investigation and proceedings are pending. The student or employee will have an automatic review of the provost's, administrator's or designee's decision by the President or designee. The student or employee and the site provost, administrator or designee shall submit their position/evidence to the President or designee in writing within three (3) working days after the site provost's, administrator's or designee's decision. The President or designee may require more investigation or enter a decision based on the furnished information. A decision on this issue shall not necessarily affect whether or not the student or employee shall be subject to discipline.

In any disciplinary proceeding brought against the student or employee, the discipline may include limited access to College facilities, and other restrictions, reassignment, training, counseling, reprimand, probation, suspension, or dismissal of the student or employee as circumstances may indicate.

V. CONFLICT WITH OTHER RULES, ETC.

No existing College Rule, policy, practice and/or procedure should be interpreted to prohibit decisions designed to stop a threat from being carried out, a violent act from occurring or a life threatening situation from developing.

VI. REPORTING OF PROHIBITED CONDUCT AND RESTRAINING ORDERS

Students and employees are responsible for notifying campus security via the College-wide security phone number, their site provost, associate provost or designee, or the vice president of Academic & Student Affairs or the director of Human Resources of any threats, threatening behavior, acts of violence or stalking in which they have been subjected to, witnessed or have been told that another person has witnessed or received, as well as any item left unattended wherein an explosive, destructive devices, firearms and/or weapon, etc. could be located. Even without an actual threat, students and employees should also report any behavior that they have witnessed which they regard as intimidating, threatening or violent in nature when that behavior is related to or might be carried out on College property or at a College sponsored activity.

Any individual who applies for or obtains a protective or restraining order that lists any College site as being a protected area must provide campus security, the provost, associate provost, or designee or director of Human Resources at the listed site(s) a copy of the petition, the affidavit, if any, used to seek the order, a copy of any temporary or protective restraining order granted and a copy of any protective and restraining order that is made permanent. The provost, associate provost, site administrator or their designee or the director of Human Resources or campus security

shall report any violation of any protective or restraining order to the law enforcement agency charged with the enforcement of said orders.

VII. STUDENT THREAT ASSESSMENT

A student may be subject to a threat assessment to evaluate whether that student's behavior in a given specific circumstance may suggest a threat of targeted violence to self or others. These threats may include, among other threatening acts on campus, acts of violence, stalking, the use or anticipated use of explosives, destructive devices, firearms and/or weapons. In such cases, the threat assessment procedure as outlined in Rule 6Hx23-4.351 shall be activated where appropriate. In any case, a student subject to a threat assessment may also be subject to this Rule, as well as subject to disciplinary action pursuant to Rule 6Hx23-4.33 and Rule 6Hx23-4.35.

VIII. DEPARTMENTAL PLANS

As part of the College's Emergency Management Plan, each campus and site shall develop and disseminate a written procedure for dealing with what action should be taken by members of the department in the event of a threat, threatening behavior, acts of violence, stalking and/or the use or possession of explosives, destructive devices, firearms and/or deadly weapons, etc. on each campus or site, or at a College sponsored event. Human Resources shall help identify risks and advise on how to manage the risk of departments upon request.

IX. OVERSIGHT

The Emergency Management Council, in conjunction with Campus Security and Human Resources shall from time to time review the effectiveness of, consistency in application and the need to amend this Rule.

X. TRAINING

The College shall provide training to its provosts, associate provosts, site administrators, or designees, and full-time security in a budgeted position in the areas of conflict and anger management techniques, negotiation techniques and crisis management. Risk Management and Human Resources will identify risk areas and Human Resources will provide training accordingly.

Specific Authority: 1001.64 (2) & (4), F.S.

Law Implemented: 1001.64(4)(a) & (b), 1001.64(8)(f), 120.81, F.S.

History: The Emergency Rule shall be effective for ninety (90) days commencing May 18, 1999; 7/20/99; Adopted - 7/20/99. Effective - 7/20/99; 11/18/08. Filed – 11/18/08. Effective – 11/18/08.

President's Honor List

6Hx23-4.491 PRESIDENT'S HONOR LIST

Students achieving a minimum grade point average of 3.3 each term, and who are enrolled in at least 12 academic hours for Terms I or Term II, or, at least 9 academic hours for Term III, shall be included in the President's Honor List.

Specific Authority: 1001.64(2) & (4), F.S.

Law Implemented: 1001.64 (6) & (8), F.S.; Rule 6A-14.0262(8)(a), F.A.C.

History: Adopted - Emergency Rule - 5/26/82 (filed and effective 5/26/82).
Readopted - 6/17/82. Amended - 6/28/83, 4/27/86, 10/16/86, 9/17/87, 2/24/89. Filed - 2/24/89. Effective - 2/24/89; 3/15/94. Filed - 3/15/94. Effective - 3/15/94; 5/16/95. Filed - 5/16/95. Effective - 5/16/95; 4/20/98. Filed - 4/20/98. Effective - 4/20/98; 2/17/05. Filed - 2/17/05. Effective - Session I, 2005-06.

Residency

6Hx23-4.14 FLORIDA RESIDENT CLASSIFICATION FOR THE PURPOSE OF ASSESSING FEES

The Board of Trustees shall authorize and direct the President to establish College procedures outlining the process of assessing and classifying Florida residency for tuition purposes in accordance with state law and the pertinent State Board of Education Rule.

Specific Authority: 1001.64(2) & (4), F.S.

Law Implemented: 1001.64(18), 1012.81, 1012.855, F.S; Rule 6A-14.047, F.A.C.

History: Formerly 6Hx23-4-5.13. Adopted 10/16/75. Readopted 10/25/77. Amended 11/30/81, 10/18/83 (effective 11/14/83), 9/20/84, 6/24/85. Filed 6/24/85. Effective 7/1/85; 11/17/92. Filed - 11/17/92. Effective - 11/17/92; 5/21/96. Filed - 5/21/96. Effective - 5/21/96; 11/20/07. Filed - 11/20/07. Effective - 11/20/07. - 11/17/92; 5/21/96. Filed - 5/21/96. Effective - 5/21/96; 7/17/12. Filed - 7/17/12. Effective - 7/17/12.

P6Hx23-4.14 PROCEDURE: FLORIDA RESIDENT CLASSIFICATION FOR THE PURPOSE OF ASSESSING FEES

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 on 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 learning.
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 months immediately prior to the child's qualification, 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, separated or otherwise living apart will be deemed to be this state if either parent is a legal resident of the 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 officials of the institution of higher learning from which she/he seeks the in-state tuition rate.
6. With respect to a dependent child, the legal residence of such individual's parent or parents is prima facie evidence of the individual's legal residence, which evidence may be reinforced or rebutted, relative to the age and general circumstances of the individual, by the other evidence of legal residence required of or presented by the individual. However, the legal residence of an individual whose parent or parents are domiciled outside this state is not prima facie evidence of the individual's legal residence if that individual has lived in this state for 5 consecutive years prior to enrolling or re-registering at the institution of higher learning at which resident status for tuition purposes is sought.
7. In making a domiciliary determination related to the classification of a person as a resident or nonresident for tuition purposes, the domicile of a married person, irrespective of sex, shall be determined, as in the case of an unmarried person, by reference to all relevant evidence of domiciliary intent. For the purpose of this section:
 - a. A person shall not be precluded from establishing or maintaining legal residence in this state and subsequently qualifying or continuing to qualify as a resident for tuition purposes solely by reason of marriage to a person domiciled outside this state, even when that person's spouse continues to be domiciled outside of this state, provided such person maintains her/his legal residence in this state.

- b. A person shall not be deemed to have established or maintained a legal residence in this state and subsequently to have qualified or continued to qualify as a resident for tuition purposes solely by reasons of marriage to a person domiciled in this state.
 - c. In determining the domicile of a married person, irrespective of sex, the fact of the marriage and the place of domicile of such person's spouse shall be deemed relevant evidence to be considered in ascertaining domiciliary intent.
8. Any nonresident person, irrespective of sex, who marries a legal resident of this state or marries a person who later becomes a legal resident may, upon becoming a legal resident of this state, accede to the benefit of the spouse' immediately precedent duration as a legal resident for purposes of satisfying the 12-month durational requirement of this section.
9. A person shall not lose resident status for tuition purposes solely by reason of serving, or, if such person is a dependent child, by reason of her/his parent's or parents' serving, in the Armed Forces outside this state.
10. A person who has been properly classified as a resident for tuition purposes but who, while enrolled in an institution of higher learning in this state, loses resident tuition status because she/he or, if she/he is a dependent child, her/his parent or parents establish domicile or legal residence elsewhere shall continue to enjoy the in-state tuition rate for a statutory grace period, which period shall be measured from the date on which the circumstances arose that culminated in the loss of resident tuition status and shall continue for 12 months. However, if the 12-month grace period ends during a semester or academic term for which such former resident is enrolled, such grace period shall be extended to the end of that semester or academic term.

11. Any person who ceases to be enrolled at or who graduates from an institution of higher learning while classified as a resident for tuition purposes and who subsequently abandons her/his domicile in this state shall be permitted to re-enroll at an institution of higher learning in this state as a resident for tuition purposes without the necessity of meeting the 12-month durational requirement of this section if that person has re-established domicile in this state within 12 months of such abandonment and continuously maintains the reestablished domicile during the period of enrollment. The benefit of this section shall not be accorded more than once to any one person.
12. The following persons shall be classified as residents for tuition purposes:
 - a. Active duty members of the Armed Services of the United States residing or stationed in Florida (and spouse/dependent children); active duty members of the Florida National Guard (and spouse/dependent children) who qualify under 250.10(7) and (8); or military personnel not stationed in Florida whose home of record or state of legal residence certificate, DD Form 2058, is Florida (and spouse/dependent children)..
 - b. Full-time instructional and administrative personnel employed by state public schools, community colleges, and institutions of higher learning, as defined in Florida Statute 1000.04, and their spouses and dependent children.
 - c. Students from Latin America and the Caribbean who receive scholarships from the federal or state government. Any student classified pursuant to this paragraph shall attend, on a full-time basis, a Florida institution of higher learning.

II. Every applicant for admission to the College must complete one or more of the application forms for admission and must show two pieces of evidence of having lived in Florida for at least 12 consecutive months before the first day of classes of the term for which Florida residency is sought. Applicants for admission should use the following forms:

A. College credit - Application for Admission form SR-420

B. Corporate Training - Application/Registration form SR 459

C. Non credit - Application form CE 400.

D. Only Application for Admissions form SR 420 requires that the residency affidavit section be completed by the appropriate legal resident stating under oath:

1. The duration of legal residency in Florida, and

2. That his/her presence in Florida was for the purpose of maintaining a bona fide domicile, rather than for the purpose of maintaining a mere temporary residence incident to enrollment in the College.

E. 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 (as least one of the two documents submitted must be from this list)

- a. Florida's driver's license (if known to be held in another state previously, must have relinquished OR a State of Florida identification card (if evidence of no ties to another state))
 - b. Florida voter registration card
 - c. Declaration of Domicile in Florida (12 months from the date the document was sworn and subscribed as noted by the Clerk of Circuit Court)
 - 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. Florida incorporation

- c. Documents evidencing family ties in Florida
- d. Proof of membership in Florida-based charitable or professional organizations
- 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 licenses
- b. Library cards
- c. Shopping club/rental cards
- d. Birth certificates

e. Passport

III. Reclassification:

Students classified as "nonresidents 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.

IV. Appeals:

In the cases where the applicant expresses a desire to appeal the admissions classification, he or she should present an informal appeal to the campus coordinator of Admissions and Records at the applicant's home campus. This administrative review shall include a thorough investigation of all pertinent facts including evidence presented by the applicant. The applicant shall cooperate and provide information reasonably requested by the campus coordinator of Admissions and Records or designee. A decision will be made by the campus coordinator of Admissions and Records or designee involved within 7 working days after the matter has been presented. If the applicant is not satisfied with the decision of the campus coordinator of Admissions and Records or designee, the applicant may appeal to the college registrar. The applicant should present evidence and reasons in support of his/her position to the college registrar.

The college registrar will evaluate evidence presented by the applicant and using the current Florida state statute, state rules and guidelines provided to the College by the state Articulation Coordinating Committee, make the final determination of residency.

History: Amended 9/20/83, 3/27/84, 8/13/85, 12/9/86, 8/15/89. Effective 8/22/89; 12/15/92. Filed - 12/15/92. Effective - 12/15/92; 5/21/96. Filed - 5/21/96. Effective - 5/21/96;

11/20/07. 11/20/07. Filed – 11/20/07. Effective – 11/20/07; 7/17/12. Filed – 7/17/12. Effective – 7/17/12.

Student Code of Conduct

6Hx23-4.33 STUDENT CODE OF CONDUCT

Students enrolled at St. Petersburg College are expected to conduct themselves in a manner which will reflect credit to the College, the community, and themselves. Each student, by registering, assumes the responsibility to become familiar with and to abide by the general regulations and rules of conduct of the College. If found guilty of violation of any of these rules, a student may be subject to the placing of a hold on the student's record, the withholding of grades, credits, transcripts, or diplomas, disciplinary probation, suspension or dismissal, in accordance with prescribed policies and procedures for the handling of disciplinary cases.

The Board of Trustees authorizes and directs the President to establish regulations related to prohibited activities and those activities which violate the student code of conduct found in the accompanying College procedure. Students found to have violated the College's code of conduct shall be subject to disciplinary action as outlined in the College's procedure on the disciplinary process.

Specific Authority: 1001.64(2) & (4), F.S.

Law Implemented: 1001.64(8), 1000.05, 1006.60, F.S.

History: Formerly 6Hx23-7-2.01; Readopted 10/25/77; Emergency Amendment 8/20/81; Amended 10/20/71, 12/19/74, 1/15/81, 10/15/81, 11/15/83. Filed 11/15/83. Effective 11/15/83; 2/16/93. Filed - 2/16/93. Effective - 2/16/93; 4/19/94. Filed - 4/19/94. Effective - 4/19/94; 11/21/95. Filed - 11/21/95. Effective - November 21, 1995; 5/21/96. Filed - 5/21/96. Effective - Session III, 1996; 10/19/98. Filed - 10/19/98. Effective - 10/19/98; 7/17/12. Filed - 7/17/12. Effective - 7/17/12.

6Hx23-4.33 STUDENT CODE OF CONDUCT

- I. The following actions are prohibited at or on any campus or center of the College, or at any College-sponsored or College-affiliated activity or event. Violation of any of these regulations may result in disciplinary action. In addition, the College reserves the right to impose discipline based on any

student conduct, regardless of location, that may adversely affect the College or College community. Further, disciplinary action may be imposed in special circumstances where prescribed by law.

1. Possession or consumption of alcoholic beverages.
2. Use, possession, sale, barter, exchange, gift, distribution, or other transaction of any drugs which would be in violation of Chapter 893 of the Florida Statutes.
3. Cheating in any form.
4. Stealing or attempting to steal.
5. The use of indecent or abusive language.
6. Gambling.
7. Hazing. The College's anti-hazing policy and the penalties for violations thereof are set forth in Board of Trustees' Rule 6Hx23-4.331.
8. Vandalism or destruction of property.
9. Unauthorized possession, duplication or use of keys or access cards to any College premises or services.
10. Taking or unauthorized use or possession of College property or the private property of another.

11. Falsification, forgery, alteration, or misuse of any College record, document or identification card.
12. Permitting another to use his or her College identification card, impersonating another or misrepresenting being authorized to act on behalf of another.
13. Failure to comply with lawful directives of College officials or security officers acting within the performance of their duty.
14. Any action which causes or attempts to cause a fire, explosion, including bomb threats, or any false reporting of a fire, explosion or any tampering with the fire safety equipment or other safety devices or the failure to evacuate the College buildings during a fire alarm.
15. Fraudulent and/or unauthorized official use of College name, seal, emblem, nickname or motto.
16. Lewd or indecent conduct.
17. Behavior or actions which are disruptive of the normal, peaceable, and orderly operation of the College.
18. Any disorderly conduct or breach of peace. This includes, but is not limited to, such conduct as threatening, fighting or other tumultuous behavior, the making of unreasonable noise or offensively coarse utterances, gestures or display, or abusive language to any person, creation of a hazard or offensive condition or other causes or matters resulting in the disturbance of the public tranquility and order of the College, its students or personnel.
19. Participation in a campus demonstration which unreasonably disrupts the normal operations of the College and infringes upon the rights of

other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus (site), building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular on campus (site).

20. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions.
21. Acts of verbal or written abuse, threats, intimidation, harassment, coercion and/or other conduct which creates an intimidating, hostile or offensive working and/or educational environment.
22. Violation of a federal or state law, county or city ordinance.
23. Repeated offenses of a less serious nature.
24. Assault or physical abuse.
25. Possession or use of explosives (including fireworks), chemical agents, or deadly weapons (including firearms).

No person shall possess or carry a firearm upon College property except municipal, county, state, and federal law enforcement officers either on or off duty and except students at the indoor firing range of the SPJC Allstate Center. When said law enforcement officers are not in uniform and carry an exposed firearm on their person, they shall be required to display their officially issued badge, shield or identification tag while participating as a student or instructor in Criminal Justice Institute programs at the Allstate Center. At all other sites, law enforcement officers not on duty or not in official uniform must conceal their weapons. When carrying concealed weapons on St. Petersburg College property, law enforcement officers must be ready to display officially issued badge, shield or law enforcement identification upon request. Registered students and employees of the College who are

licensed to carry concealed weapons as authorized by F.S. §790.06, must register and receive written permission from the President or his designee to carry an authorized weapon on SPJC property. Weapons carried upon College property by registered students and employees licensed pursuant to F.S. §790.06 must be with the written permission of the President or his designee. Said weapons shall be limited to a stun gun, or non lethal electric weapon or device solely designed for defensive purposes and the weapon does not fire a dart or projectile and shall be concealed at all times.

26. Unauthorized entry and/or occupancy of College facilities.
27. Violations of student traffic and parking control as listed in Board of Trustees' Rule 6Hx23-4.34.
28. Sexual harassment, as defined in Board of Trustees' Rule 6Hx23-2.011.
29. Sexual misconduct, as defined in Board of Trustees' Rule 6Hx23-4.332.
30. Discrimination. The denial of services or access to activities to an individual because of his or her race, religion, age, national origin, gender, marital status, or disability constitutes discrimination.
31. Stalking. To follow or harass repeatedly another person so as to put that person in fear for his/her safety.
32. Actions that are committed with disregard of the possible harm to an individual or group which could or does result in injury to an individual or group.

33. Failure to respect the right-to-privacy of any member of the College community.
34. Disobedience. Failure to abide by official College rules, procedures, policies or guidelines.
35. Conduct endangering safety and welfare. The commission of any act which one could reasonably foresee as having the potential to threaten or endanger the health or well-being of any person or property.
36. Misuse of Computer and Computer Information Resources:
 - a. Altering, modifying, destroying, disclosing or taking information resource property, (including equipment, supplies, data, programs, software, and supporting documents) as well as modifying equipment or supplies without proper authorization.
 - b. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
 - c. Unauthorized transfer of a file.
 - d. Unauthorized use of another individual's identification and/or password.
 - e. Use of any computing facilities, either locally or remotely, to interfere with the work of another student, faculty or staff member of the College, or negatively impact the College network and/or computing system.
 - f. Use of any computing facilities, either locally or remotely, to send obscene or abusive messages through the College network and/or computing system.
 - g. Use of any computing facilities, either locally or remotely, to interfere with the normal operation of the College network and/or computing system.

- h. Misuse of College computers. See BOT Rule 6Hx23-6.900.
- 37. False information. Furnishing false information to a College official in the exercise of his/her responsibilities.
- 38. Engaging in commercial solicitation on College property. This does not apply to approved College organization sales when approved by the College.
- 39. Knowingly instituting a false charge against another.
- 40. Intentionally, without consent, limits or restricts the freedom of another to move about in a lawful manner.
- 41. Any action which interferes with or obstructs the College's hearing process, including failure to appear upon request of a Chair for a hearing panel at a hearing; failure to testify upon a request of a Chair of a hearing panel at a hearing; improper conduct at a hearing; knowingly making false statements at a hearing; disruption or interference with the orderly conduct of the hearing process; attempting to discourage an individual's proper participation in or use of the hearing process; attempting to influence the impartiality of a member of the hearing panel prior to and/or during the course of the hearing process; harassment (verbal or physical) and/or intimidation of a member of the hearing panel prior to, during or after the hearing proceedings; influencing or attempting to influence another person to commit an abuse of the hearing process; and/or failure to complete imposed sanctions. Nothing in this subsection shall be construed to compel self incrimination.
- 42. Conspiracy to commit violation of any of the above or aiding, abetting, assisting, hiring, soliciting, or procuring another in the violation of any of the above.

Vehicle parking and traffic plans shall be approved by the President or designee.

Students are expected to be dressed neatly and in good taste at all times while on campus and while attending any College-sponsored activity.

In cases in which there has been a violation of law against the College or any of its officials, legal action may also be brought against the offender.

- II. Student organizations are also prohibited from engaging in the conduct listed in I. above. Violations of this Rule by a student organization could result in the rescission of the authority for such organization to operate on college property or under the sanction of the College.

- III. This section of the Rule is implemented as a result of growing conduct throughout the United States, the State of Florida and Pinellas County, including this College, of students threatening physical harm to other students, instructors and/or staff with an unpredictable but growing frequency of a student carrying out the threat or causing harm which necessitates the implementation of this Rule in order to better provide a reasonably safe academic and work environment. Due process of the accused, suspected student is believed to be protected by the following.

Therefore, a student may be immediately suspended from classes and/or from the College and its grounds and premises upon the recommendation of the student's campus/center associate provost or designee upon approval of the provost or designee or the President or designee when one or more of the following circumstances exist:

- 1. A student is reasonably suspected of threatening and/or causing physical harm to a student, instructor and/or staff member and/or their property or property of the College.

2. A student is reasonably suspected of violating Sub Paragraphs 14, 25, 31, 32, 35 or 40 of Paragraph I. of this Rule.

Any student alleged to have violated one or more of the foregoing shall be contacted by the associate provost or designee, if reasonably possible, and request that the student come in to share his/her side of the story in advance of their consideration of whether or not the suspension should be imposed. However, because such conduct threatens bodily harm, life and/or property, if the student cannot be reached or does not promptly respond to the request, the associate provost or designee may recommend suspension if they reasonably suspect that any of the above violations have occurred. If the student does come in and share his/her side of the story and the associate provost or designee still reasonably suspects that any of the above violations have occurred, the associate provost or designee may recommend suspension. If the suspension is approved by the provost or designee, or the President or designee, the suspension will be imposed.

When deemed appropriate, the associate provost or designee may, as an alternative to this Rule or in conjunction with this Rule, recommend that an evaluation be done pursuant to Board of Trustees' Rule 6Hx23-4.333.

Any student suspended pursuant to the foregoing shall be notified of the suspension and shall comply with the directed suspension. Notification may be by personal delivery or by regular mail to the student's last known address. The student shall be entitled to an informal preliminary hearing within three (3) working days after the suspension at which time the provost or designee will conduct an informal preliminary hearing to determine whether or not there is trustworthy information to support the student's violation and/or continued suspension. At the hearing, the associate provost or designee shall offer evidence and/or witnesses to the threat, or other proscribed conduct. The student shall be entitled to offer their side of the story including any other evidence and/or witnesses. The provost or designee shall promptly determine whether or not to continue the suspension. The suspension shall continue to be in effect during the time the matter is being considered by the provost or designee.

If the provost or designee determines that there is no trustworthy information to support the violation, the student shall be reinstated and shall be permitted to make up any coursework or testing that was missed as a

result of the suspension. If the provost or designee believes that continuing the suspension is not appropriate, but that the student should be subject to further investigation and consideration for discipline, the suspension will be lifted and the matter referred to the associate provost or designee for further investigation and action as may be appropriate under Board of Trustees' Rule 6Hx23-4.35. If the provost or designee determines that the suspension is supported by trustworthy information and was appropriate, and continues to be appropriate, the provost or designee shall direct that the suspension continue and the matter shall be promptly referred to the Disciplinary Board for a full hearing in accordance with Board of Trustees' Rule 6Hx23-4.35. The student shall be notified of the provost's or designee's determination by personal delivery or mail to the student's last known address.

On sites where there is no provost and/or associate provost, the President shall designate the person(s) to undertake the duties of the provost and/or associate under this Rule.

- INFORMATIONAL NOTE:**
- 1. Notice of the Informal Preliminary Hearing should be given to the student at the same time the student is noticed of suspension. The student should also be advised of his/her right to testify, offer evidence and witnesses at the hearing.**

History: Adopted – 7/17/12. Effective – 7/17/12.

Student Grievances and Appeals

6Hx23-4.36 STUDENT GRIEVANCES AND APPEALS

I. Student Grievances and Appeals

- A. A student may bring a grievance alleging that his or her rights have been abridged by any alleged arbitrary or capricious action or decision as delineated below. The term "arbitrary or capricious" means without rational basis, or done in bad faith or constitutes disparate treatment and/or based on unlawful discrimination. The following may constitute the basis for a student grievance or appeal:

1. a violation of Rules and/or Procedures of the College;
2. an arbitrary or capricious action in relation to an improper denial of admission or readmission to the College or program of the College;
3. an academic matter which may be grieved as an appeal and may be filed for an individual determination concerning matters relating to any of the following:
 - a. award of a final grade
 - b. belated and involuntary withdrawals;
 - c. deviations from graduation requirements;
 - d. changes from audit to credit.

- B. Appeals to exclude coursework from grade point average calculations shall be considered in accordance with Rule 6Hx23-4.15.
 - C. Appeals relating to a student's access to courses and credit granted towards his/her degree may be brought under Rule 6Hx23-4.362, Student Ombudsman Office, and pursuant to related procedures as outlined in P6Hx23-4.362.
- II. Student grievances and appeals may be timely brought forward for resolution in accordance with this Rule and College policy, and as outlined in its accompanying procedure.

Specific Authority: 1001.64(2) & (4), F.S.

Law Implemented: 1001.64(4)(a) & (b), 1001.64(8), F.S.

History: Formerly 7-2.04 & 6Hx23-7-2.04; Adopted 7/2/68; Readopted 10/25/77; Amended 12/23/69, 12/19/74, 11/20/75, 8/17/81, 6/17/82, 10/18/83 (effective 11/14/83), 4/19/84 (effective 5/8/84 for Session III, 1983-84), 4/18/85, 4/17/86, 6/19/90, 9/13/90. Filed 9/13/90. Effective 9/13/90; 12/21/93. Filed - 12/21/93. Effective - March 1, 1994; 7/16/96. Filed - 7/16/96. Effective - 7/16/96; 11/16/98. Filed - 11/16/98. Effective - 11/16/98; 5/18/99. Filed - 5/18/99. Effective - 5/18/99; 1/23/04. Filed - 1/23/04. Effective - 1/23/04; 5/18/10. Filed - 5/18/10. Effective - 5/18/10; 11/15/11. Filed - 11/15/11. Effective - 11/15/11.

P6Hx23-4.36 PROCEDURE: STUDENT GRIEVANCES AND APPEALS

Pursuant to Rule 6Hx23-4.36, a student may grieve or appeal certain determinations made and actions taken by the College. This Procedure outlines the grievance/appeal process for the matters listed in Section I. A. of Rule 6Hx23-4.36.

- I. Grievance/appeal process for matters lodged in the Associate Provost's Office
 - A. The following matters may be lodged in the Associate Provost's Office:

1. College determination that the student has violated a College Rule or Procedure.
2. College determination relating to the student's admission or readmission to the College.
3. College's withdrawal of a student from a course or a program for non-academic reasons.

B. Time Limitations

A grievance or appeal should be promptly presented, which is defined here as within 60 days of the alleged abridgement of the student's rights. Failure to bring a grievance or appeal within 60 days of the alleged abridgment constitutes a waiver of the student's right to lodge that grievance or appeal.

C. Grievance/Appeal Form

The student must timely submit an appropriately completed appeal form to the Associate Provost's office at the site where the alleged abridgement of the student's rights took place, stating the reasons and grounds for the appeal. If the reasons and/or grounds presented by the student are unclear, the Associate Provost may seek clarification and/or supplemental documentation from the student.

D. Associate Provost's Review and Decision

The Associate Provost's review will include a thorough investigation of all pertinent facts, including evidence presented by the student. The Associate Provost will provide a decision in writing to the student within 10 working days of the day the matter was lodged. This time period may be extended by the Provost in the event of extenuating circumstances.

E. Appeal of the Associate Provost's Decision

The student may appeal the Associate Provost's decision by submitting the appeal in writing to the Provost. This must be done within 10 working days of the delivery of the Associate Provost's decision.

F. Provost's Review and Decision

The Provost will review the Associate Provost's decision, including the basis upon which the Associate Provost's decision was made. The Provost will provide a decision in writing to the student within 10 working days, or in the case of extenuating circumstances, as soon thereafter as possible. The decision of the Provost is final.

II. Grievance/appeal process for matters lodged in the Dean's Office.

A. The following matters may be lodged in the Dean's Office:

1. Award of a final grade and/or related academic matters.
2. Student's request to change from audit to credit.

B. Time Limitations

A student must present an academic appeal within 60 days of the beginning of the next subsequent academic session. The appeal will not be heard if it is not filed within this time period.

C. Informal Resolution

1. The student must follow any academic procedure/rule/or process prior to commencing an Informal Resolution. If an academic department of the College has a special published procedure designed to be utilized by the student for resolutions of issues covered by this procedure, then the student will be expected to follow the department's procedure, before commencing the informal resolution process.
2. In the case of an appeal of a final course grade, before pursuing a formal written appeal, the student must first attempt to resolve the issue directly with the course faculty. If it is the course faculty's decision to change a grade, the course faculty must promptly notify the appropriate person to initiate the process in accordance with college policy and procedures. Whatever the decision, the course faculty must notify the student and the program administrator/dean within 7 working days of the decision. This time period may be extended by the Dean/program administrator or designee in the event of extenuating circumstances. To the degree permitted by law, all informal appeals shall be kept private, except as required by the completion of the informal resolution process.

D. Formal Resolution – Referral to Student Academic Appeals Committee

1. If after informal resolution is attempted the student's appeal remains unresolved to the student's satisfaction, the student may seek a formal resolution by appealing the final grade to the appropriate program administrator/dean. When the grievant requests a change of the final course grade, the burden of proving that the final grade assigned by the course faculty was improper, arbitrary or capricious shall be upon the grievant.
2. The student will complete and submit to the Dean/program administrator the appropriate appeal form within 10 working days of the informal resolution notification. If the information provided on the form is unclear, the Dean or program administrator may ask for clarification or additional materials. The Dean/program administrator will refer this appeal to the Student Academic Appeals Committee and notify all parties within 7 working days.
3. The Dean/program administrator will provide to the Committee and all interested parties copies of all pertinent materials. A hearing will be scheduled by the Chair of the Committee. Committee

members must not be associated with the situation being presented. Using the Instructions to the Committee, the chairperson will prepare the Committee for the appeal. During the periods when the College is not in session, substitute personnel maybe be appointed by the appropriate dean or program administrator.

4. The Committee shall assemble for the hearing within 15 working days after receipt for the appeal or supplement, if any. The chairperson may extend the time for the hearing for extenuating circumstances. It shall be the duty of the chairperson of Committee to notify the persons directly involved of the time and place for the hearing.
 5. The Committee's decision shall be by majority vote and shall be based upon the evidence presented. Committee members may ask questions of the person directly involved and the witness(es) (if there are any). The hearing is intended to be informal and without application of any strict rules of evidence and any evidence which a reasonable person would rely upon may be accepted.
 6. The grievant and the other party may, at their own expense, employ an attorney to be present, assist and counsel them. However, the attorney shall not directly participate in the hearing.
 7. The chairperson shall be responsible for making arrangements for electronic recording of the Committee hearing. However, the deliberations for the Committee shall not be recorded. If the Committee's decision is appealed, the chairperson shall be responsible for providing a summary of the meeting. Should the student desire a copy of the summary, the student shall be entitled to a copy at her/her expense.
- E. Formal Resolution – Student Academic Appeals Committee Responsibilities

1. In advance of meeting the committee chairperson shall consult with each member of the Committee regarding their responsibility to be fair and unbiased.
2. The chairperson shall schedule the hearing, give the persons directly involved notice of the hearing and furnish all of the parties with a copy of the grievant's written appeal. The Notice of Hearing shall advise the parties of their right to

testify, offer documentary evidence, witnesses and the right of cross-examination. The chairperson shall furnish the parties with a copy of this Procedure. The grievant shall present his/her case first. The faculty will then respond to the grievant's presentation. The parties are responsible for assuring the attendance of their respective witnesses. (The Committee has no subpoena power.)

3. The chairperson shall instruct all witnesses (except the parties) to wait outside of the hearing room and not discuss the case with the other witnesses during the course of the hearing. Witnesses will be called into the hearing room when the party offering their testimony is ready to offer the witnesses testimony. The parties, however, may discuss the case with the witnesses during recesses of the hearing.
4. The chairperson shall make rulings regarding hearing procedures, time allowed for presentations, admission of evidence, the limiting of cumulative evidence and/or witnesses and make such other rulings as otherwise may be necessary or appropriate.
5. The chairperson may grant a continuance only in the event of extenuating circumstances.
6. When the grievant requests a change of the final course grade, the burden of proving that the final grade assigned by the course faculty was improper, arbitrary or capricious shall be upon the grievant. The Committee shall consider procedural and substantive matters and concerns and shall take such action as is deemed by the Committee to be in the best interests of all concerned.
7. At any point in the proceedings prior to the time when the Committee meets to consider its decision, the grievant(s) may withdraw the appeal by so informing the chairperson in writing.
8. The Committee shall record its decision in writing (decision letter), within 5 working days after the conclusion of the proceedings. The Committee chairman shall mail a copy of the decision letter to the student at the student's last known address and to the faculty member.

F. Final Appeal

1. The parties directly involved have the right to appeal the Committee's decision. The appeal must be filed with the Dean/Program Administrator or designee within 10 calendar days after the date of the decision letter from the Committee. Failure to file an appeal with the Dean/Program Administrator or designee within the 10 days after the date of the decision letter shall constitute a waiver and bar of the parties' rights.
2. The Dean or designee shall provide the parties with a written decision regarding the appeal within 10 working days. This is the final step in the appeal process. The decision is of the dean or designee is final.

G. Committee Structure and Membership

The Dean/program administrator will appoint a Student Academic Appeals Committee consisting of two faculty, two students and one administrator who will serve as chair. These appointees may be from a campus other than where the matter took place. Committee members must not be associated with the situation being presented.

SPECIAL NOTE FOR GRADE APPEALS: The student grievant shall have the burden of demonstrating that the grade given was arbitrary and/or capricious. For the purpose of this provision, a grade shall be limited to grades of "A", "B", "C", "D", "F" or "WF". Except when the grade given was arbitrary and/or capricious, it is not appropriate for the Committee to substitute its judgment for matters within the instructor's professional judgment or discretion. If the grade given was not arbitrary and/or capricious, and is within the judgment and discretion of the instructor, the grade must be affirmed. If the grade given is arbitrary and/or capricious the Committee may recommend a change of grade subject to the appeal rights of the instructor and student through a timely appeal to the Dean. Failure to timely appeal as provided for hereinafter shall cause the Committee's recommended decision to be final.

III. Definitions

- A. A "grievance and/or appeal" is defined for the application of this Procedure to be a complaint, other than a discrimination grievance which

would include sexual harassment, alleging that a student's (grievant's) rights have been abridged.

- B. A "grievant" must be a student of the College and is the person making the complaint.
- C. "Other party" is the College person(s) or condition against whom the complaint is filed.
- D. "Person directly involved" means the grievant(s), and the other party to the grievance.
- E. "Working days" include Mondays, Tuesdays, Wednesdays, Thursdays and Fridays and shall exclude Saturdays, Sundays, and Board of Trustees' approved holidays.
- F. "Calendar days" include all days on the calendar including Board of Trustees' approved holidays.
- G. "Arbitrary or Capricious" means a determination or action done without rational basis, or done in bad faith, or that it constituted disparate treatment, or that it was based on unlawful discrimination.

History: Adopted 4/23/85. Effective 4/23/85; 10/18/94. Filed - 10/18/94. Effective - 10/18/94; 5/18/99. Filed - 5/18/99. Effective - 5/18/99; 11/15/11. Filed - 11/15/11. Effective - 11/15/11; 4/30/12. Filed - 4/30/12. Effective - 4/30/12.

Student Records

6Hx23-4.37 STUDENT RECORDS

The purpose of this Rule is to protect the rights of students and their parents or guardians with respect to student records created, maintained, and used by the College. The President or his designee is the person at St. Petersburg College responsible to establish procedures to manage and safeguard student educational records and directory information in accordance with applicable federal and state law.

Specific Authority: 1001.64 (2) & (4), F.S.

Law Implemented: 1001.64(4); 1002.225, F.S.; Family Educational Rights & Privacy Act of 1974, as amended; 20 U.S.C. 1232g.

History: Formerly - 7-3-01 & 6Hx23-7-3.01. Adopted - 7/2/68. Readopted - 10/25/77. Amended - 12/23/69, 12/19/74, 10/16/75, 11/16/78, 11/30/81, 6/17/82, 10/16/86, 1/26/89, 11/20/90. Filed - 11/20/90. Effective - 11/20/90; 3/28/95. Filed - 3/28/95. Effective - 3/28/95. 12/15/97. Filed - 12/15/97. Effective - 12/15/97; 6/15/98. Filed - 6/15/98. Effective - 6/15/98; 5/18/99. Filed - 5/18/99. Effective - 5/18/99; 5/20/03. Filed - 5/20/03. Effective - 5/20/03; 9/15/09. Filed - 9/15/09. Effective - 9/15/09; 7/17/12. Filed - 7/17/12. Effective - 7/17/12.

P6Hx23-4.37 PROCEDURE: STUDENT RECORDS

I. Definitions:

- A. A "Student" is any person for whom the College maintains educational records or personally identifiable information, but does not include a person who has not been in attendance at the College.
- B. "Student Records" means any and all official records, files, and data directly related to students which are created, maintained, and used

by the College, including all material that is incorporated into each student's permanent record and intended for College use or to be available to parties outside the College for legitimate educational or research purposes. However, the term "student records" shall not include:

1. Records of instructional personnel in the sole possession of the maker thereof and which are not accessible or revealed to any other individual except a substitute;
 2. Employment records;
 3. Directory information or
 4. Records created and maintained solely by Campus Security for law enforcement and security purposes.
- C. The protection of student records under the Family Education Rights and Privacy Act (FERPA) begins at the point the student enrolls for classes at SPC, whereupon a student is considered "in attendance" whether instruction is in person or by paper correspondence, videoconference, satellite, Internet, or through other electronic information and telecommunication technologies for students who are not physically present in the classroom.
- D. "Directory Information" shall include:
1. Names and dates of attendance of students;
 2. Names of recipients of degrees conferred or to be conferred;
 3. Names of recipients of honors or special awards; and

4. Weight and height of athletic team members.
5. Student addresses for use by the College's Foundation and Alumni Association upon review by the President's Cabinet and the approval of the President.
6. See Section V.D. 8 for additional information related to armed forces and the disclosure of student recruiting information.
7. Student addresses, of students who have applied for graduation, may be provided to Florida public universities and independent colleges and universities of Florida.
8. Student addresses upon the request of a local, State or Federal law enforcement agency.

II. Student's Request for Non-Release of Directory Information

A student may request in writing that all or a portion of such directory information not be released. Where a student makes such a request the directive that directory information not be released will continue beyond the period of attendance and graduation unless revoked. However, directory information gathered after attendance, such as records related to student alumni information, may be released in the absence of a specific request to not release. Notification of a student's rights, as well as procedures related to non-disclosure, shall be provided on an annual basis.

III. Rights of Students, Parents, and Guardians

The rights involved in student records (e.g., right of access and right of privacy) are normally the rights of the student only. Once a student turns

18 or is enrolled in a post-secondary program, parents no longer have these rights unless: (1) the student gives written consent to release information to the parent; or (2) the parent provides evidence that the parent claims the student as a dependent as defined in Section 152 of the Internal Revenue Code. Dependency claims using Section 152 of the Internal Revenue Code shall be directed to the director of Admissions and Records.

The rights of a student include:

A. Right of Access

1. A student has the right, upon request directed to the College registrar, to be provided with a list of the types of records, directly relating to the student, maintained by the College and with a copy of this Rule.
2. A student has the right, upon request, to be shown any record relating to the student maintained by the College, except the financial records of a parent. The student's request shall be granted within 30 days after receipt of such request.
3. Copies of any record requested under this provision shall be furnished within 30 days, and the student may be assessed a fee for duplication pursuant to Rule 6Hx23-5.171.

B. Right to Waive Access to Confidential Letters or Statements

A student or a person applying for admission may waive the right of access to letters or statements of recommendation or evaluation, except that such waiver shall apply to recommendations or evaluations only if:

1. The student is, upon request, notified of the names of all persons submitting confidential letters or statements; and
2. Such recommendations or evaluations are used solely for the purpose for which they were specifically intended.

Such waivers shall not be required as a condition for admission to, receipt of financial aid from, or receipt of any other services or benefits from the College.

C. Right to Challenge and Hearing

A student has the right to challenge the content of any report to which the student is granted access under this Rule, in order to ensure that the record is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student and to provide an opportunity for the correction of inappropriate information.

1. Any challenge to a student record shall be considered a student grievance and shall be handled in accordance with Rule 6Hx23-4.36. Pursuant to this right, a student may challenge a grade only on the grounds it was inaccurately recorded, not as a challenge to the awarding of that grade.
2. A student who feels that the decision rendered through the grievance resolution is unacceptable, may submit explanatory statements for inclusion in the student's records.

D. Right of Privacy and Disclosure of Personally Identifiable Information in Student Records

1. A student may provide written consent to release personally identifiable information which identifies the party or class of parties

to whom disclosure may be made and what information may be released. Such documentation shall be maintained by the College.

2. A student has a right of privacy with respect to the records maintained by the College on the student. The College shall not permit the release of personally identifiable records of a student, other than directory information, without the written consent of the student, to any individual, agency, or organization, except the following:
 - a. Officials of other educational institutions in which the student seeks to enroll or is enrolled so long as the purpose of disclosure is related to enrollment or transfer of enrollment. Student records disclosed may include updated or corrected information, as well as disciplinary records where it is related to a student's enrollment or transfer, and a copy of such records or reports shall be furnished to the student upon request;
 - b. In connection with a student's application for, or receipt of, financial aid;
 - c. Accrediting organizations, in order to carry out their accrediting functions;
 - d. Individuals or organizations conducting studies for the College for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction, if such studies do not permit the personal identification of students and if such information is destroyed after its use;
 - e. In an emergency, where there is determined to be an articulable and significant threat to the health and safety of a student or other individuals given the totality of the

circumstance, information found in student records may be disclosed to any person whose knowledge is deemed necessary in that situation. Parents may be considered the appropriate persons to receive protected information in a health and safety emergency. A record must be created and maintained outlining the basis for the disclosure, as well as the information disclosed and the names of persons receiving the disclosure;

- f. In compliance with a judicial order from a court of competent jurisdiction or to the attorney of record pursuant to a lawfully issued subpoena, upon the condition that notification of the order or subpoena is sent to the student's last known address in advance of compliance therewith;
 - g. The State Auditor General in connection with his/her official functions;
 - h. Other federal, state and local governmental officials as required by law; and
 - i. In connection with personally identifiable information received under a community notification program about a student who is required by law to register as a sex offender.
- 3. All requests for release of information from the records of a student shall be incorporated into the student's records.
 - 4. All information transferred to a third party under a.-i. above will bear the following statement: "The attached information has been forwarded to you with the understanding that it will not be released to other parties. The Family Educational Rights and Privacy Act of 1974 prohibits release of this information without the student's written consent. Please return this material to us if you are unable to comply with this condition of release."

5. College officials shall have access to all student records for legitimate educational purposes. Officials shall include employees, contractors, consultants, volunteers, or other parties to whom the institution has outsourced institutional services or functions provided the party: (a) performs an institutional service or function for which the College would otherwise use employees; (b) is under the direct control of the College with respect to the use and maintenance of student records; and (c) is subject to the College's policy governing the use and re-disclosure of information from student records.
6. In the case where a student is under the age of 21 and such student was found to have violated the College's Code of Conduct relating to alcohol and/or a controlled substance, and where it is also a violation of federal, state or local law, and where it has been determined that the student's behavior demonstrates a health or safety risk to him or herself, or to others, the College may release to the student's parent(s) those portions of student records that relate to the violation.
7. Directory information may be released to the general public, upon request, unless a student has requested in writing that such information not be released.
8. In addition to directory information, the United States armed forces may be furnished with student recruitment information which shall include the dates of birth, addresses, telephone listings, levels of education, prior military experience, major fields of study, most previous educational institution enrollment, and degrees and awards of enrolled students. Student recruitment information which is included in directory information of former students may be released to a military recruiter. Where a student has requested a non-release of directory information, student recruitment information shall not be released.

9. College employees who have access to student records must report any improper requests for access to student records to their supervisors.

E. Security of Records

The President shall develop and publish procedures for the security of all student records.

F. Notification to Students

Annually, the student handbook shall inform the students of

1. Their rights as set forth in this Rule.
2. The location and availability of this Rule.

G. Request for Records

Requests for information on currently enrolled students shall be directed or referred to associate provosts or their designee, Admissions staff on each campus, or Central Records.

1. Directory information may be provided at the discretion of the campus associate provost or designee, or the vice president of Academic and Student Affairs, or Admissions staff on each campus, where a student file does not indicate that he or she has opted to block the release of directory information.

2. Information may be released outside the College where there is a written authorization for its release utilizing the College's Consent to Release form or other such documentation as may provide evidence of authorization to release, or where information is deemed releasable under the provisions of D.(2) of Section V, herein. Documentation of the release of student records under this provision must be maintained in the student's file and indicate what information has been released, to whom and the date of release.
 3. Subpoenas and court orders for student records, issued by a court of competent jurisdiction, shall be served on the campus associate provost, provost or designee, college registrar, vice president of Academic and Student Affairs, who shall forward the request to the General Counsel's Office for review and processing. Said subpoenas and court orders may also be served directly on the Office of the General Counsel.
- H. Requests for information on former students are processed according to the information requested and are directed or referred to Central Records.
- I. The following College staff members and/or their designee(s) have authority to release information from student records to sources outside the College upon receipt of written authorization from the student and/or in accordance with the law:

President

Senior Vice President of Academic and Student Affairs

Vice President of Academic and Student Affairs

Vice President of Baccalaureate Programs & University Partnerships

Provosts, Associate Provosts and Site Executive Officers

St. Petersburg Collegiate High School Principal

Campus Coordinator of Admissions/Registration

Managers, MySPC Answer Place (MAPS)

Associate Vice President of Enrollment Management

Associate Vice President of Financial Assistance Services

Director of Admissions and Records

Director of Financial Assistance Services

General Counsel

Director of Athletics

Director and Assistant Director of Institutional Advancement

Note: The foregoing list is subject to modification as positions are added, changed, or deleted.

It shall be the responsibility of the custodian of records to prepare and maintain records relating to the release of student record information.

J. Retention and Destruction of Records

Student records shall be retained for the period(s) set forth in the General Records Schedule for Community College Records promulgated by the Department of State, Division of Library and Information Services, Records Management Program, provided, however, the student's application for admission, high school and college transcripts, evaluations of transcripts, student's grade history and diploma shall be maintained as a permanent record and retained permanently in a form permitted by law. The Office of Admissions and Records is responsible for the policies and oversight of operations regarding retention and destruction of student records.

History:

Amended 5/31/83, 4/20/84, 8/14/84, 10/23/90. Effective 10/30/90; 5/18/99. Filed - 5/18/99. Effective - 5/18/99; 7/27/04. Filed – 7/27/04. Effective – 8/6/04; 9/15/09. Filed – 9/15/09. Repealed Effective – 9/15/09; Re adopted – 7/17/12. Effective – 7/17/12.

Students Fees, Transfers and Refunds

6Hx23-5.19 STUDENT FEES - TRANSFERS AND REFUNDS

- I. The Board of Trustees authorizes and directs the President to establish procedures for an approval process of 100% nonrefundable transfer of tuition fees to subsequent session for documented extenuating circumstances in accordance with College procedures.
- II. In addition, the President shall establish procedures related to refunds for the following:
 - A. Tuition fees prior to the end of the drop-add period, as defined in (III) below.
 - B. Tuition fees for documented extenuating circumstances 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.
 - C. Tuition fees for documented extenuating circumstances to students who will be unable to attend the session due to these circumstances and have requested the refund between the last day to voluntarily withdraw from classes and the last day of the regular session.
- III. The drop-add period for credit courses shall be designated as follows:
 - A. Session I, II, III, and express session(s) courses - the dates specified in the official college calendar.
 - B. 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.

- C. Open enrollment courses – 1 week after the student's registration or the appropriate dates specified under (1) above, whichever is later.

Specific Authority: 1001.64(2) & (4), F.S.

Law Implemented: 1001.64(10), 1009.23, F.S.; Rules 6A-14.054, 6A-14.0541, F.A.C.

History: Formerly - 6Hx23-5-4.00, 6Hx23-5-11.02. Adopted - 12/23/69. Readopted - 12/19/74, 10/25/77. Amended - 6/19/76, 7/15/76, 8/19/76, 11/18/76, 1/20/77, 7/20/78, 11/30/81, 3/25/82, 10/27/82, 12/12/84 (effective Session I, 1985-86), 5/15/86 (effective 8/18/86 for Session I, 1986-87), 3/16/89. Filed - 3/16/89. Effective - 3/16/89; 4/16/02. Filed - 4/16/02. Effective - Upon approval and award of eArmy contract; 1/27/09. Filed - 1/27/09. Effective - 1/27/09; 6/19/12. Filed - 6/19/12. Effective - 6/19/12.

P6Hx23-5.19 PROCEDURE: STUDENT FEES - TRANSFERS AND REFUNDS

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 session for documented extenuating circumstances in accordance with Procedure 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 session 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. Session I, II, III, IV, and express session(s) courses - 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.

D. Refunds to eArmy students will be made as follows:

Before class commences	100%
1—6 Days*	100%
7—13 Days*	50%
14—21 Days*	25%
22 Days or more*	0%

*for 16-week classes; days prorated for different term lengths

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. In addition the President, upon the advice of legal counsel, may authorize a transfer or refund of student fees.
 - VII. 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.
 - VIII. 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.
 - IX. Transfers and refunds of student matriculation/tuition fees will be in accordance with the transfer and refund policy as established by the Board of Trustees. The amount owed for unpaid obligations due to the college will be deducted from the amount of the transfer or refund.
 - X. The Students Fees - Transfers and Refunds Form AC 307 must be completed by the student dean or site administrator and forwarded to the district Business Office for processing of a transfer or refund.

- XI. Transfers made in accordance with BOT Rule 6Hx23-5.19 will be to the subsequent session, excluding Session III and modmester unless the student plans to attend such session. Fees transferred to such subsequent session will be credited to the college if not utilized by the student during that session.
- XII. Acceptable documentation from a creditable third party must be submitted with Form AC 307 before a transfer or refund of fees will be approved.
- XIII. Full-Time Equivalencies (FTE's) will not be counted for reporting purposes following the transfer or refund of fees under BOT Rule 6Hx23-5.19 and this procedure.
- XIV. EXTENUATING CIRCUMSTANCES

The President or designee is authorized to transfer and refund fees beyond the deadline date as published in the college catalog in the following extenuating circumstances:

- A. Serious illness of the student;
- B. Serious injury to the student;
- C. Death of the student;
- D. Incapacitation of a close family member;
- E. Death of a close family member; or
- F. Orders to active military duty as a result of national, state, or local emergency.

Students desiring a transfer or refund of fees due to such circumstances should contact the Dean of Student Services or site administrator.

XV. CREDIT COURSES

The procedure for processing the transfer or refund of credit course fees for extenuating circumstances will be as follows:

- A. The Dean of Student Services or Center Administrator will either approve or disapprove the request of a student for a transfer or refund of fees in accordance with BOT Rule 6Hx23-5.19 and this procedure. If approval is granted, the dean of student services or center administrator should prepare Form AC 307, Student Fees - Transfers and Refunds, and forward it to district business services for processing.
- B. If a refund or transfer is approved, the Dean of Student Services or Center Administrator will communicate the approval to the student.
- C. Transfers will be non-refundable in the subsequent session unless a refund is approved in the subsequent session pursuant to this procedure.

XVI. NON-CREDIT COURSES

The President or his designee is authorized to refund non-credit course fees, in accordance with BOT Rule 6Hx23-5.19 II.C., in the extenuating circumstances listed in Section VI. above.

Non-credit students desiring a refund of fees due to such circumstances should contact the Dean of Open Campus.

XVII. REFUND CHECKS - RETURNED FOR INCORRECT ADDRESS

- A. All refund checks returned for incorrect address must be returned to Accounts Payable, District Business Services.

- B. A "Request for Address Verification" should be sent to Open Campus or Business Services and the address from the last registration form should be entered on the "Request for Address Verification" form and returned to Accounts Payable.
- C. If the original address and the verified address are different then the verified address should be used and the refund check remailed.
- D. If the original address and verified address are the same then the check should be cancelled and entered into unclaimed checks accounts.

History: Amended 5/24/83, 11/27/84 (effective Session I, 1985-86), 12/17/85 (effective 1/6/86 for Session II, 1985-86), 8/21/90. Effective 8/28/90; 6/19/12. Filed – 6/19/12.
Effective – 6/19/12.

Students, Admission, Programs and Activities

6Hx23-4.01

STUDENTS, ADMISSION, PROGRAMS, AND ACTIVITIES - GENERAL

The Board of Trustees authorize and directs the President, or his or her designee, to establish procedures for the orderly implementation of general admission policies of the College as provided in the Board of Trustees' Rules. Admissions policies and modifications to such policies shall be reviewed on an ongoing basis by the administration and as directed by the President, and in accordance with all pertinent state and federal law.

Specific and detailed requirements for the admission of students to the College and specific programs, as approved by the Board of Trustees, shall be published in the College catalog, including Rules for the acceptance of students not meeting all general requirements.

Specific Authority: 1001.64(2) & (4), F.S.

Law Implemented: 1001.64 (5), (6), (7) & 8, 1001.02, 1001.03, 1004.73, 1006.33, 1007.263, F.S.; Rules 6A-10.030, 6A-19.001, 6A-19.002, F.A.C.; Title VI of Civil Rights Act of 1964; Title IX, Education Amendments of 1972; Section 504, Rehabilitation Act of 1973, as amended; Americans With Disabilities Act of 1991, as amended; Age Discrimination Act of 1975.

History: Formerly - 9-1.01, 6Hx23-7-1.01, 6Hx23-4.02(1) & (2). Adopted - 7/2/68. Readopted - 10/19/74, 10/25/77. Amended - 10/16/75, 4/21/77, 11/30/81, 4/19/82, 6/17/82, 10/27/82 (effective 12/1/82), 11/23/82 (effective 1/1/83), 2/17/83 (effective Session I, 1983-84), 9/20/84, 10/20/88, 1/26/89, 7/26/89, 11/21/89, 7/17/90, 2/19/91. Filed - 2/19/91. Effective - 2/19/91, 6/13/91. Filed-6/13/91. Effective-6/13/91;2/16/93. Filed - 2/16/93. Effective - 2/16/93; 6/15/93. Filed - 6/15/93. Effective - 6/15/93; 5/18/99. Filed - 5/18/99. Effective - 5/18/99; 4/18/00. Filed - 4/18/00. Effective - Session I, 2000-01; 9/11/01. Filed - 9/11/01. Effective - 9/11/01; 6/21/02. Filed - 6/21/02. Effective 6/21/02; 11/12/02. Filed - 11/12/02. Effective - Upon Board Approval; 7/24/03. Filed - 7/24/03. Effective - Immediately for students

applying for admission to the Bachelor of Applied Science in Dental Hygiene Program for Session II, 2003-04; 11/16/04. Filed – 11/16/04. Effective – 11/16/04; 7/19/05. Filed – 7/19/05. Effective – 7/19/05; 9/18/06. Filed – 9/18/06. Effective – 9/18/06; 11/20/07. Filed – 11/20/07. Effective – 11/20/07; 7/17/12. Filed – 7/17/12. Effective – 7/17/12.

P6Hx23-4.01 PROCEDURE: STUDENTS, ADMISSION, PROGRAMS & ACTIVITIES –
GENERAL

The College shall treat students in accordance with the State Board of Education Rule 6A-19.002.

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. Admissions 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 employees 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.

History: Adopted 5/21/01. Filed – 5/21/01. Effective – 5/21/01; 7/17/12. Filed – 7/17/12. Effective – 7/17/12.

Substitute Graduation Requirements for Students with Disabilities

6Hx23-4.02

ADMISSION REQUIREMENTS

St. Petersburg College has established standards for admission to the institution and its programs to assist students with their transition to college studies. The Board of Trustees delegates to the President authority to develop and establish admission requirements and policies as set forth in the College's procedures.

Specific Authority: 1001.64 (2) & (4), F.S.

Law Implemented: 1001.64(5), (6), (7) & (8), 1003.435, 1004.73, 1007.22, 1007.235, 1007.24, 1007.25, 1007.263, 1007.264, 1009.23, 1009.25(3), 1009.26, F.S.; SBE Rules 6A-10.024, 6A-10.030, 6A-10.041, 6A-19.001, 6A-19.002, F.A.C.; Title VI of Civil Rights Act of 1964; Title IX, Education Amendments of 1972; Section 504, Rehabilitation Act of 1973, as amended; Americans With Disabilities Act of 1991; Age Discrimination Act of 1975; SB 20, 2002 Legislature.

History: Formerly - 6Hx23-4.02, 6Hx23-4.03, 6Hx23-4.04, 6Hx23-4.05, 6Hx23-4.06, 6Hx23-4.07, 6Hx23-4.08, 6Hx23-4.09, 6Hx23-4.10, 6Hx23-4.11, 6Hx23-4.12, 6Hx23-4-5.10 & 6Hx23-4-5.11. Adopted - 10/16/75. Readopted - 10/25/77. Amended - 4/21/77, 11/30/81, 5/26/82, 11/23/82 (effective 1/1/83), 6/28/83, Emergency Amendment 8/18/83, 9/15/83, 2/16/84, 1/17/85, 3/21/85 (effective 8/19/85 for Session I, 1985-86), 11/21/85, 7/24/86, 10/16/86 (effective 1/7/87 for Session II, 1986-87), 1/22/87 (effective 1/22/87 for Session III, 1986-87), 6/18/87 (effective 6/18/87 for Session I, 1987-88), 12/10/87 (effective 12/10/87 for Session II, 1987-88), 10/20/88, 4/27/89, 11/21/89, 7/17/90, 2/19/91. F filed - 2/19/91. Effective - 2/19/91, 6/13/91. Filed- 6/13/91. Effective- Session III, 1990-91, 11/19/91. Filed - 11/19/91. Effective - 11/19/91; 12/17/91. Filed - 12/17/91. Effective - Session I, 1992-93; 6/15/93. Filed - 6/15/93. Effective - 6/15/93; 8/30/94. Filed - 8/30/94. Effective - Session I, 1994-95; 1/21/97. Filed - 1/21/97. Effective - 1/21/97; 10/22/97; 4/20/98. Filed - 4/20/98. Effective - 4/20/98; 7/27/98. Filed - 7/27/98. Effective - Session I, 1998-99. Effective - Session I, 1998-99; 5/18/99. Filed - 5/18/99. Effective - 5/18/99; 11/16/99. Filed - 11/16/99. Effective - 11/16/99; 4/18/00. Filed - 4/18/00.

Effective - Session I, 2000-01. 7/21/00. Filed - 7/21/00. Effective - Session I, 2000-01; 2/27/01. Filed – 2/27/01. Effective – Session I, 2001-02; 9/11/01. Filed – 9/11/01. Effective – 9/11/01; 6/21/02. Filed – 6/21/02. Effective – 6/21/02; 11/12/02. Filed – 11/12/02. Effective – 11/12/02; 5/20/03. Filed – 5/20/03. Effective – 5/20/03; 7/24/03. Filed – 7/24/03. Effective – Immediately for students applying for admission to the Bachelor of Applied Science in Dental Hygiene Program for Session II, 2003-04; 11/6/04. Filed – 11/16/04. Effective – 11/16/04; 7/19/05. Filed – 7/19/05. Effective – 7/19/05; 1/17/06. Filed – 1/17/06. Effective – 1/17/06; 3/21/06. Filed – 3/21/06. Effective – 3/21/06; 6/20/06. Filed – 6/20/06. Effective – 6/20/06; 9/18/06. Filed – 9/18/06. Effective – 9/18/06; 3/20/07. Filed – 3/20/07. Effective – Session I, 2007-08; 7/17/07. Filed – 7/17/07. Effective – 7/17/07; 11/20/07. Filed – 11/20/07. Effective – 11/20/07; 11/18/08. Filed – 11/18/08. Effective – Session I, 2009-10; 12/16/08. Filed – 12/16/08. Effective – 12/16/08; 4/21/09. Filed – 4/21/09. Effective – 4/21/09; 9/15/09. Filed – 9/15/09. Effective – 9/15/09; 9/20/11. Filed – 9/20/11. Effective – 9/20/11.

P6Hx23-4.02 PROCEDURE: ADMISSION - GENERAL

ADMISSION REQUIREMENTS

- 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 U.S. 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 institution(s). 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

A. 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 F.S. 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 Board of Trustees' Rule 6Hx23-4.45 and 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 who 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/Registration, other individuals involved, the associate 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 associate vice president of Academic and Student Affairs who will make the determination of appropriate action. The decision of the associate 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 of 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 collegewide 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 the session in which the student plans to graduate.
- 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 courses 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 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. Supplemental data sheet

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 defined below; 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/Registration, other individuals involved, and the associate 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 college or state university. If no agreement is reached, the issue will be referred to the associate vice president of Academic and Student Affairs who will make the determination of appropriate action. The decision of the associate 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 purposes of this Rule, the following definitions apply:

1. Hearing impairment. A hearing loss of 30 decibels or greater, pure tone average of 500, 1000, or 2000 Hz, ANSI, unaided, in the better ear. Examples include, but are not limited to, conductive hearing impairment or deafness, sensorineural hearing impairment or deafness, high or low tone hearing loss or deafness, acoustic trauma hearing loss or deafness.
2. Visual impairment. Disorders in the structure and function of the eye as manifested by at least one of the following: visual acuity of 20/70 or less in the better eye after the best possible correction, a peripheral field so constricted that it affects one's ability to function in an educational setting, or a progressive

loss of vision which may affect one's ability to function in an educational setting. Examples include, but are not limited to cataracts, glaucoma, nystagmus, retinal detachment, retinitis pigmentosa, and strabismus.

3. **Specific Learning Disability.** A disorder in one or more of the basic psychological or neurological processes involved in understanding or in using spoken or written language. Disorders may be manifested in listening, thinking, reading, writing, spelling, or performing arithmetic calculations. Examples include dyslexia, dysgraphia, disphasia, dyscalculia, and other specific learning disabilities in the basic psychological or neurological processes. Such disorders do not include learning problems which are due primarily to visual, hearing, or motor handicaps, to mental retardation, to emotional disturbance, or to an environmental deprivation.

- 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) CTS 1101 or 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

or

- (d) LIS 1102 and CGS 1510 and OST 1741.

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).
 - (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.

History:

Amended - 6/28/83, 9/16/86 (effective 1/7/87 for Session II, 1986-87), 5/12/87, 10/17/89, 9/13/90. Effective - 9/20/90; 8/30/94. Filed - 8/30/94. Effective - Session I, 1994-95; 5/18/99. Filed - 5/18/99. Repealed - 5/18/99. See 6Hx23-4.02; 9/20/11. Re Adopted 9/20/11. Effective – 9/20/11.

Testing of Students

6Hx23-4.45 TESTING OF STUDENTS

The College requires testing to quantitatively demonstrate students' preparation and likelihood for successful matriculation. The Computerized Placement Test (CPT) is utilized to determine placement into the appropriate developmental English, reading, and mathematics courses and as one means to determine placement into college level English, reading, and mathematics courses. CPT scores are used for placement as determined by the Florida Department of Education (State Board of Education Rule 6A-10.0315).

I. Placement Testing

Except as noted below, new degree or certificate seeking students in credit courses are required to take the CPT, SAT, ACT or other approved placement instrument. The test must be taken prior to the student's first registration. Test results are used to aid in advisement and course placement.

Students not required to take a placement test (unless the student plans to take a course that has Placement Test scores as a prerequisite) include:

- A. transient students from other colleges and universities;
- B. students who have earned an Associate in Arts, Bachelor, or higher degree;
- C. non-degree seeking students;

- D. students transferring to St. Petersburg College with sufficient evidence for course placement in reading, writing or mathematics from the transferring institution;
- E. students with passing scores on the SAT I (440 Math and 440 Verbal) or Enhanced ACT (17 English, 18 Reading and 19 Math) taken within the past 2 years;
- F. English as a Second Language students who take an approved Placement Test for ESL (i.e., CELT, LOEP).

II. Assessment Testing

- A. All students pursuing a certificate or an A.S. degree will be required to complete an End of Program Assessment which shall be used in certifying attainment of the standards of performance established for the program.
- B. Associate in Arts degree students and students wishing to transfer to or graduate from a bachelor program must satisfactorily meet the College-Level Academic Skills requirement (CLAS) unless they have been granted a waiver.
- C. Students pursuing all degrees and certificates may be required to participate in an Assessment of General Education Outcomes.

- III. To qualify for admission to the College and 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 completing the Computerized Placement Test with passing scores in all three areas of reading comprehension, sentence skills, and arithmetic. All three subject areas must be taken during the same sitting for initial testing and retests when attempting to demonstrate the ability to benefit.

IV. Students shall be allowed one free attempt at the CPT. A retest fee shall be implemented upon the second attempt. See the schedule of fees for retest amounts. The same fee shall be charged whether the student is retesting in one or all subject areas.

