

Tallahassee Community College



Catalog 2011•2012

www.tcc.fl.edu • (850) 201-6200

Florida Relay Service for Deaf/Speech impaired & TTY users:
Dial 7-1-1 then give the operator the DSS office number (850) 201-8430

This publication is available in alternate format upon request.
Tallahassee Community College • 444 Appleyard Drive • Tallahassee, FL 32304

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Tallahassee Community College does not discriminate against any person on the basis of race, color, ethnicity, genetic information, national origin, religion, gender, marital status, disability, or age in its programs and activities. Inquiries regarding the nondiscrimination policies may be directed to:

Renaë Tolson, Equity Officer | Room 146 Administration Building | 444 Appleyard Drive | Tallahassee, FL 32304-2895
(850) 201-8510 | tolsonr@tcc.fl.edu

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TCC Smoking Policy: All buildings and grounds are nonsmoking unless indicated otherwise. Smoking is permitted in all parking lots.

Note: TCC's Campus Police Department is located in the Centre Building. Students can find campus crime statistics in the student handbook available in the Student Union, at the Information Center in the Administration Building or on the Web at tcc.fl.edu.

TCC Directory

TCC phone numbers are in the (850) area code

Academic Affairs201-8680 acadaffairs@tcc.fl.edu	Early Childhood Professional Development Center (Child Care) 922-2099	Quincy House558-3620
Academic Computing Center .201-8265	Embry-Riddle University at TCC201-8330 alexandk@tcc.fl.edu	Saint Leo University at TCC . .201-8655 Tallahassee@SaintLeo.edu
Academic Computing Lab . . .201-8268 acc@tcc.fl.edu	Enrollment Services and Student Success201-8555 enrollment@tcc.fl.edu	Science and Mathematics . . .201-8499 scma@tcc.fl.edu
Academic Support Programs .201.8505 academicsupport@tcc.fl.edu	Equity Officer201-8510 tolsonr@tcc.fl.edu	Student Activities201-8094 campuslife@tcc.fl.edu
Admissions201-8555 admissions@tcc.fl.edu	Financial Aid201-8399 finaid@tcc.fl.edu	Student Affairs201-8490 stuservices@tcc.fl.edu
Alumni Association201-6065 alumni@tcc.fl.edu	Flagler College at TCC201-8070 brunoj@tcc.fl.edu	Student Government201-8423 sgapres@tcc.fl.edu sgavp@tcc.fl.edu
Athletics201-8066 athletics@tcc.fl.edu	Florida Public Safety Institute 201-7000 ptlea@tcc.fl.edu	TCC Capitol Center201-8762
Barry University at TCC201-8650 mbowden@mail.barry.edu	Ghazvini Center for Health Care Education . . .558-4500 healthedu@tcc.fl.edu	TCC Fine Art Gallery201-8083
Bookstore575-9200 tccbookstore@tcc.fl.edu	Help Desk201-8540 helpdesk@tcc.fl.edu	TCC Foundation201-8580 foundation@tcc.fl.edu
Boys & Girls State201-8145 boysstate@tcc.fl.edu girlsstate@tcc.fl.edu	History and Social Sciences . .201-8488 hss@tcc.fl.edu	The Talon (Student Newspaper)201-8425 talon@tcc.fl.edu
Campus Life201-8420 campuslife@tcc.fl.edu	Human Resources201-8510 humres@tcc.fl.edu	Technology and Professional Programs201-8352 tpp@tcc.fl.edu
Campus Police201-6100 campuspolice@tcc.fl.edu	Learning Commons201-8193 learningcommons@tcc.fl.edu	Testing Center201-8282 testingcenter@tcc.fl.edu
Career Center201-9970 careercenter@tcc.fl.edu	Library Circulation Desk201-8376 library@tcc.fl.edu	Thomas University264-5043
Center for Instructional Technology201-8388 cit@tcc.fl.edu	Lifetime Sports Complex201-8093 lifetimesports@tcc.fl.edu	Transcripts201-8555 enrollment@tcc.fl.edu
Center for Teaching Excellence201-6208 cte@tcc.fl.edu	Lost and Found201-6100 campuspolice@tcc.fl.edu	Turner Auditorium Box Office 201-2787
Communications and Humanities201-6070 cohu@tcc.fl.edu	Pat Thomas Law Enforcement Academy 201-7000 ptlea@tcc.fl.edu	Veterans Center201-8406
Communications and Public Information201-6049 communications@tcc.fl.edu	President's Office201-8660 tccpresident@tcc.fl.edu	Wakulla Center922-6290 wakullacenter@tcc.fl.edu
Conferences and Events201-6058		Workforce Development201-8760 workforce@tcc.fl.edu
Dental Programs201-6095		
Disability Support Services . .201-8430 dss@tcc.fl.edu		

The District Board of Trustees

The District Board of Trustees is the policy-making body for Tallahassee Community College. Trustees are appointed by the Governor and are confirmed by the Florida Senate.



Mr. Eugene Lamb, Jr., Chair – Mr. Lamb was appointed to the board in 2007 by Governor Crist. He was a teacher in the Leon County school district for 30 years. Also active in neighboring Gadsden County, Lamb has served on the Gadsden County Commission since 2004 and is currently its chairman.



Dr. Allison DeFoor, Vice-Chair – Dr. DeFoor was appointed to the board in 2009 by Governor Crist. He is a principal in The Fiorentino Group, a government relations and business development firm. DeFoor began his academic career at a community college; he went on to become a lecturer at several universities. As a public servant, DeFoor did significant work in public policy on Everglades restoration. He is now involved in the faith-based prison/penal reform movement.



Dr. Dana G. Callen – Dr. Callen is a school administrator for Leon County Schools. She has taught at St. Mary's University, Florida State University and Tallahassee Community College. Callen holds certification in Family and County Court Mediation from the Florida Supreme Court and was selected for Harvard University's Writing, Reading and Civic Education Institute. She earned a Ph.D. from FSU and has three master's degrees.



Mr. Frank Messersmith – Mr. Messersmith was appointed to the board by Governor Bush in 1999; he was reappointed by Governor Crist in 2007. A former legislator and member of the Florida Public Service Commission, Messersmith is currently a consultant specializing in legislative and regulatory matters.



Dr. Kimberle Moon – Dr. Moon was appointed to the board by Governor Bush in 2005; she was reappointed by Governor Crist in 2009. She serves on the music faculty of the Baptist College of Florida and as a singing voice specialist for the Tallahassee Professional Voice Clinic. A resident of Gadsden County, Moon earned a Doctorate of Musical Arts from The Ohio State University.



Ms. Karen B. Moore – Ms. Moore was appointed to the board in 2007 by Governor Crist. She is the president of Moore Consulting Group, a public relations and advertising firm. Moore previously served as president of the TCC Foundation Board, chairing the College's first capital campaign, which secured \$10 million. She is also chair-elect of the Economic Development Council of Tallahassee/Leon County.

A Message from the President

Welcome to Tallahassee Community College!

Whether you are a new student or a returning student, I hope you are excited about the upcoming semester and the steps you plan to take toward your academic and career goals. The faculty and staff of TCC are focused on helping you succeed at every level—from the classroom to the job market. We are all part of your team, and we measure our success by your success.

There is a strong system of support behind you and every TCC student. It starts with faculty members who are focused on teaching and dedicated to student success. Outside the classroom, our user-friendly Learning Commons provides tutoring and other assistance and works hand-in-hand with the library and academic computing labs to give students complete access to resources and caring and knowledgeable professionals.

Student success specialists are stationed all around campus—in classroom buildings, The Learning Commons and the Student Union—to give you easy access to advising services. The Career Center will help you identify your professional goals and connect with internships that will open doors to your future.

The College's global education programs, academic teams, clubs, athletic and recreation programs, student government activities, and other student organizations offer you opportunities to participate, to lead and to develop skills you will use long after graduation.

Please take advantage of everything TCC has to offer to make the most of your college experience.

This is an exciting time for Tallahassee Community College. In April, TCC learned it is one of only 120 community colleges nationwide that is eligible for the Aspen Prize for Community College Excellence. TCC was selected for having demonstrated high standards for learning and college completion without delay while serving as a training ground for jobs that pay competitive wages.

Our new Ghazvini Center for Health Care Education opens its doors in August 2011, giving nursing, respiratory care and other programs a new high-tech home in the heart of Tallahassee's health care corridor. Meanwhile, our dental hygiene and dental assisting programs will have the room they need to grow on the main campus and offer their students state-of-the-art instructional and clinical technologies.

You may plan to transfer to a university, or you may be working toward a career degree or certificate. Whatever your goals are, you can take your most important steps toward success right here at TCC.

Sincerely,



Jim Murdaugh,
President



Fall 2011 Academic Calendar*

	MAIN SESSION Aug. 29 - Dec. 16	AUGUST EXPRESS Aug. 29 - Oct. 19	SEPTEMBER EXPRESS Sept. 14 - Dec. 16	OCTOBER EXPRESS Oct. 20 - Dec. 16
Deadline for international applicants to fulfill all requirements	June 1	June 1	June 1	NA
Preferred admission application dates. (except for Self-Paced Instruction and health-related programs)	August 1	August 1	September 1	October 1
Fee payment deadline	August 9	August 9	September 16	October 4
Classes begin	August 29	August 29	September 14	October 20
Last day to add a class	August 30	August 30	September 15	October 21
Last day to cancel registration/drop courses and receive a refund	September 2	September 2	September 20	October 26
Last day to change from Audit to Credit or Credit to Audit	September 2	September 2	September 20	October 26
Financial aid distribution	TBA	TBA	TBA	TBA
Last day to withdraw from a course(s); last day instructors may assign AWW	November 8	October 3	November 15	November 29
Classes end	December 9	October 17	December 9	December 9
Last day to finish incomplete (I) grades received in the previous term (does not apply to SPI courses)	December 16	December 16	December 16	December 16
Final examinations as scheduled	December 12-16	October 18-19	December 12-16	December 12-16
Term ends	December 16	October 19	December 16	December 16
Final grades available on TCC Passport	December 20	October 22	December 20	December 20

College Holidays/Special Events*

- Labor Day (College closed) September 5, 2011
- Student Spirit Day October 5, 2011
- Veterans Day (College closed) November 11, 2011
- Thanksgiving (College closed beginning 5 p.m., Nov. 23, 2011) . November 24-25, 2011
Note: No Saturday classes on November 26, 2011
- Mid-Year Break December 21, 2011 - January 2, 2012
 (College closed beginning 5 p.m. on Tuesday, December 20, 2011)

The dates referenced above pertain to classes that begin and end in accordance with the traditional College term. Classes conducted in a nontraditional format (e.g., Self-Paced Instruction [SPI], variable starting dates) and workforce programs have different deadlines.

Please contact the Enrollment Services and Student Success Office for specific deadline information at (850) 201-8555. A detailed calendar is available on TCC's Web site, www.tcc.fl.edu.

*Calendar dates are subject to change. See Academic Calendar on www.tcc.fl.edu for calendar updates.

Spring 2012 Academic Calendar*

	MAIN SESSION Jan. 5 - Apr. 27	JANUARY EXPRESS I Jan. 5 - Feb. 24	JANUARY EXPRESS II Jan. 23 - Apr. 27	FEBRUARY EXPRESS Feb. 27 - Apr. 27
Deadline for international applicants to fulfill all requirements	October 1	October 1	October 1	NA
Preferred admission application dates. (except for Self-Paced Instruction and health-related programs)	December 1	December 1	January 8	February 1
Fee payment deadline (tentative)	December 13	December 13	January 10	February 14
Classes begin	January 5	January 5	January 23	February 27
Last day to add a class	January 6	January 6	January 24	February 28
Last day to cancel registration/drop courses and receive a refund	January 11	January 11	January 27	March 2
Last day to change from Audit to Credit or Credit to Audit	January 11	January 11	January 27	March 2
Financial aid distribution	TBA	TBA	TBA	TBA
Last day to withdraw from a course(s); last day instructors may assign AW	March 20	February 7	March 23	April 5
Classes end	April 20	February 22	April 20	April 20
Last day to finish incomplete (I) grades received in the previous term (does not apply to SPI courses)	April 27	April 27	April 27	April 27
Final examinations as scheduled	April 23-27	February 23-24	April 23-27	April 23-27
Term ends	April 27	February 24	April 27	April 27
Final grades available on TCC Passport	May 1	February 28	May 1	May 1

College Holidays/Special Events*

Martin Luther King, Jr., Day (College closed) January 16, 2012

Note: Saturday classes will be in session

Spring Break (College closed) March 5-9, 2012

Note: No Saturday classes on March 10, 2012

Student-Faculty Day April 4, 2012

The dates referenced above pertain to classes that begin and end in accordance with the traditional College term. Classes conducted in a nontraditional format (e.g., Self-Paced Instruction [SPI], variable starting dates) and workforce programs have different deadlines.

Please contact the Enrollment Services and Student Success Office for specific deadline information at (850) 201-8555. A detailed calendar is available on TCC's Web site, www.tcc.fl.edu.

*Calendar dates are subject to change. See Academic Calendar on www.tcc.fl.edu for calendar updates.

Summer 2012 Academic Calendar*

	MAIN SESSION May 7 - July 19	MAY EXPRESS May 7 - June 19	JUNE EXPRESS June 25 - August 9
Deadline for international applicants to fulfill all requirements	March 1	March 1	N/A
Preferred admission application dates. (except for Self-Paced Instruction and health-related programs)	April 1	April 1	June 1
Fee payment deadline (tentative)	April 24	April 24	June 12
Classes begin	May 7	May 7	June 25
Last day to add a class	May 8	May 8	June 26
Last day to cancel registration/drop courses and receive a refund	May 11	May 11	June 29
Last day to change from Audit to Credit or Credit to Audit	May 11	May 11	June 29
Financial aid distribution	TBA	TBA	TBA
Last day to withdraw from a course(s); last day instructors may assign AWW	June 22	June 4	July 24
Classes end	July 17	June 15	August 7
Last day to finish incomplete (I) grades received in the previous term (does not apply to SPI courses)	August 9	August 9	August 9
Final examinations as scheduled	July 18-19	June 18-19	August 8-9
Term ends	July 19	June 19	August 9
Final grades available on TCC Passport	July 24	June 22	August 14

College Holidays/Special Events*

Memorial Day (College closed). May 28, 2012
 Independence Day (College closed) July 4, 2012

The dates referenced above pertain to classes that begin and end in accordance with the traditional College term. Classes conducted in a nontraditional format (e.g., Self-Paced Instruction [SPI], variable starting dates) and workforce programs have different deadlines.

Please contact the Enrollment Services and Student Success Office for specific deadline information at (850) 201-8555. A detailed calendar is available on TCC's Web site, www.tcc.fl.edu.

*Calendar dates are subject to change. See Academic Calendar on www.tcc.fl.edu for calendar updates.

Health Program Application Deadlines*

Fall 2011 Entry

Dental Assisting.	June 13, 2011
Dental Hygiene.	May 9, 2011
Emergency Medical Technology (EMT)	June 13, 2011
Nursing.	May 9, 2011
Paramedic	April 4, 2011
Respiratory Care**	May 9, 2011*

Spring 2012 Entry

Diagnostic Medical Sonography.	September 12, 2011
Emergency Medical Technology (EMT)	October 31, 2011
Nursing.	September 12, 2011
Paramedic	September 12, 2011
Radiologic Technology	September 12, 2011

Fall 2012 Entry

Dental Assisting.	June 15, 2012
Dental Hygiene.	May 7, 2012
Emergency Medical Technology (EMT)	June 15, 2012
Nursing.	May 7, 2012
Paramedic	April 6, 2012
Respiratory Care.	May 7, 2012*

**Respiratory Care Program will accept applications after the deadline if there are open seats in the upcoming class. Applications submitted after the deadline will be evaluated as they are received, until the class is full.

Program applications for Dental Assisting, Dental Hygiene, EMT and Paramedic can be downloaded from the program Web sites. All other applications are to be submitted online.

For more information, contact the
Health Care Programs Specialist at (850) 201-8441

AUGUST 2011						
S	M	T	W	R	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER 2011						
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18	19	20	21	22	23	24
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OCTOBER 2011						
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23	24	25	26	27	28	29
30	31					

NOVEMBER 2011						
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27	28	29	30			

DECEMBER 2011						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY 2012						
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15	16	17	18	19	20	21
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29	30	31				

FEBRUARY 2012						
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26	27	28	29			

MARCH 2012						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL 2012						
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29	30					

MAY 2012						
S	M	T	W	R	F	S
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27	28	29	30	31		

JUNE 2012						
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24	25	26	27	28	29	30

JULY 2012						
S	M	T	W	R	F	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST 2012						
S	M	T	W	R	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

*Calendar dates are subject to change. See Academic Calendar on www.tcc.fl.edu for calendar updates.

FACTS ABOUT TCC

Institutional Mission

Statement of Philosophy

Strategic Plan

History of the College

TCC's Commitment

Accreditation

TCC Foundation

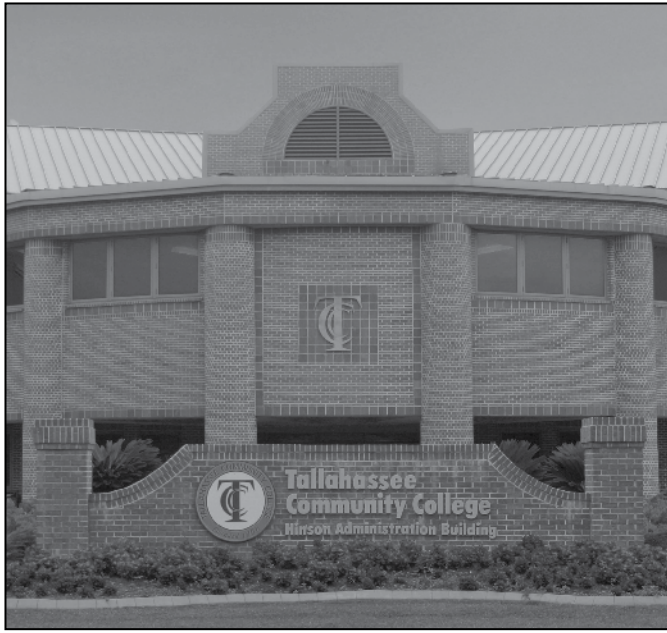
Alumni Association

Center for Workforce Development

University Partners

Campus, Service Centers, Maps/Locations

Facts about Tallahassee Community College



Institutional Mission

Tallahassee Community College is an open-admission, comprehensive community college committed to preparing students for university transfer and to meeting economic and workforce needs. Its mission is to attract and support an outstanding faculty and staff that pursue excellence in teaching and learning through educational programs and services that promote the intellectual, social and personal development of students; to assist students in developing the ability to think critically, creatively and reflectively; and to prepare students for productive and satisfying lives.

Statement of Philosophy

Tallahassee Community College has established an educational program to provide instruction and experiences that will enable the individual to understand the democratic value system and the complex customs and institutions through which that system operates.

In a free society, people must be disciplined by a sense of respect for others and a love of truth and justice. The basic principle on which this system is founded is the belief that each individual has dignity and worth. A corollary principle is the concept that each individual has the obligation to further the general welfare of society. The College believes that these principles are enhanced when each person is given access to differing and competing views. Through this process, the individual can develop the ability to make rational decisions.

In support of these principles, the College believes in the policy of open admissions and believes that each person should have an equal opportunity to develop as fully as possible through education.

The College is committed to providing an educational experience based on the highest academic and professional standards, mutual respect, tolerance for diverse ideas and a learning environment which is caring and supportive in order to meet the diverse needs reflective of its students and the community.

Strategic Plan

The Tallahassee Community College Strategic Plan focuses on goals and outcomes related to the following priorities:

• Student Success

Provide programs and services to students that increase the opportunity for students to define and reach their educational and career goals by connecting them to the appropriate college resources and empowering them to take responsibility for their education.

• Enhanced Learning

Deliver academic programs and learning support services that provide students with the appropriate resources for learning the knowledge and skills needed for the workplace or for transfer to baccalaureate programs in state universities. This priority requires exceptional levels of performance and achievement by all faculty and staff and therefore includes campus support and resources to meet professional growth expectations for all employees.

• Community

Provide innovative solutions that strengthen our region's economy and workforce competitiveness.

• Alternative Delivery Systems

Deliver curriculum and learning support resources at appropriate times and in appropriate formats to meet student needs.

• Technology and Out of Class Support

Implement the appropriate technology and services to facilitate the learning environment for every Tallahassee Community College student.

• Finance

Provide effective stewardship to enhance new and existing revenues and resources to promote growth and increase cost effectiveness.

• Facilities

Develop and construct capital projects that enhance the learning centered environment, improve physical facilities, and ensure physical safety.

• Foundation

Develop and implement systems for attracting financial resources to enhance student access and promote excellence in teaching and learning.

History of the College

Tallahassee Community College opened in 1966 to serve the post-high school educational needs of students from a district comprised of Gadsden, Leon and Wakulla counties. Although most students still come from this district, the College enrolls students from throughout Florida, from most states and many foreign countries. TCC has grown from an enrollment of 698 students in Fall 1966 to more than 14,500 full-time students today.

A Decade by Decade Review of the History of Tallahassee Community College

1966-1975

An above-the-fold article published on September 13, 1966, in *The Tampa Tribune*, proclaimed, “New Tallahassee JC a success before it opens.” A few days later, at Godby High School and across town at Rickards High School, Tallahassee Junior College welcomed nearly 700 students its first year. Three new buildings were ready for occupancy on Appleyard Drive in time for the second year of operation. In 1968, the Legislature established the District Board of Trustees as the governing authority for the College; Tallahassee businessman Earl Lambert served three terms as the first board chairman. Tallahassee Junior College became Tallahassee Community College (TCC) in 1970 and one- and two-year occupational programs, including nursing, were added to the curriculum. The 1,000th person graduated. Dental hygiene was added and College enrollment approached 3,000.

1976-1985

During the second decade, enrollment steadily grew to more than 5,000. President Fred W. Turner retired and Dr. Marm M. Harris was named TCC’s second president. An artist series began to attract community leaders to the campus, enhancing the town/gown relationship. The TCC Foundation was established and the Lifetime Sports Complex opened. In 1983, Dr. James H. Hinson, Jr., became TCC’s third president and led the College through a period of enrollment growth and legislative appropriations. Also in 1983, TCC students won the Math Olympics state title, beginning a tradition of student success in academic competition. A study reported TCC had a \$47.2 million positive economic impact in the community.

1986-1995

As the fastest growing community college in Florida, TCC saw its enrollment jump by nearly 1,000 students in the first term of the third decade. By the end of the decade, enrollment had doubled. In 1988, TCC was first among Florida community colleges in the proportion of faculty members holding a Ph.D. *Eyrie*, the student literary magazine, was named best in the nation, and the student newspaper won state, regional and national accolades. An athletic program was re-established with a strong base in academics. A new library and administration building were added. Campus size grew from 54 acres to more than 140. President Hinson led the College through a decade that also saw extensive renovation and campus infrastructure upgrades. TCC’s softball team won the National Junior College Athletic Association slow pitch championship in 1994.

1996-2005

With its fourth president, Dr. T.K. Wetherell, at the helm, numerous new occupational programs were added in the fourth decade, and cooperation with universities was enhanced. In 2000, TCC formed its first university partnership with Flagler College and has since partnered with Embry-Riddle Aeronautical University (2001), Barry University (2003), Saint Leo University (2006) and Thomas University (2010). As a result, students can pursue bachelor’s and graduate degrees without leaving TCC’s main campus.

The College’s infrastructure continued to grow by leaps and bounds. In the mid-1990s, a new Student Union was constructed, as was the Technology and Professional Programs Building, while a renovated facility became the Academic Computing Center. After the turn of the century, TCC opened the History and Social Sciences Building, named for President Wetherell; the Computer Technology Building; and the Center for Workforce Development.

The TCC Alumni Association and Eagle Athletics Hall of Fame were established. The Challenge Scholarship Program and many other scholarships were established. Florida Governor Jeb Bush was the 2000 commencement speaker. The Brain Bowl team won its first state title. TCC acquired the Pat Thomas Law Enforcement Academy (PTLEA).

Dr. Bill Law became TCC’s fifth President in 2002 and began launching new initiatives that resulted in greater community involvement for TCC.

2006-present

TCC celebrated its 40th anniversary in 2006, highlighted by a series of community and alumni events, including the TCC Alumni Hall of Fame ceremony, Community Day at TCC and the 40th Anniversary Gala. Under President Bill Law’s leadership, TCC expanded its health care programs and placed a major emphasis on workforce development. Innovative teaching methods also began to draw national recognition for faculty. 2006 also marked the successful completion of the College’s first capital campaign. The \$10 million campaign included the largest private donation in the College’s history, a \$2 million gift from Tallahassee’s Ghazvini family.

The William D. Law, Jr. Learning Commons opened in 2008, bringing all of the College’s academic support facilities together beneath one roof. In 2009, the TCC District Board of Trustees approved creation of the Florida Public Safety Institute (FPSI) to be the umbrella entity for the Pat Thomas Law Enforcement Academy and several other training academies housed on the site in Gadsden County. A new FPSI conference center opened in 2009. That same year, TCC broke ground on the Ghazvini Center for Health Care Education. Reflecting its active commitment to student success, the College implemented electronic learning plans that allow students to monitor their progress toward their academic and career goals. The Advanced Manufacturing Training Center (AMTC), funded through a Department of Defense grant, opened on the main campus in August of 2010. The AMTC offers the citizens of Northwest Florida customized, high-quality manufacturing training in a state-of-the-art facility.

The presidency of Dr. Jim Murdaugh was launched on November 15, 2010. Murdaugh began his tenure as the College was increasing its focus on health care training programs and other workforce initiatives, while continuing to enhance the academic and support services provided to students in the university transfer program and all areas of the curriculum. In early 2011, TCC opened a new veterans center on the second floor of the Student Union.

TCC's Commitment

TCC welcomes recent high school graduates and adults who wish to start or continue a college education. In addition, the College welcomes individuals who want to take courses for their enrichment or enjoyment. The policy of TCC's District Board of Trustees is that no person shall, on the basis of race, color, ethnicity, genetic information, national origin, sex, disability or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination or harassment under any educational program or activity, or in any employment conditions or practices of the College.

Most TCC students are working towards the Associate in Arts degree for transfer to a four-year college or university. Others seek one-year certificates or two-year degrees in career areas. TCC also provides noncredit courses designed to enhance the skills necessary to maintain current employment or to re-train for a new occupation.

The College's educational services are available day and evening throughout the year. Each term, TCC offers a full schedule of evening courses, making it possible for non-traditional students to complete the Associate in Arts degree within two years. Enrollment Services and Student Success, Academic Support, Financial Aid and Workforce Development services are also available during the evening.

The faculty at TCC is best described as a teaching faculty. Faculty members are able to devote most of their time to teaching, to advising students individually and to helping students make the adjustment to college. Teachers impart knowledge to stimulate critical thinking, develop skills and broaden and enrich student interest. Their major efforts are directed towards helping students master subject matter and reach their potential. TCC uses a variety of educational delivery methods. Courses may be taught in the traditional campus classroom setting or at off-campus sites. Many courses are available in a non-traditional formats, such as Web-based courses, television courses and self-paced instruction.

The College is committed to making all its programs, services and facilities accessible to and usable by persons with disabilities in order for students to effectively transition to college and obtain maximum benefit from the educational experience.

Accreditation

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

Programs in Dental Assisting, Dental Hygiene, Emergency Medical Services Technology and Respiratory Care are also examined and accredited by specialized accrediting associations. Additionally, the College provides cooperative programs with other accredited institutions that lead to certain associate degrees and programs of shorter duration that lead to certificates.

Courses completed at the College may be transferred to other institutions. In general, credits will not be lost if they are applicable to the curriculum the student plans to pursue at the receiving institution and if grade requirements are met.

TCC Foundation

The Tallahassee Community College Foundation is the private fundraising arm of the College. A not-for-profit corporation created under Florida law, it is governed by a board of directors made up of community leaders. The Foundation is dedicated to supporting the needs of the College not met by state funding. Its mission is to encourage and receive private gifts and contributions and to account for, manage and help invest monies and assets given to enhance the College's many educational offerings. The Foundation's investment program seeks to maximize return on investments with minimal risk.

The Foundation consistently provides essential support that allows campus life to flourish. This includes the development of scholarships for students; procurement of needed facilities and special equipment; assistance for faculty and staff; and support for student activities, the Alumni Association, the TCC Eagle Boosters and the Association of Retired Faculty and Staff.

Alumni Association

The TCC Alumni Association serves as the liaison between Tallahassee Community College and its alumni to promote support for TCC and excellence in education. Members are goodwill ambassadors who promote the general welfare and vision of the College, while communicating the excellence of TCC to the community.

The Alumni Association welcomes graduates and friends of the College to its membership. Governed by a board of directors comprised of dedicated alumni, the Association sponsors the Alumni Brick Circle of Remembrance, the Alumni Hall of Fame, the Alumni Scholarship for returning students and a newsletter for graduates and friends. The Association also supports events that bring alumni together, along with initiatives such as TCC's African-American History Month Calendar and Women's History Month ceremony.

The Alumni Association maintains visibility with currently enrolled students by having a student representative on its board of directors, providing scholarships, sponsoring a booth at student orientation and providing complimentary memberships to first-year alumni.

Center for Workforce Development

Tallahassee Community College's Center for Workforce Development offers customized courses and services to enhance employees' careers, programs to improve business effectiveness and support for returning adult learners. Targeted workforce training is offered in fields such as allied health, business, information technology, manufacturing, construction and trades. To refine professional skills needed for in-demand jobs at local businesses, training is offered in areas such as leadership, teamwork and supervision. Workforce Development adapts to the evolving needs of the community, customizes offerings based on solid research and produces programs that positively impact north Florida's economy.

The Center for Workforce Development has facilities at the main campus, The Wakulla Center and the TCC Capitol Center. For information about courses, programs and facilities, call (850) 201-8760 or visit workforce.tcc.fl.edu.

• Adult Education

The Adult Education Department includes Adult Basic Education (ABE), General Educational Development (GED) and English for Speakers of Other Languages (ESOL). These programs provide support for the development of basic skills in reading, writing and mathematics and offer learners the opportunity to acquire the knowledge and life skills needed to function effectively as workers, citizens and family members in a changing world. Adult education programs are available at no cost to students. For information, call (850) 201-6104.

• Business and Professional Development

Business and Professional Development courses are offered to local employers and individuals seeking to enhance their professional skills or acquire the latest industry certifications. Topics range from intergenerational communication and frontline supervision to customer service and professional writing skills. Workforce Development also offers certifications and renewals of professional licenses in the areas of insurance, real estate and certified financial planning. For information, call (850) 201-8069.

• Conferences and Events, Facilities Rental

The Center for Workforce Development offers state-of-the-art conference and event space on the main campus and at the TCC Capitol Center.

The main campus facility is ideal for conferences, seminars, banquets and trade shows for two to 250 participants. Venues include a board room, auditorium, banquet hall, computer labs and traditional classroom spaces.

The TCC Capitol Center is located within easy walking distance of the Capitol. In addition to event space rentals, business suites and offices are available for annual and short-term lease to companies and individuals who need convenient access to the downtown area or the Capitol Complex.

For information about main campus conference and event facilities, call (850) 201-6058. For information about the TCC Capitol Center, call (850) 201-7662.

• Construction and Skilled Trades

The Center for Workforce Development offers construction and skilled trades training programs that provide a foundation for entry-level employees to transition from the classroom to employment or upgrade their skills. Programs include heating, ventilating and air conditioning (HVAC); plumbing; electrical; low voltage cabling; masonry; heavy equipment operator (backhoe); drywall installation and finishing; and carpentry. Workforce Development also offers Occupational Safety and Health Administration (OSHA) employee safety courses. TCC is a certified National Center for Construction Education and Research (NCCER) training facility and provides a variety of NCCER industry-recognized certificate programs. Registered apprenticeship programs in electrical and masonry are also available. For information, call (850) 201-8722.

• Corporate Services

Corporate Services provides solutions to help organizations perform at optimum levels. Our staff and consultants assist public agencies and private companies in hiring and promoting the right people through pre-hire employee assessment, identifying any performance gaps, and developing strategic, cost-effective solutions to close those gaps. Corporate Services provides customer and employee surveys and, when training is the desired solution, customized training tailored to the organization. Our systemic approach, which focuses on employee, process and organizational performance, improves employee retention, employee and customer satisfaction, productivity and the bottom line. Call (850) 201-8768 for information and let TCC ignite your business performance.

• Green Jobs Programs

The Florida Green program provides training in renewable energy production and energy conservation. Programs include solar thermal hot water heating, solar photovoltaics, weatherization, Get the “Green Advantage” (Your Role in the Green Environment) and Best Management Practices. The College is a certified National Center for Construction Education and Research (NCCER) training facility and provides a variety of NCCER industry-recognized certificate programs. Additionally, TCC is an approved partner of the Banner Center for Clean Energy located at the Florida Solar Energy Center. For information, call (850) 201-9612.

• Allied Health Careers Continuing Education

A comprehensive menu of courses is offered to meet the demands of the growing health care workforce. Courses are a joint venture between the Division of Health Care Professions and the Center for Workforce Development and are designed for current members of the health care profession and students seeking an entry-level credential. New programs include certified nursing assistant (CNA), pharmacy technician and electronic health information specialist. For information about the pharmacy technician program, call (850) 201-9766. For information about CNA or other health programs, call (850) 201-6644.

• Information Technology

Information technology courses are available to prepare for workforce entry and to enhance current technology skills. Courses range from computer literacy to .NET Programming and industry-recognized certification preparation courses. The Tech@Night program offers convenient workshops dedicated to a new topic each night. Participants choose courses that meet their specific needs, with no commitment to a long-term schedule. TCC certificates are awarded for each class. For information, call (850) 201-6105.

• Manufacturing and Industrial Technology

The newly opened Advanced Manufacturing Training Center (AMTC) provides manufacturing and industrial technology skills training for both students and employees of local manufacturers. Our hands-on training programs give students the competitive edge needed to succeed in today’s tough job market. Courses include computer numerical controlled (CNC) machining, composite material manufacturing techniques, blueprint reading, gauging, safety awareness, quality control, equipment maintenance and production processes. The AMTC also houses training systems for hydraulics, pneumatics, motor controls and mechanical systems, all of which are critical to support industrial production and equipment maintenance. Both industry-recognized and TCC certifications are available. TCC is a Manufacturing Skill Standards Council (MSSC) assessment center and offers training that prepares students to sit for the Certified Production Technician examination. Students and manufacturers will benefit from the highest quality training and will have access to manufacturing development services in a facility uniquely designed to meet their needs. For information, call (850) 201-9720.

University Partners

Tallahassee Community College formed its first university partnership with Flagler College in Fall 2000 and has since partnered with Embry-Riddle Aeronautical University (2001), Barry University (2003), Saint Leo University (2006) and Thomas University (2010). TCC graduates and others can pursue bachelor and graduate degrees on TCC's campus through the programs of its five University Partners. Degree programs are offered in a wide variety of disciplines. The administrative offices of TCC's University Partners are located in TCC's University Center, and classes are held on the TCC campus.

Students enrolled in courses with University Partners have access to many of the services available to TCC students. Please contact TCC's University Partners to find a program that is right for you.

Barry University

Maggie Bowden, *Director*

Elain Carroll, *Adviser*

(850) 201-8650

(850) 385-2279

Embry-Riddle Aeronautical University

Katrina Alexander,

Associate Director of Academic Support

(850) 201-8330

Flagler College

John Bruno, *Dean*

(850) 201-8070

Saint Leo University

Matthew Hollern, *Director*

(850) 201-8655

Thomas University

Bill Milford, *Division Chair*

(229) 226-1621, Ext. 223

Kellie O'Dare, *Assistant Professor*

(850) 264-5043

Deryl Ouzts, *Admissions Counselor*

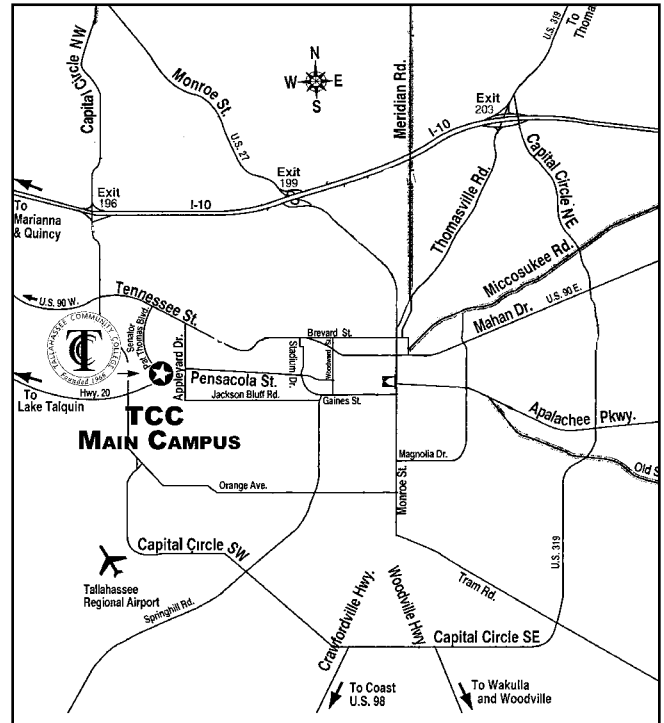
(800) 538-9784, Ext. 127

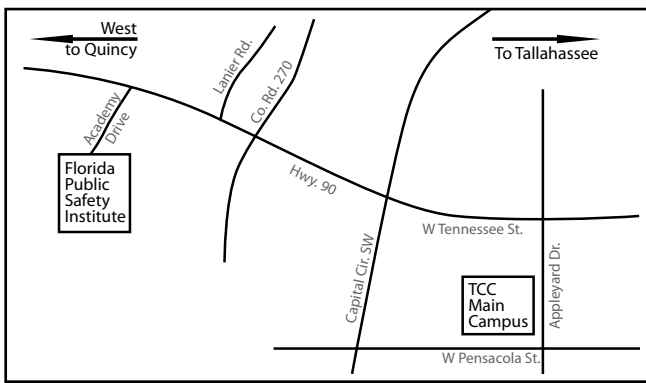
Campus, Service Centers, Maps/Locations

Tallahassee Community College has one of the most beautiful community college campuses in the nation. Most buildings are constructed in classic brick, which creates a traditional collegiate appearance, while projecting a sleek, modern design.

The College's beauty does not stop at the front door. Interiors are attractive, yet functional and user-friendly. The entire campus offers wireless technology, and many buildings are equipped with cutting-edge instructional technologies. The College's off-campus service centers and the Florida Public Safety Institute, home of Pat Thomas Law Enforcement Academy, are also designed to provide an inviting learning environment for both students and community members.

The College's commitment to the Big Bend region is reflected in its off-campus service centers located throughout the tri-county service district: TCC Capitol Center, The Quincy House and The Wakulla Center.





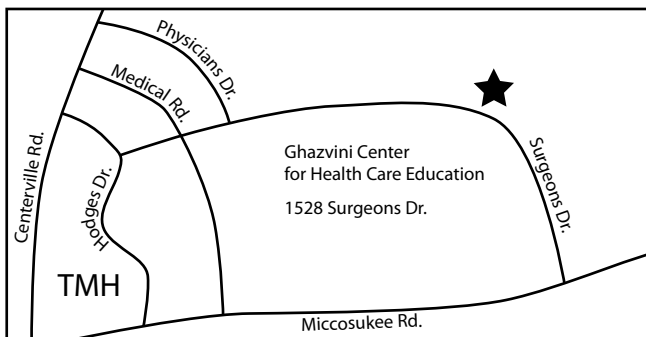
• Florida Public Safety Institute

The Florida Public Safety Institute is located in Gadsden County, 14 miles west of the main campus. The Institute, which sits on approximately 1,500 acres, is a unique, world-class learning environment that provides training in realistic contexts conducted by experts from all areas of criminal justice.

The Institute includes the Pat Thomas Law Enforcement Academy (PTLEA), which offers basic recruit courses in law enforcement, corrections and correctional probation. The Academy serves 65 state, regional, county and municipal agencies representing more than 4,000 officers. In addition, PTLEA hosts training for a number of federal agencies, including the Federal Bureau of Investigation, Alcohol Tobacco and Firearms, U. S. Secret Service, Federal Fish and Wildlife Agency and National Guard. The Florida Public Safety Institute also provides training in telecommunications, private security and law enforcement intelligence.

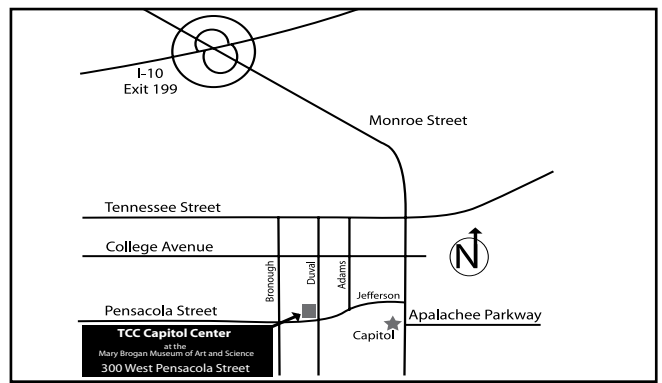
The Institute partners with the Tallahassee Fire Department to operate the Tallahassee Fire Academy, which provides state-approved training to those seeking employment as a firefighter in Florida. The Institute also provides a 330-bed dormitory and a full-service cafeteria that seats more than 500 people.

The Florida Public Safety Institute is expanding its continuing education efforts by attracting more officers to FPSI's campus for training, exporting training to other areas of the state and nation, and using distance learning to reach new audiences. For information, call (850) 201-7000 or visit fpsi.tcc.fl.edu.



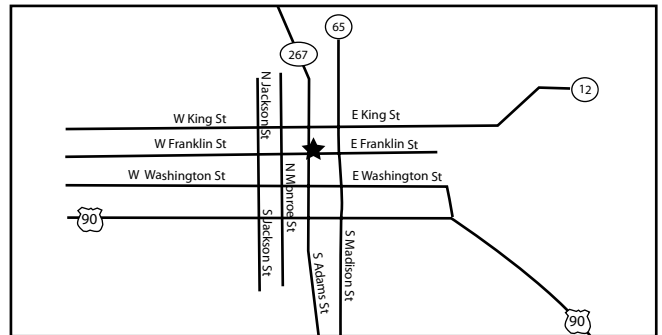
• Ghazvini Center for Health Care Education

The Ghazvini Center for Health Care Education is located in Tallahassee near both major hospitals and other health care providers. The Ghazvini Center is the new home of TCC's programs in diagnostic medical sonography, emergency medical services technology, nursing, radiologic technology and respiratory care. The facility offers cutting-edge technology and houses classrooms, conference rooms, a library, laboratory space, a simulation center and the administrative offices of TCC's Division of Health Care Professions.



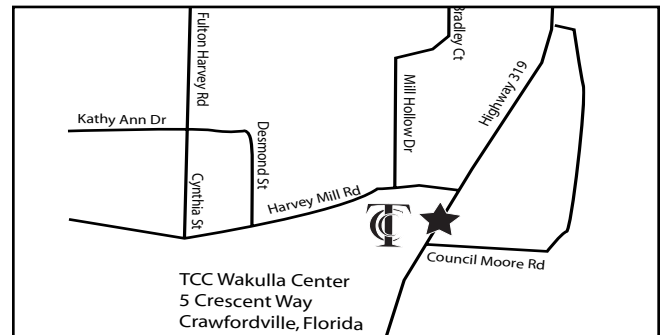
• TCC Capitol Center

The TCC Capitol Center offers something unmatched by any other meeting or classroom facility in Tallahassee—a location directly across the street from Florida's state capitol. Located in the same building as The Mary Brogan Museum of Art and Science, TCC Capitol Center features state-of-the-art technology and is designed with enough flexibility to host a variety of events. Business suites, meeting rooms, exhibit space and classrooms are sure to meet the needs of any organization. Numerous professional development courses are also offered. For information, call (850) 201-8762.



• Quincy House

Even though TCC's service centers share common goals and objectives, The Quincy House provides unique programs that reflect the needs of Gadsden County. The Quincy House plays a significant role in community development, with a keen commitment to serving children, adults and senior citizens. For information, call (850) 875-3462.



• Wakulla Center

The Wakulla Center offers professional development training, after-school and summer programs, and community development activities. The Wakulla Center also provides community workshops and continuing education courses specific to the needs and interests of the county's residents. The Wakulla Center is home to TCC's Ecotourism Institute. For information, call (850) 922-6290.

ADMISSIONS, ACADEMIC ADVISING AND REGISTRATION

Admission Policy and Equity Concerns

Prior Violations Policy

Admission Information and Procedures

The Honors Program

Inter-institutional Registration

Student Placement

New Student Orientation

Academic Advising

Registration

Drug-free Campus

Tallahassee Community College (TCC) welcomes applications for admission for the Fall, Spring and Summer terms. To assist students with their transition to college studies at TCC, the Enrollment Services and Student Success office provides important student services that include, but are not limited to, processing applications for admission; evaluating high school transcripts and college transcripts for transfer credit; granting permission for international students to study at the College; coordinating new student orientation, advising and registration; and certifying graduation. The Enrollment Services and Student Success office is located on the second floor of the Student Union.

Admissions Policy and Equity Concerns

Tallahassee Community College is a college of equal opportunity and open admission. All applicants for admission and student jobs are considered solely on the basis of individual qualifications, without regard to the applicant's race, age, religion, national origin, gender, disability, marital status or genetic information. *However, TCC reserves the right to deny admission to any applicant about whom there is evidence the individual may be disruptive or may interfere with the orderly conduct, processes, functions or programs of the College.*

The complaint of any student who has reason to feel he or she has been affected by discrimination or harassment will be considered through appropriate procedures. Complaint procedure forms may be obtained from the Office of the Vice President for Student Affairs or from the Human Resources department. In accordance with the Educational Equity Act, the College has designated the human resources director (Renae Tolson) as the equity coordinator. For grievance procedures, call the TCC human resources director at (850) 201-8510. The Human Resources department is located on the first floor of the Administration building, in Suite 154.

Prior Violations Policy

All students who have had a prior violation (law and/or educational discipline) must provide this information on the TCC admission application. This information will be referred to the Judicial Affairs Office (JAO) in the Campus Life office for review. Failure to disclose prior violations may result in suspension from the institution.

All violations are reviewed case-by-case and weighted in favor of the safety and welfare of the campus community. When appropriate, JAO reserves the right to place conditions on a student's enrollment or recommend to the Admissions Committee that the student be denied enrollment. When denied admission, the student may have the right to appeal based on specific criteria or circumstances.

Admission Information and Procedures

• Beginning Freshman

A student who has never attended college before will be considered a freshman.

Florida and non-Florida students applying for associate degree programs or college credit certificate programs may be admitted if they have satisfied one of the following:

1. Standard High School Diploma

High school graduates must have earned a standard high school diploma from a regionally accredited high school. An official high school transcript with high school graduation date is required for admission. (Note: Should the quality of the educational program of the institution attended appear unsatisfactory, the dean of enrollment management or the college registrar has the authority to not accept the document.)

2. General Educational Development (GED) Diploma

Students who have earned a state-issued General Educational Development diploma are entitled to admission. An official transcript of the GED test scores is required for admission.

3. Certificate of Completion/Postsecondary Education Readiness Test-/College Placement Test-Eligible

Students who earn a certificate of completion/PERT-/CPT-eligible will not be admitted to limited-access programs and may not be eligible for financial aid.

4. Home Educated Students

Home educated students must complete the Affidavit for Home Educated Students form verifying high school graduation. Students must certify that their program has satisfied the requirements of section 1002.41, Florida Statutes. This form may be obtained from the Enrollment Services and Student Success office and must be notarized.

5. Undocumented Immigrants

Undocumented immigrants who graduate from a regionally accredited high school or earn a state-issued GED diploma are eligible to be admitted, but will be considered non-residents for tuition purposes.

Certain Associate in Science degrees or certificates may have additional admission requirements.

Students seeking admission to any of the health-related limited-access programs should visit the Division of Health Care Professions Web page (www.tcc.fl.edu/healthcare) for specific application procedures. Admission to the College does not guarantee admission to these programs.

• Transfer Students

Students who have attended another college or university are considered transfer students. These students must submit official transcripts from all colleges previously attended prior to registration with TCC.

TCC welcomes transfer students from other accredited colleges and universities. Transfer credit will be evaluated as to comparability in character, quantity and quality of courses offered by TCC. Evaluation of transfer credit will involve three primary considerations:

1. The educational quality of the learning experience that the student seeks to transfer
2. The comparability of the nature, content and level of credit earned to that offered by TCC
3. The appropriateness and applicability of the credit earned compared to the programs offered by TCC in light of the student's educational goals

The Enrollment Services and Student Success office has the institutional authority to administer the college's transfer policy. Actions taken by the Enrollment Services and Student Success office are subject to review by the vice president for academic affairs.

Transfer credit is accepted for freshman (1000) and sophomore (2000) level coursework completed at a regionally accredited institution. Students who have earned credit at the junior (3000) or senior (4000) level who want to use those credits toward a degree at TCC may pick up a request form at the Enrollment Services and Student Success office.

Students may request an evaluation of credit from non-regionally accredited institutions they have attended. It is the student's responsibility to provide the Enrollment Services and Student Success office with an official transcript from the non-regionally accredited college, a copy of the college's catalog, and a course description and/or syllabus with faculty credentials for each class for which the student is requesting credit. This information will be provided to the appropriate academic dean for a determination of the transfer of credit based on the considerations listed above.

Transfer students who are not eligible for readmission to an institution they previously attended may apply for admission to TCC. The academic records of transfer students will be evaluated, and students will be required to follow TCC's Standards of Academic Progress, as described beginning on page 49 of this catalog.

• Postsecondary Adult Vocational (PSAV) Certificate Programs (Clock-Hour Programs)

Admission requirements vary depending on the specific postsecondary adult vocational program (PSAV). Students must review the criteria for the desired program regarding application, placement testing and the need for a standard high school diploma or GED diploma. Students interested in PSAV programs that require a separate program admission application and prerequisite criteria need to complete all admission requirements by the published application deadline. In general, a person wanting to enroll in a PSAV program must do the following:

1. Submit an admission application and provide any additional required materials.
2. Submit an official high school transcript or official copies of GED scores for programs requiring a standard high school diploma.
3. Take the Test of Adult Basic Education (TABE) or the Basic Abilities Test (BAT) according to the requirements of the program, or present evidence of allowable substitutes. Allowable substitutes include Associate in Arts, bachelor's or graduate degree; successful completion of the college-level communication and computation skills examination; achievement of select ACT or SAT scores; or successful remediation of any academic deficiencies identified by the College Placement Test/Postsecondary Education Readiness Test and cumulative GPA of 2.5 in college-level coursework.

Note: Persons seeking admission to any of the Florida Public Safety Institute's limited-access programs should visit fpsi.tcc.fl.edu for specific application procedures. Admission to the College does not guarantee admission to these programs.

• Certificate Programs

Admission requirements vary by certificate program. Students must contact the appropriate department and/or program chair and review the criteria for the desired program regarding TCC and departmental application, placement testing, need for a standard high school diploma or GED diploma, application deadlines and required supporting documentation.

• Adult Basic Education/GED Program

The Adult Basic Education Program is designed to help reduce illiteracy and under-education among adults in Florida. The two components of the program are Adult Basic Education (ABE) and GED Preparation. To enter the Adult Basic Education or GED Preparation program, students must complete the following steps:

1. Submit a TCC application for admission.
2. Take the Test of Adult Basic Education.

For more information about the Adult Basic Education/GED program, please call (850) 201-8760.

• Non-degree Students

A student not seeking a degree or certificate from the College is considered a non-degree student. A non-degree student seeking credit must complete the following steps:

1. Submit a TCC application for admission.
2. Submit a complete Residency Affidavit as part of the College application for admission.
3. Provide proof of graduation from high school or an unofficial transcript from the last college or university attended. (Students seeking enrollment in courses that require prerequisite work must submit proof that course prerequisites have been met.)
4. Complete the Non-Degree Student form and submit it to the Enrollment Services and Student Success office. (This form can be found online at www.tcc.fl.edu under Future Students, I Am a Non-Degree Seeking Student, and must be submitted each term for which the student wants to enroll.)

• Transient Students

Transient students are students who not seeking a degree from TCC but who take courses at TCC in order to transfer the credits back to their home institution. Transient students seeking credit must complete the following steps:

1. Submit a TCC application for admission.
2. Submit a permission letter or the Transient Student Form from their home institution to the Enrollment Services and Student Success office. (Some colleges and universities allow electronic submission of the transient form or application through www.FACTS.org.)

Note: It is the transient student's responsibility to ensure that coursework taken at TCC will transfer back to his or her home institution.

• International Students

The College is authorized under federal law to enroll nonimmigrant alien students. A student who is not a citizen or permanent resident of the United States will be considered an international student. For assistance, international students may call (850) 201-8258 or visit www.tcc.fl.edu/internationalstudent. International students must complete the following steps:

1. Complete the International Student Admission Packet. The application must contain a local mailing address and an international mailing address. (Note: Neither address can be a post office box.) Due to the time required to process the application and the student's need to make visa and financial arrangements, deadlines have been established after which applications are not normally accepted. The application for admission and all supporting documents and credentials must be received no later than the dates indicated below:

Application due date if student is outside the United States:

- Fall June 1
- Spring October 1
- Summer March 1

Application due date if student currently located in the United States and has no plans to leave the country:

- Fall July 1
- Spring November 1
- Summer April 1

2. Provide official or certified copies of all secondary (high school) and postsecondary (college and/or university) transcripts and other examination results. All academic records must be issued in the native language and be accompanied by a certified English translation.

- Beginning freshmen must provide the Enrollment Services and Student Success office proof of U.S. high school equivalency. Official high school transcripts must be evaluated document-by-document by a certified evaluation agency that is a member of the National Association of Credential Evaluation Services (www.naces.org) or the International Education Credential Services provided by the American Association of Collegiate Registrars and Admissions Officers (www.aacrao.org). Examples of such agencies include World Education Services (www.wes.org) and Josef Silney & Associates (www.jsilney.com). Any costs associated with the evaluation are the student's responsibility. All evaluations must be in English.
 - Transfer students interested in receiving transfer credit for coursework completed at non-U.S. schools must provide the Enrollment Services and Student Success office a course-by-course evaluation done by a certified evaluation agency that is a member of the National Association of Credential Evaluation Services (www.naces.org) or the International Education Credential Services provided by the American Association of Collegiate Registrars and Admissions Officers (www.aacrao.org). Examples of such agencies include World Education Services (www.wes.org) and Josef Silney & Associates (www.jsilney.com). Any costs associated with the evaluation are the student's responsibility. All evaluations must be in English.
3. Submit an official Test of English as a Foreign Language (TOEFL) score report. Official English language proficiency results are required of all international applicants whose native language is not English. The following are the minimum total scores required:
 - 173 on the computer version
 - 61 on the Internet-based version
 - 500 on the paper version
 4. Submit a completed Certificate of Financial Responsibility (CFR) Form and supporting documents, such as a certification letter from a bank (on official bank letterhead) with financial data recorded in U.S. dollars and sponsor(s) letter(s). The 2011 annual estimated cost of attendance for international students is \$23,850, which includes tuition, fees, books and supplies, personal and living expenses, transportation expenses, and health insurance.
 5. Submit proof of health insurance, which is required prior to registration for classes at TCC. Information about purchase of health insurance is available in the International Student Services office or at www.tcc.fl.edu/internationalstudent.

Upon completion of all admission requirements, a Certificate of Eligibility (form I-20) will be issued to the student. The U.S. Citizenship and Immigration Services will be notified of the student's admission to TCC.

International students must register for a minimum of 12 semester hours during the Fall and Spring semesters and remain a full-time student in order to maintain status.

Since on-campus housing is not available at TCC, international students are responsible for making their own housing arrangements.

TCC has no financial aid available for international students. Since delays of up to 45 days may occur before foreign bank drafts or money orders can be negotiated, students are urged to bring sufficient cash in U.S. dollars.

• Admissions Steps for College Credit Courses

Students applying for admission for the first time must complete the following steps:

1. Submit an application for admission to the Enrollment Services and Student Success office. Applications are available at www.GoToTCC.com. Preferred admission deadline dates are established for each term:
 - Fall August 1
 - Spring December 1
 - Summer Main April 1
 - Summer May Express April 1
 - Summer June Express June 1
2. Submit an official high school and/or college transcript(s) to the Enrollment Services and Student Success office.
 - High school seniors must submit transcripts with the official graduation date posted.
 - GED diploma recipients must submit a copy of their GED test scores.
 - Transfer students must submit official transcripts from all colleges and universities they have attended.

All transcripts should be submitted prior to registration to ensure registration and financial aid issues are resolved before the start of the term.
3. Take the appropriate placement tests, if applicable. These tests are used for placement purposes only; they will not be used for selective admission. Students who meet the following criteria are exempt from placement testing:
 - Non-degree seeking students.

Note: The Postsecondary Education Readiness Test/College Placement Test or unofficial transcripts may be required for students taking English or math courses for the first time.

- Transfer students who present transcripts showing a grade of C or better in college-level English and/or mathematics.
- Students with ACT or SAT scores at or above the state minimum. Test results must be less than two years old. Listed below are the minimum ACT/SAT scores for college-level placement:

Enhanced ACT	SAT I
Reading = 18	Verbal/Critical Reading = 440
English = 17	Mathematics = 440
Mathematics = 19	

- **Students who place below college level in mathematics are required to take an additional assessment prior to registration.**
4. Submit a complete Residency Affidavit as part of the College application.

Incomplete information may cause a delay in admission to the College. False information can result in immediate dismissal without refund of fees paid. Any student who fails to complete the admission process may not be permitted to register until all procedures are fully met.

• Readmission

Students who have not been enrolled at TCC within the last 12 months must submit an application for admission to the Enrollment Services and Student Success office before the term's deadline, along with official transcripts from all colleges and universities attended since the last term of enrollment at TCC. The student will complete requirements for graduation under the catalog in use at the time of re-entry.

• Early Admission Program

An early admission student is an eligible high school senior who enrolls on a full-time basis in courses at TCC that are creditable toward an associate degree. Early admission students are those who have satisfied all high school requirements and are looking to complete requirements toward the associate degree or certificate program. Students in this program must be recommended by their high school principal and must have on file a signed letter from said principal giving permission for the student to be enrolled at TCC. Students are limited to no more than 15 hours per semester and must maintain a minimum 3.0 grade point average. Upon presentation of evidence of high school graduation, completed college credit will be applied to the student's degree. Students enrolled in this program are exempt from paying registration, matriculation and laboratory fees. Students must work with their school district in regard to the purchase of books. TCC does not handle book vouchers or book purchase for early admission students. Effective July 1, 2010, State Board of Education Rule 6A-14.064 added additional requirements. Contact the Enrollment Services and Student Success office at (850) 201-8555 for more information.

Requirements and documentation:

1. Submit a completed TCC admission application.
2. Submit an official high school transcript indicating the student has completed the 11th grade and has an unweighted high school grade point average of 3.0 or better.
3. Submit satisfactory scores on an approved placement test (SAT, ACT or state-approved placement test). Scores must be less than two years old and are required prior to enrollment in any college course.
4. Submit a recommendation letter from the high school principal/designee stating that the student has permission to early admit at TCC.

• Dual Enrollment for High School Students

Dual-enrolled/dual-credit students are students who are taking classes at both the high school and at TCC. These students may enroll in only those courses that are creditable toward both the high school diploma and the associate degree or career certificate, in accordance with section 1007.271, Florida Statutes, and State Board of Education Rule 6A-14.064. Only college credit level classes will be considered part of the dual enrollment program. This excludes any non-credit or developmental (remedial) courses and physical education courses. The college class load will be determined by the high school principal or designee and cannot exceed 11 hours of college credit per semester. A college class load of 11 hours will be considered equal to a full-time high school load. Upon presentation of evidence of high school graduation and admission to TCC, completed dual enrollment credit will be applied to the student's degree. Students must maintain a cumulative 3.0 grade point average in all TCC courses.

Students enrolled in the dual enrollment program are exempt from paying tuition, matriculation and laboratory fees. Students must work with their high school counselor or school district in regard to the purchase of books. TCC does not handle book vouchers or book purchase for dual-enrolled students. College credit courses may be conducted at district public high schools and on the TCC campus in accordance with terms specified in the inter-institutional articulation agreements. Effective July 1, 2010, State Board of Education Rule 6A-14.064 added additional requirements. Contact the Enrollment Services and Student Success office at (850) 201-8555 for more information.

Requirements and documentation:

1. Submit a completed TCC admission application.
2. Submit an official high school transcript indicating the student is entering the 11th or 12th grade and has an unweighted high school grade point average of 3.0 or better.

3. Submit satisfactory scores on an approved placement test (SAT, ACT or state-approved placement test). Scores must be less than two years old and are required prior to enrollment in any dual enrollment course.
4. Submit a completed High School Dual Enrollment Recommendation form, indicating the number and type(s) of courses to be completed at TCC.

• Dual Enrollment for Home Educated Students

Students who do not attend a high school but receive instruction at home are considered home educated students. The TCC Home School Dual Enrollment program offers home educated juniors and seniors the opportunity to earn college credit before high school graduation.

Students participating in dual enrollment take classes that will satisfy high school graduation requirements and are creditable toward the associate degree or career certificate, in accordance with section 1007.271, Florida Statutes, and State Board of Education Rule 6A-14.064. Home educated dual enrollment students are limited to 11 credit hours of enrollment. Only college credit level classes will be considered part of the dual enrollment program. This excludes any non-credit or developmental (remedial) courses and physical education courses. TCC waives tuition, matriculation and laboratory fees for all courses through the high school/home education dual enrollment program. Students are responsible for books, materials and transportation to the TCC campus. Home educated students are eligible to dual enroll with TCC for two calendar years from the time they enter the program. Students must maintain a cumulative 3.0 grade point average in all TCC courses. Eligibility for the dual enrollment program expires two years from the original date of enrollment, at which point students must matriculate to a regular degree-seeking status to continue taking classes at TCC. Effective July 1, 2010, State Board of Education Rule 6A-14.064 added additional requirements. Contact the Enrollment Services and Student Success office at (850) 201-8555 for more information.

Requirements and documentation:

1. Students must have attained a status equivalent to that of a public high school junior or senior and be at least 15 years of age prior to their first semester of enrollment at TCC.
2. Students must submit a completed TCC admission application.
3. Students must submit qualifying scores on the SAT, ACT or state-approved placement test. Scores must be less than two years old and are required prior to enrollment in any dual enrollment course.
4. Students must submit a permission form signed by both the home education administrator (parent) and the appropriate county official.
5. Students must provide a completed Home Education Dual Enrollment Agreement, outlining the requirements and parameters of the home education dual enrollment program.

• Dual Enrollment and FERPA

The Family Educational Rights and Privacy Act (FERPA) is also known as the Buckley Amendment. This federal law protects students' rights to privacy regarding their student records. The FERPA governs the release of education records maintained by an educational institution and access to these records. All college students have rights under FERPA, even those who are younger than 18 years of age. FERPA protects the education records of a student who is attending or who has attended the institution and all records directly related to a student and that are maintained by the institution. A record is directly related to a student if it contains personally identifiable information about the student.

The Honors Program

Tallahassee Community College's Honors Program invites participation from all qualified first-time-in-college, returning and continuing students. The College is committed to providing access to as many students as possible. The criteria for admission, retention and graduation reflect that commitment.

• Student Benefits

1. Early advisement and registration
2. Camaraderie with peers and faculty
3. Special seminars and activities beyond the honors courses
4. Transfer assistance and letters of recommendation
5. Membership in the Honors Club, a student-run organization dedicated to enhancing the college experience and providing opportunities for college and community service
6. Scholarship opportunities
7. Use of the Honors Program study lounge

• Honors Program Admission Criteria

Interested students should complete the following steps:

1. Complete an application for admission to TCC
2. Complete an application to the Honors Program
3. Successfully complete the placement tests or course prerequisites

Applicants should also present evidence of at least two of the following criteria:

1. Minimum ACT score of 25
2. Minimum SAT score of 1180
3. Minimum 3.5 unweighted high school GPA
4. Graduation in the top 10 percent of the high school class
5. Minimum 3.25 cumulative college GPA with at least 12 hours of earned college credit
6. College faculty recommendation

Students not meeting at least two of the criteria identified above may petition the honors program chair for enrollment in no more than two honors courses. This option may be used as one of the criteria for admission to the program if the student completes two honors courses with at least a 3.0 GPA in each course.

• Graduation from the Honors Program

To graduate from the Honors Program, a student should have

1. Satisfactorily completed a minimum of 16 semester hours of honors courses with a minimum 3.0 GPA in these courses
2. Earned at least a 3.25 cumulative GPA

A program diploma will be issued for the Honors Program graduate and the award so designated on the graduate's transcript.

For more information, contact Professor Mark Goldman in the Division of History and Social Sciences at (850) 201-8172 or goldmanm@tcc.fl.edu.

Inter-institutional Registration

The policies concerning inter-institutional registration have been agreed upon by TCC, Florida State University (FSU) and Florida A&M University (FAMU). At FSU and FAMU, the approving official is the university registrar.

Degree-seeking students who have completed at least 50 semester hours or are in their last term of enrollment at TCC and have a GPA of 2.0 or better at TCC are eligible to participate in this program. They must obtain a letter of permission from the TCC Enrollment Services and Student Success office and deliver the letter to the appropriate university office. In addition, it is the student's responsibility to verify with his or her TCC academic adviser and the Enrollment Services and Student Success office the transferability of the course(s) to be taken at the other institution and whether the course(s) will count toward the student's degree program at TCC.

Students are limited to six hours of inter-institutional coursework per semester and are required to take a minimum of one academic course each term at TCC.

Students may be required to meet the stated admission requirements of the institution where the work is to be taken, including, but not limited to, a formal admission application, application fee, formal academic credentials and appropriate test results.