V. Appeals to Waive the CLAS Requirements

A. Basis for Appeals

1. A student who, in the best professional opinion of the institution, has a specific learning disability such that he or she cannot demonstrate proficiency in one or more sections of the College-Level Academic Skills area (CLAS), and is achieving at the college level in every area except that of the disability, and whose diagnosis indicates that further remediation will not succeed in overcoming the disability, may appeal for special consideration.

2. A student who has a physiological disorder(s) which substantially impairs his or her visual, auditory, manual or speaking abilities, or who has a learning disability(s), and who believes that a test or subtest has not been modified in administration so as best to ensure that his or her performance on the test or subtest accurately reflects achievement of the skill being measured may appeal for special consideration. [Florida Administrative Code 6A-10.0311]

3. Students who have failed to demonstrate the CLAS requirement (or any subtest) four times and who believe they have demonstrated appropriate proficiency through coursework may appeal for a waiver.

B. The President or designee will appoint a collegewide CLAS Appeals Committee to consider all appeals by St. Petersburg

College students to waive the requirements of CLAS for the granting of the Associate in Arts degree. The Committee will be chaired by the vice president of Academic & Student Affairs or designee and will include four additional appointed members: the institutional test administrator, a faculty member from mathematics, a faculty member from English, and a faculty member from a department other than mathematics or English.

- C. Students who have failed to demonstrate the CLAS requirement (or any subtest) four times and who believe they have demonstrated appropriate proficiency through coursework, and students who believe they have a disability(s) that precludes them from performing satisfactorily on CLAS and that they should be granted a waiver for all or part of the CLAS requirements, will submit their appeal in writing to their campus associate provost, provost, or designee who will forward the appeal to the vice president of Academic & Student Affairs, the chairperson of the collegewide CLAS Appeals Committee. Students who appeal on the basis of four failures must be able to demonstrate that they have made appropriate efforts to remediate their deficiencies and pass the test(s) and they must have met all other requirements for award of the Associate in Arts degree to be eligible for the waiver(s).
- D. The Committee will meet within 20 working days after the deadline to apply and will submit a recommendation to the President or designee within 2 working days of their meeting. The Committee will examine the student's academic records, appropriate medical records, and other pertinent materials and may hear testimony from the student, faculty members, medical experts, or others relevant to the case.
- E. The Committee may recommend a waiver for one or more sections of CLAS based on the results of its review and within the guidelines established by Florida Administrative Code 6A-10.0311. The Committee may recommend the denial of a waiver for the appealed CLAS requirements or may specify modifications for future administrations of CLAS for the student who has appealed. Committee recommendations will be based upon majority vote.

- F. The Committee's recommendation will be communicated in writing to the President or designee who, in cases of appeals based on disabilities, may accept or deny a Committee recommendation to approve or deny the appeal. In the case of a student appeal based on four failures, the President or designee may accept or deny a Committee recommendation to grant a waiver but cannot grant a waiver when the Committee recommended denial.
- G. The President's or designee's decision will be communicated to the student and the Committee within 10 working days of receipt of the Committee's recommendation. If the decision is to approve a waiver, the vice president of Academic & Student Affairs will communicate the decision to the College registrar and to the Administrator of Assessment, Testing, and Evaluation Section for the Florida Department of Education. The decision of the President or designee based on the recommendation of the CLAS Appeals' Committee is final and cannot be further appealed.

Specific Authority: 100.64(2) & (4) F.S.

Law Implemented: 1001.64(4) & (8), 1001.02, 1001.03, F.S.; Rules 6A-10.0315 and 6A-10.0311, F.A.C.

Law Implemented: 1001.64(4) & (8), 1001.02, 1001.03, F.S.; Rule 6A-10.0314 F.A.C.

History: Adopted - 11/20/79 (effective 8/18/80); Emergency Amendment 10/27/82, 8/16/84, 12/12/84. Amended 11/30/81, 2/18/82 (effective 8/24/82 for Session I, 1982-83), 4/19/82, 10/27/82, 11/23/82, 6/22/84 (effective 8/20/84 for Session I, 1984-85), 12/12/85 (effective 1/6/86 for Session II, 1985-86), 8/21/86, 4/16/87, 1/26/89 (effective - Session II, 1988-89), 9/13/90, 2/19/91. Filed - 2/19/91. Effective 2/19/91, 8/22/91. Filed - 8/22/91. Effective - 8/22/91; 2/21/92. Filed - 2/21/92. Effective - 2/21/92; 1/19/93. Filed - 1/19/93. Effective - Session II, 1992-93; 5/18/99. Filed - 5/18/99. Effective - 5/18/99; 6/20/00. Filed - 6/20/00. Effective - Session I, 2000-01; 11/20/07. Filed - 11/20/07. Effective - 11/20/07; 5/18/10. Filed - 5/18/10. Effective - 5/18/10.

Withdrawal

6Hx23-4.31 WITHDRAWAL

The Board of Trustees shall authorize and direct the President to establish a process and procedures causing students to be apprised of their progress prior to the voluntary withdrawal deadline, and to establish policies concerning voluntary and involuntary withdrawals from courses during the semester, as well as procedures for requesting reinstatements and the process for a complete withdrawal from the College.

Specific Authority: 1001.64(2) & (4), F.S.

Law Implemented: 1001.64 (6), (7) & (8), 1004.68, F.S.; SBE Rule 6A-14.0301, F.A.C.; 34 CFR 668, Return of Title IV Funds

History: Formerly 6Hx23-7-6.06 & 6Hx23-4.43; Adopted 10/16/75; Readopted 10/25/77; Amended 11/30/81, 1/18/83; Filed 1/18/83; Effective Session I, 1983-84. Filed - 11/24/97. Effective - to implement state regulations effective Session I, 1997-98. 12/15/97. Filed - 12/15/97. Effective - 12/15/97; 6/20/00. Filed - 6/20/00. Effective - 6/20/00; 4/17/01. Filed - 4/17/01. Effective - 4/17/01; 6/21/02. Filed - 6/21/02. Effective - 6/21/02; 7/19/05. Filed - 7/19/05. Effective - 7/19/05; 12/17/07. Filed - 12/17/07. Effective - Session II, 2007-08; 12/16/08. Filed - 12/16/08. Effective - 12/16/08; 7/17/12. Filed - 7/17/12. Effective - 7/17/12.

PROCEDURE

SUBJECT	PROCEDURE: COURSE TRANSFERS	PAGE	
		IV-61c	1 of 1
LEGAL		8/31/90	
AUTHORITY	P6Hx23-4.311	Revision #90-7	

P6Hx23-4.311 PROCEDURE: COURSE TRANSFERS

Course transfers made in accordance with Board of Trustees Rule 6Hx23-4.311 must be performed within the same session.

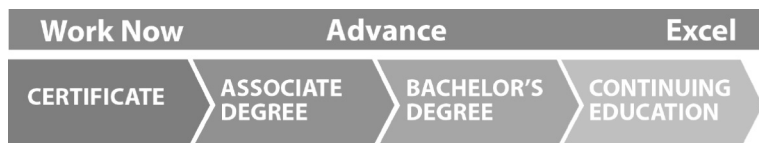
Adopted: 7/1/86. Effective 7/8/86.

Academic Programs

BACHELOR DEGREES, ASSOCIATE DEGREES, CERTIFICATES AND DIPLOMAS

Take Your Education to a New Level

St. Petersburg College offers many options to meet your education needs. Consider your career goals and start planning your path today. Visit www.spcollege.edu/academics for more information. You can browse by areas of study or by degree type.



Degrees and certificates

Associate in Arts (A.A.) degree

SPC's A.A. degree is the first step towards earning a bachelor's degree. Earned in as little as two years, an A.A. degree grants you admission to a Florida public university and to many private colleges and bachelor's degree programs at SPC. The curriculum gives you a broad background in writing, critical thinking, the history of culture and civilization, the environment and human behavior. Students with this degree can pursue a variety of careers and bachelor's degrees.

Associate in Science (A.S.) degree

An Associate in Science (A.S.) degree is intended to prepare students dually for the work force and for transfer to some baccalaureate programs. Those programs are in nursing, business administration, electronic engineering, radiology and hospitality/tourism management. A variety of Associate in Science degree programs and certificate options are available for those pursuing fields not requiring a four-year degree.

Advanced Technical Certificate

The following Advanced Technical Certificates are offered in health sciences. Admission to these programs requires that students possess an associate degree from a regionally accredited college or university and a valid, unrestricted, unencumbered RN license.

- Critical Care (CC)
- Emergency Care (EMC)
- Sepsis Awareness & Education (SAE)
- Funeral Arts (FUNATC) – Associate degree only

Applied Technology Diplomas (A.T.D.)

The Applied Technology Diploma consists of a course of study that is part of an A.S. or A.A.S. degree, is less than 60 credit hours, and leads to employment in a specific occupation. SPC offers ATDs in:

- Emergency Medical Technician (EMT)
- Maternal and Child Health (MCH)

Certificates

Our technical certificate programs can be completed in as little as a year and give you specialized skills to enter the workforce, upgrade your job skills or get a head start on your Associate in Science degree.

Bachelor of Science (B.S.) degree

SPC bachelor's degrees meet local workforce demands in high-needs areas. These degrees can help you further your career or get your foot in the door. If you already have an associate degree, you can take the next step at SPC. For more information on St. Petersburg College's baccalaureate admissions requirements, refer to www.spcollege.edu/bachelors or call 727-341-4772 to speak with a college representative.

Bachelor of Applied Science (B.A.S.) degree

Our bachelor degrees are designed for students who have already completed an associate degree and wish to continue their undergraduate education. For more information on St. Petersburg College's baccalaureate admissions requirements, refer to www.spcollege.edu/bachelors or call 727-341-4772 to speak with a college representative.

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.

About SPC Courses

Course Descriptions

Course descriptions preceded with a "G" are recommended as fulfilling the writing requirements of the State Board of Education Rule 6-A-10.30 (2) as defined in the SPC Board of Trustees General Education Program requirements.

Waivers of prerequisites may be granted by deans, 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, program director or instructor-in charge involved. Please note some courses may have [special fees](#).

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 26 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 on the [SCNS website](#).

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 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".

Example of Course Identifier

Prefix	Level Code (first digit)	Century Digit (second digit)	Decade Digit (third digit)	Unit Digit (fourth digit)	Lab Code
ENC	1	1	0	1	
English Composition	Lower (Freshman) Level at this institution	Freshman Composition	Freshman Composition Skills	Freshman Composition Skills I	No Laboratory component in this course

General Rule for Course Equivalencies

Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between the participating institutions that offer the course, with a few exceptions. **Exceptions are listed below.**

For example, a freshman composition skills course is offered by 58 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 native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed that have not been designated as equivalent. **NOTE:** Credit generated at institutions on the quarter-term system may not transfer the equivalent number of credits to institutions on semester-term systems. For example, 4.0 quarter hours often transfers as 2.67 semester hours.

The Course Prefix

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

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, Practica, Study Abroad, Thesis and Dissertations.
- D. College preparatory and vocational preparatory courses.
- E. Graduate courses.
- F. Internships, 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 Theater) and skills courses in Criminal Justice are not guaranteed as transferable.

Courses at Nonregionally Accredited Institutions

The Statewide Course Numbering System makes available on its [home page](#) a report entitled "*Courses at Nonregionally Accredited Institutions*" that contains a comprehensive listing of all nonpublic institution courses in the SCNS inventory, as well as each course's transfer level and transfer effective date. This report is updated monthly. Questions about the Statewide Course Numbering System and appeals regarding course credit transfer decisions should be directed to Dr. Anne Cooper, Senior Vice President of Academic and Student Affairs at St. Petersburg College, EpiCenter or the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling the Statewide Course

ASSOCIATE IN ARTS DEGREE

GENERAL EDUCATION REQUIREMENTS FOR ASSOCIATE DEGREE PROGRAMS

(College Policy 6Hx23-4.32)

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

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).

I. 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. **COMMUNICATION – (Grade of "C" or higher 14,000 words) 9 credits**

This requirement may be met by completing 1, 2 and 3 below:

- ENC 1101 Composition I **OR (6,000 words each)** 3 credits
ENC 1121H Honors Composition I

NOTE: ENC 1101 or ENC 1121H must be completed within the first 24 semester hours of coursework.

- One of the following 3 semester hour courses: (6,000 words)** 3 credits

ENC	1102	Composition II
ENC	1122H	Honors Composition II
AML	1600	African-American Literature
AML	2010	American Literature I
AML	2010H	Honors American Literature I
AML	2020	American Literature II
AML	2020H	Honors American Literature II
ENL	2012	British Literature I
ENL	2012H	Honors British Literature I
ENL	2022	British Literature II
****LIT	2110	World Literature I
****LIT	2110H	Honors World Literature I
****LIT	2120	World Literature II
****LIT	2120H	Honors World Literature II

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

- One of the following 3 semester hour courses: (2,000 words)** 3 credits

SPC	1017	Introduction to Speech Communication
SPC	1017H	Honors Introduction to Speech Communication
SPC	1065	Business and Professional Speaking
SPC	1608	Public Speaking
SPC	1608H	Honors Public Speaking

B. **HUMANITIES/FINE ARTS-Grade of "C" or higher (4,000 words).....6 credits**

This requirement may be met by completing 1 and 2 below: (2,000 words each)

- *HUM 2210 Western Humanities I (Ancient to Renaissance) **OR** (HUM2210H)
*HUM 2233 Western Humanities II (Baroque to Contemporary) **OR** (HUM2233H)
HUM 2250 Humanities (Western Man) **OR (HUM2250H)

*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, 1996-97.

- One of the following 3 semester hour courses: (2,000 words)**.....3 credits

ARH	1000	Understanding Art
ARH	2050	Art History I
ARH	2051	Art History II
*HUM	2210	Western Humanities I (Ancient to Renaissance) OR (HUM2210H)
*HUM	2233	Western Humanities II (Baroque to Contemporary) OR (HUM2233H)
****HUM	2270	Humanities (East-West Synthesis) OR (HUM2270H)

MUH	1110	Introduction to Music
MUL	1010	Introduction to Music History
PHI	1010	Introduction to Philosophy OR (PHI 1010H)
****REL	2300	World Religions

C. **MATHEMATICS –Grade of “C” or higher 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 **1 and 2** below; **OR** 9 semester hours (not including a laboratory experience) from a combination of **1 and 2** below; **OR** a minimum of 12 semester hours from either field alone.

1. **BIOLOGICAL SCIENCE field courses (a minimum of 3 semester hours from the following):... 3 credits**

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

2. **PHYSICAL SCIENCE field courses (a minimum of 3 semester hours from the following):...3credits**

AST	XXXX/XXXXL	Any course with an AST (Astronomy) prefix
(Note: Students taking AST 1002 cannot also receive credit for AST 1003 or AST 1004)		
CHM	XXXX/XXXXL	Any course with a CHM (Chemistry) prefix
GLY	XXXX/XXXXL	Any course with a GLY (Geology) prefix
PHY	XXXX/XXXXL	Any course with a PHY (Physics) prefix
PSC	XXXX/XXXXL	Any course with a PSC (Physical science) prefix
ESC	1000	Earth Sciences
ESC	1000L	Earth Science Lab
EVS	1001	Introduction to Environmental Science
MET	2010	Introduction to Meteorology
MET	2010L	Meteorology Lab
OCE	2001	Introduction to Oceanography
OCE	2001L	Oceanography Laboratory

E. **SOCIAL & BEHAVIORAL SCIENCES – Grade of “C” or higher - (4,000 words) 6 credits**

This requirement may be met by completing 1 and 2 below: (2,000 words each)

1. POS 2041 American National Government **OR**
POS 2050H Honors American Government
2. **One of the following 3 semester hour courses: (2,000 words each) 3 credits**

AMH	1091	African-American History
AMH	2010	History of the United States to 1865 or (AMH 2010H)
AMH	2020	History of the United States from 1865 or (AMH 2020H)
ANT	2000	Introduction to Anthropology
ANT	2003	Survey Anthropology
ANT	2410	Cultural Anthropology
ECO	2000	Introduction to Economics
ECO	2013	Principles of Macroeconomics OR (ECO 2013H)
ECO	2023	Principles of Microeconomics OR (ECO 2023H)
EUH	1000	Development Western Civilization I to 1500
EUH	1001	Development of Western Civilization II from 1500
GEA	2172	Geography of the Developing World
GEA	2174	Geography of Developed World
****INR	2002	International Relations OR (INR 2002H)
POS	2112	State and Local Government
PSY	1012	General Psychology OR (PSY 1020H)
SYG	2000	Introductory Sociology
SYG	2010	Social Problems
SYG	2221	Women and Society
SYG	2430	Marriage and Family
****WOH	2040	The Twentieth Century OR (WOH 2040H)

F. **ETHICS-Grade of “C” or higher (2,000 words)..... 3 credits**

PHI 1600 or PHI 1602H or PHI 1631 or PHI 2635 or PHI 2649.

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 Skills 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.

II. **ALTERNATIVE PLAN FOR GORDON RULE REQUIREMENTS IN THE ASSOCIATE IN ARTS DEGREE PROGRAM**

(SBE Rule 6A-010.30(2) (a))

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 area requirements for this 24-27 credit hour option are as follows:

- A. A, B, and E above: INTERDISCIPLINARY STUDIES (a minimum of 24 semester hours). This requirement may be met by completing 1, 2 **and** 3 below:
1. IDS 1101H – Honors Interdisciplinary Studies – Ancient to Renaissance*
 2. IDS 1102H – Honors Interdisciplinary Studies – Baroque to Modern*
 3. IDS 2103H – Honors Interdisciplinary Studies - The American Experience (6 semester hours)*
 4. IDS 1110H – Honors Interdisciplinary Studies: Connections and Discoveries (6 semester hours)*
- *A grade of “C” or higher is required for each of these courses.
- B. Students partially completing the Interdisciplinary Studies will receive advanced standing credit toward the completion of the general education program, Section I 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
- C. C, D, F, **and** G above: No general education alternatives for IDS Studies.

These courses are designated with a “G” in the course descriptions section of the catalog.
Mathematics requirements may vary with transfer institution and major.

DIVERSITY REQUIREMENT

The College recognizes that communities are comprised 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
- ANT 2000 Introduction to Anthropology
- ANT 2003 Survey of Anthropology
- ANT 2410 Cultural Anthropology
- ASL 1140C Basic American Sign Language with Lab
- ASL 1150C Intermediate American Sign Language with Lab
- ASL 1160C Advanced American Sign Language with Lab
- ASL 1300 Structure of American Sign Language
- ASL 1430 Fingerspelling
- EUH 1000 Development of Western Civilization I
- EUH 1001 Development of Western Civilization II
- FRE 1120 Elementary French I
- FRE 1121 Elementary French II
- FRE 2200 Intermediate French I
- FRE 2201 Intermediate French II
- GEA 2174 Geography of the Developed World
- HUM 2210 Western Humanities I or (Honors)
- HUM 2233 Western Humanities II or (Honors)
- HUM 2270 Humanities (East-West Synthesis) or (Honors)
- REL 2300 World Religions
- RUS 1120 Elementary Russian I
- RUS 1121 Elementary Russian II
- SPN 1120 Elementary Spanish I
- SPN 1120H Honors Elementary Spanish I
- SPN 1121 Elementary Spanish II
- SPN 1121H Honors Elementary Spanish II
- SPN 2200 Intermediate Spanish I
- SPN 2201 Intermediate Spanish II
- SYG 2221 Women and Society
- WOH 2040 The Twentieth Century or (Honors)

4-26-11 BOT

ARCHITECTURAL DESIGN AND CONSTRUCTION TECHNOLOGY

ASSOCIATE IN SCIENCE DEGREE

(ARCH-AS)

<http://www.spcollege.edu/program/ARCH-AS>

(Major Courses are taught on the Clearwater Campus)

Brad Jenkins, Program Director, 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**

DBT 5/16/95; Eff Sess19951	C&I 3/9/99; DBT 4/20/99	SCNS chgd nos	C&I 6/26/07; BOT 8/21/07
C&I 2/27/96;DBT 3/19/96	Eff 19991	Eff 20061 0370	Effective 20071 0385
Eff Session 19961	C&I 2/08/00; DBT3/20/00	C&II 11/14/06;BOT 12/19/06	BOT 6/17/08;Eff 0400 20081
C&I 11/11/97; DBT 12/15/97	Eff Ses 20001	Under 5 Yr Deletion ARC 1211	C&I 4/28/09; BOT 6/19/09
Eff 19973	EffSession 20021(RmvHLP)	Effective 20062 0375	Effective 20091 0415
C&I 11/24/09; BOT 1/19/10			
Effective 20092 0420			

AVIATION MAINTENANCE MANAGEMENT TECHNOLOGY

ASSOCIATE IN SCIENCE DEGREE (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)

<u>GENERAL EDUCATION COURSES (16 credits)</u>			
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
ACG	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**

C&I 1/27/04; Eff 20041			
BOT 6/17/08; Eff 20081			
C&I 4/12/11; BOT 4/26/11;			
Eff 20112 0450			

BUSINESS ADMINISTRATION (BUS-AS) ASSOCIATE IN SCIENCE DEGREE

<http://www.spcollege.edu/program/BUS-AS>

Dr. Greg Nenstiel, Dean, EPI (727) 791-2433
Roberto Fernandez, Academic Department Chair, TS (727) 712-5770
Nicole Panuthos, Academic Chair, SE (727) 394-6266

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 Requirement

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

CORE COURSES (12 CREDITS)

CGS	1100	^a Computer Applications	3
ACG	2021	Financial Accounting	3
ACG	2071	Managerial Accounting	3
STA	2023	Elementary Statistics or (Honors)	3

SUBPLAN A: GENERAL BUSINESS (GEN) (Select 28 credits)

ACG	2450	Microcomputer Accounting	3
BUL	2241	Business Law I	3
CGS	1515	Spreadsheet Techniques and Programming	3
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
FIN	2000	Principles of Finance	3
GEB	1011	Introduction to Business	3
GEB	2350	Survey of International Business	3
LDR	2001	Introduction to Leadership	3
LIS	1002	Electronic Research Strategies for Students	1
MAN	2021	Principles of Management	3
MAN	2340	Supervisory Management	3
MAN	2582	Introduction to Project Management	3
MAN	2604	Intercultural Relations in Business	3
MAR	1142	Global Marketing	3
MAR	2011	Principles of Marketing	3
MAR	2101	Social Media Marketing	3
MAR	2321	Advertising	3
MAR	2410	Personal Selling	3
OST	2335	Professional Communication Skills	3
PHI	1631	Studies in Professional Ethics OR (PHI 1600, 1602H, 2635, or 2649)	3
MAN	2940	Internship OR GEB 2940, ACG 2940, MAR 2940 Internship	1 - 4

OR

SUBPLAN B: BUSINESS ADMINISTRATION (BUS) (Select 28 credits)

BUL	2241	Business Law I	3
FIN	2000	Principles of Finance	3
GEB	1011	Introduction to Business	3
MAN	2021	Principles of Management	3
MAN	2582	Introduction to Project Management	3
MAR	2011	Principles of Marketing	3
OST	2335	Professional Communication Skills	3
PHI	1631	Studies in Professional Ethics OR (PHI 1600, 1602H, 2635, or 2649)	3
Electives		Select 4 additional credits from SUBPLAN A	4

OR**SUBPLAN C: INTERNATIONAL BUSINESS (INTBUS) (Select 28 credits)**

BUL	2241	Business Law I	3
FIN	2000	Principles of Finance	3
GEB	1011	Introduction to Business	3
GEB	2350	Survey of International Business	3
MAN	2021	Principles of Management	3
MAN	2604	Intercultural Relations in Business	3
MAR	1142	Global Marketing	3
PHI	1631	Studies in Professional Ethics OR (PHI 1600, 1602H, 2635, or 2649)	3
Electives		Select 4 additional credits from SUBPLAN A	4

OR**SUBPLAN D: ACCOUNTING (ACCTG) (Select 28 credits)**

ACG	2450	Microcomputer Accounting	3
BUL	2241	Business Law I	3
CGS	1515	Spreadsheet Techniques and Programming	3
FIN	2000	Principles of Finance	3
GEB	1011	Introduction to Business	3
MAN	2021	Principles of Management	3
OST	2335	Professional Communication Skills	3
PHI	1631	Studies in Professional Ethics OR (PHI 1600, 1602H, 2635, or 2649)	3
Electives		Select 4 additional credits from SUBPLAN A	4

OR**SUBPLAN E: ENTREPRENEURSHIP (ENT) (Select 28 credits)**

BUL	2241	Business Law I	3
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
GEB	1011	Introduction to Business	3
MAR	2011	Principles of Marketing	3
PHI	1631	Studies in Professional Ethics OR (PHI 1600, 1602H, 2635, or 2649)	3
Electives		Select 4 additional credits from SUBPLAN A	4

OR**SUBPLAN F: MANAGEMENT/LEADERSHIP (MGMT-LD) (Select 28 credits)**

BUL	2241	Business Law I	3
GEB	1011	Introduction to Business	3
LDR	2001	Introduction to Leadership	3
MAN	2021	Principles of Management	3

MAN	2340	Supervisory Management	3
MAN	2582	Introduction to Project Management	3
OST	2335	Professional Communication Skills	3
PHI	1631	Studies in Professional Ethics OR (PHI 1600, 1602H, 2635, or 2649)	3
Electives		Select 4 additional credits from SUBPLAN A	4

OR

SUBPLAN G: MARKETING (MKT) (Select 28 credits)

BUL	2241	Business Law I	3
GEB	1011	Introduction to Business	3
MAN	2021	Principles of Management	3
MAR	2011	Principles of Marketing	3
MAR	2101	Social Media Marketing	3
MAR	2321	Advertising	3
MAR	2410	Personal Selling	3
PHI	1631	Studies in Professional Ethics OR (PHI 1600, 1602H, 2635, or 2649)	3
Electives		Select 4 additional credits from SUBPLAN A	4

*Visit www.spcollege.edu/webcentral/acad/certs.php for a list of business certificates.

TOTAL PROGRAM HOURS

64

^a Will apply towards General Education Requirements

C&I 2/8/00; DBT 3/21/00	BOT 6/17/08; Eff 20081 0400	C&I 11/10/09; BOT 12/15/09
Effective Session 20001	C&I 3/24/09; BOT 4/21/09	Effective 20092 0420
C&I 11/8/05;BOT 12/15/05	Del CGS 2103, Add GEB 2350 (B)	C&I 1/26/10; BOT 3/16/10
Add MAN 2xxx;	Effective 20091 0415	Effective 20093 0425
Effective Term 20061 0370	C&I 6/23/09; BOT 7/21/09	C&I 6/8/10;BOT 7/20/10;EFF 20101,0430
C&I 11/28/06;BOT 1/22/07	Effective 20091 0415	C&I 6/22/10;BOT 7/20/10;Eff 20101;430
Effective 20062 0375		

C&I 12/7/10;BOT 2/15/11	C&I 9/16/11; BOT10/17/11	
Effective 20102 0435	Effective 20112 0450	
C&I 1/25/11;BOT2/15/11		
Effective 20111 0445		
C&I 5/24/2011;BOT 6/21/2011		
Effective 20111 445		

EARLY CHILDHOOD EDUCATION PROGRAM (CHDEV-AS)

ASSOCIATE IN SCIENCE DEGREE

<http://www.spcollege.edu/program/CHDEV-AS>

Evelyn Finklea, Program Director, SPG (727) 341-4369

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.

8/84 Curriculum Binder	DBT 12/15/88	DBT 12/19/95	Eff Session 20021 State Chgd Name
DBT 5/16/85	Effective Session 19891	Effective Session 19961	C&I 11/8/05;BOT12/15/05
DBT 2/20/86	DBT 10/17/89	C&I 2/27/96; DBT 3/19/96	Effective Term 20061 0370
Effective Session 19861	Effective Session 19892	Effective Session 19961	SCNS chg no eff 20061 0370
DBT 11/20/86	DBT 11/20/90	C&I 1/28/97; DBT 2/18/97	C&I 1/23/07;BOT 2/20/07;
Effective Session 19871	Effective Session 19911	Effective Session 19971	Effective Term 20071 0385
DBT 11/17/87	DBT 10/22/91	C&I 2/8/00; DBT 3/20/00	C&I 12/4/07;BOT 1/15/08
Effective Session 19872	Effective Session 19912	Effective Session 20001	Effective 20072 0390
DBT 4/27/89	DBT 5/28/92	State chgd name effective 20021	C&I 9/23/08;Eff20081 0400
Effective Session 19883	Effective Session 19931	Eff Session 20021(Remv HLP)	BOT 10/21/08

CRIMINAL JUSTICE TECHNOLOGY PUBLIC SAFETY SERVICES ASSOCIATE IN SCIENCE DEGREE (CJPSS-AS)

<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: 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 B: 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 C: 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 D: CROSS DISCIPLINE (CRJ) (24 credits)

Any courses with CCJ, CJB, CJD, CJE, CJL, CJT or DSC prefixes.

TOTAL PROGRAM HOURS

64

C&I 4/11/06;BOT 5/16/06	8-31SCNS sent nos.	C&I 9/9/08;BOT 10/21/08	
EFFECTIVE TERM 0370 20061	C&I 5/27/08;BOT7/15/08	Effective 20081 0400	
C&I 11/28/06;BOT 1/22/07	EFF 20081 0400	CGS1060 CHG 1070 SCNS	
Effective 20062 0375	C&I 6/24/08: BOT 8/19/08	EFF 20102 0435	
C&I 6/26/07;BOT 8/21/2007	Effective 200810400	C&I 12/2/11; BOT 2/21/12	
Effective Term 0385 20071	BOT 6/17/08;EFF 20081	EFF 20113/0455	

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

COMPUTER NETWORKING ASSOCIATE IN SCIENCE DEGREE (COMPNET-AS)

<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			

SUBPLAN A: NETWORKING ADMINISTRATOR TRACK (NETADM) (45 credits)

SUPPORT COURSES (21 CREDITS)

CET	1171C	Computer Repair Essentials	3
CET	1172C	Computer Support Technician	3
CGS	1000	Introduction to Computers and Programming	3
CIS	2321	Systems Analysis and Design	3
CNT	1000	Local Area Network Concepts	3
CTS	1120	Introduction to Network Security Foundations	3
MAN	2582	Introduction to Project Management	3

MAJOR COURSES (24 CREDITS)

CNT	2940	Computer Networking Internship	3
CTS	1303	Configuring and Troubleshooting Windows Server Active Directory Domain Services	3
CTS	1327	Installing and Configuring Microsoft Windows Client	3
CTS	1328	Planning and Administering Windows	3
CTS	1334	Configuring and Troubleshooting a Windows Server Network Infrastructure	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 PROGRAM HOURS 63

OR

SUBPLAN B: NETWORKING ENGINEERING TRACK (NETEN) (45 credits)

SUPPORT COURSES (18 CREDITS)

CET	1171C	Computer Repair Essentials	3
CET	1172C	Computer Support Technician	3
CGS	1000	Introduction to Computers and Programming	3
CIS	2321	Systems Analysis and Design	3
CTS	1120	Introduction to Network Security Foundations	3
MAN	2582	Introduction to Project Management	3

MAJOR COURSES (27 CREDITS)

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
CET	2670	Scalable Routing Protocols and IPv6	3
CET	2682	Fundamentals of Voice Over IP (VoIP)	3
CET	2685	Implementing Secure Converged WANs	3
CET	2856	Enterprise Switching and Wireless Networking	3
CNT	2940	Computer Networking Internship	3

TOTAL PROGRAM HOURS 63

C&I 10/24/06;BOT 11/21/06	C&I 11/10/09; BOT 12/15/09		
Effective 20062 0375	Effective 20092 0420		
C&I 10/9/07 BOT 11/20/07	C&I 1/26/10; BOT 3/16/10		
Effective 20072 0390	Effective 20093 0425		
BOT 6/17/08;Eff 20081 0400	C&I 9/16/2011, BOT 10/17/2011		
C&I 11/10/08;BOT1/20/09	Effective 20112; 0450		
Eff 20091 0415			
C&I 3/24/09; BOT 4/21/09			
Eff 20091 0415			

CRIME SCENE TECHNOLOGY ASSOCIATE IN SCIENCE DEGREE (CST-AS)

<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

Any approved science course with a CHM, ESC, GLY or PHY prefix plus

One credit elective (1)

Highly suggested students take the following to satisfy these 4 credits:

CHM	1025/L	Introductory Chemistry and Lab OR	3, 1
PSC	1001C	Physical Science with Lab plus any one credit elective	3, 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
CJE	2645	Introduction to Forensic Science	3
CJE	2671	* Latent Fingerprint Development	3
CJE	2672	Fingerprint Classification	3
CJE	2676	Biological Evidence	2
CJL	2610	* Courtroom Presentation of Scientific Evidence	3

TOTAL PROGRAM HOURS

60

* Courses CJL 2610 and CJE 2671 should be taken during the student's last semester.

DBT 2/21/92	Effective Session 19961	C&I 1/28/02;BOT3/18/03	C&I 9/16/2011; BOT 10/17/2011
DBT 5/28/92	Effective Session 19972	Effective Session 20022	Effective 20112; 0450
Effective Session 19921	C&I 2/8/00; DBT 3/20/00	BOT 6/17/08; Eff 20081 0400	
C&I Action 7/15/95	Effective Session 20001	CGS 1060 chgd to CGS 1070	

C&I 2/27/96; DBT 3/19/96	Eff Session 20021	Effective 20102 0435	

COMPUTER/WEB PROGRAMMING AND ANALYSIS ASSOCIATE IN SCIENCE DEGREE (CWPA-AS)

<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) 341-4641

**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.spcollege.edu/program/GENR-AS for details

SUPPORT COURSES (21 CREDITS)

ACG	2021	Financial Accounting	3
CGS	1000	Introduction to Computers and Programming	3
CGS	1545	Database Techniques and Programming	3
CGS	1560	Computer Operating Systems	3
CGS	1831	Web Foundations/ Essentials	3
COP	2801	JavaScript	3
COP	2823	Advanced Web Page Creation	3

MAJOR COURSES (24 CREDITS)

COP	2940	Internship	3

Major Programming Languages:

Select two from column A:

CGS	2402	Programming in C++ for Business	3
COP	1831	Web Scripting with CGS/Perl	3
COP	2250	Java Programming I	3
COP	2360	Introduction to C# Programming	3
COP	2837	Visual Basic.NET Programming I	3

Select two from column B:

COP	1842	Developing Web Sites using PHP & MySQL	3
COP	2251	Java Programming II	3
COP	2222	Advanced C++	3
COP	2362	Advanced Programming with C#	3
COP	2654	iOS App Development	3
COP	2838	Visual Basic.NET Programming II	3

Select three from column C:

CIS	2321	Systems Analysis and Design	3
COP	2806	JavaServer Pages & Servlets	3
COP	2839	ASP.NET Programming with VB.NET	3
COP	2843	Advanced PHP & MySQL	3
COP	2XXX*	C++ for Operating Systems	3
COP	2YYY*	Introduction to Android Programming	3

TOTAL PROGRAM HOURS

63

** not submitted to C&I*

C&I 10/24/05/BOT 11/21/06	C&I 11/10/09; BOT 12/15/09	C&I 9/16/11; BOT 10/17/11	
Effective 20062 0375	Effective 20092 0420	Effective 20112; 450	
BOT 6/17/08;Eff 20081 0400	C&I 1/26/10; BOT 3/16/10	C&I 1/20/12; BOT 2/21/12	
C&I 11/10/08/BOT 12/16/08	Effective 20093 0425	Effective 20121 0460	
Effective 20082 0405	C&I 6/22/10;BOT 7/209/10		
C&I 3/24/09; BOT 4/21/09	Effective 20101 0430		
Title: COMPRG à CWPA-AS	C&I 1/25/11; BOT 2/15/11		
Effective 20091 0415	Effective 20111 0445		

DENTAL HYGIENE ASSOCIATE IN SCIENCE DEGREE (DENHY-AS)

<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**

8/84 Curriculum Binder	Effective Session 19873	10/24/95 C&I Action
Revised 7/85	DBT 12/15/88	11/21/95 DBT
DBT 6/19/86	Effective Session 19882	Effective Session 19952
Effective Session 19861	DBT 10/ 20/88	C&I 2/27/96; DBT 3/19/96
DBT 3/21/86	Effective Session 19891	Effective Session 19961
DBT 11/ 20/86	DBT 10/17/89	C&I 2/8/00; DBT 3/20/00
Effective Session 19862	Effective Session 19893	Effective Session 20001
C & I 4/21/87	DBT 10/22/91	C&I 5/22/01; DBT 6/25/01
Effective 4/ 21/87	Effective Session 19912	Effective Session 20011
DBT 10/15/87	DBT 11/17/92	C&I 1/23/07 BOT 2/20/07
SCN change 11/6/87	Effective Session 19923	Effective 20063 0380

DIGITAL ARTS, MEDIA AND INTERACTIVE WEB DESIGN

ASSOCIATE IN SCIENCE DEGREE (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

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	2101	Web Design 2	3

**DIG	2109	Digital Imaging Fundamentals	3

DIG	2251	Sound for Media	2

DIG	2311	Motion Graphics	3

DIG	2545	Media Planning	2

DIG	2580	Digital Media Portfolio	1

SUBPLAN A: Digital Media Production (DMPRD) (15 credits)

DIG	2040	Survey of Game Development OR	(3)

DIG	2105	Web 2.0 Social Media	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.

C&I 1/27/09;BOT3/17/09	Effective 20101 0430		
New Prog Eff 20091 0415	C&I 12/7/10; BOT 2/15/11		
C&I 5/26/09; BOT 7/21/09	Effective 0445 20111		
Effective 20091 0415			
C&I 0427/10; BOT 5/2010			

NEW

DIGITAL FORENSICS AND COMPUTER INVESTIGATIONS (DIGFORN-AS)

ASSOCIATE IN SCIENCE DEGREE

(This program is administered at the Allstate Center)
Anna Goree, Advisor, AC (727) 341-4456
Kevin Thomas, Lead Instructor, AC (727) 341-4540
Brian Frank, Dean, AC (727) 341-4503

This is a professional training program which will provide the student with skills in researching, investigating, using computer software, interpreting laws, and using the Internet as an investigative tool. The goal of this program is to prepare successful students for careers in corporate computer security investigation or similar careers in computer security and law enforcement.

The prerequisites for entry to the curriculum are permission of the Dean; attend an interview session; and basic computer use 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.

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, MGF, MTG or STA prefix	3
PSY 1012	General Psychology or Honors	3
PHI 2649	Applied Ethics in Public Safety Professions OR (PHI 1600, 1602H, 1631 or 2635)	3
	Basic Computer and Information Literacy	

*Visit <http://www.spcollege.edu/program/GENR-AS> for details

SUPPORT COURSES (21 credits)

CCJ 1020	Introduction to Criminal Justice	3
CJE 1660	File System Forensic Analysis	3
CJE 1661	Computer Hardware for Forensic Investigators	3
CJE 1665	Investigating Network Intrusions	3
CJE 1666	Operating Systems for Forensic Investigators	3
CJE 1669	Identity Theft Investigations	3
CJE 1678	Intro to Network Security for Computer Related Crime Investigations	3

MAJOR COURSES (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 Crime Investigations	3
CJE 1686	Forensic Computer Related Crime Investigations	3
CJE 1687	Computer Software Piracy & Copyright Infringement	3

TOTAL PROGRAM HOURS 63

C&I 5/24/2011;BOT 10/2011
Effective 20112; 0450

DRAFTING AND DESIGN TECHNOLOGY

ASSOCIATE IN SCIENCE DEGREE

(DRAFT-AS)

<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

C&I 9/12/00; DBT 10/17/00	BOT 6/17/08;Eff 20081 0400	C&I 11/24/09; BOT 1/19/10	
Effective Session 20002	C&I 10/28/08;BOT 12/16/08	Effective 20092 0420	
Eff Session 20021 (Remv HLP)	Eff 20082 0405		
C&I 6/26/07; BOT 8/21/07	C&I 5/26/09; BOT 7/21/09		
Effective 20071 0385	Effective 20091 0415		

EMERGENCY ADMINISTRATION AND MANAGEMENT ASSOCIATE IN SCIENCE DEGREE (EAM-AS)

<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)**

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			

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
SYF	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

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

C&I 11/19/96; DBT 12/17/96	C&I 6/24/08; BOT 8/19/08		
Effective Session 19962	Effective 20081 0400		
Accurate for 98991	BOT 6/17/08;Eff 20081 0400		
SCNS changes 19983	C&I 12/7/10;BOT 2/15/11		
C&I 2/28/00; DBT 3/20/00	Eff. 20111 0445		
Effective Session 20001			
C&I 3/12/02; BOT 4/16/02			
Effective Session 20021			
C&I 12/6/05;BOT 1/17/06,			
Effective 20052 0360			
Addition of Option B.			

EMERGENCY MEDICAL SERVICES ASSOCIATE IN SCIENCE DEGREE (EMS-AS)

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.

DBT approval 2/28/85
Effective Session 19851
State Change
Effective Session 19861
DBT 3/21/86
Effective Session 19871
DBT 11/17/87
Effective Session 19881
DBT 11/17/88, 12/15/88
Effective Session 19891

Effective Session 19901
DBT 11/20/90
Effective Session 19911
DBT 5/23/91
Effective Session 19911
DBT 5/23/91
DBT 10/22/91
DBT 11/19/91
Effective Session 19912
DBT 5/28/92

DBT 11/17/93
Effective Session 19932
DBT 4/18/95
Effective Session 19951
C&I 2/27/96; DBT 3/19/96
Effective Session 19961
C&I 10/28/97; DBT 12/15/97
Effective Session 19981
C&I 2/8/00; DBT 3/20/00 Eff. Sess 20001
C&I 6/6/00; DBT 7/18/00; Eff Sess 20001

DBT 11/21/89, SCN change 9/89
SCNS changed course numbers

Effective Session 19921

C&I 10/24/00; DBT 11/21/00; Eff Sess 20011

C&I 9/13/05;BOT 10/18/05	C&I 3/25/08; BOT 5/16/08	C&I 3/22/11;BOT 4/26/11	
Effective 20052 0360	Effective 20081 0400	Effective 20112;0450	
Ethics chgd to 3 cr Eff 20071	BOT 6/17/08; EFF 20081 0400		

ENGINEERING TECHNOLOGY ASSOCIATE IN SCIENCE DEGREE (ENG-AS)

<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)**

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			

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**

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

C&I 6/26/07;BOT8/21/07	C&I 9/8/09; BOT 10/20/09		
Effective 20072 0390	Effective 20091 0415		
BOT 6/17/08;Eff 20081 0400	C&I 3/22/2011;BOT 4/26/11		
SCNS cgd ETI2601to2610 0415	Effective 0445 20111		
C&I 5/26/09; BOT 7/21/09			
Effective 20091 0415			

ENVIRONMENTAL SCIENCE TECHNOLOGY ASSOCIATE IN SCIENCE DEGREE (ENVSC-AS)

<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
EVR	2892C	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
EVR	1263	Urban Pollution	3
EVR	1016	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	1310	Renewable Energy Resources, Energy Efficiency and Conservation Methods	3
EVR	1263	Urban Pollution	3
EVR	2316	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	1310	Renewable Energy Resources, Energy Efficiency and Conservation Methods	3

TOTAL PROGRAM HOURS

64

C&I 4/28/09; BOT 6/16/09	C&I1/2511;BOT 2/15/11		
NEW – Eff 20091 0415	Effective 20111 0445		
C&I 9/22/09; BOT 10/20/09			
Effective 20091 0415			
C&I 5/25/10;BOT 7/20/10			
Effective 20101 0430			

FINANCIAL SERVICES-BANKING ASSOCIATE IN SCIENCE DEGREE (FINSV-AS)

<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)

**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.

C&I 4/24/07; BOT 6/19/07	C&I 1/26/10; BOT 3/16/10		
Effective Term 20071 0385	Effective 20093 0425		
BOT 6/17/08; Eff 20081 0400			
C&I 11/10/09; BOT 12/15/09			
Effective 20092 0420			

FIRE SCIENCE TECHNOLOGY ASSOCIATE IN SCIENCE DEGREE (FIRE-AS)

<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

DBT 11/21/89	Effective Session 19911	Effective Session 19961	Effective Session 20021
Effective Session 19901	DBT 10/22/91	C&I 2/8/00; DBT 3/20/00	C&I 1/24/06; BOT 2/21/06
DBT 11/20/90	Effective Session 19912	Effective Session 20001	Effective 20052 0360
Effective Session 19903	C&I 6/5/96; DBT 6/18/96	C&I 9/25/01; DBT 10/17/01	C&I 9/12/06; BOT 10/17/06
DBT 11/20/90	Effective Session 19961	Effective Session 20011	Eff 20061 0370
	C&I 2/27/96; DBT 3/19/97	C&I 3/12/02; BOT 4/16/02	
C&I 2/27/07; BOT 3/20/07			
Effective 20071 0385	C&I 4/13/10; BOT 5/2010		
BOT 6/17/08; Eff 20081 0400	Effective 20101 0430		
C&I 4/14/09; BOT 5/19/09			
DEL Subplan F: FIVII			
Effective 20091 0415			

FUNERAL SERVICES ASSOCIATE IN SCIENCE DEGREE (FUNSE-AS)

<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)

<u>GENERAL EDUCATION COURSES (15 credits)</u>				
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 *				
Mathematics	^a One college-level course with a MAC, MAP, MAS, MGF, MTG or STA prefix			3
Social and Behavioral Sciences Approved Course *				
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				

*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

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	^b Professional Practicum	5

TOTAL PROGRAM HOURS

72

^a If you take MAT 1033, your degree will be an AAS instead of an A.S. Transferability cannot be guaranteed with the AAS degree.

^b All courses must be completed prior to FSE 2946.

* Open enrollment, not limited to selective admission students.

DBT 10/20/92	DBT 10/18/94	C&I 10/28/97	C&I 11/26/02;BOT1/21/03
Effective Session 19922	Effective Session 19942	DBT 12/15/97	Effective Session 20031
SCN 2/26/93	C&I 2/27/96; DBT 3/19/96	Effective Session 19981	C&I 9/26/06;BOT 10/17/06
Effective Session 19922	Effective Session I, 1996-97	C&I 2/8/00; DBT 3/20/00	Eff 20071 0385
DBT 10/20/93	C&I 3/26/96; DBT 4/17/96	Effective Session 20001	BOT 6/17/08; Eff 20081 0400
Effective Session 19932	Effective Session 19961	C&I 6/12/01; DBT 7/17/01 Effective 20011.	

CGS chngd effective 20102 0435

HEALTHCARE INFORMATICS (HCINF-AS) ASSOCIATE IN SCIENCE DEGREE

<http://www.spcollege.edu/program/HCINF-AS>

Sheila Newberry, Program Director, HEC, (727) 341-3623

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.

C&I 6/26/07;BOT9/18/07	BOT 6/17/08; Eff 20081 0400		
Effective 20072 0390	CGS chngd eff 20102 0435		
C&I 7/10/07;BOT 9/18/07	SCNS chgd no eff 0445 20111		
Effective 20072 0390			
C&I 9/11/07; BOT 10/16/07			
Effective 20072 0390			

HEALTHCARE INFORMATICS

ASSOCIATE IN SCIENCE DEGREE

(HCINF-AS)

Transitional Program

<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 ASSOCIATE IN SCIENCE DEGREE (HIM-AS)

<http://www.spcollege.edu/program/HIM-AS>

Sheila Newberry, Program Director, HEC, (727) 341-3623

(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	1
Computer/Information Literacy Competency Requirement			

*Visit www.spcollege.edu/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.

8/84 Curriculum Binder	SCN change 9/25/89	DBT 11/17/92
DBT 4/18/85	Effective Session I, 1990-91	Effective Session I 1993-94
Effective Session I, 1985-86	DBT 11/20/90	C&I 2/27/96; DBT 3/19/96
State Change	Effective Session I, 1991-92	Effective Session I, 1996-97
Effective Session I, 1986-87	DBT 5/23/91	C&I 11/19/96; DBT 12/17/96
DBT 7/16/87	Effective Session I, 1991-92	Effective Session I, 1997-98
Effective Session I, 1987-88	DBT 10/22/91	C&I 9/23/97; DBT 11/24/97
DBT 11/17/88, 12/15/88	Effective Session II, 1991-92	Effective Session I, 1997-98
SCN Change 2/24/89	SCN changes 8/13/90, 6/28/91	C&I 11/24/98; DBT 12/14/98
Effective Session I, 1989-90	Effective Session I, 1992-93	Effective Session 19991
C&I 2/8/00; DBT 3/20/00	Effective Session 20012	State chgd nose ff 20061
Effective Session 20001	SCNS chgd numbers	C&I 9/11/07; BOT 10/16/07
C&I 9/25/01; DBT 10/17/01	Effective 20031	Effective 20072 0390
Effective Session 20012	C&I 9/23/03; BOT 10/21/03	BOT 6/17/08; Eff 20081 0400
C&I 9/25/01; DBT 10/17/01	Effective 20041	

CGS chngd eff 20102 0435

HOSPITALITY AND TOURISM MANAGEMENT ASSOCIATE IN SCIENCE DEGREE (HMGT-AS)

<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

C&I 10/26/99; DBT 11/16/99;	C&I 9/25/01; DBT 10/17/01	
Effective 19992	Effective Session 20011	
C&I 2/8/00; DBT 3/21/00	C&I 6/24/03; BOT 7/24/03	
Effective Session 20001	Effective Session 20031	
C&I 2/22/00; DBT 3/21/00	SCNS chgd FSS no eff 20032	
Effective Session 20001	BOT 6/17/08; Eff 20081 0400	
C&I 5/23/00; DBT 6/20/00 Eff 20001		

HUMAN SERVICES SOCIAL SERVICES (HSDIS-AS) ASSOCIATE IN SCIENCE DEGREE

(Transferable to a Bachelor's degree in Health Services Administration at SPC.)

<http://www.spcollege.edu/program/HSDIS-AS>

Cheryl Kerr, Program Director (727) 341-3736

Before entering the human services program students should complete CGS 1070 or Computer/Information Literacy Competency requirement. Candidates will also complete the Health Programs Application. General education and support courses do not have to be completed in the order listed. Program courses may be taken concurrently with general education and support courses. Please see an Academic Advisor or the Program Director.

GENERAL EDUCATION COURSES (16 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
HUM	2270, HUM 2270H or REL 2300 *	(Humanities/Fine Arts)	3
STA	2023	Elementary Statistics	3
PHI	1600	Studies in Applied Ethics OR (PHI 1602H, 1631, 2635 or 2649)	3
Computer/Information Literacy Competency Requirement			1

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

GRADE OF "C" OR HIGHER IS REQUIRED IN ALL COURSES

SUPPORT COURSES (8 credits)

BSC	1084C	Essentials of Human Anatomy & Physiology	4
PSY	1012 ^{1, 2, 3}	General Psychology or (Honors)	3
HSC	2721	Evidence-Based Healthcare Practice	1

PROGRAM COURSES RECOMMENDED SEQUENCE (41 credits)

1st SEMESTER (6 credits)

HUS	1111 ^{1, 2, 3}	Introduction to Intra- and Inter-Personal Processes	3
SYG	2324 ²	Principles of Substance Abuse	3

2nd SEMESTER (6 credits)

HUS	1001 ^{1, 3}	Principles and Strategies for Human Services	3
HUS	2302 ^{2, 3}	Basic Counseling Skills	3

3rd SEMESTER (3 credits)

HUS	1320	Theories and Foundations of Crisis Intervention	1
HUS	1450	Dual Diagnosis	2

4th SEMESTER (8 credits)

HUS	1530	Survey of Developmental Disabilities	3
HUS	2540 ^{1, 3}	Building Stronger Families and Communities	3
HUS	1445	Practices for Working with Dysfunctional Family Systems	2

5th SEMESTER (9 credits)

HUS	1013	Self-Esteem in Human Services	3
HUS	2315 ³	Studies in Behavior Modification	3
HUS	2550 ¹	Social Services and the Disenfranchised	3

6th SEMESTER (9 credits)

HUS	2200 ^{2, 3}	Dynamics of Groups and Group Counseling	3
HUS	XXXX	HUS Electives	3
HUS	2949 ^{1, 2, 3}	Co-op Work Experience	3

TOTAL PROGRAM HOURS

65

¹ Applies to the Maternal Child Health Program (MCHL-ATD)

² Applies to the Addiction Studies Certificate Program (ADS-CT)

³ Applies to the Youth Development Professional Certificate Program (YDPF-CT)

C&I 1/20/12; BOT 2/21/12			
Eff. 20113 0455			

HUMAN SERVICES ALCOHOL/SUBSTANCE ABUSE (HSM-AS) ASSOCIATE IN SCIENCE DEGREE

(Transferable to a Bachelor's degree in Health Services Administration at SPC.)

<http://www.spcollege.edu/program/HSM-AS>

Cheryl Kerr, Program Director (727) 341-3736

Before entering the human services program students should complete CGS 1070 or Computer/Information Literacy Competency requirement. Candidates will also complete the Health Programs Application form. General education and support courses do not have to be completed in the order listed. Program courses may be taken concurrently with general education and support courses. Please see an Academic Advisor or the Program Director.

GENERAL EDUCATION COURSES (16 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
HUM	2270, HUM 2270H, or REL 2300*	(Humanities/Fine Arts)	3
STA	2023	Elementary Statistics	3
PHI	1600	Studies in Applied Ethics OR (PHI 1602H, 1631, 2635 or 2649)	3
Computer/Information Literacy Competency Requirement			1

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

GRADE OF "C" OR HIGHER IS REQUIRED IN ALL COURSES

SUPPORT COURSES (8 credits)

BSC	1084C	Essentials of Human Anatomy & Physiology	4
PSY	1012 ^{1, 2, 3}	General Psychology or (Honors)	3
HSC	2721	Evidence-Based Healthcare Practice	1

PROGRAM COURSES (49 credits) RECOMMENDED SEQUENCE

1st SEMESTER (6 credits)

HUS	1111 ^{1, 2, 3}	Introduction to Intra- and Inter-Personal Processes	3
SYG	2324 ²	Principles of Substance Abuse	3

2nd SEMESTER (6 credits)

HUS	2302 ^{2, 3}	Basic Counseling Skills	3
HUS	2421	Methods for Identification and Intervention in Substance Abuse	3

3rd SEMESTER (6 credits)

HUS	1431 ²	Issues in Addiction Prevention	2
HUS	1450 ²	Dual Diagnosis 2	
HUS	1480 ²	HIV/AIDS & Drug Crisis 2	

4th SEMESTER (9 credits)

HUS	2200 ^{2, 3}	Dynamics of Groups and Group Counseling	3
HUS	2403	Abused Substances and Their Effects	3
HUS	2420	Evaluation of Treatment Environments	3

5th SEMESTER (9 credits) **

HUS	2315 ³	Studies in Behavior Modification	3
HUS	2428 ²	Treatment & Resources in Substance Abuse	3
HUS	2949 ^{1, 2, 3}	Co-op Work Experience	3

6th SEMESTER (1 credit)

HUS	1320	Theories and Foundations of Crisis Intervention	1

7th SEMESTER (9 credits)

HUS	1013	Self-Esteem in Human Services	3
HUS	2540 ^{1, 3}	Building Stronger Families and Communities	3
HUS	1001 ^{1, 3}	Principles and Strategies for Human Services	3

8th SEMESTER (3 credits)

TOTAL PROGRAM HOURS**73**

** After completing all requirements for the 5th semester, students will be eligible to graduate with the ADS-CT (Addiction Studies Certificate)

¹ Applies to the Maternal & Child Health Program (MCHL-ATD)

² Applies to the Addiction Studies Certificate Program (ADS-CT)

³ Applies to the Youth Development Professional Certificate Program (YDPF-CT)

C&I 1/20/12; BOT 2/21/12			
Eff. 20113 0455			

INDUSTRIAL MANAGEMENT TECHNOLOGY (INMG-AS) ASSOCIATE IN SCIENCE DEGREE

<http://www.spcollege.edu/program/INMG-AS>

Dr. Greg Nenstiel, Dean, EPI (727) 791-2433

Roberto Fernandez, Academic Department Chair, TS (727) 712-5770

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, 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	Computer Applications	3

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

PROGRAM REQUIREMENTS: Select 15 credits

ACG	2021	Financial Accounting	3
ENT	1000	Introduction to Entrepreneurship	3
ETI	1701	Industrial Safety	3
GEB	1011	Introduction to Business	3
MAN	2021	Principles of Management	3
MAN	2340	Supervisory Management	3
MAN	2582	Introduction to Project Management	3
OST	2335	Professional Communication Skills	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 Programming	(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

<i>C&I 12/2/11; BOT 2/21/12</i>		
<i>Effective 20113 0455</i>		

INSURANCE SERVICES ASSOCIATE IN SCIENCE DEGREE (INSVS-AS)

<http://www.spcollege.edu/program/INSVS-AS>

(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

* **Not submitted to C&I**

^a This course is a prerequisite for admission to the BAS program.

^b Satisfies the general education requirement.

C&I 3/24/09; BOT 4/21/09	C&I 1/26/10; BOT 3/16/10		
NEW - Effective 20091 0415	Effective 20093 0425		
C&I 11/10/09; BOT 12/15/09	C&I 6/22/10; BOT 7/20/10		
Effective 20092 0420	Effective 20101 0430		

SIGN LANGUAGE INTERPRETATION ASSOCIATE IN SCIENCE DEGREE (INTRP-AS)

<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.

DBT 7/21/92	C&I 2/08/00; DBT 3/20/00	C&I4/25/06;BOT 6/20/06	
Effective 7/27/92	Effective Session 20001	Effective 20062 0375	
C&I 10/24/95;DBT 11/21/95	C I 3/12/02; BOT 4/16/02	SCNS cngd prefix/nos eff 20081 0400	
Effective Session 19961	Effective Session 20021	BOT 6/17/08; Eff 20081 0400	
C&I 2/27/96;DBT 3/19/96	C&I 1/24/06; BOT 2/21/06	C&I 11/10/08;BOt 12/16/08	
Effective Session 19961	Effective Term 20061 0370	Eff 20082 0405	

INFORMATION TECHNOLOGY (IT) SECURITY (ITSC-AS) ASSOCIATE IN SCIENCE DEGREE

<http://www.spcollege.edu/program/ITSEC-AS>

(Fully transferable to Technology Management BAS program at SPC.)

Kevin Thomas, Lead Instructor, AC (727) 341-4540

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

SUPPORT COURSES (21 credits)

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

CET 2685 Implementing Secure Converged WANs 3

CGS 1545 Database Techniques and Programming 3

CTS 2106 Fundamentals of the Linux/Unix Open Environment 3

MAJOR COURSES (24 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

CTS 2940 IT Security Internship 3

TOTAL PROGRAM HOURS

63

C&I 9/16/2011; BOT 10/17/2011		
Effective 20112; 0450		

PARALEGAL STUDIES

ASSOCIATE IN SCIENCE DEGREE (LEGAL-AS)

<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

Revised 7/85	DBT 12/15/88;Effective 19891	C&I 11/19/96;DBT 12/17/96	BOT 6/17/08; Eff 20081 0400
DBT11/21/85	DBT 10/17/89;Effective 19892	Effective 19971	
SCN Change Effective 19861	DBT 11/20/90;Effective 19911	Accurate for 19981;19991	
DBT 3/21/86;Effective 19871	DBT 10/22/91;Effective 19912	C&I 2/8/00; DBT 3/20/00	
SCN Change 2/88	DBT 12/19/95;Effective 19961	Effective Session 20001	
C&I 9/12/06;BOT 10/17/06	C&I 2/27/96;DBT 3/19/96	C&I 10/7/03; BOT 11/18/03	
Effective 20061 0370	Effective 19961	64 Crs Effective 20032	

MUSIC INDUSTRY/RECORDING ARTS ASSOCIATE IN SCIENCE DEGREE (MIRAS-AS)

Mark Matthews, Lead Instructor, SPG (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 (23 Credits)

MUM	2XXX	Practical Music Business	3
MUM	2313	Legal Issues in Music	3
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
MUS	1621	Acoustics and Psychoacoustics	3

SPECIALIST SUBPLANS:

SUBPLAN A: PRODUCTION (23 credits):

MUM	1629	Audio Mixing Techniques I	3
MUM	1629L	Audio Mixing Techniques I - Lab	1
MUM	1662	Live Sound Reinforcement Techniques	3
MUM	1942	Internship: Sound Engineering I	1
MUM	2609	Critical Listening: Analysis of Contemporary Production Techniques	3
MUM	2612	Critical Listening II: Analysis of Contemporary Production Techniques	3
MUM	2678	Audio Mixing Techniques II	3
MUM	2678L	Audio Mixing Techniques II - Lab	1
MUM	2945	Internship: Sound Engineering II	1
MUT	1001	Fundamentals of Music OR	3
MUT	2341	Contemporary Music Theory I	(3)
		Any one-credit elective from the Suggested Elective Choices lists	1

OR

SUBPLAN B: ARTIST WITH COMPOSITION FOCUS (23 credits):

MUC	1606	A Composer's Guide to the Recording Studio	3
MUC	1621	Composition in Modern Media I	2
MUC	2000	Songwriting I	2
MUC	2001	Songwriting II	2
MUC	2622	Composition in Modern Media II	2
MUC	2631	Avid Pro Tools for the Composer	3
MUT	2341	Contemporary Music Theory I	3
MUT	2341L	Contemporary Ear Training I	1
MUT	2342	Contemporary Music Theory II	3
MUT	2342L	Contemporary Ear Training II	1
MVK	1111	Class Piano I OR	1
		Any one credit applied keyboard course with an MVK or MVJ prefix	(1)

OR

SUBPLAN C: ARTIST WITH PERFORMANCE FOCUS (23 credits)

DAA	1810	Stage Movement Technique	1
MUM	1030	Performance Techniques	1
MUN	1700	Improvisation Techniques	1
MUT	2341	Contemporary Music Theory I	3
MUT	2341L	Contemporary Ear Training I	1
Any 6 elective credits from Suggested Ensembles Elective Choices			6
Any 8 elective credits from Suggested Applied Lesson Elective Choices			8
MVK	1111	Class Piano I AND	1
MVK	2121	Class Piano II	1
OR			
Any two levels of secondary instrumental study from MVS, MVK, MVB, MVJ, MVP, MVV prefixes			(2)

SUGGESTED ENSEMBLES ELECTIVE CHOICES:

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	2022	Laptop and Electronic Arts Ensemble	(1)
MUN	2709	Rhythm Section Boot Camp	(1)
MUN	2719	Rhythm & Blues Ensemble II	(1)

SUGGESTED APPLIED LESSON ELECTIVE CHOICES:

MUM	1034	Vocal Coaching for the Recording Studio	(2)
MUM	2035	Vocal Coaching for the Recording Studio II	(2)
MVB	1317	Contemporary Brass Techniques I	(2)
MVB	2327	Contemporary Brass Techniques II	(2)
MVJ	1010	Jazz Piano I	(2)
MVJ	2020	Jazz Piano II	(2)
MVK	1115	Pop Piano I	(2)
MVK	1215	Contemporary Keyboard Techniques I	(2)
MVK	2125	Pop Piano II	(2)
MVK	2225	Contemporary Keyboard Techniques I	(2)
MVP	1317	Contemporary Drum Techniques I	(2)
MVP	2327	Contemporary Drum Techniques II	(2)
MVS	1317	Contemporary Bass Techniques I	(2)
MVS	1318	Contemporary Guitar Techniques I	(2)
MVS	2327	Contemporary Bass Techniques II	(2)
MVS	2328	Contemporary Guitar Techniques II	(2)
MVV	1317	Contemporary Vocal Style I	(1-2)
MVV	2327	Contemporary Vocal Style II	(1-2)
MVW	1317	Contemporary Woodwind Techniques I	(2)
MVW	2327	Contemporary Woodwind Techniques II	(2)

TOTAL PROGRAM HOURS

64

C&I 1/20/12; BOT 2/21/12			
NEW: Effective 20121 0460			

MEDICAL LABORATORY TECHNOLOGY ASSOCIATE IN SCIENCE DEGREE (MLT-AS)

<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	1044L	Phlebotomy Clinical Experience	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

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).

8/84Curriculum Binder	DBT 11/19/91	C&I 4/14/98; DBT 5/29/98
DBT 5/15/86	Effective Session 19912	Effective Session 19981
Effective Session 19861	DBT 10/20/92	C&I 9/8/98; DBT 10/13/98
DBT 3/21/86	Effective Session 19923	Effective Session 19991
SCN Change 11/86	DBT 10/20/93	C&I 2/8/00; DBT 3/21/00

Effective Session 19871	Effective Session 19933	Effective Session 20001
DBT 12/15/88	DBT 12/20/94	C&I 11/14/00; DBT 12/12/00
DBT 4/27/89	Effective Session 19942	Effective Session 20011
Effective Session 19891	DBT 12/19/95	C&I 4/24/01, DBT 5/17/01, Eff Session 20011
DBT 11/21/89, SCN change 9/25/89	Effective Session 19961	C&I 10/26/04;BOT 12/14/04; Eff Session 20051
Effective Session 19901	C&I 2/27/96; DBT 3/19/96	C&I 6/28/05;BOT 8/23/05;Delete 2949/Add1044L Effective 20051 0355
DBT 11/20/90	Effective Session 19961	C&I 11/14/06;BOT 12/19/06
Effective Session 19911	C&I 9/9/97; DBT 10/22/97	Effective 20071 0385 ;Ethics, 2 crs credit chng
DBT 10/22/91	Effective Session 19981	BOT 6/17/08; Eff 20081 0400
CGS chngd eff 20102 0435	C&I 3/22/2011;BOT 10/2011	
	Effective 1/ 9/2012 0450	

Students that transfer in with an ATD within the last 3 years to MLT-AS are awarded the following 42 credits: MLT 1022,-HSC 2721,_MLT 1040, MLT 1610,MLT 1610L,MLT 2362, MLT 2362L, MLT 2400, MLT 2400L, MLT 2530, MLT 2530L, MLT 2807L, MLT 2809L, MLT 2810L, MLT 2811L and MLT 1044L.

NURSING (R.N.) ASSOCIATE IN SCIENCE DEGREE (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.