FSU and FAMU students seeking to dual enroll at TCC must submit the following documentation to the TCC Enrollment Services and Student Success office:

1. TCC application for admission
2. Permission letter or transient student form from home institution

Approval will not be given for registration in courses that are currently available at the student's home institution. For example, a course equivalent to ENC1101 at TCC could not be taken by a TCC student at FSU under the agreement for inter-institutional registration if it is available to the student at TCC.

In the event shortage of classroom space becomes an issue, students registering inter-institutionally will be given lower priority for scheduling than will home students.

Inter-institutional students will be expected to follow prescribed registration procedures at each institution. In the event calendars of the institutions vary, the student will be expected to attend classes, complete examinations and discharge other responsibilities normally required of home students.

Students will pay fees appropriate to registration at each institution where they enroll in a course. Each institution will maintain its own permanent record of courses taken. Students will be responsible for requesting official transcripts covering work taken at each institution. Certification of enrollment or progress will be made by each institution at the request of the student to the Veterans Administration, or for other purposes.

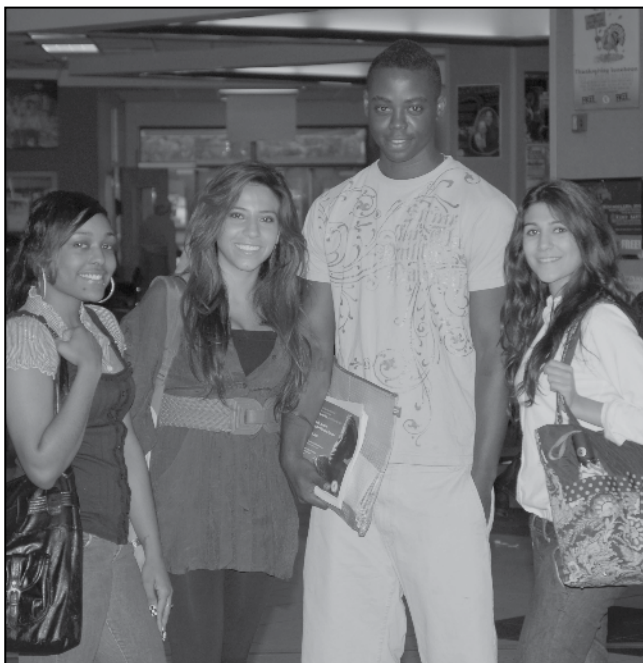
Note: For appropriate reasons, one institution, through its designated representative, may approve inter-institutional registration of students who fail to meet some basic criteria. Even so, the approval of one institution does not bind the other to comply.

Note: To participate in a special inter-institutional program such as cheerleading, dance, music ensemble/Marching Chiefs or Reserve Officer Training Corps (ROTC), a signature from the program's sponsor is required.

Note: Students currently enrolled in classes at TCC and University Partner institutions (Barry University, Embry-Riddle Aeronautical University, Flagler College, Saint Leo University, Thomas University) have full access to TCC resources and services to support those classes. Students may not use TCC resources, services and materials to support classes at other institutions.

Student Placement

Prior to entry into the for-credit instructional programs of the College, students are assessed in the areas of communication and computation skills using test instruments approved by the State Articulation Coordinating Committee. Based on the results of the assessment process, students are counseled and placed into appropriate coursework. Depending upon test scores and other relevant data, individual students may be required to enroll in developmental coursework designed to remedy specific communication and/or computation skills deficiencies. (For more information on developmental courses, see page 50.) Students seeking entry to limited-access health occupations programs are additionally assessed using the means outlined in the admission criteria established for each instructional program.



New Student Orientation

TCC's orientation program encourages student success by promoting the intellectual, social and personal development of students through programming, academic planning and self-assessment activities.

The goals of the new student orientation program include the following:

- Familiarize students with the campus, its resources and services
- Educate students on the importance of goals and motivation in a college setting
- Introduce students to the process of developing an individual learning plan
- Advise students and assist them with registration for their first semester courses

The program provides students with important information on campus resources, TCC policies and procedures, and degree requirements. It also highlights TCC Passport, the student portal that offers access to a variety of student resources, including online registration and advising.

TCC is committed to student success and requires all new degree-seeking students, as well as all transfer students, to complete new student orientation. To meet the needs of our diverse student community, TCC provides both on-campus and online orientation programs. For information on new student orientation, visit the orientation Web page at www.tcc.fl.edu/orientation or contact the Enrollment Services and Student Success office at (850) 201-8555 or enrollment@tcc.fl.edu.

Academic Advising

TCC is committed to providing students with appropriate guidance in academic and career planning. The College's advising system is designed to do the following:

- Help students develop educational and career plans
- Inform students about academic progression and degree requirements
- Help students understand academic policies and procedures
- Provide resources to help students become academically successful
- Enhance student retention and success by connecting students to the College through personal interactions

To accomplish this, the College has created an online advising system through TCC Passport. This system allows students and advisers to share the responsibility of developing academic plans that help students meet their educational and career goals. The system also provides opportunities for students to refine their academic and life skills and become independent learners. To learn more about TCC's advising system, visit www.tcc.fl.edu/advising.

Registration

TCC students register for classes through TCC Passport, the student portal system at tccpassport.tcc.fl.edu.

• Registration and Enrollment Terminology

- **Developmental Courses** – The Developmental Program, a component of the Division of Academic Support, is designed to improve student performance in the college-entry skills of reading, writing and mathematics. Any student who falls below the state-adopted score on the college placement test must register in the developmental courses indicated. Please see page 50 for additional information.
- **Distance Learning** – Distance learning includes Web-based, televised and self-paced instruction (SPI) courses. Distance learning courses are excellent options for nontraditional students and students seeking alternative learning environments. These course alternatives place the responsibility for course management on the student and, therefore, are not suitable for all students. Students in distance learning and alternative learning environments need the following skills to be successful:
 - Self-motivation and self-discipline
 - Ability to work independently
 - Good time-management skills
 - Good study skills and test-taking skills
 - Good reading and research skills
 - Ability to understand and evaluate readings
 - Ability to analyze and synthesize information

For information regarding courses currently offered via distance learning, visit www.tcc.fl.edu and select Distance Learning from the drop down menu under Students.

- **Express Sessions** – These accelerated sections of courses are offered each semester and range from 6 to 12 weeks in length. Express sessions give students more opportunities to take courses.
- **Fee Slip/Class Schedule** – At the end of each registration, the total fee assessment, due date and schedule of classes will be indicated on the fee slip. A fee slip/class schedule can also be obtained on the Web through TCC Passport. Students are encouraged to print a fee slip/class schedule after each registration.
- **Registration Hold** – A registration hold is a block that has been placed on a student's record to prevent registration until an issue is resolved with the appropriate department. Some of the departments that can place registration holds on a student's record include Campus Life, Cashier's Office,

Enrollment Services and Student Success, Financial Aid, Library and Campus Police. Students must contact the department that placed the hold on their record to avoid registration delays.

- **Self-Paced Instruction (SPI) Courses** – SPI courses are independent study courses. The student is given 20 weeks to complete each course. Students are not required to attend on-campus classes and may work at their own pace. Each SPI course student will purchase a guidebook, available in the TCC bookstore, written by a faculty member to help the student complete the appropriate work and readings for the course. The SPI courses may require textbooks and other materials, including online materials. All students who wish to enroll in a SPI course must first go to the Enrollment Services and Student Success office for advisement and to sign a SPI contract. Any prerequisites and/or placement tests for the course must be met. Dates for SPI courses correspond to the calculated start date and do not follow the semester calendar. Upon completion of advisement and the SPI contract, students then register and pay the associated fees. For information, please contact the Enrollment Services and Student Success office at (850) 201-8555.
- **Student ID Number** – TCC student ID numbers are automatically generated for students during admission. When logging into TCC Passport and clicking on any of the tabs, this ID will appear at the top of the page along with the student's name. This is the official ID number used by all TCC offices and departments to identify students.
- **Web-based Courses** – Web-based courses are accessed through TCC's home page. Lecture material, assignments and other course materials are also available online. Students have access to the instructor and other class members through e-mail and class discussion boards. Students considering a Web-based course must be self-motivated and have good time management skills. Students need basic computer skills, along with adequate computer hardware and software, to successfully participate in a Web-based course. Registration for Web-based courses occurs during regular registration periods.

Drug-Free Campus

It is the policy of TCC to maintain a drug-free campus. Smoking is permitted in designated areas only. The unlawful manufacture, distribution, dispensation, possession or use of controlled substances is prohibited. Any violation of this policy will result in discipline up to and including dismissal, as well as referral for prosecution to local law enforcement officials. For more information, please refer to the Student Code of Conduct in the *Student Handbook*.



FINANCIAL INFORMATION

Florida Residency for Tuition Purposes

Tuition and Fees

Refunds

Delinquent Accounts

Tuition Payment Plan

Florida Prepaid College Program

Financial Aid

- Financial Aid Programs

- Summer Financial Aid

- Financial Aid Eligibility

- Application Procedure

- Evaluation and Award

- Financial Aid and Enrollment Status

- Satisfactory Academic Progress Requirements

- Financial Aid Regulations

- Veterans Services

- Consortium Agreement with Another Educational Institution

Florida Residency for Tuition Purposes

Section 1009.21, Florida Statutes (F.S.), allows a U.S. citizen, lawful permanent resident or alien lawfully in the United States who is in an eligible visa category to be classified as a Florida resident for tuition purposes if the applicant or the dependent applicant's parent/legal guardian has established legal residence in the state for at least 12 months immediately prior to the first day of classes of the term for which Florida residency is sought.

The determination of dependent or independent status is important because it is the basis for whether the student has to submit his/her own documentation of residency (as an independent) or his/her parent's or legal guardian's documentation of residency (as a dependent).

• Definitions

- 1. Dependent student:** a student, whether or not living with his/her parent, who is eligible to be claimed by his/her parent as a dependent under the federal income tax code.
- 2. Independent student:** a student who meets any one of the following criteria:
 - Is 24 years of age or older by the first day of classes of the term for which residency status is sought at a Florida institution
 - Is married
 - Has children who receive more than half of their support from the student
 - Has other dependents that live with and receive more than half of their support from the student
 - Is a veteran of the U.S. Armed Forces or is currently serving on active duty in the U.S. Armed Forces for purposes other than training
 - Both parents are deceased or the student is or was (until age 18) one of the following: (a) a ward/dependent of the court or (b) in foster care
 - Is determined an unaccompanied homeless student by a school district homeless liaison, emergency shelter or transitional housing program
- 3. Independent student (under 24):** a student who is under the age of 24 and wishes to be considered independent must, for the term residency is sought, provide additional written or electronic verification of possession beyond the standard Tier 1 and Tier 2 documents. The following are examples of documents that must be provided:
 - Marriage certificate, insurance information showing marital status or most recent tax return showing marital status
 - Tax returns showing support of children or other dependents who live with and receive more than half of their support from the student
 - Military discharge documents
 - Legal documents showing the student is a ward/dependent of the courts
 - Documentation showing that the student provides more than 50 percent of his/her support for the year (Examples of acceptable documentation may include a copy of most recent tax return showing a minimum of \$6,300 annual income [amount subject to change based on federal regulations], W-2 form, pay stubs or employer earnings verification.)
- 4. Initial enrollment:** the first day of class of the student's first term at an institution of higher education.

- 5. Legal resident or resident:** a person who has maintained his/her residence in Florida for the preceding 12 months, has purchased a home which is occupied by him/her as his/her residence, or has established a domicile in Florida pursuant to s. 222.17, F.S.
- 6. Non-resident for tuition purposes:** a person who does not qualify for the in-state tuition rate.
- 7. Parent:** the natural or adoptive parent or legal guardian of a dependent child.
- 8. Resident for tuition purposes:** a person who qualifies as provided in this section for the in-state tuition rate.

• Required Documentary Evidence

If an applicant (student) qualifies for a residency exception or qualification, then appropriate documentation must be submitted as evidence of entitlement to that exception or qualification. Such evidence is generally specific to the type of residency exception or qualification being claimed by the student.

If an applicant (student) does not qualify for a residency exception or qualification, he/she will have to submit documentation that he/she (or a parent or legal guardian, if a dependent) has been a Florida resident for at least 12 consecutive months prior to the first day of classes for which the student is enrolling. 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.

First Tier (at least one of the two documents submitted must be from this list):

- A Florida driver license
- A State of Florida identification card
- A Florida voter registration card
- A Florida vehicle registration
- Proof of permanent home in Florida that is occupied as a primary residence by the individual or by the individual's parent if the individual is a dependent child
- Proof of homestead exemption in Florida
- Transcripts from a Florida high school for multiple years (two or more years) if the Florida high school diploma or GED was earned within the last 12 months
- Proof of permanent full-time employment in Florida for at least 30 hours per week for a consecutive 12-month period

Second Tier (may be used in conjunction with documentation from First Tier):

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

• Statutory Exceptions and Qualifications

Section 1009.21, Florida Statutes (F.S.), permits certain applicants who do not meet residency requirements to be classified as Florida residents for tuition purposes.

- If a dependent person who has been residing continuously with a legal resident adult relative other than the parent for at least five years immediately prior to the first day of classes of the term for which Florida residency is sought, the dependent child may provide documentation from the adult relative or from the parent. Both the dependent child and the adult relative or the parent must meet the consecutive 12 month legal residence requirement [s. 1009.21(2) (b), F.S.].

Based on section 1009.21, F.S., the College requires documentation in support of the following exceptions; however, the student does not have to show 12 months of residence in Florida prior to qualifying. These exceptions and qualifications categories are as follows:

- Persons who were enrolled as Florida residents for tuition purposes at a Florida public institution of higher education, but who abandoned Florida domicile and then re-enroll in Florida within 12 months of the abandonment – provided that the person continuously maintains the re-established domicile during the period of enrollment. (This benefit only applies one time.) [s. 1009.21(9), F.S.]
- Active duty members of the Armed Services of the United States residing or stationed in Florida, their spouses and dependent children; active, drilling members of the Florida National Guard; or military personnel not stationed in Florida whose home of record or state of legal residence certificate, DD2058, is Florida [s. 1009.21(10) (a), F.S.] (Required: copy of military orders or Form DD 2258)
- Active duty members of the Armed Services of the United States, their spouses and dependent children, attending a public college or university within 50 miles of the military establishment where they are stationed, if that establishment is within a county contiguous to Florida [s. 1009.21 (10)(b), F.S.] (Required: copy of military orders)
- United States citizens who are living on the Isthmus of Panama, who have completed 12 consecutive months of college work at the Florida State University Panama Canal Branch, and their spouses and dependent children [s. 1009.21(10)(c), F.S.]
- Full-time instructional and administrative personnel employed by the State public school system and institutions of higher education as defined in s. 1009.21(c) and their spouses or dependent children [s. 1009.21(10)(d), F.S.] (Required: copy of employment verification)
- Students from Latin American and the Caribbean who receive scholarships from the federal or state government. The student must attend, on a full-time basis, a Florida institution of higher education [s. 1009.21(10)(e), F.S.] (Required: copy of scholarship papers)
- Full-time employees of state agencies or political subdivisions of the state when the student fees are paid by the state agency or political subdivision for the purpose of job-related law enforcement or corrections training [s.1009.21(10)(g) (Required: copy of employment verification)
- Active duty members of the Canadian military residing or stationed in Florida under the North American Air Defense (NORAD) Agreement, and their spouses and dependent children, attending a public community college or state university within 50 miles of the military establishment where they are stationed [s. 1009.21(10) (j)]

- Active duty members of a foreign nation's military who are serving as liaison officers and are residing or stationed in Florida, and their spouses and children, and attending a public community college or state university within 50 miles of the military establishment where the member is stationed [s. 1009.21(10), F.S.]
- Qualified beneficiaries under the Stanley G. Tate Florida Prepaid College Program [s.1009.98, F.S.] (Required: copy of Florida Prepaid Program ID card)

• Residency Reclassification

An individual who is classified as out-of-state and wants to request “reclassification” to in-state status must complete a Request for Residency Reclassification form from the Enrollment Services and Student Success office and meet with the registration specialist to discuss the burden of proof and evidentiary requirements. The completed Request for Residency Reclassification form and supporting documentation must be submitted to the Enrollment Services and Student Success office for consideration prior to the term for which reclassification is sought.

The evidentiary requirement for reclassification goes beyond that for an initial classification, because the student has previously been determined to be an out-of-state resident. A student who is initially classified as a nonresident for tuition purposes may become eligible for reclassification as a resident for tuition purposes only if the student, or his/her parent if the student is a dependent, present clear and convincing documentation that supports permanent legal residency in Florida for 12 consecutive months. A student, or his/her parent if the student is a dependent, may become eligible for reclassification by presenting a minimum of three documents as listed in the Required Documentary Evidence section. One of the three documents must come from the First Tier.

The burden of providing clear and convincing documentation justifying reclassification of a student as a resident for tuition purposes rests with the student, or if the student is a dependent, his/her parent. For documentation to be “clear and convincing,” it must be credible, trustworthy and sufficient to persuade Enrollment Services and Student Success staff that the student or, if the student is a dependent, his/her parent has established legal residency in Florida that is not solely for the purpose of pursuing an education and has relinquished residency in any other state for a minimum of 12 consecutive months prior to classification.

• Residency Appeals

The Residency Appeal Committee at TCC consists of the dean of enrollment management; the College registrar; the registration specialist, who has primary responsibility for reclassification; and the senior enrollment clerk, who has primary responsibility for initial classification.

A student who is denied Florida residency for tuition purposes on request for residency reclassification may appeal the decision through a written petition to the Residency Appeal Committee in the Enrollment Services and Student Success office. The burden of providing clear and convincing documentation justifying reclassification of a student as a resident for tuition purposes rests with the student or, if the student is a dependent, his/her parent. The written petition must be submitted within five business days of the written decision of the registration specialist. The petition must clearly show an error occurred during the reclassification review process.

The Residency Appeal Committee must review the appeal within 10 business days after receipt of the written appeal. The appeal review must be limited to the issues put forth in the written petition. The Residency Appeal Committee must render to the student the final residency determination in writing, advising the student of the reasons for the determination. The decision of the Residency Appeal Committee will constitute final action.

Tuition and Fees

Payment of tuition and fees is an integral part of the registration process. Students shall pay all tuition and fees by the published deadline for each term of registration.

By statute and regulation, the registration fee is determined by the number of hours for which a student registers and by the student's residency classification.

• Tuition

Total fee assessment and due date will be indicated at the conclusion of each registration transaction. (Students should obtain a fee slip at the self-inquiry terminals in the Enrollment Services and Student Success office or on the Web.)

Students must drop classes before the drop/add deadline in order to avoid financial responsibility for dropped classes. Students who withdraw from their class(es) after the drop/add period will be responsible for payment of fees for such classes. Students who rely on financial aid to cover the cost of their tuition must drop their classes during the drop/add period to avoid financial responsibility.

Payments will be accepted in the following forms: cash, personal check, cashier's check, money order, MasterCard, Visa or American Express. Checks and money orders should be made payable to Tallahassee Community College. Counter checks will not be accepted. It is the responsibility of the student to inquire as to the status of his or her classes; the student cannot safely assume that classes will be dropped. The student shall also be assessed a \$20 returned check fee. Personal checks will not be accepted as payment for a returned check. The student shall be responsible for all checks presented to the College on his or her behalf, regardless of the account name or bank upon which drawn.

• Transcripts

Transcripts are provided at no cost; however, a transcript will not be released to a student whose financial obligations to the College are outstanding. Transcripts will be released only with the permission of the student involved. Written requests may be accepted only in person or via fax, mail or TCC Passport.

• Special Fees

If a special fee is to be assessed for a course, the words "Additional Fee" or "Lab Fee" will appear after the course description. (See pages 161-204.)

• Non-credit Course Fees

Non-credit course fees are established to cover the costs of individual programs. Non-credit fees are published in the schedule of classes and are listed on www.tcc.fl.edu for each semester. Refunds must be requested in writing. The last day to withdraw with a refund is three business days prior to the start of class.

The continuing education unit (CEU) is a standard unit of measure used to recognize adults who continue their education at an institution of higher education. CEUs are calculated on the basis of one unit for each 10 hours of instruction. The College cannot guarantee the acceptance or recognition of CEUs for any purpose other than the statement of completion of multiple units of 10 clock hours of special purpose instruction.

Please note that non-credit courses, like credit courses, are subject to cancellation when enrollment is not sufficient to pay the required expenses.

Refunds

• Canceled Registration

Any student who completed registration and finds it necessary to cancel it may do so by going to the Enrollment Services and Student Success office or by dropping the course(s) on TCC Passport. For a full refund of fees paid, this must be done during the first five days of the semester; otherwise, it will be treated as a withdrawal even if the student has not attended any classes. Classes treated as a withdrawal do not merit refund of fees paid.

Students who find it necessary to cancel a part of their registration and do so as outlined above will be refunded the difference between the fee paid and the fee that would normally apply to the reduced load. Refunds of this nature will be mailed after the last day of drop/add, usually within three weeks. Students who defer fees and reduce their class loads after the last day of drop/add shall personally owe the amount originally deferred. If a student cancels, drops or withdraws hours that were disbursed in a Bright Futures award, the Bright Futures award will be reduced and the student will be responsible for reimbursing the school for the cost of courses(s) dropped or withdrawn. However, a student may make a written appeal to the Financial Aid office for hours canceled, dropped or withdrawn due to verifiable illness or emergency. TCC will then make a recommendation to the Florida Department of Education. The department may accept or deny the school's recommendation for exception.

After the fifth day of classes, refunds may be made via the Enrollment Appeals Committee until midterm of the current semester as a result of the following:

1. Serious illness or incapacity due to accident of the student
2. Death, serious illness or incapacity due to accident of a member of the immediate family upon whom the student is dependent for continuation of enrollment
3. Other extreme emergency or catastrophic event such as
 - Medical/psychological trauma of the student, as evidenced by a physician's letter
 - Military orders to report
 - Natural disasters affecting student/immediate family

Refunds shall be made as the result of the death of a student at any time during the term of current enrollment. These refunds shall be documented and authorized by the Vice President for Student Affairs. Refunds shall not be made for such things as moving out of town (even if required by an employer), changes in work schedules or changes in enrollment status due to illegal activities. Refunds of this nature are not subject to appeal beyond midterm, and appeals must be filed prior to midterm.

Students who withdraw from all classes prior to completing 60.5 percent of the term for which they are enrolled may be required to repay all or part of any Title IV financial aid they received. If Title IV funds not earned by the student have been disbursed to the student, it is the student's responsibility to repay the money he or she received to the federal government. Students can end up owing both TCC for the refund and the federal government. It is strongly recommended that students who receive Title IV financial aid check with the Financial Aid office prior to withdrawing to see if they would have a financial liability. Title IV aid includes Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (FSEOGs), Federal Subsidized and Unsubsidized Direct Loans, and Federal PLUS Loans.

• Course Load Reduction

A student who reduces the course load after the first five days of classes will not be entitled to a refund. Any student who finds it necessary to withdraw from school after the first five days of classes, regardless of whether or not classes were attended, shall go to the Enrollment Services and Student Success office and complete the necessary forms.

Delinquent Accounts

Students who have a delinquent account with the College or the Foundation shall have a financial obligation notation placed against all records. Transcripts will be held and students cannot register or receive a degree or certificate until the obligation is removed. Refunds shall not be made to students who have outstanding obligations to the College or the Foundation.

Students who fail to pay tuition or other debt to the College will be subject to additional debt collection charges and will be reported to a collection agency and the credit bureau.

Tuition Payment Plan

For information on a tuition payment plan, log in to TCC Passport at tccpassport.tcc.fl.edu

Go to www.tcc.fl.edu

Select “TCC Passport”

Sign in by entering student’s e-mail address and password

Select the “My Account” tab

Select “Tuition Payment Plan”

Follow instructions on the screen

Florida Prepaid College Program

The Florida Prepaid College Plans can be used by students at TCC. Each semester the student is required to call or come into the cashier’s office to have the student’s Florida Prepaid hours applied to his or her tuition for the current semester. Due to Florida Prepaid Tuition Program regulations, certain fees are not covered by the plans. Students are responsible for paying any remaining balance not covered by their plan.

Financial Aid

The Financial Aid office makes every effort to meet a student’s demonstrated financial need with the resources available. However, it is not always possible to do so, and it may be necessary for the student to pay some educational expenses from personal funds. All financial aid awards are estimates and are subject to change. Because most financial aid programs have limited funding, it is imperative that the student apply for financial aid as soon as possible after January 1 for the following academic year. The Financial Aid office awards funds on a first-come, first-served basis; students who apply early generally receive the best aid packages. Students must reapply for financial aid each year.

TCC adheres to all federal and state guidelines when administering financial aid, without regard to race, color, ethnicity, national origin, religion, genetic information, sex or age. All applicable federal and state laws supersede any information contained herein, and the information provided is subject to change without notice.

Student Rights:

As a financial aid applicant or recipient, a student has the following rights:

1. To be advised of what financial aid programs are available and how to apply for them
2. To be advised of the requirements in cases of withdrawal, such as refunds or repayments of financial aid
3. To be advised of the requirements for maintaining financial aid standards of satisfactory academic progress and good academic standing
4. To have all application information treated with the highest confidentiality

Student Responsibilities:

As a financial aid applicant or recipient, a student has the following responsibilities:

1. To apply for financial aid early
2. To submit all required forms accurately and completely
3. To provide all documentation, verification of income, corrections and/or other information required to complete the financial aid file
4. To accept responsibility for all forms and agreements the student signs
5. To use financial aid only for the student’s actual educational expenses

• Financial Aid Programs

TCC offers a comprehensive financial aid program that includes most federal and state programs, internal scholarships and grants, as well as many outside scholarship programs.

- Federal Pell Grants are available to students that demonstrate eligibility as determined by the federal government. Students who are enrolled full-time, three-quarter-time, half-time and less-than-half-time may qualify if the Expected Family Contribution (EFC) meets the standards established by the federal government.
- Federal Supplemental Education Opportunity Grants (FSEOGs) are awarded to students from funds made available by the federal government for students with exceptional need. They are usually awarded to students who receive the Federal Pell Grant. Grants vary in amount, with the smallest grant valued at \$200. Students must be enrolled at least half-time to receive this award.
- Federal College Work Study Program is based on need. Students are awarded part-time jobs on or off campus for use in defraying educational expenses.
- Federal Direct Loans are awards that must be repaid. TCC encourages students to be informed borrowers and to read all documents associated with any student loan. Applications for Federal Direct Loans are processed through the United States Department of Education, which is responsible for the servicing and collection of the debt. Interest rates vary and are established by the federal government. There are two programs: the Federal Subsidized Direct Loans and the Federal Unsubsidized Direct Loans.
- Federal Subsidized Direct Loans are awarded to students who demonstrate need. Borrowers who have earned 0–30 credit hours may borrow \$3,500 per year. Those who have earned 31 credit hours or more may borrow \$4,500 per year. All maximum loans must be split over two semesters and a seven-month period. After a seven-month loan period, borrowers are eligible for a new loan. Federal Subsidized Direct Loans go into repayment six months after the student ceases at least half-time enrollment or graduates from TCC. Interest is paid by the federal government until the borrower enters repayment.

- Federal Unsubsidized Direct Loans are awarded to students who don't demonstrate need, or who have other funds meeting need, but who have not reached their estimated cost of attendance in financial aid funds. This loan can be used to replace the Expected Family Contribution (EFC). The conditions of this loan are identical to the Federal Subsidized Direct Loan, except students are required to either pay the interest while in school or have the interest capitalized into the loan for repayment after graduation.
- Federal Parent's Loan for Undergraduate Students (PLUS) allows parents who demonstrate appropriate credit worthiness to be eligible for a low-interest loan, up to the cost of education less any financial aid received, for their student. TCC requires the student to complete the FAFSA and to have a valid ISIR (Institutional Student Information Report) or SAR (Student Aid Report) on file in the Financial Aid office in order to process a PLUS Loan. Tuition and fees are not deferred for students awarded PLUS loans.

Dependent students may borrow up to an additional \$2,000 in Federal Unsubsidized Direct Loans per academic year. Dependent students whose parents are denied the Parent's Loan for Undergraduate Students (PLUS) may be eligible to borrow up to an additional \$4,000 per academic year in this program.

Independent students and students whose parents are denied the Parent's Loan for Undergraduate Students (PLUS) may be eligible to borrow an additional \$6,000 per academic year in this program, split over two terms.

Students who are awarded a Federal Direct Loan are not required to borrow. If a student chooses to reject the Federal Direct Loan, he or she must notify the Financial Aid office so the loan can be cancelled.

Students who choose to keep the loan must complete the Master Promissory Note (MPN) and Direct Loan entrance counseling online at www.studentloans.gov. The promissory note and entrance counseling must be completed before the student loan can be used to offset any fees, tuition or book expenses.

An origination fee is deducted from the Federal Direct Loan before the loan is credited to the student's account. To estimate the actual loan amount, the student should reduce the gross amount awarded by 4 percent. This should give the student a figure close to the actual amount of loan TCC will receive and credit to his or her account.

Federal regulations require TCC to delay payment of Federal Direct Loans to first-time borrowers by 30 days from the start of class. New students should note this delay in payment and make appropriate financial arrangements.

Students who borrow their aggregate Federal Direct Loan limit while at TCC will not be eligible for additional funding at an upper division institution.

All new borrowers must complete entrance counseling and attend a financial literacy seminar at TCC before TCC will credit the first Federal Direct Loan disbursement to the student's account, even if the student attended entrance counseling at another institution. Students can complete entrance counseling online at www.studentloans.gov. Financial literacy seminars are conducted frequently. Please visit www.tcc.fl.edu/fa for scheduled dates.

Prior to leaving TCC, Federal Direct Loan borrowers are required to complete exit counseling. All graduates and students not returning to TCC should complete the exit counseling online at www.mappingyourfuture.org or contact the Financial Aid office to obtain the appropriate paperwork for this process.

When a Federal Direct Loan is for one semester only, the federal government requires the College to make the loan in two payments, with one occurring after the mid-point of the semester. Students who receive a one-semester loan should make appropriate financial plans.

- The Florida Student Assistance Grant (FSAG) is a need-based grant awarded for educational purposes of at least one year to Florida residents who demonstrate exceptional need and who are enrolled full-time by the end of regular drop/add

Funds are limited and the Financial Aid office will notify students of their eligibility.

- The Part-time Florida Student Assistance Grant (FSAG) provides funds to students who are enrolled less-than-full-time, but at least half-time or more. Funds are prorated based on the number of hours the student attends (half-time or three-quarter-time). Students must complete the Free Application for Federal Student Aid and meet the state guidelines for FSAG. Other than the amount the student is eligible for and the number of hours a student must complete for continued eligibility, all other terms and conditions for receipt of a full-time FSAG apply.
- The Florida Student Assistance Grant-Certificate Students (FSAG-CE) is a need-based grant awarded for educational purposes to Florida residents who are enrolled in certificate programs. Funds are limited; the Financial Aid office will notify eligible students.
- Florida Bright Futures scholarship programs include the Florida Academic Scholars, the Florida Medallion Scholars and the Florida Gold Seal Vocational Scholars. Recipients are selected and notified of eligibility by the state. Students may contact the State of Florida concerning transfer of Bright Futures scholarships at www.floridastudentfinancialaid.org or call toll-free to (888) 827-2004.
- Other state programs: The State of Florida has numerous scholarship and grant programs, such as the Robert C. Byrd Honors Scholarship Program and the José Martí Scholarship Challenge Grant Fund. For more information, call the Florida Office of Student Financial Assistance at (888) 827-2004 or visit www.floridastudentfinancialaid.org.
- Outside scholarships: All scholarships received, even from outside sources, must be reported to the Financial Aid office and counted in the student's financial aid award, as required by law. Students seeking outside scholarships should avoid sites that charge fees. There are multiple free scholarship sites available that provide the same or better information as the fee sites. Some of the sites are www.fastweb.com, www.finaid.org, www.nasfaa.org and www.SallieMae.org. The public library is also a source of information about scholarships offered by civic organizations, businesses and other entities.
- Welfare-to-Work and Welfare Transition Programs: These programs assist potential, former and current welfare recipients and their families as they begin to make the transition from cash assistance to employment by providing support and mentoring, along with assistance in areas such as scholarships, transportation and child care.
- The Workforce Investment Act (WIA) program provides a variety of resources to eligible students looking for additional financial aid, as well as to those seeking the right job or career. The WIA scholarship offers funding for tuition and books. Resource rooms located in each Big Bend Workforce Center provide tools designed to help customers seeking financial aid resources, including links to financial aid search banks and financial aid search software. For more information, visit www.wfplus.org.
- Students can apply for TCC scholarships and view important deadlines at www.tcc.fl.edu/scholarships.

• Summer Financial Aid

Students interested in financial aid for Summer term should complete the TCC Summer Financial Aid Application online. This form is available in early February prior to the summer the student will attend. This form does not replace the need for a FAFSA and for TCC to have a valid ISIR or SAR. Summer funds are limited; however, effective the summer of 2010, students may be eligible for summer Federal Pell Grants. The award is determined using the same formula used for Fall and Spring terms.

• Financial Aid Eligibility

Students who apply for financial aid must be fully admitted at TCC prior to their financial aid being processed. They must also be in an eligible program as a degree-seeking student.

Transient students, non-degree-seeking students, students working on a GED diploma, and students taking courses on an audit basis are ineligible for financial aid.

Students who receive financial aid from TCC may not receive financial aid from any other school. Students who want to attend more than one institution (transient students) should consult their home institution to see if they can participate in a consortium agreement (page 38).

Students requesting financial aid must be U.S. citizens or eligible non-citizens. Non-citizens must have a match with the U.S. Immigration and Naturalization Service (INS) or must complete all required forms to prove eligibility.

Students convicted of possession or distribution of drugs, students who are in default on a student loan, and students who owe repayment on a federal grant may not be eligible for financial aid.

If the student's admission status changes due to an incomplete or ineligible status either before the term starts or after the term is in session, the student's financial aid will be revoked. Should the change occur prior to the start of the term, the student's aid will not be disbursed until the enrollment status is updated to an eligible status.

First Time Freshmen

First-time freshmen who have never attended another college or university must provide a final copy of their high school transcript that indicates they graduated, or other proof of graduation or proof of GED diploma to the Enrollment Services and Student Success office.

Transfer Students

Transfer students must have a complete enrollment services file before financial aid will be awarded. This includes the submission and evaluation of transcripts from all previously attended colleges and universities. Once transcripts have been evaluated and posted on the student's academic record, the Financial Aid office will determine if the student meets TCC's Standards of Satisfactory Academic Progress for Financial Aid. Students not meeting TCC's established standards will not be eligible for financial aid.

Award Adjustments

Students who are later found to be ineligible for aid that they have received due to a clerical error, an increase in the Expected Family Contribution or any other error are responsible for repayment of the funds they were not actually eligible to receive. If a student receives a refund that he or she did not anticipate or that is in excess of what the student expected, the student should contact the Financial Aid office. Students will be notified via e-mail if there are changes to their financial aid, other than adjustment to scholarships based on actual tuition and fees.

• Application Procedure

Financial Aid Terminology

FAFSA – Free Application for Federal Student Aid

EFC – Expected Family Contribution

SAR – Student Aid Report

ISIR – Institutional Student Information Record

It is the responsibility of the student to make sure TCC has a copy of his or her financial aid information.

1. The student must submit the FAFSA as soon as possible after January 1. The FAFSA may be completed and submitted electronically at www.fafsa.ed.gov. TCC's code for the FAFSA is 001533.
2. The student must submit a TCC Financial Aid Application online through TCC Passport. The application is only required of first-time applicants and students who have not attended for a long period of time.
3. Once the SAR (generated from the FAFSA) is received, the student should check his or her TCC Passport account to see if any additional information is required.
4. The Financial Aid office will use e-mail to inform the student of the aid for which he or she is eligible.
5. If a student chooses to retain all the awards issued, no further action is necessary. Should a student decide to turn down any of the awards offered, the student should notify the Financial Aid office via TCC e-mail indicating which award to adjust.
6. The student should pay particular attention to financial aid obligations should classes be reduced or dropped.
7. The student must re-apply for financial aid each year. Financial aid is determined using a federal formula that takes into account the student's Expected Family Contribution (EFC), the estimated cost of TCC attendance and the student's enrollment status at TCC.

Special Conditions--Professional Judgment

TCC recognizes that changes occur in family situations that are beyond students' control. On a case-by-case basis, using the Professional Judgment authority afforded colleges by the federal government, TCC will review each student's situation and, where appropriate, make changes to the student or family financial information, family size or number in college. If the request is for a change in standard budget, the change will be made to the student's expense budget.

Special condition situations include the following:

- Loss of employment by parent, spouse or student
- Death of a parent or spouse
- Loss of non-taxable income
- Separation or divorce by parents or student and spouse
- Parents in college
- Siblings in K-12 private education
- Proof of additional educational expense
- Other documented circumstances

In order for the Financial Aid office to issue a Professional Judgment decision, the student must provide supporting documentation. Supporting documentation includes, but is not limited to, a signed statement from the student; a signed statement from the parent; court documents; death notice; unemployment verification; letters of support from counselors, ministers, lawyers or doctors; or other legal documents.

Students may request a budget increase by providing appropriate documentation. In some cases, such an increase may be made by the College without a request from the student.

TCC has a Professional Judgment request form that may be used; however, other types of written request will be accepted as well. The request will be reviewed by the director, one of the assistant directors or one of the specialists in the Financial Aid office and a response will be provided to the student. If rejected, an e-mail or letter will be sent to the student. If accepted, the new SAR will serve as notification.

• Evaluation and Award

Once a student’s financial aid file is complete, it will be evaluated for demonstrated need by subtracting the student’s Expected Family Contribution (EFC) from the Estimated Cost of Attendance. If a student’s determined need qualifies for financial aid, an e-mail will be sent to the student. If a student chooses to retain all the awards issued, no further action is necessary.

Should a student decide to turn down any of the awards offered, the student should notify the Financial Aid office in writing.

If a student has been awarded a Federal Direct Loan, the guarantee agency or lender will send a promissory note. To receive the loan, the student must sign and return the promissory note to the address indicated. Failure to return the promissory note within 90 days will result in cancellation of the loan.

Expected Family Contribution (EFC)

The EFC is calculated from the student’s FAFSA and is the same at all institutions. The EFC includes a contribution from the student from earnings, savings and assets. If the student is a married independent student, a contribution from the student’s spouse will be calculated using the same components. The calculation for dependent students includes a contribution from their parents’ earnings, savings and assets.

Estimated Cost of Attendance

Listed below is the estimated cost of attendance for a 32-week academic year (Fall/Spring semesters) on a full-time basis (13 hours per semester, or 26 hours per year). This is only an estimate; actual costs may be more or less than the figures shown.

The tuition costs shown are based on the 2010-2011 academic year and are subject to change.

	Resident	Non-Resident
Tuition and Fees	\$ 2,232	\$ 7,888
Books and Supplies	800	800
Room and Board	6,000	6,000
Personal Expenses	1,800	1,800
Transportation	2,000	2,000
Loan Fees (Fresh/Soph)	79/105	79/105
Total	\$12,911 /12,937	\$18,567/18,593

Deferment of Student Fees against Financial Aid

If a student has a financial aid award, the student’s enrollment status has not changed since the award was made, and the Financial Aid office has not received a new SAR or ISIR canceling the student’s eligibility, then the cost of tuition, fees and books can be deferred against the financial aid award, up to the amount of the award.

This deferment is available for Fall and Spring semesters, and for students who enroll at least half-time (six credit hours or more) in Summer sessions A and/or C. All fees deferred against a student’s financial aid are taken from the first financial aid funds available.

Note: *PLUS Loans are not used to defer costs for tuition, fees and books.*

Financial Aid Refunds to Students

Students who are awarded financial aid funds that exceed the cost of tuition, fees and any book charges against their account may be eligible for a financial aid refund. All student charges, including books, are taken from the first funds available to a student.

Because various agencies send money for scholarships, grants and loans at differing times, students may receive more than one refund check.

Refunds are issued after all student accounts are fully paid, and no refunds are issued for at least 10 business days after the drop/add period. Students are encouraged to secure funding to pay for living expenses for the first two months of class. No emergency loans for living expenses will be issued on expected financial aid or on financial aid applied for late during this period.

• Financial Aid and Enrollment Status

Students indicate their enrollment status for the first semester they will be attending TCC on the FAFSA. This status is used for estimating financial need. The actual enrollment status will be determined at the end of regular drop/add and will be used in determining the actual amounts for which students are eligible. Final enrollment status cannot be determined prior to the end of regular drop/add, as students change enrollment status during this period. If your final enrollment status differs from the enrollment status you indicated on your FAFSA or the status you were awarded, your aid may be reduced.

Students must be registered in any self-paced instruction (SPI) courses that they want to be considered in their financial aid by the end of regular drop/add or the SPI courses will not count toward their enrollment status. Hours added after drop/add do not count toward a student’s aid, except for Federal Direct Loans.

Enrollment status for Fall, Spring and Summer is determined by the number of eligible credit hours a student is registered for and is defined as follows:

12 or more credit hours	full-time
9 to 11 credit hours	three-quarter-time
6 to 8 credit hours	half-time
1 to 5 credit hours	less-than-half-time

For the purpose of determining Federal Pell Grant award amounts, students must be enrolled in all countable hours by the end of the first (main session) drop/add period. All express sessions must be included in this enrollment status. In most cases, hours added after the first (main session) drop/add period cannot be included in determining enrollment status for Federal Pell Grant.

Clock-hour students in eligible programs are considered full-time if they are enrolled in at least 450 clock hours per semester. To determine enrollment status other than full-time, the number of clock hours for the term is divided by 37.5, per federal regulations. The calculated hours are used to determine federal aid amounts.

Most programs require students to enroll at least half-time to be eligible. Some programs require a student to enroll full-time (12 or more credit hours). The Federal Pell Grant Program allows a limited number of less-than-half-time students to receive a Federal Pell Grant.

Although students with documented disabilities may be considered full-time with less than 12 credit hours under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, the student’s financial aid budget and award will be based upon the actual number of credit hours taken, as required under federal financial aid guidelines.

Developmental Classes and Financial Aid

The federal government will allow students to count up to 30 credit hours of attempted developmental course work toward their enrollment status (full-time, three-quarter-time, half-time, less-than-half-time) for financial aid purposes. After a student has completed 30 attempted credit hours of developmental course work, additional developmental hours cannot be counted in determining the student's enrollment status. Developmental courses are never used for determining enrollment hours for Bright Futures Scholarship recipients.

Class Attendance–Title IV Requirements

Title IV financial aid includes Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (FSEOG), Federal PLUS loans and Federal Subsidized and Unsubsidized Direct Loans.

Students who receive Title IV financial aid are expected to attend class. TCC will take roll the first three weeks of class. Should a student fail to appear on a professor's class attendance verification form, he or she will be required to verify attendance prior to receiving a financial aid disbursement. Failure to attend class may result in revocation or reduction of a student's financial aid. Students who decide they are not going to attend class must officially withdraw from the College. Students should not assume their classes will be dropped. Students will only receive financial aid based on their enrollment status as determined by their documented class attendance.

Students Who Attend Multiple Sessions within a Semester

Students who attend multiple sessions within a semester (e.g., Fall Main Session and September Express) cannot receive financial aid under most programs until they are attending at least six eligible credit hours. Though a student may be enrolled in six or more eligible credit hours, financial aid cannot be paid until the student is actually attending classes that total six credit hours. Students whose enrollment changes as a new term begins will have their financial aid adjusted to reflect any changes made. Should students fail to take all of the classes for which they enroll, financial aid may be reduced or cancelled. Students receiving a Federal Pell Grant should refer to the section on Enrollment Status (page 33) to ensure registered hours are countable in determining their Federal Pell Grant.

Course Work for Degree

A student's enrollment status will include only courses required for the degree program in which the student is enrolled. Courses outside the degree program (courses not required for the degree) will not be used in determining the enrollment status. Once a student has completed all the coursework for his or her degree, even if he or she has not applied for graduation, he or she will no longer be eligible for aid. A degree audit will help determine course eligibility.

Withdrawal from Classes or Cancellation of Schedule

Students who withdraw or have their class schedule canceled after the regular drop/add period should consult with the Financial Aid office, as they may incur a financial liability. Students who have their class schedule canceled (complete withdrawal with a full refund) will have their financial aid canceled and will be required to repay all funds received. All students who withdraw are required to do so through the Enrollment Services and Student Success office. Students are not automatically withdrawn from classes.

If a student wants to cancel classes prior to the end of the drop/add period, the student is responsible for dropping all courses through TCC Passport. Even if financial aid is not awarded at the time the student makes the cancellation decision, it may be awarded before classes are purged from the system. Students should not assume classes will be dropped automatically.

Students receiving Bright Futures Scholarships, including the Florida Academic Scholars, Florida Medallion Scholars and Gold Seal Vocational Scholars, who drop/withdraw from one or more classes after the regular drop/add period are responsible for repaying the tuition and fees for the class(es) from which they withdraw. Florida Statute allows the appeal of this repayment should the student be able to present documented evidence of unusual and mitigating circumstances. Documentation must be from a credible third party source such as a doctor, counselor, psychologist or minister.

Title IV Financial Liability (Repayment)

Title IV financial aid includes Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (FSEOG), Federal PLUS loans and Federal Subsidized and Unsubsidized Direct Loans.

It is strongly recommended that before withdrawing from classes, students who receive any type of Title IV financial aid funds talk with Financial Aid staff to determine if they will incur a financial liability if they withdraw from classes.

Students earn a portion of the Title IV financial aid they receive for each day they are in school, until more than 60 percent of the term is completed; at that point the federal government considers 100 percent of the aid to be earned. Students who withdraw from all classes prior to completing 60.5 percent of the term in which they are enrolled may be required to repay all or part of the Title IV financial aid they received. Under the Federal Title IV Repayment Policy, the amount of aid received will be multiplied by the percentage of the term completed to determine the total aid earned. The total aid earned will be subtracted from the total aid awarded, resulting in the amount of unearned aid. The cost of tuition and fees must be returned to Title IV programs, and the student in turn incurs a financial obligation to the College. The student must repay the College within 45 days of the day the school notifies him or her of the overpayment. After 45 days, the account will be turned over to the U.S. Department of Education, and the student will be required to make satisfactory payment arrangements with the U.S. government. The federal government does not allow a student to appeal a Title IV Repayment.

If a student owes the College funds due to a Title IV Repayment, he or she may be ineligible to re-enroll. Students who owe a Title IV Repayment may also be ineligible for additional Title IV federal financial aid from any college.

Example: A student is awarded the following aid:

\$ 1,500 Federal Pell Grant
 \$ 125 Federal SEOG
 \$ 1,313 Federal Direct Loan
 \$ 2,938 total Title IV aid received

If the student withdraws after completing 20 percent of the term, only 20 percent of the total award has been earned. Eighty percent of the total award is unearned and must be repaid ($\$2,938 \times 80\% = \$2,350.40$ unearned aid).

For example, if the student's tuition and fees were \$600, then 80 percent of that must be returned to the Title IV programs. Eighty percent of \$600 is \$480, which will be returned to the Federal Direct Loan program by TCC, leaving a balance on this loan of \$833, which the student will repay as part of the normal loan repayment schedule.

\$2,350.40 unearned aid
 - 480.00 returned to Federal Direct Loan program
 - 833.00 Federal Direct Loan balance to be repaid
 \$1,037.40 balance of unearned aid
 \$ 518.70 returned to Federal Pell Grant Program

(Grant programs require that only 50% percent of the funds be returned.)

• Satisfactory Academic Progress Requirements

To be eligible for financial aid, all students, including students transferring to TCC from another institution, must meet TCC's standards of satisfactory academic progress for financial aid. Students' academic progress is reviewed at the end of each term. A transferring student's satisfactory progress will initially be determined from the student's academic history at all previously attended institutions. Students who attended TCC in the past will be reviewed based on all previously attempted courses, regardless of how long ago they attended TCC.

Failure to meet one or more of the established standards of satisfactory progress will make a student ineligible for financial aid. Students who become ineligible for financial aid due to the failure to meet the standards of satisfactory progress for financial aid will remain ineligible for financial aid until they meet the standards. Satisfactory progress includes all previous academic history, even if the student did not receive financial aid. It is the student's responsibility to monitor his or her progress. Although the Financial Aid office attempts to notify students who fail to meet the satisfactory progress standards through an e-mail informing them of their status, students who do not receive notice will still be ineligible for financial aid.

Standards of Satisfactory Academic Progress for Financial Aid
Below are the standards of satisfactory progress for financial aid. These standards apply to all students:

- 1-14 attempted hours: must maintain a 1.5 GPA or better
- 15-29 attempted hours: must maintain a 1.8 GPA or better
- 30 or more attempted hours: must maintain a 2.0 GPA or better
- Must complete at least 67 percent of classes attempted (including developmental courses, withdrawals, incomplete courses, unsatisfactory grades [failures] and transfer credit hours)
- Must complete the degree program before attempting more than 150 percent of the total credit hours required for the program

Warning Status

The first semester a student fails to meet the satisfactory progress standards for financial aid, he or she will be placed on Warning Status. While the student will continue to receive financial aid during this period, it is the student's responsibility to restore his or her academic standing for financial aid by the end of the term in which the Warning Status was given. Students will be notified that they are on warning status by e-mail.

Failure to restore academic standing by end of the term will result in the student being ineligible for financial aid.

Appealing Satisfactory Academic Progress Requirements

Before submitting an appeal for financial aid, students must meet with a student success advisor to establish a student success plan. Appeals will not be considered until the financial aid office is notified that the plan has been completed. Students have 15 days from the receipt of a letter or e-mail notifying them of their failure to meet the standards of satisfactory academic progress to appeal, or 30 days after the Spring semester ends if written notification was not received. Appeal forms and procedures are available in the Financial Aid office and at www.tcc.fl.edu.

Transfer students must meet the established satisfactory progress requirements; appeals are generally not granted.

Students can appeal their failure to meet the standards of satisfactory progress for financial aid if unusual and mitigating circumstances exist. Unusual and mitigating circumstances include, but are not limited to, a death in the student's immediate family, medical condition, hospitalization, documented emotional distress or other situations beyond the student's control.

All situations must be fully documented, including supporting letters from counselors, doctors, ministers and other appropriate third parties.

Students whose appeal is denied may request that the Financial Aid Appeals Committee review their status. If the student has additional supporting documents, the student must provide the documents before the committee meeting. Students do not meet with the committee, and the decision of the committee is final.

• Financial Aid Regulations

Family Educational Rights and Privacy Act (FERPA)

This Act prohibits the release of information from a student's file to third parties without written consent of the student.

Students who want the Financial Aid office staff to speak with any third party, including parents or a spouse, must put a release form in their financial aid folder giving the Financial Aid office staff permission to speak to the people identified on the release form. This release can be revoked by submitting a written request to the Financial Aid office at any time. Requests sent to other offices will not suffice for adding or deleting people from the Financial Aid form.

Student Addresses

All information concerning a student's financial aid will be sent to the address provided to the Enrollment Services and Student Success office. All students should keep current address information on file with the Enrollment Services and Student Success office.

Verification of Information

If a student is selected for verification, or if any information fails federal matches with the Social Security Administration, Selective Service, INS or other government agency, the student may be required to submit other documents as specified by the federal government.

Until a student's file is complete, he or she will not be awarded or receive financial aid.

Should TCC receive an ISIR or SAR after the student has been paid and if the student is selected for verification, and if the EFC changes for any reason, the student will be responsible for repaying any funds that must be returned to the federal or state government.

Failure to complete a file prior to the end of the semester for which the student is requesting aid means the student may forfeit his or her eligibility. Many federal and state programs require a completed file prior to the end of the term.

Students who have errors detected on their ISIR or SAR will not receive financial aid until the errors are corrected and a valid ISIR or SAR is returned to the Financial Aid office. If the Financial Aid office has the documents needed to correct the error, the information will be sent electronically to the federal government. If the Financial Aid office does not have the information needed to verify the accuracy and make the correction, then the student will be required to resubmit the information to the federal government.

• Veterans Services

• Veterans Benefits

Tallahassee Community College is approved by the State Approving Agency for Educational Benefits under the various veterans' training laws. The educational benefits for which one may apply are as follows:

- Chapter 33 (Post-9/11 GI Bill)
- Chapter 30 (Montgomery GI Bill--Active Duty)
- Chapter 1606 (Montgomery GI Bill--Selected Reserve)
- Chapter 1607 (REAP/Reserve Educational Assistance Program)
- Chapter 31 (VA Vocational Rehabilitation)
- Chapter 35 (Survivors and Dependents)
- Chapter 32 (VEAP/Veterans Educational Assistance Program)

Veterans, reservists and survivors who are eligible for educational benefits and plan to attend under any of these programs should take the following steps:

- Apply for admission as a degree-seeking student at TCC.
- Contact the veterans services coordinator in the TCC Financial Aid office well in advance of registration to obtain all necessary U.S. Department of Veterans Affairs (VA) application forms.
- Submit the Certificate of Eligibility from the VA or submit a copy of the DD-214, Report of Separation, or the DD-2384, Notice of Basic Eligibility (NOBE) for Selected Reserve or National Guardsmen.
- Report enrollment to the TCC veterans services coordinator each semester.
- **Certification of Enrollment Period**
Upon enrollment, students receiving VA educational benefits are required to pay tuition and fees just as other students are. Entitlement to benefits administered by VA cannot be established nor award action taken until the Enrollment Certification is properly completed by the school and received by the VA. Eligibility for educational assistance benefits cannot be determined until the VA receives satisfactory evidence of active duty service.
- **Monthly Attendance Verification**
Monthly Attendance Verification is required for Chapter 30, 1606 and 1607. Veterans must verify their monthly enrollment before the next GI bill payment will be issued. Students can verify their attendance the last day of the month by calling the toll-free number and following the instructions: 1-877-823-2378, or verification can be submitted through the VA Web site: www.gibill.va.gov. Follow the link to "W.A.V.E" (Web Automated Verification of Enrollment).
- **Recertification**
To continue receiving VA educational benefits, qualifying enrolled students must provide a copy of their schedule to the TCC veterans services coordinator.
- **Deferments**
Qualified VA students may defer payment of their tuition and fees until 60 days from the first day of the term during Fall or Spring semesters. Students enrolled in the Summer terms may defer payment of their tuition and fees until 10 days before the end of the term in which they are enrolled. The VA deferment form can be obtained in the Veterans Center on the second floor of the Student Union. Payment for books cannot be deferred.

Note: Receipt of VA educational benefits does not relieve students of the obligation to pay their deferred tuition and fees by the due date. Failure to pay the deferred fees will result in appropriate administrative action pursuant to policies for collection of delinquent debts. Students will not be permitted to attend or

re-enroll at TCC for any future course until the VA deferment is paid in full. Unless the student officially drops or withdraws from all classes in or before the published drop/add refund period ends, the student is still obligated to pay the deferment. Should the student receive any type of financial aid disbursed by the College, all financial obligations will be satisfied with financial aid, including a VA deferment.

• Method of Payment to VA Students

Upon certification by the College and the VA, educational benefits are paid monthly to students. Payments are prorated for less than full-time training and training that is less than a full month. Payments are always issued after the month is complete. Summer term benefits may vary according to the length of the term in weeks and days. A standard semester is 15-18 weeks. An accelerated, or nonstandard, term is shorter, while a decelerated term (SPI course) is longer than a standard semester. Enrolling in an accelerated term or SPI course will affect the training rate. Training time is computed as follows:

Fall and Spring Terms

- 12 or more semester hours = full-time
- 9-11 semester hours = three-quarter-time
- 6-8 semester hours = one-half-time
- Less than 6 semester hours = tuition and fees only

Summer May Express and June Express Terms

- 4 or more semester hours = full-time
- 3 semester hours = three-quarter-time
- 2 semester hours = one-half-time
- 1 semester hour = tuition and fees only

Summer Main Term

- 7 or more semester hours = full-time
- 5-6 semester hours = three-quarter-time
- 4 semester hours = half-time
- Less than 4 semester hours = tuition and fees only

Clock-hour Equivalents

- 18 clock hours per week = full-time
- 13-17 clock hours per week = three-quarter-time
- 9-12 clock hours per week = half-time
- 5-8 clock hours per week = less-than-half-time

Note: Since the first VA checks are delayed, it is advisable for the veteran to be prepared to meet all expenses for approximately two months.

VA students can certify attendance either online at www.gibill.va.gov (click on Verify Attendance/W.A.V.E) or by phone at (877) 823-2378.

Note on monthly housing allowance for Post-9/11 (Chapter 33): The full Basic Allowance for Housing (BAH) is payable for all pursuit that is more than 50 percent of full-time pursuit; e.g., where 12 semester hours would be full-time, the full BAH would be payable for all pursuit of more than 6 semester hours. Active duty members, individuals training at 50 percent pursuit or less, and individuals pursuing only distance learning/independent study are not eligible for a housing stipend.

• SPI Classes

Because SPI courses are certified for 20 weeks, the training rates for these courses are different than for standard semester courses. Please see the veterans services coordinator before enrolling in SPI courses.

• Developmental (Remedial) Courses

Veterans, reservists, dependents and survivors may receive benefits for developmental (remedial) courses if these courses are needed to assist the student in overcoming a weakness in a particular area of study. The course must be necessary for the student's program of education. However, under VA regulations, development courses offered online

(even partially) cannot be approved. For assistance with developmental courses, see the veterans services coordinator.

• Program of Education

VA educational benefits will only be paid for course work leading to an associate's degree or certificate at TCC. Once a student fulfills his or her elective requirements, he or she may not be paid benefits for any more elective courses, even if these courses are required for acceptance into a bachelor's degree program.

Exceptions

- During a student's last term before graduation, a VA student may take non-required courses along with his or her final required course(s). Under rare circumstances a student may use this procedure twice in the same degree program. This can be done when a student has two courses remaining to be taken to complete his or her program and the courses must be taken in sequence, rather than concurrently. In this situation, a VA student could take non-required course work in his or her final two semesters. If a VA student fails the required course(s) needed to graduate, VA will then pay education benefits to re-take the required course(s), but will not pay again for non-required courses.
- If a VA student has completed his or her elective requirement, but still needs to take prerequisite elective course work or a corequisite general education requirement, VA will pay educational benefits for the prerequisite elective course or corequisite requirement.
- If a VA student has completed his or her associate's degree and is pursuing courses at TCC to become a degree-seeking student at the junior-year level of an upper division or four-year school, the student may be eligible to receive VA educational benefits. The VA student must contact the veterans services coordinator to obtain the documents necessary for this procedure.

Note: *Audited coursework is not authorized for payment by the VA.*

• Credit for Prior Training

Credit for Prior Training is previously earned credit that is applied to the program of education currently being pursued and that shortens the program accordingly.

It is the VA student's responsibility to take the following steps:

- Request academic transcripts from all prior postsecondary educational institutions (including service schools) he or she has attended. Transcripts must be received and evaluated by the end of the second semester of enrollment.
- Notify the TCC veterans services coordinator once the Enrollment Services and Student Success office completes the transcript evaluation.
- Do not pursue courses for which he or she may later receive transfer credit.

If the VA student has previously earned a great many credits at one or more other postsecondary educational institutions, VA may delay awarding benefits pending VA's receipt of TCC's prior credit evaluation of the VA student. The veterans services coordinator cannot certify courses that the VA student has previously completed if transfer credit is granted by the Enrollment Services and Student Success office.

• Credit for Military Experience

Any veteran who has completed at least one year of active duty service with an honorable discharge is entitled to seven hours of military credit, as follows:

HSC 1100 (3 credit hours)

PEM 1101 (2 credit hours)

MSL 1001 (1 credit hour)

MSL 1002 (1 credit hour)

In order to receive these credits, the VA student must complete one semester of attendance at TCC and submit a copy of his or her DD214 Members 4 Copy to the Enrollment Services and Student Success office, along with written documentation requesting seven hours of military credit.

• Academic Progress

The law requires that educational assistance benefits to a veteran or other eligible person be discontinued when the student ceases to make satisfactory progress toward completion of his or her training objective. Any VA student who fails to earn a 2.0 GPA at TCC for two consecutive academic terms will be reported to VA for unsatisfactory progress and VA educational benefits will be terminated.

The VA student must see the veterans services coordinator to obtain an Unsatisfactory Academic Progress form, which he or she must have completed by an academic counselor. This document must be completed before the veterans services coordinator can once again certify the student's enrollment to VA for payment purposes. If the VA student's GPA is less than 2.0 at the end of the next term of enrollment, the VA student will once again be reported to VA for unsatisfactory progress. VA educational benefits will again be terminated and another Unsatisfactory Academic Progress form must be completed.

• Repeating Courses

Payment of educational assistance may be authorized if repetition of a course is specifically required by the institution for attainment of the student's approved program objective. There is no limit on the number of times an eligible person may repeat a course for which a failing grade (or a grade that does not meet the minimum requirements for graduation) was received, as long as the grade assigned to the repeated course at the end of the term is punitive, i.e., it is a factor in computing the student's GPA. (Please see page 52 for information about state restrictions on repeating courses.)

Electives for which a failing grade (or a grade unacceptable for graduation) has been assigned may be repeated until a passing or acceptable grade is received, as long as each grade is punitive when it is originally assigned.

Note: *If the student repeats an elective course and has not already met the elective requirement for his or her degree program, VA benefits may be paid for the repeated course. If the student does not need additional electives to meet his or her degree requirements, but chooses to repeat an elective, no benefits may be authorized unless the repetition takes place during his or her final term and is taken in order to fill out the student's course load to full-time.*

• Changes in Enrollment Status

Failure to report any enrollment changes could result in an overpayment and discontinuance of VA benefits. Benefit payments will be authorized to a VA student based on the information provided by the VA coordinator in the initial Enrollment Certification for a scheduled period of attendance. Changes in the VA student's enrollment that occur after the Enrollment Certification is submitted may increase or decrease his or her entitlement to monetary benefits.

If a VA student makes certain enrollment changes, he or she may receive one or more benefit checks in amounts that exceed his or her actual entitlement. When this occurs,

the VA will make a retroactive adjustment to the student's award and the student will be charged with a debt to the Department of Veterans Affairs.

If a student drops a course, unless he or she can show the VA that there are mitigating circumstances, the student must return all the money paid to him or her for pursuit of that course from the start of the term, not merely from the date the student dropped the course. Generally, the student will be required to submit corroborative evidence to substantiate a claim of mitigating circumstances.

Mitigating circumstances are unanticipated and unavoidable events or situations beyond a student's control that prevent the student from completing a course with a creditable grade. Mitigating circumstances will be considered to exist without explanation by the student in the first instance of withdrawal from a course or courses totaling not more than six semester hours.

The student should notify the VA certifying official at TCC immediately if the student

- Has been recalled to active duty
- Drops, withdraws, adds or changes a course
- Has residency for tuition purposes changed from out-of-state to in-state
- Enrolls in an accelerated term
- Enrolls in an SPI course
- Completes an SPI course early
- Fails to complete an SPI course on time
- Changes major or degree program
- Dual enrolls in another school
- Dual enrolls in another program
- Audits a course
- Takes a course not in the student's major or degree program
- Changes address or phone number

The law prohibits payment of VA benefits for a course from which the student withdraws, or for a course that the student completes but for which the grade will not be used in computing requirements for graduation.

• Tutorial Assistance

Tutorial assistance through the VA is available to veterans, reservists and survivors of veterans who find that they need additional help in order to obtain passing grades in their course work. To qualify for tutorial assistance, a VA student must meet the following requirements:

- Be enrolled in a postsecondary program of education
- Be enrolled on a half-time or greater basis
- Show proof that the individual tutorial assistance is essential to correct a deficiency in a specified unit subject or subjects required as a part of, or which is prerequisite to, or which is indispensable to the satisfactory pursuit of the approved program of education
- Show proof that the tutor selected is qualified
- Complete the designated form to be reimbursed for the charges for such tutorial sessions

Acceptable evidence of the need for tutorial assistance includes failure of a first class test or assignment; poor SAT, ACT or other standardized test scores for the particular subject matter; retaking a unit subject that was previously failed; and instructor's evaluation after the first class meeting of the unit subject. The student must be registered for and pursuing that unit subject at the time he or she is being

tutored for it. A student cannot receive VA assistance for tutorial sessions conducted before the class commences or after it ends. The school certifying officials will make the final determination of need.

Note: *Chapter 31 students must contact their Vocational Rehabilitation case manager regarding tutorial assistance.*

• Work-Study Program

The VA Work-Study Program allows VA students to earn the federal or state minimum wage (whichever is higher) for up to 1,300 hours per year (25 hours per week). This program is available to veterans, reservists and survivors who train at the three-quarter or full-time rate. The types of work allowed include the following:

- Outreach services for VA
- VA paperwork
- Work at national or state veterans' cemeteries
- Work at VA medical centers or state veterans' homes
- Other VA approved activities

Note: *Chapter 1606 work-study students may perform work on Department of Defense facilities (e.g., military bases, reserve centers and National Guard facilities) that relates to the Chapter 1606 program.*

• Consortium Agreement with Another Educational Institution

TCC students who wish to study at another institution may be eligible to apply for a consortium agreement so they can receive financial aid through TCC while at the other school.

To determine if a student is eligible for a consortium agreement, he or she must consult with the Enrollment Services and Student Success office to complete the form titled Receiving Financial Aid While Attending Another Institution. To qualify for financial aid while participating in transient study, a student must be a degree-seeking, fully admitted, regular student at TCC; take courses that will apply toward a degree at TCC; and be enrolled in at least six credit hours at the host school, or a combination of six hours at TCC and the host school. Students also need to complete attendance requirements requested by the TCC Financial Aid office for host school classes. Upper division credits cannot be counted for receiving financial aid under consortium agreements. Upper division courses are junior and senior level courses.

Students who are on consortium agreements must be prepared to pay for all expenses at the host institution until TCC is able to disburse funds under the guidelines specified above. At the end of the term on the consortium agreement, students are required to have the transcript from the host institution sent to the Enrollment Services and Student Success office at TCC. Grades earned as part of the consortium agreement will be used in determining the student's satisfactory academic progress for financial aid.

Students who are taking classes at TCC, but who are earning their degree from another institution are considered transient students for financial aid purposes. Financial aid must be awarded by the institution from which the student is earning the degree.

STUDENT LIFE

Programs and Services

Student Learning Resources

Student Rights and Responsibilities

Student Right of Privacy

Programs and Services

The mission of the Division of Student Affairs is to provide comprehensive and accessible services to meet the educational needs and support the personal growth of students. Every department in Student Affairs strives to help students make responsible decisions by providing a learning environment that will help them better understand their abilities and needs and learn about the vast array of educational and occupational opportunities available to them.

- **Academic Advising Services (see page 24)**

- **Black Male Achievers**

African-American men face unique challenges as they pursue academic, career and social success. TCC's Black Male Achievers is a program designed to help students stay in college and graduate. The program provides a variety of academic and student services, along with personal enrichment activities to advance the intellectual and personal growth of its participants. To learn more about the program, contact the Division of Student Affairs at (850) 201-8490.

- **Campus Life**

The Department of Campus Life provides opportunities for students to get connected with the campus community. All students can make important contributions to the enhancement of activity programs that benefit both the College and individual students.

Co-curricular activities are an important part of the total educational experience at the College. Students have the opportunity to plan and implement those activities, which complement the curricular programs of the institution. Activities currently include intramural sports, fitness gym, aerobics classes, concerts, lectures, drama, clubs, visual arts, socials, newspaper, chorus, Brain Bowl, band, forensics, literary magazine, Model United Nations and student government.

- **Campus Recreation**

Students can exercise the body as well as the mind by taking part in recreational, fitness and wellness opportunities on campus.

- **Eagle Adventures (Outdoor Recreation)**

Eagle Adventures offers students an opportunity to pursue outdoor adventures geared toward both beginners and experts. Throughout the year, students can participate in trips such as skydiving, snowboarding, camping, whitewater rafting, paintball, cycling, horseback riding and deep-sea fishing.

- **Intramural Sports**

TCC offers an extensive intramural sports program. Students can participate in individual and team sports activities, including indoor and outdoor soccer, flag football, basketball, softball, volleyball, dodge ball, kickball, table tennis, Xbox gaming and ultimate frisbee.

- **The Lifetime Sports Complex & Fitness Center**

The Lifetime Sports Complex houses an 812-seat arena, which is home to TCC Basketball, and a recreational gymnasium. Classes in dance, physical fitness and indoor sports are held here, as are intramural sports. A state-of-the-art fitness facility and aerobics room accommodate students, faculty and staff. Personal trainers, aerobics and spin classes are also available. The intramural sports office is also located in the Lifetime Sports Complex. Hours and rules are posted in the facility. For more information, please call (850) 201-8093.

- **Career Center**

The mission of the Career Center is to enhance student success by providing comprehensive career, transfer and employment services. The staff is committed to fostering individual growth and development by assisting students with their academic, career and employment needs. Partnerships and collaborative efforts are developed with alumni, faculty, businesses, organizations, colleges and universities to help students explore career, internship, employment and transfer opportunities. The Career Center envisions career development as a lifelong process and empowers students to develop and implement a plan to achieve their short- and long-term career goals.

The Career Center houses many career-related resources. These include student, employer and job databases; resume development information; internship information; job placement assistance; and information on upcoming events like professional development workshops and career expos. Online career assessment resources such as CHOICES, Self-Directed Search and FACTS.org are also available to all students. Through these services, students can learn more about their aptitudes, interests, values and personality to assist in identifying career goals as part of their individual learning plan.

The Career Center assists students who are transitioning into the workforce and students who want to enhance their academic experience through internship opportunities. In addition, the Career Center offers assistance with resume writing, professional development, mock interviews, dress for success and individual career counseling. The Career Center is located on the second floor of the Student Union.

For information on the Career Center or to schedule an appointment, please contact (850) 201-9970 or visit www.tcc.fl.edu/careercenter.

For information on the TCC Internship Program, contact (850) 201-9971 or visit www.tcc.fl.edu/internships.

- **Child Care Services**

TCC understands the importance of providing quality child care services for its students. The Leon County Schools Early Childhood Professional Development Center (ECPDC) is available for TCC students' children ages four weeks to five years. Program fees are based on parent/student eligibility for state-funded programs and private pay fees.

The ECPDC offers an excellent opportunity for parents to continue their education, knowing their children are well cared for while parents are at school. It is also an opportunity for parents to learn about quality child care, age-appropriate activities and their own child's development.

The center follows the Leon County Schools' calendar and is open Monday through Friday, 7:45 a.m. to 5:30 p.m. To enroll your child or to find out more about ECPDC, please contact (850) 922-2099.

- **College Reach-Out Program (CROP)**

The College Reach-Out Program (CROP) was created by the Florida Legislature in 1983 (section 1007.34, Florida Statutes). The program is designed to increase the number of low-income, educationally disadvantaged students in grades 6 through 12 who, upon high school graduation, are admitted to and successfully complete a postsecondary education.

The TCC division of CROP began in 1985. Students in CROP are exposed to a wide variety of academic, educational and counseling activities designed to supplement their education and better prepare them for postsecondary education. These activities include test-taking and study skills workshops, after-school instruction at selected middle schools, group and one-on-one academic assistance, and educational field trips. Financial aid seminars, parent workshops and student counseling are

integral components of the program. In addition to the activities provided, CROP offers full prepaid Challenge (2-yr) and Take Stock in Children (2+2) college tuition scholarships to eligible Leon, Gadsden and Wakulla County middle and high school students, through a partnership with the TCC Foundation. More than \$3.5 million in scholarships has been awarded since 1994.

• Disability Support Services (DSS)

TCC is committed to making all programs, services and facilities accessible to and usable by students with disabilities. The Disability Support Services (DSS) office supports students as they strive to obtain maximum benefit from the educational experience and effectively transition to the college environment.

• How to Register with the DSS Office

To register for accommodations and learn about services available at TCC, students should make an appointment with a DSS counselor. Documentation should be provided by a medical doctor, psychologist or other licensed specialist recognized to treat the specific disability.

• Available Services

Academic advisers are available to students with disabilities. These DSS advisers act as advocates, mediate with instructors and assist students in working with local agencies. Although TCC is responsible for notifying students, faculty and staff of services available, students with disabilities are responsible for requesting services.

To ensure timely accommodations, students must request services prior to the beginning of each semester. Accommodations including note taking, reading, writing, interpreting, extended-time testing, an adaptive computer lab and individualized registration are available through the DSS office to qualified students.

The Adaptive Technology Computer Center and the DSS Testing Center, located in room 219 of the Fine and Performing Arts Center, are available for students with disabilities who require specialized and/or adaptive equipment. Braille printers, magnification equipment, computer software, calculators, Franklin Spellers, Dragon Naturally Speaking, JAWS and other voice-synthesized computer aids are available. The lab and testing room are essentially barrier-free.

The District Board of Trustees has established policies and procedures on reasonable substitutions to meet admission, graduation or coursework requirements for eligible students. Students seeking a substitution must first meet with a DSS representative to obtain the course substitution application. The DSS staff member will provide information on the substitution process and guide the student through the procedures for substitution approval. The proper statement of substitution and/or College Level Academic Skills (CLAS) waiver will be placed on the student's transcript at graduation. Any denial of a course substitution may be appealed by the student. Any substitution previously granted to a student by another state of Florida postsecondary institution will be recognized by TCC.

DSS services are listed in various TCC publications, including the catalog, faculty handbook, student handbook and numerous college brochures. Services are also highlighted as part of TCC's new student orientation program and are included in TCC staff orientation sessions.

• Americans with Disabilities Act (ADA) Coordinator

In compliance with the Americans with Disabilities Act (ADA), the College has designated an ADA coordinator, who oversees and coordinates the College's efforts to comply with and carry out its responsibilities pertaining to ADA. The coordinator also serves as the contact person for all ADA policies, procedures and concerns. The ADA coordinator can be contacted at (850) 201-8430 or dss@tcc.fl.edu.

• ADA Grievance Procedure

TCC has adopted an internal grievance procedure that allows for the prompt and equitable resolution of complaints that allege actions prohibited by the United States Department of Justice regulations implementing Title II of the Americans with Disabilities Act. The purpose of the grievance procedure is to provide a means to mediate a fair and equitable solution to a complaint alleging discrimination based on disability or a violation of the rules and regulations prohibiting discrimination as outlined in the ADA.

Persons who think they have been discriminated against based on disability or that there has been a violation of ADA guidelines may contact the ADA Coordinator at (850) 201-8430 or dss@tcc.fl.edu.

For information, stop by the Disability Support Services office, located on the first floor of the Student Union, or use the following contact information: voice: (850) 201-8430; persons with hearing or speech impairments and TTY users: connect through the Florida Relay Service by dialing 7-1-1 and then provide the DSS number: (850) 201-8430. E-mail: dss@tcc.fl.edu.

• Educational Talent Search

Educational Talent Search (ETS) identifies low-income youth with potential for education at the postsecondary level and encourages them to complete secondary school and undertake a program of postsecondary education. It also publicizes the availability of student financial assistance to persons who pursue a program of postsecondary education. In addition, ETS encourages persons who have not completed programs of education at the secondary or postsecondary level, but who have the ability to complete such programs, to re-enter.

The services provided include academic advice and assistance in secondary school and college course selection; assistance in completing college admission and financial aid applications; assistance in preparing for college entrance examinations; personal and career counseling; tutorial services; exposure to college campuses and cultural events; exposure to academic sites or activities not usually available to disadvantaged youth; workshops and counseling for families of students served; mentoring programs; and activities designed to assist students who have limited English proficiency.

• Enrollment Services and Student Success

The Enrollment Services and Student Success office, located on the second floor of the Student Union, provides important services that assist students with their transition to college. These services include, but are not limited to, administration of the high school dual enrollment program; conducting campus tours; processing applications for admission; evaluating high school transcripts and college transcripts for transfer credit; granting permission for international students to study at the College; coordinating new student orientation, advising and registration; providing academic support through academic planning, goal setting and study skills seminars; releasing official transcripts; and certifying graduation.

• Food Services

Tallahassee Community College offers various dining options for its students, faculty, staff and visitors in the Student Union. There are also numerous restaurants located near TCC's main campus.

• Graduation (see page 55)

• Health Services

The College provides emergency assistance to students who are injured or become ill.

Students who are injured may obtain assistance by contacting Campus Police, located in the Centre Building at (850) 201-6100

Health education instructors can advise students with specialized health-related problems and suggest appropriate professionals and/or agencies as resources.

Health insurance is not available through the College.

The College maintains a blood bank account with the Southeastern Community Blood Center. Students, faculty and staff are given the opportunity to participate as donors several times each year. Additional information can be obtained from the Department of Campus Life in the Student Union.

The College reserves the right to take action, as it deems necessary, to protect students and employees based on the awareness of impending dangers of specific diseases or illnesses.

• Housing

TCC does not provide on-campus housing; however, affordable student housing options are located within a five-minute walk of campus. For more information, contact the Department of Campus Life at (850) 201-8420 or visit the College's off-campus housing fair.

• Intercollegiate Athletics

A member of the National Junior College Athletic Association, TCC's athletic program emphasizes values such as teamwork, discipline, leadership and cooperation, which carry over into life after college. TCC offers baseball, softball, and men's and women's basketball. For more information on TCC Athletics, please visit www.TCCEagles.com.

• International Student Services

The International Student Services office, as part of the Enrollment Services and Student Success office, provides a wide range of support services to F-1 visa international students and other foreign nationals. It also plays an important role in the globalization of the campus. This office offers the following services:

- Provides pre-admission immigration counseling
- Issues I-20s for obtaining F-1 status
- Conducts an international student orientation seminar at the beginning of each semester
- Helps students adjust to a new academic environment and culture
- Provides academic and career counseling
- Monitors student compliance with the Department of Homeland Security immigration rules with regards to maintaining legal and valid status in the United States
- Maintains the SEVIS program
- Facilitates the SEVIS transfer to and from other schools
- Assists students with programs such as Curricular Practical Training, Optional Practical Training, work authorization, travel and re-entry, change of status and reinstatement
- Facilitates necessary intervention with U.S. embassies in foreign countries on behalf of prospective or current international students should problems arise with their visa application or renewal
- Monitors student compliance with the required international health insurance plan

- Administers and oversees the International Student Services Scholarship and the International Student Housing Scholarship Program
- Supports international partnerships with global organizations through grant opportunities that allow students to study at TCC and support student exchange
- Supports International Student Organization programs and activities
- Sponsors the celebration of International Education Week and other cultural programs on campus

To contact the International Student Adviser, call (850) 201-8258.

• Judicial Affairs

Judicial Affairs deals with students who are suspected of violating the TCC Student Conduct Code. As an integral part of the educational mission of the College, the disciplinary process is seen as a tool for guiding and teaching rather than punishment. Mediation is also provided for both students and faculty. Please refer to the Student Handbook and Planner for details of the Student Conduct Code.

• Library (see page 45)

• Mental Health Services

It is common for students to periodically experience difficulty juggling the demands of coursework with the challenges that arise in their personal lives. Free mental health assessments, referrals and short-term counseling services are offered for students through the Enrollment Services and Student Success office. Students in need of these services should contact Student Support Services at (850) 201-7726 to schedule an appointment.

Mental health services are available at TCC during most regular office hours. After hours, students may call 2-1-1 or (850) 224-6333 to access the community's free, confidential telephone counseling, crisis intervention and referrals. If you encounter a severe mental health crisis after hours, please call 9-1-1 for immediate assistance.

• New Student Orientation (see page 24)

• One-Stop Center at the Student Union

The One-Stop Center, located in the Student Union, is an expression of the College's student-centered vision. The Center provides a wide range of services that promote student success and ease of life on campus. Among these services are admission and enrollment information, advising, campus life, career assistance, disability support, fee payment, financial aid, ID card access, scholarship information, vehicle registration and veterans services. Students can also visit the TCC bookstore and food court as part of the One-Stop Center. The Center's hours of operation are Monday through Thursday, 8 a.m. to 6 p.m. and Friday, 8 a.m. to 5 p.m.

• Online Student Services

Students have access to many online services, all of which enhance the college experience. TCC's goal is to make services accessible and convenient to both current and prospective students.

Many online services are available without a student ID number and personal password, including the following:

- Admission application
- Class search
- College catalog
- List of extracurricular activities
- Answers to frequently asked questions
- Student handbook and planner
- Textbook purchase

The following services do require an eAccount username and password:

- Advising information (individual learning plan, registration holds, advising detail checklist, links to university transfer manuals)
- Application for graduation
- Ask the Librarian
- Blackboard
- Change of address and other personal information
- Change program objective
- Degree audit
- Distance learning orientation
- E-mail access
- Enrollment verification
- Fee payment
- Financial aid application and status check
- FTP access
- Grades/records
- My Success Platinum
- Online tutoring (Learning Commons)
- Plato
- Registration
- Software programs accessible in the Learning Commons
- TCC Passport
- Transcript request
- Turnitin.com

• Scholarships

TCC is committed to helping students achieve their educational and professional goals. The campus-wide scholarship program is an integral part of this commitment and is intended to provide qualified students with financial resources to support and promote their success.

Funding for the program is provided by the Division of Student Affairs and the TCC Foundation. For information, contact the scholarship coordinator at (850) 201-8411 or visit www.tcc.fl.edu and select Financial Aid & Scholarship Office from the Quicklinks menu.

• Student Activities and Organizations

The Office of Student Activities offers co-curricular activities including student government, live entertainment, multicultural programs, theme events, movie nights, comedy shows, gaming tournaments, financial workshops, leadership seminars, Student-Faculty Day, Spirit Day, Homecoming and more. In addition, there are many clubs and teams encompassing a wide range of interests, such as honorary and scholastic programs; cultural, social and community service organizations; and performing arts, recreational and spiritual pursuits. For a comprehensive list of student activities and organizations, please visit www.tcc.fl.edu/campuslife or call (850) 201-8420.

• Student ID/Access Card

The TCC Student ID card provides access to the TCC Library, Media Center, Academic Computing Center Labs, Testing Center, Career Services Center, Learning Commons, Lifetime Sports Complex and other campus facilities and labs. Cards and validation stickers are issued at the Cashier's Office, located in room 273 of the Student Union, and can be obtained Monday-Thursday, 8 a.m.-6 p.m. and Friday, 8 a.m.-5 p.m.

A current paid fee slip and photo ID is required to receive a Student ID card with a validation sticker. To update the validation sticker, students must present a current paid fee slip and their Student ID card to the Cashier's Office. To obtain a replacement card, students must pay a \$10 fee at the Cashier's Office.

• Student Volunteerism

Community service can enrich all students' college experience. The Office of Student Volunteerism matches students' interests with community agency needs and sponsors service projects throughout the year. From coastal clean-ups to helping needy families, from the Red Cross to Habitat for Humanity, there is a project that suits each student's interests and abilities. Students' service hours can be recorded on the academic transcript by submitting documentation each semester. Student, faculty and staff participation is welcome. For more information, please call (850) 201-6146 or stop by room 154 of the Student Union.

• Testing Center

The Testing Center, located in rooms 208 and 211 of the Fine and Performing Arts Center, provides the following testing services: Postsecondary Education Readiness Test (PERT); SPI/TV/Web course exams; Criminal Justice Basics Abilities Test (CJBAT); HESII Nurse Exam; Exemption Tests; Microsoft Certification testing (MCAS); CPT/CLAS Math Pretesting and distance education proctoring services.

- SPI, TV and Web Class Testing

Students who are taking a SPI, TV or Web class and who live in TCC's service district (Gadsden, Leon or Wakulla County) are required to take tests at the Testing Center. This service is offered free of charge. The Quincy House, TCC's Gadsden County service center, is also a distance learning testing site. Students who do not reside in TCC's service district and who require the services of a proctor at a location other than TCC's main campus should arrange the service through the Testing Center at (850) 201-8282. There may be fees associated with the use of external proctors.

• Transportation

TCC provides students with Fare-Free Zone bus service through the City of Tallahassee. With a validated TCC Student ID card, students can ride StarMetro to any destination in Tallahassee without paying a fare. For additional information, please call (850) 201-8420.

Student Learning Resources

The College offers an extensive variety of learning opportunities and facilities both on and off campus. These resources become more numerous each year to meet the changing needs of students. For more information about student resources, visit www.tcc.fl.edu/about_tcc/student_affairs/publications, open the Student Handbook, and go to the chapter titled My Resources.

• Academic Computing Labs

TCC prides itself on its commitment to provide students with access to the latest technologies. The Academic Computing Labs, located in room 210 of the Academic Computing Center, in the William D. Law, Jr. Learning Commons and in the library, are available to TCC students with TCC Student ID Cards. Students are welcome to use the hardware and software in the labs to complete course assignments using Word, Excel, PowerPoint, Access and multimedia applications. Macintosh platforms can be found in AC210, AC211 and the Learning Commons. In addition, students have access to the Internet and other equipment such as CD-ROMs and scanners.

The Student Technology Assistance Resource (STAR) Center, located in the Learning Commons, is equipped with a computer projector for students to practice PowerPoint presentations, as well as ample space for work on group projects.

• Adaptive Computer Lab

The Adaptive Technology Computer Lab and DSS Testing Center are located in room 219 of the Fine and Performing Arts Center. They are available for students with disabilities who require specialized or adaptive equipment and testing accommodations.

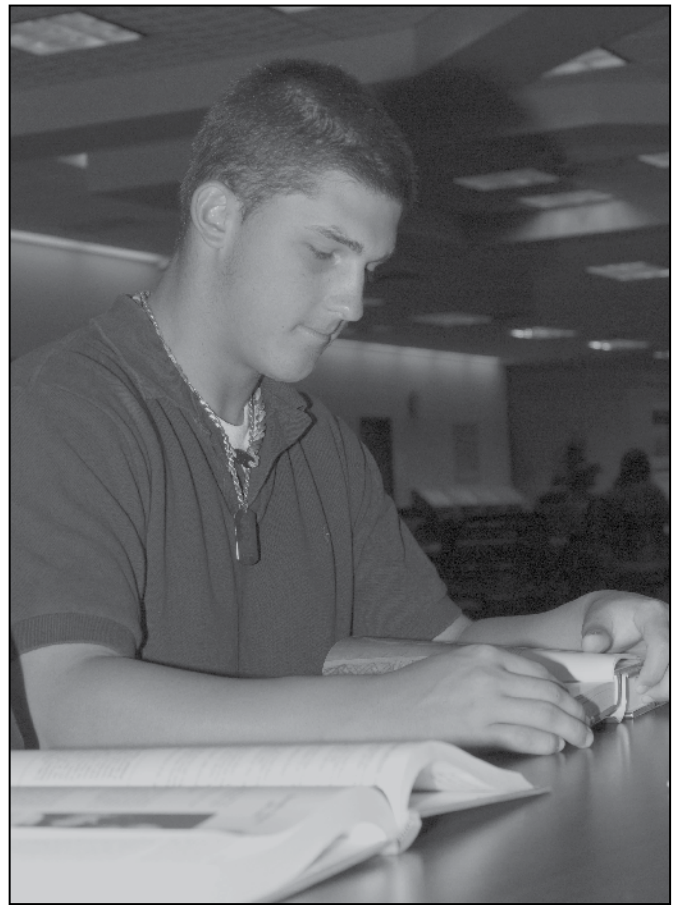
• eAccounts

Students have access to many electronic services in support of their academic experience. eAccounts are automatically assigned to all currently enrolled TCC students. eAccounts provide access to the following:

- TCC e-mail system*
- Campus LAN at the library
- Academic Computing Labs
- Computer Access Labs
- Adaptive Technology Computer Lab (or other academic labs)
- Smarthinking online tutor
- Web-based courses

Instructions for accessing the eAccount can be found under the Help tab at tccpassport.tcc.fl.edu.

*The TCC student e-mail system is the official method of communication among TCC faculty, staff and students. Students are expected to use TCC e-mail as their primary account and are encouraged to check their e-mail frequently.



• Learning Commons

The William D. Law, Jr. Learning Commons is a comprehensive, integrated learning center that provides learning assistance and resources to all TCC students. The Learning Commons offers students and faculty a broad range of services, including diagnostic assessment, learning materials and electronic resources, individual conferences, one-on-one and small group tutoring, whole class support, workshops and seminars, success strategies, technology and multimedia support, and assistance in the development and assessment of individual learning plans. Learning specialists, student success specialists and faculty collaborate to assist students in identifying and using resources to maximize learning and support student success.

The first floor of the Learning Commons provides support for students in all levels of mathematics, business-related courses, health sciences, physical sciences and natural sciences. The second floor provides support for students in all aspects of communication, including reading, writing, language skills and support for non-native speakers of English. Communication specialists and library staff collaborate to provide support for research and information literacy.

Throughout the Learning Commons, students have open access to computers, computer applications and technology support. The Learning Commons is also served by specialists who provide advising, study skills seminars and counseling support. For more information, call (850) 201-8193.

When classes are in session, hours are Monday through Thursday, 7:30 a.m.-9 p.m., Friday, 7:30 a.m.-5 p.m. and Saturday, 10 a.m.-2 p.m. Special schedules posted on the Web page should be consulted for hours during semester breaks, Summer terms, vacation periods and holidays.

• Library

The TCC library, which shares a building with the William D. Law, Jr. Learning Commons, provides state-of-the-art resources and services that support the academic mission of the College and the personal enrichment of TCC students, faculty and staff. Its collections include

- Books in print, electronic and audio formats, many of which are downloadable to computers and mobile devices
- Local, regional and national newspapers, magazines, trade publications and scholarly journals
- More than 100 research databases that offer the searchable full text of more than 9,000 journals, magazines and newspapers
- Course reserve items such as textbooks, DVDs and supplemental readings for in-library use
- Special collections such as the Florida History, Children's, and Leisure Reading book collections, and the John G. Riley Museum of African-American History and Culture archives

The library also offers these services to support students' academic needs:

- Staff of friendly professional librarians and skilled support personnel available all hours of operation to assist with assignments; locating, evaluating and citing information; and technology questions
- Extensive hours of operation: Monday-Thursday 7:30 a.m.-9:00 p.m.; Friday 7:30 a.m.-5:00 p.m. and Saturday 10:00 a.m.-2:00 p.m. (Hours vary during final exams, semester breaks, holidays and Summer term. Special hours are posted around the Library and on the TCC College calendar.)
- Individual study carrels and group study rooms
- Large collection of films on DVD and equipment for viewing and listening
- Expert research assistance on walk-in basis, by appointment via classroom instruction sessions and Blackboard courses
- Online chat/e-mail reference service ("Ask a Librarian") staffed by professional librarians that puts additional research assistance at students' fingertips throughout the day and during most of the hours the TCC library is closed
- Interlibrary loan service that allows students to borrow books and journal articles from other libraries anywhere in the world
- Photocopying, printing, scanning and faxing (school-related only)

Students should bring their TCC ID when visiting the library. A valid ID card is required to

- Borrow materials
- Access online databases*
- Use reserve and multimedia collections
- Use group study rooms
- Use printing and fax services

*Students must have a library staff member validate a PIN number in order to use the online databases. Call (850) 201-8695 for assistance.

The library's Web site serves as the portal to its rich array of resources and links students to the holdings of the 27 other Florida College System libraries and the 11 State University System libraries. The Web site also offers citation and research guides, database tutorials, and a blog with up-to-date information on a variety of technology and library-related topics.



• Study Abroad Programs

• Humanities Study Abroad Program

The Humanities Study Abroad Program offers students an opportunity to both study and experience many of the greatest achievements in cultural history. Students seeking to satisfy the six-hour humanities requirement for the Associate in Arts degree may enroll in the sequence of HUM 2740 (Humanities Abroad I) and HUM 2741 (Humanities Abroad II).

The first course of the sequence is designed to prepare students both academically and practically for their participation in an educationally oriented overseas tour, and the second course of the sequence consists of such a tour. The second course literally brings students face-to-face with the cultural accomplishments they studied in the first course. The first course is offered during the Spring semester, and the second course is offered during the Summer semester.

Tour itineraries and course outlines vary from year to year. Past tours have visited London, Paris, Florence, Rome and Athens. For more information about this year's itinerary and the costs involved, contact the Division of Communications and Humanities at (850) 201-6070.

• Spain Study Abroad Program

The Spain Study Abroad Program provides students with an opportunity to study Spanish language and culture while residing at and attending a major university in Spain. The following courses will be offered: SPN1121, SPN 2220, SPN2240 and SPW2010. Students may audit any of the classes offered. The Spain Study Abroad Program may vary from year to year. The main portion of the program takes place in Madrid. Past tours have included Barcelona, Seville, Granada, Toledo, Segovia, Avila and Cordova. For additional information, contact the Division of Communications and Humanities at (850) 201-6070.

• China Study Abroad Program

The China Study Abroad Program provides students with an opportunity to study business while residing at and attending a major university in China. For information, contact the Division of Technology and Professional Programs at (850) 201-8495.

• Taiwan Sister School Program

TCC has a relationship with a high school in Taiwan that has resulted in several Taiwanese students attending TCC, as well as TCC faculty members and students serving as English instructors during a summer session in Taiwan. For information, contact the Division of History and Social Sciences at (850) 201-8488.

- TCC has fostered partnerships with other higher education institutions such as Florida State University to provide TCC students with additional opportunities to study abroad. For information, contact the Division of History and Social Sciences at (850) 201-8488.

Student Rights and Responsibilities

The District Board of Trustees, faculty, staff and students are committed to creating a campus of learning, safety, shared responsibility and harmony. It is expected that all members of the educational community will share respect for the law and adhere to the highest ethical and moral standards of conduct.

In the event that these high standards are not self-enforced, the College will take action to protect its interests. Student conduct on campus and at off-campus sponsored activities and facilities is expected to be supportive of these interests.

The disciplinary function at TCC is an integral part of the educational mission of the College. Discipline is seen as a tool for guiding and teaching, rather than as punishment. Since behavior that is not in keeping with acceptable standards is often symptomatic of attitudes, misconceptions and emotional crises, the treatment of these symptoms through education and rehabilitative activities is an essential element of the disciplinary process. Severe disciplinary action against a student, such as suspension or expulsion, is considered and invoked only when necessary. Even in the case of irrevocable expulsion for misconduct, the process will not be considered punitive in the criminal sense, but will rather reflect the determination that the student is unqualified to continue as a member of the College community.

Each student, by registration, assumes the responsibility to become familiar with and to abide by College regulations and acceptable standards of conduct. Students who fail to observe College regulations or to maintain acceptable standards of personal conduct on campus or at College-sponsored functions or facilities are subject to disciplinary action. TCC reserves the right to discipline a student for activities that take place off campus when those activities adversely affect the College community. Disciplinary action by the College may proceed while criminal proceedings are pending and will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced. (Please see the latest edition of the *Student Handbook and Planner* for more complete details on the TCC Student Conduct Code and student rights and responsibilities.)

Student Right of Privacy

The College maintains various student records to assist students in achieving their educational goals. These records are regarded as confidential, and information contained in them can be released only by written permission of the student. Based on legitimate educational interest, TCC may disseminate information to authorized third parties. The College and its authorized third party agents comply fully with the provisions of the Family Educational Rights and Privacy Act (FERPA).

• Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act gives students the following rights with respect to their educational records:

1. The right to inspect and review the student's education records within 45 days of the day the college receives a request for access. Students should submit to the college registrar written requests that identify the record(s) they wish to inspect. The college official will make arrangements for access and notify the students of the time and place where the records will be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate. Students may ask the college to amend a record that they believe is inaccurate. They should write the college official responsible for the record, clearly identify the part of the record they want changed, and explain why it is inaccurate. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by a college to comply with the requirements of FERPA. The name and address of the office that administers FERPA is as follows:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

- **Directory Information**

The following information may be released to anyone unless a student specifies in writing to the College registrar in the Enrollment Services and Student Success office that the information is not to be released:

- Student's name
- Place of birth
- Major field of study
- Participation in recognized activities and sports
- Dates of attendance
- Degrees, academic honors and awards
- Enrollment status (i.e., full-time, part-time)
- Photographs*
- Previous schools attended

* Although TCC has designated photographs as directory information, these will appear only in TCC-generated information, such as College publications and the College's Web site.

Students may choose to withhold all, or some, of the designated directory information by completing the Non-Release of Information Form in the Enrollment Services and Student Success office. Any future release of such information would require permission by the student.

Students should be aware that, according to the Code of Federal Regulations 99.31(A)(1)(i)(B), TCC may disclose information to third parties outside of the institution to whom the College has outsourced services or functions. One example of such a third party is a collection agency acting on behalf of TCC.

- **Notification of Social Security Number Collection and Usage**

In compliance with section 119.071(5), Florida Statutes, TCC issues this notification to students, employees and applicants regarding the collection and usage of the Social Security Number.

Tallahassee Community College collects and uses the Social Security number in performance of the College's duties and responsibilities for the following purposes: admissions/testing; record identification and verification; classification of accounts; credit worthiness; billing and payments; data collection; reconciliation; tracking for outcome data and transition from one education level to the next; benefit processing; tax and scholarship reporting; financial aid processing; accreditation of programs; as a condition of employment and employment processing; and reporting to authorized agencies of the state and federal government. To protect identity, TCC secures all Social Security numbers from unauthorized access and assigns students and employees a unique identification number. The College will never release Social Security numbers to unauthorized parties. The unique identification number is used for all associated employment and educational purposes at TCC.

- **Enrollment Services/Workforce Programs/Florida Public Safety Institute**

Federal legislation relating to the Hope Tax Credit requires that all postsecondary institutions report students' Social Security numbers to the Internal Revenue Service. A student may refuse to disclose his or her Social Security number to the College, but the IRS is then authorized to fine the student in the amount of \$50.

In addition to federal reporting requirements, the public school system in Florida uses Social Security numbers as student identifiers (section 1008.386, Florida Statutes) for purposes of tracking and assisting students in the smooth transition from one education level to the next. Social Security numbers are protected by FERPA and are never released to unauthorized parties.

- **Financial Aid Department**

The Financial Aid office will use the student's Social Security number to secure funds awarded and to report funds received by the student from the state and federal government. In addition, if a student is awarded and chooses to accept a student loan, the Social Security number will be used to obtain the loan funds from the lender the student specifies.

The United States Department of Education (USDOE) Free Application for Federal Student Aid (FAFSA) requires all applicants to report their Social Security number to be used for all federal financial aid programs as a student identifier for processing and reporting. In addition to its use by USDOE as a student identifier, the Social Security number is required in order for the Department of Homeland Security to investigate citizenship status, for the Federal Work Study program, and on all loan applications for use by the lender/servicer/guarantor.

Sections 483 and 484 of the Higher Education Act of 1965, as amended, give TCC the authority to ask students and their parents these questions and to collect the Social Security numbers.

- **Human Resources Department**

Providing your Social Security number is a condition of employment at TCC. The Social Security number is used for legitimate business purposes in compliance with the following:

- Completing and processing the federal I-9 form (Department of Homeland Security)
- Completing and processing the federal W4, W2 and 1099 forms (Internal Revenue Service)
- Completing and processing federal Social Security taxes (Federal Insurance Contributions Act tax)
- Completing and processing quarterly unemployment reports (Florida Department of Revenue)
- Completing and processing Florida Retirement Contributions (Florida Department of Revenue)
- Workers' Compensation Claims (Florida Community College Risk Management Consortium and Department of Labor)
- Completing and processing direct deposit files (Automated Clearing House [ACH])
- Completing and processing 403b and 457b contributions
- Completing and processing group health, life and dental coverage enrollments
- Completing and processing various supplemental insurance deduction reports
- Completing and processing various payroll documents, including contracts for service

ACADEMIC INFORMATION

Attendance

Academic Standards

Academic Support Programs

Classification of Students

Course Guidelines

- Dropping/Adding

- Withdrawal

- Withdrawal after Deadline

- Auditing Courses

- Repeating Courses

- Appeal for Grade Change

- Absence from Final Exam

Grading System

Alternative Credit Programs

Graduation

- College Level Academic Skills

Academic Programs

Developing an Academic Plan

Attendance

All students enrolled in the College are expected to attend all classes. Attendance and participation are two of the most significant factors that promote student success. Students are responsible for completion of all work assigned in class, whether they are present or not. The following will not be counted as absences if the student notifies the instructor and provides appropriate documentation prior to the absence: required military duty, court-mandated appearances including jury duty, College-sponsored activities approved by the College president and religious holidays. The instructor must receive prior notification of absences caused by such situations to assure the absence will not be counted. Regardless of the reason for an absence, it is the student's responsibility to follow the instructor's policies regarding making up missed assignments and providing any required documentation related to the absence. Students who feel they have been unreasonably denied an educational benefit due to required military duty, court-mandated appearances including jury duty, College-sponsored activities approved by the College president, or religious holidays should contact the appropriate dean/director.

Students may be Administratively Withdrawn by their instructor for excessive absences if students are absent for more hours than the credit hours of the course. For example, a student who misses more than three hours of class in a three-credit-hour class for any reason except those above is subject to the instructor's withdrawal policy. If a student registers after the first day of class, official class attendance begins on that day rather than the first day of class. Instructors' syllabi for Web classes explain how this requirement is applied in the online environment.

Other than the situations described above, faculty requirements for attendance vary but must be clearly stated in the instructor's syllabus. Students reporting to class late or leaving early may be considered by their instructor to be absent. Each instructor's syllabus describes his or her attendance policy and course requirements and indicates how an Administrative Withdrawal (AW) will be applied in the class. Students should refer to their syllabi for specific information on the application of the AW policy.

See also the information about Withdrawal on page 51.

Academic Standards

The College has established academic standards and an academic progress system to assist students and to meet legal requirements. The academic progress system assists students who, because of unsatisfactory academic performance, may experience difficulty in achieving their educational objectives at the college level. Academic progress procedures are designed to achieve the following:

- *Protect the student from prolonged unsatisfactory performance, since continued low achievement will cause the student to forfeit an opportunity to earn a college degree.
- *Assist the student in re-evaluating educational goals and in selecting a program of study and/or curriculum appropriate for her or his interests, needs and abilities.

TCC's standards of academic progress consider grades and rate of completion of courses. For a student to make satisfactory progress and continue successfully toward a degree, the student must maintain a 2.0 cumulative GPA and successfully complete 67 percent of all courses attempted by the time of 30 or more attempted hours. For more information about the criteria for and consequences of academic warning, probation, suspension and dismissal, students may contact the Enrollment Services and Student Success office, located on the second floor of the Student Union.

• Satisfactory Progress - Good Standing

Students who meet or exceed the established cumulative standards will be considered to be making satisfactory progress. Only students in this status may qualify for inclusion in the President's List or the Dean's List. The standards are as follows:

- *1-14 attempted hours: must maintain a 1.5 GPA or higher
- *15-29 attempted hours: must maintain a 1.8 GPA or higher
- *30 or more attempted hours: must maintain a 2.0 GPA or higher
- *Students receiving financial aid must also maintain a 67 percent completion rate

• Academic Warning

Students who do not make satisfactory progress and fall below one of the standards listed above will receive an academic warning the first term. The academic warning will appear on the student dashboard in TCC Passport, an e-mail will be sent notifying the student of his or her status, and a student success adviser will contact the student to discuss the student's academic performance.

• Academic Probation

Students who do not make satisfactory progress a second term will be placed on academic probation. In order to be eligible for registration for another term, the student will be required to meet with a student success adviser to develop a success plan and may be required to enroll in a specific course or courses in an attempt to correct the problem(s). Students on probation will be limited to enrollment in no more than 13 credit hours per semester. Special consideration may be given due to extenuating circumstances. Academic probation will be posted on the academic transcript.

• Academic Suspension

Students who do not make satisfactory progress while on academic probation will be placed on suspension and may not be allowed to enroll at the College for one full term. Students on academic suspension will be provided information on vocational opportunities and/or remediation options while on academic suspension that could assist them in developing job and academic skills.

In order to be eligible to register after the suspension, students must contact the Enrollment Services and Student Success office before the beginning of any term for which they want to petition for re-enrollment and must meet with a student success adviser to develop an academic success plan. Students on academic suspension may be limited in the number of credit hours they may register for per semester. Special consideration may be given due to extenuating circumstances. Academic suspension will be posted on the academic transcript. Students re-entering after a term on suspension will be placed back on academic probation, and they must make satisfactory progress during the term in which they return. Failure to do so will result in academic dismissal.

• Academic Dismissal

Students who do not make satisfactory progress while on returning-from-suspension status will be placed on academic dismissal and may not be allowed to enroll in the College for a minimum of one calendar year. Students on academic dismissal must contact the Enrollment Services and Student Success office before the beginning of any term for which they want to petition for re-enrollment. If re-enrollment is permitted, the student must meet with a student success adviser before registration. The student may be required to enroll in a specific course or courses and will be limited in the number of credit hours her or she may register for per semester.

• Appeals Process

A student who is suspended or dismissed at the conclusion of any term may appeal the action through a written petition to the Suspension Appeals Group established in the Enrollment Services and Student Success office, if the student thinks that the suspension was caused by extenuating circumstances. If the appeal is not approved, full sanctions will apply.

• Veterans' Standards of Academic Progress

All veterans receiving VA educational benefits for training at TCC fall under an additional qualification beyond the College's standards of academic progress. Any such veteran who fails to earn a 2.0 GPA at TCC for two consecutive academic terms will be reported to the VA for unsatisfactory progress, and VA educational benefits will cease. This qualification addresses only VA benefits and does not have any direct impact on the student's academic standing with the College itself. All questions regarding this policy should be addressed to the veterans services coordinator in the Veterans Center. Please see page 36 for additional information about veterans services.

Academic Support Programs

The division of Academic Support houses the Developmental Studies Program, College Success courses and the Learning Commons, which provides learning assistance to all TCC students (see page 44).

• Developmental Studies Program

The Developmental Studies Program provides opportunities for students to improve performance in the college-entry skills of English/writing, reading and mathematics. Any student who scores below the state-adopted minimum college placement test score in any of these three skill areas must register for the developmental courses indicated for that skill area.

Full-time students who register for at least 12 credits must begin developmental courses immediately based on placement test results. Part-time students must begin developmental courses prior to accumulating 12 credits. Students enrolled in developmental courses may also enroll in college credit courses that do not require the skills addressed in developmental courses. Students must successfully complete the required developmental courses by the time they have accumulated 12 hours of college credit coursework. Students may continue enrollment in college credit coursework provided they maintain enrollment in developmental coursework for each subsequent semester until developmental coursework requirements are satisfactorily completed. Students must also demonstrate satisfactory performance in their college credit coursework. (Section 1008.30, Florida Statutes). Students who have accumulated 12 hours of college credit may not withdraw from developmental courses unless they are withdrawing from the College.

• College Success Courses

College success courses provide students with instruction and strategies to support success in classroom skills, life management skills and career planning. Students who place into ENC0015 and REA0007 must enroll in SLS0003 in their first semester. Students who place into two or more developmental courses other than ENC0015 and REA0007 must enroll in SLS1510 within the first 12 attempted hours. All students who place into two or more developmental courses, including ENC0015 and REA0007, must enroll in SLS1510 within the first 15 attempted hours.

• Learning Commons

The William D. Law, Jr. Learning Commons is a comprehensive center providing resources, learning support and technology support across the curriculum. For additional information see page 44.

Classification of Students

A freshman is a student who, at the time of registration, has fewer than 30 semester hours of college credit in courses carrying degree credit and who is registered in at least one course for credit.

A sophomore is a student who, at the time of registration, has at least 30 semester hours of college credit in courses carrying degree credit and who is registered in at least one course for credit.

A non-degree student is one who is not seeking a degree or certificate but who is registered in at least one college-level credit course.

• The Student's Program

Twelve credit hours is considered a minimum full-time program during Fall and Spring terms; 15 credit hours is the normal full-time program. Six hours is considered full-time for the Summer six-week terms; for the 10-week Summer term, nine hours is required for full-time status.

Students are expected to spend at least two hours per week in preparation for each hour of class lecture or recitation. Thus, if the student enrolls for 15 credit hours, then at least 30 hours per week should be budgeted for class preparation. Some courses, such as laboratory courses, require students to attend additional contact hours, so students should plan their schedules accordingly. TCC reserves the right to restrict a student's program to less than the full-time load permitted or to assign a student to a particular course or section of a course. Such decisions may be based on a review of the student's previous academic record, on results of tests given at the time of registration or on commitments outside of college. The purpose of this restriction is to better meet the needs of the student. Students who are employed and attending school should carefully consider the number of hours they undertake to ensure sufficient study time.

The College reserves the right to select from the courses listed in this catalog those that will be offered during any session. Further, the College reserves the right to change any of its offerings or regulations without previous notice.

• Definition of Credit

Credit is a unit of measure assigned to courses or course-equivalent learning. Credit is awarded if the learning activity it represents is part of, or preparatory for, an organized and specified program leading to a postsecondary certificate or degree.

College credit is assigned to courses or course-equivalent learning that is part of an organized and specified program leading to an associate degree. One college credit is based on the learning expected from the equivalent of fifteen 50-minute periods of classroom instruction. Credits for laboratory instruction, internships and clinical experience are determined by the proportion of direct instruction to the laboratory exercise, internship hours or clinical practice hours.

Career credit is assigned to courses or course-equivalent learning that is part of an organized and specified program leading to a career certificate. It applies to postsecondary adult vocational courses (PSAV). One career credit is based on the learning expected from the equivalent of 30 hours of instruction.

Developmental credit is assigned to courses that provide pre-college-level academic preparation as determined by State Board of Education Rule 6A-10.0315. One developmental credit is based on the learning expected from the equivalent of fifteen 50-minute periods of classroom instruction, with credit for laboratory instruction and individualized study determined based on the proportion of direct instruction to the laboratory exercise or individualized program.

Course Guidelines

• Dropping/Adding

The time periods referenced in the following policies pertain to classes that begin and end in accordance with the traditional college term. Classes conducted in a nontraditional format (e.g., Self-Paced Instruction [SPI], express schedules or variable starting dates) have different deadlines. Please contact the Enrollment Services and Student Success office at (850) 201-8555 for specific policy information.

All students should carefully consider the consequences of changing their schedules after classes begin. However, it is possible to drop and/or add courses during the period of time set forth in the class schedule for each term.

• Withdrawal

TCC has one withdrawal deadline, which is equivalent to the midpoint of the term for each session. The withdrawal policy applies to all credit students, including distance learning students. The withdrawal process before deadline must be initiated by the student. For additional information, please contact the Enrollment Services and Student Success office at (850) 201-8555. Deadlines for withdrawal from Self-Paced Instruction (SPI) courses or courses taught in an express session will be determined by the Enrollment Services and Student Success office and provided to the student. For information regarding withdrawals after the deadline, please contact the office of the vice president for student affairs at (850) 201-8490 or see the Withdrawal After Deadline section below. In accordance with State Board of Education Rule 6A-14.0301, students are permitted a maximum of two withdrawals per course. Upon the third attempt, the student will not be permitted to withdraw and will receive a grade for that course.

Students who want to withdraw from the term must submit an official Complete Withdrawal Form in the Enrollment Services and Student Success office. For information, please contact the Enrollment Services and Student Success at (850) 201-8555.

Students seeking a withdrawal who submit their request before the withdrawal deadline will receive a grade of W recorded upon their permanent record for each course in which they were enrolled at the time of withdrawal. No instructor signature is required. Students who have accumulated 12 hours of college credit may not withdraw from developmental courses unless they are withdrawing from the College.

Faculty members whose policy is to withdraw students utilizing the AW grade must do so by the College's established withdrawal deadline.

Before seeking a withdrawal, students should follow these guidelines:

1. Communicate with your faculty member on a consistent basis throughout the semester to discuss the expected outcomes of your progress in the course.
2. Familiarize yourself with TCC's academic resources.
3. Contact your adviser or a Student Affairs staff member to discuss the consequences of a withdrawal and to request additional assistance with regard to your current and future personal and career goals.
4. Contact a Financial Aid staff member regarding your financial aid status. (See page 33 for additional information.) Students should be aware of the following:
 - Withdrawals after the established refund deadline are not eligible for tuition refund.
 - Withdrawals may affect a student's financial aid status. (See page 34 for additional information.)
 - Withdrawals may affect an international student's required visa status.

- Withdrawal from a course may affect a student's intent to apply to a limited-access program.
- Withdrawals may affect a student's graduation timeline.
- Withdrawals may be associated with higher educational costs.

TCC faculty do not automatically withdraw students who stop attending classes. Students who stop attending without withdrawing will receive a grade of F unless the instructor has issued an Administrative Withdrawal (AW). Faculty may choose whether or not to use the AW. The use of the AW to administratively withdraw a student is primarily based upon excessive student absences (see catalog section on attendance), but may be secondarily based on student academic progress. Faculty members publish their AW policy in the course syllabus.

The AW may also be employed to remove student(s) from the class roster as a disciplinary measure imposed during student judicial hearings by action of the vice president for student affairs.

• Withdrawal after End of Semester Deadline

In certain instances, students may have grounds to appeal for a withdrawal after the established deadline. Students who miss the official TCC withdrawal deadline and have documented circumstances warranting further consideration must go through an appeals process.

Withdrawal after deadline must be made within one year after the end of the term, unless the student was incapacitated during that time or there is a documented college error.

Proving grounds for a withdrawal after deadline is the responsibility of the student. The procedure for appealing a withdrawal after deadline is as follows:

1. The student must complete the Enrollment Appeals form in the office of the vice president for student affairs and provide appropriate documentation. All forms clearly state the acceptable parameters and/or conditions for an appeal. Appeals that do not meet these minimum criteria or are not supported by documentation will not be considered.
2. Withdrawal after deadline may be considered as a result of the following extenuating circumstances, provided that the student submits the required documentation supporting his/her inability to withdraw by the published deadline:
 - Serious illness or incapacity due to accident of the student
 - Death, serious illness or incapacity due to accident of a member of the immediate family
 - Other extreme emergency or catastrophe, such as
 - Medical/psychological trauma of the student as evidenced by a physician's letter
 - Military orders to report
 - Natural disasters affecting student/immediate family

• Excess Hours Advisory Statement

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

"Excess hours" are defined as hours that go beyond 120% of the hours required for a baccalaureate degree program. For example, if the length of the program is 120 credit hours, the student may be subject to an excess hour surcharge for any credits attempted beyond 144 credit hours (120 x 120%).

All students whose educational plan may include earning a bachelor's degree should make every effort to enroll in and successfully complete those courses that are required for their intended major on their first attempt. Florida college students

intending to transfer to a state university should identify a major or “transfer program” early and be advised of admission requirements for that program, including the approved common prerequisites. Course withdrawals and/or repeats, as well as enrollment in courses nonessential to the intended major, may contribute to a potential excess hours surcharge.

• Auditing Courses

A student registering in a college-credit course on a not-for-credit basis will be enrolled in an audit status. Upon completion of the course, an X grade will be awarded with no impact on the student’s GPA.

Audit students must meet the same admission standards as credit students. The student is responsible for determining from the instructor what participation, if any, will be required. In special circumstances, approval of the dean/director will be required to audit a particular course. Students registering for credit will have priority over auditing students when class size is a consideration. Audit registrations may not be changed to credit registrations after the third week of classes. Students must complete the paperwork in the Enrollment Services and Student Success office.

Fees for courses audited are the same as for those courses taken for credit. Courses taken as an audit do not qualify for financial aid eligibility. Students who have not successfully completed their developmental courses may not audit those developmental courses. Students who have met developmental requirements through previous satisfactory grades or appropriate test scores may audit developmental classes.

Until midterm, an instructor may administratively withdraw any audit student who excessively abuses the attendance policy.

A student must declare audit status by the last day to drop courses and receive a refund (fifth day of classes). The enrollment will not be counted as an attempt for purposes of full cost or repeat course regulations.

• Repeating Courses

Whenever students repeat a course in which they have received a grade of D or F, only the last grade and grade points earned in the repetitions will be used in calculating the TCC GPA and credits earned. However, forgiveness may not transfer to other institutions; therefore, repeated courses may impact the computation of the GPA when students transfer to other institutions, either public or private. Students should also consider the impact of retaking a course on their specific financial aid package.

Students are not permitted to repeat courses in which they have received grades of C or better, or to earn forgiveness after they receive the Associate in Arts degree. Courses may be repeated if they are designated as repeatable, such as choir, music or journalism or are individualized courses of study; if they are required to be repeated by a regulatory agency; or if they are being repeated as part of a regulatory requirement for continuing education to stay current in the field, such as teacher certification.

In accordance with State Board of Education Rule 6A-14.0301, students may have only three attempts per course, including the original grade, repeat grades and withdrawals at any point in the semester. A fourth attempt may be allowed only through an academic appeals process based on major extenuating circumstances. Students should call the Enrollment Services and Student Success office at (850) 201-8555 to schedule an appointment to meet with a counselor to discuss circumstances and to start the appeals process. Fourth attempt appeals are reviewed by the Enrollment Appeals Committee.

In accordance with Sections 1004.93, 1004.94, 1009.28 and 1009.285, Florida Statutes, students enrolled in the same developmental or college-level course more than two times shall pay the full cost (100 percent) of instruction, except in

approved cases of extenuating circumstances. Contact the Enrollment Services and Student Success office at (850) 201-8555 for more information.

• Appeal for Change of Grade

Ordinarily, an instructor’s grades are permanent once they have been released to Enrollment Services and Student Success on the final day of the term. Grades may be changed only when a clerical error has been made or when new information indicates that a change be made. In certain instances, a student may have just grounds to appeal for a change of grade. All grade appeals must be initiated within one calendar year after the disputed grade was awarded. In proving grounds for a change of grade, the responsibility is on the student.

The procedure for appealing for a change of grade is as follows:

1. The student confers with the instructor.
2. If the problem is not resolved, the student confers with the appropriate dean/director.
3. If the problem cannot be resolved at that level, the student may then petition the vice president for academic affairs. The vice president will require the student to put all of the pertinent facts in a written petition and submit a signed copy to the vice president within a time period agreed to by both parties.
4. If the student does not provide the written petition within the agreed time period, the procedure shall terminate.
5. If the student provides the written petition to the vice president for academic affairs within the agreed time period, the vice president will investigate.
6. If the problem cannot be resolved at this level, the vice president for academic affairs will forward the petition to the Student Services Committee via the vice president for student affairs. This Committee, which may request additional information from both parties via the vice president for student affairs, will then inform the student and the faculty member of the date of the hearing and request their presence.
7. The Committee shall hold the hearing and consider the facts stated in the petition.
8. The Committee shall make a recommendation, and the chairman will notify the vice president for academic affairs via the vice president for student affairs, in writing, of the committee’s recommendation.

Notification will be mailed within 10 working days following the hearing.

• Absence from Final Examinations

A final examination is required in all courses except those specifically exempted by the Academic Affairs Curriculum Committee. For some courses, departmental policy requires that the student take the final exam before a passing grade can be earned. For all other courses, a student who does not take the final exam and is not eligible for a makeup exam will receive a zero for the exam. The zero will be averaged into the course grade. The faculty will not arrange to give final examinations at other than the regularly scheduled times. A student who reports to and takes any part of a final examination ordinarily will not be allowed to defer or retake that final. A student who is absent from a final examination due to illness, court-mandated appearance or other extreme emergencies must contact the appropriate dean/director immediately and provide reliable evidence of these situations. Final examinations may be rescheduled only for extreme emergencies. All changes to final exam schedules must be approved by the appropriate dean/director.

Grading System

The standing of a student in each course is expressed by one of the following letters:

- A Excellent - 4 grade points per credit hour
- B Good - 3 grade points per credit hour
- C Average - 2 grade points per credit hour
- D Poor - 1 grade point per credit hour
- F Failure - No grade points
- S* Satisfactory - No grade points
- U* Unsatisfactory - No grade points
- I** Incomplete - No grade points
- X* Audit - No grade points
- NC* No credit course - No grade points
- NR* Grade not reported - No grade points
- AW* Administrative withdrawal - No grade points
- W* Withdrew - No grade points
- AD, AF* Amnesty - No grade points

*Grade not included when computing the grade point average.

**Incomplete: A special circumstance where a student who is passing a course and has completed a majority of the required coursework may, with the permission of the instructor, be allowed to receive an Incomplete. This permission is granted only for exceptional reasons. Grades of "I" are not assigned to any courses if a student withdraws from the College or to avoid an earned grade. It is the responsibility of the student to make the necessary arrangements with the instructor concerned to satisfy the incomplete conditions. An "I" shall be changed to a final grade if the student completes the required work by the end of the next term, whether or not the student is enrolled for that term. An "I" not removed by the end of the next term (Fall, Spring, Summer C) will revert to an F. Students called for active military duty will, at their request, be assigned "I" grades that will not convert to F grades for a period not to exceed two terms following the end of the term for which the "I" grade was assigned. Students who receive an "I" grade under this exceptional circumstance may receive a full tuition refund for the course in which "I" grades have not been removed by the end of the second term by requesting such a refund in writing to the vice president for student affairs no later than the last official class day of the second term.

• Grade Reports

Final grades will be posted to TCC Passport. Academic permanent records will not be released without a written request from the student. A photo-bearing identification is required to receive records in person. Records cannot be released if the student has any outstanding financial obligations to the College.

• Honors Recognition

TCC is pleased to recognize the academic accomplishments of its students each semester, as well as at graduation. Students who have satisfied all of their developmental courses, who enroll in at least six credit hours in a term and who complete all college credit hours attempted are eligible for honors recognition for that term. Students are notified of honors recognition through TCC e-mail. President's and Dean's recognition is also noted on the official TCC transcript.

Only courses that earn quality points can be used to determine eligibility. If courses graded on a Satisfactory/Unsatisfactory basis are taken in addition to those carrying quality points, grades of "S" must be earned. The removal of an "Incomplete" will not be used in determining eligibility for honors recognition

Eligible students who earn a 4.0 GPA will receive President's recognition; students who earn at least a 3.5 GPA will receive Dean's recognition; and students who earn at least a 3.0 GPA will receive Honor's recognition for that term.

• Merit Recognition

Based on academic performance, TCC also recognizes students who are fulfilling their developmental courses. Students who are in developmental courses, who enroll in at least six hours in a term and who complete all coursework attempted are eligible for merit recognition. Merit recognition is not noted on the official TCC transcript, and students are notified through TCC e-mail.

Only courses that earn quality points can be used to determine eligibility. If courses graded on a Satisfactory/Unsatisfactory basis are taken in addition to those carrying quality points, grades of "S" must be earned. The removal of an "Incomplete" will not be used in determining eligibility for Merit recognition.

Students who earn at least a 3.0 GPA will receive Merit recognition; students who earn a 4.0 will receive Presidential Merit recognition for that term.

Alternative Credit Programs

TCC may award credit through the following methods:

Advanced Placement (AP), Cambridge Advanced International Certificate of Education (AICE), College Level Examination Program (CLEP), International Baccalaureate (IB), military service school credits, correspondence credits from regionally accredited institutions, DANTES Subject Standardized Tests (DSST), Excelsior College Examinations and TCC Institutional Exemption Exams. Section 1007.27(2), Florida Statutes, requires the Articulation Coordinating Committee (ACC) to establish passing scores and course and credit equivalents for AP, AICE, IB and CLEP exams, which are subject to change every year. The DANTES/DSST and Excelsior College exam equivalents on the list are not part of that requirement, but are authorized by State Board of Education Rule 6A-10.024.

No more than 45 alternative study credits may be earned toward graduation in an A.A., A.S., or A.A.S. degree. No more than 75 percent of the credits in a certificate program may be earned by alternative study.

A complete list of the courses and requirements to earn credit as adopted by the Articulation Coordinating Committee is available in the Enrollment Services and Student Success office, (850) 201-8555, on the TCC Web page (www.tcc.fl.edu) or through the FACTS system:

1. Go to www.FACTS.org.
2. Click on Counselors & Educators.
3. Click on College Credit Programs and Exams (under Advising Manuals).
4. Click on Articulation Coordinating Committee (ACC) Credit-By-Exam Guidelines.
5. Browse required course equivalents.

• Distance Learning

Florida colleges and universities have many options for students to take distance learning courses. To view possible courses and degrees that may be completed through distance learning, visit www.distancelearn.org.

• Military Service

Veterans should contact the Enrollment Services and Student Success office about possible credits for prior military service. Advanced standing credit may be awarded for military training and education upon presentation of certificates of completion,

in accordance with the American Council of Education’s Guide to the Evaluation of Educational Experiences in the Armed Services. The College awards only those credits appropriate to the student’s degree program.

Students are advised to submit their documents in a timely manner. Reservists and dependents do not qualify for these credits.

• Credit by Exam

Currently enrolled students may earn credit by examination. A maximum 45 semester hours may be earned toward graduation. No grades are assigned to credit earned by this method, and hours are not included in computing a student’s GPA.

Students earning credit through any recognized credit by examination program must, in addition, meet the requirements specified in State Board of Education Rules 6A-10.30 (Gordon Rule) and 6A-10.31 (College-Level Skills Program Rule) prior to the receipt of the Associate in Arts degree.

Dual credit on credit-by-examination is not allowed, e.g., a student may earn credit on the CLEP general examination in English Composition, or on the subject matter examination in English Composition, or on the institutional examination in English Composition, but not on more than one examination. Likewise, students may not receive credit by exemption examination in any course in which they have earned credit at the college level.

Students are permitted to earn credit by examination for any mathematics course for which examinations are offered, provided they have never registered for that same course or received credit in a higher-level mathematics course. For more information contact the Division of Science and Mathematics at (850) 201-8499.

All students who plan to earn credit by examination should discuss their plans with the Enrollment Services and Student Success office prior to taking any examination to prevent any misunderstanding as to what credit may be earned and how it may be used in their programs.

• Postsecondary Adult Vocational Certificates

Students who receive a certificate indicating completion of a postsecondary adult vocational program at a Florida community college or technical center may be eligible to receive exemption credit in a related occupational program.

Students should consult the section of this catalog that describes occupational programs for more information.

• Certified Professional Secretary’s Certificate

Students who have received certification as a Certified Professional Secretary (CPS) can receive 26 semester hours of credit distributed as follows: OST1324 (3), GEB1011 (3), BUL2241 (3), MNA2100 (3), OST1401 (3), ACG2021 (3), ACG2071 (3), ECO2013 (3) and OST1355 (2).

To obtain credit for these courses, students should successfully complete at least one course at Tallahassee Community College. Then students must present evidence of having received the CPS rating to the dean of the Division of Technology and Professional Programs.

• Institutional Exemption Examinations

TCC students may earn TCC credit in several courses through Institutional Exemption Examinations. Students who want to pursue exemption options in Associate in Science and certificate programs should contact the Division of Technology and Professional Programs at (850) 201-8352. A fee is charged for each examination.

• Exemption Credit by Certification

Upon submission of the appropriate certificate, students may be awarded a specified number of credit hours toward a degree program. Exemption credit will be awarded only for certificates issued within five years of the date such exemption is requested. Please see the following list for the appropriate credit hours to be awarded toward a degree at TCC. Students must be enrolled in the degree program indicated. Exemption credit will be awarded only after successful completion of nine credit hours of coursework at TCC in the specified degree program.

<u>Degree</u>	<u>Hours</u>	<u>Certificate</u>
<u>Criminal Justice</u>		
Corrections Academy (A105)	28	Fl Crim Just Standards
Law Enforcement Academy (A106)	34	Fl Crim Just Standards
A.S. to B.S. (2138)	Up to 15	Fl Crim Just Standards
<u>Electronics Engineering Technology</u>		
Electronics (AAS113)	21	Lively Vo Tech (electronics)
Computer Electronics (A114)	24	Lively Vo Tech (electronics)
<u>Industrial Technology</u>		
AC/Refr/Htng (HVAC) (A116)	21	Lively Vo Tech (HVAC)
Automotive Service (A117)	24	Lively Vo Tech (Auto)
Aviation Maintenance (A118)	27	Lively Vo Tech (Aviation)
<u>Dental Hygiene</u> (2101)	12	Dental Assist Certificate
<u>Early Childhood Education</u> (2123)	9	CDA Certificate

• Exemption Credit for Individual Courses

Students who produce original documentation for any of the following industry-recognized certifications can receive credit for the indicated TCC course.

<u>Certification</u>	<u>TCC Course (Credits)</u>
Security+ CompTIA	CNT2401 (3) Introduction to Network Security
i-Net+ CompTIA	CGS1555 (3) Internet
Network+ CompTIA	CNT1000 (3) Introduction to Networks and Telecommunications
A+ CompTIA	CTS1331 (3) Microcomputer Architecture
CCNA CCNA	CET2540 and CET2541 (6) Open Systems Architecture I and Open Systems Architecture II
MCP Microsoft Certified Professional	Course(s) to be determined based upon the actual Microsoft certification exam(s) involved. Credit to be determined.
IC3 Certiport	CGS1060 – Computer and Internet Literacy (3)

See also:

www.fldoe.org/workforce/dwdframe/artic_indcert2aas.asp

Note: *Certifications must be current; retired or expired certifications will not be considered.*

• Career Pathways

Career Pathways is a national program that combines secondary education with postsecondary education (2 + 2). Through an articulation agreement with area high schools and TCC, Career Pathways programs allow students to get a head start on their college education.

A series of statewide articulation agreements based on industry credentials ensures a seamless academic transition from high school to college. The articulation agreement allows Career Pathways students to earn college credit in an A.A.S. degree, A.S. degree or certificate program at TCC. Articulation credit is free and is awarded when the student matriculates to TCC. See www.fldoe.org/workforce/dwdframe/artic_indcert2aas.asp for a complete list of statewide articulation agreements.

Graduation

Requirements for Graduation

• College Level Academic Skills

Students pursuing an Associate in Arts degree must satisfy the state CLAS requirements. College Level Academic Skills (CLAS) are defined in State Board of Education Rule 6A-10.0316. The CLAS test, however, was discontinued effective July 1, 2009.

Students can meet the CLAS requirements through the following:

• Course Options

CLAS Communication Skills (Reading, Writing and Essay)

A student must earn a 2.5 GPA in a combination of at least one (1) writing course with the ENC prefix and any other course that is designated as a writing course (excluding courses with SPC prefixes). For the purposes of satisfying CLAS, courses must be designated as meeting the writing requirements specified in State Board of Education Rule 6A-10.030 at the time the student is enrolled in the course. To learn which of your courses qualify, contact the Enrollment Services and Student Success office at (850) 201-8555 or enrollment@tcc.fl.edu.

CLAS Computation Skills

A student must earn a 2.5 GPA in any combination of two (2) courses from the list below.

- Any MAC course with the last three digits of 102 or higher (e.g., MAC1105)
- MGF*106 – Liberal Arts Mathematics I
- MGF*107 – Liberal Arts Mathematics II
- MGF*113 – Topics in College Mathematics I
- MGF*114 – Topics in College Mathematics II
- Any MGF course with last three digits of 202 or higher (not applicable at this institution)
- STA*023 – Introductory Statistics
- Any math course that has College Algebra (MAC1105) as a prerequisite (For a listing of the courses offered by TCC, contact the Enrollment Services and Student Success office at (850) 201-8555 or enrollment@tcc.fl.edu.)

• National Standardized Assessments

Students meeting or exceeding the approved score on one of the following nationally standardized exams have met the particular CLAS requirement associated with that area (e.g., Reading and Writing/English = Communications CLAS requirement).

	<u>ACT</u>	<u>SAT</u>	<u>ACCUPLACER/CPT</u>
Reading	22	500	93
Writing/English	21	500	105
Math	21	500	91

• Credit-by-Examination

- Credit granted in accordance with the ACC Credit-by-Examination Equivalency List (including AP, IB, AICE, CLEP, DSST and Excelsior) may be substituted for the courses used to meet CLAS skills requirements. For the Examination Equivalency List, view the Credit By Exam Chart through the TCC Enrollment Services and Student Success Web page.
- If a student earns credit for two (2) college courses within the same subject area via ACC-approved credit-by-examination, the CLAS requirement in that subject area will be met.
- If a student earns credit for one (1) college course via approved ACC credit-by-examination, no grade will be assigned for that course. The 2.5 GPA calculation will be calculated only on the grade earned in the second course (i.e., the grade in the second course must equate to a 2.5 or higher).