C&I 2/27/96; DBT 3/19/96	Effective 19991	C&I 4/22/03; BOT 5/20/03; Eff. Sess 20031
Effective 19961	C&I 2/8/00; DBT 3/21/00	NUR 2806 chgd to 2813 Eff 20032
C&I 11/25/97; DBT 12/15/97	Effective 20001	SCNS chgd nos eff 20041
Effective 199981	C&I 6/11/02; BOT 7/29/02	C&I 1/25/05; BOT 3/15/05; Effective 20051 0355
C&I 2/23/99; DBT 3/16/99	Effective Session 20021	BOT 6/17/08; Eff 20081 0400

C&I 11/10/08; BOT 1/20/09			
Effective 20091 0415			
C&I 6/8/10; BOT 7/20/10			
Effective 20101 0430			

NURSING (R.N.) ASSOCIATE IN SCIENCE DEGREE (NURSE-AS) LPN Transitional Program

(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)**

ENC	1101	Composition I	3
SPC	1017	Introduction to Speech Communication OR (SPC 1017H, 1065, 1608 or 1608H)	3

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.

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

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.

C&I 2/27/96; DBT 3/19/96	Effective 19991	NUR 2806 chgd to 2813 Eff 20032
Effective 19961	C&I 2/8/00; DBT 3/21/00	C&I 1/25/05;BOT 3/15/05;Effectiver 20051 0355
C&I 11/25/97; DBT 12/15/97	Effective 20001	C&I 11/10/08;BOT 1/20/09;Eff 20091 0415
Effective 199981	C&I 4/22/03;BOT 5/20/03; Eff 20031	C&I 6/8/10;BOT 7/20/10;Eff 20101 0430
C&I 2/23/99; DBT 3/16/99	NUR 2806 chgd to 2813 Eff 20032	
Effective 19991	SCNS chgd nos eff 20041	
Effective 199981	Effective Session 20021	
C&I 2/23/99; DBT 3/16/99	C&I 4/22/03; BOT 5/20/03; Eff 20031	

PARKS AND LEISURE SERVICES (PALS-AS) ASSOCIATE IN SCIENCE DEGREE

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

C&I 2/14/06 BOT 3/21/06			
Effective 0370 20061			
C&I 11/13/2007,DEL MNA 1757;Eff 200720390			
C&I 9/14/10;BOT11/16/10			
Effective 20102 0435			

PHOTOGRAPHIC TECHNOLOGY (PGY-AS) ASSOCIATE IN SCIENCE DEGREE

(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)

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

C&I 3/24/09; BOT 4/21/09			
Effective 20091 0415			

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.

DBT 5/16/85	DBT 12/15/88	DBT 5/28/92
Effective Session 19851	DBT 5/18/89	Effective Session 19921
DBT 10/17/85	SCN change 7/10/89	C&I Action 10/24/95; DBT 11/21
Effective Session 19852	Effective Session 19891	Effective Session 19961
DBT 5/15/86	SCN change 9/89, DBT 11/21/89	C&I 2/27/96; DBT 3/19/96
Effective Session 19861	Effective Session 19901	Effective Session 1991
DBT 3/21/86	DBT 11/20/90	C&I 10/12/99; DBT 11/16/99
DBT 11/20/86	Effective Session 19912	Effective Session 19992
Effective Session 19871	DBT 10/22/91	C&I 2/8/00; DBT 3/21/00
DBT 10/15/87	Effective Session 19912	Effective Session 20001
Effective Session 19881	DBT 11/19/91	C&I 4/23/02, BOT 5/14/02, Effective 20021.
DBT 10/20/88	DBT 12/17/91	

C&I 9/12/06;BOT 10/17/06	C&I 11/10/08;BOT 1/20/09 Eff 20091 0415	
Effective 20061 0370	C&I 6/23/09; BOT 7/21/09 Eff 20091 0415	
C&I 11/28/2006: BOT 1/2/2007		
Effective 20071 0385 Ethics 3 cr		
BOT 6/17/08; Eff 20081 0400		

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.

8/84 Curriculum Binder	DBT 11/19/91; Effective 19921	C&I 11/5/96; DBT 11/26/96
DBT 6/19/86; Effective 19862	DBT 10/20/92; Effective 19922	Effective Session 19971
DBT 3/21/86; 5/14/87; Effective 19871	DBT 10/18/94; Effective 19952	C&I 12/1/98; DBT 12/14/98
DBT 11/17/88; Effective 19891	C&I 11/18/94; DBT 11/21/94	Effective 19982
SCN Change 8/31/89	Effective 19952	C&I 10/12/99 DBT 11/00/99
DBT 10/17/89; Effective 19892	C&I 7/13/95; Effective 19961	Effective 20001
SCN change 12/19/89; Effective 19901	C&I 10/24/95; DBT 11/21/95	SCNS change effective 20001
SCN change 10/9/90	Effective 19961	C&I 2/8/00; DBT 3/21/00
DBT 11/20/90; Effective 19911	C&I 2/27/96; DBT 3/19/96	Effective 20001
DBT 10/22/91; Effective 199912	Effective 19961	C&I 5/23/00;DBT 6/20/00 Eff 200001

C&I 10/1/02;BOT 11/12/02	BOT 6/17/08 Eff 20081 0400		
Effective Session 20022	5/11/10per JF MAC prefix		
C&I 11/14/06;BOT 12/19/06	C&I 6/8/10;BOT 7/20/2010		
Eff 20071 0385:Ethics,cr chngs	Effective 20101 0430		

RESPIRATORY CARE

ASSOCIATE IN SCIENCE DEGREE (RESC-AS)

Paramedic/EMS Transitional Program

(Transferable to a Bachelor's degree in Health Services Administration at SPC.)

Program begins in August

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)**

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			

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

ADVANCED PLACEMENT CREDIT **4**

PROGRAM COURSES

1st TERM (6 credits)

RET	1007	Respiratory Pharmacology	3
RET	1024	Fundamentals of Respiratory Care	3

2nd TERM (6 credits)

RET	1264	Principles of Mechanical Ventilation	3
RET	1485	Cardiopulmonary Physiology	3

3rd TERM (6 credits)

RET	2284	Advanced Modalities and Monitoring	2
RET	2876L	Clinical Practice III	4

4rd 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

5th 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

6th TERM (4 credits)

RET	2879L	Clinical Practice VI	4

TOTAL PROGRAM HOURS **76**

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

C&I 7/5/00; DBT 8/17/00	C&I 9/26/06;BOT 10/17/06	C&I 5/24/2011; BOT 6/21/2011	
Effective Session 20001	Chg Ethics Eff 20071 0385	Effective 2011 445	

TECHNOLOGY MANAGEMENT ASSOCIATE IN SCIENCE DEGREE (TECMGT-AS)

<http://www.spcollege.edu/program/TECMGT-AS>

(Fully transferable to Technology Management BAS program at SPC)

GENERAL EDUCATION COURSES (18 credits)

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 ^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	

SUPPORT COURSES (18 credits)

ACG	2021	Financial Accounting	3
BUL	2131	^a Legal Environment of Business	3
CGS	1301	Introduction to Information Systems	3
CGS	2651	Collaborative Technologies	3
MAN	2021	Principles of Management	3
MAN	2582	Introduction to Project Management	3

MAJOR COURSES (27 credits)

CGS	1000	Introduction to Computers and Programming	3
CGS	1100	^b Computer Applications	3
CGS	1515	Spreadsheet Techniques and Programming	3
CGS	1545	Database Techniques and Programming	3
CGS	1560	Computer Operating Systems	3
CIS	2321	Systems Analysis and Design	3
CIS	2940	Technology Management Internship	3
CNT	1000	Local Area Network Concepts	3
CTS	1120	Introduction to Network Security Foundations	3

TOTAL PROGRAM HOURS

63

^a Required for BAS transfer.

^b Satisfies the general education computer literacy requirement.

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

C&I 11/28/06; BOT 1/16/07	C&I 3/24/09; BOT 4/21/09		
Effective 20062 0375	Effective 20091 0415		
C&I 11/13/07; BOT 12/18/07	C&I 1/25/11; BOT 2/15/11		
Effective 20072 0390	Effective 20111 0445		
BOT 6/17/08; Eff 20081 0400	C&I 9/16/11; BOT 10/17/2011		
C&I 11/10/08, BOT 12/16/08	Effective 20112 0450		
Effective 20091 0415			

VETERINARY TECHNOLOGY ASSOCIATE IN SCIENCE DEGREE (VETTC-AS)

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.

<u>Year One – 17 credits</u>				<u>Year Two – 18 credits</u>			
Term I				Term I			
ATE	1110	Animal Anatomy	3	ATE	2611	Animal Medicine I	3
ATE	1110L	Animal Anatomy Lab	1	ATE	2651L	Animal Nursing & Medicine Lab I/2	
ATE	1741	Veterinary Medical Terminology	1	ATE	2710	Animal Emergency Medicine	1
ATE2050C		Small Animal Breeds & Behavior	<u>1</u>	ATE	2945	Veterinary Work Experience III	<u>1</u>
			6				7
Term II				Term II			
ATE	1311L	Veterinary Office Procedures	1	ATE	2612	Animal Medicine II	3
ATE	1650L	Veterinary Clinical Practice I	1	ATE	2653L	Animal Nursing & Medicine Lab II/2	
ATE	1943	Veterinary Work Experience I	1	ATE	2946	Veterinary Work Experience IV	<u>1</u>
ATE	2631	Animal Nursing I	<u>3</u>				6
			6				
Term III				Term III			
ATE	1211	Animal Physiology	3	ATE	2638	Animal Laboratory Procedures I	3
ATE	1654L	Veterinary Clinical Practice II	1	ATE	2638L	Animal lab Procedure Lab	<u>2</u>
ATE	1944	Veterinary Work Experience II	<u>1</u>				5
			5				
<u>Year Three – 16 credits</u>							
Term I				Term II			
ATE	2639	Animal Lab Procedures II	3	ATE	2634	Animal Nursing II	3
ATE	2639L	Animal Lab Procedures Lab II	2	ATE	2656L	Large Animal Clin & Nsg Skls Lab	
	1						
ATE	1636	Large Animal Clinical & Nsg Skl	<u>2</u>	ATE	2661	Large Animal Disease	<u>1</u>
			7				5
Term III							
ATE	1671L	Laboratory Animal Medicine	1				
ATE	2722	Avian & Exotic Pet Medicine	2				
ATE	2501C	Professional Development Sem	<u>1</u>				
			4				

DBT 10/17/89	Effective Session 19912	C&I 11/19/96; DBT 12/17/96
Effective Session 19892	DBT 5/18/93	Effective Session I9971
DBT 3/20/90	Effective Session 19931	C&I 10/28/97; DBT 12/15/97
Effective Session 19901	DBT 12/21/93	Effective Session I9981
SCN change 10/16/90	Effective Session 19932	Accurate for 98991
Effective Session 19911	DBT 1/24/95	C&I 12/1/98; DBT12/14/98
DBT 10/22/91	Effective Session 19951	Effective Session 19991
Effective Session 19912	C&I 2/27/96; DBT 3/19/96	C&I 2/08/00; DBT 3/20/00
DBT 11/19/91	Effective Session 19961	Effective Session 20001
C&I 4/24/01; DBT 5/15/01	C&I 7/10/07;BOT 8/21/07	
Effective Session 20011	Effective 20071 0385	
C&I 4/26/05;DBT 6/21/05	BOT 6/17/08; Eff 20081 0400	
Effective Session I 0355 20051	C&I 7/8/08; BOT 8/19/08	
	Effective 20082 0405	

WEB SITE DESIGN ASSOCIATE IN SCIENCE DEGREE (WEBSDM-AS)

<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) 341-4641

**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

SUPPORT COURSES (18 CREDITS)

CGS	1000	Introduction to Computers and Programming	3
CGS	1100	^a Computer Applications	3
CGS	1545	Database Techniques and Programming	3
CIS	2321	System Analysis and Design	3
CNT	1000	Local Area Network Concepts	3
GEB	1011	Introduction to Business OR	3
CTS	1120	Introduction to Network Security Foundations OR	(3)
ACG	2021	Financial Accounting	(3)

MAJOR COURSES (27 CREDITS)

CGS	1172	E-Commerce Site Designer I	3
CGS	1821	Web Graphics Design I	3
CGS	1827	Web Graphics Design II	3
CGS	1831	Web Foundations/ Essentials	3
CGS	1874	Introduction to Flash	3
CGS	2823	Advanced Website Development	3
CGS	2940	Internship	3
COP	2801	JavaScript	3
COP	2823	Advanced Web Page Creation	3

TOTAL PROGRAM HOURS

63

^a Satisfies general education computer literacy requirement.

C&I 6/12/01; DBT 7/17/01	C&I 10/7/03; BOT 11/18/03	C&I 3/24/09; BOT 4/21/09
Effective YrTr 20011	Effective Session 20032	C&I 11/10/09; BOT 12/15/09
C&I 2/12/02; DBT 3/19/02	C&I 9/28/04; BOT 11/16/04	Effective 20092 0420
Effective YrTr20012	C & I 11/9/04; BOT 12/14/04	C&I 1/26/10; BOT 3/16/10
SCNS chgd nos 7/26/02&8/02/02	Effective Session 20051	Effective 20093 0425
C&I 9/24/02; BOT 10/17/02	C&I 10/25/05; BOT 12/18/05	C&I 1/25/11; BOT2/15/11
Effective Session 20022	Effective 20061 0370	Effective 20111 0445
C&I 3/25/03; BOT 5/20/03-ITPM	C&I 4/25/06; BOT 6/20/06	C&I 9/16/2011; BOT 10/17/2011
Effective Session 20031	Effective 20061 0370	Effective 20112 0450

**CRITICAL CARE
(CC-ATC)
ADVANCED TECHNICAL CERTIFICATE**

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**

C&I 4/10/01, DBT 5/15/01
Effective Session 20003.
C&I 9/26/06 BOT 10/17/06
Effective 20062 0375

EMERGENCY CARE (EMC-ATC) ADVANCED TECHNICAL CERTIFICATE

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

C&I 4/10/01, DBT 5/15/01,
Effective Yr/Term 20003.
C&I 9/26/06 BOT 10/17/06
Effective 20062 0375

FUNERAL ARTS (FUNAT-ATC) ADVANCED TECHNICAL CERTIFICATE

Kevin Davis, Program Director (727) 341-3781

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.

Prerequisites:

- Applicants must have graduated with at least an associate's degree from a regionally accredited college or university.

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.

C&I 6/22/10;BOT 7/20/10			
Effective 0430 20101			

**ERIN K. FLATLEY CERTIFICATE IN
SEPSIS AWARENESS & EDUCATION
(SAE-ATC)
ADVANCED TECHNICAL CERTIFICATE**

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**

C&I 5/22/2007			
Eff 20063(0380)			

EMERGENCY MEDICAL TECHNICIAN APPLIED TECHNOLOGY DIPLOMA (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

8/84 Curriculum Binder
Revised 7/85
DBT 10/17/85
Effective Session 19852
DBT 11/19/91
Effective Session 19912
Revised 2/25/92

DBT 11/17/93
Effective Session 19932
DBT 4/18/95
Effective Session 19951
C&I 2/27/96; DBT 3/19/96
Effective Session 19961
Changed from CT to ATD
Effective Session 20001

C&I 6/6/00; DBT 7/18/00
Effective Session 20001
C&I 3/25/08; bot 5/16/08
Effective 0400 20081
C&I 3/22/3/22/1111; BOT 4/26/11
Effective 0450 20112

MATERNAL AND CHILD HEALTH (MCHL-ATD) APPLIED TECHNOLOGY DIPLOMA

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	1001	Principles and Strategies for Human Services	3
HUS	1111	Introduction to Intra- and Inter-Personal Processes	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**

C&I 6/8/10;BOT 7/20/10			
Effective 20101 0430			

BIOLOGY BACHELOR OF SCIENCE DEGREE (BIOLOGY-BS)

<http://www.spcollege.edu/program/BIOLOGY-BS>
[Admissions Checklist](#)

John Vaughan, Dean, SE, (727) 394-6995

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 (38 credits) Grade of "C" or better required for all courses

BCH	4024	Biochemistry and Molecular Biology	4
BOT	3015C	Plant Biology with Lab	4
BSC	3017	Theory and Practice in the Biological Science	2
BSC	4931	Senior Seminar in Biology	1
PCB	3043C	Ecology with Lab	4
PCB	3063C	Genetics with Lab	4
PCB	4674	Evolutionary Biology	3
PCB	4723C	Comparative Animal Physiology with Lab	4
PHY	1053	General Physics I OR	3
PHY	2048	Physics I	3
PHY	1048L	Physics Laboratory I	1
PHY	1054	General Physics II OR	3
PHY	2049	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

ELECTIVES (Select 22 credits) - Grade of "C" or better required for all courses

ANS	3006	Introduction to Animal Science	3
ATE	3637	Small Animal Nutrition	3
BOT	3143C	Field Botany with Lab	4
BSC	3052	Conservation Biology	3
BSC	3312C	Marine Biology with Lab	4
BSC	4422C	Methods and Applications in Biotechnology	4
BSC	4905C	Undergraduate Research in Biology	1-6
HSC	3201	Community Health and Epidemiology	3
PCB	4233	Immunology	3
PCB	4253C	Developmental Biology with Lab	4
PCB	4363C	Physiological Ecology	4
PCB	4454C	Biostatistics 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	4454C	Ichthyology with Laboratory	4
ZOO	4513C	Animal Behavior with Lab	4
^a MCB	3020C	General Microbiology with Lab OR	4
^a PCB	3023C	Cell Biology with Lab	4

TOTAL PROGRAM HOURS

120

^aNote: **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.

C&I 10/13/09; BOT 11/17/09	C&I 4/27/10;BOT 5/18/10	C&I 6/22/10;BOT 7/20/10	C&I1/25/11;BOT 2/22/11
NEW – Effective 20092 0420	Effective 20093 0425	Effective 2010 0430	Effective 20111 0445
C&I 3/23/10; BOT 4/20/10	C&I 5/25/2010;BOT 7/20/10	C&I 10/12/10;BOT11/16/10	C&I 6/14/2011; BOT 10/2011
Effective 20093 0425	Effective 20101 0430	Effective 20102 0435	Effective 20112 450

COLLEGE OF EDUCATION SCIENCE TEACHER EDUCATION BIOLOGY TEACHER EDUCATION (6-12) BACHELOR OF SCIENCE DEGREE (BSCED-BS)

<http://www.spcollege.edu/program/BSCED-BS>

Dr. Kimberly Hartman, Dean (727) 712-5890

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 21 st 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.

&I 9/25/01;BOT 11/20/01	C & I 9/24/02;BOT 11/12/02	SCNS chd no eff 20061 0370	C&I 6/24/08;BOT 8/19/08
C&I 3/12/02;BOT 4/16/02	SCNS chgd nos eff 20031	C&I 11/14/06;BOT 12/19/06	Effective 20081 0400
Prereqs Tabled	SCNS chgd nos eff 20032	Eff 20062 0375 Cr chng	BOT 1/19/10; Eff 20091 0415
C&I 4/9/02	C&I 12/7/04;BOT 1/18/05	C&I 11/13/07;BOT 12/18/07	C&I12/7/10;BOT2/22/11
C&I 5/28/02; BOT7/29/02	Eff 20042 0345	Effective 20081 0400	Stated Mandated Preq 20111

COLLEGE OF BUSINESS BUSINESS ADMINISTRATION (BUS-BS) BACHELOR OF SCIENCE DEGREE

<http://www.spcollege.edu/program/BUS-BS>
[Admissions Checklist](#)

Dr. Greg Nenstiel, Dean College of Business, EPICENTER (727) 791-2433

UPPER DIVISION REQUIREMENTS

Admission requires completion of an A.A. Degree or A.S. Degree of **sixty (60) credits in a related discipline**. (View [Acceptable AS Degrees](#)) and completion of 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. Visit [General Education Requirements](#) for details. Please note that total program hours may vary. Consult the assigned baccalaureate specialist or advisor for any additional questions. [Business Administration Advising Request](#).

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
ECO	2023	Principles of Microeconomics
MAC	2233 *	Applied Calculus I
STA	2023 *	Elementary Statistics

** Applies towards general education requirements*

REQUIRED MAJOR COURSES (24 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
**FIN	3403	Financial Management	3
ISM	3011	Management Information Systems	3
MAN	3303	Management and Leadership Practices	3
MAN	3504	Operations Management	3
MAR	3802	Marketing Management	3
QMB	3200	Quantitative Methods for Business	3

***Must be taken within first 12 upper division hours of program*

REQUIRED FINAL COURSE (3 credits) - Last Semester for All Students

MAN	4725	Policy and Strategy (for all students except banking) OR	3
MAN	4910	Senior Capstone Project in Banking (for Subplan D: Banking students only)	(3)

GENERAL BUSINESS SUBPLANS (33 credits) Select one subplan.

SUBPLAN A: FINANCIAL SERVICES (FS) (33 credits)

Required: (21)

FIN	3461	Financial Analysis	(3)
FIN	4140	Financial Planning	(3)
FIN	4414	Corporate Finance	(3)
FIN	4504	Investments	(3)

FIN	4634	International Finance	(3)
FIN	4323	Bank Operations and Management	OR (3)
ACG	3103	Intermediate Accounting I	(3)
MAR	4413	Sales, Negotiating and Relationship	(3)

Electives (12)

Bachelor's level 3XXX or 4XXX Business Electives: 9 credits from ACG, FIN, MAN, MAR, ETI, or ECP 3703* (9)

Plus any elective(s) of your choice for 1000 or 2000 level courses (3)

SUBPLAN B: MARKETING (MAR) (33 credits)

Required: (18)

MAR	3334	Marketing Promotions	(3)
MAR	4413	Sales, Negotiating and Relationship Marketing	(3)
MAR	4424	International Marketing	(3)
MAR	4613	Marketing Research	(3)
MAR	4836	Concept and Product Development	(3)
MAR	4841	Services Marketing	(3)

Electives: (15)

Bachelor's Level 3XXX or 4XXX Business Electives: 15 credits from ACG, FIN, MAN, MAR, ETI, or ECP 3703* (12)

Plus any elective of your choice from 1000 or 2000 level courses (3)

SUBPLAN C: MANAGEMENT (MGMT) (33 credits)

Required: (18)

ETI	3647	Supply Chain Management	(3)
MAN	3240	Applied Organizational Behavior	(3)
MAN	3503	Managerial Risk Analysis and Decision Making	(3)
MAN	3600	International Business	(3)
MAN	4583	Project Management	(3)
MAN	4881	Authority, Influence and Projects	OR (3)
MAN	4741	Innovation, Change and Agile Projects	(3)

Electives: (15)

Bachelor's Level 3XXX or 4XXX Business Electives: 12 credits from ACG, FIN, MAN, MAR, ETI, or ECP 3703* (12)

Plus any elective of your choice from 1000 or 2000 level courses (3)

SUBPLAN D: BANKING (33 credits)

Required: (18)

BRC	3203	Banking Regulation and Compliance	(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)
MAR	4413	Sales, Negotiating and Relationship Management	(3)

Electives (15)

Bachelor's level 3XXX or 4XXX Business Electives: 12 credits from ACG, FIN, MAN, MAR, ETI, or ECP 3703* (12)

Plus any elective(s) of your choice for 1000 or 2000 level courses (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.S. program.

C&I 6/23/09; BOT 7/21/09	C&I 10/12/10;BOT11/15/10	
NEW – Effective 20091 0415	Effective 20102 0435	
BOT 9/15/09; Eff 20091 0415	C&I 5/24/2011;BOT 6/21/2011	
C&I 11/10/09; BOT 12/15/09	Effective 20111 0445	
Effective 20092 0420	C&I 9/16/2011; BOT 10/17/11	
C&I 12/8/09; BOT 1/19/10	C&I 1/20/12; BOT 2/21/12	
Effective 20092 0420	Eff. 20121 0460	
C&I 5/25/10;BOT7/20/10		
Effective 20101 0430		
C&I 6/8/10;BOT 7/20/10		
Effective 20101;0430		

COLLEGE OF EDUCATION EDUCATIONAL STUDIES WITH SUBPLANS IN INTERDISCIPLINARY STUDIES OR PRESCHOOL EDUCATION (BIRTH TO AGE 4) BACHELOR OF SCIENCE DEGREE (EDST-BS)

<http://www.spcollege.edu/program/EDST-BS>
[Admissions Checklist](#)

Dr. Kimberly Hartman, Dean (727) 712-5890

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 21 st 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)

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

TOTAL PROGRAM HOURS**120**

* Field Experiences: Depending on elective choices, **Subplan A** requires a minimum of 5 clinical clock hours;
Subplan B requires 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.

C&I 10/23/07;BOT 11/20/07	C&I 7/8/08;BOT 8/19/08	C&I 4/27/10;BOT 6/18/10;	
Effective 20072 0390	Effective 20081 0400	Effective 20093 0425	
C&I 12/4/07;BOT 1/15/08	C&I 4/28/09; BOT 6/16/09	C&I 9/16/11; BOT 10/17/11	
Effective 20072 0395	Effective 20091 0415	Effective 20112 0450	
C&I 4/22/08;BOT 5/16/08	C&I 9/8/09; BOT 10/20/09	C&I 12/2/11; BOT 2/21/12	
Eff 20081 0400 w/subplans	Effective 20091 0415	Effective 20113 0455	

COLLEGE OF EDUCATION ELEMENTARY EDUCATION (K-6) WITH INFUSED ESOL & READING ENDORSEMENTS (ELED-BS) BACHELOR OF SCIENCE DEGREE

<http://www.spcollege.edu/program/ELED-BS>

[Admissions Checklist](#)

Dr. Kimberly Hartman, Dean (727) 712-5890

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	4942	* Integrated Language Arts, Children's Literature & Social Science Practicum (60 SB hrs)	1
EDE	4943	* Integrated Mathematics & 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.

C&I 9/25/01;BOT 11/20/01	C&I 12/7/04;BOT 1/18/05	C&I 10/25/05;BOT 11/15/05	C&I 7/8/08 BOT 8/19/08
C&I 2/26/02;BOT 4/16/02	Effective 20042 0345	Effective 20061 0370	Eff 20081 0400
C&I 4/09/02	C&I 10/15/05 BOT 11/15/05	Del EDE 3221;chgd crs 4780	C&I 9/8/09, BOT 10/20/09
C&I 5/28/02;BOT 7/29/02	Effective 20052 0360	SCNS chgd no eff 20061 0370	ELED-BS à ELED-BS
C&I 9/24/02; BOT 11/12/02	EDE 4780 title chgd	C&I 11/13/07; BOT 12/17/07	Eff 20081 0400
SCNS chgd nos eff 20032		Effective 20081 0400	

COLLEGE OF EDUCATION EXCEPTIONAL STUDENT EDUCATION (K-12) WITH INFUSED ESOL & READING ENDORSEMENTS BACHELOR OF SCIENCE DEGREE (ESED-R-BS)

<http://www.spcollege.edu/program/ESED-R-BS>

[Admissions Checklist](#)

Dr. Kimberly Hartman, Dean (727) 712-5890

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 & 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.

C&I 9/25/01; BOT 11/20/01	SCNS chgd nos eff 20032	Eff 20081 0400	Effective 20081 0400
C&I 2/26/02;BOT4/16/02	C&I 12/7/04;BOT 1/18/05	C&I 7/8/08; BOT 8/19/08	
C&I 4/09/02;	Eff Session 20042 0345	Effective 20081 0400	
C&I 5/28/02; BOT 7/29/02	SCNS chgd nums eff 20061 0370	C&I 9/8/09, BOT 10/20/09	
C&I 9/24/02; BOT 11/12/02	C&I 11/13/07 BOT 12/18/07	ESED-BS à ESEDR-BS	

COLLEGE OF EDUCATION

MIDDLE GRADES MATHEMATICS EDUCATION (5-9)

BACHELOR OF SCIENCE DEGREE (MGMED-BS)

<http://www.spcollege.edu/program/MGMED-BS>

[Admissions Checklist](#)

Dr. Kimberly Hartman, Dean (727) 712-5890

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.

C&I 10/23/07;BOT 11/20/07	C&I 6/24/08;BOT 8/19/08	State Mandated Preqs	
Effective 20072 0390	Effective 20081 0400	Effective 0445 20111	
C & I 11/13/07;BOT 12/18/07	BOT 9/15/09; Eff 20091 0415		
Effective 20081 0400	STA 4/13/10 C& I;Eff 20093 0425		
C&I 4/22/08; BOT 5/16/08	BOT 5/15/2010		
Effective 20081 0400	C&I 12/7/10;BOT2/22/11		

COLLEGE OF EDUCATION

MIDDLE GRADES GENERAL SCIENCE EDUCATION (5-9)

BACHELOR OF SCIENCE DEGREE (MGSED-BS)

<http://www.spcollege.edu/program/MGSED-BS>

Dr. Kimberly Hartman, Dean (727) 712-5890

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.

C&I 10/23/07;BOT 11/20/07	Effective 20081 0400	C&I 11/10/09; BOT 12/15/09	C&I 12/7/10;BOT 2/22/11
Effective 20072 0390	C&I 6/24/08;BOT 8/19/08	Effective 20092 0420	Eff 20111 0445 State Mandated
C&I 11/13/07;BOT 12/18/07	Effective 20081 0400	BOT 1/19/10; Eff 20091 0415	Prerequisites
Effective 20081 0400	C&I 7/8/08;BOT 8/19/08	AST chgd 4/13/10 C& I;	
C&I 4/22/08 ; BOT 5/16/08	Effective 20081 0400	BOT 5/2010; Eff 20093 0425	

COLLEGE OF EDUCATION

SECONDARY EDUCATION MATHEMATICS (6-12)

BACHELOR OF SCIENCE DEGREE (MTSED-BS)

<http://www.spcollege.edu/program/MTSED-BS>

Dr. Kimberly Hartman, Dean (727) 712-5890

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 credits Calculus and Analytic Geometry I
- 4 credits Calculus and Analytic Geometry II
- 4 credits Elective 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.

C&I 9/25/01; BOT 11/20/01	C&I 9/10/02; BOT 10/17/02	SCNS chgd no eff 20061 0370	C&I 6/24/08;BOT 8/19/08
C&I 2/26/02; BOT 4/16/02	Effective Session 20022	C&I 11/14/06;BOT 12/19/06;	Effective 20081 0400
C&I3/12/02;BOT4/16/02	SCNS chgd nos eff 20032	Eff 20062 0375 cr chgd	BOT 1/19/10; Eff 20091 0415
C&I 4/09/02	C&I 12/7/04;BOT 1/18/05	C& I 11/13/07; BOT 12/18/07	C&I 12/7/10 State Mandated
C&I 5/28/02; BOT 7/29/02	Effective Sess 20042 0345	Effective 20081 0400	Prereqs; BOT 2/22/11;Eff 20111

COLLEGE OF NURSING

NURSING

BACHELOR OF SCIENCE DEGREE (NURS-BS)

<http://www.spcollege.edu/program/NURS-BS>

Admissions Checklist

Dr. Susan Baker, Dean, (727) 341-3640

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 spcollege.edu/program/GENR-AA		

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.

C&I 9/25/01;BOT11/20/01	C&I 9/9/03; BOT 10/21/03	C&I12/4/07;BOT 1/15/08	
C&I 2/26/02;BOT 4/16/02	Effective Session 20032	Effective 20081 0400	
Chng 7-23-02 mr	SCNS chgd nos eff 20041	C&I 6/24/08; BOT 8/19/08	
C&I 4/22/03;BOT 5/20/03	C&I 11/9/04;BOT 12/14/04	Effective 20081 0400	
Effective 20031	Effective 20051;0355	BOT 6/17/08; Eff 20081 0400	

Prekindergarten/Primary Education (age 3 through grade 3)
with Infused ESOL and Reading Endorsements
BACHELOR OF SCIENCE DEGREE
(PKPED-BS)

Dr. Kimberly Hartman, Dean (727) 712-5890

PREREQUISITE: Admission to the College of Education – Early Childhood 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.

EDUCATION PREREQUISITES - Grade of "C" or higher required

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 (57 credits) - Grade of "C" or higher required

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 (10 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 (10 FE hrs)	3
EEC 4210	Integrated Curriculum I for Prekindergarten/Primary Education	3
EEC 4211	Integrated Curriculum II for Prekindergarten/Primary Education	3
EEC 4274	Early Childhood Assessment and Intervention for Children with Exceptional Needs	3
EEC 4314	* Social/Emotional Competence, Classroom Management, & Guidance of Young Children (10 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 (15 weeks)	12
RED 4009	* Emergent Language and Literacy (15 FE hrs)	3
RED 4304	* Early Literacy Learning and Assessment Pre-K - Grade 3 (15 FE hrs)	3
RED 4940	* Final Reading Internship	1

ESOL REQUIREMENTS (6 hours) Grade of "C" or higher required

TSL 3080	ESOL ISSUES: Principles and Practices I K-12 (15 SB hrs)	3
TSL 4081	ESOL ISSUES: Principles and Practices II K-12 (15 SB hrs)	3

TOTAL PROGRAM HOURS **123**

* Field Experiences: require 225 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 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 2.5 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.

C&I 9/16/2011; BOT 10/17/11		
Effective 20112(450)		

PUBLIC POLICY AND ADMINISTRATION BACHELOR OF SCIENCE DEGREE (PPA-BS)

Susan Demers, Dean, CL, (727) 791-2501

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	3054	Policy and Ethics	3
PUP	4941	Public Policy/Administration Capstone	3

ELECTIVES (Select 15 credits)

EDF	3660	Education and Public Policy in the U.S.	(3)
INR	4030	* Diplomacy	(3)
MAN	4102	Managing Cultural Diversity	(3)
PAD	3330	Urban and Regional Planning	(3)
PLA	3885	United States Constitutional Law	(3)
POS	3235	* Mass Media and Policy	(3)
PUP	3023	Public Policy and Administration Legal Research	(3)
PUP	3052	Issues in International Policy	(3)
PUP	3059	* Public Policy and Negotiation	(3)
PUP	3203	* Environmental Policy	(3)
PUP	4003	* American Public Policy	(3)
PUP	4949	Co-Op Work Experience	(3)

TOTAL PROGRAM HOURS

120

* Not submitted to C&I

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.

C&I 6/8/10;BOT 7/20/10	C&I 1/25/11;BOT 2/22/11		
Effective 20101 0430	Effective 20111 0445		
C&I 10/12/2010;BOT11/15/10	C&I 12/2/11;BOT 2/21/12		
Effective 20102 0435	Effective 20113 0455		
;BOT 2/15/11			
Effective 20103 0440			

SCHOOL OF DENTAL HYGIENE

DENTAL HYGIENE

BACHELOR IN APPLIED SCIENCE DEGREE (DENH-BAS)

<http://www.spcollege.edu/program/DENH-BAS>
[Admissions Checklist](#)

Katherine Woods, Program Director (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

MAJOR COURSES (34 credits)

DEH 3730	Dental Hygiene Educational Concepts	3
DEH 3813	Contemporary Issues in Dental Hygiene	4
DEH 3814	Introduction to Dental Hygiene Research	4
DEH 4607	Advanced Periodontics	4
DEH 4851	Dental Hygiene Practice Management	3
DEH 4852	Advanced Ethics in Dental Hygiene	3
DEH 4854	Leadership in Dental Hygiene	3
DEH 4947	Dental Hygiene Capstone	7
HSC 3201	Community Health and Epidemiology	3

ELECTIVE COURSES (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
HSC 4640	Legal Aspects of Health Care	3
HUS 3370	Issues in Mental Health	3
HUS 3570	Vulnerable Populations: Health and Health Care Issues	3
MAR 4413	Sales, Negotiating and Customer Relationship Management	3
PAD 4232	Grant Administration and Resource Development	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.

C&I 9/9/03; BOT 10/21/03	C&I 9/11/07;BOT 10/16/07		
Effective Session 20032	Effective 20072 0390		
C&I 2/24/04; BOT3/16/04	C&I 11/10/08;BOT1/20/09		
Effective 20033 and 20041	Effective 20082 0405		
C&I 2/28/06; BOT 4/18/06	C&I 1/20/12; BOT 2/21/12		
Effective 20061 0370	Effective 20113 0455		

**HEALTH SERVICES ADMINISTRATION
(HSA-BAS)
BACHELOR OF APPLIED SCIENCE DEGREE
<http://www.spcollege.edu/program/HSA-BAS>
[Admissions Checklist](#)
Tami J. Grzesikowski, Dean (727) 341-4151**

UPPER DIVISION REQUIREMENTS

Admission requires an A.S. Degree of sixty (60) credits in an approved health discipline including at least **fifteen (15) semester hours of transferable general education coursework** or an AA degree with a certificate of at least fifteen (15) credit hours in an approved health discipline. Refer to the [Admissions Checklist](#) for a sample list of approved disciplines.

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. Visit [General Education Requirements](#) for details. Please note that total program hours may vary. Consult the assigned baccalaureate specialist or advisor for any additional questions.

ALL COURSES REQUIRE GRADE OF "C" OR BETTER

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)
HSC	3243	Educational Concepts for Allied Health Education	(3)
ISM	4212	Database Design and Administration	(3)
ISM	4323	Security Essentials	(3)
ISM	4330	Information Security Policy Administration and Management	(3)
MAN	4625	Managing Global Human Resources	(3)
PAD	4232	Grant Administration and Resource Development	(3)
PLA	4522	Health Care Law	(3)

OR

SUBPLAN B: HUMAN SERVICES (HUS) (Select 15 credits)

HSC	3243	Educational Concepts for Allied Health Education	(3)
HUS	3321	Case Management and Problem-Solving in Human Services	(3)
HUS	3370	Issues in Mental Health	(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)

OR

SUBPLAN C: HEALTH INFORMATION SYSTEMS (HIS) (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)
HSC	3243	Educational Concepts for Allied Health Education	(3)
PAD	4232	Grant Administration and Resource Development	(3)

TOTAL PROGRAM HOURS

120

NOTE:

Two consecutive years in high school or one year of college instruction in a single foreign language is required for graduation.

For admission and graduation a cumulative GPA of 2.0 or higher is required.

Questions regarding admissions, please consult with the Dean of Health Services Administration.

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.

C&I 11/13/07;BOT 12/18/07	C&I 10/14/08;BOT 11/18/08	C&I 6/22/10;BOT 7/20/2010	
Effective 20072 0390	Effective 20081 0400	Effective 20101 0430	
C&I3/11/08;BOT 4/18/08	C&I 4/28/09; BOT 6/16/09	C&I 6/17/11;BOT 10/2011	
Effective 20073 0395	Effective 20091 0415	Effective 20112 450	
C&I 4/22/08 Eff 20081 0400	C&I 6/23/09; BOT 7/21/09		
C&I 5/27/08; BOT 7/15/08	Effective 20091 0415		
Eff 20081 0400	C&I 10/13/09; BOT 11/17/09		
6/24/08; BOT 8/19/08	Effective 20092 0420		
Eff 20081 –Title chgd 0400	C&I 12/8/09; BOT 1/19/10		
BOT 6/17/08 Eff 20081 0400	Effective 20092 0420		
C&I 9/9/08;BOT 10/21/08	C&I 5/25/2010;BOT 7/20/10		
Effective 20081 0400	Effective 2010 0430		

INTERNATIONAL BUSINESS BACHELOR OF APPLIED SCIENCE DEGREE (INTBUS-BAS)

Dr. Greg Nenstiel, Dean, EPI (727) 791-2433

<http://www.spcollege.edu/program/INTBUS-BAS>

Admissions Checklist

UPPER DIVISION REQUIREMENTS

Admission requires completion of an A.S. Degree of **sixty (60) credits in a business discipline** (View Acceptable AS Degrees) 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. Visit General Education Requirements for details. All students must fulfill the state-mandated prerequisites listed below. Please note that total program hours may vary. Consult the assigned baccalaureate specialist or advisor for any additional questions. International Business Advising Request

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.*

Note: Students with an A.A. degree, or unrelated A.S. degree 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 as outlined in the Admissions Checklist.

BUSINESS SUPPORT COURSES (15 credits)

Any lower division courses (1000 or 2000 level) with the MAN prefix
Any lower division courses (1000 or 2000 level) with the MAR prefix
Any lower division courses (1000 or 2000 level) with the FIN prefix
Any lower division courses (1000 or 2000 level) with the GEB prefix
INR 2002 International Relations
Any lower division courses (1000 or 2000 level) with the BUL prefix

FOREIGN LANGUAGE REQUIREMENT

Intermediate level foreign language proficiency as prescribed by the program 3

REQUIRED MAJOR COURSES (33 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
MAN	4570	International Procurement and Outsourcing	3
MAR	3802	Marketing Management	3
MAR	4424	International Marketing	3

***Must be taken within the first 12 upper division hours of the program*

REQUIRED FINAL COURSE (3 credits) - Last Semester for All Students

MAN	4934	Senior Capstone Project in International Business	3

ELECTIVES: Select 9 credits:

ETI	3116	Quality Management	(3)
FIN	4634	International Finance	(3)
ISM	4301	Global Information Systems	(3)
MAN	3503	Managerial Risk Analysis and Decision Making	(3)
MAN	3593	Logistics Management	(3)
MAN	3802	Principles of Entrepreneurship	(3)
MAN	4061	Corporate Social Responsibility	(3)
MAN	4583	Project Management	(3)
MAN	4625	Managing Global Human Resources	(3)
MAN	4935	Special Topics in Management Concepts	(3)
MAR	4413	Sales, Negotiating and Customer Relationship Management	(3)
MAR	4613	Marketing Research	(3)
QMB	3200	Quantitative Methods for Business	(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. This is in addition to the intermediate foreign language requirement. Please contact the department to see how you can meet this requirement.*

C&I 5/24/05;BOT 6/21/05	C&I 1/24/06;BOT 2/21/06	C&I 7/10/07;BOT 8/21/07	BOT 6/17/08 Eff 20081 0400
Effective 0355 Term 20051	Effective Term 20061 0370	Effective 20071 0385	C&I 10/28/08;BOT 12/16/08
C&I 7/12/05 BOT 8/23/05	C&I 10/24/06;BOT 11/21/06	C&I 1/22/08;BOT2/19/2008	Effective 20091 0415
Effective 0355 Term 20051	Effective 20062 0375	Effective 20081 0400	C&I 5/26/09; BOT 7/21/09
C&I 9/13/05;BOT 10/18/02	C&I 11/28/06 BOT 1/22/07	C&I 6/24/98;BOT 8/19/08	Effective 20091 0415
Effective Term 0355 20051	Effective 20071 0385	Effective 20081 0400	BOT 9/15/09; Eff 20091 0415
C&I 5/24/11; BOT 6/21/11			
Effective 2011-445			
C&I 9/16/11, BOT 10/17/11			
Effective 20012 450			
C&I 1/20/12 BOT 2/21/12			
Eff 20121 0460			

SCHOOL OF PARALEGAL STUDIES

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.

C&I 10/25/05;BOT 11/15/05	C&I 4/25/06;BOT 6/20/06	C&I 5/22/07; BOT 6/19/07;	C&I 3/11/08;BOT4/15/08
Effective Term 20052 0360	Effective 20061 0370	Effective 20071 0385	Effective 20073 0395
SCNS chgd Crs Nos effective	C&I 10/24/06; BOT 11/21/06	PLA 4940 chgd to PLA4941	C&I 6/24/08; BOT 8/19/08
20052 0365	Effective 20062 0375	Effective 20071 0385	Effective 20081 0400
C&I 2/28/06; BOT 3/21/06	C&I 3/13/07;BOT 4/17/07	C&I 9/25/07; BOT 11/20/07	BOT 6/17/08 Eff 20081 0400
Effective 20053 0365	Effective 20063 0380	Effective 20071 0385	

C&I 10/14/08;BOT 11/18/08	C&I 10/27/09; BOT 12/15/09		
Effective 20081 0400	Effective 20091 0415		
C&I 2/10/09;BOT 3/17/09	BOT 9/15/09; Eff 20091 0415		
Effective 20082 0405	C&I 3/23/10; BOT 4/20/10		
C&I 9/8/09; BOT 10/20/09	Effective 20093 0425		
Effective 20091 0415	SCNS # changes 20101		

MANAGEMENT AND ORGANIZATIONAL LEADERSHIP BACHELOR OF APPLIED SCIENCE DEGREE (MGTORG-BAS)

Dr. Greg Nenstiel, Dean, EPI (727) 791-2433

<http://www.spcollege.edu/program/MGTORG-BAS>
Admissions Checklist

UPPER DIVISION REQUIREMENTS

Admission requires completion of an AA Degree or A.S. Degree of **sixty (60) credits in a related discipline** (view Acceptable AS Degrees).

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. Visit General Education Requirements for details. Please note that total program hours may vary. Consult the assigned baccalaureate specialist or advisor for any additional questions. Management & Organizational Leadership Advising Request

Note: Students with an A.A. Degree, or unrelated A.S. degree must fulfill an additional 15 credits in business support courses at the lower division 1000 and 2000 level as outlined in the Admissions Checklist.

BUSINESS SUPPORT COURSES (15 credits)

ACG	2021	Financial Accounting
**BUL	2241	Business Law I OR
**BUL	2131	Legal Environment of Business
**CGS	1100	Microcomputer Applications

Any lower division courses (1000 or 2000 level) with the ECO prefix
Any lower division courses (1000 or 2000 level) with the ENT prefix
Any lower division courses (1000 or 2000 level) with the FIN prefix
Any lower division courses (1000 or 2000 level) with the GEB prefix
Any lower division courses (1000 or 2000 level) with the MAN prefix
Any lower division courses (1000 or 2000 level) with the MAR prefix
Visit the College of Business **MOL Planning Web Page** for helpful information

GRADE OF "C" OR BETTER REQUIRED FOR ALL COURSES

REQUIRED MAJOR COURSES (27 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
MAR	3802	Marketing Management	3

***Must be taken within first 12 upper division hours of program*

REQUIRED FINAL COURSE (3 credits) - Last Semester for All Students

MAN	4900	Senior Capstone Project in Management and Organizational Leadership	3

SUBPLAN A: MGMT & ORGANIZATIONAL LEADERSHIP GENERAL (MGT) (15 credits)

Required (6 credits):

MAN	3504	Operations Management	(3)
MAN	4583	Project Management	(3)

Electives (9 credits):

ECP	3703	Managerial Economics	(3)
ETI	3647	Supply Chain Management	(3)
ISM	4301	Global Information Systems	(3)
MAN	3600	International Business	(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	4102	Managing Cultural Diversity	(3)
MAN	4625	Managing Global Human Resources	(3)
MAN	4881	Authority, Influence and Projects	(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)
PAD	4260 ^b	Grant Administration and Resource Development	(3)
QMB	3200	Quantitative Methods for Business	(3)

OR**SUBPLAN B: ENTREPRENEURSHIP (ENTRE) (15 credits)**

FIN	4470	Entrepreneurial Finance	3
MAN	3802	Principals of Entrepreneurship	3
MAN	4801	Business Plan Strategies	3
MAR	4413	Sales Negotiating and Customer Relationship Management	3
MAR	4836	Concept and Product Development	3

OR**SUBPLAN C: PROJECT MANAGEMENT (PM) (15 credits)**

MAN	4583	Project Management	3
MAN	4741	Innovation, Change, and Agile Projects	3
MAN	4881	Authority, Influence and Projects	3
MAN	4883 ^a	Project Management Specialization Course	1
MAN	4883 ^a	Project Management Specialization Course	1
MAN	4883 ^a	Project Management Specialization Course	1
MAN	4885	Complex and Advanced Projects	3

OR**SUBPLAN D: SUSTAINABILITY AND GREEN MANAGEMENT (SGM) (15 credits)**

MAN	3786	Sustainable Enterprise Planning	3
MAN	4787	Energy and Environmental Techniques	3
MAN	4788	Sustainability and Environmental Issues	3
Electives:	Select 6 additional credits from SUBPLAN A		6

TOTAL PROGRAM HOURS**120**

^a A range of specialization courses in project management application areas and content expertise areas will provide students with specific skills for their industry and advanced topics relating to project management practice. Students will have to select three advanced topics from a set of 4 or more offerings each year.

^b Not submitted to C&I.

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.

C&I 10/9/2007; BOT 11/20/07	C&I 3/11/08;BOT 4/15/08	C&I 10/28/08;BOT 12/16/08	C&I 9/16/11 BOT 10/17/11
Effective 20072 0390	Effective 20081 0400	Effective 20091 0415	Eff 20112 0450
C&I 12/4/07;BOT 1/15/08	C&I 6/24/08;BOT 8/19/08	C&I 5/26/09; BOT 7/21/09	C&I 1/20/12; BOT 2/21/12
Effective 20072 0390	Effective 20081 0400	Effective 20091 0415	Eff 20121 0460
C&I 2/12/08;BOT 3/18/08	BOT 6/17/08;Eff 20081 0400	C&I 5/24/11; BOT 6/21/11	
Effective 20081 0400		Effective 20111 445	

Effective January 2012
ORTHOTICS & PROSTHETICS
BACHELOR IN APPLIED SCIENCE DEGREE
(ORTHO-BAS)

<http://www.spcollege.edu/program/ORTHO-BAS>

Tami J. Grzesikowski, Dean (727) 341-4151
[Admissions Checklist](#)

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
CHM	2045/L	General Chemistry and Qualitative Analysis I and Lab	3, 1
MAC	1114	Trigonometry OR (MAC 1147, 2311, or 2233)	3
PHY	1053/1048L	General Physics I and Lab	3, 1
PSY	1012	General Psychology OR (any transferable college-level psychology)	3
STA	2023	Elementary Statistics OR (any transferable college-level statistics)	3

Note: Beginning Fall 2012, The National Commission for Orthotic and Prosthetic Education (NCOPE) will require a master's degree as the minimum entry level education requirement into the profession. Students who intend to apply for NCOPE residency and ABC certification will be required to have a master's degree. St. Petersburg College is planning to partner with Florida State University (FSU) to offer the master's-level coursework for students who graduate with the BAS. **FSU requires one (1) additional course for admission into the master's program: EGN 3443. EGN has been built into SPC's curriculum effective August 2012, but students must take the prerequisite courses (MAC 2311, MAC 2312) prior to taking this course and may do so prior to starting or while enrolled in the BAS program.**

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.

Students who are admitted without an Associate in Arts or higher degree are required to complete the thirty-six (36) credit hour general education requirement of St. Petersburg College. All students must fulfill the state-mandated prerequisites listed above. Please note that total program hours may vary. Consult the assigned baccalaureate specialist or advisor for any additional questions.

MAJOR REQUIREMENTS (69 credits) - Grade of "C" or better required in all major courses

^a CPR for healthcare providers

PRO	3000C	Introduction to Orthotics, Prosthetics and Rehabilitation	2
PRO	3100	Biomechanics	2
PRO	3110	Clinical <u>Pathophysiology</u>	3
PRO	3120C	Gait Analysis and Pathomechanics	2
PRO	3200C	Human Anatomy and Physiology for Orthotics and Prosthetics	4
PRO	3301C	Transfemoral Prosthetics	5
PRO	3310C	Lower Extremity Orthotics I	4
PRO	3311C	Lower Extremity Orthotics II	5
PRO	3500C	Clinical Methods	3
PRO	3505	Clinical Problem Solving	2
PRO	3801L	Orthotics and Prosthetics Clinical Rotation Practicum I	2
PRO	3801L	Orthotics and Prosthetics Clinical Rotation Practicum II	2
PRO	3801L	Orthotics and Prosthetics Clinical Rotation Practicum III	3
PRO	3801L	Orthotics and Prosthetics Clinical Rotation Practicum IV	2
PRO	3801L	Orthotics and Prosthetics Clinical Rotation Practicum V	2
PRO	4130	Material Science	2
PRO	4190	Research Methods	2
PRO	4331C	Transfemoral Prosthetics	5
PRO	4350C	Spinal Orthotics	5
PRO	4361C	Upper Extremity Prosthetics	4
PRO	4371C	Upper Extremity Orthotics	4
PRO	4600	Practice Management Orthotics and Prosthetics	2
PRO	4850	Senior Capstone	2

TOTAL PROGRAM HOURS

129

Notes:

^a Student must maintain a valid CPR card while in the BAS program.

- Total program hours is higher than the usual 120, but some of the prerequisite courses may be used towards fulfilling the general education requirements.
- Two consecutive years in high school or one year of college instruction in a single foreign language is required for graduation.
- A cumulative GPA of 2.5 or higher is required for admission into the program.
- Students who have questions concerning admissions or 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.

C&I 6/14/05;BOT 7/19/05	C&I 2/14/06; BOT 3/21/06	C&I6/27/05 BOT 8/22/06	C&I 7/08/08; BOT 8/19/2008
Effective 20051 0355	Effective 20053 0365	Effective 0370 20061	Effective 20091 0415
C&I 9/27/05;BOT 10/18/05	C&I 4/11/06; BOT 5/23/06	C&I 11/14/06;BOT12/19/06	C&I 3/22/11 BOT 10/11/2011
Effective 20052 0360	Effective 20053 0365	Eff 20071 0385	Effective 20111 0445
C&I 10/25/05; BOT 11/15/05	C&I 5/23/06;BOT 6/20/06	C&I 6/24/09; BOT 8/19/08	C&I 9/16/2011; BOT 10/17/2011
Effective 20052 0360	Effective 2006	Effective 20081 0400	Effective 20112 0450

PUBLIC SAFETY ADMINISTRATION BACHELOR OF APPLIED SCIENCE DEGREE (PSA-BAS)

<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)

MAN	3301	Public Personnel Management	3
PAD	3311	Program Planning and Evaluation	3
PAD	3820	Foundations of Public Safety Administration (required 1st semester)	3
PAD	3874	Community Relations Theory and Practice	3
PAD	4046	Managing Conflict in Public Organizations	3
PAD	4204	Public Finance	3
PAD	4232	Grant Administration and Resource Development	3
PAD	4603	Administrative Law	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	3034	Survey of Public Policy	(3)
PAD	3311	Program Planning and Evaluation	(3)
PAD	4332	Strategic and Operational Planning	(3)
PAD	4393	Critical Incident Management	(3)

Five subplans are available (9 credits each):

SUBPLAN A: CRIMINAL JUSTICE (CJ) (Select 9 credits)

CJC	3163	Management of Community Corrections	(3)
CJC	3311	Contemporary Issues & Trends in Corrections	(3)
CJC	3601	Corrections Practice and Policy	(3)
CJE	3263	International Organized Crime	(3)
CJE	3341	Patrol Issues in Law Enforcement Administration	(3)
CJE	3361	Management of Specialized Law Enforcement Units	(3)

OR

SUBPLAN B: FIRE SCIENCE (FS) (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)

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: EMERGENCY MANAGEMENT AND HOMELAND SECURITY (EMHS) (9 credits)

FES	3823	Planning Methodology for Hazard Mitigation	(3)
FES	3833	Emerging Issues in Environmental Disaster Management	(3)
FES	4014	Evolution of Emergency Management	(3)
PAD	4393	Critical Incident Management	(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.

C&I 9/14/04;BOT 11/16/04; Eff Session 20042,0345	C&I 7/10/07;BOT 8/21/07; Eff 20071 0385	
C&I 9/28/04; BOT 11/16/04; Eff Session 20042, 0345	C&I 12/4/07;BOT 1/15/08:Eff 20073 0395	
State chgd prefix/nos FFP to FES 6/8/05 EFF 20042 0345	C&I 5/27/08; BOT 7/15/08; Eff 20081 0400	
C&I 4/11/06;BOT 5/16/06; Eff 0370 20061	BOT 6/17/08; Eff 20081 0400	
C&I 7/11/06;BOT 8/22/2006; Eff 20061	C&I 12/2/11; BOT 2/21/12; Eff 20113/0455	
C&I 2/27/07 BOT 3/20/07; Eff 20071 0385		

SUSTAINABILITY MANAGEMENT BACHELOR OF APPLIED SCIENCE DEGREE (SUSMGT-BAS)

Dr. Greg Nenstiel, Dean, EPI (727) 791-2433

<http://www.spcollege.edu/program/SUSMGT-BAS>

Admissions Checklist

UPPER DIVISION REQUIREMENTS

Admission requires completion of an AA Degree or A.S. Degree of **sixty (60) credits in a related discipline** (View Acceptable AS Degrees).

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. Visit General Education Requirements for details. Please note that total program hours may vary. Consult the assigned baccalaureate specialist or advisor for any additional questions. Sustainability Management Advising Request

GRADE OF "C" OR BETTER REQUIRED FOR ALL COURSES

Note: Students with an A.A. degree or unrelated A.S. degree must fulfill an additional 15 credits in related business support courses at the lower division 1000 and 2000 level as outlined in the admissions checklist Admissions Checklist

Visit the Sustainability Planning page link for details

BUSINESS SUPPORT COURSES (15 credits)

Must take one of the following as prerequisite for BUL 3583 - Legal Aspects of Sustainability. Credits earned in the prerequisite course will count toward the required 15 credits of Business Support:

BUL	2131	Legal Environment of Business or	3
BUL	2241	Business Law I or	3
EVR	1858	Environmental Regulation and Compliance	3

ENVIRONMENTAL SCIENCE

BSC	2250C	Field Biology of Florida	3
ESC	1000	Earth Science	3
ESC	1000L	Earth Science Lab	1
EVS	1001	Introduction to Environmental Sustainability	3
All courses with EVR prefix			
All courses with EVS prefix			
GIS	2040	Introduction to Geographic Information Systems	3
OCB	1000C	Biology of Marine Life	3
OCE	2001	Introduction to Oceanography	3
OCE	2001L	Oceanography Laboratory	1

GREEN BUILDING (ARCHITECTURE & CONSTRUCTION)

ARC	2461	Materials and Methods of Construction I	
BCN	1592	Energy Efficient Building Construction for Florida's Climate	3
BCN	1593	A Building's Life	2
BCN	1596	Environmental Technology for Building Construction	2
BCN	1597	Introduction to Solar Energy in Residential Construction	3

SUSTAINABLE BUSINESS (AND ENGINEERING TECHNOLOGY)

ACG	2021	Financial Accounting	3
ETI	1622	Concepts of lean and Six-Sigma	3

ETI	1628	Developing and Coaching Self-Directed Work Teams	3
ETI	1701	Industrial Safety	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
MAR	2011	Principles of Marketing	3

ECOTOURISM

All courses with HFT prefix (Hospitality)

LEI	1005	Introduction to Parks and Leisure Services	3
LEI	1401	Parks and Leisure Service Program Design	3
LEI	1404C	Applied Parks and Leisure Program Design	3
LEI	1603	Introduction to parks and Leisure Grounds and Facilities	3

NOTE: Other relevant courses may be considered on a case-by-case basis.

REQUIRED MAJOR COURSES (30 credits)

BUL	3583	Legal Aspects of Sustainability	3
COM	3120	Organizational Communication	3
MAN	3240	Applied Organizational Behavior	3
MAN	4781	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)
MAN	3503	Managerial Risk Analysis and Decision Making	(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	4583	Project Management	(3)
MAN	4584	Process Improvement Methodologies	(3)
MAN	4741	Innovation, Change and Agile Projects	(3)
MAN	4935	Special Topics in Management Concepts	(3)
MAR	3802	Marketing Management	(3)
MAR	4836	Concept and Product Development	(3)
PAD	4232	Grant Administration and Resource Development	(3)
PUP	3040	State and Local Government and Public Policy	(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.*

C&I 10/28/2008;BOT 12/16/08	C&I 12/7/10;BOT 2/22/11		

Effective 20091 0415	Effective 20111 0445	C&I 1/20/12 BOT 2/21/12	
C&I 5/26/09; BOT 7/21/09	C&I 5/24/2011; BOT 6/21/2011	Eff 20121 0460	
Effective 20091 0415	effective 20111 0445		
C&I 9/8/09; BOT 10/20/09	C&I 9/16/11; 10/17/11		
Effective 20091 0415			

BACHELOR OF APPLIED SCIENCE DEGREE (TMGT-BAS)

<http://www.spcollege.edu/program/TMGT-BAS>
[Admissions Checklist](#)

Dr. Sharon Setterlind, Dean, SP/G (727) 341-4724

Nancy Russell, Academic Coordinator, SP/G (727) 341-4724

UPPER DIVISION REQUIREMENTS

Admission requires an A.A. degree or an A.S. degree of **sixty (60) credits in a technology discipline** (View *acceptable A.S. degrees*.) 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. See [General Education Requirements](#) for details. Please note that total program hours may vary. Consult the assigned baccalaureate specialist or advisor 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 or unrelated A.S. degree must fulfill an additional 21 technical credits. Visit the College of Computer & Information Technology Web site for a list of approved A.S. degrees and certificates: www.spcollege.edu/central/ccit/

REQUIRED MAJOR COURSES (36 credits) -

BUL	3564	Legal Aspects of Managing Technology	3
COM	3120	Organizational Communications	3
FIN	3403	Financial Management	3
*ISM	3XXX	IT Project Management	3
ISM	3232	Applied Systems Analysis	3
ISM	4212	Database Design and Administration	3
ISM	4220	Network Technologies for Information Professionals	3
ISM	4301	Global Information Systems	3
ISM	4323	Security Essentials	3
ISM	4915	Senior Capstone Project in Technology Management	3
MAN	3303	Management and Leadership Practices	3
MAN	3503	Managerial Risk Analysis and Decision Making	3

SUBPLAN A: IT PROCESS MANAGEMENT (ITPM) (9 credits)

MAN	3504	Operations Management	3
MAN	4534	Business Architecture and Process Modeling	3
MAN	4584	Process Improvement Methodology	3

OR

SUBPLAN B: INFORMATION SECURITY ASSURANCE (ISA) (9 credits)

ISM	4320	Core Security Principles	3
ISM	4324	Applications in Information Security	3
ISM	4330	Information Security Policy Administration and Management	3

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 B.A.S. program.

- New course to be developed

C&I 9/25/02	C&I 9/24/02; BOT 11/12/02	SCNS chgs nos.eff 20031
C&I 1/22/02, BOT 2/19/02	C&I 10/22/02; BOT 12/17/02	C&I 5/27/03;BOT 6/17/03;Eff20032
C&I 2/26/02, BOT 4/16/02	(C&I 2/11/03 for Review	Resubmitted to State and BOT –MAN3240 eff 20031-6/01/03
C&I 4/23/02; BOT 5/14/02	C&I 4/22/03; BOT 5/20/03	Scns chgd. No. eff 20032 ETI

Effective Session 20021	Effective Session 20032		
C&I 4/13/04; BOT 5/18/04; Effective 20041	C&I 4/12/05;BOT 5/17/05; Effective 20051 0355	C&I 10/24/06;BOT 11/21/06 Effective 20062 0375	SCNS chgd No eff 20072 C&I 1/22/08;BOT 2/19/2008
C&I 4/27/04;BOT 6/15/04 Eff Session 20041	C&I 7/12/05 BOT 8/23/05 Effective 20051 0355	C&I 11/28/06; BOT 1/22/07 Effective 20071 0385	Eff 20081 0400 C&I 6/24/08;BOT 8/19/09
C&I 10/12/04;BOT 11/16/04 Effective Session 20051 0355	C&I 1/24/06;BOT 2/21/06 Effective Term 20061 0370	C&I 7/10/07, BOT 8/21/07, Eff20072(0390)	Effective 20081 0400 BOT 6/17/08 Eff 20081 0400
C&I 10/28/08;BOT 12/16/08 Effective 20091 0415			
C&I 5/26/09; BOT 7/21/09 Effective 20091 0415			
C &I 9/16/11 BOT 10/17/2011 Effective 20112 0450			

SCHOOL OF VETERINARY TECHNOLOGY

VETERINARY TECHNOLOGY

BACHELOR IN APPLIED SCIENCE DEGREE (VETTC-BAS)

<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.

C&I 9/14/04; BOT 10/19/04	C&I 2/22/05; BOT 4/19/05	C&I 10/25/05; BOT 11/15/05	C&I 1/22/08; BOT 2/19/08
Effective Session 20042	Effective Session 20043 0350	Effective Term 20052 0360	Effective 20081 0400
C&I 10/26/04; BOT 12/14/04	C&I 9/13/05; BOT 10/18/05	C&I 7/10/07; BOT 8/21/07	C&I 6/24/08; BOT 8/19/08
Effective Session 20042	Effective Term 20052 0360	Effective 20071 0385 and	Effective 20081 0400
C&I 11/9/04; BOT 12/14/04	C&I 9/27/05; BOT 10/18/05	20072 0390 – 2 crs added	BOT 6/17/08 Eff 20081 0400
Effective Session 20042	Effective Term 20052 0360		

C&I 12/7/10; BOT 2/22/11;
Effective 20111 0445

Accounting Applications

ACTAP-CT

Dr. Greg Nenstiel, Director, Curriculum & Program Management, EPI (727) 791-2433
Roberto Fernandez, Academic Department Chair, TS (727) 712-5770

Job Related Opportunities:

- Accounting Clerk
- Bookkeeper
- Small Business Accounts Receivable/Accounts Payable 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 sub plan in the Business Administration A.S. degree.