• **CLAS Requirement Appeal for Waiver Process**

For information on appealing to the CLAS Waiver Committee, contact the Enrollment Services and Student Success office at (850) 201-8555 or enrollment@tcc.fl.edu.

• **Residence Requirement**

All students who graduate from TCC must complete at least 25 percent of the credit hours required for the degree in residence at TCC.

• **Courses and Grade Point Average Requirement**

Students who graduate from TCC must complete the curriculum prescribed for the program in which they are enrolled.

- Candidates for degrees will be required to achieve a grade point average of at least 2.0 in all applicable courses for their program of study. This includes both transfer courses and courses taken at TCC. In addition, candidates for degrees will be required to achieve a cumulative grade point average of at least a 2.0 in all courses taken at TCC.
- Only the final grade received in courses repeated by students shall be used in this computation.

All courses submitted must be appropriate to the degree program.

• **Steps to Apply for Graduation**

1. Sign on to TCC Passport at tccpassport.tcc.fl.edu.
2. Under the My Records menu, click on Graduation Status.
3. Select your degree program to apply for graduation.
4. Review your graduation status information or click on Degree Audit at the bottom of the page to determine your graduation status.
5. If your degree audit shows that you have completed 75 percent of your degree requirements, apply for graduation online by the following deadlines:
 - Summer: July 1
 - Fall: December 1
 - Spring: April 1
6. Apply for graduation by clicking on the button Apply for Graduation or Update your Application. Note: If you have not met the 75 percent completion point, you will not be given the option Apply for Graduation.
7. Confirm that your address in the student database is the correct one for mailing your degree after graduation. You may change your address through TCC Passport or at the Enrollment Services and Student Success office.
8. Once you have clicked on Apply for Graduation, you have successfully completed the steps required to apply for graduation. Note: If you feel that an error may have occurred while applying for graduation, please call the Enrollment Services and Student Success office at (850) 201-8555 to verify that your application was processed.
9. Purchase your cap and gown in the TCC Bookstore. Commencement ceremonies are held during the Spring term of each year. Information regarding the ceremony will be mailed during the Spring term.

• **Commencement Exercises**

Formal commencement exercises are held once each year at the end of the Spring semester. All graduates of the previous Summer and Fall terms will be invited to participate in these exercises with the Spring semester graduates. For additional information, please contact the office of the vice president for student affairs at (850) 201-8490.



Teaching Mission

The faculty at TCC is committed to creating a learning environment for all students that fosters the development of higher-order thinking skills and critical-thinking skills that are grounded in an understanding of the fundamental concepts of the disciplines in which they are taught.

AREAS OF STUDY

Developing an Academic Plan

Academic Programs

Associate in Arts Degree

Associate In Arts Pre-Major

Articulated Agreements with
Florida Colleges and Universities

- Florida Agricultural and Mechanical University (FAMU)
- Florida Agricultural and Mechanical University-
Florida State University College of Engineering (FAMU-FSU)
- Florida State University (FSU)
- Saint Leo University (SLU)
- University of Florida (UF)
- University Partners

Advanced Manufacturing Programs

Business and Management Programs

Computer Technology Programs

Criminal Justice and Public Safety Programs

Education Programs

Engineering and Information Management Programs

Health Information Management Program

Health Care Programs

Global Gateway Program

ROTC Programs



Developing an Academic Plan

Students are advised to establish a career goal and to select the appropriate degree, certificate, diploma or training needed to meet that goal. TCC provides students with tools and information to assess their career and academic interests and to develop an educational plan. Students are required to develop an academic plan that will track their progress toward their established goals while they attend TCC.

• Florida Academic Counseling and Tracking for Students

Florida Academic Counseling and Tracking for Students (FACTS.org) is Florida's official online student advising system. High school students, college students, parents and counselors can use the services provided on this Web page to help plan and track educational progress in Florida's higher education institutions. FACTS.org, offers the following:

- Career planning and portfolio development
- Degree exploration at any of Florida's public postsecondary institutions
- Application for admission to any or all of Florida's public postsecondary institutions
- Financial aid options and online application for federal and state aid
- Transfer information and complete 2+2 university transfer evaluations
- Transient student request forms
- College transcript access

Students use their TCC student identification number and PIN selected at the point of application for admission to log on to FACTS.org.

Academic Programs

TCC recognizes the educational achievement of its students by granting the Associate in Arts (A.A.), Associate in Science (A.S.) and Associate in Applied Science (A.A.S.) degrees. The College also grants certificates or diplomas in selected program areas. Students may also strengthen their professional skills and abilities through non-credit professional development and continuing education coursework.

Students must complete the requirements shown in the College catalog for the year in which they enter the College in order to earn a degree or certificate. If the graduation requirements are changed during a student's attendance, the student may elect to satisfy either the new requirements or the ones in force at the time of enrollment, provided the student has maintained continuous enrollment. Continuous enrollment may be claimed if a student satisfactorily completes at least one course during the Fall or Spring term. If a break in enrollment of more than 12 months occurs, the student will complete requirements for graduation under the catalog in force at the time of re-entry, except as noted below.

Students enrolled in Health Care Professions will be required to fulfill graduation requirements specified in the catalog for the year in which they enrolled in their first health care program course. On occasion, students withdraw or exit their program prior to completing the program. If this occurs and the student seeks re-admission, the student must fulfill the requirements in force at the time he/she returns to the program.

General education courses are included in all degree programs. A.S. and A.A.S. degrees include a minimum of 15 semester hours of general education, and the A.A. degree includes 36 hours of general education. All degrees include at least one course from each of the following areas: communications, humanities/fine arts, social/behavioral sciences and natural sciences/mathematics.

Degree, Certificate and Diploma; Professional Development; Continuing Education

• Associate in Arts Degree

TCC's Associate in Arts (A.A.) degree is designed for the student who plans to transfer to a Florida public four-year institution as a junior to complete a bachelor's degree program. This degree provides the best preparation for transfer to specific majors in Florida's State College System (SCS) and State University System (SUS). If the student plans to transfer to a Florida four-year institution, he/she should enroll in courses at TCC that are required for admission to the major at the desired college or university. Not all majors are offered at every institution. For assistance in obtaining additional information about majors and preparing for specific majors, students are encouraged to develop an academic plan in cooperation with an academic adviser.

• Associate in Science and Associate in Applied Science Degrees

The A.S. and A.A.S. degrees provide students with the knowledge necessary to perform and excel in a particular profession. Some of the credits earned in an A.S. or A.A.S. degree program can be transferred to a four-year college or university. (See articulated degree programs.) Unlike the A.A. degree, however, the A.S. and A.A.S. curriculum, in most cases, is not considered equal to the first two years of a bachelor's degree program.

Earning an A.S. or A.A.S. degree at TCC is ideal if the student wants to secure employment in a chosen field immediately after graduation.

Associate in Arts, College and University Transfer

The Associate in Arts degree provides the courses of study equivalent to those offered in the freshman and sophomore years (lower division) at Florida's state colleges and universities. A student who earns an A.A. degree from TCC meets the lower division general education requirements of a Florida state college or university, but does not automatically meet the requirements for a specific major. The A.A. degree requirements consist of 36 credit hours of general education requirements and 24 credit hours of electives.

• Common Prerequisites

Many majors at Florida's state colleges and universities require that specific courses be taken as part of the A.A. degree. Known as common prerequisites, these courses are required for degree programs within the Florida State University System (SUS) and Florida College System (FCS). Common prerequisite courses have been identified for more than 600 bachelor's degrees across all public institutions throughout the state of Florida.

Common prerequisites are the same at all Florida state colleges and universities, and all institutions must accept the common prerequisites and/or substitutions in transfer. The Division of Colleges and Universities has approved exceptions to the standard prerequisites for programs with different focuses or different structures of a similar major. The various programs, concentrations and tracks with corresponding prerequisites are noted in the Common Prerequisite Manual, which can be accessed at www.FACTS.org (click on College Students). Many programs' prerequisite requirements are easily met through careful selection of courses for the A.A. degree. Students are advised to update their learning plan regularly and consult college and university catalogs, counseling manuals and advisers at the state college, university or other institution of choice to ensure accurate academic planning.

• Limited-Access Majors

The A.A. degree guarantees admission to one of Florida's state colleges or universities, but not necessarily admission into a specific program. Certain majors are designated as restricted-access or limited-access programs, meaning that they have admission requirements in addition to earning the A.A. degree. These may include completion of specific courses, a minimum grade point average in specific courses, a minimum grade point average in all course work, an interview, a minimum number of hours of related volunteer work, an audition, the submission of a portfolio and/or specified deadlines. Community college A.A. transfer students have equal opportunities in enrolling in college or university limited-access programs as students who are currently enrolled at the college or university.

Students should work with TCC advisers to make sure they take the required courses and meet other criteria for entry into their college or university program of choice. Students should refer to institutional catalogs, counseling manuals and other appropriate documents for more information about the selection and enrollment criteria for limited-access programs.

• General Education Requirements

General education is the core preparation for lifelong learning. It fosters an intellectual curiosity that leads to exploration of the foundations and range of knowledge in the arts and sciences. The general education program encourages academic excellence, respect for self and others, the free exchange of ideas and responsibility to the community.

Specifically, students will do the following:

- Experience the perspectives of various disciplines that comprise the arts and sciences, their historical development, continuing influence and interrelatedness
- Gain a foundation of knowledge within each of the various disciplines, balancing depth and breadth of knowledge
- Gather, verify, organize, present and apply information.
- Apply critical-thinking skills, including analytical, evaluative and creative skills appropriate to each academic discipline
- Demonstrate competency and application of skills in written communication (reading and writing), oral communication (listening and speaking), mathematics and computer proficiency

It is expected that every general education course at TCC will promote a learning environment in which students are afforded opportunities to participate actively in their learning. This is achieved through processes such as the following:

- The use of reading, writing, listening, speaking and/or other forms of self-expression
- Information gathering, synthesis and analysis for solving problems and in critical thinking (including the use of the library, electronic/computer and other resources, and quantitative reasoning and interpretation, as applicable)
- Engagement in cooperative learning, teamwork and/or use of collaboration as a problem-solving tool
- Participation in course projects, laboratory exercises and/or service learning projects
- Class discussions

The general education program for the A.A. degree is also designed to provide instruction in the communication and computation skills designated by the College Level Academic Skills Project (State Board of Education Rule 6A-10.031) and to meet coursework, credit and grade performance requirements in State Board of Education Rule 6A-10.030. For specific information about the general education requirements for the A.A. degree, see the following pages.

36 Hours of General Education:**1. Communications—6 semester hours**

- A. ENC1101 (College Composition) and
- B. Three hours minimum selected from the following:
 - ENC1102 (Argument and Persuasion)
 - ENC1141 (Writing about Literature)
 - MMC1100 (Writing for Mass Communication)

To satisfy the requirement of State Board of Education Rule 6A-10.030, students must complete six hours in Communications with a grade of “C+” or better and produce multiple writing assignments in each of the courses. Students who earn a minimum of a “C+” average in six credit hours of Communications courses or three hours of Communications and three hours of Humanities courses listed below meet the state CLAS requirement in essay, reading and writing.

2. Humanities—6 semester hours

Prerequisite: completion of the six-hour General Education Communications requirement. Select option A, B or C:

- A. HUM2210 and HUM2230 (Humanities of the World I, II) or
- B. HUM2740 and HUM2741 (Humanities Abroad I and II) or
- C. Six hours minimum selected from two of the following categories:

Art History

- ARH2050 Intro to Art History and Art Criticism I (3)
- ARH2051 Intro to Art History and Art Criticism II (3)
- ARH2500 Non-Western Art (3)

Literature

- AML2600 Introduction to African American Literature (3)
- AML2301 Major American Writers (3)
- ENL2000 British Literature (3)
- LIT2100 World Literature (3)
- THE2100 Introduction to Theater History (3)

Music

- HUM2525 The American Music Tradition: Jazz (3)
- HUM2529 The American Music Tradition: Popular Music (3)
- MUH2011 Introduction to Music History (3)
- MUH2120 Music of the World (3)

Philosophy and Religion

- PHI2010 Philosophy (3)
- PHI2100 Introductory Logic (3)
- PHI2600 Ethics (3)
- REL2200 Introduction to Biblical Studies (3)
- REL2300 World Religions (3)

To satisfy the requirement of State Board of Education Rule 6A-10.030, students must complete six hours in Communications with a grade of “C+” or better and produce multiple writing assignments in each of the courses. Students who earn a minimum of a “C+” average in six credit hours of Communications courses or three hours of Communications and three hours of Humanities courses listed above meet the state CLAS requirement in essay, reading and writing.

3. Mathematics—6 semester hours

Students may choose two of the following four courses:

- MGF1106 Mathematics I for Liberal Arts (3)
- MGF1107 Mathematics II for Liberal Arts (3)
- STA2023 Introductory Statistics (3)
- MAC1105 College Algebra (3) or

May use any two of the following for general education math credit, provided they have earned C or better in the appropriate prerequisite courses or have an appropriate score on the College Level Math (CLM) placement test.

- MAC1105 College Algebra (3)
- STA2122 Introduction to Applied Statistics (4)
- MAC2233 Calculus for Management (3)
- MAC2140 Precalculus Algebra (3)
- MAC2114 Trigonometry (3)
- MAC2147 Precalculus Algebra/Trigonometry (5)
- MAC2311 Calculus with Analytic Geometry I (5)
- MAC2312 Calculus with Analytic Geometry II (5)
- MAC2313 Calculus with Analytic Geometry III (4)
- MAP2302 Differential Equations (3)

To satisfy the requirement of State Board of Education Rule 6A-10.030, the student must complete each course that is to be counted toward these requirements with a “C+” average for the two courses. Students who earn a minimum of a “C+” average in six credit hours of mathematics from the courses listed above meet the CLAS requirement in mathematics.

4. Sciences—6 semester hours

Six hours minimum selected from two of the following categories:

Category A (Biological Sciences)

- BSC1005 Introduction to the Biological Sciences (3)
- BSC1020 Introduction to Human Biological Sciences (3)
- BSC1050 Environmental Systems (3)
- BOT1000 Plant Science (3)
- BSC2010 Biology for Science Majors I (3)
- MCB2004 Microbiology (3)

Category B (Earth Sciences)

- ESC1000 Earth and Its Environment (3)
- GLY1030 Environmental Geology (3)
- GLY2010 Physical Geology (3)
- GLY2160 Geology of National Parks (3)
- MET1010 Meteorology (3)
- OCE1001 Introduction to Oceanography (3)

Category C (Physical Sciences)

- AST1002 Introduction to Astronomy (3)
- CHM1020 Chemistry for General Education (3)
- CHM1030 General Chemistry for Allied Health (3)
- PHY1020 Energy and Its Environmental Effects (3)
- PSC1121 Introduction to the Physical Sciences (3)
- CHM1045 General Chemistry I (3)
- PHY1053 Elementary College Physics I (3)
- PHY2048 General Physics I

Students pursuing a preprofessional program of study may be considered for a waiver of the general education science distribution requirement under the following condition: that the upper division prerequisite requires completion of two sequence courses in the same category (e.g., CHM1045-1046 and PHY2048-2049). For further information, contact the Enrollment Services and Student Success office.

5. History and Social Science—12 semester hours**Category A (History)**

A minimum of six hours selected from one of the following sequences:

- EUH1000 and EUH1001
Western Civilization I (3) and II (3)
- WOH2012 and WOH2022
History of Civilization I (3) and II (3)
- EUH1000 and WOH2022
Western Civilization I (3) and History of Civilization II (3)
- EUH1001 and WOH2012
Western Civilization II (3) and History of Civilization I (3)
- AMH1041 and AMH1050
American Experience: Institutions and Values in a World Setting I (3) and II (3)
- AMH2010 and AMH2020
U.S. History from the Colonial Period to 1865 (3)
U.S. History from 1865 to the Present (3)

Category B

A minimum of three hours selected from the following:

- ANT2140 Introduction to Archaeology (3)
- ANT2211 Peoples of the World (3)
- ANT2410 Introduction to Cultural Anthropology (3)
- ANT2511 Introduction to Physical Anthropology (3)
- CHD2220 Child Development (3)
- CHD2240 Adolescent Development (3)
- CPO2001 Introduction to Comparative Politics (3)
- DEP2004 Human Development (3)
- ECO2013 Principles of Economics: Macro (3)
- ECO2023 Principles of Economics: Micro (3)
- GEA2000 World Regional Geography (3)
- GEO1400 Introduction to Human Geography (3)
- INR2002 International Relations (3)
- POS1041 National Government (3)
- POS1112 State and Local Government (3)
- POS2001 Introduction to Political Science (3)
- PSY2012 General Psychology (3)
- SOP2002 Social Psychology (3)
- SOP2740 Psychology of Women (3)
- SYG1000 Principles of Sociology (3)
- SYG2010 Contemporary Social Problems (3)
- SYG2230 Race and Ethnic Relations (3)
- SYG2340 Human Sexuality (3)
- SYG2361 Thanatology: Dying and Death (3)
- SYG2430 Marriage and Family (3)

Category C (Personal Development)

A minimum of three hours selected from the following:

- HSC1100 Concepts of Positive Living (3)
- HSC2200 Principles of Contemporary Health (3)
- CLP1001 Psychology of Personal and Social Adjustment (3)

• Additional Requirements for the Associate in Arts Degree

In addition to the general education requirements listed above (36 semester hours), students must complete 24 semester hours of elective coursework appropriate to the A.A. degree. A total of 60 credit hours is required for the A.A. degree.

A maximum of two semester hours of credit in physical education activity courses, including dance courses, may be allowed toward the 60 semester hours required for graduation. This limitation does not include non-activity courses. A total of four semester hours of credit in music organization and music activity courses may be allowed. Other courses not acceptable toward the A.A. degree are designated in the Course Information section of the catalog.

B. Instruction in the U.S. Constitution

This requirement may be fulfilled by successfully completing any one of the following courses:

- CPO2001 Introduction to Comparative Politics (3)
- POS2001 Introduction to Political Science (3)
- POS1601 Foundations of the United States Constitution (1)
- POS1041 National Government (3)
- POS1112 State and Local Government (3)

C. Effective August 1, 1989, two credits of a sequential foreign language at the high school level or equivalent instruction at the postsecondary or college level is required for admission to the upper division.

- Students who have successfully completed two years of a sequential foreign language at the high school level have met this university admission requirement.
- Students who have not successfully completed two years of a sequential foreign language at the high school level should satisfy this requirement by taking two sequential semesters of a foreign language at the college level.
- Students who have not met this requirement at either the high school level or the college level may not be admitted to upper division institutions, such as Florida State University. Students must check the foreign language admission requirements of the university they wish to attend and complete those admission requirements.

Students who successfully completed two years of one sequential foreign language at the high school level and who wish to take the intermediate level of the same language at TCC to meet the requirements of their major at the university should contact the Communications and Humanities Division at 201-6070 for further information.

D. Satisfaction of the CLAS requirement is required for community college students seeking A.A. degrees and students seeking admission to upper division instructional programs in the State University System (SUS).

F. Competency in the use of computers is required. This requirement may be satisfied through one of the following options:

- Satisfactory completion of a high school or vocational computer course
- Satisfactory completion of an approved college computer course
- Satisfactory completion of a TCC course that includes computer-related skills
- Satisfactory completion of an exemption or proficiency examination

Associate in Arts General Transfer Pre-Major Courses

Florida's higher education system is designed to allow students to successfully pursue a bachelor's degree by first earning an Associate in Arts degree at a Florida College and then transferring to a four-year institution. There is, however, no guarantee that students will be admitted into a specific institution or program. Transfer admission to four-year institutions and specific programs can be highly competitive. Most bachelor's degree programs require specific coursework be completed prior to transfer. These additional courses are referred to as common prerequisites. Students working towards an A.A. degree should decide upon a program of study/major as early as possible so they can identify the prerequisite courses required and complete them as part of the Associate in Arts degree (taken from the 2+2 Publication from FACTS.org).

TCC provides students this information through a variety of sources including the My Success Platinum advising tool, which has links to the Florida public colleges and state universities Web sites, the Common Prerequisite Manual, and FACTS.org. Students are required to select a career goal and university pre-major no later than 18 college credit hours so they can work with an academic adviser on developing an individual learning plan that includes the common prerequisites for their four-year major.

Associate in Science (A.S.) and Associate in Applied Science (A.A.S.) degrees and certificates are described on pages 59-156. Specialized programs leading to professional certification in law enforcement and public safety are also described here.

Articulated Agreements with Florida Colleges and Universities for the Associate in Arts Transfer

Articulation agreements are official agreements between TCC and baccalaureate degree-granting colleges and universities. The agreements specify the courses taught at TCC that transfer to upper division state colleges and universities, in addition to the common prerequisites.

Course requirements for each articulated agreement are listed on the following pages. To obtain additional information on any of the articulation agreements listed here, please contact the college or university, or TCC's Enrollment Services and Student Success office at (850) 201-8555 or at enrollment@tcc.fl.edu.

• Statewide Articulation Agreements

Transfer (or articulation) agreements protect credits earned by students during their freshman and sophomore years at community colleges. To learn more about the agreements for public institutions in Florida, visit www.FACTS.org. (Select College Students and then Transfer Agreements under the Transferring heading.)

• Independent Colleges and Universities in Florida (ICUF)

The Florida Department of Education and ICUF institutions have also developed articulation agreements to protect the credits earned by students during the transfer process. To learn more about the ICUF institution agreements, visit www.FACTS.org. (Select College Students, then Transfer Agreements under the Transferring heading.)

• Private Colleges and Universities

The Florida Department of Education has also developed articulation agreements with other private colleges and universities that allow students with an associate's degree to transfer into certain majors at these institutions. Agreements have been made with such colleges as the Association of Jesuit Colleges and Universities, DeVry University, Keiser University, Strayer University and the University of Phoenix. To learn more about the Private Colleges and Universities articulation agreements, visit www.FACTS.org. (Select College Students, then Transfer Agreements under the Transferring heading.) TCC has partnerships with Barry University, Flagler College, Embry-Riddle Aeronautical University, Saint Leo University and Thomas University, all of which offer several degree programs on TCC's campus. Degree offerings for these colleges can be found on page 65.

ARTICULATED AGREEMENTS

In addition to the many agreements with other educational institutions, TCC has the following articulated course agreements with local Florida colleges and universities for the Associate in Arts transfer:

• Florida Agricultural and Mechanical University (FAMU)

- Architecture
- Civil Engineering Technology
- Construction Engineering Technology
- Electronic Engineering Technology
- Landscape Design

• Florida Agricultural and Mechanical University-Florida State University College of Engineering (FAMU-FSU)

- Engineering

• Florida State University (FSU)

- Criminal Justice Technology (Panama City)

• Saint Leo University (SLU)

- Criminal Justice

• University of Florida (UF)

- Engineering

FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY (FAMU)

• Architecture

The following courses are designed to prepare students for transfer into FAMU's Bachelor of Science, Architectural Studies program. This major requires that students take up to 41 hours of architecture courses during the freshman and sophomore years. TCC does not offer these courses. FAMU allows TCC students to enroll in 19 of these hours while at TCC. Transfer students may have excess hours. Students considering this major should contact the Division of Technology and Professional Programs for additional information.

COURSES OFFERED AT FAMU

ARC1301* Design 1.1 (4)

ARC1302* Design 1.2 (4)

ARC2303 Design 2.1 (4)

ARC2304 Design 2.2 (4)

ARC2201 Theory of Architecture (3)

**These courses are needed to fulfill FAMU's 60 hours of lower division, but are not considered part of TCC's fulfillment of the A.A. degree.*

In addition to the articulated courses for the Bachelor of Science, Architectural Studies degree, students have the option of choosing to enroll in articulated courses that will count towards FAMU's Bachelor of Architecture. This bridge program will allow TCC students to enroll in additional, suggested courses at TCC (excess 60 hours) that will be counted as meeting elective and/or prerequisite credit towards FAMU's Bachelor of Architecture, five-year degree program requirements.

The following courses can be counted as lower division electives at FAMU:

EGS1111C Engineering Graphics (3)

ETD 1320 Introduction to CAD (3) as ARC 3058

ETD 2340 Advanced CAD (3)

The following TCC courses are equivalent to FAMU's course ARC2501, Architecture Structure I:

ETG 2520 Statics (3) and

ETG2530 Strength of Materials (3)

The following TCC courses are equivalent to FAMU's courses as follows:

BCN 2230 Construction Materials (3) as ARC2470

ETG2520 Statics (3) and

ETG2530 Strength of Materials (3) as ARC2470

For information about the articulated courses for Architecture, contact the Division of Technology and Professional Programs at (850) 201-8352.

• Civil Engineering Technology (CET)

The following articulated courses are designed to prepare students for transfer into the Civil Engineering Technology program at FAMU.

The following TCC course is equivalent to FAMU's course ETG2502, Statics:

ETG2520 Statics (3)

The following TCC course is equivalent to FAMU's course EGS1110, Engineering Graphics (w/ Autocad) I:

ETD1320* Introduction to CAD (3)

**Students must take EGS1111C as a prerequisite of ETD1320.*

For information about the articulated courses for Civil Engineering Technology, contact the Division of Technology and Professional Programs at (850) 201-8352.

• Construction Engineering Technology (CNET)

The following articulated courses are designed to prepare students for transfer into the Construction Engineering Technology program at FAMU.

The following TCC course is equivalent to FAMU's course EGS1110C, Engineering Graphics (w/AutoCad):

ETD1320 Introduction to CAD (3)

The following TCC course is equivalent to FAMU's course EGS1110C, Engineering Graphics (w/ AutoCad):

EGS1111C Engineering Graphics (3)

The following TCC course is equivalent to FAMU's course SUR2140, Elementary Surveying:

SUR2100C Fundamentals of Land Surveying (3)

The following TCC course is equivalent to FAMU's course BCN3251, Construction Documents I:

BCN2272* Plans Interpretations (3)

**Students must take EGS2112C as a prerequisite and ETD2340 as a corequisite.*

For information about the articulated courses for Construction Engineering Technology, contact the Division of Technology and Professional Programs at (850) 201-8352.

• Electronic Engineering Technology (ET)

The following articulated courses are designed to prepare students for transfer into the Electronic Engineering Technology program at FAMU.

The following course can be counted as a lower division elective at FAMU:

ETG2520 Statics (3)

The following TCC course is equivalent to FAMU's course EGS1110C, Engineering Graphics (w/AutoCad):

EGS2141C Computer Graphics for Engineering* (2)

**The combination of EGS1111C and ETD1320 is also equivalent to TCC course EGS2141C.*

For information contact the Division of Technology and Professional Programs at (850) 201-8352.

- **Landscape Design**

The following articulated courses are designed to prepare students for transfer into the Landscape Design program at FAMU.

The following TCC course is equivalent to FAMU's course LDE1210, Landscape Graphics I:

EGS1111C Engineering Graphics (3)

The following TCC course is equivalent to FAMU's course LDE2515, Landscape Design II:

ETD1320 Introduction to CAD (3)

The following TCC course is equivalent to FAMU's course SUR2140C, Elementary Surveying:

SUR2100C Fundamentals of Land Surveying (3)

The following course can be counted as a lower division elective at FAMU:

ETD2340 Advanced CAD (3)

For information contact the Division of Technology and Professional Programs at (850) 201-8352.

FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY-FLORIDA STATE UNIVERSITY (FAMU-FSU)

- **Engineering**

The following articulated courses are designed to prepare students for transfer into the Engineering program at FAMU-FSU.

The following TCC course is equivalent to FAMU-FSU course EGN2123, Computer Graphics for Engineers:

EGS2141C Computer Graphics for Engineering* (2)

**The combination of EGS1111C and ETD1320 is also equivalent to TCC course EGS2141C.*

The following combination of TCC courses is equivalent to FAMU-FSU course EGM 3512, Engineering Mechanics:

EGS2311 Vector Statics (3) and

EGS2321 Vector Dynamics (3)

The following TCC course is equivalent to FAMU-FSU course CGN2327L, Civil Engineering Graphics Lab:

ETD2340 Advanced CAD (3)

For information contact the Division of Technology and Professional Programs at (850) 201-8352.

FLORIDA STATE UNIVERSITY (FSU)

- **Criminal Justice (FSU-PC)**

The following articulated courses are designed to prepare students for transfer to FSU's Panama City Campus (FSU-PC), Criminology and Criminal Justice Bachelor of Science Degree with a minor in Underwater Crime Scene Investigation.

There are no required prerequisites; however, FSU recommends a good science background and electives in criminal justice courses to best prepare for transfer.

Suggested courses

CCJ1020 Criminal Justice System (3)

CJE 2643 Criminal Investigation (3)

CJL1500 The Court System (3)

CJE1000 Law Enforcement (3)

CCJ2930 Criminal Justice Seminar (3)

Suggested science courses: Select one science course with a lab such as Anatomy and Physiology I (BSC2085) and Lab (BSC2085L) or Human Biology (BSC1084C), as well as at least one course in chemistry or physics.

Note: TCC Crime Scene courses will not transfer for this degree. For information contact the Division of Technology and Professional Programs at (850) 201-8352.

UNIVERSITY OF FLORIDA (UF)

The following articulated courses are designed to prepare students for transfer into the Engineering program at UF.

The following courses can be counted as Engineering Electives at UF.

EGS2141C Computer Graphics for Engineering* (2)

EGS2311 Vector Statics (3)

EGS2321 Vector Dynamics (3)

* *Combination of EGS1111C and ETD1320 at TCC can be substituted for EGS2141C.*

The following course is equivalent to UF course CGN2328, Technical Drawing and Project Visualization:

ETD2340 Advanced CAD (3)

For information about the articulated courses for Engineering contact the Division of Technology and Professional Programs at (850) 201-8352.



• University Partners

In addition to the articulation agreements listed above, students have the opportunity to continue their education on TCC's campus by enrolling with one of the College's five University Partners. Contact or visit one of our University Partners today to learn more. See www.tcc.fl.edu.

BARRY UNIVERSITY

- Bachelor of Professional Studies
- Bachelor of Liberal Studies
- Bachelor of Public Administration
- Bachelor of Science in Legal Studies
- Bachelor of Science in Administration
- Bachelor of Science in Information Technology
- Master of Public Administration

FLAGLER COLLEGE

- Bachelor of Arts in Business Administration
- Bachelor of Arts in Business
- Bachelor of Arts in Business Administration/Accounting
- Bachelor of Arts in Elementary Education
- Bachelor of Arts in Elementary Education and/or Exceptional Student Education ESOL Endorsement

EMBRY-RIDDLE AERONAUTICAL UNIVERSITY (ERAU)

- Associate of Science in Aircraft Maintenance
- Associate of Science in Aviation Business Administration
- Associate of Science in Technical Management
- Associate of Science in Professional Aeronautics
- Bachelor of Science in Aircraft Maintenance
- Bachelor of Science in Aviation Business Administration
- Bachelor of Science in Technical Management
- Bachelor of Science in Professional Aeronautics
- Master of Aeronautical Science
- Master of Science in Management
- Certificate: Aviation Safety and Logistics

SAINT LEO UNIVERSITY (SLU)

- Bachelor of Arts in Criminal Justice
- Bachelor of Arts in Psychology

THOMAS UNIVERSITY

- Bachelor of Science in Social Work

ADVANCED MANUFACTURING

Alternative Energy Systems Specialist, Certificate (6344)

CNC Machinist, Certificate (6345)

Composite Fabrication and Testing, Certificate (6346)

Electronics Aide, Certificate (6347)

Lean Six Sigma Green Belt, Certificate (6348)

Pneumatics, Hydraulics and Motors (6349)
for Manufacturing, Certificate

Alternative Energy Systems Specialist

Program Purpose:	To prepare students for employment as electrical line installers and repairers; electricians; electronic repairers; commercial and industrial equipment repairers; first-line supervisors of mechanics, installers and repairers; heating, air conditioning and refrigeration mechanics and installers; and plumbers.
Program Length:	18 credit hours
Admission Requirements:	A high school diploma or GED diploma and meet the required minimum scores on the Postsecondary Education Readiness Test, SAT or ACT (or complete necessary remediation courses)
Academic Division:	Division of Technology and Professional Programs
Contact:	(850) 201-8352 or techedu@tcc.fl.edu

COURSE INFORMATION

EET1084C	Introduction to Electronics	3
ETI1701	Industrial Safety	3
EET1551	Distributed Electric Power Generation and Storage	3
ETP1501	Alternative/Renewable Energy Technologies	3
ETP1420	Solar Thermal Technology	3
ETP2410C	Photovoltaic Technology	3

CNC Machinist

Program Purpose:	To prepare students for employment as computer numerical controlled (CNC) operators and programmers.
Program Length:	17 credit hours
Admission Requirements:	A high school diploma or GED diploma and meet the required minimum scores on the Postsecondary Education Readiness Test, SAT or ACT (or complete necessary remediation courses)
Academic Division:	Division of Technology and Professional Programs
Contact:	(850) 201-8352 or techedu@tcc.fl.edu

COURSE INFORMATION

EGS1111C	Engineering Graphics	3
ETD1320	Introduction to CAD	3
ETI1420C	Manufacturing Processes and Materials	3
PMT1250C	Computer Numerical Control (CNC) I	3
PMT2254C	Computer Numerical Control (CNC) II	4
OST2852	Excel	1

Composite Fabrication and Testing

Program Purpose:	To prepare students to enter fields related to manufacturing as composite technicians. These individuals can work in a variety of fields, including aircraft manufacturing and repair, automotive performance, boat construction and repair, and education. Other careers include infrastructure manufacturing and prosthetics.
Program Length:	16 credit hours
Admission Requirements:	A high school diploma or GED diploma and meet the required minimum scores on the Postsecondary Education Readiness Test, SAT or ACT (or complete necessary remediation courses)
Academic Division:	Division of Technology and Professional Programs
Contact:	(850) 201-8352 or techedu@tcc.fl.edu

COURSE INFORMATION

EGS1111C	Engineering Graphics	3
ETI1622	Concepts of Lean Manufacturing and Six Sigma	3
ETI1420C	Manufacturing Processes and Materials	3
ETI2460C	Composite Fundamentals	3
ETI2464C	Advanced Composites	3
OST2852	Excel	1

Electronics Aide

Program Purpose: To prepare students to enter jobs as field or bench technicians in the electrical and electronics repair and installation fields.

Program Length: 16 credit hours

Admission Requirements: A high school diploma or GED diploma and meet the required minimum scores on the Postsecondary Education Readiness Test, SAT or ACT (or complete necessary remediation courses)

Academic Division: Division of Technology and Professional Programs

Contact: (850) 201-8352 or techedu@tcc.fl.edu

COURSE INFORMATION

EET1015C	DC Circuits	4
EET1025C	AC Circuits	4
EET2140C	Solid States Electronics	4
CET1114C	Digital Fundamentals	4

Lean Six Sigma Green Belt

Program Purpose: To prepare students to enter fields related to manufacturing or industrial production and operations management.

Program Length: 16 credit hours

Admission Requirements: A high school diploma or GED diploma and meet the required minimum scores on the Postsecondary Education Readiness Test, SAT or ACT (or complete necessary remediation courses)

Academic Division: Division of Technology and Professional Programs

Contact: (850) 201-8352 or techedu@tcc.fl.edu

COURSE INFORMATION

ETI1622	Concepts of Lean Manufacturing and Six Sigma	3
ETI1628	Development of Self-Directed Work Teams	3
ETI2623	The Lean Enterprise for the Expert	3
ETI2670	Technical Economic Analysis	3
MAN2582	Introduction to Project Management	3
OST2852	Excel	1

Pneumatics, Hydraulics and Motors for Manufacturing

Program Purpose: To prepare students to enter fields related to industrial machinery maintenance. These individuals work in a variety of fields, including construction machinery, motor vehicle parts manufacturing, general manufacturing facility and plant operations, plastics manufacturing, machinery wholesale, and power plant machinery.

Program Length: 16 credit hours

Admission Requirements: A high school diploma or GED diploma and meet the required minimum scores on the Postsecondary Education Readiness Test, SAT or ACT (or complete necessary remediation courses)

Academic Division: Division of Technology and Professional Programs

Contact: (850) 201-8352 or techedu@tcc.fl.edu

COURSE INFORMATION

EET1084C	Introduction to Electronics	3
ETI1420C	Manufacturing Processes and Materials	3
EST1511C	Motors and Controls	3
ETM2315C	Hydraulics and Pneumatics	4
EGS1111C	Engineering Graphics	3

BUSINESS AND MANAGEMENT

Business Administration

- Business Specialist, Certificate (6328)
- Business Operations, Certificate (6327)
- Business Management, Certificate (6326)
- Business Administration, A.A.S. (A120)

Business Management and Accounting

- Accounting Technology Specialist, Certificate (6331)
- Accounting Technology Operations, Certificate (6330)
- Accounting Technology Management, Certificate (6329)
- Business Management, A.S. (2109)

Office Administration

- Office Support, Certificate (6336)
- Office Specialist, Certificate (6335)
- Office Management, Certificate (6334)
- Office Administration, A.S. (2107)

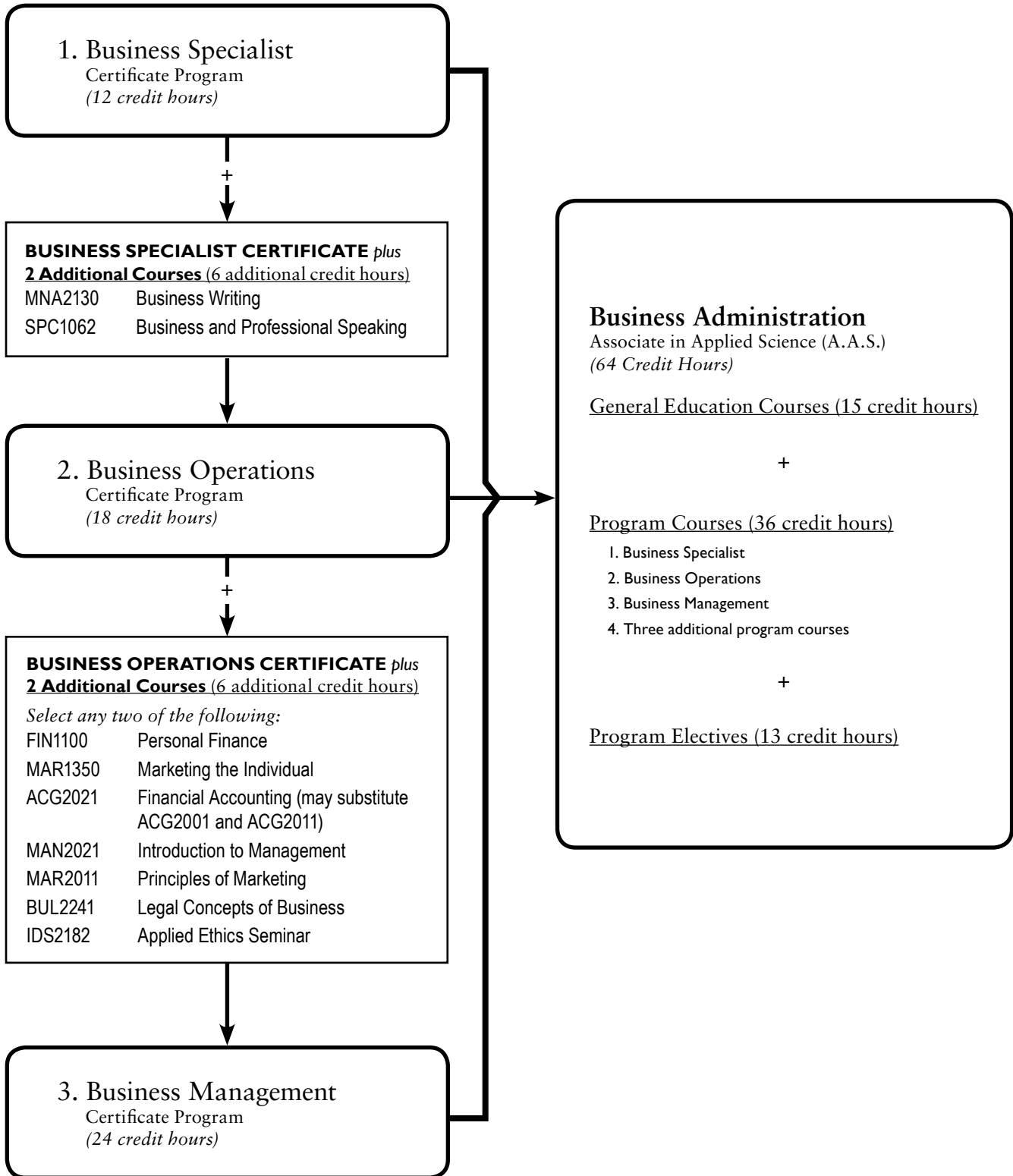
Small Business Management, Certificate (6319)

Association and Non-Profit Management, Certificate* (6325)

**This program is not currently offered.*

Business Administration Flowchart

This diagram shows how a student may obtain the Business Specialist certificate, Business Operations certificate and Business Management certificate while in pursuit of the Associate in Applied Science (A.A.S.) degree in Business Administration.



If you have any questions regarding this diagram, please contact the Division of Technology and Professional Programs at (850) 201-8352.

Business Specialist

Program Purpose:	To prepare students for entry into business and office occupations or allow professionals to update/obtain new skills. Coursework in this program articulates into the Business Operations certificate program.
Program Length:	12 credit hours
Admission Requirements:	A high school diploma or GED diploma and meet the required minimum scores on the Postsecondary Education Readiness Test, SAT or ACT (or complete necessary remediation courses)
Academic Division:	Division of Technology and Professional Programs
Contact:	(850) 201-8352 or techedu@tcc.fl.edu

COURSE INFORMATION

GEB1011	Introduction to Business	3
MNA1161	Introduction to Customer Service	3
MAN2021	Introduction to Management	3
or		
MAR2011	Principles of Marketing	3
CGS2100	Microcomputer Applications for Business	3

Business Operations

Program Purpose:	To prepare students for entry into business and office occupations or allow professionals to update/obtain new skills. Coursework in this program articulates into the Business Management certificate program.
Program Length:	18 credit hours
Admission Requirements:	A high school diploma or GED diploma and meet the required minimum scores on the Postsecondary Education Readiness Test, SAT or ACT (or complete necessary remediation courses)
Academic Division:	Division of Technology and Professional Programs
Contact:	(850) 201-8352 or techedu@tcc.fl.edu

COURSE INFORMATION

Program Courses (12 credit hours):

GEB1011	Introduction to Business	3
MNA1161	Introduction to Customer Service	3
MAN2021	Introduction to Management	3
or		
MAR2011	Principles of Marketing	3
CGS2100	Microcomputer Applications for Business	3

Additional courses (6 additional credit hours):

MNA2130	Business Writing	3
SPC1062	Business and Professional Speaking	3

Business Management

Program Purpose:	To prepare students for entry into business and office occupations or allow professionals to update/obtain new skills. Coursework in this program articulates into the Associate in Applied Science degree in Business Administration.
Program Length:	24 credit hours
Admission Requirements:	A high school diploma or GED diploma and meet the required minimum scores on the Postsecondary Education Readiness Test, SAT or ACT (or complete necessary remediation courses)
Academic Division:	Division of Technology and Professional Programs
Contact:	(850) 201-8352 or techedu@tcc.fl.edu

COURSE INFORMATION

Program Courses (18 credit hours):

GEB1011	Introduction to Business	3
MNA1161	Introduction to Customer Service	3
MAN2021	Introduction to Management	3
or		
MAR2011	Principles of Marketing	3
CGS2100	Microcomputer Applications for Business	3
MNA2130	Business Writing	3
SPC1062	Business and Professional Speaking	3

Additional Courses (6 credit hours):

<i>Select two</i>		
FIN1100	Personal Finance	3
MAR1350	Marketing the Individual	3
ACG2021	Financial Accounting (may substitute ACG2001 and ACG2011)	3
MAN2021	Introduction to Management	3
MAR2011	Principles of Marketing	3
BUL2241	Legal Concepts of Business	3
IDS2182	Applied Ethics Seminar	3

Business Administration

Program Purpose:	To prepare students for employment in the field of accounting, budgeting and financial services, management or marketing, and to meet the needs of persons employed in those fields who want to advance in their profession.
Employment Types:	Office supervisor, marketing trainee, management trainee, customer service
Program Length:	64 credit hours
Admission Requirements:	A high school diploma or GED diploma and meet the required minimum scores on the Postsecondary Education Readiness Test, SAT or ACT (or complete necessary remediation courses)
Academic Division:	Division of Technology and Professional Programs
Contact:	(850) 201-8352 or techedu@tcc.fl.edu

COURSE INFORMATION

General Education Courses (15 credit hours):

ENC1101	College Composition	3
ENC1102	Argument and Persuasion	3
ECO2013	Principles of Economics: Macro	3
or ECO2023	Principles of Economics: Micro	3
	General Education Humanities*	3
	General Education College Math*	3

Program Courses (36 credit hours):

GEB1011	Introduction to Business	3
FIN1100	Personal Finance	3
MAR1350	Marketing the Individual	3
MNA1161	Introduction to Customer Service	3
MAN2021	Introduction to Management	3
MNA2130	Business Writing	3
MAR2011	Principles of Marketing	3
CGS2100	Microcomputer Applications for Business	3
ACG2021**	Financial Accounting	3
BUL2241	Legal Concepts of Business	3
IDS2182	Applied Ethics Seminar	3
SPC1062	Business and Professional Speaking	3

Program Electives (13 credit hours):

Choose from the following list

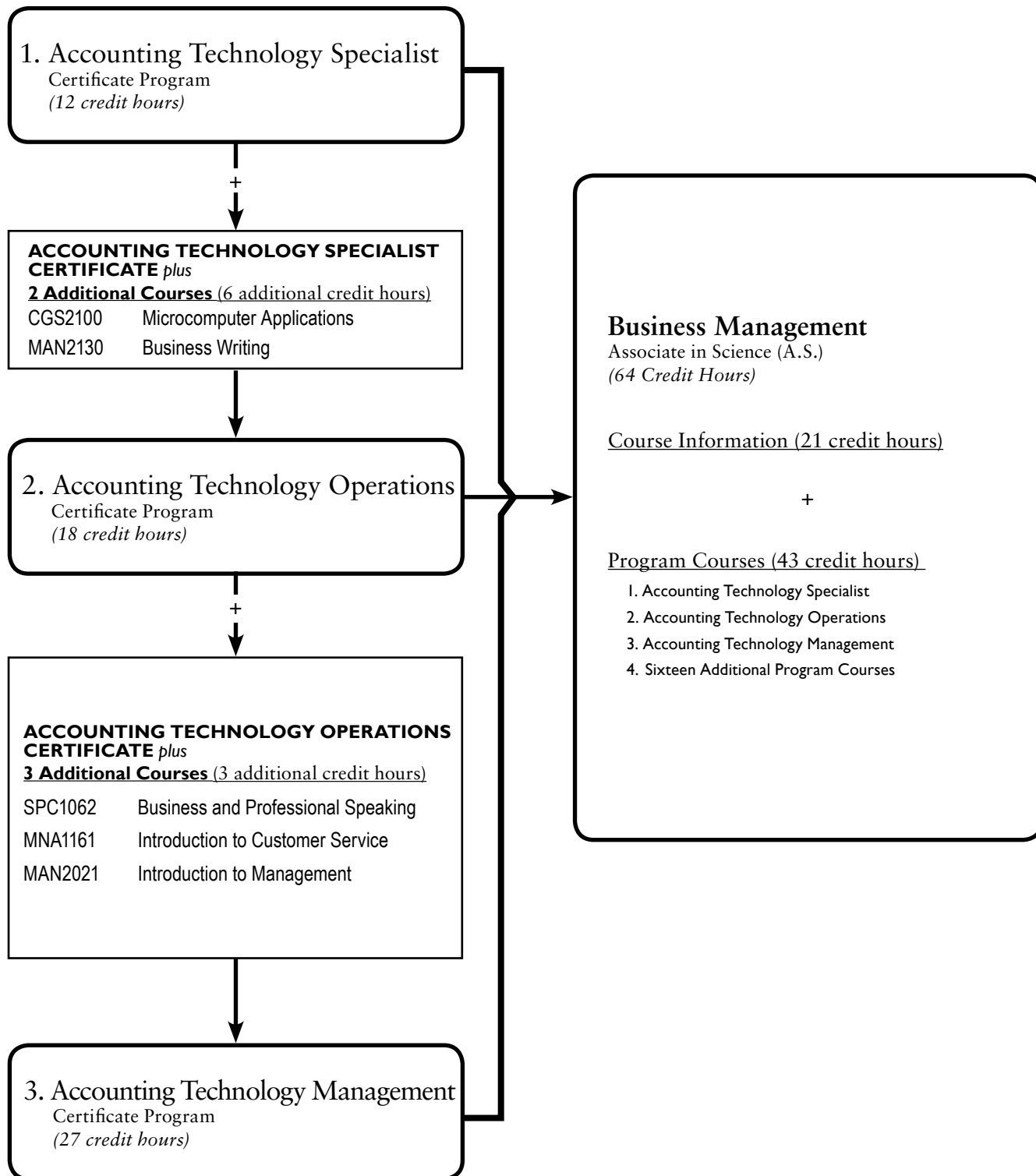
RMI1001	Introduction to Risk and Insurance	3
OST1324	Business Mathematics	3
REE1040	Real Estate Principles & Practices I	4
IDS2941	Technology & Professional Programs Internship	3
ACG2071	Managerial Accounting	3
ACG2450	Computer Accounting	3
ACG2500	Governmental & Not-for-Profit Accounting	3
TAX2000	Income Tax Accounting	3
SBM2000	Small Business Management	3
MNA2300	Human Resource Management	3
ECO2220	Money and Banking	3
ECO2013	Principles of Economics: Macro	3
or ECO2023	Principles of Economics: Micro	3
LIS2004	Internet Research	1
POS1601	US Constitution	1
	Choose one course with OST prefix	3

* Choose from list of General Education classes.

** Students may substitute ACG2001 and ACG2011.

Business Management and Accounting Flowchart

The following diagram provides an illustration of how one may obtain the Accounting Technology Specialist Certificate, the Accounting Technology Operations certificate, and the Accounting Technology Management certificate while in pursuit of the Associate in Science (A.S.) Degree in Business Management



If you have any questions regarding this diagram, please contact the Division of Technology and Professional Programs at (850) 201-8352.

Accounting Technology Specialist

Program Purpose:	To prepare students for entry into an accounting occupation or allow professionals to update/obtain new skills. Coursework in this program articulates into the Accounting Technology Operations certificate program.
Program Length:	12 credit hours
Admission Requirements:	A high school diploma or GED diploma and meet the required minimum scores on the Postsecondary Education Readiness Test, SAT or ACT (or complete necessary remediation courses)
Academic Division:	Division of Technology and Professional Programs
Contact:	(850) 201-8352 or techedu@tcc.fl.edu

COURSE INFORMATION

ACG2021	Financial Accounting	3
ACG2071	Managerial Accounting	3
ACG2450	Computer Accounting	3
TAX2000	Income Tax Accounting	3

Accounting Technology Operations

Program Purpose:	To prepare students for entry into an accounting occupation or allow professionals to update/obtain new skills. Coursework in this program articulates into the Accounting Technology Management certificate program.
Program Length:	18 credit hours
Admission Requirements:	A high school diploma or GED diploma and meet the required minimum scores on the Postsecondary Education Readiness Test, SAT or ACT (or complete necessary remediation courses)
Academic Division:	Division of Technology and Professional Programs
Contact:	(850) 201-8352 or techedu@tcc.fl.edu

COURSE INFORMATION

ACG2021	Financial Accounting	3
ACG2071	Managerial Accounting	3
ACG2450	Computer Accounting	3
TAX2000	Income Tax Accounting	3
CGS2100	Microcomputer Applications for Business	3
MNA2130	Business Writing	3

Accounting Technology Management

Program Purpose:	To prepare students for entry into an accounting occupation or allow professionals to update/obtain new skills. This program also includes needed management courses. Coursework in this program articulates into the Associate in Science degree in Business Management.
Program Length:	27 credit hours
Admission Requirements:	A high school diploma or GED diploma and meet the required minimum scores on the Postsecondary Education Readiness Test, SAT or ACT (or complete necessary remediation courses)
Academic Division:	Division of Technology and Professional Programs
Contact:	(850) 201-8352 or techedu@tcc.fl.edu

COURSE INFORMATION

ACG2021	Financial Accounting	3
ACG2071	Managerial Accounting	3
ACG2450	Computer Accounting	3
TAX2000	Income Tax Accounting	3
CGS2100	Microcomputer Applications for Business	3
MNA2130	Business Writing	3
SPC1062	Business and Professional Speaking	3
MNA1161	Introduction to Customer Service	3
MAN2021	Introduction to Management	3

Business Management

Program Purpose:	To prepare students for a number of entry-level positions in business. It can also prepare students to pursue a Bachelor of Science in Management at a Florida-based university.
Employment Types:	Office supervisor, management trainee
Program Length:	64 credit hours
Admission Requirements:	A high school diploma or GED diploma and meet the required minimum scores on the Postsecondary Education Readiness Test, SAT or ACT (or complete necessary remediation courses)
Academic Division:	Division of Technology and Professional Programs
Contact:	(850) 201-8352 or techedu@tcc.fl.edu

COURSE INFORMATION

General Education (21 credit hours):

ENC1101	College Composition	3
ENC1102	Argument and Persuasion	3
MAC1105	General Education College Algebra	3
MAC2233	Calculus for Management	3
ECO2013	Principles of Economics: Macro	3
ECO2023	Principles of Economics: Micro	3
	Any General Education Humanities course	3

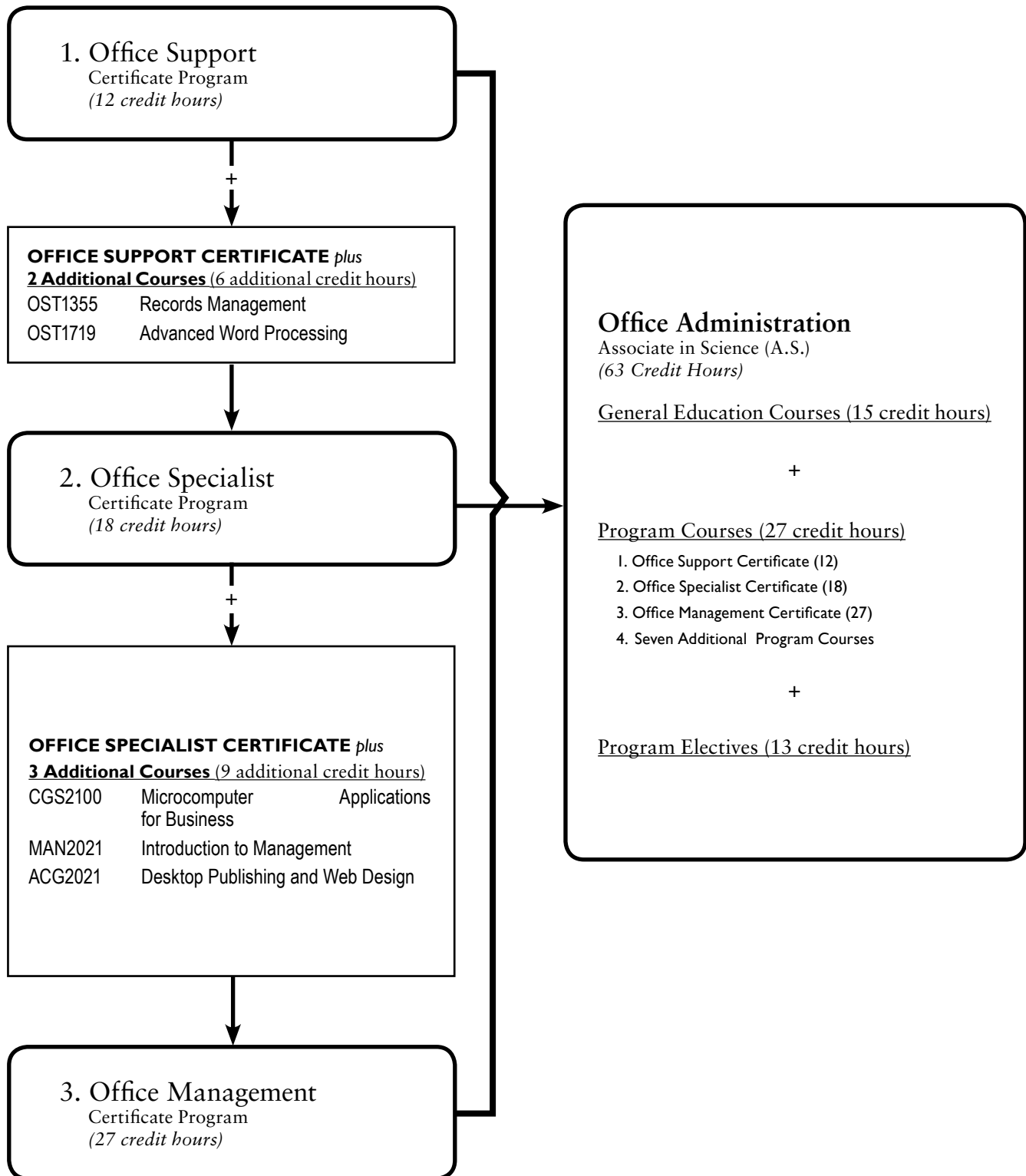
Program Courses (43 credit hours):

SPC1062	Business and Professional Speaking	3
MNA1161	Introduction to Customer Service	3
ACG2021*	Financial Accounting	3
ACG2071	Managerial Accounting	3
ACG2450	Computer Accounting	3
TAX2000	Income Tax Accounting	3
CGS2100	Microcomputer Applications for Business	3
MAN2021	Introduction to Management	3
MAN2130	Business Writing	3
GEB1011	Introduction to Business	3
MAR2011	Principles of Marketing	3
BUL2241	Legal Concepts of Business	3
STA2023	Introductory Statistics	3
IDS2182	Applied Ethics Seminar	3
POS1601	Foundations of U.S. Constitution	1

* Students may substitute ACG2001 and ACG2011.

Office Administration Flowchart

This diagram shows how a student may obtain the Office Support certificate, Office Specialist certificate and Office Management certificate while in pursuit of the Associate in Science (A.S.) degree in Office Administration.



If you have any questions regarding this diagram, please contact the Division of Technology and Professional Programs at (850) 201-8352.

Office Support

Program Purpose:	To prepare students for entry into an office support staff position or to allow professionals to update/obtain new skills. Coursework in this program articulates into the Office Specialist certificate program.
Program Length:	12 credit hours
Admission Requirements:	A high school diploma or GED diploma and meet the required minimum scores on the Postsecondary Education Readiness Test, SAT or ACT (or complete necessary remediation courses)
Academic Division:	Division of Technology and Professional Programs
Contact:	(850) 201-8352 or techedu@tcc.fl.edu

COURSE INFORMATION

MNA1161	Introduction to Customer Service	3
MNA2130	Business Writing	3
OST1401	Administrative Support Systems and Procedures	3
OST1718	Word Processing	3

Office Specialist

Program Purpose:	To prepare students for entry into an office support staff position or to allow professionals to update/obtain new skills. Coursework in this program articulates into the Office Management certificate program.
Program Length:	18 credit hours
Admission Requirements:	A high school diploma or GED diploma and meet the required minimum scores on the Postsecondary Education Readiness Test, SAT or ACT (or complete necessary remediation courses)
Academic Division:	Division of Technology and Professional Programs
Contact:	(850) 201-8352 or techedu@tcc.fl.edu

COURSE INFORMATION

MNA1161	Introduction to Customer Service	3
MNA2130	Business Writing	3
OST1401	Administrative Support Systems and Procedures	3
OST1355	Records Management	3
OST1718	Word Processing	3
OST1719	Advanced Word Processing	3

Office Management

Program Purpose:	To prepare students for entry into an office support staff position or to allow professionals to update/obtain new skills. Coursework in this program articulates into the Associate in Science degree in Office Administration.
Program Length:	27 credit hours
Admission Requirements:	A high school diploma or GED diploma and meet the required minimum scores on the Postsecondary Education Readiness Test, SAT or ACT (or complete necessary remediation courses)
Academic Division:	Division of Technology and Professional Programs
Contact:	(850) 201-8352 or techedu@tcc.fl.edu

COURSE INFORMATION

CGS2100	Microcomputer Applications for Business	3
MAN2021	Introduction to Management	3
MNA1161	Introduction to Customer Service	3
MNA2130	Business Writing	3
OST1401	Administrative Support Systems and Procedures	3
OST1355	Records Management	3
OST1718	Word Processing	3
OST1719	Advanced Word Processing	3
OST2823	Desktop Publishing and Web Design	3

Office Administration

Program Purpose:	To prepare students for entry into an office support staff position or to allow professionals to update/obtain new skills.
Program Length:	63 credit hours
Admission Requirements:	A high school diploma or GED diploma and meet the required minimum scores on the Postsecondary Education Readiness Test, SAT or ACT (or complete necessary remediation courses)
Academic Division:	Division of Technology and Professional Programs
Contact:	(850) 201-8352 or techedu@tcc.fl.edu

COURSE INFORMATION

General Education (15 credit hours):

ENC1101	College Composition	3
ECO2013	Principles of Economics: Macro	3
Elective	Any General Education Personal Development course	3
Elective	Any General Education course	3
<i>College Math: Select one of the following:</i>		3
MGF1106	Mathematics I for Liberal Arts	
MGF1107	Mathematics II for Liberal Arts	
STA2023	Introductory Statistics	
MAC1105	College Algebra	

Program Courses (48 credit hours):

CGS2100	Microcomputer Applications for Business	3
CGS2103	Adv. Microcomputer Applications for Business	3
GEB1011	Introduction to Business	3
MNA1161	Introduction to Customer Service	3
MNA2130	Business Writing	3
MAN2021	Introduction to Management	3
OST1324	Business Mathematics	3
OST1355	Records Management	3
OST1401	Administrative Support & Procedures	3
OST1718	Word Processing	3
OST1719	Advanced Word Processing	3
OST2823	Desktop Publishing/Web Design	3
PAD2002	Introduction to Public Administration	3
SPC1062	Business & Professional Speaking	3
Elective credit*		6

* Select courses from OST, Technology, Business or IDS2941.

Small Business Management

Program Purpose:	To provide entrepreneurs with the skills necessary to establish, operate or enhance the success of a new or existing small business.
Employment Type:	Management-level position in business, industry and the public sector.
Program Length:	24 credit hours
Admission Requirements:	A high school diploma or GED diploma and meet the required minimum scores on the Postsecondary Education Readiness Test, SAT or ACT (or complete necessary remediation courses)
Academic Division:	Division of Technology and Professional Programs
Contact:	(850) 201-8352 or techedu@tcc.fl.edu

COURSE INFORMATION

Core Courses:

OST1324	Business Mathematics	3
GEB1011	Introduction to Business	3
SBM2000	Small Business Management	3
MAN2021	Introduction to Management	3
MNA2130	Business Writing	3
CGS2100	Microcomputer Applications for Business	3
MAR2011	Principles of Marketing	3

Choose from one of the following:

MNA2300	Human Resources Management	3
or		
MNA1161	Introduction to Customer Service	

COMPUTER TECHNOLOGY

Computer Programming and Analysis, Certificate (6302)

Computer Programming and Analysis – Computer Game Design & Logic, A.S. (2158)

Computer Programming Specialist, Certificate (6338)

Graphic Design Technology

- Graphic Design Support, Certificate (6340)
 - Graphic Design Production, Certificate (6339)
 - Graphic Design Technology, A.S. (2125)
-

–Interactive Media Support, Certificate (6342)

–Interactive Media Production, Certificate (6341)

–Graphic Design Technology,
Interactive Media Specialization, A.S. (2155)

Help Desk/Technical Support, A.S. (2137)

Help Desk/Technical Support, Certificate (6323)

Network Services Technology

- Information Technology Technician, Certificate (6333)
- Information Technology Management, Certificate (6332)
- Networking Services Technology, Certificate (6318)
- Networking Services Technology, A.S. (2126)

Web Technologies, A.S. (2128)

Web Technologies, Certificate (6317)

Computer Programming and Analysis

Program Purpose: To prepare students for entry into programming fields or to allow professionals to update/obtain new skills.

Program Length: 33 credit hours

Admission Requirements: A high school diploma or GED diploma and meet the required minimum scores on the Postsecondary Education Readiness Test, SAT or ACT (or complete necessary remediation courses)

Academic Division: Division of Technology and Professional Programs

Contact: (850) 201-8352 or techedu@tcc.fl.edu

Please refer to the Technology and Professional Programs Web page (www.tcc.fl.edu/tp) for latest information.

COURSE INFORMATION

Program Courses (18 credit hours):

CGS1000*	Introduction to Computer Technology	3
CGS1060*	Introduction to Computer Literacy	3
CGS1540	Database Concepts	3
COP2220	Introduction to C++ Programming	3
MNA1161	Introduction to Customer Service	3
MNA2130	Business Writing	3

Additional Requirements (15 credit hours):

CGS1820	Web Page Authoring	3
COP2332	Visual Programming	3
COP2800	Introduction to JAVA Programming	3
CTS2441	Database Programming	3
	One Professional Elective:	3
	Any CDA, CGS, CIS, CNT, COP, CTS, ETD, GRA course or IDS2941 (Internship Course) or course approved by the TPP Dean.	

* Exemption exam available: see Technology and Professional Programs Web page (www.tcc.fl.edu/tp).

Computer Programming and Analysis – Computer Game Design & Logic

Program Purpose:	To prepare students for employment as computer programmers for Web-based applications or supplement training for persons previously or currently employed in this occupation.
Program Length:	63 credit hours
Admission Requirements:	A high school diploma or GED diploma and meet the required minimum scores on the Postsecondary Education Readiness Test, SAT or ACT (or complete necessary remediation courses)
Academic Division:	Division of Technology and Professional Programs
Contact:	(850) 201-8352 or techedu@tcc.fl.edu

COURSE INFORMATION

General Education Electives (15 credit hours):

ENC1101	College Composition	3
ENC1102	Argument and Persuasion	3
or		
ENC2210	Technical Communications	3
Elective	Any General Education Social Science course	3
Elective	Any General Education course	3
MGF1106	Math I for Liberal Arts	3

Program Core (48 credit hours):

CGS1060*	Computer and Internet Literacy	3
CGS1555	Internet	3
CGS1520	Introduction to Multimedia Programming	3
CGS2525	Advanced Multimedia Programming	3
GRA1131C	Multimedia Graphics	3
CGS1820	Web Page Authoring	3
GRA2140	Web Page Design	3
COP2220	Introduction to C++ Programming	3
COP2221	Intermediate C++ Programming	3
COP2822	Scripting for the Web	3
CAP2023	Introduction to Game Programming	3
CAP2024	Advanced Game Programming	3
CAP2204	Portfolio Presentation	3
Three Professional Electives**		9

* *Exemption exam available: see Technology and Professional Programs Web page (www.tcc.fl.edu/tpp).*

** *Professional Electives: IDS2941 (recommended), CGS, CAP, COP, GRA, PGY, RTV or course approved by TPP Division Dean.*

Computer Programming Specialist

Program Purpose:	To prepare students for entry into programming fields or to allow professionals to update/obtain new skills.
Program Length:	18 credit hours
Admission Requirements:	A high school diploma or GED diploma and meet the required minimum scores on the Postsecondary Education Readiness Test, SAT or ACT (or complete necessary remediation courses)
Academic Division:	Division of Technology and Professional Programs
Contact:	(850) 201-8352 or techedu@tcc.fl.edu

Please refer to the Technology and Professional Programs Web page (www.tcc.fl.edu/tpp) for latest information.

COURSE INFORMATION

CGS1000*	Introduction to Computer Technology	3
CGS1060*	Computer and Internet Literacy	3
CGS1540	Database Concepts	3
COP2220	Introduction to C++ Programming	3
MNA1161	Introduction to Customer Service	3
MNA2130	Business Writing	3

* *Exemption exam available: see Technology and Professional Programs Web page (www.tcc.fl.edu/tpp).*

Graphic Design Support

Program Purpose: To prepare for employment as graphic design assistants or supplement training for persons previously or currently employed in this occupation.

Program Length: 15 credit hours

Admission Requirements: A high school diploma or GED diploma and meet the required minimum scores on the Postsecondary Education Readiness Test, SAT or ACT (or complete necessary remediation courses)

Academic Division: Division of Technology and Professional Programs

Contact: (850) 201-8352 or techedu@tcc.fl.edu

COURSE INFORMATION

ART1202C	Design I	3
GRA1131C	Adobe Print Suite	3
GRA1206C	Typography	3
PGY1800C	Digital Photography	3
PGY2801C	Photoshop	3

Graphic Design Production

Program Purpose:	To prepare for employment as graphic design assistants or supplement training for persons previously or currently employed in this occupation.
Program Length:	24 credit hours
Admission Requirements:	A high school diploma or GED diploma and meet the required minimum scores on the Postsecondary Education Readiness Test, SAT or ACT (or complete necessary remediation courses)
Academic Division:	Division of Technology and Professional Programs
Contact:	(850) 201-8352 or techedu@tcc.fl.edu

COURSE INFORMATION

ART1202C	Design I	3
GRA1103C	Computer Based Design I	3
GRA1131C	Adobe Print Suite	3
GRA1206C	Typography	3
GRA2121	Professional Desktop Publishing	3
GRA2203	Digital Pre-Press and Document Design	3
PGY1800C	Digital Photography	3
PGY2801C	Photoshop	3

Interactive Media Support

Program Purpose:	To prepare for employment as graphic design assistants or supplement training for persons previously or currently employed in this occupation.
Program Length:	15 credit hours
Admission Requirements:	A high school diploma or GED diploma and meet the required minimum scores on the Postsecondary Education Readiness Test, SAT or ACT (or complete necessary remediation courses)
Academic Division:	Division of Technology and Professional Programs
Contact:	(850) 201-8352 or techedu@tcc.fl.edu

COURSE INFORMATION

ART1202C	Design I	3
CGS1520	Introduction to Multimedia Programming	3
CGS1820	Web Page Authoring	3
PGY1800C	Digital Photography	3
GRA2140	Web Page Design	3

Interactive Media Production

Program Purpose:	To prepare for employment as graphic design assistants or supplement training for persons previously or currently employed in this occupation.
Program Length:	24 credit hours
Admission Requirements:	A high school diploma or GED diploma and meet the required minimum scores on the Postsecondary Education Readiness Test, SAT or ACT (or complete necessary remediation courses)
Academic Division:	Division of Technology and Professional Programs
Contact:	(850) 201-8352 or techedu@tcc.fl.edu

COURSE INFORMATION

ART1202C	Design I	3
CGS1520	Introduction to Multimedia Programming	3
CGS1820	Web Page Authoring	3
PGY1800C	Digital Photography	3
CGS2525	Advanced Multimedia Programming	3
COP2822	Scripting for the Web	3
GRA2140	Web Page Design	3
GRA2143	Advanced Web Design	3

Graphic Design Technology

Program Purpose:	To prepare for employment as graphic design assistants or supplement training for persons previously or currently employed in this occupation.
Program Length:	64 credit hours
Admission Requirements:	A high school diploma or GED diploma and meet the required minimum scores on the Postsecondary Education Readiness Test, SAT or ACT (or complete necessary remediation courses)
Academic Division:	Division of Technology and Professional Programs
Contact:	(850) 201-8352 or techedu@tcc.fl.edu

COURSE INFORMATION

General Education Electives (15 credit hours):

ENC1101	College Composition	3
SPCXXXX	Any General Education Speech course	3
Elective	Any General Education Social Science course	3
Elective	Any General Education course	3
<i>College Math: Select one of the following:</i>		3
MGF1106	Math I for Liberal Arts	
MGF1107	Math II for Liberal Arts	
STA2023	Introductory Statistics	
MAC1105	College Algebra	

Program Core (16 credit hours):

ART1202C	Design I	3
MAR1350	Marketing the Individual	3
PGY1800C	Digital Photography	3
MNA1161	Introduction to Customer Service	3
MNA2130	Business Writing	3
ART2955	Art Portfolio	1

Note: Student can only earn one (1) A.S. degree in this field. Choose the track that best aligns with your career goal.

Graphic Design Track (33 credit hours):

GRA1103C	Computer Based Design I	3
GRA1105C	Computer Based Design II	3
GRA1131C	Multimedia Graphics Design	3
GRA1206C	Typography	3
GRA2121	Professional Desktop Publishing	3
GRA2203	Digital Prepress/Doc. Design	3
PGY2801C	Photoshop	3
Four Professional Electives*		12

Interactive Media Track (33 credit hours):

CAP2703	Computer Animation	3
CGS1520	Introduction to Multimedia Programming	3
CGS1820	Web Page Authoring	3
CGS2525	Advanced Multimedia Programming	3
COP2822	Scripting for the Web	3
GRA2100	Characters Production	3
GRA2140	Web Page Design	3
GRA2143	Advanced Web Page Design	3
RTV2214	Digital Audio/Video Production	3
Two Professional Electives*		6

* *Professional Electives: IDS2941 (recommended), ART, CGS, CAP, COP, GRA, PGY, RTV or course approved by TPP Division Dean.*

Help Desk/Technical Support

Program Purpose:	To provide students with extensive training in software applications, technical support, problem solving, troubleshooting and customer service.
Employment Types:	User Support Technician, Help Desk Assistant
Program Length:	63 credit hours
Admission Requirements:	A high school diploma or GED diploma and meet the required minimum scores on the Postsecondary Education Readiness Test, SAT or ACT (or complete necessary remediation courses)
Academic Division:	Division of Technology and Professional Programs
Contact:	(850) 201-8352 or techedu@tcc.fl.edu
Please refer to the Technology and Professional Programs Web page (www.tcc.fl.edu/tpp) for latest information.	

COURSE INFORMATION

General Education (15 credit hours):

ENC1101	College Composition	3
SPCXXXX	Any General Education Speech course	3
Elective	Any General Education Social Science course	3
Elective	Any General Education course	3
<i>College Math: Select one of the following:</i>		3
MGF1106	Math I for Liberal Arts	
MGF1107	Math II for Liberal Arts	
STA2023	Introductory Statistics	
MAC1105	College Algebra	

Program Courses (48 credit hours):

ENC2210	Technical Communications	3
or		
MNA2130	Business Writing	3
CGS1000*	Intro to Computer Technology	3
CGS1555	Internet	3
CGS1560	Introduction to Operating Systems	3
CGS1060*	Computer and Internet Literacy	3
CNT1000	Intro to Networks & Telecommunications	3
CTS1131**	Microcomputer Architecture	3
CNT1500	Computer Networking, Cabling & Troubleshooting	3
CGS2103	Advanced Microcomputer Applications	3
CTS2155	Computer User Support	3
CTS2351	Network Administration & Management	3
MNA1161	Introduction to Customer Service	3
MNA2100	Human Relations	3
Program Electives***		9

* *Exemption exam available: see Technology and Professional Programs Web page (www.tcc.fl.edu/tpp).*

** *Current A+ certification for credit. Contact Technology and Programs division office at (850) 201-8352 or techedu@tcc.fl.edu for more information.*

*** *Select any CGS, COP, CET, CTS or GRA course; IDS2941; or course approved by the TPP Dean.*

Help Desk/Technical Support

Program Purpose: To prepare students for entry-level employment in the fields of help desk services and technical support.

Employment Types: Help Desk Troubleshooter, Technical Support Assistant

Program Length: 33 credit hours

Admission Requirements: A high school diploma or GED diploma and meet the required minimum scores on the Postsecondary Education Readiness Test, SAT or ACT (or complete necessary remediation courses)

Academic Division: Division of Technology and Professional Programs

Contact: (850) 201-8352 or techedu@tcc.fl.edu

Please refer to the Technology and Professional Programs Web page (www.tcc.fl.edu/tpp) for latest information.

COURSE INFORMATION

CGS1060*	Computer and Internet Literacy	3
CGS1555	Internet	3
CGS1560	Introduction to Operating Systems	3
CNT1000	Intro to Networks & Telecommunications	3
CNT1500	Computer Networking, Cabling & Troubleshooting	3
CTS1131**	Microcomputer Architecture	3
MNA1161	Introduction to Customer Service	3
CGS2103	Advanced Microcomputer Applications	3
CTS2351	Network Administration & Management	3
CTS2155	Computer User Support	3
Program Elective***		3

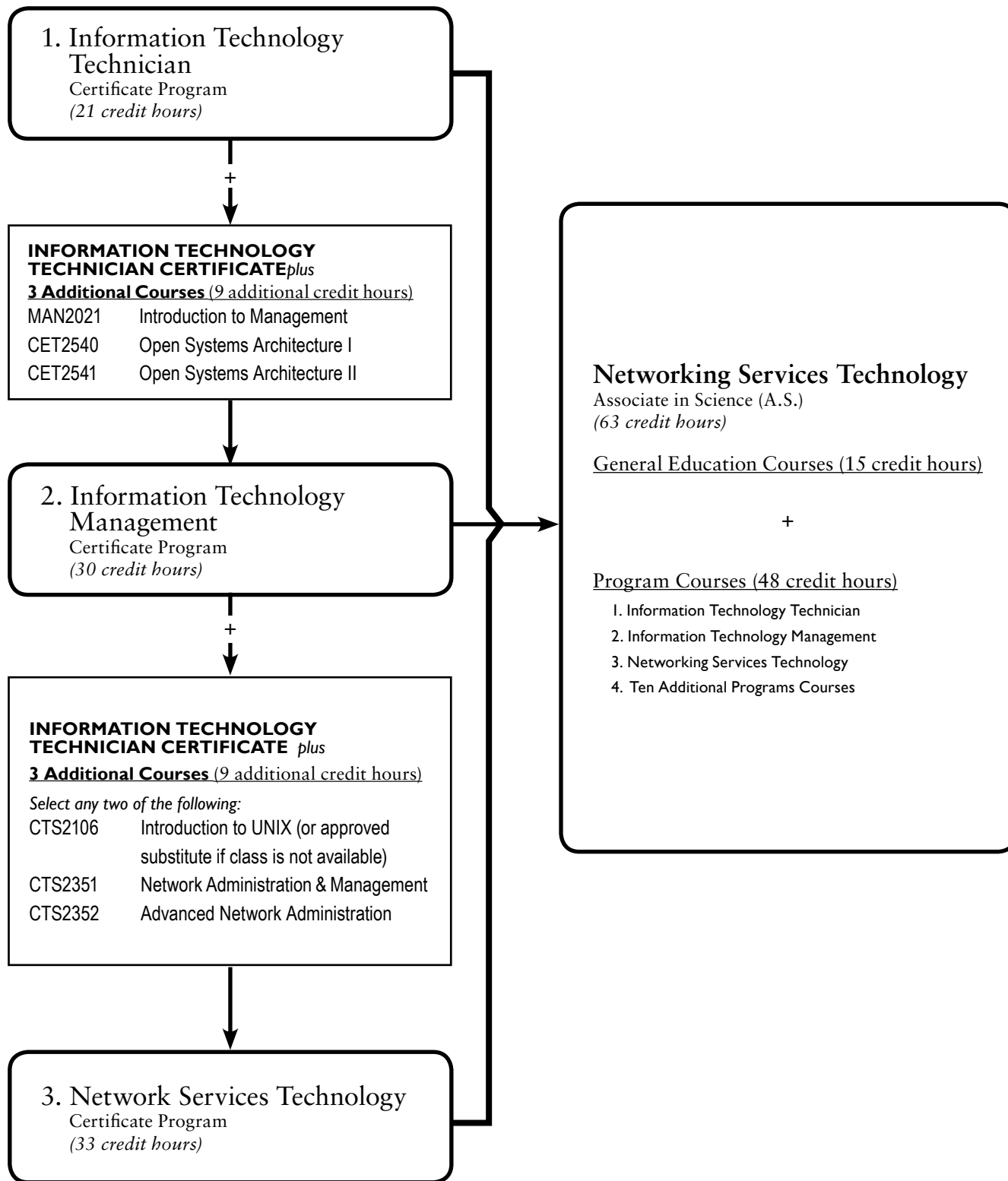
* Exemption exam available: see Technology and Professional Programs Web page (www.tcc.fl.edu/tpp).

** Current A+ certification for credit. Contact Technology and Programs division office at (850) 201-8352 or techedu@tcc.fl.edu for more information.

*** Select any CGS, COP, CET, CTS or GRA course; IDS2941; or course approved by the TPP Dean.

Network Services Technology Flowchart

This diagram shows how a student may obtain the Information Technology Technician certificate, Information Technology Management certificate and Networking Services Technology certificate while in pursuit of the Associate in Science (A.S.) degree in Networking Services Technology.



If you have any questions regarding this diagram, please contact the Division of Technology and Professional Programs at (850) 201-8352.

Information Technology Technician

Program Purpose:	To prepare students for entry into a networking/computer technology position or to allow professionals to update/obtain new skills. Coursework in this program articulates into the Information Technology Management certificate program.
Program Length:	21 credit hours
Admission Requirements:	A high school diploma or GED diploma and meet the required minimum scores on the Postsecondary Education Readiness Test, SAT or ACT (or complete necessary remediation courses)
Academic Division:	Division of Technology and Professional Programs
Contact:	(850) 201-8352 or techedu@tcc.fl.edu

COURSE INFORMATION

CGS1000*	Introduction to Computer Technology	3
CGS1060*	Computer and Internet Literacy	3
CGS1555	Internet	3
CGS1560	Introduction to Operating Systems	3
CNT1000	Intro to Networks & Telecommunications	3
CNT1500	Computer Networking, Cabling and Troubleshooting	3
CTS1131**	Microcomputer Architecture	3

* *Exemption exam available: see Technology and Professional Programs Web page (www.tcc.fl.edu/tpp).*

** *Current A+ certification for credit. Contact Technology and Programs division office at (850) 201-8352 or techedu@tcc.fl.edu for more information.*

Information Technology Management

Program Purpose:	To prepare students for entry into a networking/computer technology position or to allow professionals to update/obtain new skills. Coursework in this program articulates into the Networking Services Technology certificate program.
Program Length:	30 credit hours
Admission Requirements:	A high school diploma or GED diploma and meet the required minimum scores on the Postsecondary Education Readiness Test, SAT or ACT (or complete necessary remediation courses)
Academic Division:	Division of Technology and Professional Programs
Contact:	(850) 201-8352 or techedu@tcc.fl.edu

COURSE INFORMATION

CGS1000*	Introduction to Computer Technology	3
CGS1060*	Computer and Internet Literacy	3
CGS1555	Internet	3
CGS1560	Introduction to Operating Systems	3
CNT1000	Intro to Networks & Telecommunications	3
CNT1500	Computer Networking, Cabling and Troubleshooting	3
CTS1131**	Microcomputer Architecture	3
MAN2021	Introduction to Management	3
CET2540***	Open Systems Architecture I	3
CET2541***	Open Systems Architecture II	3

* *Exemption exam available: see Technology and Professional Programs Web page (www.tcc.fl.edu/tpp).*

** *Current A+ certification for credit. Contact Technology and Programs division office at (850) 201-8352 or techedu@tcc.fl.edu for more information.*

*** *Current CCNA certification for credit. Contact Technology and Programs division office at (850) 201-8352 or techedu@tcc.fl.edu for more information.*

Networking Services Technology

Program Purpose	To prepare students for entry-level positions in the field of networking.
Employment Types	Network Administrator, Help Desk Support Tech, Network Designer and Installer, Network Manager. Coursework in this program articulates into the Associate in Science degree in Networking Services Technology.
Program Length	33 credit hours
Admission Requirements	A high school diploma or GED diploma and meet the required minimum scores on the Postsecondary Education Readiness Test, SAT or ACT (or complete necessary remediation courses)
Academic Division	Division of Technology and Professional Programs
Contact:	(850) 201-8352 or techedu@tcc.fl.edu

COURSE INFORMATION

CGS1060*	Computer and Internet Literacy	3
CGS1555	Internet	3
CNT1000	Introduction to Networks and Telecommunications	3
CNT1500	Computer Networking, Cabling and Troubleshooting	3
CTS1131**	Microcomputer Architecture	3
CET2540***	Open Systems Architecture I	3
CET2541***	Open Systems Architecture II	3
CNT2401	Introduction to Network Security	3
CTS2106	Introduction to UNIX (or approved substitute if class is not available)	3
CTS2351	Network Administration & Management	3
CTS2352	Advanced Network Administration	3

* *Exemption exam available: see Technology and Professional Programs Web page (www.tcc.fl.edu/tpp).*

** *Current A+ certification for credit. Contact Technology and Programs division office at (850) 201-8352 or techedu@tcc.fl.edu for more information.*

*** *Current CCNA certification for credit. Contact Technology and Programs division office at (850) 201-8352 or techedu@tcc.fl.edu for more information.*

Networking Services Technology

Program Purpose:	To prepare students for entry-level positions in computer networking-related fields.
Employment Types:	Network Administrator, Network Manager, Network Designer, Network Installer, Network Troubleshooter, Inter/Intranet Worker
Program Length:	63 credit hours
Admission Requirements:	A high school diploma or GED diploma and meet the required minimum scores on the Postsecondary Education Readiness Test, SAT or ACT (or complete necessary remediation courses)
Academic Division:	Division of Technology and Professional Programs
Contact:	(850) 201-8352 or techedu@tcc.fl.edu

COURSE INFORMATION

General Education (15 credit hours):

ENC1101	College Composition	3
ENC1102	Argument and Persuasion	3
Elective	Any General Education Social Science course	3
Elective	Any General Education Humanities course	3
	<i>College Math: Select one of the following:</i>	3
MGF1106	Math I for Liberal Arts	
MGF1107	Math II for Liberal Arts	
STA2023	Introductory Statistics	
MAC1105	College Algebra	

Program Courses (33 credit hours):

MNA2130	Business Writing	3
CGS1000*	Introduction to Computer Technology	3
CGS1060*	Computer and Internet Literacy	3
CGS1555	Internet	3
CGS1560	Introduction to Operating Systems	3
CNT1000	Intro to Networks & Telecommunications	3
CNT1500	Computer Networking, Cabling and Troubleshooting	3
CTS1131**	Microcomputer Architecture	3
MAN2021	Introduction to Management	3
CET2540***	Open Systems Architecture I	3
CET2541***	Open Systems Architecture II	3
CTS2351	Network Administration & Management	3
CTS2352	Advanced Network Administration	3
CTS2106	Introduction to UNIX (or approved substitute if course is not available)	3
CNT 2401	Introduction to Network Security	3
	Any Computer Technology Elective (Internship recommended)	3

* *Exemption exam available: see Technology and Professional Programs Web page (www.tcc.fl.edu/tpp).*

** *Current A+ certification for credit. Contact Technology and Programs division office at (850) 201-8352 or techedu@tcc.fl.edu for more information.*

*** *Current CCNA certification for credit. Contact Technology and Programs division office at (850) 201-8352 or techedu@tcc.fl.edu for more information.*

Web Technologies

Program Purpose:	To prepare students for entry-level positions in Internet/Intranet related fields.
Employment Types:	Web Master, Web Server Administrator, Web Technician, HTML Author, Site Design and Management, Internet Programmer
Program Length:	63 credit hours
Admission Requirements:	A high school diploma or GED diploma and meet the required minimum scores on the Postsecondary Education Readiness Test, SAT or ACT (or complete necessary remediation courses)
Academic Division:	Division of Technology and Professional Programs
Contact:	(850) 201-8352 or techedu@tcc.fl.edu
Please refer to the Technology and Professional Programs Web page (www.tcc.fl.edu/tpp) for latest information.	

COURSE INFORMATION

General Education (15 credit hours):

ENC1101	College Composition	3
SPC1017	Interpersonal Communications	3
Elective	Any General Education Social Science course	3
Elective	Any General Education Personal Development course	3
<i>College Math: Select one of the following:</i>		3
MGF1106	Math I for Liberal Arts	
MGF1107	Math II for Liberal Arts	
STA2023	Introductory Statistics	
MAC1105	College Algebra	

Program Courses (48 credit hours):

ENC2210	Technical Communications	3
or		
MNA2130	Business Writing	3
CGS1000*	Computer Technology	3
CGS1060*	Computer and Internet Literacy	3
CGS1540	Database Concepts	3
CGS1555	Internet	3
CGS1820	Web Page Authoring	3
CNT1000	Intro to Networks & Telecommunications	3
CGS2069	Start a Business on the Web	3
CNT2401	Introduction to Computer Security	3
COP2220	Introduction to C++ Programming	3
COP2822	Scripting for the Web	3
CTS2106	Introduction to UNIX (or approved substitute if course is not available)	3
GRA2140	Web Page Design	3
GRA2143	Advanced Web Design	3
Electives	Any CGS, COP, CNT, CTS, ETD, GRA or IDS2941	6

* Exemption exam available: see Technology and Professional Programs Web page (www.tcc.fl.edu/tpp).

Web Technologies

Program Purpose:	To prepare students for job opportunities in Web page design, management, programming and administration.
Employment Types:	Web Server Administrator, Web Technician, HTML Author, Site Design and Management, Web Graphic Artist or Internet Programmer
Program Length:	33 credit hours
Admission Requirements:	A high school diploma or GED diploma and meet the required minimum scores on the Postsecondary Education Readiness Test, SAT or ACT (or complete necessary remediation courses)
Academic Division:	Division of Technology and Professional Programs
Contact:	(850) 201-8352 or techedu@tcc.fl.edu

Please refer to the Technology and Professional Programs Web page (www.tcc.fl.edu/tpp) for latest information.

COURSE INFORMATION

CGS1000*	Introduction to Computer Technology	3
CGS1555	Internet	3
CGS1820	Web Page Authoring	3
CNT1000	Intro to Networks & Telecommunications	3
CGS2069	Starting a Business on the Internet	3
COP2822	Scripting for the Web	3
CTS2106	Introduction to UNIX (or approved substitute if course is not available)	3
GRA2140	Web page Design	3
GRA2143	Advanced Web Design	3
Electives	Any CGS, COP, CET, CNT, CTS, ETD, or IDS2942 course	6

* *Exemption exam available: see Technology and Professional Programs Web page (www.tcc.fl.edu/tpp).*

CRIMINAL JUSTICE AND PUBLIC SAFETY

Crime Scene Investigation, Certificate (6324)

Criminal Justice Technology, A.S. (2138)

–Transfer to Barry University (2156)

–Transfer to Florida Gulf Coast University (2157)

Criminal Justice Technology, A.A.S.

–Corrections (A104)

–Crime Scene Investigation (A111)

–Law Enforcement (A103)

Criminal Justice Technology — Academy Tracks, A.A.S.

–Corrections (A105)

–Law Enforcement (A106)

Law Enforcement, Certificate (5007)

–Crossover Corrections to Law Enforcement (5006)

–Crossover Correctional Probation Officer to Law Enforcement (5015)

Corrections, Certificate (5005)

–Crossover Law Enforcement to Corrections (5008)

–Crossover Correctional Probation Officer to Corrections (5016)

Correctional Probation, Certificate (5012)

–Crossover Correctional Officer to Correctional Probation Officer (5014)

–Crossover Law Enforcement to Correctional Probation Officer (5013)

Firefighter, Certificate (5020)

Telecommunications, Certificate (5011)

Unarmed Private Security Officer, Certificate (5021)

Armed Private Security Officer, Certificate (5021)

Paralegal/Legal Studies, A.S. (2112)

Crime Scene Investigation

Program Purpose:	To prepare students for employment in the field of crime scene investigation.
Employment Types:	Crime Scene Photographer, Crime Scene Investigative Assistant
Program Length:	28 credit hours
Admission Requirements:	A high school diploma or GED diploma and meet the required minimum scores on the Postsecondary Education Readiness Test, SAT or ACT (or complete necessary remediation courses)
Academic Division:	Division of Technology and Professional Programs
Contact:	(850) 201-8352 or techedu@tcc.fl.edu

COURSE INFORMATION

CJE1770*	Crime Scene Photography	3
CJE2640*	Crime Scene Investigation	3
CJE2643*	Advanced Crime Scene Investigation	3
CJE2670*	Introduction to Forensic Science	3
CJE2671*	Latent Fingerprint Development	3
CJE2672*	Fingerprint Classification	3
CJE2676*	Biological Evidence	3
ENC1101	College Composition	3
ENC2210	Technical Communications	3
or		
ENC1102	Argument and Persuasion	3
POS1601**	Foundations in the U.S. Constitution	1

* *Course will not transfer to A.A. degree.*

** *Students may substitute one of these three-hour courses: CPO2001, POS1041, POS1112, or POS2001.*

Criminal Justice Technology

Program Purpose:	To prepare students for employment in law enforcement or corrections and to meet the needs of persons employed in those fields who want to advance in their professions.
Employment Types:	Law Enforcement Office, Correctional Officer, Juvenile Justice Officer, Public or Private Security Guard, or Detective
Program Length:	64 credit hours
Admission Requirements:	A high school diploma or GED diploma and meet the required minimum scores on the Postsecondary Education Readiness Test, SAT or ACT (or complete necessary remediation courses)
Academic Division:	Division of Technology and Professional Programs
Contact:	(850) 201-8352 or techedu@tcc.fl.edu

COURSE INFORMATION

General Education (24 credit hours):

Any General Education Communications course	6
Any General Education Humanities course	3
Any General Education Science course	6
Any General Education Math course	3
Any General Education History course	6

Required Program Core (40 credit hours):

CJE1000 ^A Law Enforcement		
or	3	
CJC1000 ^B Corrections		
CJL1500 The Court System	3	
CCJ1020 ^{A,B} Criminal Justice System	3	
CCJ2000 Crime & Delinquency: Nature and Causes	3	
CCJ2192 Conflict Management	3	
CJE2300 Police Administration & Operations		
or		
CJC2300 Corrections Administration & Ops		
or	3	
CCJ2452 Justice Administration		
Electives	22	Select 22 credit hours from the elective program courses list

Elective Program Courses:

CCJ1600	Deviant Behavior	3
CJC1000	Corrections	3
CJE1000	Law Enforcement	3
CJE1770*	Crime Scene Photography	3
CCJ2452	Justice Administration	3
CCJ2930 ^B	Seminar-Contemporary Criminal Justice Issues	3
CJC2300	Corrections Administration & Ops.	3
CJE2300	Police Administration & Operations	3
CJE2400 ^A	Police Community Relations	3
CJE2600	Criminal Investigation	3
CJE2640*	Crime Scene Investigation	3
CJE2643*	Advanced Crime Scene Investigation	3
CJE2670*	Introduction to Forensic Science	3
CJE2672*	Fingerprint Classification	3
CJE2676*	Biological Evidence	3
CJJ2002	Juvenile Justice	3
CJL2100 ^{A,B}	Criminal Law	3
CJL2130 ^{A,B}	Criminal Evidence & Procedure	3
DSC1005	Terrorism	3
EMS1059C*	First Responder	3
POS1601	Foundations of the U.S. Constitution	1

A-Law Enforcement Academy Credit

B-Corrections Academy Credit

* Course will not transfer to A.A. degree.

Criminal Justice Technology

Florida College/University Barry University

Program Purpose: To prepare students to transfer to Barry University's Bachelor in Public Administration.

Employment Types: Law Enforcement Officer, Correctional Officer, Juvenile Justice Officer, Public or Private Security Guard, or Detective. With bachelor's degree one may qualify for local, state and federal law enforcement or corrections positions.

Program Length: 64 credit hours

Admission Requirements: A high school diploma or GED diploma and meet the required minimum scores on the Postsecondary Education Readiness Test, SAT or ACT (or complete necessary remediation courses)

Academic Division: Division of Technology and Professional Programs

Contact: (850) 201-8352 or techedu@tcc.fl.edu

COURSE INFORMATION

General Education (40 credit hours):

Any General Education Communications course	6
Any General Education Humanities course	3
Any General Education Science course	6
Any General Education Math course	3
Any General Education History course	6
Electives: Any General Education courses	16

Required Program Core (24 credit hours):

CJE1000 ^A	Law Enforcement	
or		3
CJC1000 ^B	Corrections	
CJL1500	The Court System	3
CCJ1020 ^{A,B}	Criminal Justice System	3
CCJ2000	Crime & Delinquency: Nature and Causes	3
CCJ2192	Conflict Management	3
CJE2300	Police Administration & Operations	
or		
CJC2300	Corrections Administration & Ops	3
or		
CCJ2452	Justice Administration	
CCJ2930	Criminal Justice Seminar	3
IDS2182	Applied Ethics Seminar	3

A - Law Enforcement Academy Credit

B - Corrections Academy Credit

Criminal Justice Technology

Florida College/University: Florida Gulf Coast University (FGCU)

Program Purpose: To prepare students to transfer to FGCU's Bachelor of Science in Criminology program.

Employment Types: Law Enforcement Officer, Correctional Officer, Juvenile Justice Officer, Public or Private Security Guard, or Detective. With bachelor's degree graduates may qualify for local, state and federal law enforcement or corrections positions.

Program Length: 64 credit hours, up to 72 credit hours if student earns the A.A. degree at the same time for transfer to FGCU

Admission Requirements: A high school diploma or GED diploma and meet the required minimum scores on the Postsecondary Education Readiness Test, SAT or ACT (or complete necessary remediation courses)

Academic Division: Division of Technology and Professional Programs

Contact: (850) 201-8352 or techedu@tcc.fl.edu

COURSE INFORMATION

General Education (28 credit hours):

Any General Education Communications course	6
Any General Education Humanities course	3
Any General Education Science course	6
Any General Education Math course	6
Any General Education History course	6
POS1601 U.S. Constitution	1

Required Program Core (36 credit hours):

CCJ1020 ^{A,B} Criminal Justice System	3
CCJ1600 Deviant Behavior	3
CJE1000 ^A Law Enforcement	3
or	
CJC1000 ^B Corrections	3
CJL1500 The Court System	3
CCJ2192 Conflict Management	3
CJE2300 Police Administration & Operations	3
or	
CJC2300 Corrections Administration & Ops	3
CJL2100 ^{A,B} Criminal Law	3
CJL2130 ^{A,B} Criminal Evidence and Procedure	3
CJJ2002 Juvenile Justice	3
CJE2600 Criminal Investigation	3
Electives Select 6 credit hours from the elective program courses list	6

Elective Program Courses:

CJC1000 Corrections	3
CJE1000 Law Enforcement	3
CJE1770* Crime Scene Photography	3
CCJ2000 Crime & Delinquency: Nature and Causes	3
CCJ2452 Justice Administration	3
CCJ2930 ^B Seminar - Contemporary Criminal Justice Issues	3
CJC2300 Corrections Administration & Ops.	3
CJE2300 Police Administration & Operations	3
CJE2400 ^A Police Community Relations	3
CJE2640* Crime Scene Investigation	3
CJE2643* Advanced Crime Scene Investigation	3
CJE2670* Introduction to Forensic Science	3
CJE2672* Fingerprint Classification	3
CJE2676* Biological Evidence	3
DSC1005 Terrorism	3
EMS1059C* First Responder	3

* Course will not transfer to A.A. degree.

A.A. Degree and Florida Gulf Coast University Bachelor of Science degree transfer option (9 credit hours):

The following three additional General Education courses are required: Additional Humanities (3), Social Science electives (3) and Personal Development (3).

A - Law Enforcement Academy Credit

B - Corrections Academy Credit

Criminal Justice Technology

Program Purpose:	To prepare students for employment in the field of law enforcement, corrections or crime scene investigation and to meet the needs of persons employed in those fields who want to advance in their professions.
Employment Types:	Law Enforcement Officer, Crime Scene Investigator, Corrections Officer
Program Length:	64 credit hours
Admission Requirements:	A high school diploma or GED diploma and meet the required minimum scores on the Postsecondary Education Readiness Test, SAT or ACT (or complete necessary remediation courses)
Academic Division:	Division of Technology and Professional Programs
Contact:	(850) 201-8352 or techedu@tcc.fl.edu

General Education (15 credit hours):

ENC1101	College Composition	3
MAT1033	Intermediate Algebra (or higher)	3
	<i>Select one of the following:</i>	3
ENC1102	Argument & Persuasion	
ENC2210	Technical Communications	
	<i>Select one of the following:</i>	3
SYG1000	Principles of Sociology	
SYG2230	Race and Minority Relations	
SYG2430	Marriage and Family	
PSY2012	General Psychology	
	<i>Select one of the following:</i>	3
CLP1001	Personal & Social Adjustment	
HSC1100	Concepts of Positive Living	

Program Courses (21 credit hours):

CCJ1020	The Criminal Justice System	3
CCJ1600	Deviant Behavior	3
CJL2100	Criminal Law	3
CJE2640*	Crime Scene Investigation	3
CGS1060	Computer and Internet Literacy	3
IDS2182	Applied Ethics Seminar	3
Elective	Any CCJ, CJC, CJE, CJL, CJJ or DSC1005 course or EMS1059C, SUR2390, SUR2392, SUR2533 or SUR2534	3

Note: Students can earn only one (1) A.S. degree in this field. Choose a specialization that best aligns with your career goals.

Corrections Specialization (28 credit hours):

CJC2300	Corrections Administration	3	CJL2130	Criminal Evidence & Procedure	3
or			CCJ2192	Conflict Management	3
CCJ2452	Justice Administration		CCJ2930	Criminal Justice Seminar	3
CJC1000	Corrections	3	CJC2162	Probation, Pardons, Parole	3
CCJ2000	Crime and Delinquency	3	POS1601	U.S. Constitution	1
CJJ2002	Juvenile Justice	3			
CJL1500	The Court System	3			

Crime Scene Investigation Specialization (28 credit hours):

BSC2085	Anatomy & Physiology I	3	*CJE2643	Adv. Crime Scene Investigation	3
BSC2085L	Anatomy & Physiology I Lab	1	*CJE2670	Introduction to Forensic Science	3
PSC1121	Introduction to Physical Science	3	*CJE2672	Fingerprint Classification	3
*CJE1770	Crime Scene Photography	3	*CJE2671	Latent Fingerprint Development	3
*CJL2610	Courtroom Presentation of Scientific Evidence	3	*CJE2676	Biological Evidence	3

Law Enforcement Specialization (28 credit hours):

CJE2300	Police Administration	3	CCJ2192	Conflict Management	3
or			CJJ2002	Juvenile Justice	3
CCJ2452	Justice Administration		CCJ2930	Criminal Justice Seminar	3
CJE1000	Law Enforcement	3	CJE2600	Criminal Investigation	3
CJL1500	The Court System	3	CCJ2000	Crime and Delinquency	3
CJL2130	Criminal Evidence & Procedure	3	POS1601	U.S. Constitution	1

* Course cannot be used for the A.A. degree.

Criminal Justice Technology – Academy Tracks

Program Purpose:	To prepare students for employment in the fields of corrections or law enforcement and to meet the needs of persons employed in those fields who want to advance in their professions.
Employment Types:	Corrections Officer, Law Enforcement Officer
Program Length:	64 credit hours
Admission Requirements:	A high school diploma or GED diploma and meet the required minimum scores on the Postsecondary Education Readiness Test, SAT or ACT (or complete necessary remediation courses)
Academic Division:	Division of Technology and Professional Programs
Contact:	(850) 201-8352, techedu@tcc.fl.edu

COURSE INFORMATION

General Education (15 credit hours):

ENC1101	College Composition	3
MAT1033	Intermediate Algebra (or higher)	3
<i>Social Science: Select one of the following:</i>		3
SYG1000	Principles of Sociology	
SYG2230	Race and Minority Relations	
SYG2430	Marriage and Family	
AMH 1041	American Experience I	3
<i>Personal Development: Select one of the following:</i>		3
CLP1001	Personal and Social Adjustment	
HSC1100	Concepts of Positive Living	

Note: Students can earn only one (1) A.S. degree in this field. Choose a specialization that best aligns with your career goals.

Corrections Specialization (49 credit hours):

CCJ2930	Criminal Justice Seminar	
or		3
CGS1060	Computer and Internet Literacy	
CCJ1600	Deviant Behavior	3
CJC2162	Probation, Pardons & Parole	3
CJC2300	Corrections Admin & Ops	
or		3
CCJ2452	Justice Administration	
CJJ2002	Juvenile Justice	3
CCJ2192	Conflict Management	3
IDS2182	Applied Ethics Seminar	3
Academy Credit		28

Law Enforcement Specialization (49 credit hours):

CJE2300	Police Administration	
or		3
CCJ2452	Justice Administration	
CJL1500	The Court System	3
CCJ2192	Conflict Management	3
CCJ2000	Crime and Delinquency	3
IDS2182	Applied Ethics Seminar	3
Academy Credit		34

Law Enforcement

Program Purpose:	To provide job-related training to candidates for full-time or part-time law enforcement positions that require entry-level certification in accordance with Chapter 11B-35, Florida Administrative Code, and Chapter 943, Florida Statutes.
Employment Types:	Law Enforcement Officer
Program Length:	497-834 clock hours, depending upon previous certification(s)
Admission Requirements:	Applicant must be at least 19 years of age, be a U.S. citizen and have a high school diploma or GED diploma. Applicant must not have had a dishonorable discharge from the Armed Forces of the United States or any felony convictions. Applicant must take the Basic Abilities Test and achieve required scores. Additionally, applicant must have a physical examination prior to program entry.
Academic Division:	Florida Public Safety Institute, Pat Thomas Law Enforcement Academy (PTLEA)
Contact:	(850) 201-7000

Florida CMS Law Enforcement Basic Recruit Training Program

CJK0007	Introduction to Law Enforcement	11	CJK0020	CMS Law Enforcement Vehicle Operations	48
CJK0008	Legal	69	CJK0031	CMS First Aid for Criminal Justice Officers	40
CJK0017	Communications	76	CJK0040	CMS Criminal Justice Firearms	80
CJK0011	Human Issues	40	CJK0051	CMS Criminal Justice Defensive Tactics	80
CJK0061	Patrol I	58	CJK0422	Dart Firing Stun Gun	8
CJK0062	Patrol II	40	CJK0096	Criminal Justice Officer Physical Fitness Training	60
CJK0076	Crime Scene Investigations	24		CJSTC REQUIRED HOURS	770
CJK0071	Criminal Investigations	56	CJD0241	Application Based Scenario Course	24
CJK0082	Traffic Stops	24	CJD0234	State Exam Review Course	40
CJK0083	DUI Traffic Stops	24		TOTAL PTLEA PROGRAM HOURS	834
CJK0086	Traffic Crash Investigations	32			

Correctional Officer Cross-Over Training to Florida CMS Law Enforcement Basic Recruit

CJK0221	Correctional Cross-Over to Law Enforcement Introduction and Legal	47	CJK0083	DUI Traffic Stops	24
CJK0222	Correctional Cross-Over to Law Enforcement Communications	56	CJK0086	Traffic Crash Investigations	32
CJK0223	Correctional Cross-Over to Law Enforcement Human Issues	32	CJK0020	CMS Law Enforcement Vehicle Operations	48
CJK0061	Patrol I	58	CJK0212	Cross-Over Correctional to Law Enforcement CMS High-Liability	8
CJK0062	Patrol II	40	CJK0422	Dart Firing Stun Gun	8
CJK0076	Crime Scene Investigations	24		CJSTC REQUIRED HOURS	457
CJK0071	Criminal Investigations	56	CJD0234	State Exam Review Course	40
CJK0082	Traffic Stops	24		TOTAL PTLEA PROGRAM HOURS	497

Correctional Probation Officer Cross-Over Training to Florida CMS Law Enforcement Basic Recruit Training Program

CJK0221	Correctional Cross-Over to Law Enforcement Introduction and Legal	47	CJK0082	Traffic Stops	24
CJK0222	Correctional Cross-Over to Law Enforcement Communications	56	CJK0083	DUI Traffic Stops	24
CJK0223	Correctional Cross-Over to Law Enforcement Human Issues	32	CJK0086	Traffic Crash Investigations	32
CJK0061	Patrol I	58	CJK0020	CMS Law Enforcement Vehicle Operations	48
CJK0062	Patrol II	40	CJK0040	CMS Criminal Justice Firearms	80
CJK0076	Crime Scene Investigations	24	CJK0422	Dart Firing Stun Gun	8
CJK0071	Criminal Investigations	56		CJSTC REQUIRED HOURS	529
			CJD0234	State Exam Review Course	40
				TOTAL PTLEA PROGRAM HOURS	569

Corrections

Program Purpose:	To provide job-related training to candidates for full-time or part-time correctional officer positions that require entry-level certification in accordance with Chapter 943, Florida Statutes, and Chapter 11B-35, Florida Administrative Code.
Employment Types:	Corrections Officer
Program Length:	239-592 clock hours, depending upon previous certification(s)
Admission Requirements:	Applicant must be at least 19 years of age, be a U.S. citizen and have a high school diploma or GED diploma. Applicant may be a dual enrollment student covered by an articulation agreement between TCC and one of its district school boards. Applicant must not have had a dishonorable discharge from the Armed Forces of the United States or any felony convictions. Applicant must take the Basic Abilities Test and achieve required scores. Additionally, applicant must have a physical examination prior to program entry.
Academic Division:	Florida Public Safety Institute, Pat Thomas Law Enforcement Academy (PTLEA)
Contact:	(850) 201-7000

COURSE INFORMATION AND CLOCK HOURS

Traditional Correctional Basic Recruit

Training Program

CJK270	Criminal Justice Legal 1	46
CJK285	Criminal Justice Legal 2	22
CJK286	Criminal Justice Communications	42
CJK100	Interpersonal Skills 1	62
CJK101	Interpersonal Skills 2	50
CJK0051	CMS Criminal Justice Defensive Tactics	80
CJK0040	CMS Criminal Justice Firearms	80
CJK0031	CMS First Aid for Criminal Justice Officers	40
CJK480	Emergency Preparedness	26
CJK102	Correctional Operations	64
CJK0280	Criminal Justice Officer Physical Fitness Training	40
	CJSTC REQUIRED HOURS	552
CJD0234	State Exam Review Course	40
	TOTAL PTLEA PROGRAM HOURS	592

Law Enforcement Officer Cross-Over Training to Traditional Correctional Basic Recruit Training Program

CJK0204	Law Enforcement Cross-Over to Correctional Introduction	59
CJK480	Emergency Preparedness	26
CJK101	Interpersonal Skills 2	50
CJK102	Correctional Operations	64
	CJSTC REQUIRED HOURS	199
CJD0234	State Exam Review Course	40
	TOTAL PTLEA PROGRAM HOURS	239

Correctional Probation Officer Cross-Over Training to Traditional Correctional Basic Recruit Training Program

CJK0277	Correctional Probation Cross-over to Correctional Legal and Communications	16
CJK0278	Correctional Probation Cross-Over to Correctional Interpersonal Skills 1	35
CJK0279	Correctional Probation Cross-Over to Correctional Interpersonal Skills 2	35
CJK480	Emergency Preparedness	26
CJK102	Correctional Operations	64
CJK0040	CMS Criminal Justice Firearms	80
	CJSTC REQUIRED HOURS	256
CJD0234	State Exam Review Course	40
	TOTAL PTLEA PROGRAM HOURS	296

Correctional Probation

Program Purpose:	To provide job-related training to candidates for full-time or part-time correctional probation officer positions that require entry-level certification in accordance with Chapter 943, Florida Statutes, and Chapter 11B-35, Florida Administrative Code.
Employment Types:	Correctional Probation Officer
Program Length:	239-592 clock hours, depending upon previous certification(s)
Admission Requirements:	Applicant must be at least 19 years of age, be a U.S. citizen and have a high school diploma or GED diploma. Applicant must not have had a dishonorable discharge from the Armed Forces of the United States or any felony convictions. Applicant must take the Basic Abilities Test and achieve required scores. Additionally, applicant must have a physical examination prior to program entry.
Academic Division:	Florida Public Safety Institute, Pat Thomas Law Enforcement Academy (PTLEA)
Contact:	(850) 201-7000

COURSE INFORMATION AND CLOCK HOURS

Florida Correctional Probation Basic Recruit Training Program

CJK0271	Correctional Probation Legal	57
CJK0272	CPO /IPS Communication Skills	44
CJK0273	CPO Caseload Management	40
CJK0274	CPO Supervision	88
CJK0275	CPO Investigations	39
CJK0276	CPO Mgt Information Systems	27
CJK0255	CMS Correctional Probation Firearms	16
CJK0031	CMS First Aid for Criminal Justice Officers	40
CJK0051	CMS Criminal Justice Defensive Tactics	80
CJK0280	Criminal Justice Officer Physical Fitness Training	34
	CJSTC REQUIRED HOURS	465
CJD0234	State Exam Review Course	<u>40</u>
	TOTAL PTLEA PROGRAM HOURS	505

Crossover from Correctional Officer to Correctional Probation Basic Recruit Training Program

CJK0230	Correctional Cross-Over to Correctional Probation Legal and Communications	18
CJK0231	Correctional Cross-Over to Correctional Probation Supervision	57
CJK0232	Correctional Cross-Over to Correctional Probation Investigations	30
CJK0273	CPO Caseload Management	40
CJK0276	CPO Mgt Information Systems	27
	CJSTC REQUIRED HOURS	172
CJD0234	State Exam Review Course	40
	TOTAL PTLEA PROGRAM HOURS	212

Crossover from Law Enforcement Officer to Correctional Probation Officer Basic Recruit Training Program

CJK0252	Law Enforcement Cross-Over to Correctional Probation Legal and Investigations	18
CJK0256	Law Enforcement Cross-Over to Correctional Probation Caseload Management	27
CJK0257	Law Enforcement Cross-Over to Correctional Probation Supervision	40
CJK0276	CPO Mgt Information Systems	27
	CJSTC REQUIRED HOURS	112
CJD0234	State Exam Review Course	40
	TOTAL PTLEA PROGRAM HOURS	152

Firefighter

Program Purpose:	To prepare students for employment as a volunteer firefighter (Firefighter I) or a firefighter (Firefighter II).
Employment Types:	Volunteer Firefighter, Firefighter
Program Length:	225-450 clock hours, depending on certification sought
Admission Requirements:	Applicant must be at least 18 years of age and have a high school diploma or GED diploma. Applicant must take the Test of Adult Basic Education (TABE) or Postsecondary Education Readiness Test and achieve required scores. Additionally, applicant must have a physical examination prior to program entry.
Academic Division:	Florida Public Safety Institute, Tallahassee Fire Academy
Contact:	(850) 201-7000

COURSE INFORMATION AND CLOCK HOURS

FFP0010	Firefighter I	225
FFP0020	Firefighter II	225
	TOTAL PROGRAM HOURS	450

Telecommunications

Program Purpose:	To prepare students for employment as Dispatchers for police, fire and ambulance and as emergency medical dispatchers (EMDs).
Employment Types:	Telecommunications Officer, Dispatcher, Communications Officer
Program Length:	232 clock hours
Admission Requirements:	Applicant must have a high school diploma or GED diploma, or must be a dual enrollment student covered by an articulation agreement between TCC and one of its district school boards.
Academic Division:	Florida Public Safety Institute, Pat Thomas Law Enforcement Academy (PTLEA)
Contact:	(850) 201-7000

COURSE INFORMATION AND CLOCK HOURS

CJD5200	Public Safety Telecommunications	208
CJD1990	Emergency Medical Dispatcher	24
	TOTAL PROGRAM HOURS	232

Unarmed Private Security Officer

Program Purpose:	To prepare students to meet the minimum standards for class “D” licensure as unarmed private security officers through the Department of Agriculture. This license ensures that the public is served by private security officers who are ethical, qualified and well-trained.
Employment Types:	Unarmed Private Security Officer
Program Length:	40 clock hours
Admission Requirements:	Applicant must have a high school diploma or GED diploma, or must be a dual enrollment student covered by an articulation agreement between TCC and one of its district school boards.
Academic Division:	Florida Public Safety Institute, Pat Thomas Law Enforcement Academy (PTLEA)
Contact:	(850) 201-7000

COURSE INFORMATION AND CLOCK HOURS

CJT0800	Private Security Officer Course A	24
CJT0802	Private Security Officer Course B	16
	TOTAL PROGRAM HOURS	40

Armed Private Security Officer

Program Purpose:	To prepare students to meet the minimum standards for class “G” licensure as armed private security officers through the Department of Agriculture. This license ensures that the public is served by private security officers who are ethical, qualified and well-trained.
Employment Types:	Armed Private Security Officer
Program Length:	28 clock hours
Admission Requirements:	Applicant must have a high school diploma or GED diploma, or must be a dual enrollment student covered by an articulation agreement between TCC and one of its district school boards.
Academic Division:	Florida Public Safety Institute, Pat Thomas Law Enforcement Academy (PTLEA)
Contact:	(850) 201-7000

COURSE INFORMATION AND CLOCK HOURS

CJT0801	Armed Private Security Officer	28
	TOTAL PROGRAM HOURS	28

Paralegal/Legal Studies

Program Purpose:	To prepare students to enter the field of paralegal and/or legal assisting and to perform effectively as a part of a legal services team. The course work in the program also serves as an informal primer for students considering law school.
Employment Types:	Paralegal, Legal Assistant
Program Length:	64 credit hours
Admission Requirements:	A high school diploma or GED diploma and meet the required minimum scores on the Postsecondary Education Readiness Test, SAT or ACT (or complete necessary remediation courses)
Academic Division:	Division of Technology and Professional Programs
Contact:	(850) 201-8352 or techedu@tcc.fl.edu

COURSE INFORMATION

General Education (24 credit hours):

ENC1101	College Composition	3
ENC1102	Argument and Persuasion	3
History:	AMH1041/50, AMH2010/20 EUH1000/01 or WOH2012/22	6
Science:	Any Science course	3
Humanities:	Any Humanities course	3
<i>Social Science: Select one of the following:</i>		3
POS2001	Introduction to Political Science	
POS1041	National Government	
POS1112	State and Local Government	
<i>College Math: Select one of the following:</i>		3
MGF1106	Mathematics I for Liberal Arts	
MGF1107	Mathematics II for Liberal Arts	
STA2023	Introductory Statistics	
MAC1105	College Algebra	

Program Courses (40 credit hours):

BUL2241	Legal Concepts of Business	3
BUL2242	The Laws of Business	3
PLA1003	Introduction to the Legal Process	3
PLA1104	Legal Research	4
PLA2800	Family Law	3
PLA2203	Litigation Procedures I	3
PLA2763	Law Office Procedure & Management	3
PLA2114	Legal Writing	3
PLA2610	Real Estate Law & Property Transactions	3
PLA2600	Wills, Trusts and Probate	3
PLA2223	Litigation Procedures II	3
IDS2182	Applied Ethics Seminar	3
<i>Electives: Choose one of the following:</i>		3
PUP2020	Legislative Law	
PLA2941	Paralegal Internship	
PLA2483	Florida Administrative Law	
CGS2100	Microcomputer Applications for Business	
CJL1500	Courts	
CJL2100	Criminal Law	
CJL2130	Criminal Evidence & Procedure	
CJE2600	Criminal Investigation	

* *Note: Students who intend to earn a Paralegal/Legal Studies Associate of Science degree in a timely manner should pay close attention to the paralegal classes offered each semester and make enrolling in paralegal classes their first scheduling priority. The courses in this program are primarily offered as Web-based or evening classes.*

EDUCATION

Early Childhood Development,
Education and Management, A.S. (2123)

Recreation Technology, A.S. (2124)

Early Childhood Development, Education and Management

Program Purpose:	To prepare students seeking careers in early childhood education, child care facility management and/or child care facility ownership.
Employment Types:	Early Childhood Director, Owner
Program Length:	63 credit hours
Admission Requirements:	A high school diploma or GED diploma and meet the required minimum scores on the Postsecondary Education Readiness Test, SAT or ACT (or complete necessary remediation courses)
Academic Division:	Division of Technology and Professional Programs
Contact:	(850) 201-8352 or techedu@tcc.fl.edu

COURSE INFORMATION

General Education (15 credit hours):

ENC1101	College Composition	3
ENC1102	Argument and Persuasion	3
SYG1000	Principles of Sociology	3
PSY2012	General Psychology	3
	<i>College Math: Select one of the following:</i>	3
MGF1106	Mathematics I for Liberal Arts	
MGF1107	Mathematics II for Liberal Arts	
STA2023	Introductory Statistics	
MAC1105	College Algebra	

* Students will be given 9 hours college credit for a current FCCPC/CDA from an approved DCF program and 3 hours college credit for current Director's Credential from DCF.

Early Childhood Education Courses (45 credit hours)*:

EEC1308	Education of the Young Child	3
EEC1907	Directed Observation & Participation	3
EDF1004	Educational Field Experience	3
EEC1603	Early Childhood & Guidance	3
EEC2401	Home, School and Community in Early Childhood Education	3
EEC1300	Cognitive Experiences for Young Children	3
EEC1600	Guiding the Young Child	3
EEX2010	Disabling Conditions in Young Children	3
EDG1319	Special Topics	3
EEC2521	Management of Childcare Center (Director's Credential Course)	3
EEC2008	Children's Literature In Early Childhood Education	3
CHD2220	Child Development	3
HSC1100	Concepts of Positive Living	3
EME2040	Introduction to Technology for Educators	3
FIN1100	Personal Finance	3

Electives (3 credit hours):

EEC2523	Early Childhood Organizational Leadership and Management (Advanced Director's Credential Course)	3
or		
EEC1312	Creative Experiences for Young Children	3

Recreation Technology

Program Purpose:	To prepare students for careers as recreation leaders, recreation supervisors, group recreation workers, activity leaders or recreation facility attendants.
Employment Types:	Recreation Leaders, Recreation Supervisors, Group Recreation Workers, Activity Leaders or Recreation Attendants
Program Length:	63 credit hours
Admission Requirements:	A high school diploma or GED diploma and meet the required minimum scores on the Postsecondary Education Readiness Test, SAT or ACT (or complete necessary remediation courses)
Academic Division:	Division of Technology and Professional Programs
Contact:	(850) 201-8352 or techedu@tcc.fl.edu

COURSE INFORMATION

General Education (15 credit hours):

ENC1101 College Composition	3
HSC1100 Concepts of Positive Living	3
SYG1000 Principles of Sociology	3
Elective: Any General Education Science Course	3
<i>College Math: Select one of the following:</i>	3
MGF1106 Mathematics I for Liberal Arts	
MGF1107 Mathematics II for Liberal Arts	
MAC1105 College Algebra	
STA2023 Introductory Statistics	

Select one of the following:

EEC2401	Home, School, and Community and Early Childhood Education	3
PSY2012	General Psychology	

Select two of the following activity courses:

PEL1320	Volleyball	2
PEL1342	Intermediate Tennis	
PEM1171	Aerobics	
PEL1121	Beginning Golf	
DAA1300	Social Dance	
DAA1304	Dance: Swinging with Technique	

Program Courses (45 credit hours):

LEI1000	Introduction to Recreation and Leisure Services	3
LEI1541	Outdoor Recreation Management	4
LEI2730	Adaptive Therapeutic Recreation	4
PET2000C	Introduction to Physical Education	3
PEO2003	Officiating Techniques for Individual Sports	2
PEM1101	Adult Fitness	2
PET2084	Exercise Education	3
SPC1017	Fundamentals of Interpersonal Communication:	3
CGS1060*	Computer and Internet Literacy	3
EDF1004	Educational Field Experience	3
<i>Select one of the following:</i>		1
PEL1341	Beginning Tennis	
PEL1621	Beginning Basketball	

Select one of the following electives:

CCJ2002	Juvenile Justice	3
CJE2300	Police Administration & Operations	
SYG2230	Race and Minority	
EEC1308	Education of the Young Child	

Select two of the following courses:

THE1000	Introduction to Theatre	6
EEC1907	Direct Observation and Participation	
REA1105	College Reading Techniques	
LIT2330	Children's Literature	
ART1340C	Drawing Techniques	
ART1202C	Design I	
ART1300C	Basic Freehand Drawing	
or		
PET1770	Personal Training	
and		
Two Elective Credits		

Select one of the following:

DEP2004	Human Growth and Development	3
EEC1603	Early Childhood Development & Guidance	

* Exemption exam available: See Technology and Professional Programs Web page (www.tcc.fl.edu/tpp).

Note: Students interested in childcare afterschool recreation employment should also earn the FCCPC (FL Child Care Professional Certificate), which consists of EEC1308, EEC1603, EEC1907, EEC2401 and EDF1004.

ENGINEERING AND TECHNOLOGY

Biotechnology, A.S. (2152)

Civil Engineering Technology, A.S. (2122)

Computer-Aided Drafting and
Design (CADD) Technology, Certificate (6314)

Construction Engineering Technology, A.A.S.

–Building Construction (A110)

–Construction Management (A112)

Drafting and Design Technology, A.S.

–CAD Specialization (2135)

–GIS Specialization (2136)

Electronics Engineering Technology, A.A.S.

–Electronics Specialization (A113)

–Computer Electronics (A114)

Geographic Information Systems
(GIS) Technology, Certificate (6320)

Industrial Technology, A.A.S.

–Air Conditioning, Refrigeration and Heating (A116)

–Aviation Maintenance (A118)

–Automotive Service (A117)

–Industrial Management (A115)

Technology Education, A.S.

–Architecture (2144)

–Computer Networking Services (2146)

–Construction (2147)

–Geographic Information System (GIS)/Mapping (2148)

Biotechnology

Program Purpose:	To develop competent and professional biotechnicians who are proficient in entry-level biotechnology techniques and laboratory safety and who have a high degree of adaptability to changing technology.
Employment Types:	Biotechnology Lab Assistant, Quality Control Technician, Manufacturing Technician
Program Length:	61 credit hours: 46 credit hours at TCC and 15 hours at Santa Fe College
Admission Requirements:	A high school diploma or GED diploma and meet the required minimum scores on the Postsecondary Education Readiness Test, SAT or ACT (or complete necessary remediation courses)
Academic Division:	Division of Science and Mathematics
Contact:	(850) 201-8499 or biotech@tcc.fl.edu

COURSE INFORMATION

TCC Courses (46 credit hours):

BSC1404C	Introduction to Biotechnology Methods	3
BSC1421	Introduction to Biotechnology	1
BSC2010	General Biology I	3
BSC2010L	General Biology I Laboratory	1
BSC2085	Anatomy & Physiology I	3
BSC2085L	Anatomy & Physiology I Laboratory	1
BSC2086	Anatomy & Physiology II	3
BSC2086L	Anatomy & Physiology II Laboratory	1
CHM1030	General Chemistry for Allied Health	3
CHM1030L	General Chemistry for Allied Health Lab	1
CHM1031	Physiological Chemistry for Allied Health	3
CHM1031L	Physiological Chemistry for Allied Health Lab	1
ENC1101	Composition	3
ENC2210	Technical Communications	3
MAC1105	College Algebra	3
MCB2004	Microbiology	3
MCB2004L	Microbiology Laboratory	1
PHI2600	Introduction to Ethics	3
PSY2012	Psychology	3
STA2023	Introductory Statistics	3

Santa Fe College Courses (15 credit hours):

BCS2401C	Biotechnology Methods I	3
BSC2402C	Biotechnology Methods II	3
BSC2419C	Protein Biotech & Cell Culture	3
BSC2941	Biotechnology Industry Internship	6

Civil Engineering Technology

Program Purpose:	To prepare students for transfer to the University of Central Florida (UCF) as a junior to earn the Bachelor of Science (B. S.) degree in Engineering Technology.
Employment Types:	Civil Engineer Assistant, CAD Technician, Surveying Technician, Structural Design Assistant, Equipment Distributor
Program Length:	63 credit hours
Admission Requirements:	A high school diploma or GED diploma and meet the required minimum scores on the Postsecondary Education Readiness Test, SAT or ACT (or complete necessary remediation courses)
Academic Division:	Division of Technology and Professional Programs
Contact:	(850) 201-8352 or techedu@tcc.fl.edu

COURSE INFORMATION

General Education (18 credit hours):

ENC1101	College Composition	3
MAC1105	College Algebra	3
MAC2114	Trigonometry	3
GLY1030	Environmental Geology	3
SPC1017	Interpersonal Communications	3
Elective	Any General Education Social Science course	3

Program Courses (45 credit hours):

CGS1060*	Computer and Internet Literacy	3
EGS1111C	Engineering Graphics	3
ETD1320	Introduction to CAD	3
EGS2112C	Computer Application, Drafting & Design	3
ETD2340	Advanced CAD	3
ETG2520	Statics	3
ETG2530	Strength of Materials	3
BCN2230	Construction Materials and Methods	3
BCN2272	Plans Interpretation	3
BCT2770	Construction Estimating & Concepts	3
ETC1500	Highways and Transportation	3
SUR2100C	Fundamentals of Surveying	3
SUR2200C	Route Surveying	3
SUR2400	Legal Principle of Land Surveying	3
EGS2941	Internship	3

Articulated Courses

The following articulated courses are designed to prepare students for transfer into the Engineering program at the University of Central Florida (UCF).

The following TCC courses can be counted as 12-credit hours of lower level electives towards the Engineering degree at UCF.

EGS1111C	Engineering Graphics	3
ETD1320	Introduction to CAD	3
SUR2100C	Fundamentals of Land Surveying	3
ETC1500	Highways and Transportation	3

The following TCC course is equivalent to UCF's ETD3350C Applied CADD

ETD2340	Advanced CAD	3
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The following TCC course is equivalent to UCF's ETG3533 Applied Engineering Strength of Materials

ETG2530	Strength of Materials	3
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Note: The B.S. degree will be delivered via distance learning. The program consists of 129 credit hours, of which 82 credit hours will be taken at Tallahassee Community College and the remaining 47 credit hours will be delivered by the University of Central Florida at TCC's Web page: <http://ent.engr.ucf.edu>.

* Exemption exam available: See Technology and Professional Programs Web page (www.tcc.fl.edu/tpp).

For additional information about the articulated courses for A.S./B.S. at Distance in Engineering Technology contact the Division of Technology and Professional Programs at (850) 201-8352.

Computer-Aided Drafting and Design Technology

Program Purpose:	To prepare students to produce and technically interpret both manual and computerized (AUTOCAD) drawings.
Employment Types:	CADD Technologist, Assistant Architectural Drafter, Engineering Assistant
Program Length:	33 credit hours
Admission Requirements:	A high school diploma or GED diploma and meet the required minimum scores on the Postsecondary Education Readiness Test, SAT or ACT (or complete necessary remediation courses)
Academic Division:	Division of Technology and Professional Programs
Contact:	(850) 201-8352 or techedu@tcc.fl.edu

COURSE INFORMATION

EGS1111C	Engineering Graphics	3
CGS1060*	Computer and Internet Literacy	3
ETD1320	Introduction to CAD	3
EGS2112C	Computer App. in Drafting & Design	3
ETD2340	Advanced CAD	3
SUR2390	GIS App in Engineering & Technology	3
SUR2533	Global Positioning Systems (GPS)	3
ETD2375C	3D Modeling, Rendering & Animation	3
BCN2272	Plans Interpretation	3
EGS2941	Internship in Engineering & Technology	3
Elective	BCN2230, CGS1520, ETC1500, SUR2534, SUR2392, SUR2200, SUR2400, or SUR2100C	3

* Exemption exam available: See Technology and Professional Programs Web page (www.tcc.fl.edu/tp).