PROGRAM REQUIREMENTS

ACG 2021 Financial Accounting	3
ACG 2450 Accounting Software Applications	3
ACG 2071 Managerial Accounting	3
ACG 2940 Accounting Internship OR MAN 2340 Supervisory Management	3
CGS 1100 Computer Applications	3
CGS 1515 Spreadsheet Techniques and Programming	3
TOTAL CERTIFICATE HOURS	18

C&I 11/10/09; BOT 12/15/09				
C&I 5/24/11; BOT 6/21/2011				
Effective 20111 0445				

ADDICTION STUDIES CERTIFICATE (ADS-CT)

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

HUS	1111	Introduction to Intra- and Inter-Personal Processes	3
HUS	1431	Issues in Addiction Prevention	2
HUS	1450	Dual Diagnosis I	2
HUS	1480	HIV/AIDS and Drug Crisis	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	2949	Co-op Work Experience in Human Services	3
PHI	1600	Studies in Applied Ethics OR (PHI 1602H, 1631, 2635, or 2649)	3
PSY	1012	General Psychology	3
SYG	2324	Principles of Substance Abuse	3

TOTAL CERTIFICATE HOURS

39

C&I 6/8/10; BOT 7/20/2010			
Effective 20101 0430			
C&I 1/20/12; BOT 2/21/12			
Effective 20113 0455			

COMPUTER SUPPORT CERTIFICATE (APLS-CT)

<http://www.spcollege.edu/program/APLS-CT>

Dr. Sharon Setterlind, SP/G (727) 341-4724 or CL (727) 791-2530

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
CNT	1000	Local Area Network Concepts	3
CTS	1327	Installing and Configuring Microsoft Windows Client	3
CTS	1328	Planning and Administering Windows	3
CTS	2106	Fundamentals of the Linux/Unix Operating Environment	3

TOTAL CERTIFICATE HOURS **18**

C & I 9/2011; BOT 10/17/2011			
Effective 20112 0450			

AVID CERTIFIED PRO TOOLS OPERATOR AND SOUND TECHNOLOGIST CERTIFICATE (AVID-CT)

<http://www.spcollege.edu/spg/music/mira/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 I	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**

C&i 6/22/10;BOT 7/20/10			
Effective 0430 20101			

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	2068	The ADA: Primer for Contractors	1
BCN	2732	Occupational Safety and Health (OSHA) Standards for the Construction Industry	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

Building Construction
Construction Drafting
Construction Estimating
Construction Management
Construction Superintendent

Recommended Elective Categories

Materials, Codes, Estimating, Industry
Drawing, Codes, Industry, ETD 1320C, ETD 1350C
Estimating, Materials, Codes, Industry
Codes, Industry, Estimating, General
BCT 2730, Codes, Estimating, Materials, Industry

C&I 5/27/97; DBT 6/17/97	C&I 11/11/97; DBT 12/15/97	C&I 4/28/09; BOT 6/16/09	
Effective Session 19971	Effective Session 19973	Effective 20091 0415	
C&I 11/11/97; DBT 12/15/197	C&I 3/9/99; DBT 4/20/99		
Effective Session 19973	Effective Session 19991		

**BUSINESS ADMINISTRATION
CERTIFICATE
(BUSADM-CT)**

<http://www.spcollege.edu/program/BUSADM-CT>

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
FIN	2000	Principles of Finance	3
GEB	1011	Introduction to Business	3
MAN	2021	Principles of Management	3
MAR	2011	Principles in Marketing	3
ACG 2940, GEB 2940, MAN 2940 or MAR 2940 OR			3
ENT	1000	Introduction to Entrepreneurship OR	3
MAN	2340	Supervisory Management	3

TOTAL CERTIFICATE HOURS **24**

C&I 7/11/06;BOT 8/15/06	C&I 6/22/10;BOT 7/20/10		
Effective 20061 0370 New Plan	Effective 20101 0430		
C&I 11/10/09; BOT 12/15/09	C&I 5/24/11;BOT 6/21/2011		
Effective 20092 0420	Effective 20111 445		

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

C&I 3/22/11;BOT 4/26/11			
Effective 20111 0445			

CISCO CERTIFIED NETWORK ASSOCIATE CERTIFICATE (CCNA-CT)

<http://www.spcollege.edu/program/CCNA-CT>

Dr. Sharon Setterlind, Dean, SP/G (727) 341-4724 or CL (727) 791-2530

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 include 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.

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.

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**

C&I 4/27/99;DBT 5/18/99	C&I 10/24/06; BOT 11/21/06	C&I 9/16/2011; BOT 10/17/2011	
Effective Session 19983	Effective Session 20062 0375	Effective 20112 0450	
C&I 9/10/02;BOT9/24/02	C&I 11/10/08;BOT 1/20/09		
Effective 20021	Effective Term I 20091 0415		

NEW C++ CERTIFICATE (CPLUS-CT)

(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) 341-4641

Job Related Opportunities:

Application Developer	Software Developer
Application and Computer Programmer	Web Administrator
Client/Server Developer	Web Master
Internet/Intranet Administrator	Web Systems Architect
Internet/Intranet Developer	Web Technician
Internet/Intranet Master	Web Site Developer
Internet/Intranet Technician	Web Programmer

This certificate is designed to develop student proficiency in C++ 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 C++ programmer.

PROGRAM REQUIREMENTS:

CGS	1000	Introduction to Computers/Programming	3
CGS	1560	Computer Operating Systems	3
CGS	1831	Web Essentials/Foundations	3
CGS	2402	Programming in C++ for Business	3
COP	2222	Advanced C++	3
COP	2XXX*	C++ for Operating Systems	3

TOTAL CERTIFICATE HOURS	18

**Not submitted to C&I*

NEW: C&I 1/20/12 BOT 2/21/12			
Effective 20121 0460			

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

C&I 4/10/01, DBT 5/15/01, Effective Yr Trm 20003.

C&I 4/14/09, BOT 5/19/09, Effective 20091 0415

C# CERTIFICATE (CSHARP-CT)

(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) 341-4641

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
Web Administrator
Web Master
Web Systems Architect
Web Technician
Web Site Developer
Web Programmer

This certificate is designed to develop student proficiency in C# 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 C# programmer.

PROGRAM REQUIREMENTS:

CGS	1000	Introduction to Computers & Programming	3
CGS	1831	Web Essentials/Foundations	3
COP	2360	Introduction to C# Programming	3
COP	2362	Advanced Programming with C#	3
COP	2801	JavaScript	3
COP	2839	ASP.NET Programming with C#/VB.NET	3

TOTAL CERTIFICATE HOURS **18**

NEW: C&I 1/20/12 BOT 2/21/12			
Effective 20121 0460			

CRIME SCENE TECHNOLOGY CERTIFICATE (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.

C&I 5/27/97: DBT 6/17/97			
Effective Session 19971			
C&I 1/24/-06; BOT 2/21/06			
Effective Term 0370 20061			

COMPUTER/WEB PROGRAMMING SPECIALIST CERTIFICATE (CWPS-CT)

Dr. Sharon Setterlind, SP/G (727) 341-4724 or CL (727) 791-2530

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
- Web Administrator
- Web Master
- Web Systems Architect
- 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)

COP	1831	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	2251	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	2654	iOS App Development	(3)

TOTAL CERTIFICATE HOURS

35

* Not submitted to C&I

C&I 10/24/06;BOT 11/212/06	C&I 11/10/09; BOT 12/15/09		
Effective 20062	Effective 20092 0420		
C&I 1/27/09;BOT 3/17/09	C&I 6/22/10;BOT 7/20/10		
Effective 20082 0405	Effective 20101 0430		
C&I 3/24/09; BOT 4/21/09	C&I 1/25/11;BOT2/15/11		
Title Changed WEBDVS à CWPS-CT	Effective 20111 0445		
Effective 20091 0415			

DIGITAL GRAPHIC CERTIFICATE

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.**

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

C&I 1/27/09;BOT 3/17/09			
NEW-Effective 20091 0415			

DIGITAL MEDIA TECHNOLOGY INTERACTIVE WEB DESIGN CERTIFICATE (DIGIWD-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 Multimedia Author
- Web Master
- Project Assistant
- Motion Graphic Artist
- Technical Artist
- Webmaster
- Flash Developer

This Interactive Web Design Certificate is intended to prepare students for the foundations of interactive media including user-interface design concepts, optimization/performance issues, scripting for motion and interaction and project management. This certificate will prepare the student to be competent and competitive in the area of Web and interactive design.

All courses apply toward the AS degree in Digital Arts, Media and Interactive Web Design – INWEB subplan.

PROGRAM REQUIREMENTS

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 CERTIFICATE HOURS **15**

C&I 6/14/2011;BOT 10/17/2011
Effective 450

DIGITAL MEDIA TECHNOLOGY PRODUCTION CERTIFICATE (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 D VD 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

DIG	2105	Web 2.0 Social Media	OR	
DIG	2040	Survey of Game Development		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

C&I 4/9/02;BOT 5/16/02	C&I 11/14/06;BOT12/19/06	C&I 6/14/2011;BOT 7/19/2011	
Effective Session 20021	Effective 20062 0375;Crs name	Effective 20112 0450	
SCNS chgd prefix & nos	C&I 12/8/09; BOT 1/19/10		
Effective Term 20051 0355	Effective 20092 0420		

DRAFTING CERTIFICATE (DRAFT-CT)

(These courses are only offered at the Clearwater Campus)

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 draftsman. Successful certificate holders may find employment as a draftsman 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

C&I 9/12/00; DBT 10/17/00	C&I 6/26/07; BOT 8/21/07		
Effective Session 20002	Effective 20071 0385		
C&I 2/24/04; BOT 3/16/04			
Effective Session 20041 dec			
Total hours from 30 to 24			

DIGITAL MEDIA VIDEO PRODUCTION CERTIFICATE (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
- Video Editor
- Camera Operator
- Production Assistant
- Associate Producer
- Studio Technician
- Floor Director
- Gaffer
- Assistant Camera

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 and 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**

C&I10/8/02;BOT11/12/02	C&I 12/8/09; BOT 1/19/10		
Effective Session 20031	Effective 20092 0420		
SCNS chgd prefix & nos.			
Effective Term 20051 0355			
C&I 11/14/06;BOT 12/19/06			
Eff 20062 0375 Crs name change			

EMERGENCY ADMINISTRATION AND MANAGEMENT CERTIFICATE (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, and 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	2831	Hazard Mitigation	3
FFP	2840	Disaster Recovery Operations	3
FFP	2841	Contingency Planning for Business and Industry	3
DSC	1002	Domestic and International Terrorism	3
DSC	1004	Introduction to the NRF and NIMS	3

TOTAL CERTIFICATE HOURS **24**

C&I 5/27/97: BOT 6/17/97		
Effective Session 19971		
C&I 9/16/11: BOT 10/17/11		
Effective 20112 / 0450		

ENGINEERING TECHNOLOGY SUPPORT CERTIFICATE (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	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

TOTAL CERTIFICATE HOURS **18**

C&I 6/26/07, BOT 8/21/07			
Effective 20071 0385			

ENTREPRENEURSHIP CERTIFICATE (ENTR-CT)

Dr. Greg Nenstiel, Dean, College of Business EPI (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

TOTAL CERTIFICATE HOURS **12**

C&I 6/22/10; BOT 7/20/10			
Effective 20101 0430			
C&I 12/7/10; BOT 2/22/11			
Effective 20102 0435			

FOOD AND BEVERAGE MANAGEMENT CERTIFICATE (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

C&I 10/26/99;DBT 11/16/99
Effective Sess. 19992
C&I 5/23/00; DBT 6/20/00
Effective Session 20001
C&I 6/24/03;BOT 7/24/03
Effective Session 20031
SCNS chgd nos eff 20032

FOOD AND BEVERAGE SPECIALIST CERTIFICATE (FBS-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 specialists 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	1941	Operations and Service Practicum	2
MNA	1751	Customer Service I: Developing a Spirit of Customer Service	1

TOTAL CERTIFICATE HOURS **12**

C&I 6/14/2011;BOT 10/2011
Effective 20112;450

FIRE INSPECTOR I CERTIFICATE (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

C&I 9/25/01; DBT 10/17/01	C&I 10/25/05; BOT 11/15/05		
Effective Session 20011	Effective Term 20052 0360		
C&I 11/12/02; BOT 12/17/02	Plan code reactivated due to		
Effective Session 20022	Decrease in credits		
Plan Code deleted due to PS and incr crs. Effective 20022			

FIRE INSPECTOR II CERTIFICATE (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	2541	Private Fire Protection Systems II	3
FFP	2610	Fire Cause and Origin Determination	3
FFP	2706	Fire Service Public Information Officer	3

TOTAL CERTIFICATE HOURS **12**

C&I 10/23/01; DBT 11/20/01	Plan Code deleted due to incr	In credits.	
Effective Session 20012	in credits eff 20022.	C&I 9/12/06;BOT 10/17/06	
C&I 11/12/02;BOT 12/17/02	C&I 10/25/05; BOT 11/15/05	Del 2800 Eff 20061 0370	
Effective Session 20022	Effective 20052 0360		
	Plan Code reactivated due to decrease		

FIRE INVESTIGATOR I CERTIFICATE (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**

C&I 9/25/01; DBT 10/17/01	C&I 10/25/05;BOT 11/15/05	
Effective Session 20011	Effective Term 20052 0360; Plan Code	
C&I 11/12/02; BOT 12/17/02	Reactivated due to decrease in credits	
Effective Session 20022		
Plan Code deleted due to chg in		
Credits eff 20022		

Anna Goree, Advisor, AC (727) 341-4456
Charles Crowther, Lead Instructor, AC (727) 341-4507
Brian Frank, Dean, AC (727) 341-4503

- Fire Officer
- Fire Service Administrator

PROGRAM REQUIREMENTS

FFP	1505	Fire Prevention	3
FFP	1540	Private Fire Protection Systems I	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	2720	Company Officer	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

C&I 9/25/01; DBT 10/17/01			
Effective Session 20011			
FFP1789/2720 4/13/10C&I			
Eff 0430 20101;BOT 5/2010			

Anna Goree, Advisor, AC (727) 341-4456
Charles Crowther, Lead Instructor, AC (727) 341-4507
Brian Frank, Dean, AC (727) 341-4503

- Fire Officer
- Fire Service Administrator

PROGRAM REQUIREMENTS

FFP	1111	Fire Chemistry	3
FFP	2610	Fire Cause and Origin Determination	3
FFP	2706	Fire Service Public Information Officer	3
FFP	2741	Fire Service Course Design	3
FFP	2770	Ethical and Legal Issues for the Fire Service	3
FFP	2780	Fire Administration II	3

C&I 10/3/01; DBT11/20/01	Decr in credits and new	Eff 20061 0370	
Effective Session 20012	Plan code . Effective	FFP2781/2780 4/13/10 C &I	
C&I 10/25/05;BOT 11/15/05	20052 0360.	Eff 0430 20101;BOT 5/2010	
Plan Code deleted due to	C&I 9/12/06;BOT 10/17/06		

GANG INVESTIGATIONS CERTIFICATE (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	2509	Introduction to gangs and Crime	3
CCJ	2511	Intervention and Prosecution Techniques for Gangs	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**

C&I 9/9/08; BOT 10/21/08; NEW – Effective 20081 0400

HEALTHCARE INFORMATICS CERTIFICATE (HCINF-CT)

Sheila Newberry, Program Director, HEC, (727) 341-3623
Dr. Phillip V. Nicotera, Provost, HEC, (727) 341-3664

PROGRAM REQUIREMENTS

CGS	1070	Basic Computer and Information Literacy OR Computer/Information Literacy Competency Requirement	1
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

TOTAL CERTIFICATE HOURS **18**

C&I 6/26/07;BOT8/21/07	CGS chngd eff 0435 20102		
Effective 20072 0390	SCNS cngd no eff 0445 20111		
C&I 7/10/07; BOT 8/21/07			
Effective 20072 0390			
C&I 9/11/07; BOT 10/16/07			
Effective 20072 0390			

HOMELAND SECURITY CERTIFICATE (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

C&I 12/06/05;BOT 1/20/06			
Effective Term 20052 0360			
C&I 6/24/08; BOT 8/19/08			
Effective 20081 0400			

**INTERNATIONAL BUSINESS CERTIFICATE
(INTBUS-CT)**

**Dr. Greg Nenstiel, Dean, College of Business EPI (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	2021	Principles of Management	3
MAN	2604	Intercultural Relations in Business	3
MAR	1142	Global Marketing	3

TOTAL CERTIFICATE HOURS **15**

C&I 6/22/10;BOT7/20/10			
Effective 20101 0430			
C&I 5/24/11;BOT 6/21/2011			
Effective 20111 0445			

INFORMATION TECHNOLOGY (IT) SECURITY CERTIFICATE (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**

Effective 20111 0445 8/22/2011			

JAVA CERTIFICATE (JAVA-CT)

(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) 341-4641

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
Web Administrator
Web Master
Web Systems Architect
Web Technician
Web Site Developer
Web Programmer

This certificate is designed to develop student proficiency in Java 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 Java programmer.

PROGRAM REQUIREMENTS:

CGS	1000	Introduction to Computers & Programming	3
CGS	1831	Web Essentials/Foundations	3
COP	2250	Java Programming I	3
COP	2251	Java Programming II	3
COP	2801	JavaScript	3
COP	2806	JavaServer Pages & Servlets	3

TOTAL CERTIFICATE HOURS

18

NEW: C&I 1/20/12 BOT 2/21/12			
Effective 20121 0460			

LEAN SIX-SIGMA GREEN BELT CERTIFICATE (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 stream 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**

C&I 11/11/03; BOT 12/16/03	Effective 20071 0385		
Effective Session 20032	SCNS chgd ETI2601>2610 0415		
SCNS chgd nose eff 20061 0370			
C&I 7/11/06;BOT 8/15/06			
Title chgd effective 20061 0370			
C&I 6/26/07 BOT 8/21/07			

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 coursework, 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

C&I 11/10/09; BOT 12/15/09			
NEW - Effective 20092 0420			
C&I 4/12/11;BOT 4/26/11			
Effective 20111 0445			

MOBILE DEVICE CERTIFICATE (MBLDVC-CT)

(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) 341-4641

Job Related Opportunities:

Application Developer	Software Developer
Application and Computer Programmer	Web Administrator
Client/Server Developer	Web Master
Internet/Intranet Administrator	Web Systems Architect
Internet/Intranet Developer	Web Technician
Internet/Intranet Master	Web Site Developer
Internet/Intranet Technician	Web Programmer

This certificate is designed to develop student proficiency in Mobile Device 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 Mobile Device programmer.

PROGRAM REQUIREMENTS:

CGS	1000	Introduction to Computers & Programming	3
CGS	1831	Web Essentials/Foundations	3
CGS	2402	Programming in C++ for Business	3
COP	2250	Java Programming I	3
COP	2654	iOS App Development	3
COP	2YYY*	Introduction to Android Programming	3

TOTAL CERTIFICATE HOURS	18

**Not submitted to C&I*

NEW: C&I 1/20/12 BOT 2/21/12			
Effective 20121 0460			

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.microsoft.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**

C&I 4/12/11;BOT 4/12/11
Effective 0445 20111

Sheila Newberry, Program Director, HEC, (727) 341-3623

- Coding Abstracting Analyst
- Inpatient Hospital Coder
- Insurance Claim Analyst
- Managed Care Organization Coder
- Outpatient Coder
- Physician's Office/Clinic Coder
- Procedural Coder
- Reimbursement Specialist

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.

These courses will apply toward the AS degree in Health Information Management.

CGS	1070	Basic Computer and Information Literacy OR Computer/Information Literacy Competency Requirement	1
BSC	1083	^a Human Anatomy (Lab is not required) OR (BSC 2085/L and BSC 2086/L)	3
HSA	1100	Healthcare Delivery Systems	3
HSC	1149C	General Pharmacology for Health Professionals	1
HSC	1531	Medical Terminology	2
HIM	1000	Introduction to Health Information Management	3
HIM	1211	Health Information Technologies	2
HIM	1430	Principles of Disease	3
HIM	1800	Professional Practice Experience I	2
HIM	2222	Basic ICD Coding	3
HIM	2234	Advanced ICD Coding and Reimbursement	3
HIM	2253	Basic CPT Coding	3
HIM	2283	Advanced CPT Coding & Reimbursement	3
HIM	2810	Professional Practice Experience II	2

^a Students planning to transfer to a 4-year college should take BSC 2085/2085L and BSC 2086/2886L.

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).

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MEDICAL QUALITY SYSTEMS CERTIFICATE (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	2032	Change Control and Documentation	3
ETI	2041	Medical Device Design and Manufacturing	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

C&I 6/24/08; BOT 8/19/08			
Effective 20081 0400			

MANAGEMENT/LEADERSHIP CERTIFICATE (MGT/LDR-CT)

Dr. Greg Nenstiel, Dean, EPI (727) 791-2433

Roberto Fernandez, Academic Chair, 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**

6/22/10;BOT 7/20/10			
Effective 20101 0430			
C&I 1/25/2011;BOT2/15/11			
Effective 20111 0445			

MARKETING CERTIFICATE (MKT-CT)

Dr. Greg Nenstiel, Dean, EPI (727) 791-2433
Nicole Panuthos, Academic Chair, SE (727) 394-6266

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 Media Marketing	3
MAR	2410	Personal Selling	3

TOTAL CERTIFICATE HOURS **12**

C&I 6/22/2010;BOT7/20/10	C&I 9/16/11; BOT 10/17/11		
Effective 20101 0430	Effective 20112, 0450		
C&I 1/25/11;BOT 2/15/11			
Effective 20111 0445			
C&I 5/24/2011;BOT 6/21/2011			
Effective 20111 445			

OPEN SOURCE CERTIFICATE (OPNSRC-CT)

(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) 341-4641

Job Related Opportunities:

Application Developer	Software Developer
Application and Computer Programmer	Web Administrator
Client/Server Developer	Web Master
Internet/Intranet Administrator	Web Systems Architect
Internet/Intranet Developer	Web Technician
Internet/Intranet Master	Web Site Developer
Internet/Intranet Technician	Web Programmer

This certificate is designed to develop student proficiency in Open Source 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 Open Source programmer.

PROGRAM REQUIREMENTS:

CGS	1000	Introduction to Computers & Programming	3
CGS	1831	Web Essentials/Foundations	3
COP	1831	Web Scripting with CGI/Perl	3
COP	1842	Developing Web Sites using PHP & MySQL	3
COP	2823	Advanced Web Page Creation	3
COP	2843	Advanced PHP & MySQL	3

TOTAL CERTIFICATE HOURS	18

NEW: C&I 1/20/12 BOT 2/21/12			
Effective 20121 0460			

PARAMEDIC CERTIFICATE (PMED-CT)

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

8/84 Curriculum Binder	DBT 3/17/92	C&I 10/24/00; DBT 11/21/00
Revised 7/85	Effective 3/18/92	Effective Session 20011; SCNS
DBT 11/17/87	DBT 5/28/92	Changed course numbers.
Effective Session 19881	Effective Session 19921	C&I 9/13/05;BOT 10/18/05
DBT 11/19/91	DBT 11/17/93	Effective 20052 0360
Effective Session 19912	Effective Session 19932	C&I 3/25/08;BOT 5/16/08
DBT 2/21/92	C&I 2/27/96; DBT 3/19/96	Effective 20081 0400
Effective February 24, 1992	Effective Session 19961	

RAPID PROTOTYPING and DESIGN CERTIFICATE (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	2371C	Rapid Prototyping – Model Design and Fabrication	3
ETD	2382C	Solidworks Simulation and Design Analysis	3

TOTAL CERTIFICATE HOURS **15**

C&I 4/12/11;BOT 10/17/2011
Effective 20112 0450

ROOMS DIVISION MANAGEMENT CERTIFICATE (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**

C&I Approval 10/26/99
DBT Approval 11/16/99
Effective Sess. 19992
C&I 5/23/00; DBT 6/20/00
Effective Session 20001
C&I 6/24/03; BOT 7/24/03
Effective Session 20031
SCNS chgd nos eff 20032
C and I 6/14/2011; BOT 10/17/2011
Effective 0450

ROOMS DIVISION OPERATION CERTIFICATE (RDO-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

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
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 **19**

C&I 6/14/2011; BOT 10/2011
Effective 20112; 450

ROOMS DIVISION SPECIALIST CERTIFICATE (RDS-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 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

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
MNA	1751	Customer Service I: Developing a Spirit of Customer Service	1

TOTAL CERTIFICATE HOURS **13**

C&I 6/14/2011; BOT 10/2011
Effective 20112; 450

SIX SIGMA BLACK BELT CERTIFICATE (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	2619	Six Sigma Project Management	3
ETI	2624	Six Sigma Black Belt Concepts	3
ETI	2626	Six Sigma Capstone Project	3
ETI	2670	Technical Economic Analysis	3

TOTAL CERTIFICATE HOURS **12**

C&I 3/8/05;BOT 4/19/05	Effective 20071 0385		
Effective Session 20043;0350			
C&I 1/24/06; BOT 2/21/06			
Effective 20052 0360			
C&I 6/26/07;BOT 8/21/07			

Visual Basic.NET CERTIFICATE (VBNET-CT)

(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) 341-4641

Job Related Opportunities:

Application Developer	Software Developer
Application and Computer Programmer	Web Administrator
Client/Server Developer	Web Master
Internet/Intranet Administrator	Web Systems Architect
Internet/Intranet Developer	Web Technician
Internet/Intranet Master	Web Site Developer
Internet/Intranet Technician	Web Programmer

This certificate is designed to develop student proficiency in Visual Basic.NET 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 Visual Basic.NET programmer.

PROGRAM REQUIREMENTS:

CGS	1000	Introduction to Computers & Programming	3
CGS	1831	Web Essentials/Foundations	3
COP	2801	JavaScript	3
COP	2837	Visual Basic.NET I	3
COP	2838	Visual Basic.NET Programming II	3
COP	2839	ASP.NET Programming with C#/VB.NET	3

TOTAL CERTIFICATE HOURS **18**

NEW: C&I 1/20/12 BOT 2/21/12			
Effective 20121 0460			

VIDEO GAME FOUNDATIONS CERTIFICATE (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	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

TOTAL CERTIFICATE HOURS **15**

C&I 6/27/06;BOT 8/22/06			
Effective 20061 0370			

VETERINARY MANAGEMENT CERTIFICATE (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**

C&I 12/4/07; BOT 1/15/08			
Effective 20072 0390			
C&I 9/22/09; BOT 10/20/09			
Effective 20091 0415			

WEB DESIGNER CERTIFICATE (WEBDS-CT)

<http://www.spcollege.edu/program/WEBDS-CT>

Dr. Sharon Setterlind, SP/G (727) 341-4724

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

PROGRAM REQUIREMENTS

CGS	1821	Web Graphics Design I	3
CGS	1831	Web Foundations/ Essentials	3
CGS	2823	Advanced Web Site Development	3
COP	2823	Advanced Web Page Creation	3

Select 6 credits:

CGS	1172	E-Commerce Site Designer I	(3)
CGS	1827	Web Graphics Design II	(3)
CGS	1874	Introduction to Flash	(3)
CGS	2173	E-Commerce Site Designer II	(3)
COP	2801	JavaScript	(3)

TOTAL CERTIFICATE HOURS **18**

* Not submitted to C&I

C&I 11/9/04;BOT 12/14/04	C&I 3/24/09; BOT 4/21/09	C&I1/25/11;BOT2/15/11
Effective 20051;0355	LTV 20083 0410, DEL 20091 0415	Effective 20111 0445
C&I 4/25/06;BOT 5/23/06	C&I 11/10/09; BOT 12/15/09	C&I 9/16/2011; BOT 10/17/2011
Effective Term 20061 0370	REINSTATED – Eff 20092 0420	Effective 20112; 0450

YOUTH DEVELOPMENT PROFESSIONAL CERTIFICATE (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**

C&I 12/7/10; BOT 2/22/11
Effective 0440 20103

COLLEGE OF EDUCATION

Educator Preparation Institute (EPI)

(EPI-CT)

<http://www.spcollege.edu/program/EPI-CT>

Dr. Kimberly Hartman, Dean, 727-712-5890

Prerequisites: Admission to the College of Education (COE) – 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** Test (GK) - all four sections.
- Middle Grades and Secondary applicants must pass respective Subject Area Exam (SAE).
- Applicants must present a valid FLDOE **Official Statement of Status of Eligibility**.
- Applicants must be computer literate.

PROGRAM REQUIREMENTS - a grade of "C" or higher is required in all EPI classes.

EDF	4264	Learning Theory and Instruction	3
EDF	4442	Assessment in the Curriculum	2
EDF	4930	EPI Capstone Seminar	1
EDF	4944	* EPI Practicum (60 SBH)	3
EDF	4949	* EPI Internship (8 week)	6
EDG	4419	Building Classroom Management and Discipline	3
EEX	4084	Differentiated Instruction of Exceptional & Diverse Students	3
RED	4014	Reading and Language Arts Skills In Elementary School, K-6 OR	3
RED	4043	Reading within the Disciplines 5-12	3
TSL	4140	* Curriculum Development in ESOL (15 SBH)	3

TOTAL CERTIFICATE HOURS **27**

* Explanation of **School-based hours (SBH)**: Some 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 an eight week Internship course which requires them to spend five full days in an assigned classroom for the duration of this eight week internship. The College of Education coordinates the placements for all student field experiences.

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.

C&I 12/2/11;BOT 2/21/12			
Effective 20113/0455			

PUBLIC SAFETY ADMINISTRATION GANGS ENFORCEMENT MANAGEMENT CERTIFICATE (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	3874	Community Relations Theory and Practice	(3)
PAD	4232	Grant Administration and Resource Development	(3)

TOTAL CERTIFICATE HOURS 18

C&I 12/4/07;BOT 1/15/08			
Effective 20073 0395			
C&I 4/22/08; Eff 0395 20073			

PARALEGAL STUDIES CERTIFICATE (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	1104	Legal Research and Writing	3
PLA	1361	Techniques of Interview and Investigation	3
PLA	1763	Law Office Management	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

C&I 9/25/07; BOT 11/20/07			
Effective 20072 0390 per ABA			
C&I 6/24/08; BOT 8/19/08			
Effective 20081 0400			

COLLEGE OF BUSINESS
PROJECT MANAGEMENT CERTIFICATE
(PRJMGT-CT)

Dr. Greg Nenstiel, Dean (727) 791-2433

Job Related Opportunities

- Project management opportunities in general and specialized areas of organizations.
- Organizations targeted include general business, health, government, technology, and financial organizations.

The project management courses identified in this certificate program aim to meet the educational requirement for the PMP, Agile PM, and CAPM Certificates administered globally by the Project Management Institute.

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
- Applicants are assumed to have an introductory knowledge of project management and project management software

REQUIRED COURSES - Grade of "C" or higher required.

MAN	3503	Managerial Risk Analysis and Decision Making	3
MAN	4583	Project Management	3
MAN	4741	Innovation, Change, and Agile Projects	3
MAN	4881	Authority, Influence and Projects	3
MAN	4883	* Project Management Specialization Course	1
MAN	4883	* Project Management Specialization Course	1
MAN	4883	* Project Management Specialization Course	1
MAN	4885	Complex and Advanced Projects	3

TOTAL PROGRAM HOURS **18**

* A range of specialization courses in project management application areas and content expertise areas will provide students with specific skills for their industry and advanced topics relating to project management practice. Students will have to select three advanced topics from a set of 4 or more offerings each year.

C&I 5/24/2011;BOT 6/21/2011			
Effective 2011 445			

Dr. Richard Flora, Dean, HEC (727) 341-3652

- Certified Veterinary Practice Manager

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.

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.

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

C&I 9/8/09; BOT 10/20/09			
NEW – Eff 20092 0420			

BASIC CORRECTIONAL OFFICER
PSAV CERTIFICATE
(BCOR-PSAV)

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

Effective 2008 per SCNS
State chgd numbers effective 20091

BASIC CROSSOVER FROM
CORRECTIONAL OFFICER TO CMS LAW ENFORCEMENT
PSAV CERTIFICATE
(BCRO-PSAV)

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

Effective 20053

Effective 20091 SCNS changed prefixes/numbers

Effective 20091 – FDLE change

BASIC LAW ENFORCEMENT
PSAV CERTIFICATE
(BLE-PSAV)

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

Effective 20053

Effective 20091 SCNS changed prefixes/numbers

Effective 20091 FDLE changed numbers

BASIC FIREFIGHTING II **PSAV CERTIFICATE** **(FFII-PSAV)**

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.

<u>PROGRAM REQUIREMENT</u>			<u>CONTACT HOURS</u>
FFP	0020	Fire Fighter II	225
TOTAL CONTACT HOURS			225

BASIC FIREFIGHTING I **PSAV CERTIFICATE** **(FFI-PSAV)**

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.

<u>PROGRAM REQUIREMENTS</u>			<u>CONTACT HOURS</u>
FFP	0010	Fire Fighter I	225
TOTAL CONTACT HOURS			225

Academic Courses

Course Subjects/Prefixes

Accounting
ACG TAX

American Sign Language & Interpreting
ASL INT

Anatomy
BSC

Animal Science
ANS ATE

Anthropology
ANT

Architecture
ARC TAR

Art
ARH ART

Astronomy
AST

Banking
BRC FIN

Biochemistry (Biophysics)
BCH

Biological Science
BSC MCB PCB ZOO

Botany
BOT

Building Construction
BCN BCT

Business
ACG ENT FIN GEB MAN MAR MNA OST QMB
REE RMI

Business Law
BUL

Chemistry
CHM

Classical Languages & Literature
CLT GRK LAT

Communications
COM

Computer & Information Technology
CAP CGS CIS CNT COP CTS ISM

Criminal Justice
CCJ CJB CJC CJE CJL DSC

Dance
DAA DAN

Dental Hygiene
DEH DES

Digital Media
DIG GRA

Economics
ECO ECP

Education
BTE EDE EDF EDG EDP EEC EEX EME EVT LAE
MAE RED SCE TSL

Emergency Medical Services
EMS

Engineering Technology
CET EET EGS ETD ETI ETM ETS

English as a Second Language / Teaching ESL
EAP TSL

English Language & Literature
AML CRW ENC ENG ENL LIT

Entrepreneurship
ENT

Environmental Studies
EVR EVS

Ethics
PHI

Film
FIL

Finance
FIN
Fire Science
FES FFP

Foreign Language: French
FRE

Foreign Language: Russian
RUS

Foreign Language: Spanish
SPN

Funeral Services
FSE

Geography
GEA

Geology
ESC GLY

Graphic Arts
GRA

Health Information Management
HIM

Health Sciences / Resources
HSA HSC

History
AMH EUH HIS WOH

Hospitality Management
FSS HFT

Human Services
HUS

Humanities
HUM

Interdisciplinary / Natural Science
ISC

Interdisciplinary Studies & Honors
IDH IDS

Leadership
LDR

Leisure
LEI
Library & Information Studies
LIS

Management
MAN MNA SBM

Marketing
MAR MKA

Mass Communication
FIL JOU MMC

Mathematics
MAC MAD MAE MAP MAS MAT MGF MHF MTG
STA

Medical Imaging & Radiation Therapy
RTE

Medical Laboratory Technology
MLT

Meteorology
MET

Microbiology
MCB

Music
MUC MUG MUH MUL MUM MUN MUO MUS MUT

Music: Applied
MVB MVJ MVK MVP MVS MVV MVW

Nursing
NSP NUR

Nutrition
FSS HUN

Oceanography
OCB OCE

Office Systems Technology
OST

Oral Interpretation
ORI

Paralegal / Legal Assisting
BUL PLA

Philosophy
PHH PHI

Photography
PGY

Physical Education
HLP PEL PEM PEN PET

Physical Therapy
PHT

Physics
PHY

Political Science
CPO INR POS

Prosthetics/Orthotics
PRO

Psychology
CLP DEP EDP PPE PSY SOP
Public Policy & Administration
PAD PUP

Quantitative Methods in Business
QMB

Radiography
RTE

Reading
REA RED

Real Estate
REE

Religion
REL

Respiratory Care
RET

Risk Management & Insurance
RMI

Science Education
SCE

Sociology
SYG SYP

Speech Communication
SPC

Statistics
STA

Student Life Skills
SLS

Teaching English as a Second Language
TSL

Theatre
THE TPA TPP

Veterinary Technology
ATE

Zoology
ZOO

2012-13 Course Descriptions

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: [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

Prerequisites: [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: 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.

ACG 3103 INTERMEDIATE ACCOUNTING I 3 credits

Prerequisites: [ACG 2071](#) and (admission to the Accounting AS or Business Administration 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: [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.

AMH 1091 AFRICAN-AMERICAN HISTORY 3 credits

"G" Prerequisite: ([ENC 0025](#) and [REA 0017](#)) or [EAP 1695](#) or satisfactory score on the SPC 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 1970s, and the current social condition defining black experience in America. This course partially satisfies the Gordon Rule writing requirements outlined in the General Education Requirements. 47 contact hours.

AMH 2010 HISTORY OF THE UNITED STATES I 3 credits

"G" Prerequisite: ([ENC 0025](#) and [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 HONORS HISTORY OF THE UNITED STATES I 3 credits

"G" Prerequisite: 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 will only be given for [AMH 2010](#) or AMH 2010H or [IDS 2103H](#). 47 contact hours.

AMH 2020 HISTORY OF THE UNITED STATES II 3 credits

"G" Prerequisite: ([ENC 0025](#) and [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 to encourage students 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 HONORS HISTORY OF THE UNITED STATES II 3 credits

"G" Prerequisite: 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 AFRICAN-AMERICAN LITERATURE 3 credits

Prerequisite: ([ENC 1101](#) or [ENC 1121H](#) or [IDS 1101H](#)). This course is designed to survey the major fiction, poetry, drama, and essays of selected African-American writers through the twenty-first 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 experiences as they unfold in African-American literature and American culture, while also exploring the historical background, social issues, and diverse ideologies of each period. 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: [ENC 0025](#) or [EAP 1695](#) or a satisfactory score on the SPC 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 AMERICAN LITERATURE TO 1865 3 credits

"G" Prerequisite: ([IDS 1101H](#) or [ENC 1101](#) or [ENC 1121H](#)) and ([REA 0017](#) or [EAP 1695](#)) or appropriate score on the placement test. This is a course 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 HONORS AMERICAN LITERATURE I 3 credits

"G" Prerequisites: ([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 2010H and [AML 2010](#). 47 contact hours.

AML 2020 AMERICAN LITERATURE FROM 1865 TO PRESENT 3 credits

"G" Prerequisite: ([IDS 1101H](#) or [ENC 1101](#) or [ENC 1121H](#)) and ([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 HONORS AMERICAN LITERATURE II 3 credits

"G" Prerequisites: ([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 as outlined in the General Education Requirements. Credit is not given for both AML 2020H and [AML 2020](#). 47 contact hours.

ANS 3006 INTRODUCTION TO ANIMAL SCIENCE 3 credits

Prerequisite(s): [PCB 3063C](#). 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.

ANT 2000 INTRODUCTION TO ANTHROPOLOGY 3 credits

"G" Prerequisite: ([ENC 0025](#) and [REA 0017](#)) or [EAP 1695](#) or satisfactory score on the SPC 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 contributions to the other disciplines. Emphasis will be given to the universal and the unique aspects of man's adaptation to his environment and to his biological origins. This course partially satisfies the Gordon Rule writing requirements outlined in the General Education Requirements. 47 contact hours.

ANT 2003 SURVEY OF ANTHROPOLOGY 3 credits

"G" Prerequisite: ([ENC 0025](#) and [REA 0017](#)) or [EAP 1695](#) or satisfactory score on the SPC 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 Gordon Rule writing requirements outlined in the General Education Requirements. 47 contact hours.

ANT 2410 CULTURAL ANTHROPOLOGY 3 credits

"G" Prerequisite: ([ENC 0025](#) and [REA 0017](#)) or [EAP 1695](#) or satisfactory score on the SPC 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 Gordon Rule writing requirement outlined in the General Education Requirements. 47 contact hours.

ARC 1126C ARCHITECTURAL DRAWING I 3 credits

An introductory drafting course oriented toward students entering the career areas of building design and/or construction. 6 class and laboratory hours weekly.

ARC 1301 ARCHITECTURAL DESIGN I 4 credits

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: [ARC 1301](#). 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 Age of Enlightenment 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: [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

Prerequisites: [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: [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

Prerequisites: [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

Prerequisites: [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. 62 contact hours. This course has a substantial writing requirement.

ARH 1000 UNDERSTANDING ART 3 credits

"G" Prerequisite: [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: [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: [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

A foundation course developing knowledge and perception of two-dimensional form and its elements. An introduction to basic design concepts, skills, and processes necessary for all art careers. 92 contact hours. 3 credits.

ART 1203C DESIGN II 3 credits

Prerequisite: [ART 1201C](#). This is a foundation course developing knowledge and perception of three-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: [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: [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: [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: [ART 1300C](#). Recommended: [ART 1201C](#) and [ART 1330C](#). 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. 3 credits.

ART 2400C PRINTMAKING I 3 credits

Prerequisite: [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: [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: [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.

ART 2949 CO-OP WORK EXPERIENCE 1-3 credits

Prerequisite: 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.

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: [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

Prerequisites: [ASL 1150C](#) and [ASL 1510](#) with grades of "C" or better and ([ENC 0025](#) and [REA 0017](#) or [EAP 1695](#)) or appropriate score on the SPC Placement Test and departmental approval). Pre- or corequisite: [ASL 1430](#) with grade of "C" or better. This course is a continuation of Intermediate American Sign Language 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

Prerequisites: [ASL 1150C](#), [ASL 1430](#), [ASL 1510](#) all with grades of "C" or better. This is a course 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: [ASL 1140C](#) with grade of "C" or better. Pre- or corequisite: [ASL 1510](#) with grade of "C" or better. This course introduces students to fingerspelling and numbers in ASL. 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 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: [ASL 1160C](#) and [ASL 1510](#) (with grades of "C" or better) and ([ENC 0025](#) and [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

Prerequisites: ([ENC 0025](#) and [REA 0017](#) and [MAT 0028](#)) or ([EAP 1695](#) and [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

Prerequisites: ([ENC 0025](#) and [REA 0017](#) and [MAT 0028](#)) or ([EAP 1695](#) and [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 credits

Pre- or corequisite: [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: 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: 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: Admission to the Veterinary Technology AS program. Corequisite: [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 credits

Prerequisite: Admission to the Veterinary Technology AS Program. Corequisite: [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 corequisites: [ATE 1110](#) and [ATE 1110L](#), both with a grade of "C" or higher. 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

Prerequisites: ([ENC 0025](#) and [REA 0017](#) and [MAT 0028](#)) or ([EAP 1695](#) and [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

Prerequisites: ([ENC 0025](#) and [REA 0017](#) and [MAT 0028](#)) or ([EAP 1695](#) and [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

Prerequisites: ([ENC 0025](#) and [REA 0017](#) and [MAT 0028](#)) or ([EAP 1695](#) and [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

Prerequisites: ([ENC 0025](#) and [REA 0017](#) and [MAT 0028](#)) or ([EAP 1695](#) and [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 credits

Prerequisite: [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 OFFICE 3 credits

Prerequisites: ([ENC 0025](#) and [REA 0017](#) and [MAT 0028](#)) or ([EAP 1695](#) and [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: 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 credits

This course is designed to acquaint the student with basic laboratory and nursing skills, including restraint, history taking, examination room techniques, administration of medication, basic parasitology, and basic clinical pathology procedures. 47 contact hours or equivalent.

ATE 1654L VETERINARY CLINICAL PRACTICE II 1 credits

Pre- or corequisites: [ATE 1650L](#) with a grade of "C" or higher and [ATE 1110](#) with a grade of "C" or higher. This is a course designed to acquaint the student with basic skills in radiology and surgical nursing. 47 contact hours or equivalent.

ATE 1671L LABORATORY ANIMAL MEDICINE 1 credits

Prerequisite: [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 of common laboratory species. 47 contact hours.

ATE 1741 VETERINARY MEDICAL TERMINOLOGY 1 credits

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 credits

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 credits

Prerequisite: [ATE 1943](#) with a grade of "C" or higher. This course consists of supervised clinical experience in a work place approved by the instructor. A minimum of 64 hours, in an approved work place is required. 64 contact hours.

ATE 2050C SMALL ANIMAL BREEDS AND BEHAVIOR 1 credits

Prerequisite: 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

Prerequisites: ([ENC 0025](#) and [REA 0017](#) and [MAT 0028](#) or ([EAP 1695](#) and [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 credits

Prerequisite: 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 also includes veterinary issues, resume writing, and effective job seeking techniques. 32 contact hours.

ATE 2611 ANIMAL ANESTHESIA 3 credits

Pre- or corequisite: [ATE 1211](#) with a minimum grade of "C." This is a course designed to acquaint the student with common surgical procedures, anesthesiology, asepsis, surgical instrument identification and care, veterinary dentistry, obstetrics, and pediatric care for companion animals. 47 contact hours or equivalent.

ATE 2612 ANIMAL MEDICINE 3 credits

Prerequisite: [ATE 1211](#) with a minimum grade of "C." The course topics include immunity, disease prevention, common vaccinations and diseases, physical therapy, oxygen and fluid therapy, obstetrics and pediatric care, and veterinary dentistry in companion animals. 47 contact hours or equivalent.

ATE 2631 ANIMAL NURSING 3 credits

This course is a study of the technical skills of hospital maintenance and disinfection, general patient care, clinical nutrition, medicating animals, exam room techniques, diagnostic imaging including radiography, ultrasonography and endoscopy, zoonotic diseases, and human health hazards associated with veterinary medicine. 47 contact hours or equivalent.

ATE 2634 ANIMAL PHARMACOLOGY 3 credits

Prerequisite: [ATE 1211](#) with a minimum grade of "C." This course is a study of the principles and practices related to veterinary pharmacology. Lecture topics will include a review of veterinary pharmacology and pharmacokinetics. Emphasis is on the application of the principles of pharmacology. 47 contact hours.

ATE 2638 ANIMAL LABORATORY PROCEDURES I 3 credits

Prerequisite: Any College-level [BSC](#) or [ZOO](#) with a minimum grade of "C," [ATE 1211](#) with a minimum grade of "C." Corequisite: [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: [ATE 2638](#). This course is 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: [ATE 2638](#) with a minimum grade of "C." Corequisite: [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: [ATE 2638L](#) with a minimum grade of "C." Corequisite: [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

Prerequisites: [ATE 1654L](#) with a minimum grade of "C," [ATE 1311L](#) with minimum grade of "C," [ATE 1211](#) with minimum grade of "C."
Pre- or corequisites: [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: [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 credits

Pre- or corequisite: [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 credits

Prerequisite: [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 credits

Pre- or corequisite: [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: [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 credits

Prerequisite: [ATE 1944](#) with a minimum grade of "C." Pre- or corequisite: [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 credits

Prerequisite: [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 credits

Prerequisite: [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. 64 contact hours. May be repeated up to four times.

ATE 3100 TOOLS FOR SUCCESS 1 credits

Prerequisite(s): Admission to the Vet Tech BAS program or Vet Tech Certificate 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 AND REGULATORY COMPLIANCE IN VETERINARY TECHNOLOGY 1 credits

Prerequisite(s): Admission to the Vet Tech BAS program or Vet Tech Certificate 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: Admission into 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

Prerequisites: [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: [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: 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: [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 corequisites: [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: Admission into the Veterinary Technology BAS program 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: [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 credits

Prerequisite: 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: 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 CAPSTONE I 1 credits

Prerequisite: Admission to the Veterinary Technology BAS program. Pre- or corequisite [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 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: [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: Admission to the 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 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 corequisites: [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

Prerequisites: [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

Prerequisites: [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

Prerequisites: [CHM 2045/2045L](#) and [CHM 2046/2046L](#). This course is designed to introduce students to principles of organic and biological chemistry, and to provide a foundation for the study of modern biological processes. Topics from organic chemistry will include a study of hydrocarbon structure, stereochemistry and reaction mechanisms. The structure of organic compounds and functional groups will be used to build an understanding of the structure and function of proteins, carbohydrates, lipids and other vital biomolecular compounds. The aim of this course is to provide an understanding of the structure and function of biological molecules and role in metabolism and cellular regulation. Current issues, like the use of synthetically engineered molecules (such as artificial sweeteners and fat substitutes) will be integrated to the core topics. This class supports the mastery of subject area knowledge for College of Education students who will be taking the subject area exam in Biology Education 6-12. The course can also be valuable to students desiring an introduction or review of these concepts prior to undertaking higher-level studies in biology or chemistry. 47 contact hours.

BCH 4024 BIOCHEMISTRY AND MOLECULAR BIOLOGY 4 credits

Prerequisites: [CHM 2210/2210L](#), [CHM 2211](#), and [PCB 3063C](#). 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.

BCN 1050 BUILDING SPECIFICATIONS 1 credits

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 credits

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 credits

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 credits

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. 16 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. Six class and laboratory hours weekly. 92 contact hours.

BCN 1272 BLUEPRINT READING 2 credits

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 credits

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 building's 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: [TAR 2122C](#). This course is an intensive study in an area of special interest to the student in the Building Arts program. 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 credits

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 credits

This course is a survey of roofing systems used in residential 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 credits

Prerequisite: 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 credits

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. 16 contact hours.

BCN 2056 STEEL CONSTRUCTION METHODS 1 credits

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. 16 contact hours.

BCN 2068 THE A.D.A.: PRIMER FOR CONTRACTORS 1 credits

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 credits

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 credits

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.

BCN 2949 CO-OP WORK EXPERIENCE 1-3 credits

Prerequisite: Faculty Advisor/Co-op Coordinator or Program Director 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.

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

Prerequisites: [ARC 2461](#), and either [BCN 1272](#) or [BCN 1251C](#) or permission of the instructor. 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 2708 ADVANCED CONSTRUCTION PROJECT MANAGEMENT 3 credits

Prerequisite: [BCT 2771](#) or [BCT 2730](#). Students will be expected to have a working knowledge of computers including Internet access and a current email address. This course is an in-depth look at the challenges of coordinating and managing large-scale construction projects. Major topics include construction participants, contracts, pre-construction planning, bidding, negotiating, inspections, codes, safety, project closeout and conflict resolution. Emphasis will be on the use of computer technology as a tool in the management process. 47 contact hours.

BCT 2730 JOB SITE SUPERINTENDING 3 credits

Prerequisites: [BCN 1251C](#) or [BCN 1272](#), and [BCN 1050](#), [BCT 1760](#), [BCN 2732](#), and [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 credits

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 credits

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: [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.

BOT 3015C PLANT BIOLOGY WITH LAB 4 credits

Prerequisites: [BSC 2010/2010L](#) and [BSC 2011/2011L](#).

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.

BOT 3143C FIELD BOTANY WITH LAB 4 credits

Prerequisite(s): [BSC 2010/2010L](#) and [BSC 2011/2011L](#). This course is a field study of the plants of Florida with emphasis on the methods of plant identification, the characteristics of major plant families, collecting techniques, taxonomic relationships of plant groups, plant ecology and conservation. Labs consist of field trips to local natural areas and will introduce students to the plant species of the region, their habitats, and relations to other species. This course is a combined lecture and lab class. 92 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: [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: 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.

BRC 3203 BANKING REGULATION AND COMPLIANCE 3 credits

Prerequisite: [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 0070 FOUNDATIONS FOR ANATOMY/PHYSIOLOGY AND BIOLOGY 2 credits

Prerequisites: [MAT 0018](#) and [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

Prerequisites: ([ENC 0025](#), [REA 0017](#) and [MAT 0028](#)) or [EAP 1695](#) and [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](#) or [BSC 2011](#)). 47 contact hours.

BSC 1005L BIOLOGICAL SCIENCE LAB 1 credits

Prerequisite or corequisite: [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

Prerequisites: ([ENC 0025](#) and [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 & PHYSIOLOGY 4 credits

Prerequisites: ([ENC 0025](#) and [REA 0017](#) and [MAT 0028](#)) or ([EAP 1695](#) and [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

Prerequisites: ([ENC 0025](#) and [REA 0017](#) and [MAT 0028](#)) or ([EAP 1695](#) and [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 2009CH HONORS INVESTIGATING BIOLOGY 4 credits

Prerequisite: Appropriate score on the SPC placement test or acceptance into the Honors College or approval of program director. Meets Honors College entrance criteria or approval of 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

Prerequisites: ([ENC 0025](#) and [REA 0017](#) and [MAT 0028](#)) or ([EAP 1695](#) and [MAT 0028](#)) or (satisfactory scores on the SPC placement test) and [CHM 1025](#) or one year of high school chemistry. Corequisite: [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, histology, 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 credits

Corequisite: [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

Prerequisites: [BSC 2010](#) with a grade of "C" or better; [BSC 2010L](#) with a grade of "C" or better. Corequisite: [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 credits

Prerequisites: [BSC 2010/2010L](#). Corequisite: [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 & PHYSIOLOGY I 3 credits

Recommended: HS or college level biology or chemistry class within 5 years. Prerequisites: ([ENC 0025](#) and [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: [BSC 2085L](#). 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 & PHYSIOLOGY LABORATORY I 1 credits

Corequisite: [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 & PHYSIOLOGY II 3 credits

Prerequisites: [BSC 2085/2085L](#) with a minimum grade of "C". Corequisite: [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 & PHYSIOLOGY LABORATORY II 1 credits

Prerequisites: [BSC 2085/2085L](#) with a minimum grade of "C." Corequisite: [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

Prerequisites: ([ENC 0025](#) and [REA 0017](#) and [MAT 0028](#)) or ([EAP 1695](#) and [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. 77 contact hours.

BSC 2362 TROPICAL ECOLOGY 3 credits

Prerequisites: ([ENC 0025](#) and [REA 0017](#) and [MAT 0028](#)) or ([EAP 1695](#) and [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 credits

Prerequisite: 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 partitioning, 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.

BSC 3017 THEORY AND PRACTICE IN THE BIOLOGICAL SCIENCES 2 credits

Prerequisite(s): [BSC 2010/2010L](#) and [BSC 2011/2011L](#). This course is designed to provide a rigorous look at the process of biologically relevant scientific inquiry. Students will investigate formulation of scientific hypotheses, experimental design, collection of data, and dissemination of results. In-depth understanding and use of scientific literature will be developed and applied to both written and verbal communication exercises. This course will include challenges faced by scientists including scientific bias, dissemination to general public and incorporation of scientific discoveries into policy. It is recommended that this course be taken the first semester within the BS Biology program. 32 contact hours.

BSC 3052 CONSERVATION BIOLOGY 3 credits

Prerequisite(s): [BSC 2010/2010L](#), [BSC 2011/2011L](#) and [PCB 3043C](#). This course is designed to teach the conceptual foundations of conservation biology, including the value of biodiversity and trends in global biodiversity. We will also explore the threats and challenges to conserving earth's biodiversity. One of the aims is to correlate concepts from ecology and evolutionary biology to the field of conservation biology. This course will explore the wide variety of approaches used in solving problems in conservation biology and the interrelationships between conservation, human societies and public policy. [STA 2023](#) is strongly recommended. 47 contact hours.

BSC 3096 HUMAN BIOLOGY 3 credits

Prerequisites: [BSC 2010/2010L](#) and [BSC 2011/2011L](#). This course is designed to teach human biology from the perspective of the human organism's structure and function, health and wellness, and interactions with the social and physical environment. 47 contact hours.

BSC 3312C MARINE BIOLOGY WITH LAB 4 credits

Prerequisites: [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 3930L Selected Lab Topics in Biology 1 credits

Prerequisite: Permission of the Academic Department Chair or Dean. This course is designed to provide a laboratory experience to supplement lecture courses in biology for students who transfer from other institutions having completed only the lecture component. This course may be taken 5 times for a total of 5 credits using different lab topics. 45 contact hours.

BSC 4032 ISSUES AND CHALLENGES IN SCIENCE EDUCATION 2 credits

Admission to the Middle Grades General Science Education (5-9) or Secondary Science/Biology Education (6-12) programs. This course is designed to address the challenge of transforming Florida State Standards into a cohesive plan for instruction in middle school and secondary science classrooms. Activities in this course will strengthen the student's ability to plan for scaffolding and articulation of content lessons and student activities and assessment. Topics addressed include the history of science curriculum reform, the impact of public policy on teaching and assessment, and instructional strategies that promote high student achievement. Students will explore the use of controversy in the classroom as a means of increasing engagement and interest in the classroom. This course addresses specific pedagogy pertinent to science education and required for certification. 32 contact hours.

BSC 4422C METHODS AND APPLICATIONS IN BIOTECHNOLOGY 4 credits

Prerequisite(s): [BSC 2010/2010L](#), [BSC 2011/2011L](#), [CHM 2045/2045L](#), [CHM 2046/2046L](#) and [PCB 3063C](#); [MCB 3020C](#) or [PCB3023C](#) are recommended. This course focuses on the techniques and applications of biotechnology. Biotechnology refers to utilization and manipulation of biological systems with the intent to solve global and societal problems. Emphasis will be placed on understanding the role of the biotechnology industry and application of concepts and techniques central to biotech laboratory research. The major areas of biotechnology that will be covered are as follows:

- 1) Discovery, development and use of recombinant DNA technology.
- 2) Industry and government regulations on biotech as well as ethical issues surrounding the field.
- 3) Major branches of the biotechnology industry including forensics, bioinformatics, pharmaceutical/medical, agricultural, environmental and sustainable energy biotechnology.

These topics will be covered in context of a clear knowledge of cellular systems, genetics and ecology as well as with rigorous application of the scientific method. This includes careful analysis of the costs and benefits of modern technology on the economy, society and the environment. This course is a combined lecture and lab class. 92 contact hours.

BSC 4905C UNDERGRADUATE RESEARCH IN BIOLOGY 1-6 credits

Prerequisite: 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 credits

Prerequisite(s): Permission of Academic Department Chair or Dean. 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: 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 WITH PRACTICUM 2 credits

Prerequisite: 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 understanding of middle school 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 40 school-based hours. 32 contact hours.

BTE 4413 INSTRUCTIONAL METHODS FOR SECONDARY BUSINESS TECHNOLOGY EDUCATION 3 credits

Prerequisite: Admission to Business Technology Education BS 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

Prerequisites: 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

Prerequisites: [EDF 3214](#) and fourth-year (senior) standing. Corequisite: [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 [BTE 4413](#): Instructional Methods for Secondary Business Technology Education. 32 contact hours.

BTE 4948 CURRICULUM OVERVIEW IN BUSINESS EDUCATION 3 credits

Prerequisite: 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. 40 school-based hours. 47 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.

BUL 3130 LAW FOR PROFESSIONALS 3 credits

Prerequisites: ([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

Prerequisites: ([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: [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

Prerequisite(s): [BUL 2131](#) or [BUL 2241](#) or equivalent and Admission to the INTBUS-BAS Program. 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 multi-national businesses confront in the international market place, including treaty and convention benefits and limitations, differing legal regimes, international dispute resolution processes, principles of jurisdiction, international contract interpretation and implementation, monetary policies and laws as they relate to commerce, global information systems and intellectual property regulations, and international social and ethical issues affecting businesses and their operations. 47 contact hours.

BUL 3564 LEGAL ASPECTS OF MANAGING TECHNOLOGY 3 credits

Prerequisites: [BUL 2131](#), [BUL 2241](#), or [CET 2691](#) or equivalent and admission to the College of Computer and Information Technology bachelor program or to the Paralegal Studies BAS program. This course is designed to give the computer and information technology student a foundation for analyzing and addressing evolving legal issues in the computer technology and online business environment. Topics include jurisdiction, intellectual property, online contracting, security, privacy, importing and exporting technology, and civil and criminal liability. 47 contact hours.

BUL 3583 LEGAL ASPECTS OF SUSTAINABILITY 3 credits

Prerequisite: [BUL 2241](#) or [BUL 2131](#) or [EVR 1858](#) and [MAN 3786](#) and [MAN 4788](#) 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. While learning about the international and national impact of the Kyoto Protocol, environmental laws and regulations, emerging sustainability laws and regulations, the affect of existing laws on the sustainability industry, and SEC industry regulations, the student will understand the relation of law to informed sustainable business decision making and practices. 47 contact hours.

CAP 2134 DATABASE SECURITY 3 credits

Prerequisite: [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: 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: 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: 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: [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: 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 portion of Computer Support Technician certification offered by CompTIA (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 operating systems, 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 computer

peripherals. This course, will prepare the student for the A+ Certified IT Technician portion of Computer Support Technician Certification offered by CompTIA (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 configuration, LAN/WAN topologies, Internet Protocol version 4 (IPv4) addressing and network standards. Students will install, configure and operate a simple-routed/switched LAN, and routed WAN. 47 contact hours.

CET 1610 ROUTING PROTOCOLS AND CONCEPTS 3 credits

Prerequisite: [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), Open System Interconnection (OSI) models, Ethernet, Internet Protocol version 4 (IPv4) addressing, static and dynamic routing. 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: [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 LAN, 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

Prerequisites: [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

Prerequisites: 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 version 4 (IPv4), 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: CCNA certification 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

Prerequisites: Completion of [CET 2620](#) or CCNA certification with permission of 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) and Intrusion Prevention Systems (IPS), Internet Protocol-security (IPSec), and Virtual Private Networking (VPN) in network security design. Students will implement designs using equipment in a laboratory setting. This course also prepares students for CCNA Security certification. 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 typically 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: Completion of [CET 2620](#) or CCNA certification with permission of the Dean. 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 (ACLs) 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 NETWORK ENGINEERING INTERNSHIP 1-4 credits

Prerequisite: 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.

CET 2949 CO-OP WORK EXPERIENCE 1-3 credits

Prerequisite: Faculty Advisor/Co-op Coordinator or Program Director 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.

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 credits

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: [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) website. 47 contact hours.

CGS 1301 INTRODUCTION TO INFORMATION SYSTEMS 3 credits

This course is designed to provide students with a foundational understanding of Information Systems (IS) as they apply to the computer industry. Topics will include Information Systems fundamentals; IS infrastructure; organizational and business strategies for Information Systems; Managing Information Systems; Information Systems for commerce and collaboration; business intelligence and Enterprise Information Systems; security, privacy and ethics for Information Systems. 47 contact hours.

CGS 1515 SPREADSHEET TECHNIQUES AND PROGRAMMING 3 credits

Prerequisite: [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: [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, 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 SYSTEM 3 credits

Prerequisite: [CGS 1000](#) or [CGS 1100](#). This is a course designed to make a 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: [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: [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: [CGS 1821](#). This course is designed to follow Web Graphics Design I extending the student's 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 Graphics Interchange Formats (GIFs), sound, and interactivity are important topics also covered in this course. 47 contact hours.

CGS 1831 WEB FOUNDATIONS/ESSENTIALS 3 credits

Prerequisite: [CGS 1070](#), [CGS 1100](#), [CGS 1000](#) 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 1846 WEB SITE MARKETING AND USABILITY 3 credits

Prerequisite: 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: [CGS 1831](#) or permission of the Dean. 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: [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: [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 2651 COLLABORATIVE TECHNOLOGIES 3 credits

Prerequisite: [CGS 1100](#). This course is designed to teach students how to interact using shared collaborative communication tools and resources. Students will learn how to identify and apply Web-based social collaboration technologies for business and personal use. Major topics covered include: identifying the differences between Web 1.0, 2.0, 3.0; reviewing collaboration software (DropBox, Google Docs, Sharepoint); communicating using social media sites (Twitter, Facebook, LinkedIn, FourSquare, Tumblr); organizing and applying web syndication to online data. 47 contact hours.

CGS 2811 INCIDENT RESPONSE AND DISASTER RECOVERY 3 credits

Prerequisite: [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: [CGS 1831](#) and [CGS 1821](#) or permission of the Dean. 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 INTERNSHIP 1-4 credits

Prerequisite: 15 credit hours completed within the major courses. . 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: ([ENC 0025](#) and [REA 0017](#) and [MAT 1033](#)) or ([EAP 1695](#) and [MAT 1033](#)) or (appropriate score on SPC placement test). Corequisite: [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 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 2045/2045L](#) or [CHM 2046/2046L](#). 47 contact hours.

CHM 1025L INTRODUCTORY CHEMISTRY LAB 1 credits

Corequisite: [CHM 1025](#). This introductory chemistry lab course includes experiments involving mass, volume, the nature of substances, density, solubility, graphing, dimensional analysis, empirical formulas, titration, gas laws, and solutions. 45 contact hours.

CHM 1026 CHEMICAL CALCULATIONS 3 credits

Prerequisites: [CHM 1025](#) and [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 [CHM 2045](#) or [CHM 2046](#). 47 contact hours.

CHM 2045 GENERAL CHEMISTRY I 3 credits

Prerequisite: (1) [CHM 1025/1025L](#) 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: [CHM 2045L](#). The sequence [CHM 2045/2045L](#) and [CHM 2046/2046L](#) 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 credits

Corequisite: [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

Prerequisites: [CHM 2045/2045L](#) with grades of "C" or better. Corequisite: [CHM 2046L](#). This course is a continuation of General Chemistry I and extends the study of chemical principles in thermodynamics, kinetics, acid-base reactions, oxidation-reduction, electrochemistry, nuclear chemistry, and gaseous and solution equilibria. 47 contact hours.

CHM 2046L GENERAL CHEMISTRY LABORATORY II 1 credits

Corequisite: [CHM 2046](#). This course is a continuation of General Chemistry Laboratory I. It includes some qualitative analysis. 45 contact hours.

CHM 2210 ORGANIC CHEMISTRY I 3 credits

Prerequisite: [CHM 2045](#) with a grade of "C" or better; [CHM 2045L](#) with a grade of "C" or better. Corequisite: [CHM 2210L](#). Pre- or corequisite: [CHM 2046](#). This course is a study of carbon compounds emphasizing nomenclature, reaction mechanisms, synthesis, stereo-chemistry, functionality and including an introduction to spectroscopy. 47 contact hours.

CHM 2210L ORGANIC CHEMISTRY LABORATORY I 1 credits

Corequisite: [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: [CHM 2210](#) with a grade of "C" or better; [CHM 2210L](#) with a grade of "C" or better. Corequisite: [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 credits

Corequisite: [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: [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: [CGS 1100](#). 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 47 contact hours.

CIS 2352 ETHICAL HACKING 3 credits

Prerequisite: [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: 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: 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: 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: 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 (CJSTC)'s Curriculum Maintenance System (CMS) curriculum. 80 contact hours.

CJB 1085 CMS LAW ENFORCEMENT TRAFFIC 4 credits

Prerequisites: 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 credits

Prerequisite: 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: Program Director 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: 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: 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: 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: 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: 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: 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: Program Director's approval. 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.

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 1100 CRIMINAL JUSTICE LEGAL I 3 credits

Prerequisite: Program Director approval. 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: Program Director approval. 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 Commissions. 47 contact hours.

CJE 1177 CENTRAL AMERICA GANG ASSESSMENT 3 credits

Prerequisite: 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: 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

Prerequisites: Program Director permission. 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 INTERPERSONAL SKILLS I 4 credits

Prerequisite: Program Director approval. 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: Program Director approval. This course covers 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. 56 contact hours.

CJE 1640 INTRODUCTION TO CRIME SCENE TECHNOLOGY 3 credits

Prerequisite: ([ENC 0025](#) and [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: [CJE 1640](#). 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: Permission of Program Director. 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 1660 File System Forensic Analysis 3 credits

Prerequisite: [CCJ 1020](#). This course is designed to provide the student with an understanding of computer forensics as it relates to different types of file systems and hard disks. The student will learn how to investigate different digital media devices that are encountered in computer forensic investigations. The student will also explore how the boot processes work in Windows, Linux, and Macintosh devices. The student will evaluate the different ways that investigators capture information from both Windows and Linux operating systems. Finally, the student will analyze how application password crackers are used in a cyberlaw investigation. 47 contact hours.