Construction Engineering Technology

Program Purpose:	To provide students with the technical knowledge and skills demanded in modern construction technology. This program prepares students for a wide variety of careers in residential and commercial construction projects.
Employment Types:	Project Manager, Estimator, Scheduler, Field Supervisor, Inspector, Contractor
Program Length:	64 credit hours
Admission Requirements:	A high school diploma or GED diploma and meet the required minimum scores on the Postsecondary Education Readiness Test, SAT or ACT (or complete necessary remediation courses)
Academic Division:	Division of Technology and Professional Programs
Contact:	(850) 201-8352 or techedu@tcc.fl.edu

COURSE INFORMATION

General Education (16 credit hours):

ENC1101	College Composition	3
MAC1105	College Algebra and	3
MAC2114	Trigonometry	3
GLY2010	Physical Geology	3
GLY2010L	Physical Geology Laboratory	1
Elective	Any Social Science course	3

Program Courses (21 credit hours):

CGS1060**	Computer and Internet Literacy	3
EGS1111C	Engineering Graphics	3
BCN2230	Construction Materials and Methods	3
BCT2770	Construction Estimating & Concepts	3
BCT2705	Construction Management	3
BCN2704	Construction Contract, Codes & Laws	3
EGS2941	Internship	3

Note: Student may earn only one A.A.S. degree in this field. Choose either the Building Construction specialization or the Construction Management specialization to align with your career goals.

Building Construction Specialization (27 credit hours):

ETD1320	Introduction to CAD	3
ETD2340	Advanced CAD	3
EGS2112C	Computer Application in Drafting & Design	3
BCN2272	Plans Interpretation	3
ETG2520	Statics	3
ETG2530	Strength of Materials	3
SUR2100C	Fundamentals of Surveying	3
SUR2200C	Route Surveying	3
Elective*	Program Elective	3

Construction Management Specialization (27 credit hours):

SPC2608	Public Speaking	3
MAN2021	Introduction to Management	3
BUL2241	Legal Concepts of Business	3
ACG2021	Financial Accounting	3
ACG2071	Managerial Accounting	3
CCJ2192	Intro to Conflict Management	3
IDS2182	Applied Ethics Seminar	3
Elective*	Program Electives	6

* Select program electives from the following: BCN2272, EGS2112C, ETC1500, ETD1320, ETD2340, ETG2520, ETG2530, ETD2375C, SUR2100C, SUR2200, SUR2390, SUR2392, SUR2400, SUR2534 or SUR2533.

** Exemption exam available: See Technology and Professional Programs Web page (www.tcc.fl.edu/tpp).

Drafting and Design Technology

Program Purpose:	To prepare students with technical knowledge and skills that enable them to translate the ideas, specifications and calculations to complete accurate working drawings and provide the students with appropriate applications of geographic information system (GIS) in topographic surveying.
Employment Types:	Drafter, CAD Technician, CAD Specialist, GIS Technician, Assistant Architect, Assistant Engineer
Program Length:	62 credit hours
Admission Requirements:	A high school diploma or GED diploma and meet the required minimum scores on the Postsecondary Education Readiness Test, SAT or ACT (or complete necessary remediation courses)
Academic Division:	Division of Technology and Professional Programs
Contact:	(850) 201-8352 or techedu@tcc.fl.edu

COURSE INFORMATION

General Education (18 credit hours):

ENC1101	College Composition	3
MAC1105	College Algebra	3
MAC2114	Trigonometry	3
SPC1017	Interpersonal Communications	3
Elective	Any Physical Science course	3
Elective	Any General Education Social Science course	3

Program Courses (15 credit hours):

CGS1060**	Computer and Internet Literacy	3
CGS1520	Multimedia Programming	3
EGS1111C	Engineering Graphics	3
ETD1320	Introduction to CAD	3
IDS2182	Applied Ethics Seminar	3

Note: Student may earn only one A.A.S. degree in this field. Choose either the CAD specialization or the GIS specialization to align with your career goals.

CAD Specialization (29 credit hours):

ETD2340	Advanced CAD	3
ETD2375C	3D Modeling, Rendering & Animation	3
EGS2112C	Computer Applications in Drafting & Design	3
BCN2230	Construction Materials and Methods	3
BCN2272	Plans Interpretation	3
ETG2520	Statics	3
ETG2530	Strength of Materials	3
EGS2941	Internship	3
Electives*	Program Electives	5

GIS Specialization (29 credit hours):

ETC1500	Highways and Transportation	3
SUR2390	GIS Applications in Engineering & Tech	3
SUR2392	Advanced GIS Apps in Engineering & Tech	3
SUR2533	Global Positioning Systems (GPS)	3
SUR2100C	Fundamentals of Surveying	3
SUR2200C	Route Surveying	3
SUR2400	Legal Principles of Land Surveying	3
EGS2941	Internship	3
Electives*	Program Electives	5

* Select program electives with BCN, CGS, EGS, ETC, ETD, ETG, GRA, OST, PGY or SUR prefix.

** Exemption exam available: See Technology and Professional Programs Web page (www.tcc.fl.edu/tpp).

Electronics Engineering Technology

Program Purpose:	To prepare students with technical knowledge and skills demanded by the emerging field of engineering technology.
Employment Types:	Electronics Technician, Computer Electronics Technician, Assistant to Electrical Engineer
Program Length:	68 credit hours
Admission Requirements:	A high school diploma or GED diploma and meet the required minimum scores on the Postsecondary Education Readiness Test, SAT or ACT (or complete necessary remediation courses). Note: Students must also enroll at Lively Technical Center to complete this degree.
Academic Division:	Division of Technology and Professional Programs
Contact:	(850) 201-8352 or techedu@tcc.fl.edu

COURSE INFORMATION

General Education (16 credit hours):

ENC1101	College Composition	3
PHY1053	Elementary College Physics I	3
PHY1053L	Elementary College Physics I Lab	1
MAC1105	College Algebra	3
MAC2114	Trigonometry	3
Elective	Any General Education Social Science course	3

Program Courses (18 credit hours):

CGS1060**	Computer and Internet Literacy	3
EGS1111C	Engineering Graphics	3
ETD1320	Introduction to CAD	3
ETG2520	Statics	3
ETG2530	Strength of Materials	3
EGS2941	Internship	3

Electronics Specialization:

*(Clock hours from Lively Electronics Technology Program***)*

EEV821	Lab Practices & Basic Soldering	60
EEV811	DC Circuits	250
EEV812	AC Circuits	250
EEV813	Semiconductor Devices	250
EEV814	Electronic Circuits	250
EEV815	Digital Electronics	200
EEV816	Microcompressor Fundamentals	175

Total Clock/Semester Hours* 1435/21**

Tallahassee Community College	Credit Hours
CGS1000**	Introduction to Data Processing 3
CNT1000	Intro to Networks & Telecommunications 3
Electives*	Program Electives 7
Total 34	

Computer Electronics Specialization:

*(Clock hours from Lively Electronics Technology Program***)*

EEV534C	Basic Electronics	150
EEV607C	Digital/Microprocessor Technology	450
EEV0533	Microcomputer Operating System	450
EEV537C	Microcomputer Troubleshooting	300
EEV553	Microcomputer Systems Networking	300

Total Clock/Semester Hours* 1650/24**

Tallahassee Community College	Credit Hours
CTS1131	Microcomputer Architecture 3
Electives*	7
Total 34	

* Select program electives from the following: CTS2351, CTS2352, CET2540, CET2541, EGS2112C, ETD2340, ETD2375C, PHY1054 and PHY1054L, SUR2390, SUR2392 or SUR2533.

** Exemption exam available: See Technology and Professional Programs Web page (www.tcc.fl.edu/tp).

*** Credit From Lively Technical Center:

Clock Hours	Credit Hours
1200-1599	21
1600-1999	24
2000+	27

Geographic Information Systems (GIS) Technology

Program Purpose:	To prepare students with technical knowledge and skills needed in the occupation of geographic information systems technology.
Employment Types:	Topographic Surveying, GIS Specialist, Assistant to Civil Engineer
Program Length:	33 credit hours
Admission Requirements:	A high school diploma or GED diploma and meet the required minimum scores on the Postsecondary Education Readiness Test, SAT or ACT (or complete necessary remediation courses)
Academic Division:	Division of Technology and Professional Programs
Contact:	(850) 201-8352 or techedu@tcc.fl.edu

COURSE INFORMATION

EGS1111C	Engineering Graphics	3
MAC1105	College Algebra	3
MAC2114	Trigonometry	3
ETD1320	Introduction to CAD	3
SUR2390	GIS Applications in Engineering	3
SUR2100C	Fundamentals of Surveying	3
SUR2392	Advanced GIS Applications in Engineering & Technology	3
SUR2533	Global Positioning Systems (GPS)	3
SUR2200C	Route Surveying	3
SUR2534	Advanced Global Positioning	3
EGS2941	Internship	3

Industrial Technology

Program Purpose:	To prepare students with the technical knowledge and skills demanded by the field of industrial technology and industrial management.
Employment Types:	Industrial Production Manager, General Operations Manager, Industrial Engineering Technician
Program Length:	64 credit hours
Admission Requirements:	A high school diploma or GED diploma and meet the required minimum scores on the Postsecondary Education Readiness Test, SAT or ACT (or complete necessary remediation courses). Note: Students must also enroll at Lively Technical Center to complete this degree.
Academic Division:	Division of Technology and Professional Programs
Contact:	(850) 201-8352 or techedu@tcc.fl.edu

COURSE INFORMATION

General Education (15 credit hours):

ENC1101	College Composition	3
MAC1105	College Algebra and	3
MAC2114	Trigonometry	3
Elective	Any General Education Social Science course	3
Elective	Any General Education Physical Science course	3

Program Courses (15 credit hours):

CGS1060*	Computer and Internet Literacy	3
EGS1111C	Engineering Graphics	3
ETD1320	Introduction to CAD	3
IDS2182	Applied Ethic Seminar	3
EGS2941	Internship in Engineering	3

Air Conditioning, Refrigeration and Heating (HVAC):

Lively Technical Center	Clock Hours/Semester Hours
OCP-A HVAC Helper	250
OCP-B HVAC Mechanic Asst.	250
OCP-C HVAC Mechanic	500
OCP-D Refrigeration Mechanic	<u>350</u>
Total Clock/Semester Hours 1350/21	

Tallahassee Community College	Credit Hours
ETG2520 Statics	3
ETG2530 Strength of Materials	3
Electives Any CGS, CTS, EGS, ETD, ETG GEB, MAN, or SUR courses	7
	<u>34</u>

Aviation Maintenance:

Lively Technical Center Clock Hours/Semester Hours

1. AMT	Aviation General Maintenance	540
2. AMT	Airframe Maintenance Tech	810
3. AMT	Power Plant Maintenance	<u>810</u>
Total Clock/Semester Hour		2160/27

Tallahassee Community College	Credit Hours
ETG2520 Statics	3
ETG2530 Strength of Materials	3
Electives Any CGS, CTS, EGS, ETD, ETG, GEB, MAN, or SUR courses	1
	<u>34</u>

* Exemption exam available: See Technology and Professional Programs Web page (www.tcc.fl.edu/tpp).

Industrial Technology (continued)

Automotive Service:

Lively Technical Center		Clock Hours/Semester Hours
OCP-A	Lube Technician	150
OCP-B	Service Assistor	150
OCP-C	Engine Technician	150
OCP-D	Automatic Transmission Tech.	150
OCP-E	Manual Transmission Tech.	150
OCP-F	Steering & Suspension Tech.	150
OCP-G	Brake Technician	150
OCP-H	Electrical/Electronic System Tech.	300
OCP-I	Automotive Heat/AC Tech.	150
OCP-J	Engine Performance Tech.	<u>300</u>
Total Clock/Semester Hours		1800/24

Tallahassee Community College		Credit Hours
ETG2520	Statics	3
ETG2530	Strength of Materials	3
Electives	Any CGS, , CTS, EGS, ETD, ETG, GEB, MAN, or SUR courses	4
		<u>34</u>

Industrial Management Specialization:

MAN2021	Intro. to Management	3
MNA2130	Business Writing	3
MNA2345	Effective Supervision I	3
MNA2346	Effective Supervision II	3
MNA2100	Human Resource Mgmt.	3
ACG2021	Financial Accounting	3
ACG2071	Managerial Accounting	3
Electives*	Any CGS, CTS, EGS, ETD, ETG, GEB, MAN, or SUR courses	10
		<u>34</u>

* *Select program electives from other areas of specialization or with the following prefixes: CGS, CTS, EGS, ETD, GEB, MAN or SUR.*

Technology Education

Program Purpose:	To prepare students for transfer to Florida A&M University at the junior level to pursue a Bachelor of Science (B.S.) degree in Technology Teacher Education.
Employment Types:	CAD Technician, Surveying Technician, Estimator, GIS Specialist, Computer Technician, Teacher Aide, Carrier in Commercial and for transfer to FAMU B.S. in Technology Teacher Education
Program Length:	63 credit hours
Admission Requirements:	A high school diploma or GED diploma and meet the required minimum scores on the Postsecondary Education Readiness Test, SAT or ACT (or complete necessary remediation courses)
Academic Division:	Division of Technology and Professional Programs
Contact:	(850) 201-8352 or techedu@tcc.fl.edu

COURSE INFORMATION

General Education (18 credit hours):

ENC1101	College Composition	3
	<i>College Math: Select one of the following:</i>	3
STA2023	Introductory Statistics	
MAC1105	College Algebra	
AMH2010	American History	3
HSC2200	Contemporary Health	3
Science	Any General Education Science course	3
	<i>Social Science: Select one of the following:</i>	3
ECO2013	Principles of Economics: Macro	
ECO2023	Principles of Economics: Micro	
PSY2012	General Psychology	
SYG2230	Race and Minority	
SYG2430	Marriage and Family	

Program Courses (15 credit hours):

SPC1017	Interpersonal Communications	3
EDF1005	Introduction to American Education	3
EDF2085	Introduction to Diversity for Educators	3
EME2040	Introduction to Technology for Educators	3
EGS2941	Internship	3

Note: Student may earn only one (1) A.S. degree in this field. Choose a specialization that best aligns with your career goals.

Architecture Specialization (30 Credit Hours):

MAC 2114	Trigonometry	3
EGS 1111C	Engineering Graphics	3
ETD 1320	Introduction to CAD	3
BCN 2230	Construction Materials & Methods	3
ETD 2340	Advanced CAD	3
EGS 2112C	Computer Apps in Drafting & Design	3
ETD 2375C	3D Modeling, Rendering & Animation	3
BCN 2272	Plans Interpretation	3
ETG 2520	Statics	3
ETG 2530	Strength of Materials	3

Computer/Networking Services Specialization (30 Credit Hours):

CGS 1000*	Introduction to Data Processing	3
CNT 1000	Intro to Networks & Telecommunications	3
CGS 1820	Web Page Authoring	3
COP 2220	Introduction to C++ Programming	3
COP 2800	Introduction to JAVA Programming	3
CTS2106	Introduction to UNIX	3
CNT 1500	Computer Networking, Cabling and Troubleshooting	3
CET 2540	Open Systems Architecture I	3
CET 2541	Open Systems Architecture II	3
CNT 2401	Introduction to Network Security	3

Technology Education *(continued)*

Construction Emphasis (30 Credit Hours):

MAC 2114	Trigonometry	3
EGS 1111C	Engineering Graphics	3
ETD 1320	Introduction to CAD	3
BCN 2230	Construction Materials & Methods	3
EGS 2112C	Computer Apps. In Drafting & Design	3
BCN 2272	Plans Interpretation	3
BCT 2705	Construction Management	3
BCT 2770	Construction Estimating & Concept	3
BCN 2704	Construction Contracts, Codes & Laws	3
SUR2100C	Fundamentals of Surveying	3

GIS/Mapping Emphasis (30 Credit Hours):

MAC 2114	Trigonometry	3
EGS 1111C	Engineering Graphics	3
ETC 1500	Highways & Transportation	3
ETD 1320	Introduction to CAD	3
SUR 2100C	Fundamentals of Land Surveying	3
SUR 2200C	Route Surveying	3
SUR 2390	GIS Applications In Engineering & Technology	3
SUR 2392	Advanced GIS Apps. In Engineering & Tech	3
SUR 2400	Legal Principles of Land Surveying	3
SUR 2533	Global Positioning Systems (GPS)	3

**Exemption exam available: See Technology and Professional Programs Web site (www.tcc.fl.edu/tpp).*

HEALTH INFORMATION MANAGEMENT

Health Information Specialist, Certificate (6343)

Additional programs will follow. Please refer to the Division of Technology and Professional Programs Web page (www.tcc.fl.edu/tpp) for the latest information.

Health Information Specialist

Program Purpose:	To prepare students for employment as entry-level healthcare information specialists or to provide supplemental training for persons previously or currently employed in related health record occupations.
Program Length:	18 credit hours
Admission Requirements:	A high school diploma or GED diploma and meet the required minimum scores on the Postsecondary Education Readiness Test, SAT or ACT (or complete necessary remediation courses)
Academic Division:	Division of Technology and Professional Programs
Contact:	(850) 201-8352 or techedu@tcc.fl.edu

COURSE INFORMATION

Prerequisite for all HIM courses

CGS1060*	Computer and Internet Literacy	3
or		
CGS2100	Microcomputer Applications	3
or		

See page 55 for information about exemption credit for CGS1060.

Semester I

HIM1000	Introduction to Health Information	2
HIM1102	Introduction to Health Informatics	3
HIM2012	Legal Aspects of Healthcare	2
HSC2531	Medical Terminology	3

Semester II

HIM1433	Pathophysiology	3
HIM2211	Health Information Technology	2
HIM2304	Healthcare Information Project Management	3

* Note: Students familiar with computer hardware, applications software and the Internet may elect to sit for an exemption exam. Students holding a current IC3 Certification or MOS Certification can bypass this prerequisite. For more details contact the TPP Division Office.

HEALTH CARE

Dental Assisting, Certificate (5001)

Dental Hygiene, A.S. (2101)

Diagnostic Medical Sonography, Certificate (4002)

Emergency Medical Services (EMS) Technology, A.S. (2104)

Emergency Medical Technician (EMT), Certificate (B312)

Nursing (R.N.), A.S. (2103)

Paramedic, Certificate (6309)

Pharmacy Technician, PSAV Program (5022)

Radiologic Technology, A.S. (2149)

Respiratory Care, A.S. (2106)

Dental Assisting

Program Purpose:	To prepare students for certification in dental assisting and to safely and effectively perform all functions that are legal for the dental assistant to perform in Florida. Quality patient care and the development of skilled dental assistants are the ultimate goals of the Dental Assisting program.
Employment Types:	Dental assistant in private practice or community dentistry
Program Length:	1,230 clock hours
Admission Requirements:	A high school diploma or GED diploma and an appropriate score on the Postsecondary Education Readiness Test . Applicant must be eligible to enroll in at least ENC 1101 College Composition and MAT 1033 Intermediate Algebra and have college-level reading skills as demonstrated by adequate PERT scores or by previous college enrollment. Applicants must have successfully completed biology and chemistry in high school or college and have a high school or college cumulative unrounded GPA of 2.0 or better. <i>See additional important information on page 152-154 of this catalog.</i>
Program Application:	This is a limited-access program. Persons interested in entering the Dental Assisting program should begin the application process during the Spring term preceding the year in which entry is anticipated. Applicants must submit a Dental Assisting program application for admission by the published application deadline; this is a separate application from the College application. Additional criteria for admission are outlined in the application packet, accessible on the program Web page (www.tcc.fl.edu/dental).
Academic Division:	Health Care Professions
Contact:	(850) 201-8441 or healthedu@tcc.fl.edu

COURSE INFORMATION

<u>Fall Semester</u>				<u>Summer Semester</u>		Clock Hours	Credit Hours
		Clock Hours	Credit Hours				
DEA0020	Preclinic Theory	30		DEA0831	Expanded Functions II Theory	30	
DEA0020L	Preclinic Lab	240		DEA0831L	Expanded Functions II Lab	30	
DES1020	Dental Anatomy/ Head & Neck Anatomy		2	DEA0850	Clinical Practice & Procedures II	30	
DES1020L	Dental Anatomy Lab		1	DEA0850L	Clinical Practice & Procedures II Lab	210	
DES2100	Dental Materials Theory		2	DES0053	Nitrous Oxide Monitoring	15	
DES21000L	Dental Materials Lab		1	DES2502	Clinic and Office Management		1
	Total	270	6		Total	315	1
<u>Spring Semester</u>				Total Program Clock Hours = 960 and Credit Hours = 12			
		Clock Hours	Credit Hours	Note: All courses must be completed with a grade of C or better.			
DEA0800	Clinical Practice & Procedures I Theory	30					
DEA0800L	Clinical Practice & Procedures I Lab	285					
DEA0830	Expanded Functions I Theory	30					
DEA0830L	Expanded Functions I Lab	30					
DES1200	Dental Radiology		2				
DES1200L	Dental Radiology Lab		1				
DES1600	Office Emergencies		2				
	Total	375	5				

Dental Hygiene

Program Purpose:	To prepare students for licensure as registered dental hygienists and to perform safely and effectively all the dental hygienist functions that are legal to perform in Florida.
Employment Types:	Dental Hygienist
Program Length:	88 credit hours
Admission Requirements:	Applicants to the Dental Hygiene program must complete all admission requirements to the College and must complete the program's required prerequisite courses with a minimum unrounded GPA of 2.5. <i>See additional important information on page 152-154 of this catalog.</i>
Program Application:	This is a limited access program. Persons interested in entering the Dental Hygiene program should begin the application process during the Fall term proceeding the year in which entry is anticipated. Applicants must submit a Dental Hygiene program admission application by the published application deadline; this is a separate application from the College application. Additional criteria for admission are outlined in the application packet accessible on the program Web page (www.tcc.fl.edu/dental).
Academic Division:	Health Care Professions
Contact:	(850) 201-8441 or healthedu@tcc.fl.edu

COURSE INFORMATION

Prerequisite Courses

BSC2085	Anatomy & Physiology I	3
BSC2085L	Anatomy & Physiology I Lab	1
BSC2086	Anatomy & Physiology II	3
BSC2086L	Anatomy & Physiology II Lab	1
MCB2004	Microbiology	3
MCB2004L	Microbiology Lab	1
CHM1030	General Chemistry for Allied Health	3
		15 Hours

After Acceptance into Program

Fall Semester I

DEH1002	Preclinic DH Theory	2
DEH1002L	Preclinic Dental Hygiene	3
DEH1130	Embryology & Oral Histology	2
DES1020	Dental Anatomy	2
DES1020L	Dental Anatomy Lab	1
DES1600	Dental Office Emergencies	2
ENC1101	College Composition	3
HUN1201	Science of Nutrition	3
		18 Hours

Spring Semester I

DEH1800	Dental Hygiene I Theory	2
DEH1800L	Clinical Dental Hygiene I	3
DEH2300	Pharmacology	3
DES1200	Dental Radiology	2
DES1200L	Dental Radiology Lab	1
DES1840	Preventive Dentistry	2
Any college-level speech course		3
		16 Hours

Summer Semester I

DEH1400	General and Oral Pathology	3
DEH2602	Periodontology	2
DEH2602L	Periodontology Lab	3
DES2100	Dental Materials	2
DES2100L	Dental Materials Lab	1
Any college-level math course*		3
		14 Hours

Fall Semester II

DEH1802	Dental Hygiene II Theory	2
DEH1802L	Clinical Dental Hygiene II	4
DEH2701	Community Dental Health	2
DES2051	Pain Control	2
Any college-level sociology course		3
		13 Hours

Spring Semester II

DES2502	Clinical and Office Management	1
DEH2504	Dental Specialties	1
DEH2701L	Community Dental Health Lab	1
DEH2804	Dental Hygiene III	2
DEH2804L	Clinical Dental Hygiene III	4
Any college-level psychology course		3
		12 Hours

* College-level math course must be completed by the end of the Summer semester.

Note: All courses must be completed with a grade of C or better.

Diagnostic Medical Sonography

Program Purpose:	To prepare students to become diagnostic medical sonographers who can perform safely and effectively as members of the health care team. Sonographers perform technical procedures necessary to produce diagnostic sonograms, provide quality patient care, and are committed to professionalism and lifelong learning. The program will emphasize the responsibilities of the sonographer in promoting high clinical standards within the field of sonography through education. Upon completion of this program and completion of required clinical experiences, graduates are eligible to take the examinations of American Registry of Diagnostic Medical Sonographers and/or the specialty examination of the American Registry of Radiologic Technologist.
Employment Types:	Sonographers are employed by hospitals, clinics and private diagnostic practices.
Program Length:	42 credit hours, 14 months
Admission Requirements:	Applicants to the Diagnostic Medical Sonography program must complete all admission requirements to the College and have an overall unrounded GPA of 2.50. Applicants must hold an associate degree in an imaging science (e.g., Radiologic Technology, Nuclear Medicine) and hold a current, valid State of Florida imaging science license and national certification. Applicants must submit a Diagnostic Medical Sonography program admission application by the published application deadline; this is a separate application from the College application. All students participating in this program must pass all clinical affiliates' requirements for criminal background checks, drug screenings and health/immunization requirements prior to starting all classes. Student must have current American Heart Association's BLS certification at the Health Care Provider level while enrolled in the program. <i>See additional important information on page 152-154 of this catalog.</i>
Program Application:	This is a limited access program with a limited number of seats per class. Application procedures for the Diagnostic Medical Sonography program must be completed by the published application deadline. Application packets are available on the program Web page (www.tcc.fl.edu/radtech) The program accepts students every fourth semester. For upcoming admission dates, see the program's Web page.
Academic Division:	Health Care Professions, Ghazvini Center for Health Care Education
Contact:	(850) 201-8441 or healthedu@tcc.fl.edu

COURSE INFORMATION

SON1100	Principles and Protocols of Sonographic Imaging	2	SON1214	Practical Aspects of Sonography I	3
SON1100L	Principles of Protocols of Sonographic Imaging	1	SON1215	Practical Aspects of Sonography II	3
SON 1111	Abdominal Sonography I	2	SON1400	Introduction to Echocardiography	3
SON1111L	Abdominal Sonography I Lab	1	SON1804	Clinical Experience I	1
SON 1112	Abdominal Sonography II	2	SON1814	Clinical Experience II	2
SON1112L	Abdominal Sonography II Lab	1	SON1824	Clinical Experience III	2
SON1121	Sonographic OB/GYN I	2	SON1864	Summer Clinical Experience	1
SON1121L	Sonographic OB/GYN I Lab	1			
SON1122	Sonographic OB/GYN II	2			
SON1122L	Sonographic OB/GYN II Lab	1			
SON1141	Small Parts Sonography	2			
SON1141L	Small Parts Sonography Lab	1			
SON1170	Sonography of the Circulatory System	2			
SON1170L	Sonography of the Circulatory System Lab	1			
SON1211	Medical Sonography Physics I	3			
SON1212	Medical Sonography Physics II	3			

Note: All courses must be completed with a grade of C or better.

In addition to the coursework, the students must participate in required specified hours of clinical experience during each semester.

Emergency Medical Services (EMS) Technology

Program Purpose:	To further prepare registered paramedics who want to earn employment advancement that requires an associate degree. The degree includes additional competencies for advancement to management and teaching responsibilities within the profession.
Employment Types:	Registered Paramedics are employed by emergency care providers, ambulance companies, hospital emergency departments and intensive care units, educational organizations and other settings
Program Length:	73 credit hours, six semesters
Program Explanation:	<p>For students currently enrolled in, or who have completed, the paramedic certification program. The degree option below shows the nonparamedic courses needed to complete the degree. Applicants who are not already paramedics or enrolled in the paramedic program should see the criteria for admission as outlined on the Certificate in Paramedic in this catalog or in the Paramedic certificate application packet, which may be obtained from the program Web page (www.tcc.fl.edu/ems). Applicants must be admitted first to the paramedic certificate program before declaring their intent to earn the associate degree.</p> <p>All students participating in this program who are enrolled in paramedic (EMS) courses must pass all clinical affiliates' requirements for criminal background checks, drug screenings and health/immunizations prior to starting all classes. Students must have current American Heart Association's BLS/American Red Cross certification at the Health Care Provider level while enrolled in the program.</p> <p><i>See additional important information on page 152-154 of this catalog.</i></p>
Academic Division:	Health Care Professions, Ghazvini Center for Health Care Education
Contact:	(850) 201-8441 or healthedu@tcc.fl.edu

COURSE INFORMATION

Required General Education Courses

(31 credit hours):

(may be taken at any time)

EMS1154*	Emergency Medical Technician I	3
EMS1154L*	Emergency Medical Technician Practicum I	2
EMS1155*	Emergency Medical Technician II	3
EMS1155L*	Emergency Medical Technician Practicum II	3
EMS2341L***	EMS Extrication Techniques	1
BSC1084C**	Essentials of Anatomy & Physiology	4
EMS2522C**	Pharmacology	3
DEP2004	Human Development	3
ENC1101	College Composition	3
HSC2531	Medical Terminology	3
	Any college-level mathematics course	3

First Year (31 credit hours):

MCB2004	Microbiology	3
MCB2004L	Microbiology Lab	1
EMS2611***	Paramedic Preparatory	2
EMS2613***	Paramedic Patient Assessment	2
EMS2637***	Paramedic Medical Emergencies I	4
EMS2662L***	Paramedic Clinical/Lab I	6
EMS2638***	Paramedic Medical Emergencies II	4
EMS2639***	Paramedic Trauma Emergencies	3
EMS2663L***	Paramedic Clinical/Lab II	6

Second Year (11 credit hours)

EMS2930***	Paramedic Seminar	1
EMS2617C***	Paramedic Assessment Based Management	2
EMS2659L***	Paramedic Field Internship	3
EMS2618***	EMS Special Operations	1
	Any college-level computer course	3
Elective	Choose any 1 credit course	1

Note: All courses must be completed with a grade of C or better.

In addition to the coursework, the student must participate in required specified hours of clinical experience during each semester.

* The EMT Applied Technology Diploma

** Prerequisites for Paramedic. Students may take BSC2085/2085L, plus BSC2086/2086L instead of BSC1084C.

*** Paramedic Certificate courses (total 41 semester hours)

Emergency Medical Technician

Program Purpose:	To prepare students for employment as certified emergency medical technicians (EMT) to work as part of the emergency medical team and to provide the first level of educational preparation for students seeking to become registered paramedics.
Employment Types:	Certified Emergency Medical Technicians (EMT) are employed by emergency care providers, ambulance companies, hospitals and other settings.
Program Length:	11 credit hours, two semesters
Program Application:	This is a limited-access program with a limited number of seats per class. Application procedures for the EMT Certificate program must be completed by the published deadline dates in College catalog. The application packet may be obtained from the program Web page (www.tcc.fl.edu/ems).
Admission Requirements:	<p>Applicants must be at least 18 years of age and meet all admission requirements of the College, including appropriate placement scores. Applicants must have also completed one of the following within the past two years: an approved college-level first aid course (HSC2400), an approved first responder course, or have current certification as a First Responder. Applicants must submit an Emergency Medical Technician program admission application by the published application deadline; this is a separate application from the College application.</p> <p>The applicant must take the Postsecondary Education Readiness Test and place in ENC1101, Reading exempt and MAT0028, or have successfully passed the minimum of MAT0018; ENC0025; REA0017 courses. Please contact the TCC Testing Center at 201-8282 for information about the PERT.</p> <p>At a scheduled time, applicants will have to demonstrate an ability to lift 125 pounds, successfully complete a course readiness test and complete an interview. All students participating in this program must pass all clinical affiliates' requirements for criminal background checks, drug screenings and health/immunizations prior to starting all classes. Students must have current American Heart Association's BLS certification at the Health Care Provider level while enrolled in the program.</p>
Academic Division:	Health Care Professions, Ghazvini Center for Health Care Education
Contact:	(850) 201-8441 or healthedu@tcc.fl.edu

COURSE INFORMATION

Semester I

EMS1154	Emergency Medical Technician I	3
EMS1154L	Emergency Medical Technician I Practicum	2

Semester II

EMS1155	Emergency Medical Technician II	3
EMS1155L	Emergency Medical Technician II Practicum	3

Note: *All courses must be completed with a grade of C or better.*

In addition to the coursework, students must acquire a minimum of 110 clock hours of clinical experience during the two-semester sequence.

Associate in Science
Nursing (R.N.)

Program Purpose:	To prepare students to function effectively and safely in entry-level registered nursing positions.
Employment Types:	Registered Nurses are employed in a variety of settings, including hospitals, home health, public health, schools, physician's offices, nursing homes, educational organizations and other settings.
Program Length:	72 credit hours
Admission Requirements:	Applicants must be at least 18 years of age; have a high school diploma or equivalent (GED diploma); meet all admission requirements of the College, including appropriate placement test scores; successfully complete any required developmental courses; complete the published required prerequisite courses with a grade of C or better; have an unrounded GPA of 2.50 or better; and have current American Heart Association's Basic Life Support (BLS) certification at the Health Care Provider level or the American Red Cross certification for the professional rescuer.
Program Application:	<p>This is a limited-access program with a limited number of seats per class; applicants are accepted based on academic achievement. Persons interested in entering the nursing program should obtain information from the program Web page (www.tcc.fl.edu/nursing).</p> <p>Applicants must submit a nursing program admission application by the published application deadline; this is a separate application from the College application. The HESI A2 entrance test must be taken and a minimum score of 75 is required on each of the four sections on the test.</p> <p>The program accepts students each Fall and Spring term. All students participating in this program must pass all clinical affiliates' requirements for criminal background checks, drug screenings and health/immunizations prior to starting all classes.</p> <p><i>See additional important information on page 152-154 of this catalog.</i></p>
Academic Division:	Health Care Professions, Ghazvini Center for Health Care Education
Contact:	(850) 201-8333 or healthedu@tcc.fl.edu

COURSE INFORMATION

Prerequisite Courses (23 credit hours):

BSC2085	Anatomy and Physiology I	3
BSC2085L	Anatomy and Physiology I Lab	1
BSC2086	Anatomy and Physiology II	3
BSC2086L	Anatomy and Physiology II Lab	1
PSY2012	General Psychology	3
DEP2004	Human Development	3
HUN1201	Nutrition	3
ENC1101	College Composition	3
<i>College Math: Select one of the following:</i>		3
MGF1106	Mathematics I for Liberal Arts	
MGF1107	Mathematics II for Liberal Arts	
MAC1105	College Algebra	
STA2023	Introductory Statistics	

Note: All courses must be completed with a grade of C or better.

Nursing (R.N.) *continued*

Fall Acceptance:

Fall 2011

NUR1020	Fundamental Concepts of Nursing	5
NUR1020L	Fundamental Concepts of Nursing Lab	0
NUR1022L	Fundamental Concepts of Nursing Clinical	0
NUR1141	Pharmacology I	1
NUR1213	Nursing Concepts I	5
NUR1213L	Nursing Concepts I Lab	0
NUR1214L	Nursing Concepts I Clinical	0

Spring 2012

NUR1440	Family Nursing	7
NUR1440L	Family Nursing Lab	0
NUR1441L	Family Nursing Clinical	0
NUR1520	Mental Health Nursing	3
NUR1520L	Mental Health Nursing Clinical	0

Summer 2012

MCB2004	Microbiology	3
MCB2004L	Microbiology Lab	1
Any Humanities Course		3

Fall 2012

NUR2260	Nursing Concepts II	5
NUR2260L	Nursing Concepts II Lab	0
NUR2266L	Nursing Concepts II Clinical	0
NUR2241	Nursing Concepts III	5
NUR2241L	Nursing Concepts III Lab	0
NUR2244L	Nursing Concepts III Clinical	0
NUR2142	Pharmacology II	1

Spring 2013

NUR2251	Nursing Concepts IV	5
NUR2251L	Nursing Concepts IV Lab	0
NUR2253L	Nursing Concepts IV Clinical	0
NUR2802	Professional Transition	5
NUR2802L	Professional Transition Lab	0
NUR2803L	Professional Transition Clinical	0

Spring Acceptance:

Spring 2012

NUR1020	Fundamental Concepts of Nursing	5
NUR1020L	Fundamental Concepts of Nursing Lab	0
NUR1022L	Fundamental Concepts of Nursing Clinical	0
NUR1141	Pharmacology I	1
NUR1213	Nursing Concepts I	5
NUR1213L	Nursing Concepts I Lab	0
NUR1214L	Nursing Concepts I Clinical	0

Summer 2012

MCB2004	Microbiology	3
MCB2004L	Microbiology Lab	1
Any Humanities Course		3

Fall 2012

NUR1440	Family Nursing	7
NUR1440L	Family Nursing Lab	0
NUR1441L	Family Nursing Clinical	0
NUR1520	Mental Health Nursing	3
NUR1520L	Mental Health Nursing Clinical	0

Spring 2013

NUR2260	Nursing Concepts II	5
NUR2260L	Nursing Concepts II Lab	0
NUR2266L	Nursing Concepts II Clinical	0
NUR2241	Nursing Concepts III	5
NUR2241L	Nursing Concepts III Lab	0
NUR2244L	Nursing Concepts III Clinical	0
NUR2142	Pharmacology II	1

Fall 2013

NUR2251	Nursing Concepts IV	5
NUR2251L	Nursing Concepts IV Lab	0
NUR2253L	Nursing Concepts IV Clinical	0
NUR2802	Professional Transition	5
NUR2802L	Professional Transition Lab	0
NUR2803L	Professional Transition Clinical	0

Note: All courses must be completed with a grade of C or better.

In addition to the coursework, students must participate in required specified hours of lab and clinical experiences during each semester.

Certificate Program

Paramedic

Program Purpose:	To prepare students for employment as registered paramedics (PM) that can perform safely and effectively as part of an emergency medical team.
Employment Types:	Registered Paramedics are employed by emergency care providers, ambulance companies, hospital emergency departments and intensive care units, and other settings.
Program Length:	42 credit hours, 14 months
Admission Requirements:	Must complete all admission requirements of the College, have a high school diploma or equivalent (GED diploma), take the Postsecondary Education Readiness Test (PERT) and place into college-level courses MAT1033 and ENC1101. Must be a Florida-certified EMT or be eligible to take the Florida EMT examination (certification must be obtained before starting the program), have current American Heart Association's Basic Life Support (BLS) certification at the Health Care Provider level, and have completed the prerequisite courses with a C or better.
Program Application:	This is a limited-access program with a limited number of seats per class. Application procedures for the Paramedic Certificate Program must be completed by the published application deadline. The application packet is available on the program Web page (www.tcc.fl.edu/ems). Applicants must submit a Paramedic program admission application by the published application deadline; this is a separate application from the College application. All students participating in this program must pass all clinical affiliates' requirements for criminal background checks, drug screenings and health/immunizations prior to starting all classes. Students must have current American Heart Association's BLS certification at the Health Care Provider level while enrolled in the program. <i>See additional important information on page 152-154 of this catalog.</i>
Academic Division:	Health Care Professions, Ghazvini Center for Health Care Education
Contact:	(850) 201-8441 or healthedu@tcc.fl.edu

COURSE INFORMATION

Prerequisites (7 credit hours):

BSC1084C*	Essentials of Anatomy and Physiology	4
Or	BSC 2085/2085L/2086/2086*	
EMS2522C	EMS Pharmacology	3

Summer Semester

EMS2617C	Paramedic Assessment Based Management	2
EMS2659L	Paramedic Field Internship	3
EMS2930	Paramedic Seminar	1
EMS2618	EMS Special Operations	1
EMS2341L	EMS Extrication Techniques	1

After Acceptance into Program

(35 credit hours):

Fall Semester

EMS2611	Paramedic Preparatory	2
EMS2613	Paramedic Patient Assessment	2
EMS2637	Paramedic Medical Emergencies I	4
EMS2662L	Paramedic Clinical/Lab I	6

Spring Semester

EMS2638	Paramedic Medical Emergencies II	4
EMS2663L	Paramedic Clinical/Lab II	6
EMS2639	Paramedic Trauma Emergencies	3

Note: All courses must be completed with a grade of C or better.

In addition to the coursework, the student must participate in required specified hours of clinical experience during each semester.

** Students may choose to complete the Anatomy & Physiology series (BSC2085/2085L and BSC2086/2086L) instead of BSC1084C. All courses must be completed before application to the program.*

Pharmacy Technician

Program Purpose:	To prepare students to assist a pharmacist with the technical tasks that take place in the pharmacy. Under the direct supervision of the pharmacist, the graduates from this program are qualified to work as pharmacy technicians in retail and hospital settings. Program completers are eligible to sit for the national pharmacy technician certification examination administered by the Pharmacy Technician Certification Board or the Institute for the Certification of Pharmacy Technicians. Pharmacy technicians who successfully pass the exam are eligible to use the title certified pharmacy technician.
Employment Types:	Pharmacy Technician in institutional or retail environments.
Program Length:	1,050 clock hours
Admission Requirements:	A high school diploma or GED diploma; TABE scores of math (11), reading (10), and language (10) or an earned associate of applied science degree or higher (official transcript must be sent to Enrollment Services and Student Success at TCC); be 17 years of age or older; successfully pass local/national Level 2 criminal background check (student expense); successfully pass drug screen (student expense); and submit a completed TCC Immunization form.
Program Application:	This is a limited-access program. Persons interested in entering the Pharmacy Technician program should begin the application process during the term prior to which entry is anticipated. Applicants must submit a Pharmacy Technician program application; this is a separate application from the College application.
Division:	Center for Workforce Development
Contact:	(850) 201-9766 or workforce@tcc.fl.edu

COURSE INFORMATION

Spring or Fall Semester

PTN0000	Pharmacy Technician Orientation	60
HSC0003	Introduction to Healthcare	90
PTN0006	Medical Terminology	35
BSC0070	Body Structure and Function	60
	Total	245

Summer or Spring Semester

PTN0032	Pharmacy Operations I	50
PTN0023	General Pharmacology	90
PTN0033	Pharmacy Operations II	60
PTN0015	Pharmaceutical Calculations	60
	Total	260

Fall or Summer Semester

PTN0042	Introduction to Community Pharmacy	250
PTN0043	Introduction to Institutional Pharmacy	250
PTN0093	Pharmacy Technician Review	45
	Total	545

Total Program Clock Hours = 1,050

Note: All courses must be completed with a grade of C or better.

In addition to the coursework, student must participate in required specified hours of clinical experience during each semester.

Radiologic Technology

Program Purpose:	To prepare students to become registered radiologic technologists and perform safely and effectively as members of a health care team. Radiologic technologists perform the technical procedures necessary to produce diagnostic x-ray studies, administer quality patient care and assist the radiologist. Upon successful completion of the program, the graduate is eligible to apply to take the certification examination offered by the American Registry of Radiologic Technologists (ARRT). Upon passing the ARRT registry examination, the graduate becomes a registered radiologic technologist.
Employment Types:	Radiologic Technologists work in hospitals, clinics, home health, and private practice.
Program Length:	77 credit hours, six semesters
Admission Requirements:	Applicants must be at least 18 years of age, be high school graduates or have passed an equivalency exam (GED), and meet all admission requirements of the College. Applicants must successfully complete the prerequisite courses and have an unrounded GPA of 2.5 or better. The applicant must also have current American Heart Association's Basic Life Support (BLS) certification at the Health Care Provider level. <i>See additional important information on page 152-154 of this catalog.</i>
Program Application:	This is a limited-access program with a limited number of seats per class. Applicants must submit a Radiologic Technology program admission application by the published application deadline; this is a separate application from the College application. Application procedures for the Radiologic Technology program must be completed by the published application deadline. Application packets are available on the program Web page (www.tcc.fl.edu/radtech). All students participating in this program must pass all clinical affiliates' requirements for criminal background checks, drug screenings and health/immunizations prior to starting all classes. Students must have current American Heart Association's BLS certification at the Health Care Provider level while enrolled in the program.
Academic Division:	Health Care Professions, Ghazvini Center for Health Care Education
Contact:	(850) 201-8441 or healthedu@tcc.fl.edu

COURSE INFORMATION

Prerequisite Courses (7 credit hours):

MAC1105	College Algebra	3
BSC2085	Anatomy & Physiology I	3
BSC2085L	Anatomy & Physiology I Lab	1

After Acceptance into Program (70 credit hours):

Semester I

BSC2086	Anatomy & Physiology II	3
BSC2086L	Anatomy & Physiology II Lab	1
RTE1000	Orientation to Radiography	4
RTE1418	Principles of Radiographic Exposure I	3
RTE1503	Radiographic Positioning I	3
RTE1503L	Radiographic Positioning I Lab	1
RTE1804	Radiographic Clinical Education I	1

Semester II

ENC1101	College Composition	3
RTE1513	Radiographic Positioning II	3
RTE1513L	Radiographic Positioning II Lab	1
RTE1814	Radiographic Clinical Education II	1

Semester III

RTE1458	Principles of Radiographic Exposure II	2
RTE1458L	Principles of Radiographic Imaging II Lab	1
RTE1613	Radiation Physics	4
RTE1824	Radiographic Clinical Education III	3
One General Education course (choose from list)		3

Semester IV

RTE2385	Radiation Biology and Protection	3
RTE2523	Radiographic Positioning III	3
RTE2523L	Radiographic Positioning Lab III	1
RTE2782	Radiographic Pathology	2
RTE2834	Radiographic Clinical Education IV	3

Semester V

RTE2844	Radiographic Clinical Education V	2
RTE2930	Special Topics in Radiography	3
Two (2) General Education Courses (choose from list)		6

Semester VI

RTE2061	ARRT Exam Review	4
RTE2854	Radiographic Clinical Education VI	2
RTE2920L	Competency Lab	1
RTE2931	Special Topics in Radiography II	3

General Education Courses

Any college-level computer course	
Elective	Humanities/Fine Arts course
Elective	Social Science course

Note: All courses must be completed with a grade of C or better.

In addition to the coursework, students must participate in required specified hours of clinical experience during each semester.

Respiratory Care

Program Purpose:	To prepare students for the examinations offered by the National Board for Respiratory Care for employment as registered respiratory therapists that can perform safely and competently in the responsibilities of diagnosing and caring for persons with cardiopulmonary diseases.
Employment Types:	Respiratory Therapists are employed in a variety of settings, such as hospitals, home health agencies, nursing homes, physicians' offices and medical supply companies.
Program Length:	76 credit hours, six semesters
Admission Requirements:	Applicants must be at least 17 years of age at the time they enter the program and must complete all admission requirements to the College, including appropriate placement scores, have current American Heart Association's BLS certification at the Health Care Provider level, and have a cumulative, unrounded GPA of 2.5 for all college-level courses. <i>See additional important information on page 152-154 of this catalog.</i>
Program Application:	This is a limited-access program with a limited number of seats per class. Applicants must submit a Respiratory Care program admission application by the published application deadline; this is a separate application from the College application. Application packets are available on the program Web page (www.tcc.fl.edu/respiratory). All students participating in this program must pass all clinical affiliates' requirements for criminal background checks, drug screenings and health/immunizations prior to starting all classes. Students must have current American Heart Association's BLS certification at the Health Care Provider level while enrolled in the program.
Academic Division:	Health Care Professions, Ghazvini Center for Health Care Education
Contact:	(850) 201-8441 or healthedu@tcc.fl.edu

COURSE INFORMATION

Prerequisites:

BSC2085	Anatomy & Physiology I	3
BSC2085L	Anatomy & Physiology I Lab	1
Any College-level math course		3
		7 hours

Fall Semester I

RET1026	Fundamentals of Respiratory Care	4
RET1026L	Fundamentals of Respiratory Care Lab	1
RET1483	Clinical Assessment in Respiratory Care I	1
RET2485	Cardiopulmonary Physiology I	4
RET1874	Clinical Practice	1
BSC2086	Anatomy & Physiology II	3
BSC2086L	Anatomy & Physiology II Lab	1
		15 hours

Spring Semester II

RET1350	Cardiopulmonary Pharmacology	4
RET1450	Clinical Assessment in Respiratory Care II	1
RET1875	Clinical Practice II	1
RET2027	Instrumentation	1
RET2264	Advanced Procedures in Respiratory Care I	3
RET2264L	Advanced Procedures in Respiratory Care I Lab	1
CHM1030	General Chemistry for Allied Health	3
		14 hours

Summer Semester III

RET1293	Cardiopulmonary Disease	4
RET1434	Clinical Assessment in Respiratory Care III	1
RET2265	Advanced Procedures in Respiratory Care II	2
RET2265L	Advanced Procedures in Respiratory Care II Lab	1
RET2876	Clinical Practice III	1
ENC1101	College Composition	3
		12 hours

Fall Semester IV

RET2442	Cardiopulmonary Hemodynamics	2
RET2442L	Cardiopulmonary Hemodynamics Lab	1
RET2534	Clinical Assessment in Respiratory Care IV	1
RET2714	Pediatrics & Neonatology	3
RET2714L	Pediatrics & Neonatology Lab	1
RET2877	Clinical Practice IV	2
MCB2004	Microbiology	3
MCB2004L	Microbiology Lab	1
		14 hours

Spring Semester V

RET2414	Pulmonary Function	2
RET2418	Clinical Assessment in Respiratory Care V	1
RET2878	Clinical Practice V	2
RET2936	Topics in Respiratory Care	3
Any Humanities course		3
Any Social Science course		3
		14 hours

Note: All courses must be completed with a grade of C or better.

In addition to the coursework, students must participate in required specified hours of clinical experience during each semester.

Additional Health Care Degree Requirements

General Requirements for All Health Care Programs

Students enrolled in all health care programs will be required to fulfill graduation requirements specified in the catalog for the year in which they enrolled in their first health care programs course. On occasion, students withdraw or exit their program prior to completing the program. If this occurs and students seek readmission into their program, students must fulfill the requirements in force at the time they return to the program.

Costs for all programs include regular college tuition and fees, laboratory fees, uniforms, books, instruments, supplies and insurance. (This is not an all-inclusive list.) It is suggested that students not plan more than minimal part-time employment since a large number of clock hours are committed to the curriculum.

Students who anticipate applying for financial aid should start the process at the same time they apply to the program; otherwise it may be too late to be considered for financial aid for the costly first two semesters.

Students are responsible for the cost of any medical care required during the program. It is strongly suggested that students have health insurance in the event they are injured or become ill during class, clinicals or lab experiences. The College, program, faculty or clinical affiliates are not responsible for any injury, illness or medical cost incurred by students.

Students must have reliable transportation for clinical experiences both in Tallahassee and the surrounding areas. Students must be prepared to assume the cost of uniforms, books, insurance, laboratory fees and other items or fees.

Requirements for All Programs

Florida Statutes and/or area health care agencies require that students participating in clinical rotations at their agencies have a Florida Department of Law Enforcement (FDLE), a Federal Bureau of Investigation (FBI), and/or local background checks, including fingerprints and drug screenings, and meet the agencies' health and immunization requirements. The background checks, drug screening and health record requirements will be completed and reviewed before the student attends any clinical rotations. All results will be submitted to the facilities requiring these items. The cost of the background checks, drug screenings and health/immunization requirements are the responsibility of the applicant. The agencies will determine whether an applicant/student is acceptable as a caregiver. Students whose drug screening and/or background checks are determined to be unsatisfactory by a clinical agency may be denied access to clinical experiences. This may necessitate withdrawal from the program since clinical experiences are required for successful completion of the program. The cost of these screenings will not be reimbursed by the College. See the application packet or program Web pages (www.tcc.fl.edu/health_care) for more details.

Applicants must have completed the American Heart Association's BLS certification at the Health Care Provider level at the time of admission. The BLS Certification must be kept current the entire time students are enrolled in the programs.

Important Change to Florida Statutes Regarding Licensure Eligibility

Important Notice for Initial Licensure Applicants:

Pursuant to Section 456.0635, Florida Statutes, you are being notified that effective July 1, 2009, health care boards or the department shall refuse to renew a license, certificate or registration, issue a license, certificate or registration and shall refuse to admit a candidate for examination if the applicant has been:

1. Convicted or plead guilty or nolo contendere, regardless of adjudication, to a felony violation of: chapters 409, 817, or 893, Florida Statutes; or 21 U.S.C. ss. 801-970 or 42 U.S.C. ss 1395-1396, unless the sentence and any probation or pleas ended more than 15 years prior to the application.
2. Terminated for cause from Florida Medicaid Program (unless the applicant has been in good standing for the most recent five years).
3. Terminated for cause by any other State Medicaid Program or the Medicare Program (unless the termination was at least 20 years prior to the date of the application and the applicant has been in good standing with the program for the most recent five years).

• Dental Assisting, Certificate

The Dental Assisting Program curriculum leads to a Certificate in Dental Assisting. Applications of students wanting to transfer from another Dental Assisting Program will be evaluated on an individual and space available basis. Persons seeking to transfer must meet the same standards as other students accepted into the program and, if accepted, must follow the policies outlined by the program faculty and chair. Initial contact should be made through the Dental Health Program chair.

Costs include regular college tuition and fees, laboratory fees, uniforms, books, instruments and insurance. (This is not an all-inclusive list.) It is suggested that students not plan more than minimal part-time employment since a large number of clock hours are committed to the curriculum. Students who anticipate applying for financial aid should start the process at the same time they apply to the program; otherwise it may be too late to be considered for financial aid for the costly first two semesters.

Applicants accepted into the program must make a grade of "C" or better in all dental assisting courses to remain in the program. Students failing any courses will automatically be dismissed from the program. Readmission will be contingent upon space availability. Any academic dishonesty will cause the student to be subject to automatic failure. Attendance is mandatory in class, laboratory and clinical experiences.

Additional criteria for admission and an explanation of the selection procedures are outlined in the Dental Assisting Program application packet, which may be obtained from the program Web page (www.tcc.fl.edu/dental) or the Dental Program office (DH 123).

• Associate in Science Degree in Dental Hygiene

The Dental Hygiene Program curriculum leads to an Associate in Science degree in Dental Hygiene. Applications of students wanting to transfer from another Dental Hygiene Program will be evaluated on an individual and space available basis. Persons seeking to transfer must meet the same standards as other students accepted into the program and, if accepted, must follow the policy outlined by the program chair. Initial contact should be made through the Dental Hygiene Program chair.

Students who have successfully completed an ADA accredited Dental Assisting program may be eligible to receive transfer credit or exemption credit as determined by the Dental Hygiene faculty.

Those applicants accepted into the program must make a “C” or better in all dental hygiene courses, BSC2085, BSC2085L, BSC2086, BSC2086L, MCB2004, MCB2004L and HUN1201 and maintain an overall “C” average (unrounded 2.0 GPA) or better to continue in the program. The Anatomy & Physiology, Microbiology, Chemistry and Nutrition courses, which are required for the degree completion, may be taken before entering the program as long as they are completed with a grade of “C” or better within five years of entrance into the program.

Students failing any classes will automatically be dismissed from the program. Readmission will be contingent upon space availability. Any academic dishonesty will cause the student to be subject to automatic failure. Attendance is mandatory in class, laboratory and clinical experiences.

Additional criteria for admission and an explanation of the selection procedures are outlined in the Dental Hygiene Program application packet, which may be obtained from the program Web page (www.tcc.fl.edu/dental) or the Dental Program office (DH 123).

• Diagnostic Medical Sonography Certificate

Upon successful completion of the program and College requirements for graduation, the graduate is awarded a Certificate in Diagnostic Medical Sonography. Applicants must have a current imaging science license or certification and have graduated with an associate or bachelor’s degree from an approved program. Students must apply to Tallahassee Community College and complete all admission requirements.

Application procedures for the Diagnostic Medical Sonography program must be completed by the published application deadline. The application packet is available on the program Web page (www.tcc.fl.edu/radtech) or the Division of Health Care Professions Office (TPP 141).

• Associate in Science Degree in Emergency Medical Services (EMS) Technology; Emergency Medical Technician and Paramedic Certificates

Additional criteria for admission and an explanation of the selection procedures are outlined in the application packet, which may be obtained from the program Web page (www.tcc.fl.edu/ems) or at the Division of Health Care Professions office (TPP 141). Upon successful completion of EMS2637 and EMS2662L of the Paramedic Program, students must stipulate intention to complete the degree program by signing an application form (see program Director).

Application procedures for the EMT and Paramedic Certificate Programs must be completed by the published deadline dates. All courses for the EMS, paramedic or EMT Programs, including general education courses, must be completed with a “C” or better.

• Associate in Science Degree in Nursing (R.N.)

For more information, please see the Nursing program Web page (www.tcc.fl.edu).

Applicants must complete the following prerequisite courses, with a grade of “C” or better, prior to starting the program: BSC2085, BSC2085L, BSC2086, BSC2086L, PSY2012, DEP2004, HUN1201, ENC1101, and one of the following math courses: MGF1106, MGF1107, MAC1005 or STA2023. Applicants are accepted based upon academic achievement. Students may also complete MCB2004 and MCB2004L prior to entry into the program. All courses for the Nursing program (general education and nursing) must be completed with a “C” or better.

A complete explanation of the admission criteria, admission application and selection processes is available from the program Web page (www.tcc.fl.edu/nursing) or the Division of Health Care Professions Office (TPP 141). Students must complete all of the nursing courses in sequence and earn a grade of “C” or better in each nursing course before advancing to the next course(s). Students must achieve a satisfactory grade in each clinical laboratory and must not receive a grade of F for the final course grade.

Students who receive a grade less than “C” in any nursing course may be readmitted with permission of the Director of Nursing. Readmission must be within one year and is possible only if essential elements of the curriculum are unchanged and if space is available. Enrollment in the Nursing program may be discontinued at any time if, in the opinion of the Nursing faculty, the student is unsafe, engaged in academic dishonesty, has violated patient confidentiality or safety, or is arrested. (See program handbook for more information.)

Schedules for class and clinical experiences may vary from the published schedule. Although every effort is made to adhere to the published schedule, clinical facilities must be shared with other nursing programs. It is not always possible to confirm clinical times prior to the publication of students’ or course schedules.

Students should not plan to work full-time since nursing courses alone may require 30 hours per week, plus substantial study time.

Students must pass a dosage calculations (mathematics) test prior to their first clinical experience in each nursing course before they can administer medication. The student nurse handbook contains the full explanation of this policy.

Applications of students wishing to transfer from another program will be evaluated on an individual basis by the nursing faculty.

A person licensed in a foreign country who is interested in completing deficiencies in order to take the Florida State Board Examination to become a Registered Nurse should contact the Director of Nursing to discuss eligibility.

All students must meet Florida’s statutory requirements for a federal background and FDLE check. Students must also submit to a drug screen. Students must assume the cost for the background check and drug screen. All results will be submitted to clinical facilities requiring these background checks. The facility will determine whether a student is acceptable as a caregiver. All students must sign and have notarized the Affidavit of Good Moral Character.

- **Associate in Science Degree in Respiratory Care**

The program includes technical courses in respiratory, clinical experiences at various clinical affiliates, science support courses and courses in general education.

Additional criteria for admission and an explanation of selection procedures are outlined in the respiratory care program application packets, which may be obtained from the program Web page (www.tcc.fl.edu/respiratorycare).

Immunizations and health, background and drug screenings must be submitted before beginning classes. Students who have previous experience in respiratory care may be eligible for exemption of certain courses; detailed information is available from the Program Chair.

- **Associate in Science Degree in Radiologic Technology**

Upon successful completion of the program and College requirements, the graduate is awarded an Associate in Science Degree in Radiologic Technology and is eligible to apply to take the certification examination offered by the American Registry of Radiologic Technologists (ARRT). Upon passing the ARRT registry examination, the graduate will become a Radiologic Technologist, Registered [RT(R)].

Application procedures for the Radiologic Technology Program must be completed by the published date. The application packet is available on the program Web page (www.tcc.fl.edu/radtech).

- Students may elect to take some or all of the required general studies courses prior to starting radiologic technology courses. This is strongly recommended since this will lighten the student's course load. Students may begin the general education course component at any time but may start the radiologic technology courses only if accepted into the program.
- Students may choose to be employed while in the program; however, all employment must be scheduled around the College's class/lab/clinical schedules. Past experiences have shown that most students attempting to work more than 20 hours per week are not successful in the program due to lack of study time.
- The program requires full-time attendance. Lecture classes, lab classes and clinical rotations will vary between semesters. Days, evenings and weekends will be utilized.



Global Gateway Program

The Global Gateway program gives students a global perspective, making them better citizens of the world and developing skills necessary to compete in the global economy. Students will also be better prepared to transfer into academic programs requiring backgrounds in global issues. Students earn a Global Gateways designation on their transcript by completing 15 hours in courses designated as Global Learning, attending and or participating in a specified number of Global Learning experiences, and completing a two-credit-hour interdisciplinary capstone course. Students are encouraged to participate in campus clubs such as the International Students Organization, Model United Nations and Eagle Business Society and to take advantage of opportunities for domestic/overseas travel and study as part of the program.

Courses

Students are required to complete a minimum of fifteen (15) credit hours from this list six (6) credit hours from the Arts and Sciences category, six (6) credit hours from the History and Social Sciences area, three (3) credit hours from the elective category and IDS2311.

Category A (Arts and Sciences)

Two courses selected from the following:

ARH2500	Non-Western Art History	3
LIT2100	Masterpieces of World Literature	3
MUH2120	Music of the World	3
REL2300	World Religions	3
HUM2210	Humanities I	3
HUM2230	Humanities II	3
HUM2740	Humanities Abroad I	3
HUM2741	Humanities Abroad II	3
PHY1020	Energy and Its Environmental Effects	3
BSC1050	Environmental Systems	3

Category B (History and Social Sciences)

Two courses selected from the following:

WOH2012	History of Civilization I	3
WOH2022	History of Civilization II	3
INR2002	International Relations	3
CPO2001	Introduction to Comparative Politics	3
ANT2410	Introduction to Cultural Anthropology	3
ANT2211	Peoples of the World	3
GEO1400	Introduction to Human Geography	3
GEA2000	World Regional Geography	3

Category C (Electives)

One course selected from the following:

SPW2010	Introduction to Spanish Literature and Culture	3
MUN2830	African Drum and Dance Ensemble	3
GEB2955	International Business Practices	3
ECO2710	Introduction to International Economics	3
ASH2041	China: Its History and Culture	3
ASH1044	Introduction to Middle Eastern History and Civilization	3
IDS1195	Introduction to Chinese Culture and Society	3

Category D (Required Capstone Course)

IDS2311	Global Perspectives: An Interdisciplinary Course in Globalism	2
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Note: Students must attend or participate in five global learning experiences (e.g., campus events and presentations, study abroad programs, club participation). Courses with the designation GG (for Global Gateway) in the course description portion of the catalog are courses recognized as part of the Global Gateway Program. Global Gateway courses are designated by the letters GG in their respective course descriptions.

For more information, contact the Division of History and Social Sciences at (850) 201-8488.

ROTC Programs

Students at Tallahassee Community College may participate in ROTC programs conducted at Florida A&M University and Florida State University.

Basic and intermediate Army ROTC classes offered through Florida A&M University and Florida State University are held at Tallahassee Community College. A program in Aerospace Studies (Air Force ROTC) is available at Florida State University and the Naval Science Program (NROTC) is conducted at Florida A&M University.

• Army ROTC

Army ROTC is conducted by the Departments of Military Science at both Florida State University and Florida A&M University. The first two years of the program are open to any full-time student at Tallahassee Community College by registering for the appropriate course. This can be determined by contacting the Army ROTC program. These classes are designed to introduce students to Army leadership and management techniques. The classes include a leadership lab and an hour of physical fitness. The classes are taught at TCC but the locations for lab and physical training vary between TCC, FSU and FAMU. While there is no military obligation for students who enroll in these courses, they will qualify students for the advanced ROTC programs at FSU or FAMU. Uniforms and textbooks for military sciences are provided free of charge. All students who enroll in Army ROTC must have a medical fitness statement from a physician. This form can be obtained through the Army ROTC office at FSU or FAMU.

Scholarships paying full tuition, fees and allowance for textbooks and \$300 per month for subsistence are available on a competitive merit basis. The scholarships also provide an option between free room and board and free tuition. Out of state fee waivers are also available. All Army ROTC students, whether on scholarship or not, will receive a \$450 a month allowance once they begin the advanced program their junior year. Special programs are also available for veterans and graduate students hoping to enroll in the Army ROTC two-year program.

For more information on these programs and scholarship opportunities, contact the Department of Military Science at FSU: (850) 644-1016; or at FAMU: (850) 599-3515.

Dual enrollment is not necessary and the ROTC classes taken at TCC transfer to either FSU or FAMU.

• Air Force ROTC

Air Force ROTC is conducted by the Department of Aerospace Studies at Florida State University.

The first two years of the program (the General Military Course, or GMC) are open to any student at Tallahassee Community College. All courses are held on the FSU campus.

No commitment for military service is required and students can learn about the Air Force while deciding if they want to pursue a commission as an Air Force officer. Uniforms and textbooks are provided free of charge. Scholarships paying full TCC tuition, fees, allowances for textbooks and a \$300 per month stipend are available on a competitive basis and are later transferable to FSU or FAMU for students who remain in the AFROTC program.

Admission to the second two years of the AFROTC Professional Officer Course (POC) is on a competitive basis and requires full-time attendance at FSU or FAMU. Completion of the POC combined with receipt of a college degree results in commissioning and entry into active duty as a Second Lieutenant in the United States Air Force. Application for the POC must be made by the end of the sophomore year. All POC students receive \$350 for juniors or \$400 for seniors per month once contracted, regardless of scholarship status.

Full details on this program may be obtained by contacting the Department of Aerospace Studies (AFROTC) located on the FSU campus in Harpe-Johnson Hall, room 212: (850) 644-3461 or (850) 561-9968; www.fsu.edu/~rotc.

• Naval ROTC

Naval ROTC is a program of regular classes conducted at Florida A&M University. This program, which is open to both men and women, leads to a commission in either the Navy or the Marine Corps. The first two years of the program are open to any full-time student at Tallahassee Community College through inter-institutional registration procedures. As with the other ROTC programs, full scholarships are available on a competitive basis to students enrolled in Naval ROTC programs. These scholarships, which can be awarded for 3-1/2, 3, 2-1/2 or 2 years, pay full College tuition (including out of state), fees and textbooks, and provide up to \$400 per month allowance. All required uniforms are free of charge whether a scholarship is won or not.

All Naval ROTC students, whether on scholarship or not, receive \$350 to \$400 per month once they begin the advanced program.

The final two years of Naval ROTC is called the advanced program and requires full-time attendance at either Florida A&M University or the Florida State University in pursuit of a baccalaureate degree. If students do not participate in Naval ROTC for the first two years in college, an application can be made for the advanced program during the Fall or Spring term before the beginning of the junior year. If selected, student's will attend six weeks of paid summer training and begin the advanced course in the fall.