CJE 1661 Computer Hardware for Forensic Investigators 3 credits

Prerequisites: Permission of the program administrator, as well as basic computer skills, such as editing files, navigating a file system, and proficiency in the use of the Internet. This course is designed to provide the student with a basic understanding of computer hardware in order to assist the student with computer related investigations. In this course, the student learns about basic computer hardware components, including how computer motherboards and processors function. The student also evaluates the purposes of computer memory and hard drives. The installation and support of input/output devices is covered, as is the various purposes of multimedia and mass storage devices. Finally, the student will examine how to troubleshoot notebooks and printers. 47 contact hours.

CJE 1665 Investigating Network Intrusions 3 credits

Prerequisites: Permission of the program administrator, as well as basic computer skills, such as editing files, navigating a file system, and proficiency in the use of the Internet. This course is designed to provide the student with an understanding of cybercrime and network forensics. The objective of the course is to provide hands-on instruction in various investigative techniques and tasks that relate to computer-based crime, such as auditing network device log files, analyzing network traffic, and discovering web and denial of service attacks. The student will learn how to investigate Internet crimes, including various forms of e-mail crime. Finally, the student will explore the topics of corporate espionage, copyright infringement, and sexual harassment incidents. These topics will prepare the student to profile an intruder's footprint and gather all necessary information and evidence to support prosecution in a court of law. 47 contact hours.

CJE 1666 Operating Systems for Forensic Investigators 3 credits

Prerequisites: Permission of the program administrator, as well as basic computer skills, such as editing files, navigating a file system, and proficiency in the use of the Internet. This course is designed to teach the student the basic concepts of computer operating systems. The student will explain how operating systems manage memory by examining how operating systems use paging, virtual memory, and cache memory. The student will also explain how modern operating systems manage processes, including process deadlock, starvation, and race conditions. In addition, the student will explain how various system devices manage data. Finally, the student will be introduced to the most popular operating systems in use in the industry, including Unix, Linux, DOS, and Windows. 47 contact hours.

CJE 1669 IDENTITY THEFT INVESTIGATIONS 3 credits

Prerequisite: 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 1678 Introduction to Network Security for Computer-Related Crime Investigations 3 credits

Prerequisites: Permission of the program administrator, as well as basic computer skills, such as editing files, navigating a file system, and proficiency in the use of the Internet. This course will provide the student with knowledge of a network, security issues relating to networks and investigations regarding computer related crime investigations. 47 contact hours.

CJE 1680 INTRODUCTION TO COMPUTER RELATED CRIME INVESTIGATIONS 3 credits

Prerequisites: Basic computer skills, proficiency in the use of the Internet and the permission of the program director. 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: Permission of Program Director. 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: Permission of Program Director. 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: Permission of Program Director. 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: Permission of Program Director. 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: Permission of Program Director. 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 CRIME INVESTIGATIONS 3 credits

Prerequisite: Permission of Program Director. 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: Permission of Program Director. 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 in committing 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: ([ENC 0025](#) and [REA 0017](#) or [EAP 1695](#) or appropriate scores on the English and Reading placement tests. Pre- or corequisite: [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: [CJE 1770](#). This course expands upon concepts, knowledge and skills taught in Crime Scene Photo 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 OPERATIONS 1 credits

Prerequisite: Program Director approval. This course explores the components of the police driving environment are explored, 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: Program Director approval. 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: Program Director approval. 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 (CJSTC). 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: 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 INTERPERSONAL SKILLS II 3 credits

Prerequisite: Program Director approval. This course explores 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: Program Director approval. 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: Program Director approval. 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 occurrence events, 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: Program Director approval. 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: ([ENC 0025](#) and [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

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

Prerequisites: [CJE 2644](#), [CJE 2676](#). Pre- or corequisites: [CJE 1643](#), [CJE 1772](#), [CJL 2610](#), [CJE 2645](#), [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: ([ENC 0025](#) and [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 credit hours.

CJE 2676 BIOLOGICAL EVIDENCE 2 credits

Prerequisite: ([ENC 0025](#) and [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 credits

Prerequisite: Program Director approval. This course is about the 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.

CJE 3263 INTERNATIONAL GANG AWARENESS FOR PUBLIC SAFETY ADMINISTRATORS 3 credits

Prerequisite: 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: 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: Admission to the PSA-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.

CJL 2062 CONSTITUTIONAL LAW AND RULES OF EVIDENCE 3 credits

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: Program Director approval. 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: Permission of Program Director. 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

Prerequisites: [CJE 2644](#), [CJE 2676](#). Pre- or corequisites: [CJE 1643](#), [CJE 1772](#), [CJE 2645](#), [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: [PSY 1012](#) or [PSY 1020H](#). An examination of the major categories of mental disorders. Diagnostic criterion, treatment methods, and legislation applicable to the emotionally disturbed are studied. Local agencies which provide services to the mentally disordered are reviewed. 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.

CNT 1000 LOCAL AREA NETWORK CONCEPTS 3 credits

Prerequisite: [CGS 1000](#) or permission of the program administrator. This is a course designed to introduce a 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.

CNT 2940 COMPUTER NETWORKING INTERNSHIP 1-4 credits

Prerequisite: 15 credit hours completed within the major courses. 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.

COM 3120 ORGANIZATIONAL COMMUNICATION 3 credits

Prerequisite or corequisite: [ENC 1102](#), [ENC 1122H](#), [AML 1600](#), [AML 2010](#), [AML 2010H](#), [AML 2020](#), [AML 2020H](#), [ENL 2012](#), [ENL 2012H](#), [ENL 2022](#), [LIT 2110](#), [LIT 2110H](#), [LIT 2120](#), [LIT 2120H](#).

Prerequisite: ([SPC 1017](#), [SPC 1017H](#), [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

Prerequisites: [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 the 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 COMMUNICATION AND TEAM INTERACTION 3 credits

Prerequisite: [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: [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 on an environmental practice or initiative. 47 contact hours.

COP 1822 INTRODUCTION TO WEB PAGE CREATION 1 credits

Prerequisite: 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

Prerequisites: [COP 2823](#) and [CGS 1000](#). 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 and generate output. Topics will include Perl control structures, loops, arrays, hashes, functions, cookies, regular expressions, text files, and database access with Structured Query Language (SQL). 47 contact hours.

COP 1842 DEVELOPING WEB SITES USING PHP/MySQL 3 credits

Prerequisite: [COP 2823](#) and [CGS 1000](#). This course will teach students necessary skills to effectively implement dynamic Web sites using PHP HyperText Preprocessor (PHP) and MySQL. Topics include configuring PHP and MySQL, reading HTML forms, variables and strings, selections, loops, arrays, text files, cookies and sessions, functions, regular expressions, connecting to a MySQL database, writing basic Structured Query Language (SQL) commands, and developing applications with PHP/MySQL. 47 contact hours.

COP 2222 ADVANCED C++ PROGRAMMING FOR BUSINESS 3 credits

Prerequisite: [CGS 2402](#) or permission of the program director. 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 and an introduction to Windows programming. 47 contact hours.

COP 2250 JAVA PROGRAMMING I 3 credits

Prerequisite: [CGS 1000](#) or permission of 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, and text file input/output and an introduction to Swing Graphical User Interfaces (GUI). 47 contact hours.

COP 2251 JAVA PROGRAMMING II 3 credits

Prerequisite: [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: [CGS 1000](#) or permission of program administrator. 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: [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 iOS APP DEVELOPMENT 3 credits

Prerequisite: [CGS 2402](#) or [COP 2250](#). This is an introductory course in application development for iOS devices. Students will study the Objective-C language and observe Apple standard design patterns including Model-View-Controller (MVC). The Xcode Integrated Development Environment (IDE) will be used to create and test a number of apps. Web-based app development tools will also be introduced. Students will learn how to provision their apps to their own iOS devices and for distribution to the AppStore. An Apple desktop or laptop is required for this course. For face-to-face and blended classes the course is taught in a Apple computer lab. Online students must own, or have access to, an Apple computer. Students will benefit greatly by owning an iPhone, iPad, or iPod Touch but this is not compulsory since the software includes a simulator. 47 contact hours.

COP 2801 JAVASCRIPT 3 credits

Prerequisite: [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: [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: [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: [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: [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 C#/VB.NET 3 credits

Prerequisite: [COP 2837](#) or [COP 2360](#). 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

Prerequisites: [CGS 1000](#), [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

Prerequisites: [COP 1842](#). This course extends the study of PHP and MySQL begun in COP 1842, 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: 15 credit hours completed within the major courses. . 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: [POS 2041](#). This course is a comparative study of selected countries and their political systems. 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: [ENC 1101](#) or [ENC 1121H](#). 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 writing assignments. Each student may specialize in one literary form in a term project, as determined in conference with the instructor. This course has a substantial writing requirement. 47 contact hours.

CRW 2100 FICTION WORKSHOP 3 credits

Prerequisite: [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: [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 students have prior computer network training or experience. This course provides the student 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: [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. This course may be repeated up to three (3) times with a different version of the software which has a substantial or significant change in the software. 47 contact hours.

CTS 1303 CONFIGURING AND TROUBLESHOOTING WINDOWS SERVER ACTIVE DIRECTORY DOMAIN SERVICES 3 credits

Prerequisite: [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 in the software. 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: [CTS 1327](#). This course teaches students the basic fundamentals of networking, security, and server administration using Windows Servers. It is intended to provide the foundational level of knowledge needed to prepare students to begin building a career in Microsoft technologies. 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 1334 CONFIGURING AND TROUBLESHOOTING A WINDOWS SERVER NETWORK INFRASTRUCTURE 3 credits

Prerequisite: [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 System commands. The course is for new users of the Linux/Unix Operating System. Students learn file system navigation, file permissions, text editors, and command line administrative tasks. Major topics covered include accessing files and directories, executing directory and file commands, searching for files and text, file system security, text editing, archiving user data, remote connections, system processes, and text filtering commands and accessibility technologies. 47 contact hours.

CTS 2321 LINUX SYSTEM ADMINISTRATION I 3 credits

Prerequisite: [CTS 2106](#). This course is designed to teach students the skills required to effectively administer Linux servers. Students will plan, setup, administer and perform support tasks. Major topics covered include file administration, shell scripts, managing user accounts, and security procedures. 47 contact hours.

CTS 2322 LINUX SYSTEM ADMINISTRATION II 3 credits

Prerequisite: [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 Linux server. Students will configure basic network protocols and share resources. Major topics covered include file system, printers, Common Unix Printing Service (CUPS), SAMBA, boot and backup options, network and security services, software administration, and troubleshooting general printing problems. 47 contact hours.

CTS 2940 IT SECURITY INTERNSHIP 1-4 credits

Prerequisite: 15 credit hours completed within the major courses. 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 credits

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. 32 contact hours. May be repeated for a total of 6 credits.

DAA 1200 BALLET I 1 credits

This course is an introduction to techniques at the barre using basic foot, arm and body positions. Basic center work is also included. 32 contact hours. May be repeated for a total of 6 credits.

DAA 1351 ZUMBA INTERNATIONAL DANCE 1 credits

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 choreographed 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 credits

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. 32 contact hours. May be repeated for a total of 6 credits.

DAA 1680 DANCE REPERTORY I 1 credits

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 credits

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 credits

Prerequisite: [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. 32 contact hours. May be repeated for a total of 6 credits.

DAA 2201 BALLET II 1 credits

Prerequisite: [DAA 1200](#) or permission of instructor. Continuation of DAA 1200, an intermediate course in classical ballet with emphasis on the balletic style. 62 contact hours. May be repeated for a total of 6 credits.

DAA 2501 JAZZ DANCE II 1 credits

Prerequisite: [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. 32 contact hours. May be repeated for a total of 6 credits.

DAA 2681 DANCE REPERTORY II 1 credits

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 will be provided. Audition or permission of the 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.

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: Admission to the Dental Hygiene Program. Corequisites: [DES 1020/1020L](#). 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

Prerequisites: [DEH 1000](#) and [DES 1020/1020L](#) with grades of "C" or better. Corequisite: [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

Prerequisites: [DEH 1000](#) and [DES 1020/1020L](#) with grades of "C" or better. Corequisite: [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

Prerequisites: [BSC 2086/2086L](#) and [DES 1020/1020L](#), each with a minimum grade of "C." 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

Prerequisites: [BSC 2086/2086L](#) with grades of "C" or better. This course presents the biochemical aspects of nutrition and an overview of organic chemistry as applied to the practice of dental hygiene. 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 credits

Prerequisite: [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. 16 contact hours.

DEH 1800 DENTAL HYGIENE II 2 credits

Prerequisites: [DEH 1000](#) and [DEH 1003/1003L](#) with grades of "C" or better. Corequisite: [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

Prerequisites: [DEH 1003/1003L](#) with grades of "C" or better. Corequisite: [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: [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. A survey of 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

Prerequisites: [DES 1020/1020L](#) with grades 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

Prerequisites: [MCB 2010](#), [MCB 2010L](#), [DEH 1130](#), [DES 1020](#) and [DES 1020L](#), all with a grade of "C" or better. Corequisites: [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: [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: [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 procedure 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 credits

Prerequisite: [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. The student will assess, design, plan, implement and evaluate an approved dental health education project. 32 contact hours.

DEH 2802 DENTAL HYGIENE III 2 credits

Prerequisites: [DEH 1800/1800L](#) 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

Prerequisites: [DEH 1800](#) and [DEH1800L](#), both with a grade 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: [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 patients with special needs. 12 clinic hours/180 contact hours.

DEH 2806L DENTAL HYGIENE V CLINIC 5 credits

Prerequisite: [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: [DEH 2802](#) with a grade of "C" or better. Corequisite: [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: [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.

DEH 3730 DENTAL HYGIENE EDUCATIONAL CONCEPTS 3 credits

Pre- or corequisite: [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. 47 contact hours.

DEH 3813 CONTEMPORARY ISSUES IN DENTAL HYGIENE 4 credits

Prerequisite: 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 4 credits

Prerequisite: [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, methodologies, and the types of research design. Thoughtful analysis of current oral health research is included. 62 contact hours or equivalent.

DEH 4607 ADVANCED PERIODONTICS 4 credits

Prerequisite: [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

Prerequisites: [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

Prerequisites: [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

Prerequisites or co-requisite: [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

Prerequisites: 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

Prerequisites: [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 2004 DEVELOPMENTAL PSYCHOLOGY OF THE LIFE SPAN 3 credits

Prerequisite: [PSY 1012](#). 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: [PSY 1012](#). This course is an in-depth study of the growth and 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.

DEP 3305 PSYCHOLOGY OF ADOLESCENCE 3 credits

Prerequisite: (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.

DES 1020 OROFACIAL ANATOMY 2 credits

Prerequisite: Admission to the Dental Hygiene Program. Corequisite: [DES 1020L](#). This course is the study of skeletal, oral, 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 credits

Prerequisite: Admission to the Dental Hygiene Program. Corequisite: [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

Prerequisites: [DES 1020/1020L](#) with grades of "C" or better. Corequisite: [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 credits

Prerequisites: [DES 1020/1020L](#) and [DEH 1000](#) with grades of "C" or better. Corequisite: [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 credits

Prerequisite: 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

Prerequisites: [DEH 1003/1003L](#) with grades of "C" or better. Corequisite: [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 credits

Prerequisites: [DEH 1003/1003L](#) with grades of "C" or better. Corequisite: [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: [CGS 1000](#) or permission of program director. 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: 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

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 gaining 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: [DIG 2000](#) 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): Computer competence required. 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: 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 2101 WEB DESIGN II 3 credits

Prerequisite(s): [DIG 2100](#). This course is designed to follow DIG 2100 - Web Design I, extending the student's overall knowledge of creating Web graphics and incorporating them into Webpages. Students will develop proficient skills using current image-editing programs. While becoming knowledgeable with the software, students will learn to incorporate images for use on the Web. Students will use additional Web-specific tools and features needed to add dimensions and functionality required by today's Web audience. Students will adapt images and graphics specifically for the Web by creating buttons, slices, links, animation and other features unique to Webpages. The students will have the opportunity to develop and publish a Web site from initial concept to completion. As part of the Web design process, the students will explore the techniques of Search Engine Optimization, (SEO). 47 contact hours.

DIG 2105 WEB 2.0 AND SOCIAL MEDIA 3 credits

Prerequisite(s): [DIG 2100](#) 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: [GRA 1100C](#) or permission of Program Director. 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: [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: [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

Prerequisites: [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 2200 BASIC VIDEO CAMERA 3 credits

Prerequisite: [DIG 2030](#) or permission of instructor. This is a video production course designed to introduce the concepts of basic videography. Students will be exposed to different types of prosumer 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: [DIG 2030](#) or permission of instructor. 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): Computer competency required. 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: Permission of instructor. 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 prosumer 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: [DIG 2030](#) or permission of the Dean. This course is an advanced studio television course expanding on the established general production skills acquired in DIG 2030. 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: [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 2311 MOTION GRAPHICS 3 credits

Prerequisite(s): Computer Competency or permission of the Dean. This is a digital media course designed to introduce the essentials of Motion Graphics for film, multimedia animation, video, digital media and the web. Students will be exposed to the new upgrades and fundamentals of Adobe Flash and digital techniques that include text, images, audio, video and animation. Students will identify production methods, compositing basic and complex motion control for high-quality, two-dimensional animation. Students will learn how to manipulate text, produce simple animations, incorporate audio and video, and learn the necessities of Action Scripting. Students will develop the skills necessary in animation, and essential visual production technology. They will learn to combine and integrate with other programs and have the components to save and publish to the Web and create web sites. 47 contact hours.

DIG 2312 ACTIONSCRIPT 3 credits

Prerequisites: [CGS 1874](#) OR [DIG 2311](#) 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: [CGS 1874](#) OR [DIG 2311](#). 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: [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: [DIG 2030](#) or permission of instructor. 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

Prerequisites: [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: [DIG 2100](#) and [DIG 2311](#) 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): [DIG 2000](#). 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 AUTHORIZING 3 credits

Prerequisite(s): Permission of program administrator. 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 credits

Prerequisite: 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.

DIG 2949 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.

DSC 1001 INTRODUCTION TO UNDERSTANDING TERRORISM 3 credits

Prerequisite: Program Director permission. 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 AND 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 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: [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.

EAP 0200 BASIC LISTENING/SPEAKING 3 credits

College Preparatory Credits (0000 designations) may not be used toward graduation 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.

EAP 0295 BASIC ENGLISH AS A SECOND LANGUAGE I 9 credits

College Preparatory Credits (0000 designations) may not be used toward graduation 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 are discussed. 137 contact hours.

EAP 0300 INTERMEDIATE LISTENING/SPEAKING I 3 credits

College Preparatory Credits (0000 designations) may not be used toward graduation credits. Prerequisite: [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.

EAP 0395 BASIC ENGLISH AS A SECOND LANGUAGE II 9 credits

College Preparatory Credits (0000 designations) may not be used toward graduation credits. Prerequisite: [EAP 0295](#) or appropriate score on the standardized placement test for ESL. This college preparatory course for non-native speakers of English is the second of the four 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 are discussed. 137 contact hours.

EAP 0400 INTERMEDIATE LISTENING/SPEAKING II 3 credits

College Preparatory Credits (0000 designations) may not be used toward graduation credits. Prerequisite: [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.

EAP 0495 INTERMEDIATE ENGLISH AS A SECOND LANGUAGE 9 credits

College Preparatory Credits (0000 designations) may not be used toward graduation credits. Prerequisite: [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 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. 137 contact hours.

EAP 1500 ADVANCED LISTENING/SPEAKING 3 credits

Prerequisite: [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. 62 contact hours. (A total of 12 credits from [EAP 1695](#) and EAP 1500 can be used for graduation credit.)

EAP 1501 ENGLISH PRONUNCIATION 3 credits

Prerequisite: [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: [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: [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. 137 contact hours. (A total of 12 credits from EAP 1695 and [EAP 1500](#) can be used for graduation credit.)

EAP 1696L ESL LABORATORY 1 credits

Corequisite: [ENC 1101](#). This course is a learning support laboratory for ESL students who have successfully completed [EAP 1695](#) (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 co-requisite course. Additional learning activities will be assigned as needed for review and reinforcement and must be completed satisfactorily. 32 contact hours. (This course does not count toward graduation credit.)

ECO 2000 INTRODUCTION TO ECONOMICS 3 credits

Prerequisites: ([ENC 0025](#) or [ENC 0990](#) or [ENC 0025](#)) and ([REA 0017](#) or [REA 0990](#) or [REA 0017](#)) 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 PRINCIPLES OF MACROECONOMICS 3 credits

"G" Prerequisites: ([ENC 0025](#) and [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 Gordon Rule writing requirements outlined in the General Education Requirements. Credit is not given for both ECO 2013 and [Honors Macroeconomics](#). 47 contact hours.

ECO 2013H HONORS MACROECONOMICS 3 credits

"G" Prerequisites: Meets Honors College entrance criteria 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 Gordon Rule writing requirements outlined in the General Education Requirements. Credit is not given for both [ECO 2013](#) and Honors Macroeconomics. 47 contact hours.

ECO 2023 PRINCIPLES OF MICROECONOMICS 3 credits

"G" Prerequisite: ([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 Gordon Rule writing requirements outlined in the General Education Requirements. Credit is not given for both ECO 2023 and [ECO 2023H](#). 47 contact hours.

ECO 2023H HONORS MICROECONOMICS 3 credits

"G" Prerequisite: Meets Honors College entrance criteria 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 Gordon Rule writing requirements outlined in the General Education Requirements. Credit is not given for both [ECO 2023](#) and ECO 2023H. 47 contact hours.

ECP 3703 MANAGERIAL ECONOMICS 3 credits

Prerequisites: [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 CAREER AND TECHNICAL EDUCATION 3 credits

Prerequisite: This course is an overview of current policies and principles in career and technical education including the historical, sociological, and philosophical bases. Topics include the impact of legislation, role of career and technical education in promoting democratic ideals, administrative structures at the national, state and district level, role of advisory committees, professional educator and student organizations, and critical issues affecting career and technical education. It is one of the four courses required to complete the professional preparation requirements for newly employed career and technical education instructors. 47 contact hours.

ECT 4183 CURRICULUM CONSTRUCTION: INDUSTRIAL-TECHNICAL EDUCATION 3 credits

Prerequisite: This course is designed to assist new Career and Technical (CTE) teachers on temporary certification, to develop or expand their skills in constructing a comprehensive curriculum for career and technical classrooms and laboratories. It will focus on translating the CTE 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.

ECT 4365 BASIC TEACHING METHODS: CAREER AND TECHNICAL EDUCATION 3 credits

This course is designed to assist in-service career and technical teachers, on temporary teacher certification, to develop or expand their skill in planning and delivering effective instruction in the career and technical classroom and laboratory. The course focuses on the selection of teaching methods for specific instructional settings including principles of learning, instructional strategies, teacher collaboration, instructional media, classroom management and assessment. Access to the Internet and familiarity with email procedures are necessary. 47 contact hours.

ECT 4562 CAREER AND TECHNICAL EDUCATION FOR STUDENTS WITH SPECIAL NEEDS 3 credits

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 career and technical education curriculum, laboratory, shop, student outcomes, learning activities, tests, media, etc. to accommodate the unique learning needs of non-traditional, English as a Second Language and special needs students. 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 Career and Technical Education instructors. 47 contact hours.

EDE 3321 APPLYING LOVE AND LOGIC IN THE CLASSROOM 1 credits

Prerequisite: Admission into 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 credits

Prerequisite: 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 & MOVEMENT FOR ELEMENTARY CHILDREN 1 credits

Prerequisite: [EDF 3214](#). 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 & SOCIAL SCIENCES 2-4 credits

Topic #1 Prerequisites: [EDF 3214](#), [RED 3309](#), [EDE 4304](#), [EDE 4943](#) and admission to Elementary Education with Reading BS, Exceptional Education with Reading, Elementary Education BS, or Exceptional Education BS. Additional Prerequisites: [EDG 3620](#) for Elementary Education majors and [EEX 3241](#) for Exceptional Education majors. Co-requisite: [EDE 4942](#) OR Topic #2 Prerequisite: Admission to Canadian EPI, Elementary Education EPI, or Exceptional Education EPI. Corequisite: [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 4226 / TOPIC #2: INSTRUCTIONAL STRATEGIES IN ELEMENTARY LANGUAGE ARTS AND SOCIAL STUDIES EPI

Prerequisite: Elementary Education EPI, Exceptional Education EPI and Canadian EPI students only. Corequisite: [EDE 4942](#). 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 language arts, and social studies. The activities in this course are designed to illustrate and apply models of integrating teaching in those areas. Focus of the course is on program planning, assessment, and evaluation in language arts and social studies. 32 contact hrs.

EDE 4304 INTEGRATED MATHEMATICS AND SCIENCE 3-4 credits

Topic #1 Undergraduate (4 credit hours) Co-requisite: [EDE4314](#) and [EDE 4943](#). Prerequisite: [EDG 3620](#) or [EEX 3241](#), and [EDF 3214](#) and admission to Elementary Education with Infused ESOL and Reading (K-6) BS, or Exceptional Student Education with Infused ESOL and Reading (K-12) BS, OR EPI (3 credit hours). **Topic # 2** Prerequisite: Admission to 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 4304 / Topic #2 INSTRUCTIONAL STRATEGIES IN ELEMENTARY MATHEMATICS AND SCIENCE: EPI 3 credits

Prerequisite: Admission to Elementary Education EPI, or Exceptional Education EPI. This course is designed to help the student gain the knowledge and skills necessary to become an effective teacher and leader in the area of elementary school mathematics and science. The activities in this course are designed to: develop the theoretical basis for mathematics and science learning and teaching; illustrate and apply models for integrating elementary mathematics and science teaching, and provide practical experience in planning and carrying out instruction. 45 contact hours.

EDE 4314 MATHEMATICAL CONCEPTS AND PROCEDURES IN THE K-6 CLASSROOM 1 credits

Prerequisite: Admission to the Elementary Education with Infused ESOL and Reading (K-6) BS or the Exceptional Student Education with Infused ESOL and Reading (K-12) BS program. Corequisites: [EDE 4304](#) and [EDE 4943](#). 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

Prerequisites: [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

Prerequisites: 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 credits

Topic #1 Prerequisites: [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: [EDE 4226](#). OR **Topic #2:** Prerequisite: Admission to Elementary Education EPI or Exceptional Education EPI. Corequisite: [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 sixty (60) school-based hours in the elementary classroom or a setting pre-approved by faculty member teaching the course. 17 contact hours.

EDE 4942 / Topic #2: Literacy Field Experience EPI

Prerequisite: Admission to Elementary Education EPI or Exceptional Education EPI. Corequisite: [EDE 4226](#). This course is designed to give practical experience to certification candidates through school-based experiences in public and approved private school classrooms. Candidates work directly with elementary level classroom teachers and have an opportunity to teach both large and small group activities, particularly literacy activities. This course also allows certification candidates to develop competencies relative to program planning instruction, daily schedule, record keeping, evaluation, classroom management, reporting to parents, professional organizations, and teacher ethics. 17 contact hours.

EDE 4943 INTEGRATED MATHEMATICS AND SCIENCE PRACTICUM 1 credits

Topic #1 Prerequisite: ([EDG 3620](#) or [EEX 3241](#)) and [EDF 3214](#) and admission to Elementary Education with Infused ESOL and Reading BS, Exceptional Student Education with Infused ESOL and Reading BS. Corequisites: [EDE 4304](#) and [EDE 4314](#).

OR Topic #2 Prerequisite: Admission to Elementary Education EPI or Exceptional Education EPI. Corequisite: [EDE 4304](#).

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.

EDE 4943 / Topic #2 Integrated Mathematics and Science Elementary (K-6) Field Experience: EPI 1 credit

Prerequisite: Admission to the Elementary Education EPI or Exceptional Student Education EPI. Corequisite: [EDE 4304](#). 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, classroom management, reporting to parents, professional organizations, and teacher ethics. 15 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.

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.

EDF 3214 STUDENT DEVELOPMENT AND LEARNING PRINCIPLES K-12 2-3 credits

Prerequisite: 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 school-based hours of observation/teaching specifically related to principles of learning and development are required. 47 contact hours.

EDF 3214 Topic #2: Psychology of Learning: EPI

This course is designed to examine principles of learning, assessment, student development stages and their application to teaching and learning. Focus is on the theories of intelligence, student motivation strategies, and illustration of teaching approaches. 32 contact hours.

EDF 3660 EDUCATION AND PUBLIC POLICY IN THE UNITED STATES 3 credits

Prerequisite: 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: 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 4264 LEARNING THEORY AND INSTRUCTION 3 credits

Prerequisite(s): Admission to EPI-CT or ICERT-NO or RCERT-NO. 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. Teacher candidates create coherent, meaningful learning experiences using the major philosophical foundations of education to develop learners' competence in subject matter knowledge. Teacher candidates evaluate the suitability of the content against learner intellectual, social, emotional, and physical characteristics. 47 contact hours.

EDF 4430 MEASUREMENT, EVALUATION AND ASSESSMENT IN EDUCATION K-12 2 credits

Prerequisite(s): Admission to Secondary Science BS, or Middle Grades Science BS, or Business Technology Education BS, or Educational Studies BS, or Elementary Education with Reading BS, Exceptional Student Education with Reading BS, Elementary Education BS, or Exceptional Student Education BS, or Middle Grades Math Education BS, or Secondary Math Education BS, or Technology Education BS, or Elementary Education EPI, or Exceptional Student Education EPI, or Middle Grades Science EPI, or Secondary Science EPI, Middle Grades Math EPI, or Secondary Math 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 4442 ASSESSMENT IN THE CURRICULUM 2 credits

Prerequisite: Admission to Educator Preparation Institute (EPI-CT,) or ICERT-NO, or RCERT-NO.

This course is designed to develop the necessary skills required by teachers to develop a variety of assessments that will help identify gaps in student learning and measure student learning gains. The course will instruct teacher candidates how to design, select, implement, and interpret assessments for P-12 classrooms. Teacher candidates will learn how to analyze P-12 student assessment data and then communicate the results with parents and caregivers. The use of technology to organize and integrate assessment data will also be addressed. 32 contact hours.

EDF 4490 RESEARCH IN EDUCATIONAL STUDIES 3 credits

Prerequisites: Admission to Educational Studies BS. 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: 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: 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 COMPARATIVE AND INTERNATIONAL EDUCATION 3 credits

Prerequisite: 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 4930 EPI CAPSTONE SEMINAR 1 credits

Prerequisite: Admission to Educator Preparation Institute (EPI) program and [EDF 4944](#) and Capstone Seminar permission.

Corequisite: [EDF 4949](#)

This is a course for EPI students (teacher candidates) in their final semester. Teacher candidates will complete this course in conjunction with the Final Internship course (EDF 4949) and will be required to demonstrate competency in two of the six Florida Educator Accomplished Practices (FEAPs) at the pre-professional level. This course will focus on the following areas: professional development, ethical conduct, and subject area knowledge. 15 contact hours.

EDF 4932 SENIOR CAPSTONE FOR EDUCATIONAL STUDIES 4 credits

Prerequisite: [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.

EDF 4944 EPI PRACTICUM 3 credits

This course is designed to give practical experience in public school classrooms to teacher candidates. Candidates work directly with classroom teachers in the field where they wish to become certified. Through a coaching model, the candidates will develop

competencies relating to instruction, evaluation, classroom management, professional behaviors, and teacher ethics. Students spend a minimum of sixty (60) school-based hours (SBH) in the classroom in the area of certification. 45 contact hours.

EDF 4949 EPI INTERNSHIP 6 credits

Prerequisites: Admission to Educator Preparation Institute (EPI-CT) program, and [EDF 4944](#), and EPI Internship Permission.

Corequisite: [EDF 4930](#). This course requires a teacher candidate to demonstrate competency on four Florida Educator Accomplished Practices (FEAPs) at the pre-professional level during eight weeks of full day internship in a Prekindergarten through twelfth grade (P-12) setting. Contact hours: 35 hours per week for 8 weeks.

EDG 1319 PROFESSIONAL TECHNIQUES FOR CHILDHOOD DEVELOPMENT 1 credits

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. 16 contact hours per topic per credit. A maximum of 3 credit hours per session. May be repeated for credit with a different topic.

EDG 3341 EFFECTIVE STRATEGIES FOR UNDERACHIEVING STUDENTS 2 credits

Prerequisites: 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

Topic #1 Prerequisite: (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: (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 3410 / Topic 2: Managing Behavior for Effective Learning EPI

Prerequisite: 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 addresses the skills and behaviors for establishing a positive learning environment that encourages positive, meaningful communication among member of the learning community. The course focuses on interpersonal and intrapersonal communication as they affect student learning. 32 contact hours.

EDG 3620 CURRICULUM AND INSTRUCTION 3 credits

Prerequisite: 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 credits

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: ([DEP 3305](#) or [EDF 3214](#) and admission to the Middle Grades Math Education BS or Middle Grades Science Education BS and Corequisite: [EDG 4943](#).) **OR** (Admission to Middle Grades Math EPI or Middle Grades Science EPI and Corequisite: [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 4419 BUILDING CLASSROOM MANAGEMENT AND DISCIPLINE 3 credits

This course focuses on principles and strategies for developing and maintaining an effective classroom environment for diverse learners. Strategies for whole class management as well as management of challenging behaviors will be explored. This course includes Positive Behavior Supports, Response to Intervention and Functional Behavior Analysis as fundamental components of effective classroom management. Participants will design a classroom management plan as well as conduct a functional behavior analysis. Contact hours: 47 blended.

EDG 4943 COGNITIVE STRATEGIES INSTRUCTION IN THE CLASSROOM PRACTICUM 1 credits

Prerequisite: ([DEP 3305](#) or [EDF 3214](#) and admission to the Middle Grades Math Education BS or Middle Grades Science Education BS and Corequisite: [EDG 4343](#)) **OR** (Admission to Middle Grades Math EPI or Middle Grades Science EPI and Corequisite: [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.

EDP 2002 EDUCATIONAL PSYCHOLOGY 3 credits

Prerequisite: [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: [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: [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 credits

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: [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: [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 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: [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: [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 from 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 credits

The focus of this course is to give the student a basic knowledge of the developmental stages, behavior management, age appropriate activities and communications with families as related to childcare. 17 contact hours.

EEC 2521 CHILD CARE REGULATIONS 1 credits

The focus of this course is Florida child care laws, Florida 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

Prerequisites: 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: [EEC 1603](#). 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.

EEC 3005 CHILD GROWTH AND DEVELOPMENT: BIRTH TO AGE 8 3 credits

Prerequisite: Admission to the Educational Studies BS, or Prekindergarten/Primary Education (age 3 through grade 3) with Infused ESOL and Reading BS. Corequisite: [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: Admission to Educational Studies BS, or Prekindergarten/Primary Education (age 3 through grade 3) with Infused ESOL and Reading 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: Admission to Educational Studies BS, or Prekindergarten/Primary Education (age 3 through grade 3) with Infused ESOL and Reading 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 10 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: Admission to Educational Studies BS, or Prekindergarten/Primary Education (age 3 through grade 3) with Infused ESOL and Reading BS. Corequisite: [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: Admission to Educational Studies BS, or Prekindergarten/Primary Education (age 3 through grade 3) with Infused ESOL and Reading 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: Admission to Educational Studies BS, or Prekindergarten/Primary Education (age 3 through grade 3) with Infused ESOL and Reading 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: Admission to Educational Studies BS, or Prekindergarten/Primary Education (age 3 through grade 3) with Infused ESOL and Reading 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 10 field experience hours in an early childhood setting. 47 contact hours.

EEC 4210 INTEGRATED CURRICULUM I FOR PRE-KINDERGARTEN/PRIMARY EDUCATION 3 credits

Prerequisite: [EEC 3204](#) and admission to Educational Studies BS, or Prekindergarten/Primary Education (age 3 through grade 3) with Infused ESOL and Reading BS. Corequisite: [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. The course promotes methods to incorporate creativity into all aspects of the curriculum. 47 contact hours.

EEC 4211 INTEGRATED CURRICULUM II FOR PRE-KINDERGARTEN/PRIMARY EDUCATION 3 credits

Prerequisite: [EEC 3204](#) and admission to Educational Studies BS, or Prekindergarten/Primary Education (age 3 through grade 3) with Infused ESOL and Reading BS. Corequisite: [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. 47 contact hours.

EEC 4212 MATH, SCIENCE AND TECHNOLOGY FOR PRESCHOOL EDUCATION: BIRTH TO AGE 4 3 credits

Prerequisite: [EEC 3204](#) and admission to Educational Studies BS. Corequisite: [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: [EEC 3204](#) and admission to Educational Studies BS. Corequisite: [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 4314 SOCIAL/EMOTIONAL COMPETENCE, CLASSROOM MANAGEMENT, AND GUIDANCE OF YOUNG CHILDREN 3 credits

Prerequisite: Admission to Prekindergarten/Primary Education (age 3 through grade 3) with Infused ESOL and Reading BS. This course is designed to present foundations of knowledge about social and emotional development. The content will enable students to acquire the background knowledge and skills necessary to analyze developmental theories as they apply to young children's social and emotional development. Additionally, this course will examine appropriate and developmentally sensitive strategies for managing behavior in typically and atypically developing children birth to eight years of age. Performing functional analysis of behavior and collaboration with support specialties will be discussed. The importance of consistency and proactive strategies will be stressed. In addition to class meetings, a minimum of 10 hours of observation and participation in an early childhood setting are required. The course requires 47 contact hours.

EEC 4408 FAMILY, TEACHER, COMMUNITY RELATIONS IN EARLY CHILDHOOD EDUCATION: BIRTH TO AGE 8 3 credits

Prerequisite: Admission to Educational Studies BS, or Prekindergarten/Primary Education (age 3 through grade 3) with Infused ESOL and Reading 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: 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 PRACTICUM I 1 credits

Prerequisites: [EEC 3204](#) and Admission to the Educational Studies Program, or Prekindergarten/Primary Education (age 3 through grade 3) with Infused ESOL and Reading BS. Corequisite: [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 public school 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. Contact hours: 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 credits

Prerequisite: [EEC 3204](#) and Admission to the Educational Studies Program, or Prekindergarten/Primary Education (age 3 through grade 3) with Infused ESOL and Reading BS. Corequisite: [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 public school 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. 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 credits

Prerequisite: [EEC 3204](#) and Admission to the Educational Studies BS Program. Corequisite: [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 credits

Prerequisite: [EEC 3204](#) and Admission to the Educational Studies Program. Corequisite: [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. Contact hours: 15, with a minimum of 4 field-based hours per week for a total of 60 field-based hours per semester.

EEC 4945 INTERNSHIP: PRESCHOOL EDUCATION (BIRTH TO AGE 4) 4 credits

Prerequisites: 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 PREKINDERGARTEN/PRIMARY 4-12 credits

Prerequisites: Admission to the Educational Studies BS program (Prekindergarten/Primary Education Studies Track) **OR** Admission to Prekindergarten/Primary Education (age 3 through grade 3) with Infused ESOL and Reading BS, and successful completion of all program requirements, and permission of the Baccalaureate Specialist. This course requires students to demonstrate competency on the twelve Florida Educator Accomplished Practices (FEAPs) and the five Standards for Early Childhood Professional Preparation from National Association for the Education of Young Children (NAEYC) at the pre-professional level. Students are required to complete an internship based on their program of study as described below:

Topic 1: Contact hours: a minimum of 12 hours per week for thirteen weeks in a licensed childhood center or a public school setting.

Topic 2: Contact hours: a minimum of 35 hours per week for fifteen weeks in a public school setting.

EET 1015C DC CIRCUIT ANALYSIS WITH LAB 4 credits

Prerequisite: [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: [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 credits

This course introduces the student to the basic 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: [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.

EET 2949 CO-OP WORK EXPERIENCE 1-3 credits

Prerequisite: Faculty Advisor/Co-op Coordinator or Program Director 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.

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 credit hours weekly plus 15 hours of participation/observation in special education settings are required.

EEX 3012 NATURE AND NEEDS OF EXCEPTIONAL STUDENTS K-12 2-3 credits

This survey course uses common characteristics of students with exceptionalities to assist the teacher candidate to implement differentiated teaching strategies, accommodations, and modifications in the classroom. Course topics are placed in the historic and legal contexts of disability advocacy, including the current Response to Intervention initiative. This course includes a minimum of 10 school-based hours of experiences with students who have disabilities. 47 contact hours.

EEX 3012 / Topic #2: TEACHING IN THE INCLUSIVE CLASSROOM: IMPACT

This course is designed to prepare teacher candidates for an inclusive classroom which serves a variety of students, including those with disabilities. Candidates will review topics including terminology, assessment, classification, prevalence, history, behaviors, characteristics, and educational approaches of exceptional students. 32 contact hours.

EEX 3101 SURVEY OF NORMAL/ABNORMAL LANGUAGE AND SPEECH DEVELOPMENT 1 credits

Prerequisites: ([EEX 3012](#) and admission to Exceptional Student Education with Reading BS, Exceptional Student Education BS) or admission to Exceptional Student Education EPI. 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 credits

Prerequisite: [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 4034 EXCEPTIONAL LEARNERS IN THE SECONDARY INCLUSIVE CLASSROOM 3 credits

Prerequisite: 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 4084 DIFFERENTIATED INSTRUCTION OF EXCEPTIONAL & DIVERSE STUDENTS 3 credits

Prerequisite: Admission to EPI-CT or RCERT-NO. This course is designed to introduce teacher candidates to the categories and characteristics of exceptional students served in the public school setting and how these classifications impact curriculum and instruction. Teacher candidates will review the concepts of differentiated instruction and inclusionary classroom practices for exceptional and diverse students.

EEX 4094 NATURE AND DIAGNOSTIC ASSESSMENT OF AUTISM 3 credits

Prerequisite: 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

Prerequisites: [EDF 4430](#), and [EEX 3012](#), and admission to ELED-BS or ESED-BS, or ICERT-NO. 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 4242 DIFFERENTIATED INSTRUCTION AND ASSESSMENT FOR SECONDARY EXCEPTIONAL LEARNERS 3 credits

Prerequisite: 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 4261 CURRICULUM AND INSTRUCTIONAL STRATEGIES FOR STUDENTS WITH BEHAVIORAL DISORDERS AND SPECIFIC LEARNING DISABILITIES 1 - 4 credits

Prerequisites: [EEX 3012](#), and [EEX 3241](#), and [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 4261 / TOPIC 2: DIFFERENTIATED INSTRUCTION: EPI 1 credit

Prerequisite: [EEX 3012](#) and admission to the Exceptional Student Education EPI Program. This course addresses curriculum, materials, effective strategies and technologies available to teach students with behavioral disorders and specific learning disabilities. Learning theory and strategies are analyzed and applied. 17 contact hours.

EEX 4291 EFFECTIVE LEARNING ENVIRONMENTS FOR AUTISM THROUGH DESIGN, ASSESSMENT, BEHAVIOR MANAGEMENT AND PBS 3 credits

Prerequisite: 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

Prerequisites: [EEX 3012](#). Admission to Elementary Education with Reading BS, or Exceptional Student Education with Reading BS, or Elementary Education BS, or Exceptional Student Education BS, or Middle Grades General Science Education BS, or Middle Grades Mathematics Education BS or 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 4606 BEHAVIOR MANAGEMENT OF SECONDARY EXCEPTIONAL LEARNERS 3 credits

Prerequisite: 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 4761 COMMUNICATION, ASSESSMENT, STRATEGIES, AND ASSISTIVE AND INSTRUCTIONAL TECHNOLOGY FOR STUDENTS WITH AUTISM 3 credits

Prerequisite: 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 4764 TECHNOLOGY AND TRANSITION FOR SECONDARY EXCEPTIONAL LEARNERS 3 credits

Prerequisite: 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 4940 INTERNSHIP: EXCEPTIONAL STUDENT EDUCATION 12 credits

Prerequisites: 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 AND DIAGNOSTIC ASSESSMENT OF AUTISM FIELD EXPERIENCE 1 credits

Prerequisite: Students must be in the AUTISM-NO program. Corequisite: [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 credits

Prerequisite: Students must be in the AUTISM-NO program. Corequisite: [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 credits

Prerequisite: Students must be in the AUTISM-NO program. Corequisite: [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: [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.

EGS 1001 INTRODUCTION TO ENGINEERING 3 credits

Prerequisite: [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

Prerequisites: 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. Corequisites: [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

Prerequisites: Appropriate score on the Placement Test and "Professional Rescuer" CPR card. Corequisites: [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

Prerequisites: Appropriate score on the Placement Test and "Professional Rescuer or Health Care Provider" level CPR card. Corequisites: [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. 36 contact hours.

EMS 1421 EMT FIELD INTERNSHIP 2 credits

Prerequisites: [EMS 1119/1119L](#) and [EMS 1411](#) all with grades 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: Successful completion of [EMS 1119](#), [EMS 1119L](#), [EMS 1411](#), [EMS 1421](#), and either [BSC 1084C](#) or [BSC 2085/L](#) and [2086/L](#), and [EMS 2600C](#), with grades of "C" or better, or EMS program administrator approval. Corequisites: [EMS 2601](#), [EMS2601L](#), 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: 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; and 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

Prerequisites: Computer/Information Literacy Competency Requirement met, admission to the Paramedic CT program, and current Florida EMT certification. SPC students who have successfully completed [EMS 1119](#), [1119L](#), [1411](#) and [1421](#) with a "C" or better at SPC may enroll in this class pending successful certification as a FL certified EMT. These students must have a current FL EMT certification before the end of EMS 2600C to continue in the SPC Paramedic program. Prerequisites: [BSC 1084C](#) or ([BSC 2085/L](#) and [BSC 2086/L](#)), and [HSC 1531](#), with grades of "C" or better, OR corequisites: [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

Prerequisites: [BSC 1084C](#) or ([BSC 2085/2085L](#) and [BSC 2086/2086L](#)), [HSC 1531](#), [EMS 2600C](#), with grades of "C" or better, admission to Paramedic CT and current Florida EMT certification. Corequisites: [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: Current certification as a Florida EMT. Corequisite: [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

Prerequisites: [EMS 2601/2601L](#) with grades of "C" or better and current certification as a Florida EMT. Corequisites: [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

Prerequisites: [EMS 2601/2601L](#) with grades of "C" or better. Corequisites: [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

Prerequisites: 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

Corequisites: [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

Prerequisites: Current Florida certification as an EMT and [EMS 2664](#) with grade of "C" or better. Corequisites: [EMS 2602/2602L](#). 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 pre-hospital 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: 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.

EMS 4314 ADVANCED EMERGENCY MEDICAL SERVICES (EMS) ADMINISTRATION 3 credits

Prerequisite: 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: 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: 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.

ENC 0015 DEVELOPMENTAL WRITING I 4 credits

This course was formerly ENC 0010. 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 0025 DEVELOPMENTAL WRITING II 4 credits

This course # was formerly ENC 0020. Prerequisite: [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 0990 BASIC WRITING II: MY BRIDGE TO SUCCESS 1-3 credits

Prerequisite: Appropriate score on the SPC placement test or permission of a Communications Department program administrator. This flexible entry/exit college preparatory course is designed to improve basic writing skills in grammar, diction and usage, punctuation, sentence structure and variety, and paragraph and essay composition using course modules. Course strategies will include one-on-one instruction, small group instruction, and computer instruction in a lab setting. A diagnostic assessment will determine placement into course modules as well as exit requirements. This course is intended to prepare students for successful completion of college-level writing courses in English. 17 contact hours minimum.

ENC 1101 COMPOSITION I 3 credits

"G" Prerequisite: ([ENC 0025](#)) and (prerequisite or corequisite [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: ([ENC 1101](#) or [ENC 1121H](#)) and ([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: Appropriate score on the SPC placement test or acceptance into the Honors College or approval of 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 as outlined in the General Education Requirements. Credit is only given for one of the following: ENC 1121H, [ENC 1101](#) or [IDS 1101H](#). 47 contact hours.

ENC 1122H HONORS COMPOSITION II 3 credits

"G" Prerequisite: ([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. 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 as outlined in the General Education Requirements. Credit is only given for one of the following: ENC 1122H or [ENC 1102](#). 47 contact hours.

ENC 2210 TECHNICAL WRITING 3 credits

Prerequisite: [ENC 1101](#) or [ENC 1121H](#). 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: [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: [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" Prerequisites: (([ENC 1101](#) or [ENC 1121H](#) or [IDS 1101H](#)) and ([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 I (to 1800) 3 credits

"G" Prerequisite: ([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 ENL 2012H and [ENL 2012](#). 47 contact hours.

ENL 2022 BRITISH LITERATURE II (Since 1800) 3 credits

"G" Prerequisite: ([ENC 1101](#) or [ENC 1121H](#) or [IDS 1101H](#)) and ([REA 0017](#) or [EAP 1695](#)) or appropriate score on the SPC 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

Prerequisite: [ENT 1000](#). 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 ENTREPRENEURIAL VENTURE 3 credits

Prerequisite [ENT 1000](#): 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 & SALES 3 credits

Prerequisite: [ENT 1000](#). This course provides 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

Prerequisites: ([ENC 0025](#) and [REA 0017](#) and [MAT 0028](#)) or ([EAP 1695](#) and [MAT 0028](#)). Earth Science is designed to acquaint the student with the integrating principles and theories of the Earth Sciences and 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 credits

Pre- or corequisite: [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

The student will learn to use the major features of AutoCAD to make graphic displays including basic geometric figures, orthographic views of three-dimensional objects and pictorial drawings of three-dimensional objects. The major topics include the AutoCAD drawing, utility, file handling, text, editing, dimensioning and plotting features. 77 contact hours.

ETD 1340C AUTOCAD II 3 credits

Prerequisite: [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: [ETD 1320C](#) or permission of the program director. AutoCAD III is a continuation of the 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: [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: [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, SolidWorks 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: [ETD 2364C](#) 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: [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

Prerequisites: [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: [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.

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. 47 contact hours. This course also has 15 hours of school based instruction in approved public school locations.

ETE 3203 PROGRAM MANAGEMENT: TECHNOLOGY EDUCATION 2 credits

Prerequisite: 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: [EVT 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. 47 contact hours. Field experiences will be incorporated into EVT 3946.

ETE 3402C MATERIAL and PROCESSES WITH LAB 4 credits

Prerequisite: 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 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 3946 INSTRUCTIONAL METHODS FOR MIDDLE SCHOOL TECHNOLOGY EDUCATION PRACTICUM 1 credits

Admission to Technology Education 6-12 program. 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. 32 contact hours. This course has sixty (60) hours of school-based experiences in approved public middle schools.

ETE 4333 INSTRUCTIONAL METHODS IN SECONDARY TECHNOLOGY EDUCATION 3 credits

Prerequisite: Admission to the Technology Education (6-12) BS program. Corequisite: [EVT 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. 47 contact hours. Field experiences will be incorporated into EVT 4947.

ETE 4414C INFORMATION AND COMMUNICATION TECHNOLOGY WITH LAB 4 credits

Prerequisite: 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: 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: 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

Prerequisites: 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 credits

Admission to Technology Education 6-12 program. 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. 32 contact hours. This course has sixty (60) hours of school-based experience in approved public schools.

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 course introduces the concepts of Juran, Demming, Taylor, Ford, Shingo, and Ohno. The coverage also 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 verses 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: [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.

ETI 3116 QUALITY MANAGEMENT 3 credits

Prerequisite: [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 3647 SUPPLY CHAIN MANAGEMENT 3 credits

Prerequisites: [MAN 3504](#) AND admission to the Technology Management BAS OR International Business BAS OR Business Administration BS, OR Sustainability Management BAS. This course builds on the basic concepts learned in operations management in order for students to further understand how to build and implement supply chain or value chain networks. Students learn principles, processes, technologies, strategies, and analytical techniques used to integrate global supply chain management best practices. Emphasis will be on the student developing an enterprise wide and systems view to manage the flow of information, physical distribution, and revenue required to deliver products and services from raw materials through end consumer use (and reverse flow). This course will incorporate basic supply chain management, customer demand management, inventory management, supplier relationship management, and logistic management as they relate to the core aspects of this management practice. 47 contact hours.

ETI 4448 APPLIED PROJECT MANAGEMENT 3 credits

Prerequisite: 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.

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.

ETS 2360 INTRODUCTION TO NANOTECHNOLOGY 3 credits

This course provides an introduction to the basic concepts, definitions, and usage of nanotechnology. The topic coverage will include the background and history of nanotechnology, the equipment used in nanometrology, the development of nanodevices, the materials of nanotechnology, and the application of nanotechnology used for different technologies. 47 contact hours.

EUH 1000 DEVELOPMENT OF WESTERN CIVILIZATION I 3 credits

"G" Prerequisite: ([ENC 0025](#) and [REA 0017](#)) or [EAP 1695](#) or satisfactory 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 Gordon Rule writing requirements outlined in the General Education Requirements. 47 contact hours.

EUH 1001 DEVELOPMENT OF WESTERN CIVILIZATION II 3 credits

"G" Prerequisite: ([ENC 0025](#) and [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. Emphasis placed on relevance of past history upon our present world society. This course partially satisfies the Gordon Rule writing requirements outlined in the General Education Requirements. 47 contact hours.

EVR 1016 HAZARDOUS WASTE / MATERIALS MANAGEMENT 3 credits

Prerequisite: [EVS 1001](#) and [EVR 1858](#) or approval of the Dean or Academic Chair. This course is intended to provide multiple aspects of hazardous waste and materials management. The student will develop familiarity with local, state, and federal regulations that govern waste; discuss internal and external environmental site audits; and examine future trends in the generation, treatment, and storage of wastes. Emphasis will be placed on generation of hazardous wastes; treatment and reuse to reduce human environmental health risks; and how residual wastes should be stored to minimize health risks. Mechanisms of how wastes cause disease and environmental resource degradation will be presented. 47 contact hours.

EVR 1263 URBAN POLLUTION 3 credits

Prerequisites: [EVS 1001](#), [CHM 1025](#), [CHM 1025L](#), [ENC 0025](#) or [REA 0017](#) or [EAP 1695](#), and [MAT 0028](#) or approval of the Dean or Academic Chair. This course is intended to provide an overview of urban pollution issues in a historical context and through examining current urban pollution priorities. Topics covered include the history of environmental services in urban America related to wastewater sanitation, water supply contamination, public refuse management, industrial waste impacts, air pollution, and surface water issues. An in-depth examination of advancements in environmental technological, management practices, and public service related to these topics will be pursued to achieve the requisite knowledge of urban pollution. 47 contact hours.

EVR 1310 RENEWABLE ENERGY RESOURCES, ENERGY EFFICIENCY & CONSERVATION METHODS 3 credits

Prerequisite: [EVS1001](#), [ENC0025](#), [REA0017](#) and [MAT0028](#) or [EAP1695](#) and [MAT0028](#) or approval of the Dean or Academic Chair. This course is intended to provide an overview of energy resources with special attention to the leading renewable energy resources. Topics covered include the science of energy, historical context of energy use and policy, energy efficiency and conservation strategies, and a survey of all sources of energy (e.g., fossil fuel, nuclear, and renewable). An in-depth examination of recent advancements that include the environmental, economic, and social impacts of renewable energy will be pursued to achieve the requisite knowledge of energy issues. 47 contact hours.

EVR 1328 NATURAL RESOURCES CONSERVATION AND MANAGEMENT 3 credits

Prerequisites: ([ENC 0025](#), [MAT 0028](#), [REA 0017](#)) 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: ([ENC 0025](#), [REA 0017](#) and [MAT 0028](#)) or ([EAP 1695](#) and [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: ([ENC 0025](#), [REA 0017](#) and [MAT 0028](#)) or ([EAP 1695](#) and [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.

EVR 2316 SOLAR ENERGY PRINCIPLES AND APPLICATIONS 3 credits

Prerequisite: [EVS 1001](#) or approval of the Dean or Academic Chair. This course is intended to provide an overview of solar energy principles and applications. Topics covered include the science of solar energy, historical context of solar energy, its use, and related policy with an in-depth examination of solar thermal and solar electricity technologies. The environmental, economic, and social impacts of solar energy will be pursued to achieve the requisite knowledge of solar energy, including the issues, financial considerations, prospects, and potential related to solar energy applications. 47 contact hours.

EVR 2892C ENVIRONMENTAL SAMPLING AND ANALYSIS I 3 credits

Prerequisite: [ENC1101](#), [EVS1001](#), [CHM1025](#) and [CHM1025L](#) or approval of the Dean or Academic Chair. This course is intended to build student knowledge, skills and experience in environmental sampling and analysis. Topics included are the Florida Department of Environmental Protection standard operating procedures for the collection of surface water, groundwater, wastewater, potable water systems, and sediment. Hands-on field activities will complement class room exercises related to these topics to achieve the requisite knowledge of environmental sampling and analysis. 77 contact hours.

EVR 2949 CO-OP WORK EXPERIENCE 2 credits

Prerequisite: Faculty Advisor/Co-op Coordinator or Program Director 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. The student must fulfill the requirement of 60 on-the-job hours for each credit earned in addition to written assignments.

EVS 1001 INTRODUCTION TO ENVIRONMENTAL SUSTAINABILITY 3 credits

Prerequisites: ([ENC 0025](#) and [REA 0017](#) and [MAT 0028](#)) or ([EAP 1695](#) and [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.

FES 3015 ADVANCED FIRE ADMINISTRATION 3 credits

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

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

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

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

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: 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.

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

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 instead of 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: 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

The curriculum covers the 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 department. 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 1531 DEVELOPING FIRE AND LIFE SAFETY STRATEGIES 3 credits

The course examines the latest strategies for developing and promoting fire and life safety education programs in local communities. The course themes include fire prevention as an injury control issue; prevention education as a way to form strong community-based conditions which will stabilize prevention programs; and the requirements for dynamic fire department leadership to integrate these themes successfully. 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 features 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: The student must have met the computer 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 credits

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 (including, but not limited to, command post, staging area, bases, camps, and heliports/helisports), 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 credits

Prerequisite: [FFP 1824](#). This is a continuation of the study of the Incident Command System (ICS) in 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 credits

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: 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

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: [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

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: 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: 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 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, principles of extinguishment; the proper role for a utilization of various fire companies; preplanning 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 PLANNING 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 specialized knowledge and skills necessary to develop public policy related to emergency management, providing public policy leadership in the area of emergency management as part of the larger responsibility to protect 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. It 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: [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: [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. Intended for students interested in understanding and writing film scripts. Emphasis 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: [FIL 2100](#). A course 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

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.

FIN 3403 FINANCIAL MANAGEMENT 3 credits

Prerequisites: ([ACG 2001](#) and [ACG 2011](#)) or [ACG 2021](#) and admission to Banking BAS, Business Administration BS, International Business BAS, Management & Organizational Leadership BAS, or Technology Management BAS. College Algebra is recommended. 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

Prerequisites: [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: [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

Prerequisites: [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 AND 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 of 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: [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

Prerequisites: [FIN 4324](#) and admission to the Banking BAS program. It is recommended that students take [FIN 3461](#) 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 4414 CORPORATE FINANCE 3 credits

Prerequisite(s): [FIN 3403](#) and admission to BS in Business Administration. This is an advanced course in financial analysis and decision-making from a corporate management perspective. Topics include capital budgeting, leverage and capital structure, payout policy, working capital, derivative and mergers and other special topics in finance. 47 contact hours.

FIN 4470 ENTREPRENEURIAL FINANCE 3 credits

This course # was formerly FIN 4702; new # effective 8/22/2011. Prerequisite: [FIN 3403](#) and Admission to BAS in Management and Organizational Leadership. This course enhances the financing skills required for the successful entrepreneur. This course provides the essential tools and knowledge needed to build a solid financial foundation for a profitable business. It will provide students with the finance and business strategies for an entrepreneurial venture. 47 contact hours.

FIN 4504 INVESTMENTS 3 credits

Prerequisites: [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 FINANCE 3 credits

Prerequisite: [FIN 3403](#) and admission to the Banking BAS, International Business BAS, Business Administration BS 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: 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. 45 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: [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: [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: [FRE 2200](#) or instructor approval. This course reviews and expands the French language skills previously acquired by the students. The content should include, but not be limited to, more advanced linguistic structures and idiomatic expressions, with an emphasis on conversational skills. There should 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: ([ENC 0025](#) and [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: 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 THANATOLOGY 2 credits

Prerequisite: Admission to Funeral Services AS program. 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. The 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 service. 32 contact hours.

FSE 1150 CREMATION HISTORY, PRINCIPLES AND PRACTICES 2 credits

Prerequisite: Admission to the Funeral Arts CT Program or AS Degree in Funeral Services. 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 credits

Prerequisite: (Admission into the Funeral Services AS program or Funeral Arts Certificate program) and [CGS 1070](#) or [CGS 1070T](#) or [CGS 1100](#) or [EME 2040](#). 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

Prerequisites: Admission into the Funeral Services AS program or Funeral Arts Certificate 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: [ENC 0025](#) and [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: Admission to the Funeral Arts CT Program or the Funeral Services AS program. This course 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: Admissions to the Funeral Services AS program and [BSC 1083](#) or [BSC1084C](#) or ([BSC 2085](#) and [BSC 2085L](#) and ([BSC 2086](#) and [BSC 2086L](#))). Co-requisite: [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 credits

Prerequisite: Admissions to the Funeral Services AS program. Corequisite: [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: Admissions to the Funeral Services AS program and [FSE 2100](#) and [FSE 2101L](#). Corequisite: [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 credits

Prerequisite: Admissions to the Funeral Services AS program. Corequisite: [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

Prerequisites: Admissions to the Funeral Services AS program and [FSE 2100](#) and [FSE 2101L](#). Corequisite: [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 credits

Prerequisites: Admissions to the Funeral Services AS program and [FSE 2100](#) and [FSE 2101L](#). Corequisite: [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

Prerequisites: Admissions to the Funeral Services AS program and [HSC 1524](#) and [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: [FSE 2202](#) and (admissions to the Funeral Services AS program or the Funeral Arts CT program). 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

Prerequisites: [BUL 2241](#) and [ACG 2001](#) and (admission to the Funeral Services AS program or the Funeral Arts CT Program). Co-or prerequisite: [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 credits

Pre or corequisites: admissions to the Funeral Services AS program and [FSE 2060](#) and [FSE 2201](#) and [FSE 2140](#) and [FSE 2120](#) and [FSE 2080](#) and [FSE 2160](#). 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 3 credits

Prerequisite: 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 GEOGRAPHY OF THE DEVELOPING WORLD 3 credits

"G" Prerequisite: ([ENC 0025](#) and [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 writing requirements outlined in the General Education Requirements. 47 contact hours.

GEA 2174 GEOGRAPHY OF THE DEVELOPED WORLD 3 credits

"G" Prerequisite: ([ENC 0025](#) and [REA 0017](#)) or [EAP 1695](#) or appropriate score on the 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 counter force to those who would shape the world of tomorrow. This course partially satisfies writing requirements outlined in the General Education Requirements. 47 contact hours.

GEB 1011 INTRODUCTION TO BUSINESS 3 credits

This is a survey course to acquaint 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: 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: ([ENC 0025](#), [REA 0017](#) and [MAT 0028](#)) or ([EAP 1695](#) and [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

Prerequisites: ([ENC 0025](#) and [REA 0017](#) and [MAT 0028](#)) or ([EAP 1695](#) and [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 LAB 1 credits

Corequisite: [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

Prerequisites: ([ENC 0025](#), [REA 0017](#) and [MAT 0028](#)) or ([EAP 1695](#) and [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

Prerequisites: ([ENC 0025](#) and [REA 0017](#) and [MAT 0028](#)) or ([EAP 1695](#) and [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.

GLY 2160 / TOPIC #2: GEOLOGY OF TROPICAL PRESERVES

Prerequisites: ([ENC 0025](#) and [REA 0017](#) and [MAT 0028](#)) or ([EAP 1695](#) and [MAT 0028](#)) or satisfactory scores on the SPC placement test and interview/acceptance by International Programs office. This course will introduce the student to representative International Parks and tropical preserves 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. This course is a field taught course. The students will be required to travel to the chosen international location. May be repeated up to 6 credits at different international locations. 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

Prerequisites: [CGS 2525](#) and [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 2111C GRAPHIC DESIGN I 3 credits

Prerequisites: [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 for 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

Prerequisites: [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

Prerequisites: [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 2201 ADVANCED DIGITAL PUBLISHING 3 credits

Prerequisites: [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

Prerequisites: [GRA 2111C](#), [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 pre-press printing procedures. 92 contact hours.

GRA 2951C PROFESSIONAL PRACTICES/INTERNSHIP 2 credits

Prerequisite: Permission of Program Director. 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: Permission of Program Director. 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: [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: [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 term 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: [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, décor, 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

Prerequisites: [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

Prerequisites: [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

Prerequisites: ([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: [HFT 1941](#). This course enables students to enhance workplace skills through supervised practical experience. Sixty (60) industry work hours equals one credit hour. In addition, the students must complete assignments as well as a term project. Faculty makes 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

Prerequisites: 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 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: 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: [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: [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

Prerequisites: 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: [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

Prerequisites: 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: 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

Prerequisites: 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

Prerequisites: 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 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

Prerequisites: 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

Prerequisites: Admission to the Healthcare Informatics A.S. degree program and all Healthcare Informatics Certificate courses: [CGS 1070](#), [HSA 1100](#), [HIM 1002](#), [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

Prerequisites: 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 credits

Prerequisite: 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

Prerequisites: 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 corequisites: [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

Prerequisites: 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 ICD CODING AND REIMBURSEMENT 3 credits

Prerequisites: 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: [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 BASIC CPT CODING 3 credits

Prerequisite: 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 corequisites: [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 & REIMBURSEMENT 3 credits

Prerequisites: 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: [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: (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: (Admission to the Health Information Management A.S. degree program and [HIM 2500](#) with a grade of "C" or better and pre- or co-requisites: [HIM 2214C](#), [HIM 2234](#), [HIM 2283](#), and [HSC 1149C](#) with grades of "C" or better and corequisite: [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 co-requisites: [HIM 2214C](#), [HSC 1149C](#) and [HIM 2223](#).) 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 and epidemiology, as well as statistical analysis, reporting and interpretation. 47 contact hours.

HIM 2652 ELECTRONIC HEALTH/MEDICAL RECORD SYSTEMS 3 credits

Prerequisite: 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: [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 2801 PROFESSIONAL PRACTICE EXPERIENCE-TRANSCRIPTION 2 credits

Prerequisite: [HIM 2033C](#) or program director approval. Corequisite: [HIM 2034C](#). This clinical practicum allows the student to experience and practice transcription in an acute care or alternative care setting. Topics addressed will be legal and ethical issues, confidentiality, and proper transcription techniques and procedures. The student will become familiar with and utilize various types of equipment used in transcription. 60 contact hours.

HIM 2810 PROFESSIONAL PRACTICE EXPERIENCE II 2 credits

Prerequisites: 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 corequisites for Medical Coder students: [HIM 1211](#), [HIM 2234](#), [HIM 2283](#) and [HSC 1149C](#) with grades of "C" or better. Corequisite 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: 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: [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: [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 credits

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: ([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.

HSA 3104 HEALTH CARE DELIVERY IN THE UNITED STATES 3 credits

Prerequisite: Admission into 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: [HSA 3104](#) OR [DEH 3813](#). 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: [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: [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: [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: [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: [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: [HSA 3104](#) OR [DEH 3813](#). 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 health 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

Prerequisites: [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: [HSA 3104](#) OR [DEH 3813](#). 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 1149C GENERAL PHARMACOLOGY FOR HEALTH PROFESSIONALS 1 credits

Prerequisites: Either [BSC 1083](#) or ([BSC 2085/2085L](#) and [BSC 2086/2086L](#)) or program director approval. Pre- or corequisite 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

Prerequisites: ([ENC 0025](#) and [REA 0017](#) and [MAT 0028](#)) or ([EAP 1695](#) and [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: [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. To orient 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 grade of "C" or better 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 credits

Prerequisite: [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.

HSC 3201 COMMUNITY HEALTH AND EPIDEMIOLOGY 3 credits

Prerequisite: [HSA 3104](#) OR [DEH 3813](#) 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: [HSA 3104](#) OR [DEH 3813](#). 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: [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 4640 LEGAL ASPECTS OF HEALTH CARE 3 credits

Prerequisite: [HSA 3551](#) or [DEH 4852](#). This course explores a broad overview of legal foundations in a multidisciplinary health care marketplace within the United States. Advanced topics included are legal history, torts, negligence, contracts, liability, Health Insurance Portability and Accountability Act (HIPAA) compliance, and medical records. The creation and termination of the patient-provider relationship will be explored as well as creation of an informed consent. 47 contact hours.

HSC 4910 HEALTH SERVICES ADMINISTRATION CAPSTONE 4 credits

Prerequisites: [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 its equivalent.

HUM 2210 WESTERN HUMANITIES: ANCIENT TO RENAISSANCE 3 credits

"G" Prerequisite: [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 HONORS WESTERN HUMANITIES: ANCIENT TO RENAISSANCE 3 credits

"G" Prerequisite: (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: BAROQUE TO CONTEMPORARY 3 credits

"G" Prerequisite: [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: BAROQUE TO CONTEMPORARY 3 credits

"G" Prerequisite: (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 2262 INTRODUCTION TO GREEK CULTURE 3 credits

Prerequisite(s): ([ENC 0025](#) or [ENC 0025](#)) or [EAP 1695](#) or appropriate score on the CPT. This course examines Greek cultural and aesthetic perspectives from Ancient Greece to present day, with an emphasis on history, literature, mythology, philosophy, and performing arts. 47 contact hours.

HUM 2270 HUMANITIES (EAST-WEST SYNTHESIS) 3 credits

"G" Prerequisite: [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 SYNTHESIS) 3 credits

"G" Prerequisite: (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 2949 CO-OP WORK EXPERIENCE 1-3 credits

Prerequisite: 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.

HUM 2950 STUDY ABROAD IN HUMANITIES 3 credits

Prerequisite: [ENC 0025](#) or [EAP 1695](#) or appropriate score on SPC placement test or permission of program director. 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: [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: [REA 0017](#) or [EAP 1695](#) or a satisfactory score on the SPC Placement Test. 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 designed 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 1019 INTRODUCTION TO STRESS MANAGEMENT 3 credits

This course is an overview of the field of stress management for students in the Human Services and Health Related Fields. Emphasis is on the application of practical techniques or stress management. 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 1040 INTRODUCTION TO DEVELOPMENTAL PLAY 3 credits

This course is an introductory survey designed to familiarize human services students and personnel with the basic concepts which underlie developmental play and which lead to healthy adult-child interaction. 47 contact hours.

HUS 1111 INTRODUCTION TO INTRA- AND INTER-PERSONAL PROCESSES 3 credits

Prerequisite or Corequisite: [CGS 1070](#) with a grade of "C" or better or Computer/Information Literacy Competency requirement or Program Director approval.

Prerequisites: [REA 0007](#) or [EAP 1695](#) or appropriate score on the SPC placement test, and [ENC 0025](#) or appropriate score on the SPC placement test, and admission to the Associate in Science in Human Services - Social Services degree (HSDIS-AS) or the Associate in Science in Human Services - Alcohol/Substance Abuse degree (HSM-AS) or the Addiction Studies Certificate (ADS-CT), or the Maternal and Child Health Applied Technology Diploma (MCHL-ATD) or the Youth Development Professional Certificate Program (YDPF-CT).

This course is an introductory experience in which specific skills needed for effective human service work 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 credits

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 1431 ISSUES IN ADDICTION PREVENTION 2 credits

Prerequisites: [REA 0007](#) or [EAP 1695](#) or appropriate score on the SPC placement test, and [ENC 0025](#) or appropriate score on the SPC placement test.

This is a course for those individuals working in the addictions prevention field or related areas. Attention will be given to various prevention strategies, their strengths and weaknesses, research findings in the field as well as their implications, and to special populations and their special needs. 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

Prerequisite: [REA 0007](#). 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 virus 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

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: [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: Denial as it Applies to the Substance Abuser, 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, 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

Prerequisites: [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 reviewing of each student's practice sessions. 47 contact hours.

HUS 2302 BASIC COUNSELING SKILLS 3 credits

Prerequisite: [HUS 1111](#) or consent of instructor. 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: [PSY 1012](#) recommended or consent of program director. 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: [SYG 2324](#). 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: [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: [SYG 2324](#). 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: [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.

HUS 2949 CO-OP WORK EXPERIENCE IN HUMAN SERVICES 3 credits

Prerequisite: Faculty Advisor/Co-op Coordinator or Program Director 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. 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.

HUS 3321 CASE MANAGEMENT AND PROBLEM-SOLVING IN HUMAN SERVICES 3 credits

Prerequisite: [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

Prerequisites: [DEH 3813](#) OR [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 HEALTH CARE ISSUES 3 credits

Prerequisite: [DEH 3913](#) OR [HSA 3104](#) and admission to the Health Services Administration BAS. 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: [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: [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.

IDH 2028H HONORS COLLEGE CAPSTONE SEMINAR 1 credits

Prerequisite: Acceptance to 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 3 credits

Prerequisite: Acceptance to the Honors College or dean's approval. This course encourages Honors College students to work on their skills in research, leadership, and community service. This course will help students work on research and leadership development by focusing on team-building, problem-solving, and critical thinking skills. This course will also present strategies such as time management, academic responsibility, and information literacy. Emphasis will be on encouraging students to become part of an active Honors College learning community where service learning is an integral part of their education. 47 contact hours.

IDH 2634H HONORS SERVICE LEARNING 1 credits

Prerequisite: (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 HONORS INTERDISCIPLINARY STUDIES: ANCIENT TO RENAISSANCE 9 credits

Prerequisite: (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: [ENC 1121H](#), [HUM 2210H](#), and [SPC 1017H](#). 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 HONORS INTERDISCIPLINARY STUDIES: BAROQUE TO MODERN 9 credits

"G" Prerequisite: ([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 IDS 1102H will receive equivalency credit for [AMH 2020H](#), [HUM 2233H](#), and [LIT 2120H](#).) 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: (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 1112H HONORS INTERDISCIPLINARY STUDIES: THE MODERN WORLD 6 credits

Prerequisite(s): ([ENC 1121H](#) or [IDS 1101H](#) or [IDS 1110H](#)) or ([ENC 1101](#) or [ENC 1121H](#) or [IDS 1101H](#) and acceptance into the Honors College) or Dean's approval. This survey course emphasizes interdisciplinary study of the modern era with emphasis on history, philosophy, religion, science, technology, literature, and aesthetics. This Honors cultural studies course will include collaborative learning opportunities and an emphasis on the analysis and synthesis of central questions and ideas related to the period. Students who complete Honors Interdisciplinary Studies: The Modern World will receive credit toward the completion of the general education program for the following courses: [ENC 1122H](#) and [HUM 2233H](#). 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 1337H HONORS INTERDISCIPLINARY STUDIES: MODERN CULTURES, GLOBAL INSIGHTS 6 credits

Prerequisite(s): ([ENC 1121H](#) or [IDS 1101H](#)) or ([ENC 1101](#) or [ENC 1121H](#) or [IDS 1101H](#) or [IDS 1110H](#) and acceptance into the Honors College) or Dean's approval. This survey course emphasizes the study of global cultures through the disciplines of history, literature, philosophy, art history, and religious studies. This Honors course will include collaborative learning opportunities and an emphasis on the analysis and synthesis of abstract questions from Modernity to the Present. (Students who complete Honors Interdisciplinary

Studies: Modern Cultures, Global Insights will receive credit toward the completion of the general education program for the following courses: [LIT 2120H](#) and [HUM 2270H](#). This course emphasizes research and composition of the interdisciplinary research paper. This course partially satisfies the writing requirements outlined in the General Education Requirements. 92 contact hours.

IDS 1610 INTERDISCIPLINARY STUDIES: LITERATURE AND PSYCHOLOGY 6 credits

Prerequisite(s): ([ENC 1121H](#) or [IDS 1101H](#)) or ([ENC 1101](#) or [ENC 1121H](#) or [IDS 1101H](#) or [IDS 1110H](#)) or Dean's approval. This course is designed as an interdisciplinary study of literature and general psychology. The course will emphasize the evaluation and synthesis of psychological concepts (i.e., scientific methodology, major theoretical schools of thought, various approaches to interpersonal functioning, and human development). It will also examine a variety of creative, historical and scientific literature that highlights and exemplifies psychology's association with culture and language. While the course integrates substantial writing assignments, the primary aim of these assignments is a focused application of psychological concepts in regards to literature as a matter for illustration and example. (Students who complete Interdisciplinary Studies: Literature and Psychology will receive credit toward the completion of the general education program for the following courses: ENC 1102 and PSY 2012. 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 HONORS INTERDISCIPLINARY STUDIES: THE AMERICAN EXPERIENCE 6 credits

"G" Prerequisite: ([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 INTERNATIONAL RELATIONS 3 credits

"G" Prerequisite: [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. 47 contact hours.

INR 2002H HONORS INTERNATIONAL RELATIONS 3 credits

"G" Prerequisite: ([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 INR 2002H and [INR 2002](#). 47 contact hours.

INR 2500 MODEL UNITED NATIONS 3 credits

Prerequisite(s): [POS 2041](#). This course will introduce students to the history of the United Nations, the structure of the UN system, Main Bodies of the United Nations, and the role of diplomacy in solving global issues. This course places strong emphasis on research and experiential learning. Students will be encouraged to understand the blocks of states that exist in the UN and how they engage diplomatically with each other. In particular, students will be required to assume the role of a member state and understand its views with regard to a few, selected international issues. Students will develop the ability to defend their country's position towards these international issues in formal, written format as well as orally using parliamentary-styles of debate. Students will become Knowledgeable not only on their assigned country but on the topics that they will be asked to analyze and discuss.

INT 1000 FUNDAMENTALS OF INTERPRETING 2 credits

Prerequisites: [ASL 1160C](#), [ASL 1300](#), [INT 1941](#) all with grades of "C" or better. Corequisite: [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

Prerequisites: [ASL 1160C](#), [ASL 1300](#), [INT 1941](#) with grades of "C" or better. Corequisite: [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

Prerequisites: [INT 1000/1000L](#), [INT 1480](#), [INT 1231](#) all with grades of "C" or better. This course will focus on cognitive, linguistic and motor skill development in interactive interpreting; sign to voice and voice to sign skill mastery. Situations will simulate experiences encountered in one on one and interview settings; small group dynamics. Emphasis will be on simultaneous interpreting; consecutive style will also be included. Focus activities include audio/ video and live model demonstrations; out of class observations of certified/ qualified interpreters in different settings. 32 contact hours.

INT 1202 INTERPRETING/TRANSLITERATING 4 credits

Prerequisites: [INT 1000/1000L](#), [INT 1480](#), [INT 1231](#) all 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

Prerequisites: [ASL 1160C](#), [ASL 1300](#), [INT 1941](#) all with grades of "C" or better. This course focuses on the development of primary voicing skills in interpreting for the deaf. Limited emphasis is given to interpreting from American Sign Language to spoken English. Voicing from signed English to spoken English and varying modalities are the focus of this course. 47 contact hours.

INT 1232 VOICING II 3 credits

Prerequisites: [INT 1400](#), [INT 1200](#), [INT 1202](#) all with grades of "C" or better. The course focuses on the development of more advanced voicing skills in interpreting for the deaf. Special emphasis is given to interpreting from American Sign Language to spoken English. 47 contact hours.

INT 1400 ISSUES IN EDUCATIONAL INTERPRETING 2 credits

Prerequisites: [INT 1000/1000L](#), [INT 1480](#), [INT 1231](#) all 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

Prerequisites: [ASL 1160C](#), [ASL 1300](#), [INT 1941](#) all 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

Prerequisites: [ASL 1150C](#), [ASL 1430](#), [ASL 1510](#) all 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

Prerequisites: [INT 1400](#), [INT 1200](#), [INT 1202](#) all 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: ([ENC 0025](#) and [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.

ISM 3011 MANAGEMENT INFORMATION SYSTEMS 3 credits

Prerequisite: 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 APPLIED SYSTEMS ANALYSIS 3 credits

Prerequisites: [CGS 1100](#) and admission to the Technology and Management BAS Program or Health Services Administration BAS program or Health Services Administration BAS-PR. 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 3930 SEMINARS IN TECHNOLOGY MANAGEMENT 1 credits

Prerequisite: 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: [CGS 1100](#) and admission to Technology Management BAS or Health Services Administration BAS or Health Services Administration BAS-PR. [CGS 1545](#) is recommended. 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

Prerequisites: 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 INFORMATION SYSTEMS IN INDUSTRY 3 credits

Prerequisite: 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 4320 CORE SECURITY PRINCIPLES 3 credits

Prerequisite: Admission to the College of Technology and Management BAS program and [ISM 4323](#). 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 4323 SECURITY ESSENTIALS 3 credits

Prerequisites: Admission to Technology Management BAS, Health Services Administration BAS or Health Services Administration BASPR 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, Public Key Identifiers (PKI) services. 47 contact hours.

ISM 4324 APPLICATIONS IN INFORMATION SECURITY 3 credits

Prerequisite: 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 4330 INFORMATION SECURITY POLICY ADMINISTRATION AND MANAGEMENT 3 credits

Prerequisite: 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 4480 ELECTRONIC COMMERCE SYSTEMS AND STRATEGIES 3 credits

Prerequisites: Admission to Business Administration BS, International Business BAS, Management & 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 4915 SENIOR CAPSTONE PROJECT IN TECHNOLOGY MANAGEMENT 3 credits

Prerequisite: The student must have completed all major (core) courses in the Technology and Management Program or permission of the Dean. This is the capstone course for the Technology and 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.

JOU 2100 JOURNALISTIC WRITING AND REPORTING 3 credits

Prerequisite: [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 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

Prerequisites: [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.

LAE 4414 LANGUAGE ARTS FOR PRE-KINDERGARTEN/PRIMARY EDUCATION 3 credits

Prerequisite: Admission to Educational Studies BS. Pre- or corequisite [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 2 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. 30 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: [LEI 1005](#). Pre- or corequisite: [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: [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.

LEI 2949 CO-OP WORK EXPERIENCE 1-3 credits

Prerequisite: Faculty Advisor/Co-op Coordinator or Program Director 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.

LIS 1002 ELECTRONIC RESEARCH STRATEGIES FOR COLLEGE STUDENTS 1 credits

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.

TOPIC #2: ELECTRONIC RESEARCH STRATEGIES FOR HEALTH SCIENCES COLLEGE STUDENTS

This course is designed to develop information literacy skills in the area of health sciences. It introduces students to core concepts of information literacy: techniques for locating, evaluating, analyzing, and presenting biomedical information using a variety of electronic resources. Essential components include critical thinking, application of APA style rules, ethical and legal issues including, but not limited to copyright, plagiarism, and academic honesty.

LIS 1002H HONORS ADVANCED ELECTRONIC RESEARCH STRATEGIES FOR COLLEGE STUDENTS 1 credits

Prerequisite: (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 LIS 1002H and [LIS 1002](#). 16 contact hours.

LIS 2004 INTRODUCTION TO INTERNET AS A RESEARCH TOOL 1 credits

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: ([ENC 0025](#) and [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: [ENC 1101](#) or satisfactory 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 WORLD LITERATURE I (Ancient World Through Renaissance) 3 credits

"G" Prerequisites: ([ENC 1101](#) or [ENC 1121H](#) or [IDS 1101H](#)) and ([REA 0017](#) or appropriate score on the placement test or [EAP 1695](#)). 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 HONORS WORLD LITERATURE I 3 credits

"G" Prerequisite: ([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 [LIT 2110](#) and LIT 2110H. 47 contact hours.

LIT 2120 WORLD LITERATURE II (Renaissance to the Present) 3 credits

"G" Prerequisites: ([ENC 1101](#) or [ENC 1121H](#) or [IDS 1101H](#)) and ([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 HONORS WORLD LITERATURE II 3 credits

"G" Prerequisite: ([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 as outlined in the General Education Requirements. [LIT 2110H](#) 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: ([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: [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

Prerequisite: [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 MAC 1105 and [MAC 1106](#)). 47 contact hours.

MAC 1106 COMBINED COLLEGE ALGEBRA/PRE-CALCULUS 5 credits

Prerequisite: [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 [MAC 1140](#). 77 contact hours.

MAC 1114 TRIGONOMETRY 3 credits

Prerequisite: [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. MAC 1114 may be taken concurrently with [MAC 1140](#). 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 MAC 1114 and [MAC 1147](#).) 47 contact hours.

MAC 1140 PRE-CALCULUS ALGEBRA 3 credits

Prerequisite: [MAC 1105](#) or appropriate score on mathematics placement test or program director approval. May be taken concurrently with [MAC 1114](#). 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 MAC 1140 and [MAC 1106](#) or MAC 1140 and [MAC 1147](#).) 47 contact hours.

MAC 1147 PRE-CALCULUS ALGEBRA/TRIGONOMETRY 5 credits

Prerequisite: 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 [MAC 1140](#) and [MAC 1114](#) in a single session and is intended primarily for the student who plans to take [MAC 2311-2313](#). 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 MAC 1147 and either [MAC 1140](#) or [MAC 1114](#).) 77 contact hours.

MAC 2233 APPLIED CALCULUS I 3 credits

Prerequisite: [MAC 1105](#) or [MAC 1106](#) or satisfactory score on the 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 not given for both MAC 2233 and [MAC 2311](#).) 47 contact hours.

MAC 2234 APPLIED CALCULUS II 3 credits

Prerequisite: [MAC 2233](#) or appropriate score on the SPC mathematics placement test. This course is designed to follow MAC 2233 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 MAC 2234 and [MAC 2312](#).) 47 contact hours.

MAC 2311 CALCULUS WITH ANALYTIC GEOMETRY I 5 credits

Prerequisite: ([MAC 1106](#) and [MAC 1114](#)), or ([MAC 1140](#) and [MAC 1114](#)), or ([MAC 1147](#)), or satisfactory 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 MAC 2311 and [MAC 2233](#).) 77 contact hours.

MAC 2311H HONORS CALCULUS WITH ANALYTIC GEOMETRY I 5 credits

Prerequisite: ([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 also given for [MAC 2311](#) or [MAC 2233](#).) 77 contact hours.

MAC 2312 CALCULUS WITH ANALYTIC GEOMETRY II 5 credits

Prerequisite: [MAC 2311](#) or satisfactory score on the SPC mathematics placement test. This course is designed to follow MAC 2311. 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 [MAC 2234](#).) 77 contact hours.

MAC 2313 CALCULUS WITH ANALYTIC GEOMETRY III 4 credits

Prerequisite: [MAC 2312](#) or satisfactory score on the SPC mathematics placement test. This course is designed to follow MAC 2312. 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: [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.

MAD 3107 DISCRETE MATHEMATICAL STRUCTURES 3 credits

Prerequisite: [MAC 2312](#). This course is designed to give 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. 47 contact hours. (Credit is not also given for MAD 2104.)

MAE 3320 INTERACTIVE MIDDLE SCHOOL MATHEMATICS PROJECTS 3 credits

Corequisite(s): [MAE 3941](#). This course is designed for students who are majoring in mathematics education. 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 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: [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 credits

Prerequisite(s): Admission to Secondary Math Education BS or Middle Grades Math Education BS. Corequisite(s): [MAE 3320](#). This course is designed for students who are majoring in 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: 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

Prerequisites: [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

Prerequisites: Successful completion of all Secondary Math 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 credits

Corequisite(s): [MAE 4330](#). This course is designed for students who are majoring in 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 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. 17 contact hours.

MAE 4943 INTERNSHIP: MIDDLE GRADES MATHEMATICS EDUCATION 5-9 12 credits

Prerequisites: 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 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: 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: 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.

MAN 3240 APPLIED ORGANIZATIONAL BEHAVIOR 3 credits

Prerequisite: Admission to Management & Organizational Leadership BAS, Sustainability Management BAS, Technology Management BAS, Health Services Administration BAS, Health Services Administration BASPR, Public Safety Administration BAS or Educational Studies BS. This course will provide a broad overview of organizational functioning. Topics 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: 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: 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: 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

Prerequisites: [CGS 1100](#) and admission to the Banking BAS, Business Administration BS, International Business BAS, Management & 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: [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: 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

Prerequisites: [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 3784 SUSTAINABILITY IN THE NATURAL ENVIRONMENT 3 credits

Prerequisites: 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: 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 ENTREPRENEURSHIP 3 credits

Prerequisite: Admission to International Business BAS, Management & Organizational Leadership BAS, 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: 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: [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 credits

Prerequisite: Admission to the Banking BAS, International Business BAS, Management & Organizational Leadership BAS, Sustainability Management BAS or Technology Management BAS program. 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.

TOPIC #1: ISSUES IN MODERN BANKING

Prerequisite: Admission to the Banking BAS, International Business BAS, Management & Organizational Leadership BAS, Sustainability Management BAS or Technology Management BAS program. This specific section of the Seminars in Business and Management course focuses on current and emerging issues in Bank and Financial Services Management. Its format and topics will include a half- to one-day seminar by a practicing financial services executive or regulator, a pre-seminar activity involving the reading of relevant literature related to the subject banking issues, and a post-seminar activity to reinforce the information, concepts, and issues presented at the seminar. 16 contact hours.

TOPIC #2: GLOBALIZATION: NEW CHALLENGES FOR TAMPA BAY AREA

Prerequisite: Admission to the Banking BAS, International Business BAS, Management & Organizational Leadership BAS, Sustainability Management BAS or Technology Management BAS program. This specific section of the Seminars in Business and Management course focuses on current and emerging globalization challenges confronting the local region. Its format and topics will include a half- to one-day seminar by a practicing economic development professional or regulator, a pre-seminar activity involving the reading of relevant literature related to the subject globalization issues, and a post-seminar activity to reinforce the information, concepts, and issues presented at the seminar. 16 contact hours.

TOPIC #3: INTERNATIONAL STUDY ABROAD

Prerequisite: Admission to the Banking BAS, International Business BAS, Management & Organizational Leadership BAS, Sustainability Management BAS or Technology Management BAS program. The student may participate in a "study abroad trip" respective to their studies. The nature and location of the trip will be approved by the College Dean and faculty. Typically a two-week study abroad trip will explore various issues pertaining to international business (globalization), marketing, entrepreneurship, law or technology related to the country or location visited. The student may earn 1 credit for the seminar/study. 16 contact hours.

TOPIC #4: E-GOVERNANCE

Prerequisite: Admission to the Banking BAS, International Business BAS, Management & Organizational Leadership BAS, Sustainability Management BAS or Technology Management BAS program. This seminar focuses on the use of information and communications technology to create and transfer knowledge on electronic governance (e-governance) and electronic democracy (e-democracy) associated with the e-Governance Academy and the Government of Estonia. E-governance and e-democracy provides a mechanism for analyzing and systematizing international and domestic experiences allowing the creation of a knowledge base and experience model where the knowledge can be transferred to interested parties and government agencies.

TOPIC #5: ENTREPRENEURSHIP: FOCUSING ON INNOVATION

Prerequisite: Admission to the Banking BAS, International Business BAS, Management & Organizational Leadership BAS, Sustainability Management BAS or Technology Management BAS program. This seminar focuses on key elements of successful Entrepreneurship. Entrepreneurship concepts in the seminar may include issues such as new market venture ideas, financing options for a new business, how to get a new product to market, product branding, business leadership and innovation, defining business development and successfully using incubators in a new business. 16 contact hours.

TOPIC #6: IMPORTING & EXPORTING OF TECHNOLOGY & SECURITY

Prerequisite: Admission to the Banking BAS, International Business BAS, Management & Organizational Leadership BAS, Sustainability Management BAS or Technology Management BAS program. This seminar focuses on the emerging topics and considerations associated with import and export controls on high technology. Current legal requirements as governed by the Bureau of Industry and Security (BIS) and regulations under the Export Administration Act (EAA) will be examined. Emerging technology and exports to outlawed countries will be explored. 16 contact hours.

TOPIC #7: SUSTAINABILITY/GREEN MANAGEMENT CONCEPTS

Prerequisite: Admission to the Banking BAS, International Business BAS, Management & Organizational Leadership BAS, Sustainability Management BAS or Technology Management BAS program. This course focuses on current and emerging issues in business sustainability/green. Its format will vary but will typically include a half- to one-day seminar by one or more industry experts. Depending on the seminar-specific topic, the expert(s) will address specific business and management topics pertaining to sustainable business planning, such as social and environmental challenges, marketing and supply chain decisions, recycling, reusing, reconditioning, product and service decisions in order to realize a natural competitive advantage within their operating strategies, international policies and regulations, and other key sustainability/green issues, as well as laws associated with this subject matter. 16 contact hours.

TOPIC #8: DOMESTIC TO GLOBAL

Prerequisite: Admission to the Banking BAS, International Business BAS, Management & Organizational Leadership BAS, Sustainability Management BAS or Technology Management BAS program. This will be a special topics conference focusing on issues surrounding expansion of domestic companies to multinational status, with a particular concentration on Dubai. The specific conference will address the issues from both Dubai's standpoint as well as the United States. The participants will be industry experts, government officials and academic representatives discussing the overall objectives of an expansion and the risk involved in the expansion. It may also include a focus on basic market research to determine an initial country fit as well as the knowledge necessary to determine whether the potential host country's government is stable and will support the expansion. Of primary importance may be a discussion regarding the main issues affecting expansion including the potential host country's economy, financial markets, risk analysis, business culture and legal system. The home country's laws and the "process for success" will also need to be addressed in order to properly evaluate the expansion. 16 contact hours.

MAN 3949 COOPERATIVE WORK EXPERIENCE 3 credits

Prerequisite: Admission to Banking BAS, Business Administration BS, International Business BAS, Management & Organizational Leadership BAS, Sustainability Management BAS, and Senior standing and faculty advisor/co-op coordinator or Dean's approval. This course is designed for students who want to gain experience in their field of study. Students can only earn credit at their current work place as long as the co-op is in an area unrelated to their current job duties. Students will be required to complete a portfolio and make a presentation to earn this credit. 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 requires 47 contact hours.

MAN 4061 CORPORATE SOCIAL RESPONSIBILITY 3 credits

Prerequisite: 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 in 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: 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

Prerequisites: [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: ([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: [MAN 3504](#) AND admission to the Business Administration BS OR Technology Management BAS OR International Business BAS. Today's organizations purchase or outsource a number of products, processes, and/or services to support strategic, tactical, and operating decisions across their value chain or supply chain. This course presents the basic concepts, principles, and techniques of procurement and outsourcing best practices used for various products, processes, and services. These decisions have strategic importance in helping organizations to create a competitive advantage by improving their value chains. Emphasis will be placed on students developing a basic knowledge and skill set centered on real themes, demands, applications, best practices, and opportunities in today's evolving and dynamic international business environment. 47 contact hours.

MAN 4583 PROJECT MANAGEMENT 3 credits

Prerequisite or corequisite: [MAN 3503](#); Prerequisite: admission to an SPC baccalaureate program or post-baccalaureate certificate. This course intends to build on introductory project management skills to form a solid grounding in the nine project management knowledge areas and five process groups as detailed by the Project Management Body of Knowledge (PMBOK). This industry independent learning within the project arena includes the following topics: initiating, planning, executing, monitoring and controlling, closing, integration management, scope management, time management, cost management, quality management, human resource management, communication management, risk management, and procurement management. Cost, scope, quality, and procurement receive special emphasis in this course. Students will align the topics to strive for the attainment of project objectives within the agreed limits of resources. 47 contact hours.

MAN 4584 PROCESS IMPROVEMENT METHODOLOGIES 3 credits

Prerequisite: 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: 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: 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: 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 INNOVATION, CHANGE AND AGILE PROJECTS 3 credits

Prerequisite: Admission to BAS in Management and Organizational Leadership (MGTORG-BAS) or BAS in Sustainability Management (SUSMGT-BAS) or BAS in Technology Management (TMGT-BAS) or Project Management Certificate (PRJMGT-CT). This course intends to provide an overview of concepts and strategies to select optimal options for change, use of management and leadership skills to build broad support for change, diffuse innovation, and the successful execution through solid project management practices. Topics include organizational culture, innovation processes, technology forecasting, organizational development, tools such as K-T (Keppler Trogue), Scrum, Joint Process Change, eXtreme Process and TRIZ, reengineering, diffusion of innovations theory, social epidemic theory, learning organization, and change implementation strategies. 47 contact hours.

MAN 4781 SUSTAINABLE BUSINESS STRATEGIES 3 credits

This course # was formerly MAN 3781; new # effective 8/20/12. Prerequisites: 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 4783 SUSTAINABLE BUDGET MANAGEMENT TRIPLE BOTTOM LINE ANALYSIS 3 credits

Prerequisites: [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: 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: 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

Prerequisites: 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 [MAN 3802](#) and [MAR 4836](#) 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. The student will plan and implement the components of a business plan based upon their research and analysis. 47 contact hours.

MAN 4863 FACILITIES AND PROPERTY MANAGEMENT 3 credits

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 4881 AUTHORITY, INFLUENCE AND PROJECTS 3 credits

Prerequisite: Admission to BAS in Management and Organizational Leadership, BS in Business Administration, BAS in Sustainability Management or BAS in Technology Management or the Project Management Post Baccalaureate Certificate. This course intends to build leadership and management skills that facilitate the effective execution of objectives where stakeholders and resources come from multiple areas, locations, budgets, and organizational substructures. To facilitate the execution of projects and processes to achieve objectives, the topics will include the use of persuasion, motivation, emotional intelligence, cultural intelligence, and influence to gain the power and agreement to ensure the delivery of agreed resources and processes. Important learning will include the leadership and management of teams and groups across multiple locations, structures, and multiple levels of formal authority. The control, communication, and interaction of data, information, knowledge, and learning form a further range of associated topics. 47 contact hours.

MAN 4883 PROJECT MANAGEMENT SPECIALIZATION 1 credits

Prerequisite: [MAN 4583](#) or Project Management Institute Certificate (or equivalent) or Admission to Project Management Post baccalaureate certificate or BAS in Management and Organizational Leadership or BAS in Technology Management. These courses intend to build general project management knowledge by offering a range of single credit courses that fit into two categories (a) a range of specialized capabilities relating to specific industries, and (b) a range of new and advanced topics that have proven important to the project management field. Students may take the course multiple times to a maximum of nine. Degree and certificate requirements will accept three credits from this course, subject to not repeating any course topics. 16 contact hours (each).

MAN 4885 COMPLEX AND ADVANCED PROJECTS 3 credits

Prerequisite: [MAN 4583](#) and admission to BAS in Management and Organizational Leadership program or BAS in Technology Management program or Project Management post baccalaureate certificate. Prerequisite or corequisite: [MAN 4881](#) and [MAN 4741](#). This course intends to build on a thorough project management foundation to include a detailed insight into large projects, projects with diversified stakeholders, multi-location, and international projects. Topics include the related insights such as portfolio theory and information economics that are required to enhance previous learning to extend to project portfolio management and project management office functions. 47 contact hours.

MAN 4900 SENIOR CAPSTONE PROJECT IN MANAGEMENT AND ORGANIZATIONAL LEADERSHIP 3 credits

Prerequisite: 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: 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: 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 4934 SENIOR CAPSTONE PROJECT IN INTERNATIONAL BUSINESS 3 credits

Prerequisite: Completion of intermediate foreign language requirement. Student must have completed 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: 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.

MAP 2302 DIFFERENTIAL EQUATIONS 3 credits

Prerequisite: [MAC 2312](#) or appropriate score on the 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 MEDIA 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.

MAR 2410 PERSONAL SELLING 3 credits

Prerequisite: [REA 0007](#). 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.

MAR 2940 MARKETING INTERNSHIP 1-4 credits

Prerequisite: 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.

MAR 3334 MARKETING PROMOTIONS 3 credits

Prerequisite: [MAR 3802](#) and admission to the Bachelor of Science in Business Administration program "Marketing" sub-plan. Today's ever competitive global marketplace consists of a complex set of dynamics and competitors all trying to garner the attention of the same buyers in a rapidly changing retail environment. This course focuses solely on the promotional role of marketing, and will illustrate the numerous aspects, tools, techniques and approaches involved with consumer marketing communications. Included will be an analysis of issues and approaches surrounding the use of: advertising, public relations, event marketing, direct response marketing, sales promotions, personal selling, and electronic marketing. Special attention will be offered to the integration & evaluation of these promotional practices, as well as their market-effectiveness. 47 contact hours.

MAR 3802 MARKETING MANAGEMENT 3 credits

Prerequisite: 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 to address the intermediate marketing issues surrounding the complex demand management problem all organizations face. Students will understand marketing concepts, including the development of a marketing strategy. The course focuses on consumer and business-to-business marketing. 47 contact hours.

MAR 4413 SALES, NEGOTIATING AND CUSTOMER RELATIONSHIP MANAGEMENT 3 credits

Prerequisite: Admission to Banking BAS, International Business BAS, or Management & Organizational Leadership BAS or admission into DEH-BAS program. 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 MARKETING 3 credits

Prerequisite: [MAR 3802](#), admission to the Business Administration BS or International Business BAS programs. This course focuses on addressing the issues and strategies of managing the marketing function in transnational firms. International Marketing is a comprehensive course in global marketing tactics and approaches focusing on the "fundamentals" of global marketing issues and strategies (including strategic alliances), social and cultural environments, and the strategic implications of market entry and expansion in developing a multinational marketing function in global enterprises. 47 contact hours.

MAR 4613 MARKETING RESEARCH 3 credits

Prerequisite: Admission to International Business, Banking BAS, or Business Administration BS 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: Admission to Management and Organizational Leadership BAS, Business Administration BS, 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.

MAR 4841 SERVICES MARKETING 3 credits

Prerequisite: [MAR 3802](#) and admission to the Bachelor of Science in Business Administration program "Marketing" sub-plan. Over the years, the marketplace has transitioned from a manufacturing-based economy (early-to-mid 1900's) to a service-based economy. At present, approximately 80% of domestic GDP, and a commanding 64% of global GDP are in fact derived from service-based market offerings; not tangible goods. Services require a unique approach to their design, development, pricing, promotion, and marketing

management approach, including an "extended" 7-P's marketing mix inclusive of People, Processes and Physical Environment. 47 contact hours.

MAS 2103 LINEAR ALGEBRA 3 credits

Prerequisite: [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.

MAS 3105 LINEAR ALGEBRA WITH APPLICATIONS 4 credits

Prerequisite: [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 development of algebraic reasoning abilities in analyzing conceptual relationships. (Credit is not also given for [MAS 2103](#).) 62 contact hours.

MAS 4203 NUMBER THEORY 3 credits

Prerequisites: [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

Prerequisites: [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.

MAT 0012L PRE-ALGEBRA LAB 1 credits

College Preparatory Credits (0000 designations) may not be used toward graduation credits. Corequisite: [MAT 0018](#). 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 0018 DEVELOPMENTAL MATHEMATICS I 3 credits

This course # was formerly MAT 0012. Prerequisite(s): Appropriate score on the SPC mathematics placement test. This is the first course in the college-preparatory two-course sequence ([MAT 0018](#) and [MAT 0028](#)) designed to prepare students for college-level mathematics courses. 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 (including application problems), and other pre-algebra topics. A minimum course grade average of C (minimum 70% accuracy) is required for successful completion. This course does not apply toward mathematics requirements in general education or toward any associate degree. 47 - 62 contact hours.

MAT 0028 DEVELOPMENTAL MATHEMATICS II 4 credits

This course # was formerly MAT 0024. Prerequisite(s): [MAT 0018](#) or appropriate score on the SPC mathematics placement test. This is the second course in the college-preparatory two-course sequence ([MAT 0018](#) and [MAT 0028](#)) designed to prepare students for college-level mathematics courses. This course is a study of the basic skills and concepts of basic algebra from the view of a college student who needs an understanding of basic algebra. Major topics include operations on signed rational 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, applications, and other basic algebra topics. A minimum course grade average of C (minimum 70% accuracy) is required for successful completion. This course does not apply toward mathematics requirements in general education or toward any associate degree. 47 - 62 contact hours.

MAT 1033 INTERMEDIATE ALGEBRA 3 credits

Prerequisite: [MAT 0028](#) or appropriate score on the 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 credits

Prerequisite: [MAT 0028](#) or appropriate score on the mathematics placement test. Corequisite: [MAT 1033](#). A laboratory course to foster success in MAT 1033, 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

Prerequisites: [BSC 2086-2086L](#) or [BSC 2010-2010L](#). Corequisite: [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 credits

Corequisite: [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.

MCB 3020C MICROBIOLOGY WITH LABORATORY 4 credits

Prerequisites: [BSC 2010](#), [BSC 2010L](#), [BSC 2011](#), [BSC 2011L](#), [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.

MET 2010 INTRODUCTORY METEOROLOGY 3 credits

Prerequisites: ([ENC 0025](#) and [REA 0017](#) and [MAT 0028](#)) or ([EAP 1695](#) and [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 MATHEMATICS FOR LIBERAL ARTS I 3 credits

Prerequisite: [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 MATHEMATICS FOR LIBERAL ARTS II 3 credits

Prerequisite: [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 HONORS MATHEMATICAL IDEAS AND EXPLORATIONS 3 credits

Prerequisites: ([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.

MGF 4301 TRANSITIONS TO ADVANCED MATHEMATICS 3 credits

Prerequisite: [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

Prerequisites: [MAC 2311](#) with a "C" or better. This course is designed for students who have an interest in the history of mathematics. 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. 47 contact hours.

MLT 1022 INTRODUCTION TO CLINICAL LABORATORY SCIENCE 2 credits

Prerequisite: [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 1022L INTRODUCTION TO CLINICAL LABORATORY SCIENCE LAB 1 credits

Corequisite: [MLT 1022](#). This course introduces the student to the basic equipment and techniques used in clinical laboratory procedures. Students will learn proper use of personal protective equipment, laboratory glassware, centrifuges, balances, spectrophotometers, and microscopes. They will learn to evaluate and process laboratory specimens, pipet, and prepare dilutions and laboratory reagents. Mathematical calculations and interpretation of quality control data will be practiced. 30 contact hours or equivalent.

MLT 1040 PHLEBOTOMY 1 credits

Pre- or corequisite: [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 credits

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

Prerequisites: [MLT 1022/1022L](#) with grades of "C" or better or permission of the program director. Corequisite: [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 credits

Corequisite: [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 corequisites: [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

Prerequisites: [MLT 1022/1022L](#) with grades of "C" or better or permission of the program director. Corequisite: [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: [MLT 2362](#). This course is a study of the laboratory methods used in 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

Prerequisites: [MCB 2010/2010L](#) and [MLT 1022/1022L](#) with grades of "C" or better or permission of the program director. Corequisite: [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: [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

Prerequisites: [MLT 1022/1022L](#) with grades of "C" or better or permission of the program director. Corequisite: [MLT 2530L](#). This course 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: [MLT 2530](#). This course will provide the student with the knowledge and skills to perform various serological procedures used in medical diagnosis and to perform those tests and procedures necessary to provide safe, compatible blood and/or blood products for transfusion. Experience is gained in the college laboratory. 60 contact hours or equivalent.

MLT 2807L IMMUNOHEMATOLOGY CLINICAL EXPERIENCE 3 credits

Prerequisites: [MLT 2530/2530L](#). 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

Prerequisites: [MLT 2362/2362L](#). This course provides experience in testing 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

Prerequisites: [MLT 1610/1610L](#). 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

Prerequisites: [MLT 2400/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: ([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

Prerequisites: ([ENC 1101](#) or [ENC 1121H](#)) and ([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: ([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.

MMC 2949 Co-op Work Experience 1-3 credits

Prerequisite: 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 demonstrated 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. Each individual student will work with the employer and coordinator to identify and agree upon additional learning objectives.

MNA 1751 CUSTOMER SERVICE I: DEVELOPING A SPIRIT OF CUSTOMER SERVICE 1 credits

This course is designed to assist those who deal with clients either face-to-face or on the telephone through electronic media. 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, meeting the individual needs of each customer, examine the role of customer service as a competitive business strategy, explore the role of communication in building customer relationships, and be introduced to techniques for dealing with difficult customer situations including challenges that can be produced by generational, linguistic and cultural diversity. 16 contact hours.

MNA 1760 CUSTOMER SERVICE II: DEVELOPING EXCEPTIONAL CUSTOMER SERVICE 1 credits

Prerequisite: [MNA 1751](#) or program director approval. This course is designed to develop increased proficiency with the skills and behaviors necessary to delivery 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, use probing questions to identify additional service opportunities. Participants will also be introduced to basic phone selling skills. 16 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 credits

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.

MTG 2206 COLLEGE GEOMETRY 3 credits

Prerequisite: [MAT 1033](#) or appropriate score on the 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.

MTG 3212 MODERN GEOMETRIES 4 credits

Prerequisite: [MAC 2311](#) with a grade of "C" or better. 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.

MUC 1101 INTRODUCTION TO MUSIC COMPOSITION 2 credits

Prerequisite: [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: [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: BRASS AND PERCUSSION 2 credits

Prerequisite: [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: [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: 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: [MUC 1621](#). 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 Avid Media Composer basics. 47 contact hours.

MUC 1616 INTRODUCTION TO FILM SCORING 2 credits

Prerequisite: [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; (c) 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

Prerequisites: [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

Prerequisites: [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 1621 COMPOSITION IN MODERN MEDIA I 2 credits

Prerequisite: [MUT 2341](#), [MUT 2341L](#) 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 and arranging contemporary music in the most common popular forms. The course is a survey of styles of the current creative movements, with emphasis on both acoustic and electronic techniques. May be taken up to two times for credit. One-hour private lesson plus one-hour seminar class each week. 32 contact hours.

MUC 2000 SONGWRITING 2 credits

Prerequisite: [MUT 1001](#). This course is designed to introduce students to the craft of songwriting as well as to 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: [MUC 2000](#), [MUC 1603](#), or permission of the 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.

MUC 2601 LYRIC WRITING I 2 credits

Prerequisite: [ENC 1101](#) or equivalent and departmental permission. This course serves to provide the student with a study of lyric writing. Student will learn to write lyrics through the application of: phrasing; rhythm and rhyme; structure and form. Student will learn what makes lyrics work and not work, applying knowledge as a lyricist or an audience member, making one more capable as both. May be taken up to two times for credit. 32 contact hours.

MUC 2604 LYRIC WRITING II 2 credits

Prerequisite: [ENC 1101](#), [MUC 2XXX](#), or equivalent and departmental permission. This course will provide the student with techniques to writing lyrics by finding better rhymes and using them more effectively. Becoming a naturally great lyricist is a skill that can be learned and improved upon. This course provides all of the technical information necessary to develop this skill completely. May be taken up to two times for credit. 32 Contact hours.

MUC 2622 COMPOSITION IN MODERN MEDIA II 2 credits

Prerequisite: [MUT 2342](#), [MUT 2342L](#) or equivalent and departmental permission. This course is the advanced level of Contemporary Composing and Arranging. Students practice compositional skills with assignments and projects to demonstrate an advanced understanding of the full spectrum materials, devices, and processes for composing and arranging contemporary music in a wide range of popular forms. The course is an in-depth discussion and analysis of styles used in the current creative movements, with emphasis on both acoustic and electronic techniques. May be taken up to two times for credit. One-hour private lesson plus one-hour seminar class each week. 32 contact hours.

MUC 2631 AVID PRO TOOLS FOR THE COMPOSER 3 credits

Prerequisite: [MUM 2601](#), [MUM 2601L](#), [MUT 2342](#), [MUT 2342L](#), [MUM 2609](#) or equivalent and departmental permission. This course is the advanced level study of composing while using specific computer-based production platforms. Students practice compositional skills with assignments and projects to demonstrate an advanced understanding of the tools available to the composer when using the Avid Pro Tools software and hardware. 47 contact hours.

MUG 2101 ELEMENTS OF CONDUCTING 3 credits

Prerequisite: [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 INTRODUCTION TO MUSIC 3 credits

"G" Prerequisite: [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. This course 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 INTRODUCTION TO MUSIC HISTORY 3 credits

"G" Prerequisite: ([ENC 0025](#) and [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 (1950-1979) 3 credits

This course is the first of two sections in the study of the history of rock and popular music from 1950 to the 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 (1980-Present). 47 contact hours.

MUL 2018 HISTORY OF ROCK II (1980-PRESENT) 3 credits

Prerequisite: [MUL 1017](#). This course is the second of two 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. 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 1001 APPLE MACINTOSH FOUNDATIONS 1 credits

This course is specifically designed to serve the incoming student who does not have familiarity with the Apple Macintosh operating system's conventions. The Music Industry/Recording Arts program (MIRAS-AS) uses Apple computers exclusively; this course will assist the student who is unfamiliar with the platform to get a solid foundation in order to begin their studies. 16 contact hours.

MUM 1030 PERFORMANCE TECHNIQUES 1 credits

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

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 credits

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 credits

Prerequisite: [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 credits

Prerequisite: [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: [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: [MUM 1623](#) or Dean's permission. 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

Prerequisites: [MUM 2600](#), [MUS 1621](#). Corequisite: [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

Prerequisites: [MUM 2600](#), [MUS 1621](#). Corequisite: [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: [MUM 2600](#), [MUS 1621](#), [MUT 1001](#), or permission of the dean. Corequisite: [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 1-4 credits

Prerequisite: [MUM 2600](#) AND [MUS 1621](#) AND ([MUT 1001](#) or permission of the dean). Corequisite: [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. The student must fulfill the requirement of 60 on-the-job hours for each credit earned in addition to other assignments.

MUM 2035 VOCAL COACHING FOR THE RECORDING STUDIO II 2 credits

Prerequisite: [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 2313 LEGAL ISSUES IN MUSIC 3 credits

This course is intended to provide a comprehensive overview of basic legal concepts and laws a professional in the music and recording arts industry should master, including those concerning intellectual property, agency, business formation, employment and contracts, to better prepare and protect the professional. Topics covered include the creation and protection of intellectual property, the meaning of agency relationships, and various contract formation and legal issues specific to music and recording arts. 47 contact hours.

MUM 2600 MUSIC TECHNOLOGY AND RECORDING TECHNIQUES I 3 credits

Prerequisite: [MUS 1360](#) or permission of the Dean. Corequisites: [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: [MUM 2600](#). Corequisite: [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 credits

Prerequisite: [MUM 2600](#). Corequisite: [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: [MUM 2601/2601L](#). Corequisite: [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 credits

Prerequisite: [MUM 2601/2601L](#). Corequisite: [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: [MUM 2602/2602L](#). 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: [MUM 2600](#), [MUS 1621](#), [MUT 1001](#). This course is 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 2610 MUSIC PRODUCTION FOUNDATIONS 3 credits

Corequisite: [MUM 2670](#). This course is specifically designed to serve the Avid Certified Pro Tools Expert and Sound Technologist Certificate program (AVID-CT). In conjunction with the Avid Pro Tools training, the student will train in basic recording techniques, signal flow, basic acoustic principles, sonic manipulation, studio etiquette, and job skills preparation. Upon completion of the Avid Certified Pro Tools Expert and Sound Technologist program, the student is awarded a college certificate. These courses will apply toward the AS degree in Music Industry/Recording Arts. 47 contact hours.

MUM 2611 ACOUSTIC AND REMOTE RECORDING TECHNIQUES 2 credits

Prerequisites: [MUM 2601](#), [MUM 2601L](#), [MUS 1621](#), [MUT 1001](#). Corequisite: [MUM 2945](#) Topic 2: Acoustic. This course is an in-depth study of techniques used in recording classical, jazz and other acoustic music in studios as well as performance venues and other remote locations. Stereo microphone techniques, recording methods and media, mix-down and post-production processes will be analyzed and discussed. Through lectures, demonstrations and co-requisite internship, students will gain practical experience in cooperation with local orchestra musicians, ensembles and soloists. 32 contact hours.

MUM 2612 CRITICAL LISTENING II: ANALYSIS OF CONTEMPORARY PRODUCTION TECHNIQUES 3 credits

Prerequisite: [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: [MUM 2601/2601L](#), [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: [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: [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: [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: [MUM 2601](#), [MUM 2601L](#), [MUM 1629](#), [MUM 1629L](#). Corequisite: [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 credits

Prerequisite: [MUM 2601](#), [MUM 2601L](#), [MUM 1629](#), [MUM 1629L](#). Corequisite: [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 2XXX 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 2679 AVID PRO TOOLS 310M (EXPERT CERTIFICATION) 3 credits

Prerequisite: [MUM 2671](#). This course is a third semester of a three-semester course structure preparing the student for the *Pro Tools Operator Expert Certification Exam in Music* administered by Avid. This course is the advanced level in the sequence for Avid Pro Tools HD software and hardware. The student will be eligible to take the Avid Pro Tools 310M exams at the culmination of this course, and achieve *Expert Pro Tools Operator* status. 47 contact hours.

MUM 2680 AUDIO ENGINEERING FOUNDATIONS 3 credits

Prerequisite: [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 2681 AUDIO FOR BROADCAST FOUNDATIONS 3 credits

Prerequisite: [MUM 2601](#), [MUM 2601L](#), [MUS 1621](#), or permission of the Dean. This course is the study of contemporary audio for broadcast production engineering techniques. The goal of this curriculum is to prepare the student for a career in "over-the-air" and "internet" radio audio. Voice-over production, show construction, script writing, music editing, mixing, and delivery preparation are topics of study. The student will be prepared to participate in the MIRA Internet Radio Club for real-time production and broadcast. 47 contact hours.

MUM 2682 APPLIED MIXING TECHNIQUES 2 credits

Prerequisite: [MUM 2678](#) or equivalent, and departmental permission. This course offers students individual, directed study in contemporary audio mixing techniques. Applying skills developed in prerequisite classes, students will work directly with the instructor and in peer-review class meetings, focusing on self-originated projects as well as "pool" projects, pairing them for collaboration with students working in other music production classes and disciplines. This process will challenge further refinement of technical skills, and offer essential experience in students' communication and collaboration aptitudes that will prove a distinct advantage as they enter this competitive industry. May be taken up to two times for credit. One-hour private lesson plus one-hour seminar/peer-review class each week.

MUM 2700 AN INTRODUCTION TO THE BUSINESS OF MUSIC 1 credits

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 credits

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 2944 INTERNSHIP: STUDIO ENGINEERING I 3 credits

Prerequisite: [MUM 2602](#), [MUT 1001](#), or permission of the dean. The Studio Engineering internship is designed to prepare and coordinate in-field experience for advanced students in a professional recording industry setting, such as recording studios, audio post-production facilities, or broadcast studios. Internship should help students to advance their skills and abilities through practical application of techniques and concepts discussed in other courses. The internship experience should also provide opportunities to further develop professionalism, problem-solving, resourcefulness and self-reliance, and may offer chances to establish contacts within the industry that lead to entry-level employment. 47 contact hours.

MUM 2945 INTERNSHIP: SOUND ENGINEERING II 1-4 credits

Prerequisite: [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. The student must fulfill the requirement of 60 on-the-job hours for each credit earned in addition to other assignments.

MUM 2XX1 PRACTICAL MUSIC BUSINESS 3 credits

This course covers the business and promotion of music and its related professions. Included are discussions and projects for the creation, growing, and marketing of your musical specialty. Topics include: developing and branding your talent, networking with others in the field of music to promote your profession, contract terms and negotiations, pricing, and the importance of maximizing opportunity. The retail and wholesale music business, musical instruction and working with musical volunteers will also be discussed. 47 contact hours.

MUN 1031 ROCK ENSEMBLE I 1 credits

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. 32 contact hours.

MUN 1032 ROCK ENSEMBLE II 1 credits

Prerequisite: Audition required. 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. 32 contact hours.

MUN 1120 COLLEGE BAND 1 credits

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 credits

Prerequisite: 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 credits

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 credits

Corequisite: [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 sixteenth through the twenty-first 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 six times for credit. 47 contact hours.

MUN 1391 GOSPEL CHORUS 1 credits

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 credits

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 ENSEMBLE 1 credits

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. May be taken up to three times for credit. 32 contact hours.

MUN 1700 IMPROVISATION ENSEMBLE 1 credits

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. May be taken up to six times for credit. 32 contact hours.

MUN 1710 JAZZ BAND 1 credits

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 credits

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 credits

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 & BLUES ENSEMBLE 1 credits

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. 32 contact hours.

MUN 1810 STEEL DRUM ENSEMBLE 1 credits

Prerequisite: 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 credits

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. 32 contact hours.

MUN 2022 LAPTOP AND ELECTRONIC ARTS ENSEMBLE 1 credits

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 credits

Audition required. This course is the study and performance of instrumental ensemble music as it is 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 six times for credit. 32 contact hours.

MUN 2719 RHYTHM AND BLUES ENSEMBLE II 1 credits

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 credits

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.

MUN 2771 MIRA HOUSE BAND (STUDENT/FACULTY ENSEMBLE) 1 credits

Audition required. This course is the study and performance of ensemble music as it is applied in an advanced live setting. Students will be required to play instrumental and vocal music, in a wide variety of genres, for the purpose of giving live performances in many different situations. The combination of both students and faculty will provide those participating for credit, a rare chance to perform with the highest caliber musicians. Live Sound Reinforcement technicians may participate to satisfy the MIRA Internship requirements. Course may be taken up to six times for credit. 32 contact hours.

MUO 1001 MUSICAL THEATRE WORKSHOP 1 credits

Prerequisite: Audition. 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 credits

Prerequisite: Audition. 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 0 credits

Corequisite: 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 Protools, Finale, Sibelius, Sonar, Cubase and others will be studied and applied in composition and arranging assignments. 47 contact hours.

MUS 1621 ACOUSTICS AND PSYCHOACOUSTICS 3 credits

Corequisite: [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 credits

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 credits

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 credits

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.

MUS 2949 CO-OP WORK EXPERIENCE 1-3 credits

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.

MUT 1001 FUNDAMENTALS OF MUSIC 3 credits

This course will enable students to acquire a thorough working knowledge of those rudiments basic to the pursuit of further study of musical theory and musical performance. It is for those students who are not ready for Music Theory, Introduction to Music History, and Applied Music courses. 47 contact hours.

MUT 1111 MUSIC THEORY I 3 credits

Prerequisite: [MUT 1001](#) or Program Director approval. Corequisite: [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: [MUT 1111](#) or Program Director approval. Corequisite: [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 credits

Prerequisite: [MUT 1001](#) or Program Administrator approval. Corequisite: [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 II 1 credits

Prerequisite: [MUT 1241](#) or Program Director approval. Corequisite: [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: [MUT 1112](#) or Program Director approval. Corequisite: [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: [MUT 2116](#) or Program Director approval. Corequisite: [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 credits

Prerequisite: [MUT 1242](#) or Program Director approval. Corequisite: [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 credits

Prerequisite: [MUT 2246](#) or Program Director approval. Corequisite: [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 CONTEMPORARY MUSIC THEORY I 3 credits

Corequisite: [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 CONTEMPORARY EAR TRAINING I 1 credits

Corequisite: [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 between sound and notation. Students will transcribe contemporary music from popular music and jazz sources. 32 contact hours.

MUT 2342 CONTEMPORARY MUSIC THEORY II 3 credits

Prerequisite: [MUT 2341](#). Corequisite: [MUT 2342L](#). This course is a continuation of Contemporary Music Theory 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 CONTEMPORARY EAR TRAINING II 1 credits

Prerequisite: [MUT 2341L](#). Corequisite: [MUT 2342](#). This course is a continuation of Contemporary 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.

MVB 1011 APPLIED MUSIC ENRICHMENT - TRUMPET 1-2 credits

Private instruction. This course is for students in the first year of study who are non-music majors, or preparing for music major audition. This course may be taken 3 times for credit for a maximum of 6 credits. Students may register for 1 or 2 credits. 8 or 16 contact hours. One half-hour lesson or one hour lesson per week.

MVB 1012 APPLIED MUSIC ENRICHMENT - FRENCH HORN 1-2 credits

Private instruction. This course is for students in the first year of study who are non-music majors, or preparing for music major audition. This course may be taken 3 times for credit for a maximum of 6 credits. Students may register for 1 or 2 credits. 8 or 16 contact hours. One half-hour lesson or one hour lesson per week.

MVB 1013 APPLIED MUSIC ENRICHMENT - TROMBONE 1-2 credits

Private instruction. This course is for students in the first year of study who are non-music majors, or preparing for music major audition. This course may be taken 3 times for credit for a maximum of 6 credits. Students may register for 1 or 2 credits. 8 or 16 contact hours. One half-hour lesson or one hour lesson per week.

MVB 1014 APPLIED MUSIC ENRICHMENT - BARITONE HORN 1-2 credits

Private instruction. This course is for students in the first year of study who are non-music majors, or preparing for music major audition. This course may be taken 3 times for credit for a maximum of 6 credits. Students may register for 1 or 2 credits. 8 or 16 contact hours. One half-hour lesson or one hour lesson per week.

MVB 1015 APPLIED MUSIC ENRICHMENT - TUBA 1-2 credits

Private instruction. This course is for students in the first year of study who are non-music majors, or preparing for music major audition. This course may be taken 3 times for credit for a maximum of 6 credits. Students may register for 1 or 2 credits. 8 or 16 contact hours. One half-hour lesson or one hour lesson per week.

MVB 1211 APPLIED MUSIC SECONDARY - TRUMPET 1-2 credits

Corequisite: [MUS 1010](#). Private instruction. This course is for the music major in the first year of study in the secondary performance area. The private lesson focuses on a beginning to intermediate approach to the development of technique and trumpet repertoire. This course may be taken 3 times for a maximum of 6 credits. 1 or 2 credits. 8 or 16 contact hours. One half-hour lesson or one hour lesson per week.

MVB 1212 APPLIED MUSIC SECONDARY - FRENCH HORN 1-2 credits

Co-requisite: [MUS 1010](#). Private instruction. This course is for the music major in the first year of study in the secondary performance area. The private lesson focuses on a beginning to intermediate approach to the development of technique and French horn repertoire. This course may be taken 3 times for a maximum of 6 credits. 1 or 2 credits. 8 or 16 contact hours. One half-hour lesson or one hour lesson per week.

MVB 1213 APPLIED MUSIC SECONDARY - TROMBONE 1-2 credits

Co-requisite: [MUS 1010](#). Private instruction. This course is for the music major in the first year of study in the secondary performance area. The private lesson focuses on a beginning to intermediate approach to the development of technique and trombone repertoire. This course may be taken 3 times for a maximum of 6 credits. 1 or 2 credits. 8 or 16 contact hours. One half-hour lesson or one hour lesson per week.

MVB 1214 APPLIED MUSIC SECONDARY - BARITONE HORN 1-2 credits

Co-requisite: [MUS 1010](#). Private instruction. This course is for the music major in the first year of study in the secondary performance area. The private lesson focuses on a beginning to intermediate approach to the development of technique and baritone horn repertoire. This course may be taken 3 times for a maximum of 6 credits. 1 or 2 credits. 8 or 16 contact hours. One half-hour lesson or one hour lesson per week.

MVB 1215 APPLIED MUSIC SECONDARY - TUBA 1-2 credits

Co-requisite: [MUS 1010](#). Private instruction. This course is for the music major in the first year of study in the secondary performance area. The private lesson focuses on a beginning to intermediate approach to the development of technique and tuba repertoire. This course may be taken 3 times for a maximum of 6 credits. 1 or 2 credits. 8 or 16 contact hours. One half-hour lesson or one hour lesson per week.

MVB 1311 APPLIED MUSIC PRINCIPAL - TRUMPET 2 credits

Co-requisite: [MUS 1010](#) and [MUN 1120](#). Admission into the course is by audition only. This course is designed for the music major who has prior private study and whose primary instrument is trumpet. This course consists of one (1) hour private lesson per week. The private lesson focuses on (a) the development of sound technique and (b) the skilled usage of trumpet repertoire. This course may be taken 3 times for a total of 6 credits. 16 contact hours.

MVB 1312 APPLIED MUSIC PRINCIPAL - FRENCH HORN 2 credits

Co-requisite: [MUS 1010](#) and [MUN 1120](#). Admission into the course is by audition only. This course is designed for the music major who has prior private study and whose primary instrument is French horn. This course consists of one (1) hour private lesson per week. The private lesson focuses on (a) the development of sound technique and (b) the skilled usage of French horn repertoire. This course may be taken 3 times for a total of 6 credits. 16 contact hours.

MVB 1313 APPLIED MUSIC PRINCIPAL - TROMBONE 2 credits

Co-requisite: [MUS 1010](#) and [MUN 1120](#). Admission into the course is by audition only. This course is designed for the music major who has prior private study and whose primary instrument is Trombone. This course consists of one (1) hour private lesson per week. The private lesson focuses on (a) the development of sound technique and (b) the skilled usage of Trombone repertoire. This course may be taken 3 times for a total of 6 credits. 16 contact hours.

MVB 1314 APPLIED MUSIC PRINCIPAL - BARITONE HORN 2 credits

Co-requisite: [MUS 1010](#) and [MUN 1120](#). Admission into the course is by audition only. This course is designed for the music major who has prior private study and whose primary instrument is baritone horn. This course consists of one (1) hour private lesson per week. The private lesson focuses on (a) the development of sound technique and (b) the skilled usage of baritone horn repertoire. This course may be taken 3 times for a total of 6 credits. 16 contact hours.

MVB 1315 APPLIED MUSIC PRINCIPAL - TUBA 2 credits

Co-requisite: [MUS 1010](#) and [MUN 1120](#). Admission into the course is by audition only. This course is designed for the music major who has prior private study and whose primary instrument is tuba. This course consists of one (1) hour private lesson per week. The private lesson focuses on (a) the development of sound technique and (b) the skilled usage of tuba repertoire. This course may be taken 3 times for a total of 6 credits. 16 contact hours.

MVB 1317 CONTEMPORARY BRASS TECHNIQUES I 2 credits

Prerequisite: Audition required. Private instruction. This course is for the music major in the first year of study in the secondary performance area. The private lesson focuses on a beginning to intermediate approach to the development of technique and music literature related to contemporary music styles. This course may be taken 3 times for a maximum of 6 credits. One-hour lesson per week. 16 contact hours.

MVB 1411 APPLIED PERFORMANCE TRUMPET 3 credits

Co-requisite: [MUS 1010](#). Admission into the course is by audition only. This course is designed for the performance music major who has prior private study. This course consists of one hour private lesson and one (1) repertory class per week. The private lesson focuses on a) the development of sound technique and b) the mastery of literature. The repertoire class addresses performance issues and will give the individual student an opportunity to perform for a small, non-threatening audience, helping gain confidence in solo performance. This course may be repeated 3 times for a total of 9 credits. 47 contact hours.

MVB 1412 APPLIED HORN PERFORMANCE - 3 credits

Co-requisite: [MUS 1010](#). Admission into the course is by audition only. This course is designed for the performance music major who has prior private study. This course consists of one (1) hour private lesson and one (1) repertory class per week. The private lesson focuses on a) the development of sound technique and b) the mastery of literature. The repertoire class addresses performance issues and will give the individual student an opportunity to perform for a small, non-threatening audience, helping gain confidence in solo performance. This course may be taken 3 times for a total of 9 credits. 47 contact hours.

MVB 1413 APPLIED TROMBONE PERFORMANCE - 3 credits

Co-requisite: [MUS 1010](#). Admission into the course is by audition only. This course is designed for the performance music major who has prior private study. This course consists of one (1) hour private lesson and one (1) repertory class per week. The private lesson focuses on a) the development of sound technique and b) the mastery of literature. The repertoire class addresses performance issues and will give the individual student an opportunity to perform for a small, non-threatening audience, helping gain confidence in solo performance. This course may be taken 3 times for a total of 9 credits. 47 contact hours.

MVB 1414 APPLIED BARITONE HORN PERFORMANCE 3 credits

Co-requisite: [MUS 1010](#). Admission into the course is by audition only. This course is designed for the performance music major who has prior private study. This course consists of one (1) hour private lesson and one (1) repertory class per week. The private lesson focuses on a) the development of sound technique and b) the mastery of literature. The repertoire class addresses performance issues and will give the individual student an opportunity to perform for a small, non-threatening audience, helping gain confidence in solo performance. This course may be taken 3 times for a total of 9 credits. 47 contact hours.