For further information about the Navy-Marine ROTC program, contact the Naval ROTC recruiting officer located in the Perry-Paige building on Florida A&M University campus: (850) 599-3980 or (850) 599-8412; www.famunrotc.com.

COURSE INFORMATION

Florida's Statewide Course Numbering System

Course Credit and Frequency

Course Prefix

Course Descriptions

Florida's Statewide Course Numbering System

Courses in this catalog are identified by prefixes and numbers that are assigned by Florida's Statewide Course Numbering System. This common numbering system is used by all public postsecondary institutions in Florida and by two participating private institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions.

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 course equivalency profiles.

As an example of how the system works, a survey course in human resources is offered by 31 different postsecondary institutions. Each institution uses HUS 010 to identify its social problems course. The level code is the first digit and represents the year in which students normally take this course at a specific institution. In the SCNS taxonomy, HUS means Human Resources, General; the century digit 0 represents Entry-Level General Human Resources; the decade digit 1 represents Survey Course; and the unit digit 0 represents Relationship skills.

(See the Course Identifier chart at the bottom of the next page for an example of how the identification system works.)

• 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.

In science and 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 offered by the receiving

institution and is identified by the same prefix and last three digits at both institutions.

Sometimes, as in chemistry, a sequence of one or more courses must be completed at the same institution in order for the courses to be transferable to another institution, even if the course prefix and numbers are the same. This information is contained in the individual SCNS course equivalency profiles for each course in the sequence.

• Authority for Acceptance of Equivalent Courses

State Board of Education Rule 6A-10.024(19), Florida Administrative Code, reads:

When a student transfers among institutions that participate in the common course designation and numbering system, the receiving institution shall award credit for courses satisfactorily completed at the previous participating institutions when the courses are judged by the appropriate common course designation and numbering system faculty task forces to be equivalent to courses offered at the receiving institution and are entered in the course numbering system. Credit so awarded can be used by transfer students to satisfy requirements in these institutions on the same basis as native students.

• Exceptions to the General Rule for Equivalency

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

- A. Courses in the 900-999 series (e.g., ART2905)
- B. Internships, practice, clinical experiences and study abroad courses
- C. Performance or studio courses in art, dance, theater and music
- D. Skills courses in criminal justice
- E. Graduate courses

Developmental and vocational preparatory courses may not be used to meet degree requirements and are not transferable.

Questions about the Statewide Course Numbering System and appeals regarding course credit transfer decisions should be directed to the Division of Academic Affairs at (850) 201-8680 or acadaffairs@tcc.fl.edu or to the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by contacting the Statewide Course Numbering System office at (850) 245-0427 or via the Internet at <http://scns.fldoe.org>.

Example of Course Identifier (Human Resources Survey Course)

Prefix	Level Code (First Digit)	Century Digit (Second Digit)	Decade Digit (Third Digit)	Unit Digit (Fourth Digit)	Lab Code
HUS	1	1	1	0	
Human, Resources General	Freshman level at this institution	Introductory-Level General Human Resources	Survey Course	Relationship Skills	No Laboratory Component in This Course

Course Credit and Frequency

Course credit hours are indicated by parentheses after the course title. The letters FA, Sp, SU and OD (Fall, Spring, Summer and on-demand) indicate the term in which the course may be offered; however, the College cannot guarantee that any particular course will be offered during the term indicated in the Catalog. In addition, the College reserves the right to withdraw any course for which demand seems insufficient. Courses may be added or deleted between catalog printings.

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 used to identify the course.

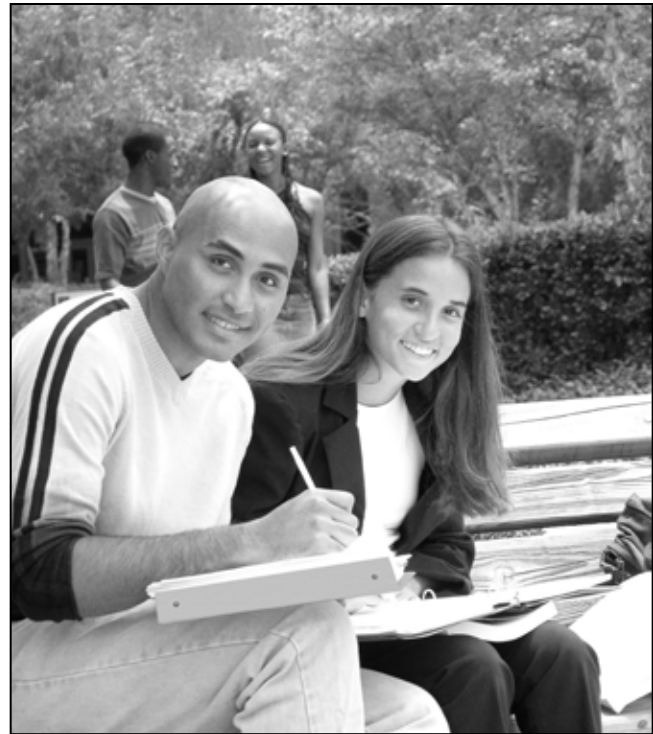
•Course Prefix Guide

The following is a guide to the course prefixes and the course description heading(s) under which they can be located:

Course Prefix	Catalog Heading	Page
ACG	Accounting	161
AMH	History	185
AML	English, Humanities, Literature	181
ANT	Anthropology	162
ARH	Art, Art History, Humanities	162
ART	Art, Art-Studio	163
ASH	History	185
AST	Astronomy	164
BCN	Engineering and Technology	180
BCT	Engineering and Technology	181
BOT	Biological Sciences	164
BSC	Biological Sciences, Pharmacy	164
BUL	Business, Paralegal	166
CAP	Art-Computer.	163
CCJ	Criminal Justice.	171
CET	Computer Networking, Advanced Manufacturing	169
CGS	Computer Programming and Technology, Business	170
CHD	Child Development, Human Development	168
CHM	Chemistry.	167
CJC	Criminal Justice.	171
CJE	Criminal Justice.	171
CJL	Criminal Justice.	171
CLP	Psychology	199
COP	Computer Programming and Technology.	170
CPO	Political Science.	199
CRW	Creative Writing, English	170
CTS	Computer Networking	169
DAA	Dance	172
DAN	Dance	172
DEA	Dental Assisting.	173
DEH	Dental Hygiene	174
DEP	Human Development, Child Development	186
DES	Dental Assisting, Dental Hygiene.	173

Course Prefix	Catalog Heading	Page
DSC	Criminal Justice	171
EAP	Developmental Writing	176
ECO	Economics, Business	179
EDF	Education, Early Childhood Education.	179
EDG	Early Childhood Education.	178
EEC	Early Childhood Education.	178
EET	Advanced Manufacturing.	161
EEX	Early Childhood Education.	178
EGS	Engineering and Technology, Advanced Manufacturing	180
EME	Education	179
EMS	Emergency Medical Technology	179
ENC	English, Communications, Composition	181
ENL	English, Humanities	181
ESC	Earth Sciences.	178
EST	Advanced Manufacturing.	161
ETC	Engineering and Technology	180
ETD	Engineering and Technology Advanced Manufacturing	180
ETG	Engineering and Technology	180
EUH	History	185
ETI	Advanced Manufacturing.	161
ETP	Advanced Manufacturing.	161
FIL	Film	182
FIN	Business, Finance	166
FRE	French, Foreign Language	183
GEA	Geography	183
GEB	Business.	166
GEO	Geography	183
GER	German, Foreign Language.	184
GLY	Geology.	184
GRA	Art, Graphic Design	184
HIM	Health Information Management	185
HIS	History	185
HSC	Health Education and Safety, Emergency Medical Technology	184
HUM	Humanities, Music	186
HUN	Nutrition Science	194
IDH	Interdisciplinary Studies	188
IDS	Interdisciplinary Studies, Business, Ethics	188
INR	Political Science.	199
ISS	Social Sciences	202
JOU	Journalism	188
ITA	Italian, Foreign Language	188
LAT	Latin, Foreign Language	188
LEI	Physical Education and Recreation	197
LIS	Library Sciences.	188
LIT	English, Humanities, Literature	181
MAC	Mathematics	189
MAN	Business.	166
MAP	Mathematics	189
MAR	Business, Marketing	166
MAT	Mathematics, Developmental Mathematics.	176
MCB	Biological Sciences	164
MET	Meteorology	190

Course Prefix	Catalog Heading	Page
MGF	Mathematics	189
MMC	English, Journalism	188
MNA	Business	166
MSL	Military Science.	190
MUH	Music	191
MUL	Music	191
MUN	Music	191
MVS	Guitar, Music	184
NUR	Nursing	191
OCE	Oceanography	194
ORI	Speech, Forensics, Theater	203
OST	Office Systems Technology	194
PAD	Public Administration, Political Science	200
PEL	Physical Education and Recreation	197
PEM	Physical Education and Recreation	197
PEO	Physical Education and Recreation	197
PET	Physical Education and Recreation	197
PGY	Photography, Art, Graphic Design, Multimedia	196
PHI	Philosophy, Logic, Ethics	196
PHY	Physics, Physical Sciences	199
PLA	Paralegal and Legal Studies.	195
PMT	Advanced Manufacturing.	161
POS	Political Science	199
PSC	Physical Science	198
PSY	Psychology	199
PTN	Pharmacy	196
REA	Reading, Developmental Reading.	176
REE	Business	166
REL	Religion, Humanities	201
RET	Respiratory Care	201
RMI	Business	166
RTE	Radiologic Technology	200
RTV	Digital Media, Graphic Design	178
SBM	Business	166
SLS	College Success	168
SON	Diagnostic Medical Sonography	177
SOP	Psychology	199
SOW	Social Work	203
SPC	Speech, Forensics	203
SPM	Sports Management.	204
SPN	Spanish, Foreign Language	203
SPW	Spanish, Foreign Language	203
STA	Statistics, Mathematics, Developmental Mathematics	204
SUR	Engineering and Technology	180
SYG	Sociology	203
TAX	Accounting	161
THE	Theater, History	204
TPA	Theater	204
TPP	Theater	204
WOH	History	185



Course Descriptions

Accounting

ACG2001 Principles of Accounting I (3) OD *Prerequisite:* satisfactory completion of Developmental Writing II (ENC0025), Developmental Reading II (REA0017) and Developmental Mathematics II (MAT0028), or appropriate placement scores. Introduction to the theory and procedures used in recording, processing, reporting and analyzing financial information for business organizations. Topics include accounting for current assets, long-lived assets, liabilities and owner's equity. After completing this course, students should enroll in ACG2011. Students who complete the ACG2001-ACG2011 sequence should not enroll in ACG2021. The ACG2001 and ACG2011 sequence meets college and university requirements for financial accounting. Contact: 3 hours.

ACG2011 Principles of Accounting II (3) OD *Prerequisite:* ACG2001. This course completes an introduction to the theory and procedures used in recording, processing, reporting and analyzing financial information for business organizations. Topics include current and long-term liabilities, stockholders' equity, cash flow statement, and financial statement analysis. Students who complete the ACG2001-ACG2011 sequence should not enroll in ACG2021. The ACG2001 and ACG2011 sequence meets college and university requirements for financial accounting. Contact: 3 hours.

ACG2021 Financial Accounting (3) FA SP SU *Prerequisite:* satisfactory completion of Developmental Writing II (ENC0025), Developmental Reading II (REA0017), and Developmental Mathematics II (MAT0028), or appropriate placement scores. An introduction to financial accounting concepts and procedures. Generally accepted accounting principles and the accounting cycle are emphasized. Topics include merchandising activities, inventories, receivables, long-lived assets, liabilities, ownership equity and internal control for corporations and other business entities. Emphasis will also be placed on the use of financial statements as a basis for business decisions. Contact: 3 hours.

ACG2071 Managerial Accounting (3) FA SP SU *Prerequisite:* Satisfactory completion of ACG2021 or ACG2001 and ACG2011. An introduction to managerial accounting concepts and procedures. Emphasis is on the use of accounting information for managerial planning, control and decision-making. Topics include cost behavior, accounting for manufacturing operations, control of decentralized operations and budgeting. Contact: 3 hours.

ACG2450 Computer Accounting (3) SP *Prerequisite:* satisfactory completion of Developmental Writing II (ENC0025), Developmental Reading II (REA0017) and Developmental Mathematics II (MAT0028), or appropriate placement scores. An introductory computer accounting course. Accounting with QuickBooks will be emphasized. The computer will be used for general ledger procedures, accounts receivable, accounts payable, inventory, fixed assets, payroll and financial statement preparation. Contact: 3 hours. Additional fee.

ACG2500 Governmental and Not-for-Profit Accounting (3) FA *Prerequisite:* satisfactory completion of ACG2021 or ACG2001 and ACG2011. The study of the principles and practices of governmental and not-for-profit accounting. Topics include budgetary accounting, general and special revenue funds, capital projects, debt service funds, proprietary funds, fiduciary funds, account groups, inter-fund transactions and not-for-profit entities. Contact: 3 hours.

TAX2000 Income Tax Accounting (3) SP *Prerequisite:* satisfactory completion of Developmental Writing II (ENC0025), Developmental Reading II (REA0017) and Developmental Mathematics II (MAT0028), or appropriate placement scores. Study of federal income tax laws and procedures; concepts and methods of determining income of individuals, for income tax purposes. Contact: 3 hours.

Advanced Manufacturing

CET114C Digital Fundamentals (4) This course covers number systems, codes, logic gates, Boolean algebra, logic simplification and combinational logic. Topics also include 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. Contact: 4 hours.

EET1015C DC Circuits (4) *Corequisite:* CET1114C. This course provides basic electrical knowledge to analyze direct current (DC) circuits. Topics include current and voltage, resistance, Ohm's Law, power, energy, series and parallel circuits, methods of analysis, network theorems and capacitors, identification of components, measuring voltage and current of circuits constructed in the lab, and the use of test instruments and power supplies. Contact: 4 hours.

EET1025C AC Circuits (4) *Prerequisite:* EET1015C. This course covers the alternating current (AC) characteristics of electric circuits, using single or multiple sinusoidal voltage and current sources. The three component types (resistance, inductance and capacitance) will be used in various combinations to measure and analyze the effect on current and voltage in a circuit. 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 circuits. Contact: 4 hours.

EET1084C Introduction to Electronics (3) This course provides an overview of electronics to acquaint the student with the principles upon which modern electronic devices operate. The course includes an introduction to the basic concepts of electricity and magnetism, electronic circuits and digital electronics. Contact: 3 hours.

EET1551 Distributed Electric Power Generation and Storage (3) This is an introductory course on the background, critical elements, principles and future of distributed electric power generation and storage. The course explores the various types of energy storage systems. Topics include the electrical power industry, storage and delivery in other energy markets, electricity storage and delivery technologies, applications, renewable energy storage and delivery, and micro grids. Contact: 3 hours.

EET2140C Solid State Electronics (4) *Prerequisite:* EET1025C. This is a study of the characteristics in which active semiconductor devices are operated in their linear ranges. Topics 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. Contact: 4 hours.

EGS111C Engineering Graphics (3) Emphasis is on the principles of engineering graphics, such as drafting techniques, lettering, geometric construction, freehand sketching, orthographic projection, sectional views, auxiliary views and pictorials. Students are prepared to solve problems in descriptive geometry, such as true length and point view of a line, true size and edge view of a plane, angle between planes, and intersection and development of objects. Contact: 3 hours.

EST1511C Motors and Controls (3) *Prerequisite:* EET1084C. This course explores the theory and application of AC and DC motors, types of single-phase motors, three-phase power, three-phase motors, remote and local control, forward and reversing motor starters, and various motor control circuits. Wiring and troubleshooting exercises of electric three-phase motor control circuits are emphasized in a wide range of applications. Contact: 3 hours.

ETD1320 Introduction to CAD (3) *Prerequisite or corequisite:* EGS1111C. This course prepares students to use a computer in technical communication, including the application of the latest version of AutoCAD 2009 in engineering, architecture, engineering technology, construction and related fields. Contact: 3 hours.

ETI1420C Manufacturing Processes and Materials (3) This course introduces the physical properties and characteristics of materials, fuels, lubricants, solvents, coatings and commodities used in industry. Materials compatibility, basic metallurgy and treatment processes are also covered. Contact: 3 hours.

ETI1622 Concepts of Lean Manufacturing and Six Sigma (3) 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, Deming, Taylor, Ford, Shingo and Ohno. Topics also include cost reduction, work-free manufacturing, continuous flow, Kaizen, the five S's, value-stream mapping, modular manufacturing and overall equipment effectiveness (OEE). Contact: 3 hours.

ETI1628 Development of Self-Directed Work Teams (3) *Prerequisite or corequisite:* ETI1622. 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. Topics includes the principles and tools used by self-directed teams to identify and solve problems in the workplace. Contact: 3 hours.

ETI1701 Industrial Safety (3) This introductory course focuses on the principles of occupational safety and health in a real world, job-related setting. Topics include Occupational Safety and Health Administration (OSHA) compliance, safety standards, code enforcement, ergonomic hazards, mechanical hazards, falling, lifting, electrical hazards, industrial hygiene, radiation, noise, emergencies and environmental safety. Contact: 3 hours.

ETI2460C Composite Fundamentals (3) This course provides an introduction to composite materials. Topics include material behavior and the analysis of composite materials. Contact: 3 hours.

ETI2464C Advanced Composites (3) *Prerequisite:* ETI2460C. This course covers properties and microstructure of high-strength fiber materials (glass, carbon, polymer and ceramic fibers) and matrix materials (polymer, metal, ceramic and carbon matrices). Specific strength and stiffness of high-performance composites, rule of mixtures, stress and strain transformations, elastic properties, failure criteria, design of composite structures and components, and manufacturing processes are also covered. Contact: 3 hours

ETI2623 The Lean Enterprise for the Expert (3) *Prerequisite:* ETI1622. This course provides an overview of lean manufacturing concepts and a working knowledge of the tools required to implement and maintain a lean manufacturing facility. Topics include mistake proofing, the five S's for operators, quick changeover, overall equipment effectiveness (OEE), cellular manufacturing and the kanban system. Contact: 3 hours.

ETI2670 Technical Economic Analysis (3) *Prerequisite:* OST2852. This course defines the economic evaluation of manufacturing/technology 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. Contact: 3 hours.

ETM2315C Hydraulics and Pneumatics (4) *Prerequisite:* EET1084C. This course focuses on the basic principles of electromechanical, hydraulic and pneumatic systems. It takes a practical approach to technical problems involving hydraulics and pneumatics, fluid mechanics, hydrostatic forces, and pipe and pump operation, including the electrical circuitry needed to operate and control hydraulic/pneumatic systems. Contact: 4 hours.

ETPI420 Solar Thermal Technology (3) This is an introduction to the background, essential theory, principles and future of solar thermal technology. Topics include solar fundamentals, solar water heating systems and components, systems installation, check-out and start-up procedures, solar water heating troubleshooting, solar pool heating, and code and safety issues. Students will also complete an OSHA 1926 10-hour safety module. Contact: 3 hours.

ETPI501 Alternative/Renewable Energy Technologies (3) This is a foundation course on various alternative and renewable energy technologies. Topics include energy conservation, solar power (including photovoltaic systems), passive solar heating techniques, fuel cell, wind, ocean, geothermal, bio-fuels, bio-gas technologies and nuclear energy. Students will be introduced to current policies, regulations and practices impacting alternative and/or renewable energy technologies. Contact: 3 hours.

ETP2410C Photovoltaic Technology (3) *Prerequisite:* EET1084C or instructor approval. This is a study of photovoltaic (PV) electricity systems, including the theory of operation, site selection/survey, system components, system sizing, mechanical installation, electrical hookup of grid-tied/utility interactive and stand-alone systems. Contact: 3 hours.

MAN2582 Introduction to Project Management (3) This course prepares students to use project management techniques in the workplace by surveying the functional areas of the Microsoft application and by emphasizing the relationships among critical project tasks. Contact: 3 hours.

OST2852 Excel (I) FA SP This course teaches the fundamentals of a spreadsheet application and fosters an appreciation of worksheets as a useful tool in the workplace. The student will gain an in-depth understanding of a spreadsheet program that allows one to organize data, complete calculations, make decisions, graph data, develop professional-looking reports, convert Excel files for use on the Web and access the Web. Contact: 1 hour.

PMT1250C Introduction to Computer Numerical Control (CNC) (3)

This course teaches the development of CNC machine programming methods, blueprint reading, gauging, statistical process control (SPC), and set-up and operation of drilling, milling and turning. This is a hybrid class using classroom and online training. Contact: 3 hours.

PMT2254C Computer Numerical Control (CNC) Programming II (4)

Prerequisite: PMT1250C. Topics covered include tool and fixture offsets, plus outside programming from CAD/CAM software. Students will operate existing CNC machines in the manufacturing lab. Students will perform complete part fabrication from the beginning stage, write an M & G code program, verify the tool path and then operate the CNC machine to complete fabrication. Contact: 4 hours.

Anthropology

ANT2140 Introduction to Archaeology (3) FA SP *Prerequisite:* satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. An introduction to archaeology, tracing the development of theory and techniques. The origins and development of human culture are traced through fossils and artifacts. Case studies from selected geographical areas are presented. Lecture emphasized; off-campus sites visited. Lecture: 3 hours.

ANT2211 Peoples of the World (3) FA SP SU *Prerequisite:* satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. A survey of primitive and nonindustrialized societies. Societies are grouped according to complexity of social organization. Special attention is given to ecological relationships, subsistence techniques and belief systems. (GG) Lecture: 3 hours.

ANT2410 Introduction to Cultural Anthropology (3) FA SP SU *Prerequisite:* satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. The origin and development of human ways of life, with emphasis on the customs of preliterate peoples. (GG) Lecture: 3 hours.

ANT2511 Introduction to Physical Anthropology (3) FA SP

Prerequisite: satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. History and trends in human evolution. The interdependence of human biology and culture will be emphasized. Lecture: 3 hours.

Art

ARH2050 Introduction to Art History and Art Criticism I (3) FA

SP SU *Prerequisite:* satisfactory completion of the general education communications requirement. The study of art styles in Europe from prehistory to the Renaissance. Substantial writing component. Fulfills state writing requirement. Contact: 3 hours.

ARH2051 Introduction to Art History and Art Criticism II (3)

FA SP *Prerequisite:* satisfactory completion of the general education communications requirement. The study of European art styles from the Renaissance to the present. Substantial writing component. Fulfills state writing requirement. Contact: 3 hours.

ARH2500 Non-Western Art History (3) FA SP

Prerequisite: satisfactory completion of the general education communications requirement. Introduction of art from non-western cultures including Ancient America, Africa, Asia, and Oceania. Substantial writing component. Fulfills state writing requirement. (GG) Contact: 3 hours.

ARTI150C Introduction to Jewelry Making (3) FA

A course focusing on jewelry design and the technical fundamentals of metal smithing and stone setting, including sawing, soldering, forming and fabrication. Lecture and lab: 6 hours.

ARTI151C Introduction to Jewelry Making II (3) FA SP

Introduction to metal forming in silver. Emphasis will be placed on conceptual design development and professional craftsmanship. Students will explore a variety of additive and subtractive techniques. Lecture and lab: 6 hours. Additional fee.

ARTI202C Design I(3) FA SP SU

Study of the principles and elements of design. Two- and three-dimensional experiences aimed at exploring the materials and structure of art. Lecture and lab: 6 hours.

ARTI205C Color: Theory and Practice (3) FA SP

Creative problems in use of color, with emphasis on color fundamentals; also, exploration of media employing color. Lecture and lab: 6 hours.

ART1300C Drawing I (3) FA SP Beginning freehand drawing, with emphasis on problems in observation and interpretation of visual images and ideas. Open to all students, but required of art majors. Lecture and lab 6: hours.

ART1330C Figure Drawing (3) FA SP Introduction to figure drawing, emphasizing the development of technical skills and self-expression through drawing the nude and clothed figure. Begins with anatomy studies and progresses to the conceptualization of human form. Lecture and lab: 6 hours.

ART1340C Beginning Illustration (3) FA SP Open to all students. Aimed at developing depth in rendering and drawing skills, with emphasis on finished drawings, matting, framing and formal presentation of work. Lecture and lab: 6 hours.

ART1430C Screen Printing (3) SP Introduction to the basic techniques of anserigraphy, with an emphasis on image development as a means of personal expression. A fast-paced course featuring hand-cut and filler stencils as well as the tusche method. Lecture and lab: 6 hours.

ART1540C Watercolor Fundamentals (3) FA Introduction to transparent and opaque watercolor techniques through lab, lecture and demonstration which focuses on the unique possibilities of this medium. Lecture and lab: 6 hours.

ART1930 Special Topics in Art (3) SP Special topics for students who wish to further explore the field of art. Focus is placed on topical problems, current issues or emerging trends. Lecture: 3 hours.

ART1942 Arts Internship (I-3) FA SP SU *Prerequisite:* any course beginning with the prefix ART, PGY or GRA. The internship course will provide students with an opportunity to gain professional experience at an art museum. Interns will complete from 20 to 60 hours in the field under the guidance of an instructor and the supervision of a designated professional.

ART2203C Introduction to Design II (3) FA SP An introduction to the basic methods and concepts in three-dimensional, sculptural design. Students will explore a variety of media as they gain experience solving sculptural problems. Emphasis will be placed on conceptual development and structural execution. Lecture and Lab: 6 hours.

ART2301C Drawing II (3) SP *Prerequisite:* ART1300C or acceptance of portfolio by instructor. Intermediate freehand drawing, with emphasis on still life and the figure in black and white and colored drawing media. Required of art majors. Lecture and lab: 6 hours.

ART2400C Introduction to Printmaking (3) FA Introduction to the fundamental processes and designs for collograph, woodcut, linocut and etching. Lecture and lab: 6 hours.

ART2500C Painting I (3) FA SP Craft and technique of oil painting. The learning program is based on a number of problems encouraging individual solutions and involvement in aesthetic considerations. Lecture and lab: 6 hours.

ART2501C Painting II (3) SP Oriented to the student who has previous experience in painting, design, color or drawing. This course aims at depth in understanding established directions of painting, technology of color, composition, visual strategies and perception of form. Lecture and lab: 6 hours.

ART2750C Introduction to Ceramics I (3) FA SP Introduction to hand-building fundamentals and basic glazing and firing processes, emphasizing technical proficiency and conceptual expression. Lecture and lab: 6 hours. Additional fee.

ART2752C Introduction to Ceramics II (3) FA SP Introduction to wheel throwing techniques in clay. Students will also gain experience in basic studio practices, including firing and glazing. Lecture and lab: 6 hours. Additional fee.

ART2955 Portfolio (I) SU *Prerequisite:* two or more college-level art courses. Instruction for the serious art student seeking admission to a university or art school. Emphasis will be on developing a suitable portfolio and resume. Lab: 2 hours.

CAP2703 Computer Animation (3) SP *Prerequisite:* GRA2100. Computer graphics are used as a medium for computer animation, with emphasis placed on design, creative expression and communication techniques of animation. Enrollment recommended for film, art or art-related majors. Satisfies elective credit only. Satisfies computer proficiency requirement. Lecture and lab: 4 hours.

GRA2100 Cg Characters Production (3) FA *Prerequisite:* CGS1060. Using computer 3D graphics programs as a medium, emphasis is placed on 3D design, creative expression, and communication of ideas. Enrollment recommended for film, art or art-related majors. Lab: 4 hours.

PGY1800C Digital Photography (3) FA SP Combines fundamental photographic skills with digital technologies. Emphasis is on basic camera operation, techniques and aesthetics. Students will explore a range of both commercial and fine art photographic applications. Students must supply their own digital camera. Lecture and lab: 6 hours.

PGY2401C Basic Photography (3) FA SP Introduction to the fundamental skills in black and white photography from camera and film exposure through darkroom printing processes. Students will produce a portfolio of prints with visual effectiveness and perceptual concerns as a goal. Beyond the additional fee, expenses include cost of film, photo paper and other supplies (approximately \$200). Students must supply their own 35mm camera, which must have a manual metering mode and adjustable controls (ability to select shutter speeds and f/stops). Additional fee. Lecture and lab: 6 hours.

PGY2404C Intermediate Photography (3) SP *Prerequisite:* PGY2401C. Creative print techniques in black and white photography; rudiments of the zone system for 35mm photography; experimentation with ortho-chromatic film leading to nonsilver printing processes. Students will produce a portfolio of high-quality prints. Beyond the additional fee, expenses include cost of film, photo paper and other supplies (approximately \$200). Students must supply their own 35mm camera, which must have a manual metering mode and adjustable controls (ability to select shutter speeds and f/stops). Additional fee. Contact: 6 hours.

PGY2802C Intermediate Digital Photography (3) SP *Prerequisite:* PGY1800C. This course prepares the student to use advanced principles of art to create and manipulate digital photographic images. Students will be able to use digital imaging techniques to effectively communicate their ideas. Emphasis is placed on the manipulation of photo-based media in the development of a professional portfolio of artwork. Beyond the additional fee and camera expense, students will spend approximately \$125 on supplies for the class. Students will supply their own DSLR (Digital Single Lens Reflex) camera. Additional fee. Contact: 6 hours.

Art - Computer

CAP2703 Computer Animation (3) SP *Prerequisite:* GRA2100. Computer graphics are used as a medium for computer animation, with emphasis on design, creative expression and communication techniques of animation. Enrollment recommended for film, art, or art-related majors. Satisfies elective credit only. Satisfies computer proficiency requirement. Lecture and lab: 4 hours.

GRA2100 Cg Characters Production (3) FA *Prerequisite:* CGS1060. Using computer 3D graphics programs as a medium, emphasis will be placed on 3D design, creative expression and communication of ideas. Enrollment is recommended for film, art or art-related majors. Lab: 4 hours.

PGY1800C Digital Photography (3) FA SP This course combines fundamental photographic skills with digital technologies. Emphasis is placed on basic camera operation, techniques and aesthetics. Students will explore a range of both commercial and fine art photographic applications. Students must supply their own digital camera. Lecture and lab: 6 hours.

PGY2802C Intermediate Digital Photography (3) SP *Prerequisite:* PGY1800C. This course prepares the student to use advanced principles of art to create and manipulate digital photographic images. Students will be able to use digital imaging techniques to effectively communicate their ideas. Emphasis is placed on the manipulation of photo-based media in the development of a professional portfolio of artwork. Beyond the additional fee and camera expense, students will spend approximately \$125 on supplies for the class. Students will supply their own DSLR (Digital Single Lens Reflex) camera. Additional fee. Contact: 6 hours.

Art - Studio

ART1150C Introduction to Jewelry Making (3) FA A course focusing on jewelry design and the technical fundamentals of metal smithing and stone setting including sawing, soldering, forming and fabrication. Lecture and lab: 6 hours. Additional fee.

ART1151C Introduction to Jewelry Making II (3) FA SP Introduction to metal forming in silver. Emphasis will be on conceptual design development and professional craftsmanship. Students will explore a variety of additive and subtractive techniques. Lecture and lab: 6 hours. Additional fee.

- ART1202C Design I (3) FA SP SU** Study of the principles and elements of design. Two- and three-dimensional experiences aimed at exploring the materials and structure of art. Lecture and lab: 6 hours.
- ART1205C Color: Theory and Practice (3) FA SP** Creative problems in use of color, with emphasis on color fundamentals; also, exploration of media employing color. Lecture and lab: 6 hours.
- ART1300C Drawing I (3) FA SP** Beginning freehand drawing, with emphasis on problems in observation and interpretation of visual images and ideas. Open to all students, but required of art majors. Lecture and lab: 6 hours.
- ART1330C Figure Drawing (3) FA SP** Introduction to figure drawing, emphasizing the development of technical skills and self-expression through drawing the nude and clothed figure. Begins with anatomy studies and progresses to the conceptualization of human form. Lecture and lab: 6 hours.
- ART1340C Beginning Illustration (3) FA SP** Open to all students. Aimed at developing depth in rendering and drawing skills, with emphasis on finished drawings, matting, framing and formal presentation of work. Lecture and lab: 6 hours.
- ART1430C Screen Printing (3) SP** Introduction to the basic techniques of anserigraphy, with an emphasis on image development as a means of personal expression. A fast-paced course featuring hand-cut and filler stencils as well as the tusche method. Lecture and lab: 6 hours.
- ART1540C Watercolor Fundamentals (3) FA** Introduction to transparent and opaque watercolor techniques through lab, lecture and demonstration that focus on the unique possibilities of this medium. Lecture and lab: 6 hours.
- ART2203C Introduction to Design II (3) FA SP** An introduction to the basic methods and concepts in three-dimensional, sculptural design. Students will explore a variety of media as they gain experience solving sculptural problems. Emphasis will be placed on conceptual development and structural execution. Lecture and Lab: 6 hours.
- ART2301C Drawing II (3) SP** *Prerequisite:* ART1300C or acceptance of portfolio by instructor. Intermediate freehand drawing, emphasis on still life and the figure in black and white and colored drawing media. Required of art majors. Lecture and lab: 6 hours.
- ART2400C Introduction to Printmaking (3) FA** Introduction to the fundamental processes and designs for collograph, woodcut, linocut and etching. Lecture and lab: 6 hours.
- ART2500C Painting I (3) FA SP** Craft and technique of oil painting. The learning program is based on a number of problems encouraging individual solutions and involvement in aesthetic considerations. Lecture and lab: 6 hours.
- ART2501C Painting II (3) SP** Oriented to the student who has previous experience in painting, design, color or drawing. This course aims at depth in understanding established directions of painting, technology of color, composition, visual strategies and perception of form. Lecture and lab: 6 hours.
- ART2750C Introduction to Ceramics I (3) FA SP** Introduction to hand-building fundamentals and basic glazing and firing processes, emphasizing technical proficiency and conceptual expression. Lecture and lab: 6 hours. Additional fee.
- ART2752C Introduction to Ceramics II (3) FA SP** An introduction to wheel throwing techniques in clay. Students will also gain experience in basic studio practices, including firing and glazing. Lecture and lab: 6 hours. Additional fee.
- ART2955 Portfolio (I) SU** *Prerequisite:* two or more college-level art courses. Instruction for the serious art student seeking admission to a university or art school. Emphasis will be on developing a suitable portfolio and resume. Lab: 2 hours.
- PGY1800C Digital Photography (3) FA SP** This course combines fundamental photographic skills with digital technologies. Emphasis will be on basic camera operation, techniques and aesthetics. Students will explore a range of both commercial and fine art photographic applications. Students must supply their own digital camera. Lecture and lab: 6 hours.
- PGY2802C Intermediate Digital Photography (3) SP** *Prerequisite:* PGY1800C. This course prepares the student to use advanced principles of art to create and manipulate digital photographic images. Students will be able to use digital imaging techniques to effectively communicate their ideas. Emphasis is placed on the manipulation of photo-based media in the development of a professional portfolio of artwork. Beyond the additional fee and camera expense, students will spend approximately \$125 on supplies for the class. Students

will supply their own DSLR (Digital Single Lens Reflex) camera. Additional fee. Contact: 6 hours

Art History

- ARH2050 Introduction to Art History and Art Criticism I (3) FA SP SU** *Prerequisite:* satisfactory completion of the general education communications requirement. The study of art styles in Europe from prehistory to the Renaissance. Substantial writing component. Fulfills state writing requirement. Contact: 3 hours.
- ARH2051 Introduction to Art History and Art Criticism II (3) FA SP** *Prerequisite:* satisfactory completion of the general education communications requirement. The study of European art styles from the Renaissance to the present. Substantial writing component. Fulfills state writing requirement. Contact: 3 hours.
- ARH2500 Non-Western Art History (3) FA SP** *Prerequisite:* completion of the general education communications requirement. Introduction of art from non-Western cultures including Ancient America, Africa, Asia and Oceania. Substantial writing component. Fulfills state writing requirement. (GG) Contact: 3 hours.

Astronomy

- AST1002 Introduction to Astronomy (3) FA SP SU** *Prerequisites:* satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. Provides a general, non-mathematical introduction to astronomy, stressing basic physical principles applied to the universe as a whole. Includes features of our night sky, our solar system, stars and their evolution, galaxies and cosmology. Lecture: 3 hours.

Biological Sciences

- BOT1000 Plant Science (3) FA SP SU** *Prerequisites:* satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. General education course primarily for non-science majors. A basic introduction to the structure, function, reproduction, ecology and evolution of the kinds of organisms traditionally classified as plants (including bacteria, fungi and algae), with an emphasis on the higher plants (especially the flowering plants) and the significance of the plants to people. Internet and e-mail is required. Lecture: 3 hours.
- BSC1005 Introduction to Biological Sciences (3) FA SP SU** *Prerequisite:* satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. This course is designed to give a basic understanding of the unity of life and major biological concepts. The course surveys various topics in plant life, animal life, cell biology, anatomy, physiology, reproduction, development, genetics, ecology, evolution and taxonomy. Human life will be emphasized. Intended for non-science majors. Cannot be used to satisfy degree requirements by students who already have credit in BSC2011. Lecture: 3 hours.
- BSC1020 Introduction to Human Biological Sciences (3) FA SP SU** *Prerequisite:* satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. This introductory level human biological sciences course will focus on the anatomy and physiology of human beings, with emphasis on basic concepts and principles describing, atomic, molecular and cellular structures and a complete overview of major tissues, organs and organ systems. Additionally, the student will be introduced to basic diseases of each of the major organ systems, caused by either physical, biochemical, bacterial, viral or parasitic agents or by pollutants. Lecture: 3 hours.
- BSC1050 Environmental Systems (3) FA SP SU** *Prerequisite:* satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. Focus is on basic biological principles pertaining to the normal operation of and the impact of man on environmental systems. Energy principles, computer simulations and systems thinking may be used as tools for discussing public policy issues concerning environmental problems. Environmental issues unique to Florida will be used as a starting point for discussing more global problems. (GG) Lecture: 3 hours.
- BSC1084C Human Biology: Essentials of Anatomy and Physiology (4) FA SP** *Prerequisite:* satisfactory completion of Developmental Writing II (ENC0025), Developmental Reading II (REA0017) and Developmental Mathematics II (MAT0028), or appropriate placement scores. This one-semester combined lecture/laboratory

course provides an introduction to the topics of the anatomy and physiology of the human body that are required for students enrolled in Emergency Medical Services Technology and Paramedic programs. Not intended for nursing, dental hygiene, respiratory care or biology majors. Students who already have credit for BSC2085 cannot use this class to satisfy degree requirements. Lecture: 4 hours. Lab: 2 hours. Additional fee.

BSCI404C Introduction to Biotechnology Methods (4) FA

Prerequisites: satisfactory completion of Intermediate Algebra (MAT1033) or appropriate placement score, and General Chemistry for Allied Health (CHM1030) and Laboratory (CHM1030L). *Prerequisite or corequisite:* Introduction to Biotechnology (BSC1421). This is the first techniques course in the biotechnology program. Basic concepts and techniques necessary to work effectively in a biotechnology laboratory setting, including laboratory hazards and safety procedures, biotechnology laboratory skills and instrumentation are covered. Additional fee. Contact: 4 hours.

BSCI421 Introduction to Biotechnology (1) FA SP

Prerequisites: satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. Introduction to the biotechnology industry, with emphasis on current applications in medicine, agriculture, forensics and the environment. Introduction to bioprocessing and quality management and the ethical, legal and social issues relevant to biotechnology are provided. Seminar: 2 hours.

BSC2010 Biology for Science Majors I (3) FA SP SU

Prerequisites: satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores, and CHM1045. *Corequisite:* BSC2010L. This sequence (BSC2010 and BSC2011) is designed to provide depth in biology for students planning to major in biology-based sciences such as medicine, dentistry and veterinary medicine. Topics include methods of science, structural and functional organization of life from chemical and physical to cellular levels, bioenergetics, regulation of cell metabolism, membrane transport, enzyme kinetics, cell communication, cell reproduction, and molecular and organismal genetics. Students may be required to do Internet research related to lecture topics outside of class. Lecture: 3 hours.

BSC2010L Biology for Science Majors Laboratory I (1) FA SP SU

Prerequisite or corequisite: BSC2010. A lab course intended to be taken concurrently with BSC2010. Lab experiences will be correlated with lecture topics on the chemical, physical and cellular aspects of life, including biochemistry, measurements, enzyme kinetics, photosynthesis, cell respiration and reproduction, molecular and organismal genetics and aspects of prokaryotic and eukaryotic cell structure and diversity. Activities include traditional lab exercises, problem solving and critical thinking applications. Students will be required to do Internet research related to lab topics outside of lab. Lab: 2 hours. Additional fee.

BSC2011 Biology for Science Majors II (3) FA SP SU

Prerequisites: grade of "C" or better in BSC2010. A course emphasizing organismal and population biology. Topics include regulation of cell metabolism, comparative plant and animal physiology, developmental biology, population biology and ecology, evolutionary biology, and applications to clinical sciences. This sequence (BSC2010 and BSC2011) is designed for students who need to complete a first-year biological sciences course before transferring to a university program where such a course is a prerequisite to higher-level courses. Lecture: 3 hours.

BSC2011L Biology Lab for Science Majors II (1) FA SP SU

Prerequisites: grade of "C" or better in BSC2010L. Lab exercises will supplement as well as augment lecture material, and include problem solving, critical thinking applications and field exercises. Lab: 2 hours. Additional fee.

BSC2085 Anatomy and Physiology I (3) FA SP SU

Prerequisite: satisfactory completion of Developmental Writing II (ENC0025), Developmental Reading II (REA0017) and Developmental Mathematics II (MAT0028), or appropriate placement scores. *Recommended corequisite:* BSC2085L. High school chemistry, high school biology (or above) and medical terminology are strongly recommended before taking this course. This course, along with BSC2085L, is the first half of an investigation of the structure and functioning of the human body. The lecture and the lab together cover basic chemistry, basic cell biology, tissues and the integumentary system, skeletal system, muscular system and nervous system. Designed primarily for nursing, respiratory therapy, dental hygiene and other health care professions, the primary emphasis is physiology (function). Not intended for

biology majors or non-science majors. A comprehensive final exam in all sections of this course will test the student's knowledge of all the units covered in the semester. Lecture: 3 hours. Recitation: 1 hour. Additional fee.

BSC2085L Anatomy and Physiology I Laboratory (1) FA SP

SU Prerequisite or corequisite: BSC2085. This course, along with BSC2085, is the first half of an investigation of the structure and functioning of the human body. The lecture and the lab together cover basic chemistry, basic cell biology, tissues and the integumentary system, skeletal system, muscular system and nervous system. The primary emphasis is anatomy (structure). Designed primarily for nursing, respiratory therapy, dental hygiene and other health care professions. Not intended for biology majors or non-science majors. Major exams will be practical exams. Lab: 2 hours.

BSC2086 Anatomy and Physiology II (3) FA SP SU

Prerequisite: grade of C or better in BSC2085. *Recommended corequisite:* BSC2086L. This course is the second half of an investigation of the structure and functioning of the human body. Topics include the anatomy and physiology of cellular control systems; the special senses; the endocrine, cardiovascular, lymphatic, respiratory and reproductive systems; and fluid/electrolyte and acid/base balance. Lecture will focus on physiology and lab will focus on anatomy. All sections of lecture will have a mandatory comprehensive final exam. It is assumed that students have a mastery of the core physiological principles from BSC2085, including membrane dynamics and transport, cell signaling, biopotentials, molecular basis of muscle physiology, synaptic transmission and organization of the ANS. This material is not reviewed in BSC2086. Topics are available from the course coordinator. All sections are either Web-assisted or Web-based, so computer skills are required. Designed primarily for nursing, respiratory therapy and other health care professions. Not intended for biology majors. Lecture: 3 hours.

BSC2086L Anatomy and Physiology II Laboratory (1) FA SP

SU Prerequisite: grade of C or better in BSC2085L. *Prerequisite or corequisite:* BSC2086. Lab exercises designed to illustrate and reinforce the *Prerequisite or corequisite* lecture topics. Major exams will be practical exams. Lab: 2 hours. Additional fee.

ISCI001L Interdisciplinary Science Laboratory (1) SP

Prerequisite: grade of C or better in one general education science course. *Prerequisite or corequisite:* enrollment in a second general education science course in a different general education category. Emphasis is on laboratory experiences, which illustrate the interdisciplinary nature of the scientific process. Designed to supplement, reinforce, and integrate ideas presented in general education science courses. These experiences will center on several contemporary themes and involve critical thinking and cooperative activities. Lab: 2 hours. Additional fee.

MCB2004 General Microbiology (3) FA, SP, SU.

Prerequisites: satisfactory completion of Developmental Writing II (ENC0025) (or appropriate placement score), and a grade of "C" or better in Anatomy & Physiology I (BSC2085). *Recommended corequisite:* MCB2004L. Principles of microbiology and cell biology are covered, emphasizing microbial and viral structure, physiology, genetics, growth, pathogenesis and control. Basic physical, chemical, and biochemical explanations of microbial actions at the cellular and biofilm level will be presented including enzyme kinetics, cellular metabolism, and molecular genetics. Specific and non-specific defenses will be explored in detail along with the dynamics of the spread of epidemics. The biology and medical implications of HIV infection will be addressed. Students will be responsible for understanding major features of approximately 60-80 microbial diseases. Critical thinking and problem solving will be emphasized throughout the course. Case studies, written projects, and disease presentations are also emphasized. Lecture: 3 hours.

MCB2004L Microbiology Laboratory (1) FA SP SU

Prerequisite or corequisite: MCB2004. Chemical, biochemical and microbiological principles will be studied and demonstrated. Topics include aseptic techniques, isolation and identification of bacteria and fungi, bacterial growth and control, genetics and immunology, and water quality. Biochemical testing and critical thinking skills will be emphasized. All sections are Web-assisted, so computer skills are required. Approved lab coats are required for course. Students will be expected to apply the principles learned in MCB2004. Lab: 2 hours. Additional fee.

Business

ACG2001 Principles of Accounting I (3) OD *Prerequisite:* satisfactory completion of Developmental Writing II (ENC0025), Developmental Reading II (REA0017) and Developmental Mathematics II (MAT0028), or appropriate placement scores. Introduction to the theory and procedures used in recording, processing, reporting and analyzing financial information for business organizations. Topics include accounting for current assets, long-lived assets, liabilities and owner's equity. After completing this course, students should enroll in ACG2011. Students who complete the ACG2001-ACG2011 sequence should not enroll in ACG2021. The ACG2001 and ACG2011 sequence meets college and university requirements for financial accounting. Contact: 3 hours.

ACG2011 Principles of Accounting II (3) OD *Prerequisite:* ACG2001. This course completes an introduction to the theory and procedures used in recording, processing, reporting and analyzing financial information for business organizations. Topics include current and long-term liabilities, stockholders' equity, cash flow statement, and financial statement analysis. Students who complete the ACG2001-ACG2011 sequence should not enroll in ACG2021. The ACG2001 and ACG2011 sequence meets college and university requirements for financial accounting. Contact: 3 hours.

ACG2021 Financial Accounting (3) FA SP SU *Prerequisite:* satisfactory completion of Developmental Writing II (ENC0025), Developmental Reading II (REA0017), and Developmental Mathematics II (MAT0028), or appropriate placement scores. An introduction to financial accounting concepts and procedures. Generally accepted accounting principles and the accounting cycle are emphasized. Topics include merchandising activities, inventories, receivables, long-lived assets, liabilities, ownership equity and internal control for corporations and other business entities. Emphasis will also be placed on the use of financial statements as a basis for business decisions. Contact: 3 hours.

ACG2071 Managerial Accounting (3) FA SP SU *Prerequisite:* Satisfactory completion of ACG2021 or ACG2001 and ACG2011. An introduction to managerial accounting concepts and procedures. Emphasis is on the use of accounting information for managerial planning, control and decision-making. Topics include cost behavior, accounting for manufacturing operations, control of decentralized operations and budgeting. Contact: 3 hours.

ACG2450 Computer Accounting (3) SP *Prerequisite:* satisfactory completion of Developmental Writing II (ENC0025), Developmental Reading II (REA0017) and Developmental Mathematics II (MAT0028), or appropriate placement scores. An introductory computer accounting course. Accounting with QuickBooks will be emphasized. The computer will be used for general ledger procedures, accounts receivable, accounts payable, inventory, fixed assets, payroll and financial statement preparation. Contact: 3 hours. Additional fee.

ACG2500 Governmental and Not-for-Profit Accounting (3) FA *Prerequisite:* satisfactory completion of ACG2021 or ACG2001 and ACG2011. The study of the principles and practices of governmental and not-for-profit accounting. Topics include budgetary accounting, general and special revenue funds, capital projects, debt service funds, proprietary funds, fiduciary funds, account groups, inter-fund transactions and not-for-profit entities. Contact: 3 hours.

BUL2241 Legal Concepts of Business (3) FA SP Introduction to the legal setting in which business operates. Introduction to law, constitutional law, administrative law, torts, crimes, contracts and ethics. Contact: 3 hours.

CGS2100 Microcomputer Applications for Business (3) FA SP SU *Prerequisite:* MAT1033 or OST1324 with grade of C or better or placement into MGF1106 or higher. Designed to teach students how to use computers (hardware and software) in business, including business applications, commercial packages and the Internet. Overview of microcomputer applications, including a brief introduction to computer concepts, Microsoft Windows, Microsoft Office (Word, Excel, Access and PowerPoint), Web mail through the student's TCC eAccount, Internet Explorer and integration of the applications. Contact: 3 hours.

CGS2103 Advanced Microcomputer Applications (3) FA SP *Prerequisite:* CGS2100 with grade of C or better, or CGS1060 and OST1324 or MAT1033 with grade of C or better in both classes. An advanced personal computer course that will provide specialized training in advanced microcomputer software applications that are used in the workplace. Complex aspects and advanced features of word processing, spreadsheet, database, presentation, Internet

and integrated applications are included in the course. Contact: 3 hours. Additional fee.

ECO2220 Money and Banking (3) OD *Prerequisite:* satisfactory completion of Developmental Writing II (ENC0025), Developmental Reading II (REA0017) and Developmental Mathematics II (MAT0028), or appropriate placement scores. This course is a general survey of money and banking, covering the nature and functions of money, monetary standards, structure and functions of the Federal Reserve System, monetary and fiscal policy, recent monetary problems and international financial issues. Contact: 3 hours.

FIN1100 Personal Finance (3) FA SP SU Introductory personal finance course. Basic personal finance concepts will be used to study topics such as personal financial planning and budgeting, money management and tax strategies, banking services, consumer credit, home finance, transportation options, insurance, investing fundamentals and retirement planning. Contact: 3 hours.

GEB1011 Introduction to Business (3) FA SP SU Introductory survey course designed to acquaint the student with the nature of American business and how it operates in the contemporary economic, social and political environment. Contact: 3 hours.

GEB2955 International Business Practices (3) FA *Prerequisites:* MAT0028 and REA0017. A basic course designed to help the student develop a broad, conceptual viewpoint of international business activity and an understanding of the interrelationship among the U.S. business community and the global community. This course covers the nature and purpose of business between nations as well as the concepts of the multinational corporation and its importance in the world marketplace. (GG) Contact: 3 hours.

IDS2941 Technology and Professional Programs Internship (3) OD *Prerequisites:* 18 hours of courses within the student's program core. The internship course will provide students with an opportunity to gain hands on experience in their chosen area of study. Interns will complete a minimum of 150 hours in the field under the guidance of an instructor and the supervision of a designated professional. Contact: 3 hours.

MAN2021 Introduction to Management (3) FA SP *Prerequisite:* satisfactory completion of Developmental Writing II (ENC0025), Developmental Reading II (REA0017) and Developmental Mathematics II (MAT0028), or appropriate placement scores. Introduction to the basic principles, fundamental practices and techniques required for the managerial process within a variety of organizational frameworks. Emphasis is on helping the student to develop an effective managerial philosophy. Contact: 3 hours.

MARI350 Marketing the Individual (3) FA SP The course will require students to develop a self-marketing plan built upon the following marketing principles: research, communication skills and customer service. Students will develop career marketing goals and detailed marketing strategies or tools to achieve the goals. Marketing tools will include packaging, pricing, customer satisfaction, communications (oral and written) and creativity. Contact: 3 hours. Additional fee.

MAR2011 Principles of Marketing (3) FA SP *Prerequisite:* satisfactory completion of Developmental Writing II (ENC0025), Developmental Reading II (REA0017) and Developmental Mathematics II (MAT0028), or appropriate placement scores. A study of the activities involved in the flow of goods and services from producers to consumers, of marketing institutions and of the role of marketing in the economy. Contact: 3 hours.

MNA1161 Introduction to Customer Service (3) FA SP The course presents a practical approach to understanding and implementing the basic concepts of customer service and focuses on developing effective skills in satisfying internal and external customers in a wide variety of organizational settings. Emphasis on importance of maintaining a positive attitude and attention to detail. Topics include projecting a professional attitude and image, dealing with customers/clients, time management, effective communication, resolving complaints, working in a culturally diverse setting and evaluating the service function. Contact: 3 hours.

MNA2130 Business Writing (3) FA SP *Prerequisite:* satisfactory completion of Developmental Writing II (ENC0025) or appropriate placement score. Emphasis on effective writing in business communications. Focus on clarity, conciseness and directness in handling a variety of written business communications. Concepts of human relations as they affect written communications are included. Contact: 3 hours.

MNA2300 Human Resource Management (3) OD *Prerequisite:* satisfactory completion of Developmental Writing II (ENC0025), Developmental Reading II (REA0017) and Developmental Mathematics II (MAT0028), or appropriate placement scores. Study of the knowledge and skills that are part of the management task that focuses primarily on the management of people. Contact: 3 hours.

OST1324 Business Mathematics (3) FA A review of fundamental mathematics processes and the common business applications of these processes, such as cash and trade discounts, interest, markup, commission, payroll and taxes. The course includes training and practice in the use of electronic calculating machines. Contact: 3 hours.

REE1040 Real Estate Principles and Practices: Course I (4) OD Evening. Basic course designed to introduce the beginner to some of the major aspects of the real estate business today, such as property, contracts, deeds, financing, mortgages, brokerage, taxation, legal descriptions and Florida real estate license law. This course is designated as Course I by the Florida Real Estate Commission. (Course I is required for those who desire to become a real estate salesperson in Florida.) Contact: 4 hours.

RMII001 Introduction to Risk and Insurance (3) OD An introductory course to learn about personal and professional risk management and insurance. The course surveys various policy and risk options including property, homeowners, auto, life and health insurance and employee benefits. The lectures will present essential terminology and key insurance and risk management concepts. Includes discussions of current insurance issues. Contact: 3 hours.

SBM2000 Small Business Management (3) FA SP *Prerequisite:* satisfactory completion of Developmental Writing II (ENC0025), Developmental Reading II (REA0017) and Developmental Mathematics II (MAT0028), or appropriate placement scores. Study of concerns and trends unique to small businesses. Emphasis is on the effective establishment of a small business and on the profitable operation of an ongoing small business. Contact: 3 hours.

SPC1062 Business and Professional Speaking (3) FA SP *Prerequisite:* satisfactory completion of ENC0025 and REA0017, or appropriate placement score. Designed to focus on developing and refining oral communication skills in business and professions. Enhances basic speaking and listening skills, with additional attention to making presentations, working in groups, handling interviews, meetings, and employing multimedia materials in oral presentations. Lecture: 3 hours.

TAX2000 Income Tax Accounting (3) SP *Prerequisite:* satisfactory completion of Developmental Writing II (ENC0025), Developmental Reading II (REA0017) and Developmental Mathematics II (MAT0028), or appropriate placement scores. Study of federal income tax laws and procedures; concepts and methods of determining income of individuals, for income tax purposes. Contact: 3 hours.

Chemistry

CHM1020 Chemistry for General Education (3) FA SP *Prerequisites:* satisfactory completion of Developmental Writing II (ENC0025), Developmental Reading II (REA0017) and Developmental Mathematics II (MAT0028), or appropriate placement scores. Optional lab: CHM1030L. Covers the basic concepts of chemistry, with emphasis on its impact on modern society, including issues regarding energy, consumer products and health. This course is not designed to prepare students for CHM1030 or CHM1045. It cannot be used to satisfy degree requirements by students who already have credit for CHM1030 or CHM1045. Lecture: 3 hours.

CHM1030 General Chemistry for Allied Health (3) FA SP SU *Prerequisites:* satisfactory completion of Developmental Writing II (ENC0025), Developmental Reading II (REA0017) and Intermediate Algebra (MAT1033), or appropriate placement scores. Optional lab: CHM1030L. Topics include atomic theory, bonding, nomenclature, gases, acids and bases, solutions, and introduction to organic functional groups and biochemical molecules. Cannot be used to satisfy degree requirements by students who already have credit for CHM1020 or CHM1045. Lecture: 3 hours.

CHM1030L General Chemistry for Allied Health Laboratory (I) FA SP SU *Corequisite:* CHM1030 or CHM1020. Emphasis is on lab experiences from the health care professions that illustrate basic chemical principles. This course is designed to supplement and reinforce ideas presented in both CHM1030 and CHM1020. Lab: 2 hours. Approved chemical safety goggles required. Additional fee.

CHM1031 Physiological Chemistry for Allied Health (3) OD *Prerequisites:* satisfactory completion of CHM1030 and Anatomy and Physiology I (BSC2085). *Corequisite:* CHM1031L. This course provides an analysis of the dynamics of the compounds that are active in the human body. Topics include review of basic organic chemistry, the structure and function of proteins, nucleic acids, carbohydrates and lipids, protein biosynthesis, enzyme characteristics and regulation and metabolism. Lecture: 3 hours.

CHM1031L Physiological Chemistry for Allied Health Lab (I) OD *Prerequisites:* satisfactory completion of CHM1030L. *Corequisite:* CHM1031. Emphasis is on lab experiences from the health care professions that illustrate basic organic and biochemical principles. Student experiences include amino acid chromatography, study of enzyme-catalyzed reaction rates, electrophoresis techniques, tests for amino acids, proteins, carbohydrates and lipids. This course is designed to supplement and reinforce ideas presented in CHM1031. Approved chemical safety goggles required. Lab: 2 hours. Additional fee.

CHM1045 General Chemistry I (3) FA SP SU *Prerequisites:* satisfactory completion of Developmental Writing II (ENC0025), Developmental Reading II (REA0017) and MAC1105, or appropriate placement scores. *Corequisites:* CHM1045L. Primarily designed for students planning to major in science and related fields. Topics include atomic theory, periodic law, chemical bonding, molecular structure, chemical reactions, stoichiometry, nomenclature, physical states of matter and solutions. Graphing calculator recommended; check with the instructor for the most appropriate one. Lecture: 3 hours. Recitation: 1 hour. Additional fee.

CHM1045L General Chemistry Laboratory I (I) FA SP SU *Corequisite:* CHM1045. Emphasis on quantitative and qualitative lab techniques as well as on illustrations of the *Corequisite* lecture topics. Lab: 2 hours. Approved safety goggles required. Additional fee.

CHM1046 General Chemistry II (3) FA SP SU *Prerequisite:* grade of C or better in CHM1045. *Corequisite:* CHM1046L. Topics include colligative properties, acid-base theory, electrolytes, oxidation-reduction, chemical equilibrium, solubility product, chemical thermodynamics and electrochemistry. A graphing calculator is required; check with the instructor for the most appropriate one. Lecture: 3 hours. Recitation: 1 hour. Additional fee.

CHM1046L General Chemistry Laboratory II (I) FA SP SU *Prerequisite:* grade of C or better in CHM1045L. *Corequisite:* CHM1046. Emphasis is on quantitative techniques as well as illustrations of the *Corequisite* lecture topics. A graphing calculator is required; check with the instructor for the most appropriate one. Lab: 3 hours. Approved chemical safety goggles required. Additional fee.

CHM2210 Organic Chemistry I (3) FA SP *Prerequisite:* grade of C or better in CHM1046 or its equivalent. *Corequisite:* CHM2210L. Primarily designed for students planning to major in science and related fields. Nomenclature and physical properties of alkanes, alkynes, alcohols, alkyl halides and aromatic compounds are covered. This course takes a mechanistic approach to organic chemistry. Students are expected to learn not only the reactions discussed in class but also the mechanism by which the reactions take place. Lecture: 3 hours. Recitation: 1 hour. Additional fee.

CHM2210L Organic Chemistry I Laboratory (I) FA SP *Prerequisite:* grade of C or better in CHM1046L or its equivalent. *Corequisite:* CHM2210. This course provides an introduction to lab techniques important in the study of organic compounds, such as reflux, simple and steam distillation, and recrystallization. Includes extraction and synthesis of organic materials, as well as study of their chemical and physical properties. Experiments are conducted on both microscale and miniscale. Lab: 3 hours. Approved safety goggles required. Additional fee.

CHM2211 Organic Chemistry II (3) SP SU *Prerequisite:* grade of C or better in CHM2210 and CHM2210L or its equivalent. *Corequisite:* CHM2211L. Nomenclature and physical properties of aldehydes, ketones, ethers, carboxylic acids, acyl halides, esters, amides and amines are covered. This course takes a mechanistic approach to organic chemistry. Students are expected to learn not only the reactions discussed in class but also the mechanism by which the reactions take place. Spectroscopic analysis is covered, including proton and carbon-13 NMR and IR, UV and mass spectroscopy. Lecture: 3 hours. Recitation: 1 hour. Additional fee.

CHM2211L Organic Chemistry II Laboratory (I) SP SU *Prerequisite:* satisfactory completion of CHM2210L or its equivalent. *Corequisite:* CHM2211. This course is a continuation of CHM2210 and assumes knowledge of the basic lab techniques taught in CHM2210L. Students perform several advanced experiments, including a Grignard reaction

and a multi-step synthesis. Experiments are conducted on both microscale and miniscale. Lab: 3 hours. Approved chemical safety goggles required. Additional fee.

Child Development

CHD2220 Child Development (3) FA SP SU *Prerequisite:* satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. The developmental study of the normal child from conception to age twelve. The general developmental process and physical, mental and psychosocial development are discussed. The interaction between these processes and the individual's environment are examined and implications for the child, family and society are discussed. Lecture: 3 hours.

CHD2240 Adolescent Development (3) FA SP SU *Prerequisite:* satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. A study of cognitive, physical and psychosocial development during adolescence and young adulthood. Substantive issues such as identity formation, interaction with parents, peer group associations, sexuality and psychological problems are discussed. Lecture: 3 hours.

DEP2004 Human Development: Birth to Senescence (3) FA SP SU *Prerequisite:* satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. An overview of normal human behavior from birth to senescence. Cognitive, physical and psychosocial development are examined within a developmental framework and implications for the individual and the various institutions of our society are discussed. Lecture: 3 hours.

College Success

SLS0003* Foundations of Student Development (1) FA SP SU *Corequisite:* REA0007 and/or ENC0015. This course is designed to help students develop the basic skills necessary to become responsible learners and to prepare them for success in the classroom. Course topics include classroom behavior, attitude, basic study and test-taking skills and introduction to TCC resources and technology and to TCC policies and procedures critical to the first semester. Students who place into ENC0015 and REA0007 must enroll in SLS0003 in their first semester. Students cannot enroll in SLS0003 and SLS1510 at the same time. Lecture and discussion: 1 hour. Does not carry degree credit.

SLS1301 Career Planning (1) FA Provides an opportunity for the student to apply decision-making techniques in the selection of a career that is compatible with one's developing lifestyle, personal interests and aptitudes, and to establish an educational plan through which career goals can be pursued. The student is actively engaged in exploring individual strengths and weaknesses, as well as career opportunities, through interaction in the community and through the Career Information Center. Students cannot receive credit for both SLS1301 and SLS1510. Discussion: 1 hour.

SLS1510 College Success (3) FA SP SU This course is designed to build and reinforce skills necessary for college and career success. Topics include motivation, goal setting, learning styles, time management techniques, test skills, reading textbooks and memory skills. This course also covers topics such as wellness, interpersonal relationships, employability skills, financial management, choosing a college major and other career planning topics. Students who place into two or more college prep courses other than ENC0015 and REA0007 must enroll in SLS1510 within the first 12 attempted hours. All students who place into two or more college prep courses, including ENC0015 and REA0007, must enroll in SLS1510 within the first 15 attempted hours. Students cannot enroll in SLS0003 and SLS1510 at the same time. Students cannot receive credit for both SLS1301 and SLS1510. Contact: 3 hours.

Communications

CRW2001 Creative Writing (3) FA SP *Prerequisite:* completion of the general education communications requirement. This course offers instruction in writing fiction, poetry, drama and nonfiction and provides analysis of the student's work. The guiding principles of creativity will be discussed and illustrated. Lecture: 3 hours.

CRW 2002 Creative Writing II (3) SP *Prerequisite:* grade of C or better in CRW2001. This course uses techniques from CRW2001 to further enhance writing ability in fiction, poetry, drama and nonfiction, including techniques for development, peer review and publication. It includes a significant writing project and/or presentation. Lecture: 3 hours.

ENC1101 College Composition (3) FA SP SU *Prerequisite:* ENC0025 and REA0017, or appropriate placement scores. This course centers on reading and writing activities that support critical inquiry. Stressing writing as a process, the course emphasizes the rhetorical principles of academic writing, including the following: thesis statement; development with specific information and analysis; organization and transition; diction, tone and sentence style; and the grammar and mechanics of standard formal English. Substantial writing component. Fulfills state writing requirement. Lecture: 3 hours. Students must complete this course with grade of C or better before enrolling in other communication courses.

ENC1102 Argument and Persuasion (3) FA SP SU *Prerequisite:* grade of C or better in ENC1101. Building upon the writing skills developed in ENC 1101, this course focuses upon the rhetorical strategies and techniques required for writing college-level persuasive arguments. Lecture: 3 hours. Substantial writing component. Fulfills state writing requirements. Includes a research paper.

ENC1141 Writing about Literature (3) FA SP SU *Prerequisite:* grade of C or better in ENC1101. This course stresses techniques of expository writing. Students will read and analyze various literary genres for form and meaning. Students should also gain increased understanding of and appreciation for those same creative elements in modern media. Lecture: 3 hours. Substantial writing component. Fulfills state writing requirement. Includes a research paper.