MVB 1415 APPLIED TUBA PERFORMANCE 3 credits

Co-requisite: [MUS 1010](#). Admission into the course is by audition only. This course is designed for the performance music major who has prior private study. This course consists of one (1) hour private lesson and one (1) repertory class per week. The private lesson focuses on a) the development of sound technique and b) the mastery of literature. The repertoire class addresses performance issues and will give the individual student an opportunity to perform for a small, non-threatening audience, helping gain confidence in solo performance. This course may be taken 3 times for a total of 9 credits. 47 contact hours.

MVB 2021 APPLIED MUSIC ENRICHMENT - TRUMPET 1-2 credits

Private instruction. This course is a continuation of [MVB 1011](#) and is for students in the second year of study who are non-music majors or preparing for music major audition. This course may be taken 3 times for a maximum of 6 credits. One half-hour lesson or one hour lesson per week. 8 or 16 contact hours.

MVB 2022 APPLIED MUSIC ENRICHMENT - FRENCH HORN 1-2 credits

Private instruction. This course is a continuation of [MVB 1012](#) and is for students in the second year of study who are non-music majors or preparing for music major audition. This course may be taken 3 times for a maximum of 6 credits. One half-hour lesson or one hour lesson per week. 8 or 16 contact hours.

MVB 2023 APPLIED MUSIC ENRICHMENT - TROMBONE 1-2 credits

Private instruction. This course is a continuation of MVB 1013 and is for students in the second year of study who are non-music majors or preparing for music major audition. This course may be taken 3 times for a maximum of 6 credits. One half-hour lesson or one hour lesson per week. 8 or 16 contact hours.

MVB 2024 APPLIED MUSIC ENRICHMENT - BARITONE HORN 1-2 credits

Private instruction. This course is a continuation of [MVB 1014](#) and is for students in the second year of study who are non-music majors or preparing for music major audition. This course may be taken 3 times for a maximum of 6 credits. One half-hour lesson or one hour lesson per week. 8 or 16 contact hours.

MVB 2025 APPLIED MUSIC ENRICHMENT - TUBA 1-2 credits

Private instruction. This course is a continuation of [MVB 1015](#) and is for students in the second year of study who are non-music majors or preparing for music major audition. This course may be taken 3 times for a maximum of 6 credits. One half-hour lesson or one hour lesson per week. 8 or 16 contact hours.

MVB 2221 APPLIED MUSIC SECONDARY - TRUMPET 1-2 credits

Co-requisite: [MUS 1010](#). Private instruction. This course is a continuation of MVB 1211 and is for the music major in the second year of study in the secondary performance area. The private lesson focuses on an intermediate approach to the development of technique and trumpet repertoire. This course may be taken 3 times for a maximum of 6 credits. One half-hour lesson or one hour lesson per week. 1 or 2 credits. 8 or 16 contact hours.

MVB 2222 APPLIED MUSIC SECONDARY - FRENCH HORN 1-2 credits

Co-requisite: [MUS 1010](#). Private instruction. This course is a continuation of MVB 1212 and is for the music major in the second year of study in the secondary performance area. The private lesson focuses on an intermediate approach to the development of technique and French horn repertoire. This course may be taken 3 times for a maximum of 6 credits. One half-hour lesson or one hour lesson per week. 1 or 2 credits. 8 or 16 contact hours.

MVB 2223 APPLIED MUSIC SECONDARY - TROMBONE 1-2 credits

Co-requisite: [MUS 1010](#). Private instruction. This course is a continuation of MVB 1213 and is for the music major in the second year of study in the secondary performance area. The private lesson focuses on an intermediate approach to the development of technique and trombone repertoire. This course may be taken 3 times for a maximum of 6 credits. One half-hour lesson or one hour lesson per week. 1 or 2 credits. 8 or 16 contact hours.

MVB 2224 APPLIED MUSIC SECONDARY - BARITONE HORN 1-2 credits

Co-requisite: [MUS 1010](#). Private instruction. This course is a continuation of MVB 1214 and is for the music major in the second year of study in the secondary performance area. The private lesson focuses on an intermediate approach to the development of technique and baritone horn repertoire. This course may be taken 3 times for a maximum of 6 credits. 1 or 2 credits. One half-hour lesson or one hour lesson per week. 8 or 16 contact hours.

MVB 2225 APPLIED MUSIC SECONDARY - TUBA 1-2 credits

Co-requisite: [MUS 1010](#). Private instruction. This course is a continuation of MVB 1215 and is for the music major in the second year of study in the secondary performance area. The private lesson focuses on an intermediate approach to the development of technique and tuba repertoire. This course may be taken 3 times for a maximum of 6 credits. 1 or 2 credits. One half-hour lesson or one hour lesson per week. 8 or 16 contact hours.

MVB 2321 APPLIED MUSIC PRINCIPAL - TRUMPET 2 credits

Co-requisite: [MUS 1010](#) and [MUN 1120](#). Admission into the course is by audition only. This course is a continuation of [MVB 1311](#) and is designed for the music major who has prior private study and whose primary instrument is trumpet. This course consists of one (1) hour private lesson per week. The private lesson focuses on (a) the development of sound technique and (b) the skilled usage of trumpet repertoire. This course may be taken 3 times for a total of 6 credits. 16 contact hours.

MVB 2322 APPLIED MUSIC PRINCIPAL - FRENCH HORN 2 credits

Co-requisite: [MUS 1010](#) and [MUN 1120](#). Admission into the course is by audition only. This course is a continuation of [MVB 1312](#) and is designed for the music major who has prior private study and whose primary instrument is French horn. This course consists of one (1) hour private lesson per week. The private lesson focuses on (a) the development of sound technique and (b) the skilled usage of French horn repertoire. This course may be taken 3 times for a total of 6 credits. 16 contact hours.

MVB 2323 APPLIED MUSIC PRINCIPAL - TROMBONE 2 credits

Co-requisite: [MUS 1010](#) and [MUN 1120](#). Admission into the course is by audition only. This course is a continuation of [MVB 1313](#) and is designed for the music major who has prior private study and whose primary instrument is Trombone. This course consists of one (1) hour private lesson per week. The private lesson focuses on (a) the development of sound technique and (b) the skilled usage of Trombone repertoire. This course may be taken 3 times for a total of 6 credits. 16 contact hours.

MVB 2324 APPLIED MUSIC PRINCIPAL - BARITONE HORN 2 credits

Co-requisite: [MUS 1010](#) and [MUN 1120](#). Admission into the course is by audition only. This course is a continuation of [MVB 1314](#) and is designed for the music major who has prior private study and whose primary instrument is baritone horn. This course consists of one (1) hour private lesson per week. The private lesson focuses on (a) the development of sound technique and (b) the skilled usage of baritone horn repertoire. This course may be taken 3 times for a total of 6 credits. 16 contact hours.

MVB 2325 APPLIED MUSIC PRINCIPAL - TUBA 2 credits

Co-requisite: [MUS 1010](#) and [MUN 1120](#). Admission into the course is by audition only. This course is a continuation of [MVB 1315](#) and is designed for the music major who has prior private study and whose primary instrument is tuba. This course consists of one (1) hour private lesson per week. The private lesson focuses on (a) the development of sound technique and (b) the skilled usage of tuba repertoire. This course may be taken 3 times for a total of 6 credits. 16 contact hours.

MVB 2327 CONTEMPORARY BRASS TECHNIQUES II 2 credits

Prerequisite: Audition required. Private instruction. This course is for the music major in the second year of study in the secondary performance area. The private lesson focuses on an intermediate to advanced approach to the development of technique and music literature related to contemporary music styles. This course may be taken 3 times for a maximum of 6 credits. One-hour lesson per week. 16 contact hours.

MVB 2421 APPLIED PERFORMANCE TRUMPET 3 credits

Co-requisite: [MUS 1010](#). Admission into the course is by audition only. This course is designed for the performance music major who has prior private study. This course consists of one hour private lesson and one (1) repertoire class per week. The private lesson focuses on a) the development of sound technique and b) the mastery of literature. The repertoire class addresses performance issues and will give the individual student an opportunity to perform for a small, non-threatening audience, helping gain confidence in solo performance. This course may be repeated 3 times for a total of 9 credits. 47 contact hours.

MVB 2422 APPLIED HORN PERFORMANCE 3 credits

Co-requisite: [MUS 1010](#). Admission into the course is by audition only. This course is designed for the performance music major who has prior private study. This course consists of one (1) hour private lesson and one (1) repertoire class per week. The private lesson focuses on a) the development of sound technique and b) the mastery of literature. The repertoire class addresses performance issues and will give the individual student an opportunity to perform for a small, non-threatening audience, helping gain confidence in solo performance. This course may be taken 3 times for a total of 9 credits. 47 contact hours.

MVB 2423 APPLIED TROMBONE PERFORMANCE 3 credits

Co-requisite: [MUS 1010](#). Admission into the course is by audition only. This course is designed for the performance music major who has prior private study. This course consists of one (1) hour private lesson and one (1) repertoire class per week. The private lesson focuses on a) the development of sound technique and b) the mastery of literature. The repertoire class addresses performance issues and will give the individual student an opportunity to perform for a small, non-threatening audience, helping gain confidence in solo performance. This course may be taken 3 times for a total of 9 credits. 47 contact hours.

MVB 2424 APPLIED BARITONE HORN PERFORMANCE 3 credits

Co-requisite: [MUS 1010](#). Admission into the course is by audition only. This course is designed for the performance music major who has prior private study. This course consists of one (1) hour private lesson and one (1) repertoire class per week. The private lesson focuses on a) the development of sound technique and b) the mastery of literature. The repertoire class addresses performance issues and will give the individual student an opportunity to perform for a small, non-threatening audience, helping gain confidence in solo performance. This course may be taken 3 times for a total of 9 credits. 47 contact hours.

MVB 2425 APPLIED TUBA PERFORMANCE 3 credits

Co-requisite: [MUS 1010](#). Admission into the course is by audition only. This course is designed for the performance music major who has prior private study. This course consists of one (1) hour private lesson and one (1) repertoire class per week. The private lesson focuses on a) the development of sound technique and b) the mastery of literature. The repertoire class addresses performance issues and will give the individual student an opportunity to perform for a small, non-threatening audience, helping gain confidence in solo performance. This course may be taken 3 times for a total of 9 credits. 47 contact hours.

MVJ 1010 APPLIED MUSIC ENRICHMENT - JAZZ PIANO 1-2 credits

Private instruction in jazz piano performance. This course is for students in the first year of study who are non-music majors or taking applied music for enrichment. This course may be taken 3 times for a maximum of 6 credits. One half-hour lesson or one hour lesson per week. 8 or 16 contact hours.

MVJ 1210 APPLIED MUSIC SECONDARY - JAZZ PIANO 1-2 credits

Co-requisite: [MUS 1010](#). Private instruction. This course is for the music major in the first year of study in the secondary performance area. The private lesson focuses on a beginning to intermediate approach to the development of technique and music literature. This course may be taken 3 times for a maximum of 6 credits. 1 or 2 . One half-hour lesson or one hour lesson per week. 8 or 16 contact hours.

MVJ 1310 APPLIED MUSIC PRINCIPAL - JAZZ PIANO 2 credits

Co-requisite: [MUS 1010](#) and major ensemble (MUN 1120, MUN 1310 or MUN 1710). Admission into the course is by audition only. This course is designed for the music major who has prior private study and whose primary instrument is jazz piano. This course consists of one (1) hour private lesson per week. The private lesson focuses on (a) the development of technique and (b) the mastery of music literature. This course may be taken 3 times for a total of 6 credits. 16 contact hours.

MVJ 2020 APPLIED MUSIC ENRICHMENT - JAZZ PIANO 1-2 credits

Private instruction in jazz piano performance. This course is a continuation of [MVJ 1010](#) and is for students in the second year of study who are non-music majors or taking applied music for enrichment. This course may be taken 3 times for a maximum of 6 credits. One half-hour lesson or one hour lesson per week. 8 or 16 contact hours.

MVJ 2220 APPLIED MUSIC SECONDARY - JAZZ PIANO 1-2 credits

Co-requisite: [MUS 1010](#). Private instruction in jazz piano performance. This course is a continuation of MVJ 1210 and is for the music major in the second year of study in the secondary performance area. The private lesson focuses on an intermediate approach to the development of technique and music literature. This course may be taken 3 times for a maximum of 6 credits. 1 or 2 . One half-hour lesson or one hour lesson per week. 8 or 16 contact hours.

MVJ 2320 APPLIED MUSIC PRINCIPAL - JAZZ PIANO 2 credits

Co-requisite: [MUS 1010](#) and major ensemble (MUN 1120, MUN 1310 or MUN 1710). This course is a continuation of MVJ 1310 and is designed for the music major in the second year of study whose primary instrument is jazz piano. This course consists of one (1) hour private lesson per week. The private lesson focuses on (a) the development of technique and (b) the mastery of music literature. This course may be taken 3 times for a total of 6 credits. 16 contact hours.

MVK 1011 APPLIED MUSIC ENRICHMENT - PIANO 1-2 credits

Private instruction. This course is for students in the first year of study who are non-music majors, or preparing for music major audition. This course may be taken 3 times for a maximum of 6 credits. Students may register for 1 or 2 credits. One half-hour lesson or one hour lesson per week. 8 or 16 contact hours.

MVK 1013 APPLIED MUSIC ENRICHMENT - ORGAN 1-2 credits

Private instruction. This course is for students in the first year of study who are non-music majors, or preparing for music major audition. This course may be taken 3 times for a maximum of 6 credits. Students may register for 1 or 2 credits. One half-hour lesson or one hour lesson per week. 8 or 16 contact hours.

MVK 1111 CLASS PIANO I 1 credits

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

This course is private instruction in contemporary keyboard styles, including pop, rock, jazz, and gospel. Special emphasis is given to stylistic harmonization and improvisation. One credit is one-half hour lesson per week. Two credits are one hour lesson per week. 8 or 16 contact hours.

MVK 1211 APPLIED MUSIC SECONDARY - PIANO 1-2 credits

Corequisite: [MUS 1010](#). Private instruction. This course is for the music major in the first year of study in the secondary performance area. The private lesson focuses on a beginning to intermediate approach to the development of technique and music literature. This course may be taken 3 times for a maximum of 6 credits. 1 or 2 credits. One half-hour lesson or one hour lesson per week. 8 or 16 contact hours.

MVK 1213 APPLIED MUSIC SECONDARY - ORGAN 1-2 credits

Co-requisite: [MUS 1010](#). Private instruction. This course is for the music major in the first year of study in the secondary performance area. The private lesson focuses on a beginning to intermediate approach to the development of technique and music literature. This course may be taken 3 times for a maximum of 6 credits. 1 or 2 credits. One half-hour lesson or one hour lesson per week. 8 or 16 contact hours.

MVK 1215 CONTEMPORARY KEYBOARD TECHNIQUES I 2 credits

Prerequisite: Audition required. Private instruction. This course is for the music major in the first year of study in the secondary performance area. The private lesson focuses on a beginning to intermediate approach to the development of technique and music literature related to contemporary music styles. This course may be taken 3 times for a maximum of 6 credits. One-hour lesson per week. 16 contact hours.

MVK 1311 APPLIED MUSIC PRINCIPAL - PIANO 2 credits

Co-requisite: [MUS 1010](#) and major ensemble ([MUN 1120](#) or [MUN 1310](#)). Admission into the course is by audition only. This course is designed for the music major who has prior private study and whose primary instrument is piano. This course consists of one (1) hour private lesson per week. The private lesson focuses on (a) the development of technique and (b) the mastery of music literature. This course may be taken 3 times for a total of 6 credits. 16 contact hours.

MVK 1313 APPLIED MUSIC PRINCIPAL - ORGAN 2 credits

Co-requisite: [MUS 1010](#) and major ensemble ([MUN 1120](#) or [MUN 1310](#)). Admission into the course is by audition only. This course is designed for the music major who has prior private study and whose primary instrument is organ. This course consists of one (1) hour private lesson per week. The private lesson focuses on (a) the development of technique and (b) the mastery of literature. This course may be taken 3 times for a total of 6 credits. 16 contact hours.

MVK 1411 APPLIED PERFORMANCE PIANO 3 credits

Corequisite: [MUS 1010](#). Admission into the course is by audition only. This course is designed for the performance music major who has prior private study. This course consists of one hour private lesson and one (1) repertory class per week. The private lesson focuses on a) the development of sound technique and b) the mastery of literature. The repertoire class addresses performance issues and will give the individual student an opportunity to perform for a small audience of peers and piano faculty to promote confidence in solo performance. This course may be repeated 3 times for a total of 9 credits. 47 contact hours.

MVK 1413 APPLIED PERFORMANCE ORGAN 3 credits

Co-requisite: [MUS 1010](#). Admission into the course is by audition only. This course is designed for the performance music major who has prior private study. This course consists of one (1) hour private lesson and one (1) repertory class per week. The private lesson focuses on a) the development of sound technique and b) the mastery of literature. The repertoire class addresses performance issues and will give the individual student an opportunity to perform for a small, non-threatening audience, helping gain confidence in solo performance. This course may be taken 3 times for a total of 9 credits. 47 contact hours.

MVK 2021 APPLIED MUSIC ENRICHMENT - PIANO 1-2 credits

Private instruction. This course is a continuation of [MVK 1011](#) and is for students in the second year of study who are non-music majors, or preparing for music major audition. This course may be taken 3 times for a maximum of 6 credits. Students may register for 1 or 2 credits. One half-hour lesson or one hour lesson per week. 8 or 16 contact hours.

MVK 2023 APPLIED MUSIC ENRICHMENT - ORGAN 1-2 credits

Private instruction. This course is a continuation of [MVK 1013](#) and is for students in the second year of study who are non-music majors, or preparing for music major audition. This course may be taken 3 times for a maximum of 6 credits. Students may register for 1 or 2 credits. One half-hour lesson or one hour lesson per week. 8 or 16 contact hours.

MVK 2121 CLASS PIANO II 1 credits

Prerequisite: [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 3 times for credit. 32 contact hours.

MVK 2125 POPULAR PIANO TECHNIQUES II 1-2 credits

Prerequisite: [MVK 1115](#). 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 2221 APPLIED MUSIC SECONDARY - PIANO 1-2 credits

Corequisite: [MUS 1010](#). Private instruction. This course is a continuation of [MVK 1211](#) and is for the music major in the second year of study in the secondary performance area. The private lesson focuses on a beginning to intermediate approach to the development of technique and music literature. This course may be taken 3 times for a maximum of 6 credits. 1 or 2 credits. One half-hour lesson or one hour lesson per week. 8 or 16 contact hours.

MVK 2223 APPLIED MUSIC SECONDARY - ORGAN 1-2 credits

Co-requisite: [MUS 1010](#). Private instruction. This course is a continuation of [MVK 1213](#) and is for the music major in the second year of study in the secondary performance area. The private lesson focuses on a beginning to intermediate approach to the development of technique and music literature. This course may be taken 3 times for a maximum of 6 credits. 1 or 2 credits. One half-hour lesson or one hour lesson per week. 8 or 16 contact hours.

MVK 2225 CONTEMPORARY KEYBOARD TECHNIQUES II 2 credits

Prerequisite: Audition required. Private instruction. This course is for the music major in the second year of study in the secondary performance area. The private lesson focuses on an intermediate to advanced approach to the development of technique and music literature related to contemporary music styles. This course may be taken 3 times for a maximum of 6 credits. One-hour lesson per week. 16 contact hours.

MVK 2321 APPLIED MUSIC PRINCIPAL - PIANO 2 credits

Co-requisite: [MUS 1010](#) and major ensemble ([MUN 1120](#) or [MUN 1310](#)). Admission into the course is by audition only. This course is a continuation of [MVK 1311](#) and is designed for the music major who has prior private study and whose primary instrument is piano. This course consists of one (1) hour private lesson per week. The private lesson focuses on (a) the development of technique and (b) the mastery of music literature. This course may be taken 3 times for a total of 6 credits. 16 contact hours.

MVK 2323 APPLIED MUSIC PRINCIPAL - ORGAN 2 credits

Co-requisite: [MUS 1010](#) and major ensemble ([MUN 1120](#) or [MUN 1310](#)). Admission into the course is by audition only. This course is a continuation of [MVK 1313](#) and is designed for the music major who has prior private study and whose primary instrument is organ. This course consists of one (1) hour private lesson per week. The private lesson focuses on (a) the development of technique and (b) the mastery of literature. This course may be taken 3 times for a total of 6 credits. 16 contact hours.

MVK 2421 APPLIED PERFORMANCE PIANO 3 credits

Corequisite: [MUS 1010](#). Admission into the course is by audition only. This course is designed for the performance music major who has prior private study. This course consists of one hour private lesson and one (1) repertory class per week. The private lesson focuses on a) the development of sound technique and b) the mastery of literature. The repertoire class addresses performance issues and will give the individual student an opportunity to perform for a small audience of peers and piano faculty to promote confidence in solo performance. This course may be repeated 3 times for a total of 9 credits. 47 contact hours.

MVK 2423 APPLIED ORGAN PERFORMANCE 3 credits

Corequisite: [MUS 1010](#). Admission into the course is by audition only. This course is designed for the performance music major who has prior private study. This course consists of one (1) hour private lesson and one (1) repertory class per week. The private lesson focuses on (a) the development of sound technique and (b) the mastery of literature. The repertoire class addresses performance issues and will give the individual student an opportunity to perform for a small audience of peers and piano faculty to promote confidence in solo performance. May be taken 3 times for a total of 9 credits. 47 contact hours.

MVP 1011 APPLIED MUSIC ENRICHMENT - PERCUSSION 1-2 credits

Private instruction. This course is for students in the first year of study who are non-music majors, or preparing for music major audition. This course may be taken 3 times for credit for a maximum of 6 credits. Students may register for 1 or 2 credits. 8 or 16 contact hours. One half-hour lesson or one hour lesson per week.

MVP 1211 APPLIED MUSIC SECONDARY - PERCUSSION 1-2 credits

Corequisite: [MUS 1010](#). Private instruction. This course is for students in the first year of study who are non-music majors, or preparing for music major audition. This course may be taken 3 times for credit for a maximum of 6 credits. Students may register for 1 or 2 credits. 8 or 16 contact hours. One half-hour lesson or one hour lesson per week.

MVP 1311 APPLIED MUSIC PRINCIPAL - PERCUSSION 2 credits

Co-requisite: [MUS 1010](#) and [MUN 1120](#). Admission into the course is by audition only. This course is designed for the music major who has prior private study and whose primary instrument is saxophone. This course consists of one (1) hour private lesson per week. The private lesson focuses on (a) the development of sound technique and (b) the skilled usage of percussion repertoire. This course may be taken 3 times for a total of 6 credits. 16 contact hours.

MVP 1317 CONTEMPORARY DRUMKIT TECHNIQUE I 2 credits

Prerequisite: Audition required. Private instruction. This course is for the music major in the first year of study in the secondary performance area. The private lesson focuses on a beginning to intermediate approach to the development of technique and music literature related to contemporary music styles. This course may be taken 3 times for a maximum of 6 credits. One-hour lesson per week. 16 contact hours.

MVP 1411 APPLIED PERFORMANCE - PERCUSSION 3 credits

Co-requisite: [MUS 1010](#). Admission into the course is by audition only. This course is designed for the performance music major who has prior private study. This course consists of one hour private lesson and one (1) repertory class per week. The private lesson focuses on a) the development of sound technique and b) the mastery of literature. The repertory class addresses performance issues and will give the individual student an opportunity to perform for a small, non-threatening audience, helping gain confidence in solo performance. This course may be repeated 4 times for a total of 4

MVP 2021 APPLIED MUSIC ENRICHMENT - PERCUSSION 1-2 credits

Private instruction. This course is a continuation of [MVP 1011](#) and is for students in the second year of study who are non-music majors, or preparing for music major audition. This course may be taken 3 times for credit for a maximum of 6 credits. Students may register for 1 or 2 credits. 8 or 16 contact hours. One half-hour lesson or one hour lesson per week.

MVP 2221 APPLIED MUSIC SECONDARY - PERCUSSION 1-2 credits

Corequisite: [MUS 1010](#). Private instruction. This course is a continuation of [MVP 1211](#) and is for students in the second year of study who are non-music majors, or preparing for music major audition. This course may be taken 3 times for credit for a maximum of 6 credits. Students may register for 1 or 2 credits. 8 or 16 contact hours. One half-hour lesson or one hour lesson per week.

MVP 2321 APPLIED MUSIC PRINCIPAL - PERCUSSION 2 credits

Co-requisite: [MUS 1010](#) and [MUN 1120](#). Admission into the course is by audition only. This course is a continuation of MVP 1311 and is designed for the music major who has prior private study and whose primary instrument is saxophone. This course consists of one (1) hour private lesson per week. The private lesson focuses on (a) the development of sound technique and (b) the skilled usage of percussion repertoire. This course may be taken 3 times for a total of 6 credits. 16 contact hours.

MVP 2327 CONTEMPORARY DRUMKIT TECHNIQUE II 2 credits

Prerequisite: Audition required. Private instruction. This course is for the music major in the second year of study in the secondary performance area. The private lesson focuses on an intermediate to advanced approach to the development of technique and music literature related to contemporary music styles. This course may be taken 3 times for a maximum of 6 credits. One-hour lesson per week. 16 contact hours.

MVP 2421 APPLIED PERFORMANCE - PERCUSSION 3 credits

Co-requisite: [MUS 1010](#). Admission into the course is by audition only. This course is designed for the performance music major who has prior private study. This course consists of one hour private lesson and one (1) repertory class per week. The private lesson focuses on a) the development of sound technique and b) the mastery of literature. The repertory class addresses performance issues

and will give the individual student an opportunity to perform for a small, non-threatening audience, helping gain confidence in solo performance. This course may be repeated 4 times for a total of 1

MVS 1011 APPLIED MUSIC ENRICHMENT - VIOLIN 1-2 credits

Private instruction. This course is for students in the first year of study who are non-music majors, or preparing for music major audition. This course may be taken 3 times for credit for a maximum of 6 credits. Students may register for 1 or 2 credits. 8 or 16 contact hours. One half-hour lesson or one hour lesson per week.

MVS 1012 APPLIED MUSIC ENRICHMENT - VIOLA 1-2 credits

Private instruction. This course is for students in the first year of study who are non-music majors, or preparing for music major audition. This course may be taken 3 times for credit for a maximum of 6 credits. Students may register for 1 or 2 credits. 8 or 16 contact hours. One half-hour lesson or one hour lesson per week.

MVS 1013 APPLIED MUSIC ENRICHMENT - CELLO 1-2 credits

Private instruction. This course is for students in the first year of study who are non-music majors, or preparing for music major audition. This course may be taken 3 times for credit for a maximum of 6 credits. Students may register for 1 or 2 credits. 8 or 16 contact hours. One half-hour lesson or one hour lesson per week.

MVS 1014 APPLIED MUSIC ENRICHMENT - STRING BASS 1-2 credits

Private instruction. This course is for students in the first year of study who are non-music majors, or preparing for music major audition. This course may be taken 3 times for credit for a maximum of 6 credits. Students may register for 1 or 2 credits. 8 or 16 contact hours. One half-hour lesson or one hour lesson per week.

MVS 1015 APPLIED MUSIC ENRICHMENT - HARP 1-2 credits

Private instruction. This course is for students in the first year of study who are non-music majors, or preparing for music major audition. This course may be taken 3 times for credit for a maximum of 6 credits. Students may register for 1 or 2 credits. 8 or 16 contact hours. One half-hour lesson or one hour lesson per week.

MVS 1016 APPLIED MUSIC ENRICHMENT - GUITAR 1-2 credits

Private instruction. This course is for students in the first year of study who are non-music majors, or preparing for music major audition. This course may be taken 3 times for credit for a maximum of 6 credits. Students may register for 1 or 2 credits. 8 or 16 contact hours. One half-hour lesson or one hour lesson per week.

MVS 1211 APPLIED MUSIC SECONDARY - VIOLIN 1-2 credits

Co-requisite: [MUS 1010](#). Private instruction. This course is for the music major in the first year of study in the secondary performance area. The private lesson focuses on a beginning to intermediate approach to the development of technique and violin repertoire. This course may be taken 3 times for a maximum of 6 credits. 1 or 2 credits. 8 or 16 contact hours. One half-hour lesson or one hour lesson per week.

MVS 1212 APPLIED MUSIC SECONDARY - VIOLA 1-2 credits

Co-requisite: [MUS 1010](#). Private instruction. This course is for the music major in the first year of study in the secondary performance area. The private lesson focuses on a beginning to intermediate approach to the development of technique and viola repertoire. This course may be taken 3 times for a maximum of 6 credits. 1 or 2 credits. 8 or 16 contact hours. One half-hour lesson or one hour lesson per week.

MVS 1213 APPLIED MUSIC SECONDARY - CELLO 1-2 credits

Co-requisite: [MUS 1010](#). Private instruction. This course is for the music major in the first year of study in the secondary performance area. The private lesson focuses on a beginning to intermediate approach to the development of technique and cello repertoire. This course may be taken 3 times for a maximum of 6 credits. 1 or 2 credits. 8 or 16 contact hours. One half-hour lesson or one hour lesson per week.

MVS 1214 APPLIED MUSIC SECONDARY - STRING BASS 1-2 credits

Co-requisite: [MUS 1010](#). Private instruction. This course is for the music major in the first year of study in the secondary performance area. The private lesson focuses on a beginning to intermediate approach to the development of technique and string bass repertoire. This course may be taken 3 times for a maximum of 6 credits. 1 or 2 credits. 8 or 16 contact hours. One half-hour lesson or one hour lesson per week.

MVS 1215 APPLIED MUSIC SECONDARY - HARP 1-2 credits

Co-requisite: [MUS 1010](#). Private instruction. This course is for the music major in the first year of study in the secondary performance area. The private lesson focuses on a beginning to intermediate approach to the development of technique and harp repertoire. This course may be taken 3 times for a maximum of 6 credits. 1 or 2 credits. 8 or 16 contact hours. One half-hour lesson or one hour lesson per week.

MVS 1216 APPLIED MUSIC SECONDARY - GUITAR 1-2 credits

Co-requisite: [MUS 1010](#). Private instruction. This course is for the music major in the first year of study in the secondary performance area. The private lesson focuses on a beginning to intermediate approach to the development of technique and guitar repertoire. This course may be taken 3 times for a maximum of 6 credits. 1 or 2 credits. 8 or 16 contact hours. One half-hour lesson or one hour lesson per week.

MVS 1311 APPLIED MUSIC PRINCIPAL - VIOLIN 2 credits

Co-requisite: [MUS 1010](#) and a major ensemble ([MUN 1210](#) or [MUN 1310](#)). Admission into the course is by audition only. This course is designed for the music major who has prior private study and whose primary instrument is violin. This course consists of one (1) hour private lesson per week. The private lesson focuses on (a) the development of technique and (b) the skilled usage of violin repertoire. This course may be taken 3 times for a total of 6 credits. 16 contact hours.

MVS 1312 APPLIED MUSIC PRINCIPAL - VIOLA 2 credits

Co-requisite: [MUS 1010](#) and a major ensemble ([MUN 1210](#) or [MUN 1310](#)). Admission into the course is by audition only. This course is designed for the music major who has prior private study and whose primary instrument is viola. This course consists of one (1) hour private lesson per week. The private lesson focuses on (a) the development of technique and (b) the skilled usage of viola repertoire. This course may be taken 3 times for a total of 6 credits. 16 contact hours.

MVS 1313 APPLIED MUSIC PRINCIPAL - CELLO 2 credits

Co-requisite: [MUS 1010](#) and a major ensemble ([MUN 1210](#) or [MUN 1310](#)). Admission into the course is by audition only. This course is designed for the music major who has prior private study and whose primary instrument is cello. This course consists of one (1) hour private lesson per week. The private lesson focuses on (a) the development of technique and (b) the skilled usage of cello repertoire. This course may be taken 3 times for a total of 6 credits. 16 contact hours.

MVS 1314 APPLIED MUSIC PRINCIPAL - STRING BASS 2 credits

Co-requisite: [MUS 1010](#) and a major ensemble ([MUN 1210](#) or [MUN 1310](#)). Admission into the course is by audition only. This course is designed for the music major who has prior private study and whose primary instrument is string bass. This course consists of one (1) hour private lesson per week. The private lesson focuses on (a) the development of technique and (b) the skilled usage of string bass repertoire. This course may be taken 3 times for a total of 6 credits. 16 contact hours.

MVS 1315 APPLIED MUSIC PRINCIPAL - HARP 2 credits

Co-requisite: [MUS 1010](#) and a major ensemble ([MUN 1210](#) or [MUN 1310](#)). Admission into the course is by audition only. This course is designed for the music major who has prior private study and whose primary instrument is harp. This course consists of one (1) hour private lesson per week. The private lesson focuses on (a) the development of technique and (b) the skilled usage of harp repertoire. This course may be taken 3 times for a total of 6 credits. 16 contact hours.

MVS 1316 APPLIED MUSIC PRINCIPAL - GUITAR 2 credits

Corequisite: [MUS 1010](#) and a major ensemble ([MUN 1210](#) or [MUN 1310](#)). Admission into the course is by audition only. This course is designed for the music major who has prior private study and whose primary instrument is guitar. This course consists of one (1) hour private lesson per week. The private lesson focuses on (a) the development of technique and (b) the skilled usage of guitar repertoire. This course may be taken 3 times for a total of 6 credits. 16 contact hours.

MVS 1317 CONTEMPORARY BASS TECHNIQUES I 2 credits

Prerequisite: Audition required. Private instruction. This course is for the music major in the first year of study in the secondary performance area. The private lesson focuses on a beginning to intermediate approach to the development of technique and music literature related to contemporary music styles. This course may be taken 3 times for a maximum of 6 credits. One-hour lesson per week. 16 contact hours.

MVS 1318 CONTEMPORARY GUITAR TECHNIQUES I 2 credits

Prerequisite: Audition required. Private instruction. This course is for the music major in the first year of study in the secondary performance area. The private lesson focuses on a beginning to intermediate approach to the development of technique and music literature related to contemporary music styles. This course may be taken 3 times for a maximum of 6 credits. One-hour lesson per week. 16 contact hours.

MVS 1411 APPLIED PERFORMANCE VIOLIN 3 credits

Co-requisite: [MUS 1010](#). Admission into the course is by audition only. This course is designed for the performance music major who has prior private study. This course consists of one hour private lesson and one (1) repertory class per week. The private lesson focuses on a) the development of sound technique and b) the mastery of literature. The repertoire class addresses performance issues and will give the individual student an opportunity to perform for a small, non-threatening audience, helping gain confidence in solo performance. This course may be repeated 3 times for a total of 9 credits. 47 contact hours.

MVS 1412 APPLIED VIOLA PERFORMANCE 3 credits

Co-requisite: [MUS 1010](#). Admission into the course is by audition only. This course is designed for the performance music major who has prior private study. This course consists of one (1) hour private lesson and one (1) repertory class per week. The private lesson focuses on a) the development of sound technique and b) the mastery of literature. The repertoire class addresses performance issues and will give the individual student an opportunity to perform for a small, non-threatening audience, helping gain confidence in solo performance. This course may be taken 3 times for a total of 9 credits. 47 contact hours.

MVS 1413 APPLIED CELLO PERFORMANCE 3 credits

Co-requisite: [MUS 1010](#). Admission into the course is by audition only. This course is designed for the performance music major who has prior private study. This course consists of one (1) hour private lesson and one (1) repertory class per week. The private lesson focuses on a) the development of sound technique and b) the mastery of literature. The repertoire class addresses performance issues and will give the individual student an opportunity to perform for a small, non-threatening audience, helping gain confidence in solo performance. This course may be taken 3 times for a total of 9 credits. 47 contact hours.

MVS 1414 APPLIED STRING BASS PERFORMANCE 3 credits

Co-requisite: [MUS 1010](#). Admission into the course is by audition only. This course is designed for the performance music major who has prior private study. This course consists of one (1) hour private lesson and one (1) repertory class per week. The private lesson focuses on a) the development of sound technique and b) the mastery of literature. The repertoire class addresses performance issues and will give the individual student an opportunity to perform for a small, non-threatening audience, helping gain confidence in solo performance. This course may be taken 3 times for a total of 9 credits. 47 contact hours.

MVS 1415 APPLIED HARP PERFORMANCE 3 credits

Co-requisite: [MUS 1010](#). Admission into the course is by audition only. This course is designed for the performance music major who has prior private study. This course consists of one (1) hour private lesson and one (1) repertory class per week. The private lesson focuses on a) the development of sound technique and b) the mastery of literature. The repertoire class addresses performance issues and will give the individual student an opportunity to perform for a small, non-threatening audience, helping gain confidence in solo performance. This course may be taken 3 times for a total of 9 credits. 47 contact hours.

MVS 1416 APPLIED GUITAR PERFORMANCE 3 credits

Co-requisite: [MUS 1010](#). Admission into the course is by audition only. This course is designed for the performance music major who has prior private study. This course consists of one (1) hour private lesson and one (1) repertory class per week. The private lesson focuses on a) the development of sound technique and b) the mastery of literature. The repertoire class addresses performance issues and will give the individual student an opportunity to perform for a small, non-threatening audience, helping gain confidence in solo performance. This course may be taken 3 times for a total of 9 credits. 47 contact hours.

MVS 2021 APPLIED MUSIC ENRICHMENT - VIOLIN 1-2 credits

Private instruction. This course is a continuation of [MVS 1011](#) and is for students in the second year of study who are non-music majors, or preparing for music major audition. This course may be taken 3 times for credit for a maximum of 6 credits. Students may register for 1 or 2 credits. 8 or 16 contact hours. One half-hour lesson or one hour lesson per week.

MVS 2022 APPLIED MUSIC ENRICHMENT - VIOLA 1-2 credits

Private instruction. This course is a continuation of [MVS 1012](#) and is for students in the second year of study who are non-music majors, or preparing for music major audition. This course may be taken 3 times for credit for a maximum of 6 credits. Students may register for 1 or 2 credits. 8 or 16 contact hours. One half-hour lesson or one hour lesson per week.

MVS 2023 APPLIED MUSIC ENRICHMENT - CELLO 1-2 credits

Private instruction. This course is a continuation of [MVS 1013](#) and is for students in the second year of study who are non-music majors, or preparing for music major audition. This course may be taken 3 times for credit for a maximum of 6 credits. Students may register for 1 or 2 credits. 8 or 16 contact hours. One half-hour lesson or one hour lesson per week.

MVS 2024 APPLIED MUSIC ENRICHMENT - STRING BASS 1-2 credits

Private instruction. This course is a continuation of [MVS 1014](#) and is for students in the second year of study who are non-music majors, or preparing for music major audition. This course may be taken 3 times for credit for a maximum of 6 credits. Students may register for 1 or 2 credits. 8 or 16 contact hours. One half-hour lesson or one hour lesson per week.

MVS 2025 APPLIED MUSIC ENRICHMENT - HARP 1-2 credits

Private instruction. This course is a continuation of [MVS 1015](#) and is for students in the second year of study who are non-music majors, or preparing for music major audition. This course may be taken 3 times for credit for a maximum of 6 credits. Students may register for 1 or 2 credits. 8 or 16 contact hours. One half-hour lesson or one hour lesson per week.

MVS 2026 APPLIED MUSIC ENRICHMENT - GUITAR 1-2 credits

Private instruction. This course is a continuation of [MVS 1016](#) and is for students in the second year of study who are non-music majors, or preparing for music major audition. This course may be taken 3 times for credit for a maximum of 6 credits. Students may register for 1 or 2 credits. 8 or 16 contact hours. One half-hour lesson or one hour lesson per week.

MVS 2221 APPLIED MUSIC SECONDARY - VIOLIN 1-2 credits

Co-requisite: [MUS 1010](#). Private instruction. This course is a continuation of MVS 1211 and is for the music major in the second year of study in the secondary performance area. The private lesson focuses on a beginning to intermediate approach to the development of technique and violin repertoire. This course may be taken 3 times for a maximum of 6 credits. 1 or 2 credits. 8 or 16 contact hours. One half-hour lesson or one hour lesson per week.

MVS 2222 APPLIED MUSIC SECONDARY - VIOLA 1-2 credits

Co-requisite: [MUS 1010](#). Private instruction. This course is a continuation of [MVS 1212](#) and is for the music major in the second year of study in the secondary performance area. The private lesson focuses on a beginning to intermediate approach to the development of technique and viola repertoire. This course may be taken 3 times for a maximum of 6 credits. 1 or 2 credits. 8 or 16 contact hours. One half-hour lesson or one hour lesson per week.

MVS 2223 APPLIED MUSIC SECONDARY - CELLO 1-2 credits

Co-requisite: [MUS 1010](#). Private instruction. This course is a continuation of [MVS 1213](#) and is for the music major in the second year of study in the secondary performance area. The private lesson focuses on a beginning to intermediate approach to the development of technique and cello repertoire. This course may be taken 3 times for a maximum of 6 credits. 1 or 2 credits. 8 or 16 contact hours. One half-hour lesson or one hour lesson per week.

MVS 2224 APPLIED MUSIC SECONDARY - STRING BASS 1-2 credits

Co-requisite: [MUS 1010](#). Private instruction. This course is a continuation of [MVS 1214](#) and is for the music major in the second year of study in the secondary performance area. The private lesson focuses on a beginning to intermediate approach to the development of technique and string bass repertoire. This course may be taken 3 times for a maximum of 6 credits. 1 or 2 credits. 8 or 16 contact hours. One half-hour lesson or one hour lesson per week.

MVS 2225 APPLIED MUSIC SECONDARY - HARP 1-2 credits

Co-requisite: [MUS 1010](#). Private instruction. This course is a continuation of [MVS 1215](#) and is for the music major in the second year of study in the secondary performance area. The private lesson focuses on a beginning to a beginning to intermediate approach to the development of technique and harp repertoire. This course may be taken 3 times for a maximum of 6 credits. 1 or 2 credits. One half-hour lesson or one hour lesson per week. 8 or 16 contact hours.

MVS 2226 APPLIED MUSIC SECONDARY - GUITAR 1-2 credits

Co-requisite: [MUS 1010](#). Private instruction. This course is a continuation of [MVS 1216](#) and is for the music major in the second year of study in the secondary performance area. The private lesson focuses on a beginning to intermediate approach to the development of technique and guitar repertoire. This course may be taken 3 times for a maximum of 6 credits. 1 or 2 credits. One half-hour lesson or one hour lesson per week. 8 or 16 contact hours.

MVS 2321 APPLIED MUSIC PRINCIPAL - VIOLIN 2 credits

Co-requisite: [MUS 1010](#) and a major ensemble ([MUN 1210](#) or [MUN 1310](#)). Admission into the course is by audition only. This course is a continuation of [MVS 1311](#) and is designed for the music major who has prior private study and whose primary instrument is violin. This course consists of one (1) hour private lesson per week. The private lesson focuses on (a) the development of technique and (b) the skilled usage of violin repertoire. This course may be taken 3 times for a total of 6 credits. 16 contact hours.

MVS 2322 APPLIED MUSIC PRINCIPAL - VIOLA 2 credits

Co-requisite: [MUS 1010](#) and a major ensemble ([MUN 1210](#) or [MUN 1310](#)). Admission into the course is by audition only. This course is a continuation of [MVS 1312](#) and is designed for the music major who has prior private study and whose primary instrument is viola. This course consists of one (1) hour private lesson per week. The private lesson focuses on (a) the development of technique and (b) the skilled usage of viola repertoire. This course may be taken 3 times for a total of 6 credits. 16 contact hours.

MVS 2323 APPLIED MUSIC PRINCIPAL - CELLO 2 credits

Co-requisite: [MUS 1010](#) and a major ensemble ([MUN 1210](#) or [MUN 1310](#)). Admission into the course is by audition only. This course is a continuation of [MVS 1313](#) and is designed for the music major who has prior private study and whose primary instrument is cello. This course consists of one (1) hour private lesson per week. The private lesson focuses on (a) the development of technique and (b) the skilled usage of cello repertoire. This course may be taken 3 times for a total of 6 credits. 16 contact hours.

MVS 2324 APPLIED MUSIC PRINCIPAL - STRING BASS 2 credits

Co-requisite: [MUS 1010](#) and a major ensemble ([MUN 1210](#) or [MUN 1310](#)). Admission into the course is by audition only. This course is a continuation of [MVS 1314](#) and is designed for the music major who has prior private study and whose primary instrument is string bass. This course consists of one (1) hour private lesson per week. The private lesson focuses on (a) the development of technique and (b) the skilled usage of string bass repertoire. This course may be taken 3 times for a total of 6 credits. 16 contact hours.

MVS 2325 APPLIED MUSIC PRINCIPAL - HARP 2 credits

Co-requisite: [MUS 1010](#) and a major ensemble ([MUN 1210](#) or [MUN 1310](#)). Admission into the course is by audition only. This course is a continuation of [MVS 1315](#) and is designed for the music major who has prior private study and whose primary instrument is harp. This course consists of one (1) hour private lesson per week. The private lesson focuses on (a) the development of technique and (b) the skilled usage of harp repertoire. This course may be taken 3 times for a total of 6 credits. 16 contact hours.

MVS 2326 APPLIED MUSIC PRINCIPAL - GUITAR 2 credits

Corequisite: [MUS 1010](#) and a major ensemble ([MUN 1210](#) or [MUN 1310](#)). Admission into the course is by audition only. This course is a continuation of [MVS 1316](#) and is designed for the music major who has prior private study and whose primary instrument is guitar. This course consists of one (1) hour private lesson per week. The private lesson focuses on (a) the development of technique and (b) the skilled usage of guitar repertoire. This course may be taken 3 times for a total of 6 credits. 16 contact hours.

MVS 2327 CONTEMPORARY BASS TECHNIQUES II 2 credits

Prerequisite: Audition Required. Private instruction. This course is for the music major in the second year of study in the secondary performance area. The private lesson focuses on an intermediate to advanced approach to the development of technique and music literature related to contemporary music styles. This course may be taken 3 times for a maximum of 6 credits. One-hour lesson per week. 16 contact hours.

MVS 2328 CONTEMPORARY GUITAR TECHNIQUES II 2 credits

Prerequisite: Audition required. Private instruction. This course is for the music major in the second year of study in the secondary performance area. The private lesson focuses on an intermediate to advanced approach to the development of technique and music literature related to contemporary music styles. This course may be taken 3 times for a maximum of 6 credits. One-hour lesson per week. 16 contact hours.

MVS 2421 APPLIED PERFORMANCE VIOLIN 3 credits

Co-requisite: [MUS 1010](#). Admission into the course is by audition only. This course is designed for the performance music major who has prior private study. This course consists of one hour private lesson and one (1) repertory class per week. The private lesson focuses on a) the development of sound technique and b) the mastery of literature. The repertoire class addresses performance issues and will give the individual student an opportunity to perform for a small, non-threatening audience, helping gain confidence in solo performance. This course may be repeated 3 times for a total of 9 credits. 47 contact hours.

MVS 2422 APPLIED VIOLA PERFORMANCE 3 credits

Co-requisite: [MUS 1010](#). Admission into the course is by audition only. This course is designed for the performance music major who has prior private study. This course consists of one (1) hour private lesson and one (1) repertory class per week. The private lesson focuses on a) the development of sound technique and b) the mastery of literature. The repertoire class addresses performance issues and will give the individual student an opportunity to perform for a small, non-threatening audience, helping gain confidence in solo performance. This course may be taken 3 times for a total of 9 credits. 47 contact hours.

MVS 2423 APPLIED CELLO PERFORMANCE 3 credits

Co-requisite: [MUS 1010](#). Admission into the course is by audition only. This course is designed for the performance music major who has prior private study. This course consists of one (1) hour private lesson and one (1) repertory class per week. The private lesson focuses on a) the development of sound technique and b) the mastery of literature. The repertoire class addresses performance issues and will give the individual student an opportunity to perform for a small, non-threatening audience, helping gain confidence in solo performance. This course may be taken 3 times for a total of 9 credits. 47 contact hours.

MVS 2424 APPLIED STRING BASS PERFORMANCE 3 credits

Co-requisite: [MUS 1010](#). Admission into the course is by audition only. This course is designed for the performance music major who has prior private study. This course consists of one (1) hour private lesson and one (1) repertory class per week. The private lesson focuses on a) the development of sound technique and b) the mastery of literature. The repertoire class addresses performance issues and will give the individual student an opportunity to perform for a small, non-threatening audience, helping gain confidence in solo performance. This course may be taken 3 times for a total of 9 credits. 47 contact hours.

MVS 2425 APPLIED HARP PERFORMANCE 3 credits

Co-requisite: [MUS 1010](#). Admission into the course is by audition only. This course is designed for the performance music major who has prior private study. This course consists of one (1) hour private lesson and one (1) repertory class per week. The private lesson focuses on a) the development of sound technique and b) the mastery of literature. The repertoire class addresses performance issues and will give the individual student an opportunity to perform for a small, non-threatening audience, helping gain confidence in solo performance. This course may be taken 3 times for a total of 9 credits. 47 contact hours.

MVS 2426 APPLIED GUITAR PERFORMANCE 3 credits

Co-requisite: [MUS 1010](#). Admission into the course is by audition only. This course is designed for the performance music major who has prior private study. This course consists of one (1) hour private lesson and one (1) repertory class per week. The private lesson focuses on a) the development of sound technique and b) the mastery of literature. The repertoire class addresses performance issues and will give the individual student an opportunity to perform for a small, non-threatening audience, helping gain confidence in solo performance. This course may be taken 3 times for a total of 9 credits. 47 contact hours.

MVV 1011 APPLIED MUSIC VOICE - ENRICHMENT 1-2 credits

Private instruction. This course is for students in the first year of applied vocal study who are non-music majors, or preparing for music major audition. This course may be taken 3 times for credit for a maximum of 6 credits. Students may register for 1 or 2 credits. One half-hour lesson or one hour lesson per week. 8 or 16 contact hours.

MVV 1111 CLASS VOICE 1 credits

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 1114 CONTEMPORARY CLASS VOICE 1 credits

This course is for singers and instrumentalists with no previous experience in vocal studies, with a focus on developing a basic performance foundation in contemporary vocal techniques. Class activities emphasize analysis of styles, vocal exercises, posture, 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 1211 APPLIED MUSIC VOICE - SECONDARY 1-2 credits

Co-requisite: [MUS 1010](#). Private instruction. This course is for the music major in the first year of study in the secondary performance area. The private lesson focuses on a beginning to intermediate approach to the development of vocal technique and the solo vocal literature. This course may be taken 3 times for a maximum of 6 credits. 1 or 2 credits. One half-hour lesson or one hour lesson per week. 8 or 16 contact hours.

MVV 1311 APPLIED MUSIC VOICE - PRINCIPAL 2 credits

Co-requisite: [MUS 1010](#) and [MUN 1310](#). Admission into the course is by audition only. This course is designed for the music major with prior vocal study. This course consists of one (1) hour private lesson per week. The private lesson focuses on the development of vocal technique and vocal repertoire. This course may be taken 3 times for a total of 6 credits. 16 contact hours.

MVV 1317 CONTEMPORARY VOCAL STYLE I 1-2 credits

Prerequisite: [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. 8-16 contact hours.

MVV 1411 APPLIED PERFORMANCE VOICE 3 credits

Co-requisite: [MUS 1010](#). Admission into the course is by audition only. This course is designed for the performance music major who has prior private study. This course consists of one hour private lesson and one (1) repertory class per week. The private lesson focuses on a) the development of vocal technique and b) the mastery of song literature. The repertory class addresses performance issues and will give the individual student an opportunity to perform for a small audience of peers and voice faculty to promote confidence in solo performance. This course may be repeated 3 times for a total of 9 credits. 47 contact hours.

MVV 2021 APPLIED VOICE ENRICHMENT 1-2 credits

Private instruction. This course is a continuation of [MVV 1011](#) and is for students in the second year of study who are non-music majors, or preparing for music major audition. This course may be taken 3 times for credit for a maximum of 6 credits. Students may register for 1 or 2 credits. One half-hour lesson or one hour lesson per week. 8 or 16 contact hours.

MVV 2121 CLASS VOICE II 1 credits

Prerequisite: [MVV 1111](#). This course is a continuation of Class Voice I. May be taken 3 times for credit. 32 contact hours.

MVV 2221 APPLIED MUSIC VOICE SECONDARY 1-2 credits

Co-requisite: [MUS 1010](#). Private instruction. This course is a continuation of [MVV 1211](#) and is for the music major in the first year of study in the secondary performance area. The private lesson focuses on a beginning to intermediate approach to the development of vocal technique and the solo vocal literature. This course may be taken 3 times for a maximum of 6 credits. 1 or 2 credits. One half-hour lesson or one hour lesson per week. 8 or 16 contact hours.

MVV 2321 APPLIED MUSIC - VOICE - PRINCIPAL 2 credits

Co-requisite: [MUS 1010](#) and [MUN 1310](#). This course is a continuation of [MVV 1311](#) and is designed for the music major in the second year of study whose primary instrument is voice. Admission to this level is determined by faculty at the vocal jury. This course consists of one (1) hour private lesson per week. The private lesson focuses on (a) the development of vocal technique (b) the solo vocal literature and (c) song presentation. This course may be taken 3 times for a total of 6 credits. 16 contact hours.

MVV 2327 CONTEMPORARY VOCAL STYLE II 1-2 credits

Prerequisite: [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. 8-16 contact hours.

MVV 2421 APPLIED PERFORMANCE VOICE 3 credits

Corequisite: [MUS 1010](#). Admission into the course is by audition only. This course is designed for the performance music major who has prior private study. This course consists of one hour private lesson and one (1) repertory class per week. The private lesson focuses on a) the development of vocal technique and b) the mastery of song literature. The repertoire class addresses performance issues and will give the individual student an opportunity to perform for a small audience of peers and voice faculty to promote confidence in solo performance. This course may be repeated 3 times for a total of 9 credits. 47 contact hours.

MVW 1011 APPLIED MUSIC ENRICHMENT - FLUTE 1-2 credits

Private instruction. This course is for students in the first year of study who are non-music majors, or preparing for music major audition. This course may be taken 3 times for credit for a maximum of 6 credits. Students may register for 1 or 2 credits. 8 or 16 contact hours. One half-hour lesson or one hour lesson per week.

MVW 1012 APPLIED MUSIC ENRICHMENT - OBOE 1-2 credits

Private instruction. This course is for students in the first year of study who are non-music majors, or preparing for music major audition. This course may be taken 3 times for credit for a maximum of 6 credits. Students may register for 1 or 2 credits. 8 or 16 contact hours. One half-hour lesson or one hour lesson per week.

MVW 1013 APPLIED MUSIC ENRICHMENT - CLARINET 1-2 credits

Private instruction. This course is for students in the first year of study who are non-music majors, or preparing for music major audition. This course may be taken 3 times for credit for a maximum of 6 credits. Students may register for 1 or 2 credits. 8 or 16 contact hours. One half-hour lesson or one hour lesson per week.

MVW 1014 APPLIED MUSIC ENRICHMENT - BASSOON 1-2 credits

Private instruction. This course is for students in the first year of study who are non-music majors, or preparing for music major audition. This course may be taken 3 times for credit for a maximum of 6 credits. Students may register for 1 or 2 credits. 8 or 16 contact hours. One half-hour lesson or one hour lesson per week.

MVW 1015 APPLIED MUSIC ENRICHMENT - SAXOPHONE 1-2 credits

Private instruction. This course is for students in the first year of study who are non-music majors, or preparing for music major audition. This course may be taken 3 times for credit for a maximum of 6 credits. Students may register for 1 or 2 credits. 8 or 16 contact hours. One half-hour lesson or one hour lesson per week.

MVW 1211 APPLIED MUSIC SECONDARY - FLUTE 1-2 credits

Co-requisite: [MUS 1010](#). Private instruction. This course is for the music major in the first year of study in the secondary performance area. The private lesson focuses on a beginning to intermediate approach to the development of technique and flute repertoire. This course may be taken 3 times for a maximum of 6 credits. 1 or 2 credits. 8 or 16 contact hours. One half-hour lesson or one hour lesson per week.

MVW 1212 APPLIED MUSIC SECONDARY - OBOE 1-2 credits

Co-requisite: [MUS 1010](#). Private instruction. This course is for the music major in the first year of study in the secondary performance area. The private lesson focuses on a beginning to intermediate approach to the development of technique and oboe repertoire. This course may be taken 3 times for a maximum of 6 credits. 1 or 2 credits. 8 or 16 contact hours. One half-hour lesson or one hour lesson per week.

MVW 1213 APPLIED MUSIC SECONDARY - CLARINET 1-2 credits

Co-requisite: [MUS 1010](#). Private instruction. This course is for the music major in the first year of study in the secondary performance area. The private lesson focuses on a beginning to intermediate approach to the development of technique and clarinet repertoire. This course may be taken 3 times for a maximum of 6 credits. 1 or 2 credits. 8 or 16 contact hours. One half-hour lesson or one hour lesson per week.

MVW 1214 APPLIED MUSIC SECONDARY - BASSOON 1-2 credits

Co-requisite: [MUS 1010](#). Private instruction. This course is for the music major in the first year of study in the secondary performance area. The private lesson focuses on a beginning to intermediate approach to the development of technique and bassoon repertoire. This course may be taken 3 times for a maximum of 6 credits. 1 or 2 credits. 8 or 16 contact hours. One half-hour lesson or one hour lesson per week.

MVW 1215 APPLIED MUSIC SECONDARY - SAXOPHONE 1-2 credits

Co-requisite: [MUS 1010](#). Private instruction. This course is for the music major in the first year of study in the secondary performance area. The private lesson focuses on a beginning to intermediate approach to the development of technique and saxophone repertoire. This course may be taken 3 times for a maximum of 6 credits. 1 or 2 credits. 8 or 16 contact hours. One half-hour lesson or one hour lesson per week.

MVW 1311 APPLIED MUSIC PRINCIPAL - FLUTE 2 credits

Co-requisite: [MUS 1010](#) and [MUN 1120](#). Admission into the course is by audition only. This course is designed for the music major who has prior private study and whose primary instrument is flute. This course consists of one (1) hour private lesson per week. The private lesson focuses on (a) the development of sound technique and (b) the skilled usage of flute repertoire. This course may be taken 3 times for a total of 6 credits. 16 contact hours.

MVW 1312 APPLIED MUSIC PRINCIPAL - OBOE 2 credits

Co-requisite: [MUS 1010](#) and [MUN 1120](#). Admission into the course is by audition only. This course is designed for the music major who has prior private study and whose primary instrument is oboe. This course consists of one (1) hour private lesson per week. The private lesson focuses on (a) the development of sound technique and (b) the skilled usage of oboe repertoire. This course may be taken 3 times for a total of 6 credits. 16 contact hours.

MVW 1313 APPLIED MUSIC PRINCIPAL - CLARINET 2 credits

Co-requisite: [MUS 1010](#) and [MUN 1120](#). Admission into the course is by audition only. This course is designed for the music major who has prior private study and whose primary instrument is clarinet. This course consists of one (1) hour private lesson per week. The private lesson focuses on (a) the development of sound technique and (b) the skilled usage of clarinet repertoire. This course may be taken 3 times for a total of 6 credits. 16 contact hours.

MVW 1314 APPLIED MUSIC PRINCIPAL - BASSOON 2 credits

Co-requisite: [MUS 1010](#) and [MUN 1120](#). Admission into the course is by audition only. This course is designed for the music major who has prior private study and whose primary instrument is bassoon. This course consists of one (1) hour private lesson per week. The private lesson focuses on (a) the development of sound technique and (b) the skilled usage of bassoon repertoire. This course may be taken 3 times for a total of 6 credits. 16 contact hours.

MVW 1315 APPLIED MUSIC PRINCIPAL - SAXOPHONE 2 credits

Co-requisite: [MUS 1010](#) and [MUN 1120](#). Admission into the course is by audition only. This course is designed for the music major who has prior private study and whose primary instrument is saxophone. This course consists of one (1) hour private lesson per week. The private lesson focuses on (a) the development of sound technique and (b) the skilled usage of saxophone repertoire. This course may be taken 3 times for a total of 6 credits. 16 contact hours.

MVW 1317 CONTEMPORARY WOODWIND TECHNIQUES I 2 credits

Prerequisite: Audition required. Private instruction. This course is for the music major in the first year of study in the secondary performance area. The private lesson focuses on a beginning to intermediate approach to the development of technique and music literature related to contemporary music styles. This course may be taken 3 times for a maximum of 6 credits. One-hour lesson per week. 16 contact hours.

MVW 1411 APPLIED PERFORMANCE FLUTE 3 credits

Co-requisite: [MUS 1010](#). Admission into the course is by audition only. This course is designed for the performance music major who has prior private study. This course consists of one hour private lesson and one (1) repertory class per week. The private lesson focuses on a) the development of sound technique and b) the mastery of literature. The repertoire class addresses performance issues and will give the individual student an opportunity to perform for a small, non-threatening audience, helping gain confidence in solo performance. This course may be repeated 3 times for a total of 9 credits. 47 contact hours.

MVW 1412 APPLIED OBOE PERFORMANCE 3 credits

Co-requisite: [MUS 1010](#). Admission into the course is by audition only. This course is designed for the performance music major who has prior private study. This course consists of one (1) hour private lesson and one (1) repertory class per week. The private lesson focuses on a) the development of sound technique and b) the mastery of literature. The repertoire class addresses performance issues and will give the individual student an opportunity to perform for a small, non-threatening audience, helping gain confidence in solo performance. This course may be taken 3 times for a total of 9 credits. 47 contact hours.

MVW 1413 APPLIED CLARINET PERFORMANCE 3 credits

Co-requisite: [MUS 1010](#). Admission into the course is by audition only. This course is designed for the performance music major who has prior private study. This course consists of one (1) hour private lesson and one (1) repertory class per week. The private lesson focuses on a) the development of sound technique and b) the mastery of literature. The repertoire class addresses performance issues and will give the individual student an opportunity to perform for a small, non-threatening audience, helping gain confidence in solo performance. This course may be taken 3 times for a total of 9 credits. 47 contact hours.

MVW 1414 APPLIED BASSOON PERFORMANCE 3 credits

Co-requisite: [MUS 1010](#). Admission into the course is by audition only. This course is designed for the performance music major who has prior private study. This course consists of one (1) hour private lesson and one (1) repertory class per week. The private lesson focuses on a) the development of sound technique and b) the mastery of literature. The repertoire class addresses performance issues and will give the individual student an opportunity to perform for a small, non-threatening audience, helping gain confidence in solo performance. This course may be taken 3 times for a total of 9 credits. 47 contact hours.

MVW 1415 APPLIED PERFORMANCE SAXOPHONE 3 credits

Co-requisite: [MUS 1010](#). Admission into the course is by audition only. This course is designed for the performance music major who has prior private study. This course consists of one (1) hour private lesson and one (1) repertory class per week. The private lesson focuses on a) the development of sound technique and b) the mastery of literature. The repertoire class addresses performance issues and will give the individual student an opportunity to perform for a small, non-threatening audience, helping gain confidence in solo performance. This course may be taken 3 times for a total of 9 credits. 47 contact hours.

MVW 2021 APPLIED MUSIC ENRICHMENT - FLUTE 1-2 credits

Private instruction. This course is a continuation of [MVW 1011](#) and is for students in the second year of study who are non-music majors or preparing for music major audition. This course may be taken 3 times for a maximum of 6 credits. One half-hour lesson or one hour lesson per week. 8 or 16 contact hours.

MVW 2022 APPLIED MUSIC ENRICHMENT - OBOE 1-2 credits

Private instruction. This course is a continuation of [MVW 1012](#) and is for students in the second year of study who are non-music majors or preparing for music major audition. This course may be taken 3 times for a maximum of 6 credits. One half-hour lesson or one hour lesson per week. 8 or 16 contact hours.

MVW 2023 APPLIED MUSIC ENRICHMENT - CLARINET 1-2 credits

Private instruction. This course is a continuation of [MVW 1013](#) and is for students in the second year of study who are non-music majors or preparing for music major audition. This course may be taken 3 times for a maximum of 6 credits. One half-hour lesson or one hour lesson per week. 8 or 16 contact hours.

MVW 2024 APPLIED MUSIC ENRICHMENT - BASSOON 1-2 credits

Private instruction. This course is a continuation of [MVW 1014](#) and is for students in the second year of study who are non-music majors or preparing for music major audition. This course may be taken 3 times for a maximum of 6 credits. One half-hour lesson or one hour lesson per week. 8 or 16 contact hours.

MVW 2025 APPLIED MUSIC ENRICHMENT - SAXOPHONE 1-2 credits

Private instruction. This course is a continuation of [MVW 1015](#) and is for students in the second year of study who are non-music majors or preparing for music major audition. This course may be taken 3 times for a maximum of 6 credits. One half-hour lesson or one hour lesson per week. 8 or 16 contact hours.

MVW 2221 APPLIED MUSIC SECONDARY - FLUTE 1-2 credits

Co-requisite: [MUS 1010](#). Private instruction. This course is a continuation of [MVW 1211](#) and is for the music major in the second year of study in the secondary performance area. The private lesson focuses on an intermediate approach to the development of technique and flute repertoire. This course may be taken 3 times for a maximum of 6 credits. One half-hour lesson or one hour lesson per week. 1 or 2 credits. 8 or 16 contact hours.

MVW 2222 APPLIED MUSIC SECONDARY - OBOE 1-2 credits

Co-requisite: [MUS 1010](#). Private instruction. This course is a continuation of [MVW 1212](#) and is for the music major in the second year of study in the secondary performance area. The private lesson focuses on an intermediate approach to the development of technique and oboe repertoire. This course may be taken 3 times for a maximum of 6 credits. One half-hour lesson or one hour lesson per week. 1 or 2 credits. 8 or 16 contact hours.

MVW 2223 APPLIED MUSIC SECONDARY - CLARINET 1-2 credits

Co-requisite: [MUS 1010](#). Private instruction. This course is a continuation of [MVW 1213](#) and is for the music major in the second year of study in the secondary performance area. The private lesson focuses on an intermediate approach to the development of technique and clarinet repertoire. This course may be taken 3 times for a maximum of 6 credits. One half-hour lesson or one hour lesson per week. 1 or 2 credits. 8 or 16 contact hours.

MVW 2224 APPLIED MUSIC SECONDARY - BASSOON 1-2 credits

Co-requisite: [MUS 1010](#). Private instruction. This course is a continuation of [MVW 1214](#) and is for the music major in the second year of study in the secondary performance area. The private lesson focuses on an intermediate approach to the development of technique and bassoon repertoire. This course may be taken 3 times for a maximum of 6 credits. One half-hour lesson or one hour lesson per week. 1 or 2 credits. 8 or 16 contact hours.

MVW 2225 APPLIED MUSIC SECONDARY - SAXOPHONE 1-2 credits

Co-requisite: [MUS 1010](#). Private instruction. This course is a continuation of [MVW 1215](#) and is for the music major in the second year of study in the secondary performance area. The private lesson focuses on an intermediate approach to the development of technique and saxophone repertoire. This course may be taken 3 times for a maximum of 6 credits. One half-hour lesson or one hour lesson per week. 1 or 2 credits. 8 or 16 contact hours.

MVW 2321 APPLIED MUSIC PRINCIPAL - FLUTE 2 credits

Co-requisite: [MUS 1010](#) and [MUN 1120](#). Admission into the course is by audition only. This course is a continuation of [MVW 1311](#) and is designed for the music major who has prior private study and whose primary instrument is flute. This course consists of one (1) hour private lesson per week. The private lesson focuses on (a) the development of sound technique and (b) the skilled usage of flute repertoire. This course may be taken 3 times for a total of 6 credits. 16 contact hours.

MVW 2322 APPLIED MUSIC PRINCIPAL - OBOE 2 credits

Co-requisite: [MUS 1010](#) and [MUN 1120](#). Admission into the course is by audition only. This course is a continuation of [MVW 1312](#) and is designed for the music major who has prior private study and whose primary instrument is oboe. This course consists of one (1) hour private lesson per week. The private lesson focuses on (a) the development of sound technique and (b) the skilled usage of oboe repertoire. This course may be taken 3 times for a total of 6 credits. 16 contact hours.

MVW 2323 APPLIED MUSIC PRINCIPAL - CLARINET 2 credits

Co-requisite: [MUS 1010](#) and [MUN 1120](#). Admission into the course is by audition only. This course is a continuation of [MVW 1313](#) and is designed for the music major who has prior private study and whose primary instrument is clarinet. This course consists of one (1) hour private lesson per week. The private lesson focuses on (a) the development of sound technique and (b) the skilled usage of clarinet repertoire. This course may be taken 3 times for a total of 6 credits. 16 contact hours.

MVW 2324 APPLIED MUSIC PRINCIPAL - BASSOON 2 credits

Co-requisite: [MUS 1010](#) and [MUN 1120](#). Admission into the course is by audition only. This course is a continuation of [MVW 1314](#) and is designed for the music major who has prior private study and whose primary instrument is bassoon. This course consists of one (1) hour private lesson per week. The private lesson focuses on (a) the development of sound technique and (b) the skilled usage of bassoon repertoire. This course may be taken 3 times for a total of 6 credits. 16 contact hours.

MVW 2325 APPLIED MUSIC PRINCIPAL - SAXOPHONE 2 credits

Co-requisite: [MUS 1010](#) and [MUN 1120](#). Admission into the course is by audition only. This course is a continuation of [MVW 1315](#) and is designed for the music major who has prior private study and whose primary instrument is saxophone. This course consists of one (1) hour private lesson per week. The private lesson focuses on (a) the development of sound technique and (b) the skilled usage of saxophone repertoire. This course may be taken 3 times for a total of 6 credits. 16 contact hours.

MVW 2327 CONTEMPORARY WOODWIND TECHNIQUES II 2 credits

Prerequisite: Audition required. Private instruction. This course is for the music major in the second year of study in the secondary performance area. The private lesson focuses on an intermediate to advanced approach to the development of technique and music literature related to contemporary music styles. This course may be taken 3 times for a maximum of 6 credits. One-hour lesson per week. 16 contact hours.

MVW 2421 APPLIED PERFORMANCE FLUTE 3 credits

Co-requisite: [MUS 1010](#). Admission into the course is by audition only. This course is designed for the performance music major who has prior private study. This course consists of one hour private lesson and one (1) repertory class per week. The private lesson focuses on a) the development of sound technique and b) the mastery of literature. The repertoire class addresses performance issues and will give the individual student an opportunity to perform for a small, non-threatening audience, helping gain confidence in solo performance. This course may be repeated 3 times for a total of 9 credits. 47 contact hours.

MVW 2422 APPLIED PERFORMANCE OBOE 3 credits

Co-requisite: [MUS 1010](#). Admission into the course is by audition only. This course is designed for the performance music major who has prior private study. This course consists of one (1) hour private lesson and one (1) repertory class per week. The private lesson focuses on a) the development of sound technique and b) the mastery of literature. The repertoire class addresses performance issues and will give the individual student an opportunity to perform for a small, non-threatening audience, helping gain confidence in solo performance. This course may be taken 3 times for a total of 9 credits. 47 contact hours.

MVW 2423 APPLIED PERFORMANCE CLARINET 3 credits

Co-requisite: [MUS 1010](#). Admission into the course is by audition only. This course is designed for the performance music major who has prior private study. This course consists of one (1) hour private lesson and one (1) repertory class per week. The private lesson focuses on a) the development of sound technique and b) the mastery of literature. The repertoire class addresses performance issues and will give the individual student an opportunity to perform for a small, non-threatening audience, helping gain confidence in solo performance. This course may be taken 3 times for a total of 9 credits. 47 contact hours.

MVW 2424 APPLIED PERFORMANCE BASSOON 3 credits

Co-requisite: [MUS 1010](#). Admission into the course is by audition only. This course is designed for the performance music major who has prior private study. This course consists of one (1) hour private lesson and one (1) repertory class per week. The private lesson focuses on a) the development of sound technique and b) the mastery of literature. The repertoire class addresses performance issues and will give the individual student an opportunity to perform for a small, non-threatening audience, helping gain confidence in solo performance. This course may be taken 3 times for a total of 9 credits. 47 contact hours.

MVW 2425 APPLIED PERFORMANCE SAXOPHONE 3 credits

Co-requisite: [MUS 1010](#). Admission into the course is by audition only. This course is designed for the performance music major who has prior private study. This course consists of one (1) hour private lesson and one (1) repertory class per week. The private lesson focuses on a) the development of sound technique and b) the mastery of literature. The repertoire class addresses performance issues and will give the individual student an opportunity to perform for a small, non-threatening audience, helping gain confidence in solo performance. This course may be taken 3 times for a total of 9 credits. 47 contact hours.

NSP 3265 PROGRESSIVE CARE NURSING 4 credits

Prerequisite: Documented competencies of [NSP 3276](#) and admission to either the BSN program, or the Critical Care Certificate, or the Emergency Care Certificate. 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: Documented competencies of [NSP 3265](#) and admission to either the BSN program, or the Critical Care Certificate, or the Emergency Care Certificate. 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 critical care interventions. 47 contact hours.

NSP 3276 ECG INTERPRETATION FOR HEALTH CARE PROFESSIONALS 2 credits

Prerequisite: Admission to the BSN program, or Critical Care Certificate, or Emergency Care Certificate. 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: 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: Admission to the BSN program or Sepsis Awareness and Education Certificate. 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: Admission to the BSN program or Sepsis Awareness and Education Certificate. 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: Admission to the BSN program or Sepsis Awareness and Education Certificate. 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: Admission to the BSN program or Emergency Care Certificate. 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

Prerequisites: Admission to the RN-BSN program or permission from 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.

NUR 1001C TRANSITION TO PROFESSIONAL NURSING 7 credits

Prerequisite: Admission to the Nursing program and [BSC 2086](#), [BSC 2086L](#) with grades of "C" or better. Corequisites: [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

Prerequisites: 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: Admission to Nursing Program. Corequisite: [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 APPLICATIONS OF PHARMACOLOGY CONCEPTS IN NURSING THERAPY 1 credits

Corequisites: [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

Prerequisites: [NUR 1021C](#), with grades of "C" or better. Corequisite: [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

Prerequisites: [NUR 1211C](#), and [NUR 1142C](#) with grades of "C" or better or [NUR 1001C](#) and [NUR 1060C](#) with grades of "C" or better. Co-requisite: [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 credits

Prerequisites: [NUR 1211C](#) with a grade of "C" or better and [NUR 1142C](#) with a grade of "C" or better or [NUR 1001C](#) with a grade of "C" or better. Corequisite: [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 NUR 1021L and NUR 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: [NUR 2462C](#), [NUR 2511C](#), [MCB 2010](#), [MCB 2010L](#), [STA 2023](#) and any approved Ethics course, all with a grade of "C" or better. Corequisite: [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: [NUR 2731C](#) with a grade of "C" or better. 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. There will be 120 clinical hours over three weeks. The student will be placed with a Registered Nurse Preceptor and the student's clinical schedule will match the preceptor's schedule.

NUR 2813 ROLE TRANSITION IN NURSING 1 credits

Corequisite: [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 credits

Prerequisite: [NUR 2731C](#) with grades 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.

NUR 3066C HEALTH ASSESSMENT AND PHYSICAL APPRAISAL 4 credits

Prerequisites: [NUR 3125](#), [NUR 3805](#) and admission to the Nursing BS Program. 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

Pre- or corequisite: [NUR 3805](#) and admission to the Nursing BS program. 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

Pre- or corequisite: [NUR 3805](#) and admission to the Nursing BS program. 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: 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

Prerequisites: [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: 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

Prerequisites: [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

Pre- or corequisite: Permission from Instructor. 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

Pre- or corequisite: 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

Prerequisites: [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 4285 AGING AND END OF LIFE ISSUES 3 credits

Prerequisite: [NUR 3066C](#). This course encompasses the study of the normal aging process, common bio-psychosocial disruptions, and holistic interventions with emphasis on health formation and disease prevention. Additional focus is upon understanding the uniqueness of the dying and grieving process, end of life issues and supportive modalities for individuals and families. 47 contact hours.

NUR 4606 NURSING OF THE FAMILY 3 credits

Prerequisites: [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

Prerequisites: [NUR 3805](#) and admission to the Nursing BS program. Corequisite: [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

Prerequisites: [NUR 3805](#), [NUR 3066C](#) and admission to the Nursing BS program. Corequisite: [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

Prerequisites: [NUR 3805](#) and admission to the Nursing BS program. Corequisite: [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

Prerequisites: [NUR 3145](#), [NUR 3655](#), [NUR 4165](#), [NUR 4606](#), [NUR 4636/4636L](#) and admission to the Nursing BS program. Pre- or corequisites: [NUR 4835](#), [NUR 3826](#). 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.

OCB 1000C BIOLOGY OF MARINE LIFE 3 credits

Prerequisite: ([ENC 0025](#) and [REA 0017](#)) or [EAP 1695](#), and [MAT 0028](#), or passing scores on the SPC placement test. Biology of Marine Life 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

Prerequisites: ([ENC 0025](#) and [REA 0017](#) and [MAT 0028](#)) or ([EAP 1695](#) and [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 credits

Pre- or corequisite: [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. 45 contact hours.

ORI 2000 ORAL INTERPRETATION OF LITERATURE 3 credits

Prerequisite: [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.

PAD 3034 SURVEY OF PUBLIC POLICY 3 credits

Prerequisite: 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 3311 PROGRAM PLANNING & EVALUATION 3 credits

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 3330 URBAN AND REGIONAL PLANNING 3 credits

Prerequisite: 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 3724 FORECASTING TRENDS IN GANGS ENFORCEMENT 3 credits

Prerequisite: 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: 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 supervisory/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

Prerequisites: [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

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 & SOCIO-ECONOMIC IMPACT OF GANGS 3 credits

Prerequisite: Admission to the [Public Safety Administration BAS](#), [Gangs Enforcement Management Certificate](#) or [Educational Studies BS program](#). This course introduces the student to the interrelationship of gangs, public policy, political decision-making, and the social and economic ramifications. The course focuses student knowledge of contemporary gang issues, public policy paradigms, national social and economic trends, and the impact of gang activity in the community. 47 contact hours.

PAD 4046 MANAGING CONFLICT IN PUBLIC ORGANIZATIONS 3 credits

Prerequisite(s): [PAD 3820](#) and admission to the Public Safety Administration BAS Program. This course will examine the various conflict situations in public organizations to include how values and ethics influence the behavior of administrators in making decisions that affect the philosophy and goals of the organization. In addition, focus will be placed on the role of administrators as conflict managers by examining and providing various conflict resolution mechanisms and strategies that are cost-effective to the organization. 47 contact hours.

PAD 4204 PUBLIC FINANCE 3 credits

Prerequisite: 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: Admission to Public Safety Administration BAS or Gangs Enforcement Management Certificate or Health Services Administration BAS or Health Services Administration BAS PAR or Public Policy and Administration BS or Educational Studies BS or Dental Hygiene BAS or Management & Organizational Leadership BAS 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

The 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 4393 CRITICAL INCIDENT MANAGEMENT 3 credits

Prerequisite(s): Admission to the Public Safety Administration BAS program and [PAD 3820](#). This course examines disaster planning and emergency management. The course focuses on the four phases of planning, mitigation, response, and preparedness. The course includes FEMA and federal government NIMS ICS-700, and ICS 800 certifications. 47 contact hours.

PAD 4603 ADMINISTRATIVE LAW 3 credits

Prerequisite: 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

Prerequisites: 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: [BSC 2010/BSC 2010L](#), [BSC 2011/BSC 2011L](#), [CHM 2210/CHM2210L](#) and [CHM 2211/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

Prerequisites: [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

Prerequisites: [BSC 2010/2010L](#), [BSC 2011/2011L](#) and [CHM 2045/2045L](#). Pre or corequisite: [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. 92 contact hours.

PCB 4233 IMMUNOLOGY 3 credits

Prerequisite(s): [BSC 2010/2010L](#), and [MCB 3020C](#) or [PCB 3023C](#). This course teaches the fundamentals and functions of the immune system. The role of the immune system in health and disease is a vital component of life and investigations into this system introduce the student to the organs, tissues, cells, and molecules of the immune system and their relationship to disease. The immune system involves complex interactions between blood cells, chemical signals, cellular signals, genetics, and foreign "invaders" which allow us to merge concepts from biology, microbiology, biochemistry and genetics. 47 contact hours.

PCB 4253C DEVELOPMENTAL BIOLOGY WITH LAB 4 credits

Prerequisite(s): [BSC 2010/2010L](#), [BSC 2011/2011L](#), [CHM 2045/2045L](#), [CHM 2046/2046L](#), and [PCB 3063C](#); [PCB 3023C](#) is recommended. Each course requires a grade of C or better. This course focuses on the molecular mechanisms underlying patterns of embryonic development. Emphasis will be based on the experimental approaches taken to understand development using cellular and molecular mechanisms rather than descriptive embryology. Course content will cover fertilization, axis formation, cell specification, germ layer formation, differential gene expression and organogenesis. In addition current topics should be discussed, including but not limited to: development and disease, aging and regeneration, stem cell biology as well as environmental and evolutionary developmental mechanisms. Developmental biology is interdisciplinary, incorporating all aspects of the biological sciences and can be thought of as a capstone course in undergraduate education. 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.

PCB 4363C PHYSIOLOGICAL ECOLOGY 4 credits

Prerequisite(s): [BSC 2011/2011L](#) and [PCB 3043C](#). The aim of physiological ecology is to understand physiological systems in the context of evolution and ecology. Physiological ecology considers questions such as "how does an organism's physiology enable or constrain its ecology?" and "via what mechanisms do physiological adaptations affect the evolutionary fitness of organisms?" This course will examine how physiological systems that span levels from molecules to cells to whole organisms interact with exogenous factors such as evolution, ecology, and the environment. In addition, this course will investigate the biomechanical and evolutionary limits of these physiological systems. This course is a combined lecture and lab class. 92 contact hours.

PCB 4454C BIostatISTICS WITH LAB 4 credits

Prerequisite(s): [STA 2023](#) or [MAC 2234](#), or permission of the instructor. This course is designed to provide the use of statistics in the analysis of biological data. Quality statistical analyses begin with quality data, so early topics cover the collection and processing of data as well as the calculation of descriptive summary statistics. Subsequent lectures will focus on the linkage between statistical analyses and the scientific method, especially in terms of developing and testing appropriate hypotheses. The remainder of the course involves a discussion of various routine techniques used to analyze biological data, including t-tests, analysis of variance (ANOVA), and linear regression. This course is a combined lecture and lab class, and the lab component involves hands-on analyses of real-world biological data using common statistical analysis software. At the completion of the course students will have sufficient understanding of basic statistical techniques to analyze data from their own undergraduate research studies. 92 contact hours.

PCB 4674 EVOLUTIONARY BIOLOGY 3 credits

Prerequisites: [BSC 2010/2010L](#) and [BSC 2011/2011L](#) and [PCB 3043C](#). 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 4 credits

Prerequisites: [BSC 2010/2010L](#), [BSC 2011/2011L](#), [CHM 2045/2045L](#), [CHM 2046/2046L](#), [BCH 3023](#) or [BCH 4024](#). 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.

PEL 2342 TENNIS 1 credits

This course offers tennis skill practice. Emphasis is on strategy. Singles or doubles tourney play. This course can be repeated for a maximum of 2 credits. 32 contact hours.

PEM 1102 BASIC CONDITIONING 1 credits

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 credits

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 credits

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 credits

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: [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 will be covered. Practical rehabilitation will be under the supervision of a certified athletic trainer. 47 contact hours.

PGY 1279 LEGAL ISSUES IN PHOTOGRAPHY 3 credits

This course is intended to provide a comprehensive overview of basic legal concepts and laws a professional in the photography business should master, including those concerning intellectual property, agency, employment and contracts, to better prepare and protect the professional. Topics covered include the creation and protection of intellectual property, the meaning of agency relationships and employment relationships in various settings, as well as contract formation and defenses as each pertain to those in the photographic industry. 47 contact hours.

PGY 2000 HISTORY OF PHOTOGRAPHY 3 credits

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: [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: [PGY 2404C](#) or portfolio review by instructor. Color photography 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: [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: [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: [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: [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 Bicomates 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: [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: [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: [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 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 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: [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.

PHH 2101 INTRODUCTION TO ANCIENT GREEK PHILOSOPHY 3 credits

Prerequisite(s): [ENC 0025](#) or [EAP 1695](#) or satisfactory score on the SPC placement test. This introductory survey of classical Greek Philosophy provides a rich evaluation of ancient schools of thought and their connection to Western culture. A historical and critical examination is conducted of these schools of thought addressing the issues in metaphysics, epistemology and axiology (ethics, aesthetics, and theology.) Discussion as well as lecture will focus on historically and philosophically important philosophers, including Thales, Pythagoras, Heraclitus, Parmenides and other Pre-Socratic philosophers, as well as Plato and Aristotle. 47 contact hours.

PHI 1010 INTRODUCTION TO PHILOSOPHY 3 credits

"G" Prerequisite: [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

"G" Prerequisite: 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 PHI 1010H and [PHI 1010](#). 47 contact hours.

PHI 1600 STUDIES IN APPLIED ETHICS 3 credits

"G" Prerequisites: ([ENC 0025](#) and [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 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 has a substantial writing requirement. This course partially satisfies the writing requirements outlined in the General Education Requirements . Credit is not given for both PHI 1600 and any of the following courses: [PHI 1602H](#), PHI 1603, [PHI 1631](#), [PHI 2621](#), [PHI 2622](#), [PHI 2635](#) or [PHI 2649](#). 47 contact hours.

PHI 1602H HONORS STUDIES IN APPLIED ETHICS 3 credits

"G" Prerequisite: (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 PHI 1602H and any of the following courses: [PHI 1600](#), PHI 1603, [PHI 1631](#), [PHI 2621](#), [PHI 2622](#), [PHI 2635](#), or [PHI 2649](#). 47 contact hours.

PHI 1631 STUDIES IN PROFESSIONAL ETHICS 3 credits

"G" Prerequisites: ([ENC 0025](#) and [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 has a substantial writing requirement. 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 1602H](#), PHI 1603, [PHI 1621](#), [PHI 1622](#) or [PHI 1649](#). 47 contact hours.

PHI 2103 CRITICAL THINKING AND ETHICAL DECISION MAKING 3 credits

Prerequisite: [PHI 1600](#), [PHI 1602H](#), PHI 1603, [PHI 1631](#), [PHI 1635](#), or [PHI 1649](#). 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 APPLIED ETHICS II 1 credits

"G" Prerequisite: 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 PHI 2621 and any of the following courses: [PHI 1600](#), [PHI 1602H](#), [PHI 1631](#), [PHI 1622](#), [PHI 1635](#), or [PHI 1649](#). 17 contact hours.

PHI 2622 PROFESSIONAL APPLIED ETHICS 1 credits

"G" Prerequisite: 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 PHI 2622 and any of the following courses: [PHI 1600](#), [PHI 1602H](#), [PHI 1631](#), [PHI 1621](#), [PHI 1635](#), or [PHI 1649](#). 17 contact hours.

PHI 2623 ETHICS FOR EDUCATORS 3 credits

Prerequisite: 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: [PHI 1600](#), [PHI 1602H](#), [PHI 1631](#), [PHI 1635](#), or [PHI 1649](#) 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: [PHI 1600](#), [PHI 1602H](#), [PHI 1631](#), [PHI 1635](#) or [PHI 1649](#) 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 HEALTH CARE ETHICS APPLIED 3 credits

"G" Prerequisites: ([REA 0017](#) and [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 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 has substantial writing requirement. Credit is not given for both PHI 2635 and any of the following courses: [PHI 1600](#), [PHI 1602H](#), PHI 1603, [PHI 1631](#), [PHI 2621](#), [PHI 2622](#), or [PHI 2649](#). 47 contact hours.

PHI 2646 ETHICS IN FABLES AND STORIES 3 credits

Prerequisite: [PHI 1600](#) or [PHI 1602H](#) or [PHI 1631](#) or [PHI 2635](#) or [PHI 2649](#). This course is a study of the fundamental concepts of classical and contemporary approaches to ethical reasoning as identified in various forms of fables and classical stories. The analysis will consist of an examination of the selected materials with a view to identifying the presence of issues and dilemmas of ethical significance. Fictional and historical characters' approaches to the resolutions of moral dilemmas will be assessed. Fables and stories will be evaluated to make meaningful and useful connections to contemporary dilemmas and decisions. 47 contact hours.

PHI 2649 APPLIED ETHICS IN PUBLIC SAFETY PROFESSIONS 3 credits

"G" Prerequisites: ([ENC 0025](#) and [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 requirements 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 2621](#), [PHI 2622](#) or [PHI 2635](#). 47 contact hours.

PHI 2694 THE ETHICS OF DEATH AND DYING 3 credits

Prerequisite: [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 PHI 2550 in place of any of the following courses: [PHI 1600](#), [PHI 1602H](#), PHI 1603, [PHI 1631](#), [PHI 2621](#), [PHI 2622](#), [PHI 2635](#) or [PHI 2649](#). 47 contact hours.

PHI 2921L ETHICS BOWL LABORATORY 1 credits

Prerequisite: [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.

PHI 2950 ETHICS DEBATE TEAM 3 credits

Prerequisite: [PHI 1600](#), [PHI 1602H](#), [PHI 1631](#), [PHI 2635](#), or [PHI 2649](#) or permission of Program Chair or Dean. This course offers training and experience in analyzing ethical case studies and prepares students to compete in intercollegiate ethics debate competitions. It provides students the opportunity to improve critical thinking, public speaking, debating, and research skills which will enhance many aspects of the student's life, including success in ethics debate competitions. 47 contact hours.

PHT 1121 FUNCTIONAL ANATOMY AND KINESIOLOGY 3 credits

Prerequisites: [BSC 2085/2085L](#) with grades of "C" or higher. Corequisite: [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

Prerequisites: [BSC 2085/2085L](#) with grades of "C" or higher. Corequisite: [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

Prerequisites: Admission to the [Physical Therapist Assistant AS program](#) and completion of [ENC 1101](#), [HSC 1531](#) and the Computer Literacy Competency Requirement. Corequisite: [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

Prerequisites: Admission to the [Physical Therapist Assistant AS program](#) and completion of [ENC 1101](#), [HSC 1531](#) and the Computer Literacy Competency Requirement. Corequisite: [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: [PHT 1200](#), [PHT 1200L](#), [PHT 1121](#), [PHT 1121L](#) with grades of "C" or better, [PHI 2635](#) or approved [Ethics](#) course, [BSC 2086](#) and [BSC 2086L](#). Corequisite: [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

Prerequisites: [PHT 1200](#), [PHT 1200L](#), [PHT 1121](#) and [PHT 1121L](#) with grades of "C" or higher, and [PHI 2635](#) or approved [Ethics](#) course and [BSC 2086/2086L](#). Corequisite: [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

Prerequisites: [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 the student to correlate didactic course work with basic patient care skills in the clinical setting utilizing information learned in the first year of the physical therapist assistant program. 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: [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: [PHT 1801L](#) with a grade of "C" or better. Corequisite: [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 LABORATORY 2 credits

Prerequisite: [PHT 1801L](#) with a grade of "C" or higher. Corequisite: [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. 64 contact hours.

PHT 2252 ORTHOPEDIC DISABILITIES AND TREATMENT 3 credits

Prerequisites: [PHT 1121/1121L](#) and [PHT 1200/1200L](#) with grades of "C" or higher. Pre- or corequisites: [PHT 1217/1217L](#) with grades of "C" or higher. Corequisite: [PHT 2252L](#). This course provides the opportunity to develop basic skills in data collection and more advanced skills in therapeutic exercise techniques for common orthopedic conditions. 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

Corequisite: [PHT 2252](#). Prerequisite: [PHT 1217/PHT 1217L](#) with grades of "C" or higher or Corequisite: [PHT 1217/PHT 1217L](#). 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: [PHT 2220](#), [PHT 2220L](#), and [PHT 2162](#) with grades of "C" or better, [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

Prerequisites or Corequisites: [PHT 2810L](#) and [PHT 2931](#) with grades of "C" or higher. This clinical course provides the student with selected experiences in a healthcare agency under the direct supervision of a physical therapist/physical therapist assistant. 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

Prerequisites: [PHT 2220](#), [PHT 2220L](#), [PHT 2252](#), [PHT2252L](#), [PHT 2162](#). Prerequisites or Co-requisites: [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 credits

Corequisite: [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 both PHY 1048L and [PHY 1048LH](#). 45 contact hours.

PHY 1048LH HONORS PHYSICS LABORATORY I 1 credits

Prerequisite: Appropriate score on the SPC placement test or acceptance into the Honors College or approval of science program director. Corequisite: [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 PHY 1048LH and [PHY 1048L](#). 45 contact hours.

PHY 1049L PHYSICS LABORATORY II 1 credits

Prerequisite: [PHY 1048L](#). Corequisite: [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: ([ENC 0025](#) and [REA 0017](#)) or [EAP 1695](#) and either [MAC 1114](#) or [MAC 1147](#). Corequisite: [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: [PHY 1053](#). Corequisite: [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 PHY 1054 and [PHY 2049](#).) 47 contact hours.

PHY 2048 PHYSICS I 3 credits

Prerequisite: ([ENC 0025](#) and [REA 0017](#) and [MAC 2311](#)) or ([EAP 1695](#) and [MAC 2311](#)). Co-requisite: [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: ([MAC 2311](#) or [MAC 2311H](#)) or (acceptance into the Honors College) or approval of the Science Program Director. Corequisite: [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 PHY 2048H and [PHY 2048](#). 47 contact hours.

PHY 2049 PHYSICS II 3 credits

Prerequisite: [PHY 2048](#) and ([MAC 2312](#) or [MAC 2234](#)). Corequisite: [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: ([ENC 0025](#) and [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 structure 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 writing and research. 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 & WRITING 3 credits

Pre- or corequisites: [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: [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 in human relations skills in working with people. 47 contact hours.

PLA 1730 COMPUTERIZED LEGAL RESEARCH 1 credits

Prerequisite: [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: [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; time keeping and accounting practices; compensation and profit distribution. 47 contact hours.

PLA 2114 ADVANCED LEGAL RESEARCH 3 credits

Prerequisite: [PLA 1104](#). This course is designed to perfect the research skills acquired in PLA 1104. 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: [PLA 1003](#). This course is designed to prepare the legal assistant to assist the trial attorney in preparing for civil litigation in the Florida and Federal courts. The course covers substantive civil law, the Florida and Federal Rules of Civil Procedures and related matters including drafting of pleadings, preparing interrogatories and answers. 47 contact hours.

PLA 2223 CIVIL LITIGATION II 3 credits

Prerequisites: [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 the 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: [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: [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: [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, 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: [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: [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: [REE 1040](#). This course is designed to prepare the paralegal to assist the attorney 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: [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: [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: Recommendation of division director. This is a one-hour seminar discussing job problems and a minimum of 12 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.

PLA 3240 ALTERNATIVE DISPUTE RESOLUTION 3 credits

Prerequisite: 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: [PLA 2114](#). Prerequisite: 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: [PLA 2114](#). Prerequisite: 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: [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: Admission to the [Paralegal Studies 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: [PLA 2114](#). Prerequisite: 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: [PLA 2114](#). Prerequisite: 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: [PLA 2114](#). Prerequisite: 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: [PLA 2114](#). Prerequisite: 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: [PLA 2114](#). Prerequisite: 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: [PLA 2114](#). Prerequisite: 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

Prerequisites: [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

Prerequisites: [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: [BUL 2241](#) and admission to the [Paralegal Studies 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: [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

Prerequisites: [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: [PLA 1003](#) and enrollment in the [Paralegal Studies BAS 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: [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: [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: [PLA 2114](#). Prerequisite: 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: [PLA 2114](#). Prerequisite: 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

Prerequisites: [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: 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: 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. The student will also develop a professional portfolio which is representative of the work product and assignments completed throughout the certificate courses. 45 contact hours.

PLA 4949 PARALEGAL STUDIES CO-OP WORK EXPERIENCE 1-3 credits

Prerequisite(s): Admission into the PLA-BAS program and 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. The student must fulfill the requirement of 60 on-the-job hours for each credit earned in addition to written assignments.

POS 2041 AMERICAN NATIONAL GOVERNMENT 3 credits

"G" Prerequisite: ([ENC 0025](#) and [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 HONORS AMERICAN GOVERNMENT 3 credits

"G" Prerequisite: 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 one of the following: POS 2050H or [POS 2041](#) or [IDS 2103H](#). 47 contact hours.

POS 2112 STATE AND LOCAL GOVERNMENT 3 credits

"G" Prerequisite: ([ENC 0025](#) and [REA 0017](#)) or [EAP 1695](#) or satisfactory 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 Gordon Rule writing requirements outlined in the General Education Requirements. 47 contact hours.

PPE 2001 PERSONALITY DEVELOPMENT 3 credits

Prerequisite: [PSY 1012](#). 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.

PRO 3000C INTRODUCTION TO ORTHOTICS, PROSTHETICS, AND REHABILITATION 2 credits

Prerequisites: 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

Prerequisites: Admission to the [Orthotics and Prosthetics BAS program](#). This course examines the application of mechanics on living organisms. It includes the application of engineering principles to and from biological systems producing movement and stabilization. The student will learn the mechanics of orthotic and prosthetic applications as they relate to human movement and stabilization, and the joint mechanics that hinder or restrict these movements. The student will be introduced to biomechanical measurement instruments (i.e.

force plates, pressure transducers, temporal, spatial, and video analysis) used to quantify the kinetic effects associated with physical activity. 32 contact hours.

PRO 3110 CLINICAL PATHOPHYSIOLOGY 3 credits

Prerequisite: 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 Pathophysiology provides a comprehensive foundation to build the students knowledge of specific clinical disorders commonly seen in the field of orthotics and prosthetics. Each condition 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 weekly literature reviews and online discussions to provide an in-depth study of recent research on the major diseases encountered in a clinical orthotic/prosthetic practice. 47 contact hours.

PRO 3120C GAIT ANALYSIS AND PATHOMECHANICS 2 credits

Prerequisite: Admission to the [Orthotics and Prosthetics BAS program](#). This course focuses on normal human locomotion and pathological gait. The students will learn the mechanics of human locomotion and the kinematics associated with all phases of gait; identify the events that occur during the gait cycle; and identify gait deviations due to clinical pathologies or compensations. Laboratory portion will augment the learning with temporal, spatial, and video analysis of normal and pathological gait. 62 contact hours.

PRO 3200C HUMAN ANATOMY AND PHYSIOLOGY FOR ORTHOTICS AND PROSTHETICS 4 credits

Prerequisite: 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: Admission to the [Orthotics and Prosthetics BAS program](#). This course will present prosthetic treatment modalities of the lower extremity distal to the knee. Students in this course will receive instruction on the assessment, formulation, implementation and follow up of a prosthetic treatment plan for transtibial and symes amputation levels. Concurrent lower extremity lab activities with patient models will allow the student to correlate clinical findings with evidence based practice to synthesize the significance of the appropriate choice of components, principles, material properties, socket design, prosthetic alignment and medical management. Application of technology, including CAD/CAM imaging will be incorporated throughout the course projects. Relevant case studies will be discussed to facilitate clinical problem solving skills. 167 contact hours.

PRO 3310C LOWER EXTREMITY ORTHOTICS I 4 credits

Prerequisite: Admission to the [Orthotics and Prosthetics BAS program](#) and completion of [PRO 3100](#), [PRO3200C](#). This course will present orthotic treatment modalities of the lower extremity distal to the knee. Students in this course will receive instruction on the assessment, formulation, implementation, and follow up of an orthotic treatment plan for common foot and/or ankle disorders affecting pediatric, adult and geriatric populations. Concurrent lower extremity lab activities with patient models will allow the student to correlate clinical findings with evidence based practice to synthesize the significance of the appropriate choice of components, principles, material properties, and medical management. The student will interact with multiple orthotic systems. 122 contact hours.

PRO 3311C LOWER EXTREMITY ORTHOTICS II 5 credits

Prerequisites: [PRO 3310C](#) and Admission to the Orthotics and Prosthetics BAS program. This course will present orthotic treatment modalities of the lower extremity proximal to the knee. Students in this course will receive instruction on the assessment, formulation, implementation, and follow up of an orthotic treatment plan for common knee, hip and/or total lower extremity disorders affecting pediatric, adult and geriatric populations. Concurrent lower extremity lab activities with patient models will allow the student to correlate clinical findings with evidence based practice to synthesize the significance of the appropriate choice of components, principles, material properties and medical management. The student will interact with multiple orthotic systems. 137 contact hours.

PRO 3500C CLINICAL METHODS 3 credits

Prerequisite: Admission to the [Orthotics and Prosthetics BAS Program](#). This course focuses on understanding the role of a prosthetist-orthotist as it relates to the patient and other healthcare professionals. Students will learn sound clinical evaluation skills using standardized assessment methods and skilled observations to formulate a comprehensive assessment of a patient. Students will utilize various assessments to produce written documentation that includes the formulation, implementation and effective follow up plans for clinical settings using evidence based practice. The laboratory portion will focus on patient assessment skills and documentation procedures. 77 contact hours.

PRO 3505 CLINICAL PROBLEM SOLVING 2-3 credits

Prerequisite: 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 2 credits

Prerequisite: Admission to the [Orthotics and Prosthetics \(O&P\) BAS program](#). This course is part of a series of clinical rotations in which students observe, assist, and practice patient care and device fabrication in an environment that prepares them for an orthotic or prosthetic residency. Students study traditional and emerging topics related to the O&P field and are then placed at a clinical agency to practice skills under close supervision of an American Board Certified (ABC) prosthetist/orthotist. The topic of concentration in each clinical rotation is different; however, students are required to demonstrate mastery of patient and clinical assessments; the design, implementation, and follow-up of comprehensive treatment plans; technical skills; and communication skills with increasing competency as they progress through the series. Students are required to document patient interactions and case analysis of their clinical experiences, and to present case studies to an audience of peers. 110 contact hours.

PRO 4130 MATERIAL SCIENCE 2 credits

Prerequisite: 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: 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 5 credits

Prerequisites: [PRO 3301C](#) and admission to the [Orthotics and Prosthetics BAS program](#). This course will present prosthetic treatment modalities of the lower extremity proximal to the knee. Students will receive instruction on the assessment, formulation, implementation, and follow up of a prosthetic treatment plan for knee disarticulation, transfemoral, hip disarticulation and hemipelvectomy amputation levels. Concurrent lower extremity lab activities with patient models will allow students to correlate clinical findings with evidence based practice to synthesize the significance of the appropriate choice of components, principles, material properties, socket design, prosthetic alignment and medical management. Relevant case studies will be discussed to facilitate clinical problem solving skills. This course requires comprehensive integration of the student's knowledge of anatomy, biomechanics and prosthetic principles. 137 contact hours.

PRO 4350C SPINAL ORTHOTICS 5 credits

Prerequisite: Admission to the [Orthotics and Prosthetics BAS program](#). This course will present orthotic treatment modalities of the spine. Students will receive instruction on the assessment, formulation, implementation and follow up of an orthotic treatment plan for common spinal disorders affecting pediatric, adult and geriatric populations. Concurrent lab activities with patient models will allow the student to correlate clinical findings with evidence based practice to synthesize the significance of the appropriate choice of components, principles, material properties and medical management. The student will interact with multiple orthotic systems. 137 contact hours.

PRO 4361C UPPER EXTREMITY PROSTHETICS 4 credits

Prerequisite: 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: Admission to the [Orthotics and Prosthetics BAS program](#). This course will present orthotic treatment modalities of the upper extremity. Students in this course will receive instruction on the assessment, formulation, implementation, and follow-up of an

orthotic treatment plan for common finger, wrist, elbow and/or shoulder disorders affecting pediatric, adult and geriatric populations. Concurrent upper extremity lab activities with patient models will allow the student to correlate clinical findings with evidence based practice to synthesize the significance of the appropriate choice of components, principles, material properties and medical management. The student will interact with multiple orthotic systems. 92 contact hours.

PRO 4410 CAD/CAM FOR ORTHOTICS AND PROSTHETICS 2 credits

Prerequisite: 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: Admission to the [Orthotics and Prosthetics BAS program](#). This course will expose students to business fundamentals and development skills needed to manage an orthotic and 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 and 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: 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 contact hours.

PSC 1001C PHYSICAL SCIENCE WITH LAB 3 credits

Prerequisites: ([ENC 0025](#) and [REA 0017](#) and [MAT 0028](#)) or [EAP 1695](#), and [MAT 0028](#). This course is to acquaint the student with the history and development of physical science with the integration 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 GENERAL PSYCHOLOGY 3 credits

"G" Prerequisites: ([ENC 0025](#) and [REA 0017](#)) or [EAP 1695](#), or 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 Gordon Rule writing requirements outlined in the General Education Requirements. 47 contact hours.

PSY 1020H HONORS GENERAL PSYCHOLOGY 3 credits

"G" Prerequisite: Meets Honors College entrance criteria 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 requirements as outlined in the General Education Requirements. 47 contact hours.

PUP 3002 INTRODUCTION TO PUBLIC POLICY & ADMINISTRATION 3 credits

Prerequisite: 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 3023 PUBLIC POLICY AND ADMINISTRATION LEGAL RESEARCH 3 credits

Prerequisite(s): Admission to the Public Policy and Administration BS Program. Pre- or corequisite(s): [PUP 3002](#). This course will provide the student with a working knowledge of the major techniques utilized in legal research, analysis, and writing. It will introduce

the student to a broad practical approach to the use of legal publications in addressing public policy and administration issues. This course familiarizes the student with computerized legal research databases and enhances previously learned research skills to include a focus on policy development/ implementation, programs and projects. The student will build upon the essential building blocks of how government works. The student will complete assigned problems and scenarios in legal research. 47 contact hours.

PUP 3033 POLICY LEADERSHIP 3 credits

Prerequisite: Admission to the Public Policy and Administration BS Program. Pre- or co-requisite: [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: 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: Admission to Public Policy and Administration BS. Pre- or corequisite: [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: Admission to Public Policy and Administration BS and [PUP3043](#) 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.

PUP 3052 ISSUES IN INTERNATIONAL POLICY 3 credits

Prerequisite(s): Admission into the Public Policy and Administration BS program. This course provides students with an overview of contemporary international issues and the knowledge necessary to engage in a detailed examination and constructive discussion of these issues. Focus is placed on three broad categories: conflict, security and terrorism; globalization and the international economy; and, international human rights and justice. Students will craft solutions to these issues and present them in a peer group setting. Students will learn about important geographical and geostrategic factors contributing to the menu of political crises examined. The class is debate-driven, meaning issues are examined based on differing viewpoints and the merits of each. Students will engage in a substantive case study of international diplomacy through the use of a Model UN Module, where students will represent nations, draft written submissions, and engage in debate about a current issue in the international arena. 47 contact hours.

PUP 3054 POLICY AND ETHICS 3 credits

Prerequisite(s): Admission to Public Policy and Administration BS program. This course will introduce students to policy and ethics as a process of reasonable, rational and responsible decision making in the workplace. The student will analyze policy, political and ethical issues that managers and public organizations face in today's environment. 47 contact hours.

PUP 4941 PUBLIC POLICY CAPSTONE 3 credits

Prerequisite(s): Completion of all core courses in the Public Policy and Administration BS program or permission of the dean. This is the capstone course for the Public Policy and Administration program and 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 in the program. This course focuses on giving the student the opportunity to develop and present a policy to address a current issue in public policy and administration. The student will choose a topic for a project consistent with the goals of this program and submit it to the course instructor for approval. 47 contact hours.

PUP 4949 PUBLIC POLICY AND ADMINISTRATION CO-OP WORK EXPERIENCE 3 credits

Prerequisite(s): Admission into the Public Policy and Administration BS program, and Faculty Advisor/Co-op Coordinator or Program Director 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 180 on-the-job hours in addition to written assignments.

QMB 3200 QUANTITATIVE METHODS FOR BUSINESS 3 credits

Prerequisites: [STA 2023](#), [MAC 2233](#), and Admission to the Business Administration BS or Management and Organizational Leadership BAS or International Business BAS 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.

REA 0007 DEVELOPMENTAL READING I 4 credits

This course # was formerly REA 0001. Prerequisite: 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

This course # was formerly REA 0002. Prerequisite: [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 0990 READING TECHNIQUES II: MY BRIDGE TO SUCCESS 1-3 credits

Prerequisite: Appropriate score on the SPC placement test or approval of a Communications Department program administrator. This flexible entry/exit college preparatory course is designed to improve academic vocabulary skills and proficiency in college-level comprehension skills using course modules. Course strategies will include one-on-one instruction, small group instruction, and computer instruction in a lab setting. This course is intended to prepare students for successful completion of college-level courses. 17 contact hours minimum.

REA 1105 CRITICAL READING AND THINKING 3 credits

Prerequisite: [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.

RED 3309 EARLY AND EMERGENT LITERACY K-2 3 credits

Prerequisite: Admission to Educational Studies BS, or Elementary Education with Infused ESOL and Reading BS, or Exceptional Student Education with Infused ESOL and Reading BS, or Initial Certification. This course is designed to increase understanding of early literacy development and the conditions which promote total literacy for children birth to second grade. Language theory and current research are used to shape informed practices regarding literacy development. Connections are made among all aspects of literacy learning, including reading, writing, listening and speaking. The course explores research-based best practices in teaching literacy to young children. It includes a minimum of 15 school based hours of participation/observation of reading in educational setting(s). 47 contact hours.

RED 4009 EMERGENT LANGUAGE AND LITERACY 3 credits

Prerequisite: Admission to Prekindergarten/Primary Education (age 3 through grade 3) with Infused ESOL and Reading BS. The purpose of this course is to promote the understanding of the developmental trajectory of emergent literacy through oral language/vocabulary, phonemic/phonological awareness, concepts of print, listening comprehension and writing for preschool children ages 0-5. Oral language theories, current emergent reading research and developmentally appropriate assessments align language development to best practice for emergent literacy learning. The role of emergent language and literacy learning: reading, writing, listening, speaking and thinking are explored while addressing the social, emotional, physical and creative development for young children. The course explores and develops many related activities to foster a balanced, differentiated, positive and constructive approach towards literacy learning for all young children. It includes a minimum of 15 school-based hours of observation/teaching/assessing reading in educational setting(s). This course is writing intensive. 47 contact hours.

RED 4014 READING AND LANGUAGE ARTS SKILLS IN ELEMENTARY SCHOOL, K-6 3 credits

Prerequisite: Admission to EPI-CT or ICERT-NO or RCERT-NO. This course presents the sequence of skills, appropriate methods, and materials used in the development of a balanced language arts program. The major emphasis of this course is to combine current reading and language arts theory with current best practices found in contemporary school environments. This will include content and process overviews of the essentials of early literacy, beginning literacy strategies, intermediate literacy strategies, and assessments currently used by school systems. Exploration and discussion of current topics, simulated teaching, and fieldwork are all components. 47 contact hours.

RED 4043 READING WITHIN THE DISCIPLINES 5-12 3 credits

Prerequisite: Admission to EPI-CT or ICERT-NO or RCERT-NO. This course examines the fundamentals of teaching reading including comprehension, fluency, and vocabulary within various disciplines in the secondary grades. The major emphasis of the course is teaching reading as a process to enhance metacognition and support understanding of more complex text, including informational and narrative forms. In addition, a major focus area is using informal and formal reading assessment to guide instruction. This course is blended. 47 contact hours.

RED 4324 READING IN THE MIDDLE SCHOOL 3 credits

Prerequisite: 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: 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 4335 / Topic #2: READING ACROSS THE CURRICULUM: EPI

Prerequisite: Must be in the EPI programs. This is a two-credit course designed to promote effective teaching of literacy skills. Through lecture, discussion, and simulated teaching, students learn to apply appropriate strategies and assessments for diverse learners, employ exemplary practices and create learning environments that promote and build literacy across the curriculum. 32 contact hours.

RED 4511 INTERMEDIATE LITERACY 3-6: READING, WRITING AND THINKING 2-3 credits

Prerequisite: Admission to Initial Certification or [RED 3309](#) and [EDG 3620](#) or [EEX 3241](#) and admission to Elementary Education with Infused ESOL and Reading BS, or Exceptional Student Education with Infused ESOL and Reading BS, or [RED 3309](#) and [EDG 3620](#) or [EEX 3241](#) and admission to Elementary Education EPI or Exceptional Student Education EPI.

This course is an intermediate reading and writing course that combines the study of theory and practice in the teaching of developmental reading, writing and critical thinking in grades 3-6. The major emphasis of the course is 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 4511 / TOPIC #2: READING TO LEARN: EPI

Prerequisites: [RED 3309](#) and admission to Canadian EPI, Elementary Education EPI, Exceptional Student Education EPI or Initial Certification. This reading course combines the study of theory and practice in the teaching of developmental reading/literacy in the elementary intermediate grades. Through lecture, discussion, and simulated teaching activities, students will review theories, methods and materials pertinent to reading/literacy instruction. 32 contact hours.

RED 4519 DIAGNOSIS AND INTERVENTION IN READING 2-3 credits

Prerequisites: [RED 3309](#) and [RED 4511](#) and [EDG 3620](#) or [EEX 3241](#), and admission to Elementary Education with Infused ESOL and Reading BS, or Exceptional Student Education with Infused ESOL and Reading BS or [RED 3309](#) and [RED 4511](#) and admission to Elementary Education EPI or Exceptional Student Education EPI.

This course is designed to focus on formal and informal reading assessments (e.g., formal-norm-referenced/criterion-referenced assessments, and informal-reading inventories). Students will complete diagnostic case studies to demonstrate their ability to interpret

pre-existing data reports, select and administer appropriate assessments and analyze data to inform reading instruction. Topics include quantitative and qualitative assessments that address elements of reading (e.g., comprehension, word recognition, phonemic awareness, phonics, fluency, vocabulary, oral language and writing.) The major emphasis of the course is on diagnosis of reading problems, administration of the assessments, evaluation of results, and planning instruction/interventions for remediation. Lecture, discussion, simulated assessment practice, and an actual diagnostic case study, constitute different course activities. 20 school- based hours. 47 contact hours.

RED 4519 / TOPIC #2: DIAGNOSIS AND REMEDIATION IN READING: EPI

Prerequisites: [RED 3309](#), [RED 4511](#) and admission to the Elementary Education or Exceptional Student Education EPI. The major emphasis of this course is on learning how to diagnose reading problems in students, grades K-6. Through lecture, discussion, and simulated practice students will learn how to administer assessments, evaluate results and plan appropriate instruction and remediation. 32 contact hours.

RED 4940 FINAL READING INTERNSHIP 1 credits

Prerequisite: Admission to Elementary Education with Reading BS, or Exceptional Student Education with Reading BS, or Prekindergarten/Primary Education (age 3 through grade 3) with Infused ESOL and Reading BS. Corequisite: [EDE 4940](#) or [EEX 4940](#) or [EEC 4946](#). 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.

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: [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: [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 IN 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: [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: [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: [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: 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: 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: [RET 1024](#) with a grade of "C" or better. Corequisite: [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: [RET 1024](#) with a grade of "C" or better. 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: Admission to the program. This is a modular course covering the basic respiratory therapy procedures encountered in the student's first 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: [RET 1874L](#) with a grade of "C" or better. 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 credits

Prerequisite: [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: [RET 1264](#) with a grade of "C" or better. This course shall provide a complete review of the modalities and monitoring techniques employed in the care and evaluation of the critically ill patient. The 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: [RET 1485](#) with a grade of "C" or better. 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: [RET 1485](#) with a grade of "C" or better. The integral components of data collection, assessment, and 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

Prerequisites: [RET 1485](#) and [BSC 2086/2086L](#) all with grades of "C" or better. 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: [RET 2484](#) with a grade of "C" or better. 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 the 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: [RET 1875L](#) with a grade of "C" or better. 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. 272 contact hours.

RET 2877L CLINICAL PRACTICE IV 4 credits

Prerequisite: [RET 2876L](#) with a grade of "C" or better. 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: [RET 2877L](#) with a grade of "C" or better. 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: [RET 2878L](#) with a grade of "C" or better. 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. 272 contact hours.

RET 2935 MEDICAL-SURGICAL ASPECTS OF RESPIRATORY CARE 2 credits

Prerequisite: [RET 2484](#) with a grade of "C" or better. 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.

RET 4715 ADVANCED NEONATAL AND PEDIATRIC RESPIRATORY CARE 4 credits

Prerequisite: Admission to the HSA-BAS program and [HSA 3104](#). This comprehensive course focuses on advancing the knowledge of the respiratory therapy student from basic disease knowledge and treatment to innovative and novel modalities in the treatment of critically ill neonatal and pediatric respiratory patients. 62 contact hours.

RET 4XX1 ADVANCED CARDIOPULMONARY MEDICINE 4 credits

Prerequisite: Admission into the HSA-BAS program and [HSC 3104](#). This course focuses on the theories, concepts and principles of management of the cardiopulmonary compromised patient. Current trends in critical care medicine will be examined. 62 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: [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: 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.

RMI 3117 PERSONAL INSURANCE 3 credits

Prerequisite: 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: 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: Admission to the Management and Organizational Leadership BAS program or permission of the Dean. Successful completion of [RMI 3117](#) and [RMI 3200](#) is strongly recommended. 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.

RTE 1000 ORIENTATION TO RADIOGRAPHY 3 credits

Prerequisite: Admission 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: [MAC 1105](#) with a grade of "C" or higher. Corequisite: [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 credits

Prerequisites: Any course with a [MAC](#) or [MGF](#) prefix with a grade of "C" or higher and admission to the Radiography AS program. Corequisite: [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. Two laboratory hours weekly.

RTE 1458 PRINCIPLES OF IMAGING II 3 credits

Prerequisite: [RTE 1418](#) with a grade of "C" or higher. Corequisite: [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), milliamperes-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 credits

Prerequisite: [RTE 1418](#) with grade of "C" or better. Corequisite: [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: 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 credits

Corequisite: [RTE 1503C](#). This 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: [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 credits

Prerequisites: [RTE 1503C](#), [RTE 1503L](#) both with grades of "C" or better. Corequisite: [RTE 1513C](#). This is a laboratory study of basic radiographic anatomy. The course includes the positioning of the urinary system, digestive system, breasts and cranium. 45 contact hours.

RTE 1804L RADIOGRAPHIC CLINICAL EDUCATION I 3 credits

Prerequisites: [RTE 1000](#), [RTE 1503C](#) and [RTE 1418](#) all with grades of "C" or better. 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

Prerequisites: [RTE 1804L](#), [RTE 1513C](#) both with grades of "C" or better. 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

Prerequisite: Admission to the Radiography AS program. 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: [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 2571 COMPUTED TOMOGRAPHY 3 credits

Corequisite: [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

Prerequisites: [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 8 clinical laboratory hours weekly.

RTE 2575 BASIC MAGNETIC RESONANCE IMAGING I 2 credits

Corequisite: [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 presently 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

Prerequisites: [RTE 2575](#) and [RTE 2762](#). Corequisite: [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: [RTE 2575](#). Corequisite: [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. 8 hours of clinical laboratory instruction 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: [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 8 clinical laboratory hours weekly (120 total).

RTE 2584 BASIC MAMMOGRAPHY I 3 credits

Corequisite: [RTE 2584L](#). 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: [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.

RTE 2613 RADIATION PHYSICS 2 credits

Prerequisite: Admission to the Radiography AS program. The objective of this course is to introduce fundamental principles of radiologic physics including atomic and sub-atomic theory, interactions of 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 2762 CROSS-SECTIONAL ANATOMY/PATHOLOGY 2 credits

Corequisites: [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.

RTE 2782 RADIOGRAPHIC PATHOLOGY 2 credits

Prerequisite: Admission to the Radiography AS Program. 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

Prerequisites: [RTE 1814L](#), [RTE 1458](#), [RTE 1473L](#) all with grades of "C" or better. 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: [RTE 2824L](#) with a grade of "C" or better. This course is a continuation of Radiographic Clinical Education IV. 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: [RTE 2834L](#) with a grade of "C" or better. 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.

SCE 3030 SCIENCE MATTERS 2 credits

Prerequisite: None. This course is designed to promote an awareness of how teachers can engage teenage students in learning and make science matter to them. Course topics include readings and discussions state and national science content standards, and pedagogy for teaching science. A central theme of the course is the connections between fields of science, and applications to modern life. Class activities will provide opportunity for students to review and explore topics from biology, physical science, astronomy, ecology and earth science. The course addresses specific Sunshine State Standards, subject matter competencies and pedagogy pertinent to the discipline and required for certification, and will serve as a fundamental science content review in preparations for teaching, and for taking Florida Subject area exams, as well as exploring the fundamental concepts of science literacy for all students. 32 contact hours.

SCE 3420C PHYSICAL SCIENCE FOR MIDDLE SCHOOL TEACHERS 4 credits

Prerequisites: [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 for 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

Prerequisite: Admission to the Secondary Science Education BS, or Middle Grades Science Education BS **OR** Initial Certification.
Corequisite: [SCE 3945](#))

This course is designed for students who will be obtaining teacher certification in secondary science or middle grades science. Students spend a minimum of 60 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 PROJECTS THAT PROMOTE LEARNING IN SCIENCE 3 credits

Prerequisite: Admission to Secondary Science Education BS or Middle Grades Science BS OR, initial certification or recertification teacher status. Corequisite: [SCE 3941](#). Topics for this course include cognitive needs of middle school students, objective-based lesson planning, inquiry science, effective communication, and classroom management. This course is designed to integrate science coursework with practical experience for students preparing to teach in a middle school science classroom, and students must be enrolled in the field based co-requisite course [SCE 3941](#). The course addresses specific Sunshine State 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: Admission to Secondary Science Education BS or Middle Grades Science Education BS or Initial Certification or recertification. Corequisite: [SCE 4940](#). This course provides instruction in the knowledge and skills needed for students to become effective teachers of high school science. Topics for this course include: cognitive needs of high school students, objective-based lesson planning with assessment, effective instructional communication and questioning techniques, multimedia instruction, and use of technology. Practical experience in planning, implementing, assessing, and evaluating science instruction will be provided. This course is designed to integrate science coursework with practical experience for students preparing to teach in a secondary school science classroom. Students must be enrolled in the field-based co-requisite course [SCE 4940](#). The course addresses specific Sunshine State Standards, subject matter competencies, and pedagogy pertinent to the discipline and is required for certification. 47 contact hours.

SCE 4940 INSTRUCTIONAL METHODS IN SECONDARY SCIENCE AND ASSESSMENT WITH TECHNOLOGY PRACTICUM 1 credits

Prerequisite: Admission to Secondary Science Education BS or Middle Grades Science Education BS or Initial Certification.
Corequisite: [SCE 4330](#). This course is designed for students who will be obtaining teacher certification in secondary science. Students spend a minimum of 60 school-based hours in a science classroom grade 9-12. The course addresses specific Sunshine State Standards, subject matter competencies, and pedagogy pertinent to the discipline and required for certification. 17 contact hours

SCE 4942 INTERNSHIP: SECONDARY SCIENCE EDUCATION 6-12 12 credits

Prerequisites: Successful completion of all program requirements and passing General Knowledge and Professional Education sections of the Florida Teacher Certification Exam. This course requires a teacher candidate to demonstrate pre-professional competencies 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

Prerequisites: 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.

SLS 0003 TOPICS IN STUDENT SUCCESS 1 credits

Prerequisite: 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: Students scoring below the prescribed cut-off score in two or more college preparatory areas must take SLS 1101 and [SLS 1126](#) as co-requisites 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 credits

Corequisite: [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 multicultural writing, and experiential learning exercises with current leadership theories and practices. Three hours weekly.

SLS 1301 CAREER AND LIFE PLANNING 1-3 credits

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. 16-47 contact hours.

SLS 1501 STUDY SKILLS FOR ACADEMIC SUCCESS 1 credits

This is a course to develop academic study skills, including strategies for time management, vocabulary building, reading, listening, note-taking, test-taking, memory, 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 credits

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 credits

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: [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 INTRODUCTION TO SPEECH COMMUNICATION 3 credits

"G" Prerequisite: ([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 HONORS INTRODUCTION TO SPEECH COMMUNICATION 3 credits

"G" Prerequisite: Appropriate score on the SPC placement test or acceptance into the Honors College or approval of 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 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 1065 BUSINESS AND PROFESSIONAL SPEAKING 3 credits

"G" Prerequisite: ([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 PUBLIC SPEAKING 3 credits

"G" Prerequisite: ([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 HONORS PUBLIC SPEAKING 3 credits

"G" Prerequisite: Meets Honors College entrance criteria 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 [SPC 1608](#) and SPC 1608H. 47 contact hours.

SPC 2300 INTERPERSONAL COMMUNICATION 3 credits

Prerequisite: [ENC 1101](#), [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 credits

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 4 times for credit. 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 SPN 1120 and [SPN 1120H](#). 62 contact hours.

SPN 1120H HONORS ELEMENTARY SPANISH I 4 credits

Prerequisite: Meets Honors College entrance criteria 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 [SPN 1120](#) and SPN 1120H. 62 contact hours.

SPN 1121 ELEMENTARY SPANISH II 4 credits

Prerequisite: [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 SPN 1121 and [SPN 1121H](#). 62 contact hours.

SPN 1121H HONORS ELEMENTARY SPANISH II 4 credits

Prerequisite: [SPN 1120H](#) and meets Honors College entrance criteria 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 [SPN 1121](#) and SPN 1121H. 62 contact hours.

SPN 2200 INTERMEDIATE SPANISH I 3 credits

Prerequisite: [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: [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: [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: [SPN 2240](#) or permission of 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.

SPN 2949 STUDY ABROAD COOPERATIVE WORK EXPERIENCE: SPANISH 1-3 credits

Prerequisite: Approval of Study Abroad Spanish Faculty Leader. This course is designed to provide students with experiential learning in a study abroad setting. Students are immersed in the culture while integrating the language skills in the work experience. 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 50 on-the-job hours for each credit earned in addition to written assignments.

STA 2023 ELEMENTARY STATISTICS 3 credits

Prerequisite: [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: Acceptance into the Honors College or approval of the Mathematics 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 [STA 2023](#). 47 contact hours.

SYG 2000 INTRODUCTORY SOCIOLOGY 3 credits

"G" Prerequisites: ([ENC 0025](#) and [REA 0017](#)) or [EAP 1695](#) or a satisfactory score on the SPC placement test. This course is the study of society and its effect on 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 Gordon Rule writing requirements outlined in the General Education Requirements. 47 contact hours.

SYG 2010 SOCIAL PROBLEMS 3 credits

"G" Prerequisite: ([ENC 0025](#) and [REA 0017](#)) or [EAP 1695](#) or satisfactory score on the SPC placement test. An analysis of major social problems in the United States. Emphasis is placed on the causes of social problems, approaches to the analyses 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 Gordon Rule writing requirements outlined in the General Education Requirements. 47 contact hours.

SYG 2221 WOMEN AND SOCIETY 3 credits

"G" Prerequisite: ([ENC 0025](#) and [REA 0017](#)) or [EAP 1695](#) or satisfactory score on the SPC placement test. An historical and contemporary examination of the changing political, social, economic, legal, and sexual roles of women in society. This course partially satisfies the Gordon Rule writing requirements outlined in the General Education Requirements. 47 contact hours.

SYG 2324 PRINCIPLES OF SUBSTANCE ABUSE 3 credits

Prerequisite: [ENC 0025](#) or [EAP 1695](#) or satisfactory score on the SPC placement test. 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 MARRIAGE AND FAMILY 3 credits

"G" Prerequisite: ([ENC 0025](#) and [REA 0017](#)) or [EAP 1695](#) or satisfactory 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 lifestyles. This course partially satisfies the Gordon Rule writing requirements outlined in the General Education Requirements. 47 contact hours.

SYP 2460 EFFECTS OF 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, tornadoes, 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: [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: [ETD 1340C](#) or permission of instructor. 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: [BCN 1251C](#) or permission from instructor 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.

TAR 2949 CO-OP WORK EXPERIENCE 1-3 credits

Prerequisite: Faculty Advisor/Co-op Coordinator or Program Director 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.

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.

THE 2949 CO-OP WORK EXPERIENCE 1-3 credits

Prerequisite: Faculty advisor/co-op coordinator approval. A course 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.

TPA 1232C INTRODUCTION TO COSTUME CONSTRUCTION 3 credits

This course # was formerly TPA 1230C; new # effective 8/20/12. 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 STAGECRAFT 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 STAGECRAFT II 3 credits

Prerequisite: [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.

TPA 2949 CO-OP WORK EXPERIENCE 1-3 credits

Prerequisite: 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.

TPP 1100 ACTING I 3 credits

Prerequisite: [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: [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 credits

Prerequisite: 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: [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: [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.

TSL 3080 ESOL ISSUES: PRINCIPLES AND PRACTICES I K-12 3 credits

Prerequisite: Admission to Secondary Science Education BS, or Business Technology Education BS, or Educational Studies BS, or Prekindergarten/Primary Education (age 3 through grade 3) with Infused ESOL and Reading BS, or Elementary Education with Infused ESOL and Reading BS, or Exceptional Student Education with Infused ESOL and Reading BS, or Middle Grades Mathematics Education BS, or Secondary Mathematics Education BS, or Technology Education BS, or Elementary Education EPI, or Exceptional Education EPI, or Secondary Math EPI, or Middle Grades Math EPI, or Middle Grades Science EPI, or Secondary Science EPI, or Initial Certification.

As the ESOL Anchor Course, this course presents the structure of the overall infusion of ESOL into the program of study. The areas of applied linguistics, second language acquisition (SLA), and culture provide much of the practical and theoretical base for pedagogical skills of curriculum, methods, and testing. Students will demonstrate knowledge of applied linguistics, SLA, and effective teaching strategies and assessment of ELLs. These competencies are directly reflective of the Florida Teacher Standards for ESOL Endorsement (2010). Students will have 15 hours of field experience.

TSL 4081 ESOL ISSUES: PRINCIPLES AND PRACTICES II K-12 3 credits

Prerequisites: [TSL 3080](#) and admission to Educational Studies BS, or Prekindergarten/Primary Education (age 3 through grade 3) with Infused ESOL and Reading BS, Elementary Education with Infused ESOL and Reading BS, Elementary Education with Infused ESOL BS, Exceptional Student Education with Infused ESOL and Reading BS, 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 English Language Learners (ELLs). 15 hours of field experiences.

TSL 4140 CURRICULUM DEVELOPMENT IN ESOL 3 credits

Prerequisite: Admission to EPI-CT or ICERT-NO or RCERT-NO. This course will survey cross-cultural communication and understanding, testing and evaluation, curriculum, and methods of teaching ESOL to meet the needs to Limited English Proficiency students. 47 contact hours.

WOH 2040 THE TWENTIETH CENTURY 3 credits

"G" Prerequisite: ([ENC 0025](#) and [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 HONORS THE TWENTIETH CENTURY 3 credits

"G" Prerequisite: ([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.

ZOO 3205C INVERTEBRATE ZOOLOGY WITH LAB 4 credits

Prerequisite(s): [BSC 2010/BSC 2010L](#) and [BSC 2011/BSC 2011L](#). 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

Prerequisites: [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: [BSC 2010/BSC 2010L](#) and [BSC 2011/BSC 2011L](#). 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: [BSC 2011/2011L](#). 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 4454C ICHTHYOLOGY WITH LABORATORY 4 credits

Prerequisite(s): [BSC 2010/2010L](#), [BSC 2011/2011L](#), and [BSC3312C](#) or [ZOO 3303C](#). Ichthyology is the subdiscipline of biology that studies fishes. Topics will include: the evolution of fishes; the taxonomy and classification of extant fish groups; basic anatomy and physiology of fishes; general and specific aspects of the biology of fishes, including age and growth, reproduction, osmotic regulation swimming and buoyancy; general and specific aspects of the ecology of fishes, including fish communities in freshwater, estuarine, coastal, oceanic and deep-ocean communities. This course is a combined lecture and lab class. 92 contact hours.

ZOO 4513C ANIMAL BEHAVIOR WITH LAB 4 credits

Prerequisite: [BSC 2011/2011L](#) and [PCB 3043C](#). 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.