ENC2210 Technical Communications (3) FA SP *Prerequisite:* grade of C or better in ENC1101. Does not fulfill the general education communications requirement. Designed to further mastery of the written communications encountered in the world of work. Focuses on the more rhetorical and persuasive aspects of effective technical communications. Students will become proficient in the use of standard professional correspondence (various types of letters, memos and e-mail) and also write descriptions of objects, processes, instructions, reports and proposals. Contact: 3 hours.

ENC2942 Intern Program in Publishing (3) OD *Prerequisite:* permission of instructor. Designed to provide students with real life experiences in publishing. such as manuscript selection, research, editing, proofreading, layout, photography, graphics and distribution. Students work under supervision of an editor. Limited to six students per semester. Permission of Talon instructor required. If recommended by the on-site supervisor and the instructor, a student may enroll for a second semester and receive an additional 3 credits. Lab: 6 hours.

FIL1930 Special Topics in Film (3) SP Special topics for students to further explore the field of film. Focus is placed on topical problems, current issues or emerging trends. Contact: 3 hours.

JOU2420L Newspaper Production (3) FA SP *Prerequisite:* ENC1101 required. *Prerequisite or corequisite:* MMC1100. A lab for developing skill in gathering, writing and evaluating news, copy reading, headlining and layout. Practical application is made through production of the College newspaper. Word processing skill is recommended. May be taken for credit three times, but permission of instructor is required for the third time. Lecture and lab: 3 hours.

JOU2440L Literary Magazine Production (2) SP *Prerequisite:* permission of the instructor or ENC1101. A lab for developing skill in evaluating, copy reading and editing poetry and prose, evaluating art and photography and developing skill in layout. Provides practical application of skills in producing College literary magazine. May be taken three times for credit, but permission of instructor is required for third time. Lecture and lab: 3 hours.

JOU2940L Newspaper Practicum (2) FA SP *Prerequisite:* satisfactory completion of six hours of JOU2420L. Practical application of writing, editing, design and photographic skills through producing the student newspaper. May be taken one time for credit. Lab: 3 hours.

MMC1000 Survey of Mass Media (3) FA SP Introduction to the media of mass communications with special emphasis on newspapers, magazines, radio, and television with a study of their nature and their responsibilities to the public. Lecture: 3 hours.

MMC1100 Writing for Mass Communication (3) FA SP *Prerequisite:* grade of C or better in ENC1101. An introductory course in the fundamentals of gathering, writing and evaluating news and opinion articles for the mass media, with emphasis on newspaper work and on-line production. Substantial writing component. Fulfills state writing requirement. Includes a research paper. Lecture: 3 hours.

RTV2102 Writing for the Electronic Media (3) FA SP *Prerequisite:* grade of C or better in ENC1101. An introductory course in gathering information and writing for the media, with emphasis on radio, television, and online broadcasts. Lecture: 3 hours. Substantial writing component. Includes a research project.

* Course will not count toward credit for the A.A. degree.

SPC1017 Fundamentals of Interpersonal Communications (3) FA SP SU *Prerequisite:* successful completion of ENC0025, or appropriate placement score. Designed to promote understanding of the transactional nature of speech communication. Provides concepts and experiences to help students communicate more effectively in interpersonal as well as public settings. Student participation centers on verbal and nonverbal aspects of speaking and listening. Lecture: 3 hours.

SPC2608 Public Speaking (3) FA SP SU Emphasis on speech composition, verbal and nonverbal skills of delivery and analytical listening. Provides the student with concepts and experiences designed to improve competence in a variety of public speaking situations. SPC1017 is recommended but not required as a *Prerequisite*. Lecture: 3 hours.

Composition

ENC1101 College Composition (3) FA SP SU *Prerequisite:* ENC0025 and REA0017 or appropriate placement scores. This course centers on reading and writing activities that support critical inquiry. Stressing writing as a process, the course emphasizes the rhetorical principles of academic writing, including the following: thesis statement; development with specific information and analysis; organization and transition; diction, tone and sentence style; and the grammar and the mechanics of standard formal English. Substantial writing component. Fulfills state writing requirement. Lecture: 3 hours. Students must complete this course with a grade of C or better before enrolling in other communication courses.

ENC1102 Argument and Persuasion (3) FA SP SU *Prerequisite:* grade of C or better in ENC1101. Building upon the writing skills developed in ENC 1101, this course focuses upon the rhetorical strategies and techniques required for writing college-level persuasive arguments. Lecture: 3 hours. Substantial writing component. Fulfills state writing requirement. Includes a research paper.

ENC1141 Writing about Literature (3) FA SP SU *Prerequisite:* grade of C or better in ENC1101. This course continues to stress techniques of expository writing. Students will read and analyze various literary genres for form and meaning. Students should also gain increased understanding of and appreciation for those same creative elements in modern media. Lecture: 3 hours. Substantial writing component. Fulfills state writing requirement. Includes a research paper.

ENC2210 Technical Communications (3) FA SP *Prerequisite:* grade of C or better in ENC1101. Does not fulfill the general education communications requirement. Designed to further mastery of the written communications encountered in the world of work. Focuses on the more rhetorical and persuasive aspects of effective technical communications. Students will become proficient in the use of standard professional correspondence (various types of letters, memos and e-mail) and also write descriptions of objects, processes, instructions, reports and proposals. Contact: 3 hours.

Computer Literacy

CGS1030 Computer Basics (3) FA SP SU Designed for students with little or no computer experience, this is an introductory course covering basic keyboarding, fundamental computer and Internet use. Students placing into one or more developmental courses are encouraged to take this course to strengthen skills to be successful in college. Computer concepts, future trends and technologies, keyboarding, the Windows operating system, and hands-on use of Microsoft Word and PowerPoint are included in this course. Contact: 3 hours.

CGS1060 Computer and Internet Literacy (3) FA SP SU *Prerequisite:* Satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. *Recommended prerequisites:* basic computer keyboard skills and successful completion of MAT0028. This course builds on previous computer experience covering a broad range of computing knowledge and skills that proves competency in the following areas: computer hardware and software fundamentals (including the use of Windows), key productivity applications (including word processing, spreadsheets, and presentation systems), and living in an online world (including network fundamentals, e-mails, and the effective use of the Internet as a communication tool and information resource). Collectively, these areas are known as IC3 digital literacy skills and are recognized globally with IC3 certification that can be obtained as an option within this class. Students will develop computer skills to aid them with college studies and workforce readiness. Hands-on use of a personal computer is required. Contact: 3 hours. Additional fee.

CGS1555 Internet (3) FA SP *Prerequisite:* satisfactory completion of Developmental Reading II (REA0017), or appropriate placement scores. This is a comprehensive course that focuses on the details of the Internet from an intermediate level. Students will compare and contrast Web browsers, search tools and a variety of utilities most often used with current Internet technologies. Hands-on activities include configuring browsers, installing plug-ins, creating and publishing basic HTML documents and uploading/ downloading files and various Web applications. Course content also covers basic e-mail, security and networking concepts related to Internet connectivity. Contact: 3 hours. Additional fee.

CGS2100 Microcomputer Applications for Business (3) FA SP SU *Prerequisite:* grade of C or better in MAT1033 or OST1324, or placed into MGF1106 or higher. This course is designed to teach students how to use computers (hardware and software) in business, including business applications, commercial packages and the Internet. This course provides an overview of microcomputer applications, including a brief introduction to computer concepts, Microsoft Windows, Microsoft Office (Word, Excel, Access and PowerPoint), the use of Web mail through the student's TCC eAccount, Internet Explorer and integration of the applications. Contact: 3 hours.

CGS2103 Advanced Microcomputer Applications (3) FA SP *Prerequisite:* CGS2100. Continuation of CGS2100. An advanced personal computer course that provides specialized training in advanced microcomputer software applications that are used in the workplace. More complex aspects and advanced features of word processing, spreadsheet, database, presentation, Internet and integrated applications are topics included in the course. Contact: 3 hours. Additional fee.

Computer Networking

CET2540 Open Systems Architecture I (3) FA SP *Prerequisite:* CNT1000. Provides students with a basic understanding of frame relay, integrated services digital network (ISDN), asynchronous transfer mode (ATM), synchronous optional network (SONET) and troubleshooting and problem solving of network systems. Contact: 3 hours.

CET2541 Open Systems Architecture II (3) SP SU *Prerequisite:* CET2540. Continuation of CET2540. Provides understanding of frame relay, integrated services digital network (ISDN), asynchronous transfer mode (ATM), synchronous optional network (SONET) and troubleshooting and problem solving of network systems. Contact: 3 hours.

CGS1555 Internet (3) FA SP *Prerequisite:* satisfactory completion of Developmental Reading II (REA0017), or appropriate placement scores. This is a comprehensive course that focuses on the details of the Internet from an intermediate level. Students will compare and contrast Web browsers, search tools and a variety of utilities most often used with current Internet technologies. Hands-on activities include configuring browsers, installing plug-ins, creating and publishing basic HTML documents and uploading/ downloading files and various Web applications. Course content also covers basic e-mail, security and networking concepts related to Internet connectivity. Contact: 3 hours. Additional fee.

CGS1560 Introduction to Operating Systems (3) FA SP This course focuses on client-side operating systems from an intermediate level. Client-side configuration and use of built-in utilities will be covered in-hands on labs. While primary focus is on client operating systems, this course also includes an introduction to server-side operating systems. Contact: 3 hours. Additional fee.

CNT1000 Introduction to Networks and Telecommunications (3) FA SP SU Covers network topics from the perspective of both the user and network administrators, giving students an insight into the field of computer networking. Covers the fundamentals of networking and telecommunications and career opportunities. Contact: 3 hours.

CNT1500 Computer Networking, Cabling & Troubleshooting (3) FA SP SU *Prerequisite:* satisfactory completion of Developmental Reading II (REA0017), or appropriate placement scores. Covers the standards and protocols of local area networks (LANs), wide area networks (WANs), PC to mainframe connections, LAN gateways to mainframe hosts and other distributed systems. The skills taught will focus on those of a network administrator. Emphasis will be on a variety of popular LAN hardware and software, as well as emerging technologies. Contact: 3 hours. Additional fee.

CNT2401 Introduction to Network Security (3) FA SP This course will serve as an introduction to network security. Topics covered include legal issues and policies, managing risks, identifying types of attacks, information security best practices, e-commerce needs, intrusion detection and platform-specific implementations. Contact: 3 hours.

CTS1131 Microcomputer Architecture (3) FA SP This course helps students prepare for Comtia A+ certification. Concepts include microcomputer hardware, how hardware interacts with software, how to identify computer components, peripherals, computer assembly, maintenance, upgrades, troubleshooting and repairs. Contact: 3 hours. Additional fee.

CTS2106 Introduction to Unix (3) OD *Prerequisite or corequisite:* CGS 1000. An introduction to the UNIX operating system through Linux and covers fundamental terminology, user and administrative commands, managing files and directories, creating and managing user accounts, scripting, managing resources and backing up system data. Students experience hands-on lab activities, including installation, configuration, monitoring and troubleshooting the operating system. Contact: 3 hours. Additional fee.

CTS2155 Computer User Support (4) FA *Prerequisite:* satisfactory completion of Developmental Reading II (REA0017), or appropriate placement scores and 3 credit hours of application software course(s). Covers the technical, interpersonal, communication and problem-solving skills required for those who intend to serve as IT support professionals or have a desire to understand the needed skills. The course will cover the needs of the end user and the role of end user support. Minimum of one hour per week in a computer lab setting required. Lecture: 3 hours. Lab: 1 hour. Additional fee.

CTS2351 Network Administration and Management (3) FA *Prerequisite:* CGS1560 and CNT1000. This course is designed to provide instruction in all aspects of network administration. Included are physical setup, user accounts, supervisory accounts, system workload and efficiency, file and directory management, user rights, server console skills, print server and network backup. Contact: 3 hours. Additional fee.

CTS2352 Advanced Network Administration (3) SP *Prerequisite:* grade of C or better in CTS2351. This course is designed to reinforce and build on concepts presented in CTS2351. Enterprise-wide network design, security, services and monitoring will be covered. Students will experience hands-on lab activities, including installation, configuration and monitoring and troubleshooting a network operating system. Contact: 3 hours. Additional fee.

Computer Programming

CAP2023 Introduction to Game Programming (3) FA SP This course introduces students to the exciting world of computer game design, covering the core concepts and providing hands-on experience. Contact: 3 hours.

CAP2024 Advanced Game Programming (3) FA *Prerequisite:* CGS2525 and a grade of C or better in CAP2023. This course builds upon CAP 2023 Introduction to Game Programming. Design and development of interactive, Web-based computer games using the ActionScript programming language is the objective of this course. ActionScript programming will be used for accepting user input, button and mouse objects, text fields, game control, motion control, collision detection and resolution, control of movie clips, and component development. Contact: 3 hours

CGS1000 Introduction to Computer Technology (3) FA SP SU *Prerequisite:* satisfactory completion of Developmental Reading II (REA0017), or appropriate placement scores. Overview of major fields within the computer technology area. Concepts and terminology from computer programming, computer networking, multimedia and other areas will be covered. Hands-on exercises are included with lecture material. The student is provided with a background in the major computer technology fields and can use this course to help pursue a career in a specific field of interest or to simply become more aware of today's trends. Contact: 3 hours.

CGS1540 Database Concepts (3) FA SP *Prerequisite:* MAT1033 and satisfactory completion of Developmental Reading II (REA0017), or appropriate placement scores. This is an introduction to database systems. Emphasis will be on the concept of information as a corporate resource and the importance of managing this resource. Topics covered include a comparison of databases with traditional file systems, related database concepts, introduction to structured query language (SQL), database design using entity relationship models and database normalization. Contact: 3 hours. Additional fee.

CGS1820 Web Page Authoring (3) FA *Prerequisite:* satisfactory completion of Developmental Reading II (REA0017), or appropriate placement scores. This is an introduction to HTML for use in creation of Web pages, covering the basics of creating Web pages with links, graphics, tables, forms, frames and cascading style sheets. Basic page design fundamentals are covered. Page formatting using table layout methods is included. Students are introduced to JavaScript to see programming can add dynamic qualities to a Web page. Recommended that students have basic file management and browser skills. Contact: 3 hours. Additional fee.

CGS2069 Starting a Business on the Internet (3) SP *Prerequisite:* satisfactory completion of Developmental Reading II (REA0017), or appropriate placement scores. Introduction to the knowledge and skills required to develop and start a business on the Internet. Topics include an overview of Internet commerce, business basics, advertising, marketing and security issues. Contact: 3 hours.

COP2220 Introduction to C++ Programming (3) FA SP SU *Prerequisite:* satisfactory completion of Developmental Reading II (REA0017) and Intermediate Algebra (MAT1033), or appropriate placement scores. This is an introductory course in computer programming. Algorithm design and the concepts of problem solving for computer software development are emphasized. The fundamentals of the C++ language are covered. C++ is used to implement and code computer programming problems. Contact: 3 hours. Additional fee.

COP2221 Intermediate Programming with C++ (3) FA SP *Prerequisite:* grade of C or better in CGS2220. This is a second semester course in using the C++ programming language. Topics covered include arrays, array searching and sorting algorithms, pointer variables, character and string processing, structures, arrays of structures, file operations, object-oriented programming, linked lists, and stacks and queues. Contact: 3 hours. Additional fee.

COP2332 Visual Programming (3) OD *Prerequisite:* grade of C or better in COP2220. This course briefly reviews the basic concepts of programming, problem solving and programming logic while incorporating the design techniques of an event-driven language. Material covered allows programmers to learn how to deal with a visual interface while acquiring important programming skills such as creating projects with decisions and loops. Students will divide their time between lecture and lab. Contact: 3 hours. Additional fee.

COP2800 Introduction to Java Programming (3) FA SP *Prerequisite:* grade of C or better in COP2220, or permission of the instructor. This is an introduction to object-oriented programming using the JAVA programming language. Contact: 3 hours. Additional fee.

COP2822 Scripting for the Web (3) SP *Prerequisite:* CGS1820. This project-oriented course covers basic through advanced JavaScript skills including integrating JavaScript into an HTML file, writing user-defined functions, creating popup windows, adding scrolling messages, validating forms, changing graphic images, writing formulas, creating, writing and reading cookies, writing HTML to frames and windows, array processing, table manipulation and creation and manipulation of custom objects. Contact: 3 hours. Additional fee.

CTS2441 Database Programming (3) OD *Prerequisite:* grade of C or better in CGS1540 with grade of C or better. This course prepares students for the first exam in both the Oracle Database Administrator (DBA) and Oracle Forms Developer certification tracks and offers them a solid understanding of Oracle and how to use it effectively. Students begin with a solid foundation for creating databases, then strengthen their knowledge in creating queries. This textbook also covers SQL*Plus and iSQL*Plus so students can identify and distinguish the differences between these interfaces. Contact: 3 hours.

Creative Writing

CRW2001 Creative Writing (3) FA SP *Prerequisite:* completion of communications requirement. This course offers instruction in writing fiction, poetry, drama and nonfiction and provides analysis of the student's work. The guiding principles of creativity will be discussed and illustrated. Lecture: 3 hours.

CRW 2002 Creative Writing II (3) SP *Prerequisite:* grade of C or better in CRW2001. This course uses techniques from CRW2001 to further enhance writing ability in fiction, poetry, drama and nonfiction, including techniques for development, peer review and publication. It includes a significant writing project and/or presentation. Lecture 3 hours.

Crime Scene

CJE1770* Crime Scene Photography (3) FA SP *Prerequisite or corequisite:* CJE2640. Includes basic crime scene photography skills including camera operation, exposure to specialty light sources and digital photography techniques and procedures. Contact: 3 hours. Additional fee.

CJE2640* Crime Scene Investigation (3) FA SP *Prerequisite:* satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. A study of the theory and practice of the techniques used to protect, collect, process and analyze the physical evidence found at a crime scene. Emphasis on crimes against persons including murder, rape, battery and robbery. Contemporary cases are followed to examine the application of crime scene evidence to case solution and prosecution. Contact: 3 hours. Additional fee.

CJE2643* Advanced Crime Scene Investigation (3) FA SP *Prerequisite:* satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores, and CJE2640. Covers advanced principles, theories and applications in crime scene investigation. Specialized collection procedures of weapons, traffic crash evidence, arson, gunshot residue, blood spatter and recovery of buried bodies and surface skeletons included. Data analysis, reporting and plan of action development emphasized. Contact: 3 hours. Additional fee.

CJE2670* Introduction to Forensic Science (3) FA SU *Prerequisite:* satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. Exposes the student to the capabilities and functions of a full-service crime lab. Also covers evidence selection and submission to crime labs in accordance with established standards and legal requirements, including chain of custody. Contact: 3 hours.

CJE2671* Latent Fingerprint Development (3) SP *Prerequisite:* CJE2640. 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. Contact: 3 hours. Additional fee.

CJE2672* Fingerprint Classification (3) FA SP *Prerequisite:* satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. Teaches the Henry modified system of fingerprint classification and prepares the student for a position as an inked fingerprint examiner. Contact: 3 hours. Additional fee.

CJE2676* Biological Evidence (3) SP *Prerequisite:* CJE2640. Exposes students to the forensic value, handling, preservation, testing and documentation of biological evidence. Also addresses safety issues involved in handling biological evidence. Contact: 3 hours. Additional fee.

CJL2610* Courtroom Presentation of Scientific Evidence (3) SP SU *Prerequisites:* CJE2640 and CJE2643. This course covers dress and grooming for and speaking, listening and stress control during courtroom proceedings. 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. Contact: 3 hours.

Criminal Justice

CCJ1020 The Criminal Justice System (3) FA SP SU *Prerequisite:* satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. Introduces the structure and function of components of the criminal justice system, including law enforcement and courts and corrections; an explanation of the goals of the system; and the major issues, concepts and trends surrounding the field of criminal justice. Contact: 3 hours.

CCJ1600 Deviant Behavior (3) FA SP SU *Prerequisite:* satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. Studies deviant behaviors that criminal justice practitioners interact with daily. Topics include the nature of deviance, sexual deviance, alcoholism, drug addiction, mental illness, violence and suicide. Contact: 3 hours.

CCJ2000 Crime and Delinquency: Nature and Causes (3) FA SP SU *Prerequisite:* satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate

placement scores. Provides a framework for studying criminology by defining the field of criminology and discussing its basic concepts. The major criminological and juvenile delinquency themes are examined in detail, including the biological, psychological, and sociological theories, as well as the integration of these theories. Contact: 3 hours.

CCJ2192 Introduction to Conflict Management (3) FA SP *Prerequisite:* satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. Examines the tools that criminal justice personnel can use to manage or wage conflicts in constructive ways. Processes such as active listening, principles of negotiation, mediation, arbitration, victim and criminal offender mediation, and nonviolent direct action will be addressed. Contact: 3 hours.

CCJ2452 Justice Administration (3) SP SU *Prerequisite:* CCJ1020, or CJE1000, or CJC1000, or Florida Criminal Justice Standards and Training Commission Academy equivalent or permission of instructor. Analyzes the justice system utilizing a systems approach reflecting both pure administrative theory and esoteric concepts, as well as practical perspective and principles. Studies justice agencies and personnel with respect to organizational behavior, administrative techniques and other major issues of administration. Contact: 3 hours.

CCJ2930 Seminar on Contemporary Criminal Justice Issues (3) FA SU *Prerequisite:* satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. Discussion of contemporary criminal justice issues. Contact: 3 hours.

CJC1000 Corrections (3) FA SP SU *Prerequisite:* satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. History and philosophy of corrections in America including the organization and objectives of local, state and federal agencies. Emphasis on contemporary problems, including selecting and training career officers to perform the wide variety of correctional functions in a democratic society. Contact: 3 hours.

CJC2162 Probation, Pardons, Parole (3) OD *Prerequisite:* satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. The principles and methods of parole and probation systems at federal, state and local levels; court procedures; the role of probation and parole officers and their associates in the rehabilitation process and the procedures for granting pardons. Contact: 3 hours.

CJC2300 Corrections Administration and Operations (3) OD *Prerequisite:* CCJ1020, or CJC1000, or Florida Criminal Justice Standards and Training Commission Academy equivalent or permission of instructor. Current administrative organization and operational practices in correctional institutions. Emphasis on line and mid-management levels of supervision. Contact: 3 hours.

CJE1000 Law Enforcement (3) FA SP SU *Prerequisite:* satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. History and philosophy of law enforcement in America, including the organization and objectives of local, state and federal agencies. Emphasis on contemporary problems, selecting and training career officers to enforce the law in a democratic society. Contact: 3 hours.

CJE1770* Crime Scene Photography (3) FA SP *Prerequisite or corequisite:* CJE 2640. Includes basic crime scene photography skills, such as camera operation, exposure to specialty light sources, digital photography techniques and procedures. Contact: 3 hours. Additional fee.

CJE2140 Public and Private Security (3) OD *Prerequisite:* satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. Examines the origins and development of security from medieval England to current times. The concept of security is discussed as a response to and a reflection of society's structure and economic emulations, society's perception of law and crime and society's morality. Introduces contemporary security issues such as security equipment and procedures, current relevant legislation and loss prevention theory. Contact: 3 hours.

CJE2300 Police Administration and Operations (3) OD *Prerequisite:* CCJ1020 or CJE1000 or Florida Criminal Justice Standards and Training Commission Academy equivalent, or permission of instructor. Current administration organization and operational practice in law enforcement agencies. Emphasis on line and mid-management levels of supervision. Contact: 3 hours.

CJE2400 Police Community Relations (3) OD *Prerequisite:* satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. Studies the development of police peacekeepers. Areas of concern will be the police and formal community organizations, minority groups, religious groups, student groups and political dissenters. Contact: 3 hours.

CJE2600 Criminal Investigation (3) FA SU *Prerequisite:* satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. A study of the theory and application of methods of investigation that include, but go beyond the scope of the crime scene. Emphasis on felonies, specifically the crimes against persons: murder, rape, battery and robbery. Contemporary cases are followed to demonstrate how the detective solves the crime and helps prosecute the felon. Contact: 3 hours.

CJE2640* Crime Scene Investigation (3) FA SP *Prerequisite:* satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. A study of the theory and practice of the techniques used to protect, collect, process and analyze the physical evidence found at a crime scene. Emphasis on crimes against persons including murder, rape, battery and robbery. Contemporary cases are followed to examine the application of crime scene evidence to case solution and prosecution. Contact: 3 hours. Additional fee.

CJE2643* Advanced Crime Scene Investigation (3) FA SP *Prerequisite:* satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores and CJE2640. Covers advanced principles, theories and applications in crime scene investigation. Specialized collection procedures of weapons, traffic crash evidence, arson, gunshot residue, blood spatter and recovery of buried bodies and surface skeletons are included. Data analysis, reporting, and plan of action development is emphasized. Contact: 3 hours. Additional fee.

CJE2670* Introduction to Forensic Science (3) FA SU *Prerequisite:* satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. Exposes the student to the capabilities and functions of a full-service crime lab. Also covers evidence selection and submission to crime labs in accordance with established standards and legal requirements, including chain of custody. Contact: 3 hours.

CJE2671* Latent Fingerprint Development (3) SP *Prerequisite:* CJE2640. 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. Contact: 3 hours. Additional fee.

CJE2672* Fingerprint Classification (3) FA SP *Prerequisite:* satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. Teaches the Henry modified system of fingerprint classification and prepares the student for a position as an inked fingerprint examiner. Contact: 3 hours. Additional fee.

CJE2676* Biological Evidence (3) SP *Prerequisite:* CJE2640. Exposes students to the forensic value, handling, preservation, testing and documentation of biological evidence. Also addresses safety issues involved in handling biological evidence. Contact: 3 hours. Additional fee.

CJJ2002 Juvenile Justice (3) FA SP *Prerequisite:* satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. Introduces the major issues and trends surrounding the field of juvenile justice, primarily in the United States. Includes an explanation and analysis of juvenile law, theories of delinquency causation and procedural requirements in the system. Major concentration is on the structure and procedural aspects of the juvenile justice system. Contact: 3 hours.

CJLI500 The Court System (3) FA SP SU *Prerequisite:* satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. Examines the history, traditions, and philosophy of the American court system. Emphasis on the roles of the prosecutor, judge, defense attorney, jurors, offenders and the public. Focuses on the general themes of law on the books, law in action, and law in controversy. Contact: 3 hours.

CJL2100 Criminal Law (3) FA *Prerequisite:* satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II

(REA0017), or appropriate placement scores. History and development of criminal law. The elements of federal and state statutes and local ordinances of frequent concern and their punishments will be discussed. Florida statutes will be emphasized. Contact: 3 hours.

CJL2610* Courtroom Presentation of Scientific Evidence (3) SP SU *Prerequisites:* CJE2640 and CJE2643. This course covers dress and grooming for and speaking, listening and stress control during courtroom proceedings. Visual aid preparation and presentation of all evidence (commonly referred to as scientific evidence) collected at the crime scene are also included. Mock trial exercises will be used. Contact: 3 hours.

CJL2130 Criminal Evidence and Procedures (3) SP *Prerequisite:* satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. The study of the laws of arrest, search and seizure and due process of law. Florida criminal procedure will be emphasized. Contact: 3 hours.

DSCI005 Terrorism (3) FA SP *Prerequisite:* satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. Comprehensive overview of international and domestic terrorism, including the theoretical foundations and the criminology of terrorism. Special emphasis on U.S. Homeland Security. Contact: 3 hours.

Dance

Note: A total of two semester hours credit in physical education activity courses, including dance courses, may be allowed toward the 60 semester hours required for graduation with the A.A. degree.

DAA1100 Contemporary Dance (I) FA A physical activity designed to provide the knowledge and basic skills of modern dance. Also included are brief readings in the history of dance and its place in contemporary society. Activity: 3 hours.

DAA1101 Contemporary Dance II (I) SP *Prerequisite:* DAA1100 or permission of the instructor. A continuation of dance techniques as learned in DAA1100, with additional experiences in dance composition. Activity: 3 hours.

DAA1200 Ballet I (I) FA Beginning level ballet technique, the use of ballet vocabulary, correct alignment of the body and the application of simple step combinations in center work. Activity: 3 hours.

DAA1201 Ballet II (I) SP *Prerequisite:* DAA1200 or equivalent. Using skills learned in DAA1200, students will learn more advanced combinations and applications of the movement vocabulary. Activity: 3 hours.

DAA1300 Social Dance (I) FA SP Instruction in contemporary ballroom dance, with an emphasis on dancing as a physical activity that enhances physical fitness and social well-being. The course includes instruction in rhythm, Latin and smooth dance including swing, hustle, mambo, salsa, merengue, rumba, cha cha, fox trot and waltz. The appreciation of ballroom dance will be enhanced by a brief overview of ballroom dance history. Activity: 2 hours.

DAA1304 Dance: Swinging with Technique (I) FA SP Instruction in contemporary country western dance and a variety of swing dances, with an emphasis on dancing as a physical activity that enhances physical fitness and social well-being. The course includes instruction in the basic elements of the country western dances recognized by the United Country Western Dance Council as the competition dances and a variety of the popular swing dances. Proper technique and execution will be emphasized. The dances taught will include, but not be limited to, the two-step, night club two-step, polka, cha cha, waltz, East coast swing, West coast swing, hustle (3-count) and single swing. The country western techniques will be compared to ballroom dance techniques to enhance an appreciation of both areas of dance. Activity: 2 hours.

DAA1500 Beginning Jazz Dance (I) FA SP Basic techniques and skills of jazz dance. Activity: 3 hours.

DAA1610 An Introduction to Dance Composition (2) SP Introduction to the craft of choreography. Students will explore basic rhythmic, spatial and dynamic materials through group improvisation and individual studies. (not an activity course) Contact: 2 hours.

DAN2120 The History of Dance (3) FA A study of the development of dance as it relates to the history of cultures and societies, emphasizing the evolution of dance as an art form. Designed to heighten student awareness of dance as an integral part of society and establish an appreciation of dance's impact on the making of art. The major

periods of dance history, master choreographers and their works will be explored through lecture, discussion and media presentation. (not an activity course) Contact: 3 hours.

Dental Assisting

DEA0020* Dental Assisting Preclinic Theory (0) FA *Prerequisite:* acceptance into the dental assisting program. *Corequisite:* DEA0020L. The course is an introduction to dentistry and the dental assisting profession, including duties and responsibilities, orientation to the dental office, basic concepts of microbiology and an introduction to the basic skills in dental assisting including, but not limited to, infection control procedures, instrument identification and four-handed dentistry. Contact: 30 hours per semester.

DEA0020L* Dental Assisting Preclinic Laboratory (0) FA *Prerequisite:* acceptance into the dental assisting program. *Corequisite:* DEA0020. The course provides for the clinical application of materials in DEA0020, with hands-on instruction in the use and sterilization of all instruments and basic fundamentals of chairside assisting. Subject areas are arranged in a clinical competency program, which is a method of study that helps the student master each skill before advancing to the next level. Contact: 240 hours per semester. Additional fee.

DEA0800* Clinical Practice and Procedures I Theory (0) SP *Prerequisites:* grade of C or better in DEA0020, DEA0020L, DES1020 and DES1020L. *Corequisite:* DEA0800L. The course is designed to acquaint the dental assisting student with the necessary background materials and assisting procedures involved in each dental specialty. Topics include, but are not limited to, instrument identification for specialty practices, professional demeanor and human relations in the dental office. Contact: 30 hours per semester.

DEA0800L* Clinical Practice and Procedures I Lab (0) SP *Prerequisites:* grade of C or better in DEA0020, DEA0020L, DES1020 and DES1020L. *Corequisite:* DEA0800*. The course provides the opportunity for each student to receive closely supervised instruction in all phases of chair-side dental assisting through rotations at the public health units and community dental offices. Contact: 285 hours per semester. Additional fee.

DEA0830* Expanded Functions I Theory (0) SP *Prerequisites:* grade of C or better in DEA0020 and DEA0020L, DES1020 and DES1020L. *Corequisite:* DEA0830L. The course is designed to provide the basic knowledge of the first component of the rules and regulations of the Florida State Board of Dentistry. Topics include, but are not limited to, preliminary charting, coronal polishing, fluoride application, and application of topical anesthetic. Contact: 30 hours per semester.

DEA0830L* Expanded Functions I Lab (0) SP *Prerequisites:* grade of C or better in DEA0020 and DEA0020L, DES1020 and DES1020L. *Corequisite:* DEA0830. The course provides lab and clinical practice necessary for the first component of the rules and regulations of the Florida State Board of Dentistry. Subject areas are arranged in a lab and clinical competency program, which helps students master each skill before advancing to the next module. Each module contains information needed to learn through the use of general and specific behavioral objectives. Contact: 30 hours per semester.

DEA0831* Expanded Functions II Theory (0) SU *Prerequisites:* grade of C or better in DEA0020, DEA0020L, DEA0830, DEA0830L, DES1020, DES1020L, DES1200 and DES1200L. *Corequisite:* DEA0831L. The course is designed to be a continuation of DEA0830, providing the basic knowledge necessary to perform the more complex expanded functions delegated by the rules and regulations of the Florida State Board of Dentistry. Contact: 30 hours per semester.

DEA0831L* Expanded Functions II Lab (0) SU *Prerequisites:* grade of C or better in DEA0020, DEA0020L, DEA0830, DEA0830L, DES1020, DES1020L, DES1200 and DES1200L. *Corequisite:* DEA0831. The course is designed to be a continuation of DEA0830L. Subject areas are arranged in a lab and clinical competency program that helps the student master each skill before advancing to the next module. Each module contains the information needed to learn through the use of general and specific behavioral objectives. Contact: 30 hours per semester.

DEA0850* Clinic Practice and Procedures II Theory (0) SU *Prerequisite:* grade of C or better in DEA0020, DEA0020L, DES1020, DES1020L, DES1200 and DES1200L. *Corequisite:* DEA0850L. The course is a continuation of DEA0020. Topics include, but are not limited to, dental implants, oral pathology, new technology and pharmacology. Contact: 30 hours per semester.

DEA0850L* Clinical Practice and Procedures II Lab (0) SU *Prerequisites:* grade of C or better in DEA0020, DEA0020L, DES1020,

DES1020L, DES1200 and DES1200L. *Corequisite:* DEA0850. The course provides the student the opportunity to assist dentists and their staff in a variety of private practice offices in the community. Assignments are in specialty as well as general practice offices. Contact: 210 hours per semester.

DES0053* Nitrous Oxide Monitoring (0) SU *Prerequisite:* grade of C or better in DEA0020 and DEA0020L, DES1020, DES1020L, DES1200, DES1200L, DEA0830 and DEA0830L. Didactic information and clinical practical applications in the use of nitrous oxide sedation and general anesthesiology. Topics covered include proper handling of related equipment, delivery techniques, pharmacology, safety considerations, signs and symptoms of complications and emergency management. Contact: 15 hours per semester.

DES1020* Dental Anatomy Theory (2) FA *Prerequisite:* acceptance into the dental assisting or dental hygiene program. *Corequisite:* DES1020L. The course is a comprehensive study of the orofacial and related structures of the head and neck. Included is a study of basic tooth structure in the primary and permanent dentition, the formation of those structures, types of teeth, relationship of form to function, principles of occlusion, periodontal health, tooth eruption schedules and the effects of deviation from normal findings in the permanent dentition. The tissues of the oral cavity and pharynx are discussed, along with salivary glands and various types of papillae and tonsillar tissues. The course content includes a detailed examination of head and neck anatomy; the bones of the skull and the landmarks of each; muscles of mastication; muscles of facial expression, with origins, insertions, blood supply and innervation of each; distribution of the arteries and veins of the head and neck; lymphatic drainage, and the twelve cranial nerves, with special emphasis on the fifth and seventh. Temporomandibular joint function and disorders causing facial pain will also be discussed. Timing of the content will correlate with the *Corequisite* Dental Anatomy Lab, DES1020L. Contact: 2 hours per week.

DES1020L* Dental Anatomy Lab (1) FA *Prerequisite:* acceptance into the dental assisting or dental hygiene program. *Corequisite:* DES1020. This course is designed to provide an in-depth study of tooth morphology for dental assisting, and hygiene students. Laboratory exercises will include identification, characteristics and eruption/exfoliation dates of each of the primary and permanent teeth, distinguishing right and left. Students will use acrylic replicas and natural teeth to locate landmarks and characteristics on each of the primary and permanent teeth. Basic information about orofacial landmarks and anatomy of the support structures of the teeth will be provided. Laboratory exercises will be supplemented with a study guide. Contact: 1 hour per week.

DES1200* Dental Radiology (2) SP *Prerequisites:* grade of C or better in DEA0020, DEA0020L, DES1020 and DES1020L. *Corequisite:* DES1200L. The course is designed for the dental assisting or hygiene student and includes the study of theory and principles used to expose, process and mount dental radiographs. Recognition of normal and abnormal conditions visible on dental radiographs and the identification of the hazards and safety precautions eminent to radiographic procedures are among the topics covered in the course. Intraoral and extraoral techniques will be discussed, as well as the types of films, sensors and cassettes that might be used. Digital radiography principles and techniques will be included. Quality control procedures will be followed in both the darkroom and chair-side settings. Slides will be used extensively to study radiographic anatomy and pathology. Cephalometric tracings will be done in class. The course content will be structured to complement laboratory activities. Special emphasis will be placed on infection control. Carpal radiographs will be included as required by Florida Law. Contact: 2 hours per week.

DES1200L* Dental Radiology Lab (1) SP *Prerequisite:* grade of C or better in DEA0020, DEA0020L, DES1020 and DES1020L. *Corequisite:* DES1200. Students will achieve proficiency in performing radiographic techniques on a DXTTR manikin prior to exposure of radiographs on patients. Intraoral and extraoral exposure techniques will be covered. Students completing Dental Radiology Lab will be able to produce technically acceptable interproximal and periapical radiographs with bisecting and paralleling techniques on primary, mixed, complete dentitions or edentulous patients. Students will also expose technically acceptable occlusal, panoramic, facial profile and carpal radiographs. Digital radiography will be included. Manual and automatic processing methods are used and film duplication procedures are practiced. Laboratory exercises will include mounting and interpretation of films prior to evaluation. Students will learn to distinguish radiographic pathology from normal oral landmarks. Infection control and quality control is maintained throughout laboratory exercises. Contact: 45 hours per semester. Additional fee

* Course will not count toward credit for the A.A. degree.

DES1600* Dental Office Emergencies (2) SP *Prerequisite:* acceptance into the dental assisting or dental hygiene program. An introduction to elements of dental care as it relates to risk management of medically compromised patients. The major portion of the course deals with the prevention, recognition and management of medical emergencies that occur in the dental office. An introduction to common systemic diseases, with emphasis on their implications for dental treatment planning, and the management of medical and dental emergencies. Contact: 2 hours per week.

DES2100* Dental Materials Theory (2) FA *Prerequisite:* acceptance into the dental assisting or hygiene program. *Corequisite:* DES2100L. The course provides an introduction to the chemical, physical and handling characteristics of materials commonly used in dentistry. The biological compatibility of each material will be outlined. These materials include precious and nonprecious metals, ceramics, dental amalgams, acrylic plastics, filled and nonfilled resins, porcelains, impression materials, implant materials and various waxes. Contact: 2 hours per week.

DES2100L* Dental Materials Lab (1) FA *Prerequisite:* acceptance into the dental assisting or dental hygiene program. *Corequisite:* DES2100. The Dental Laboratory exercises are designed to familiarize the student with the properties, application and uses of selected materials presented in lecture. The student will develop a working knowledge of those materials and gain entry-level experience in the handling of materials through participation in the laboratory exercises and dental laboratory visitation. The information presented in the laboratory course will coincide with DES2100, Dental Materials Lecture, which is recommended as a *Corequisite*. Contact: 45 hours per semester. Additional fee.

DES2502* Clinic and Office Management (1) SU *Prerequisite:* acceptance into the dental assisting or hygiene program. The course includes information relevant to the theoretical and practical administration of the dental office/clinic. Lectures are relevant to the responsibilities of the dental professional in the dental office. Information presented includes development of resumes, interviewing, office interpersonal relations, legal responsibilities, complete office record keeping (i.e. appointment scheduling, billing and collections, third party payment, clerical and dental supply inventory and tax records) and office management techniques. The student is also introduced to the use of office equipment such as fax machines, calculators, telephones, postage meters and computers. There is a laboratory portion of the course that requires the student to perform hands-on exercises with computers and a fax machine. Contact: 30 hours per semester.

Dental Hygiene

DEH1002* Dental Hygiene Preclinic Theory (2) FA *Prerequisites:* grade of C or better in BSC2085, BSC2085L, BSC2086, BSC2086L, MCB2004, MCB2004L, CHM1030 and ENC1101 and acceptance into the dental hygiene program. *Corequisite:* DEH1002L. Introduction to instrumentation techniques and clinical procedures. Topics include principles of instrumentation, prevention of disease transmission in the dental setting and patient evaluation skills such as vital signs, health history, dental charting, oral inspections and treatment planning. Contact: 2 hours per week.

DEH1002L* Dental Hygiene Preclinic Lab (3) FA *Prerequisites:* grade of C or better in BSC2085, BSC2085L, BSC2086, BSC2086L, MCB2004, MCB2004L, CHM1030 and ENC1101, and acceptance into the dental hygiene program. *Corequisite:* DEH1002. The laboratory and clinical portion of DEH1002 allows students to master basic assessment and instrumentation skills through practice on manikin models prior to performing services on peers. Contact: 135 hours per semester. Additional fee.

DEH1130* Embryology and Oral Histology (2) FA *Prerequisites:* grade of C or better in BSC2085, BSC2085L, BSC2086, BSC2086L, MCB2004, MCB2004L, CHM1030 and ENC1101 and acceptance into the dental hygiene program. The study of the minute structures of the body, with particular reference to the teeth and the supporting tissues. Morphology of different tissues, early embryonic development and histological features of the structure of the oral cavity are studied. Contact: 2 hours per week.

DEH1400* General and Oral Pathology (3) SU *Prerequisites:* grade of C or better in: DEH1002, DEH1002L, DES1020, DES1020L and DEH1130. The principles of general pathology in relationship to diseases of the teeth, soft tissues and supporting structures of the oral cavity. The importance of early recognition of abnormal conditions in the mouth is emphasized. Contact: 4.5 hours per week.

DEH1800* Dental Hygiene I Theory (2) SP *Prerequisites:* grade of C or better in BSC2085, BSC2085L, BSC2086, BSC2086L, MCB2004, MCB2004L, CHM1030 and ENC1101. *Corequisite:* DEH1800L. An introduction to the elements of dental hygiene care as they relate to the clinical learning experience. Topics include selected patient assessment procedures, dental hygiene treatment planning, informed consent and treatment presentation. Methods of presenting oral hygiene instruction and patient education according to priority of individual needs is emphasized. Progressive development of instrumentation, oral prophylaxis procedures, and dental and periodontal documentation in record keeping are theorized in the lectures. Contact: 2 hours per week.

DEH1800L* Dental Hygiene I Clinic (3) SP *Prerequisites:* grade of C or better in BSC2085, BSC2085L, BSC2086, BSC2086L, MCB2004, MCB2004L, CHM1030, ENC1101, DEH1002 and DEH1002L. *Corequisite:* DEH1800. Course material from DEH1800 applied in providing patient care in the dental hygiene clinic. Students receive instruction in providing dental hygiene care by various instructors in one-to-one teaching situations as well as one-to-five instructor to student ratios. Students progress individually in a competency-based learning approach for mastery of skills. Patients range in age from preschool to geriatric, with levels of difficulty in dental hygiene treatment cases ranging from healthy periodontal status to mild periodontitis with moderate levels of hard deposits and inflammatory states. Contact: 120 clock hours per semester. Additional fee.

DEH1802* Dental Hygiene II Theory (2) FA *Prerequisites:* grade of C or better in DEH1800, DEH1800L, DES1200, DES1200L and DEH2300. *Corequisite:* DEH1802L. The course is a continuation of dental hygiene theory from DEH1800, with emphasis on didactic information regarding patient assessment, periodontal case study development, gingival curettage, oral irrigation, post-operative osteitis, cytological specimens and the use of ultrasonic scalers. State-regulated expanded functions are presented didactically and in laboratory, including proper procedures in use of rubber dams, matrix retainers, correlation of radiographs, root planing, use of ultrasonic scalers, advanced instrumentation techniques, retraction cord placement and removal, post-operative osteitis dressing, periodontal dressing and cytological specimens. Selected topics are required for clinical competence in DEH1802L. Contact: 2 hours per week.

DEH1802L* Dental Hygiene II Clinic (3) FA *Prerequisites:* grade of C or better in DEH1800, DEH1800L, DES1200, DES1200L, DEH2300 and DEH2602L. *Corequisite:* DEH1802. The course includes the application of course material from Dental Hygiene II Theory in providing patient care in the dental hygiene clinic. Emphasis is placed on total patient care through treatment planning from thorough patient assessment. Periodontally involved patients will be treated affording students the opportunity for instruction in advanced periodontal instrumentation. Clinical sessions will include opportunities to practice advanced instrumentation techniques as well as expanded functions as taught in the theory course. Competency requirements for the completion of this clinical course include application of pit and fissure sealants, transferring dental instruments, use of ultrasonic scalers, loading and passing aspirating syringes, correlation of radiographs, root planing and taking impressions for study models. External clinical experience in the areas of special need patients and children, periodontal patients, geriatric patients will be obtained from the area correctional institutions, Southwestern Hospital, Public Health facilities, the Veteran's Administration and other sites. Contact: 240 clock hours per semester. Additional fee.

DEH2300* Pharmacology (3) SP *Prerequisites:* grade of C or better in DEH1002, DEH1002L, DES1020, DES1020L and DEH1130. The study of drugs and anesthetics, with special consideration given to those used in the treatment of dental disease. The course acquaints students with the origin of these drugs and anesthetics, their physical and chemical properties, modes of administration and effects upon the body system. Contact: 3 hours per week.

DEH2504* Dental Specialties (1) SP *Prerequisites:* grade of C or better in DEH1800, DEH1800L, DES1200, DES1200L and DEH2300. The course is designed to acquaint the dental hygiene student with all the areas of specialization that a dental practice may be limited to in providing patients with individualized, optimal dental care. An overview of some specialties will be provided by the course leader. Dental specialists and guest lecturers will provide students with an in-depth understanding of each specialty, through visual presentation of patient cases followed by a question and answer period. Contact: 1 hour per week.

DEH2602* Periodontology (2) SU *Prerequisites:* grade of C or better in DEH1800, DEH1800L, DES1200, DES1200L and DEH2300. A study of biological and clinical factors as they relate to periodontal

disease. This course is designed to help the dental hygiene student acquire knowledge of the biologic basis for periodontal therapy. Emphasis will be placed on the recognition and differentiation of periodontal health and disease states, formulation of a dental hygiene treatment plan, initial and maintenance therapy and referral of patients. Contact: 2 hours per week.

DEH2602L* Periodontology Lab (3) SU *Prerequisites:* grade of C or better in DEH1800, DEH1800L, DES1200, DES1200L and DEH2300. *Corequisite:* DEH2602. This lab/clinical course introduces students to the treatment of moderate to advanced periodontal disease. The on-campus clinic experience involves dental hygiene treatment that includes patient education, periodontal evaluation through radiographic interpretation and clinical assessment, treatment planning and Phase I therapy for periodontal disease. One-on-one instruction in advanced periodontal instrumentation is taught on periodontal patients who present as periodontal case-based learning requirements of the program. Contact: 120 clock hours per semester.

DEH2701* Community Dental Health (2) FA *Prerequisites:* grade of C or better in DEH1800, DEH1800L, DES1200, DES1200L and DEH2300. The course prepares the dental hygiene student to promote oral health and prevent oral disease in the community. The concepts of assessment, planning, implementation and evaluation phases of community-based programs are taught. The student will plan a community oral health education program that is implemented and evaluated in the Community Dental Health Practicum. Cultural differences, socioeconomic factors and barriers to health care are discussed in relation to developing preventive programs. Federal and state public health programs are discussed, as are current public health issues. Community oral health programs for vulnerable populations such as indigent, geriatric and special needs patients are included. Contact: 2 hours per week.

DEH2701L* Community Dental Health Lab (1) SP *Prerequisites:* grade of C or better in DEH2504, DEH2802, DEH2802L, DEH2701, DEH1400, DES2100, DES2100L, DEH2602, DEH2602L and DEH2300. The course is a continuation and practicum component of DEH2701. In this course, students apply public health/health education principles by designing and presenting dental health education projects to various audiences. Emphasis is placed on students interacting with a variety of groups, which may include public school students (grades K12), nursing home residents, health fair participants, mentally and physically handicapped children and adults and children in Head Start programs. Contact: 15 hours per semester.

DEH2804* Dental Hygiene III Theory (2) SP *Prerequisites:* grade of C or better in DEH1802, DEH1802L, DEH1400, DES2100, DES2100L, DEH2602, DEH2602L and DEH2300. *Corequisite:* DEH2804L. This is the final dental hygiene theory course. Emphasis is on ethics and jurisprudence, clinical seminars (as needed), student presentations of periodontal case studies and an in-depth review of Florida statutes and laws regulating the practice of dentistry and dental hygiene. Time is also allowed for a Mock Clinical Board Examination. Contact: 2 hours per week.

DEH2804L* Dental Hygiene III Clinic (4) SP *Prerequisites:* grade of C or better in DEH1802, DEH1802L, DEH1400, DES2100, DES2100L, DEH2602, DEH 2602L and DEH2300. *Corequisite:* DEH2804*. This is the final clinical course. The student will demonstrate ability to synthesize and conceptualize all knowledge, theory and skills previously learned and use these skills and practical skills previously learned to provide direct patient services at the entry-level (or above) proficiency required of a licensed dental hygienist. Responsibilities in expanded functions will be practiced and performed to clinical competence on patients, use of ultrasonic scalers, correlation of radiographs, root planing and impressions for study models. External clinical experience in the areas of special needs patients, children, periodontal patients and geriatric patients will be obtained from area correctional institutions and public health facilities. A mock clinical board exam using members of the professional community as examiners will be administered to students in preparation for the state board examination. Contact: 240 clock hours per semester. Additional fee.

DEH2900* Dental Programs Independent Study (1) FA SP *Prerequisite:* Permission of program chair. This course is an independent study whereby dental assisting or dental hygiene students may be provided individual instruction for remediation or review of clinical skills and/or didactic course materials. Each student will meet with the course director to establish requirements for individual student needs. Students are graded on the basis of (S) satisfactory or (U) unsatisfactory performance. Contact: 15 hours per semester. Additional fee.

DES1020* Dental Anatomy (2) FA *Prerequisites:* acceptance into the dental assisting or hygiene program. *Corequisite:* DES1020L. This course is a comprehensive study of the orofacial and related structures in the head and neck. Included is a study of basic tooth structure in the primary and permanent dentition, the formation of those structures, types of teeth, relationship of form to function, the principles of occlusion, periodontal health, tooth eruption schedules and the effects of deviation from normal findings in the permanent dentition. The tissues of the oral cavity and pharynx are discussed along with salivary glands and various types of papillae and tonsillar tissues. The course content includes a detailed examination of head and neck anatomy; the bones of the skull and the landmarks of each; muscles of mastication; muscles of facial expression, with origins, insertions, blood supply and innervation of each; distribution of the arteries and veins of the head and neck; lymphatic drainage; and the twelve cranial nerves, with special emphasis on the fifth and seventh. Temporomandibular joint function and disorders causing facial pain will also be discussed. Timing of the content will correlate with the *Corequisite*, Dental Anatomy Lab, DES1020L. Contact: 2 hours per week.

DES1020L* Dental Anatomy Laboratory (1) FA *Prerequisites:* acceptance into the dental assisting or dental hygiene program. *Corequisite:* DES1020*. Dental Anatomy Laboratory is designed to provide an in-depth study of tooth morphology for dental assisting, and hygiene students. Laboratory exercises will include identification, characteristics, and eruption/exfoliation dates of each of the primary and permanent teeth, and distinguishing right from left. Students will use acrylic replicas and natural teeth to locate landmarks and characteristics on each of the primary and permanent teeth. Basic information about orofacial landmarks and anatomy of the support structures of the teeth will be provided. Laboratory exercises will be supplemented with a study guide. Contact: 1 hour per week.

DES1200* Dental Radiology (2) SP *Prerequisite:* grade of C or better in DES1020 and DES1020L. *Corequisite:* DES1200L. The course is designed for the dental assisting or hygiene student and includes the study of the theory and principles used to expose, process, and mount dental radiographs. Recognition of normal and abnormal conditions visible on dental radiographs, and the identification of the hazards and safety precautions eminent to radiographic procedures are among the topics covered in the course. Intraoral and extraoral techniques will be discussed, as well as the types of films, sensors and cassettes that might be used. Digital radiography principles and techniques will be included. Quality control procedures will be followed in both the darkroom and chair-side settings. The course content will be structured to complement laboratory activities. Special emphasis will be placed on infection control. Carpal radiographs will be included as required by Florida Law. Contact: 2 hours per week.

DES1200L* Dental Radiology Lab (1) SP *Prerequisite:* grade of C or better in DES1020, DES1020L. *Corequisite:* DES1200. Students will achieve proficiency in radiographic technique on a DXTTR manikin prior to exposure of radiographs on patients. Intraoral and extraoral exposure techniques will be covered. Students completing Dental Radiology Lab will be able to produce technically acceptable interproximal and periapical radiographs with bisecting and paralleling techniques on primary, mixed, or complete dentitions, or edentulous patients. Students will also expose technically acceptable occlusal, panoramic, facial profile, and carpal radiographs. Digital radiography will be included. Manual and automatic processing methods are used and film duplication procedures are practiced. Laboratory exercises will include mounting and interpretation of films prior to evaluation. Students will learn to distinguish radiographic pathology from normal oral landmarks. Infection control and quality control is maintained throughout laboratory exercises. Contact: 45 clock hours per semester. Additional fee.

DES1600* Dental Office Emergencies (2) FA *Prerequisite:* acceptance into the dental assisting or dental hygiene program. This course provides an introduction to elements of dental care as it relates to risk management of medically compromised patients. The major portion of the course deals with the prevention, recognition and management of medical emergencies that occur in the dental office. Topics include common systemic diseases, with emphasis on their implications for dental treatment planning, and the management of medical and dental emergencies. Contact: 2 hours per week.

DES1840* Preventive Dentistry (2) FA *Prerequisites:* grade of C or better in: BSC2085, BSC2085L, BSC2086, BSC2086L, MCB2004, MCB2004L, CHM1030 and ENC1101 and acceptance into the dental hygiene program. This course provides an introduction to concepts used in oral health instruction and patient education. Includes etiology of dental disease, plaque control, oral physiotherapy, methodology

of oral health instruction and patient motivational techniques. This course gives students an opportunity to develop skills needed for teaching patients how to achieve optimal dental health and offers experience in communication skills for interpersonal, professional and patient education interaction. Contact: 2 hours per week.

DES2051* Pain Control (2) FA *Prerequisites:* grade of C or better in DEH1800, DEH1800L, DES1200, DES1200L and DEH2300. Didactic information and clinical practical applications in the use of nitrous oxide sedation and anesthesiology, with specific emphasis on the local anesthetics used in dentistry. Topics covered include proper handling of related equipment delivery techniques, pharmacology, safety considerations, signs and symptoms of complications and emergency management. Contact: 2 hours per week.

DES2100* Dental Materials Theory (2) FA *Prerequisite:* acceptance into the dental assisting or hygiene program. *Corequisite:* DES2100L. The course provides an introduction to the chemical, physical and handling characteristics of materials commonly used in dentistry. The biological compatibility of each material will be outlined. These materials include precious and nonprecious metals, ceramics, dental amalgams, acrylic plastics, filled and non-filled resins, porcelains, impression materials, implant materials and various laboratory waxes. Contact: 2 hours per week.

DES2100L* Dental Materials Laboratory (1) SU *Prerequisite:* acceptance into the dental assisting or dental hygiene program. *Corequisite:* DES2100. The Dental Laboratory exercises are designed to familiarize the student with the properties, application, and uses of selected dental materials presented in lecture. The student will develop a working knowledge of those materials and gain entry-level experience in the handling of materials through participation in the laboratory exercises and dental laboratory visitation. The information presented in the laboratory course will coincide with DES 2100, Dental Materials Lecture, which is recommended as a *Corequisite*. Contact: 45 clock hours per semester. Additional fee.

DES2502* Clinic and Office Management (1) SP *Prerequisite:* acceptance into the dental assisting or hygiene program. The course includes information relevant to the theoretical and practical administration of the dental office/clinic. Lectures are relevant to the responsibilities of the dental professional in the dental office. Information presented includes development of resumes, interviewing, office interpersonal relations, legal responsibilities, complete office record keeping (i.e., appointment scheduling, billing and collections, third party payment, clerical and dental supply inventory, and tax records) and office management techniques. The student is also introduced to the use of office equipment such as fax machines, calculators, telephones, postage meters and computers. There is a laboratory portion of this course that requires the student to perform hands-on exercises with computers and a fax machine. Contact: 1 hour per week.

Developmental Mathematics

MAT0018* Developmental Mathematics I (4) FA SP SU This course is designed for students who have little or no background in algebra and need to strengthen their mathematics background in order to be successful in MAT0028, Developmental Mathematics II. The course builds students' skills in performing basic algebraic manipulations as they apply to integer and rational numbers, properties of real numbers as applied to variable expressions, and solving linear equations. The course is four (4) credit hours of institutional credit, one (1) hour of which is a required lab hour. Does not carry degree credit.

MAT0028* Developmental Mathematics II (4) FA SP SU *Prerequisite:* MAT0018. ** Developmental Mathematics II (4) FA SP SU Prerequisite:* Appropriate placement score or completion of MAT0018. MAT0028, Developmental Mathematics II, is a course for students who possess basic arithmetic skills and have some background in algebra, but have not demonstrated the algebra skills necessary to be successful in college level mathematics courses. The course is designed to supplement and strengthen the skills the student possesses, and to give the student the needed skills required for successful completion of MAT1033, Intermediate Algebra. The course focuses on algebraic concepts and skills for solving equations and inequalities, applying the laws of exponents to simplify polynomials, factoring polynomial expressions and using factoring to solve equations, graphing linear equations in two variables, and performing basic operations with radical expressions. Successful completion of MAT0028 requires students to pass the class with a grade of "C" or better. The course is four (4) credit hours of institutional credit, one (1) hour of which is a lab hour. Does not carry degree credit.

MAT0029* Preliminary Statistics: STATWAY I (4) FA is for students who possess basic arithmetic and reading skills and have some background in algebra, but have not demonstrated the algebra skills necessary to be successful in college-level mathematics courses. The course is designed to supplement and strengthen the skills the student possesses and to give the student the skills required for successful completion of STA2023 (STATWAY II). This sequence is for students who do not wish to major in science, technology or mathematics (STEM) areas. The sequence focuses on concepts and methods of statistics, with an emphasis on data analysis. Topics include methods for collecting data, graphical and numerical descriptive statistics, correlation, simple linear regression, basic concepts of probability, confidence intervals and hypothesis tests for means and proportions, and chi-square tests. Students completing STATWAY I (MAT0029) must enroll in the STATWAY II section of STA2023 the following semester. STATWAY I (MAT0029) offers 4 credit hours of instructional credit, 1 hour of which will be a lab hour. STATWAY I (MAT0029) carries no degree credit.

STA2023 Introductory Statistics: STATWAY II (3) SP *Prerequisite:* grade of C or better in MAT0029. STATWAY I and II are for students who possess basic arithmetic and reading skills and have some background in algebra, but have not demonstrated the algebra skills necessary to be successful in college-level mathematics courses. This course is for students who do not wish to major in science, technology or mathematics (STEM) areas. The STATWAY I and II sequence focuses on concepts and methods of statistics, with an emphasis on data analysis. Topics in STATWAY II include basic concepts of probability, confidence intervals, hypothesis tests for means and proportions, and chi-square tests. (Note that STATWAY II designates specific sections of STA2023 that are open only to students who have completed MAT0029. Students who wish to enroll in a non-STATWAY section of STA2023 should refer to the Statistics section of this catalog.) Lecture: 3 hours. This course carries 3 credit hours of college-level mathematics credit.

Developmental Reading

REA0007* Developmental Reading I (4) FA SP SU *Prerequisite:* Developmental Reading I is a course designed to help students develop vocabulary, reading strategies, and study skills through a wide variety of readings and web-assisted instruction. REA 0007 must be completed prior to enrolling in REA0017. Does not carry degree credit.

REA0017* Developmental Reading II (4) FA SP SU *Prerequisite:* Appropriate placement scores or successful completion of REA 0007. REA 0017 is designed to help students develop the reading skills and strategies that are essential for literal and critical comprehension of ideas expressed in writing. This course emphasizes effective strategies for college-level reading through classroom instruction. To enroll in ENC 1101, the student must score C or better in the class. Does not carry degree credit.

Developmental Writing

EAP0384* English As a Second Language for Academic Purposes, Level I (4) FA SP This course is intended to assist international students and non-native speakers of English in acquiring academic writing skills necessary for college success. Targets specific second language problems such as use of articles, idiomatic expressions, prepositions, verb tenses, and word endings. Also provides instruction in effective paragraph writing. Skills are developed by speaking, listening, reading, and writing in English. Minimum of one hour per week in lab setting required. Students will be eligible for enrollment in EAP 0440 upon successful completion of EAP 0384 with a minimum grade of C or better. Lecture 3 hours, Lab 1 hour. Does not carry degree credit.

EAP0440* English as a Second Language for Academic Purposes, Level II (4) FA SP *Prerequisite:* EAP 0384 This course is intended to assist international students and non-native speakers of English in acquiring academic writing skills necessary for college success. Targets specific second language problems such as use of articles, idiomatic expressions, prepositions, verb tenses, and word endings. Also provides instruction in effective paragraph writing, and short essay development. Skills are developed by speaking, listening, reading, and writing in English. Minimum of one hour per week in a lab setting required. To enroll in ENC 1101, the student must pass the class with a grade of C or better. Lecture 3 hours, Lab 1 hour. Does not carry degree credit.

ENC0015* Developmental Writing I (4) FA SP SU This course is intended for the student whose placement scores indicate a need to develop a strong foundation in grammar and composition prior to enrolling in ENC0025. This course focuses on the basic skills of grammar and usage, developing effective sentences and writing unified paragraphs. A minimum of one hour per week in a lab setting is required. To enroll in ENC0025, the student must earn a grade of C or better in this class. Lecture: 3 hours. Lab: 1 hour. Does not carry degree credit.

ENC0025* Developmental Writing II (4) FA SP SU This course is intended for the student who is exiting ENC0015 with a grade of C or better or the student whose placement scores indicate the need to develop a strong foundation in writing skills. This course teaches how to write effective paragraphs and short essays. Focus is on providing written responses to assigned reading selections and reviewing CLAS grammar skills. A minimum of one hour per week in a lab setting is required. To enroll in ENC1101, the student must earn a grade of C or better in this class and pass the state-mandated exit exam. Lecture: 3 hours. Lab: 1 hour. Does not carry degree credit.

Diagnostic Medical Sonography

SON1100* Principles and Protocols of Sonographic Imaging (3) *Prerequisites:* admission to the Diagnostic Medical Sonography Program. *Corequisite:* SON1170C. An introduction to the basic approaches of sonographic scanning and scanning protocols for the abdomen and pelvis. Lecture: 30 hours per semester.

SON1111* Abdominal Sonography I (2) *Prerequisites:* SON1100, SON1170. *Corequisites:* SON1121, SON1211, SON1804. An introduction to the cross-sectional anatomy of the abdominal area and its recognition on sonographic visualization systems. Contact: 30 lecture hours and 45 lab hours per semester.

SON1111* Abdominal Sonography I Lab (1) Laboratory and clinical application of concepts and procedures studied in SON1111*. Lab: 1 hour per week.

SON1112* Abdominal Sonography II (2) *Prerequisites:* SON1111, SON1121, SON1211 and SON1804. *Corequisites:* SON1122, SON1212, SON1214 and SON1814. An in-depth presentation of sonographs of the abdominal area, stressing deviations from the norm and studies that make a diagnostically acceptable study. Contact: 30 lecture and 45 lab hours per semester.

SON1112* Abdominal Sonography II Lab (1) Laboratory and clinical application of concepts and procedures studied in SON1112*. Lab: 1 hour per week.

SON1121* Sonographic OB/GYN I (2) *Prerequisites:* SON1100 and SON1170. *Corequisites:* SON1111, SON1211, SON1214 and SON1804. An introduction to the cross-sectional anatomy of the female reproductive system with and without an existing pregnancy. The sonographic recognition of the normal pregnancy throughout all terms of pregnancy is presented. Contact: 30 lecture and 45 lab hours per semester.

SON1121* Sonographic OB/GYN I Lab (1) Laboratory and clinical application of concepts and procedures studied in SON1121*. Lab: 1 hour per week.

SON1122* Sonographic OB/GYN II (2) *Prerequisites:* SON1111, SON1121, SON1211 and SON1804. *Corequisites:* SON1112, SON1212, SON1214 and SON1814. The detection of anomalies, pathology, deviation from normal and the planes that must be sonographically imaged for accurate diagnosis of fetal anomalies and gynecological and obstetric patients. Contact: 30 lecture and 45 lab hours per semester.

SON1122* Sonographic OB/GYN II Lab (1) Laboratory and clinical application of concepts and procedures studied in SON1122*. Lab: 1 hour per week.

SON1141* Small Parts Sonography (2) *Prerequisites:* SON1112, SON1122, SON1212, SON1214 and SON1814. *Corequisites:* SON1215, SON1824. A general introduction to the areas of carotid, eye, thyroid, prostate, scrotum, breast and other superficial structures. Contact: 30 lecture and 45 lab hours per semester.

SON1141* Small Parts Sonography Lab (1) Laboratory and clinical application of concepts and procedures studied in SON1141*. Lab: 1 hour per week.

SON1170* Sonography of the Circulatory System (2) *Prerequisites:* Admission to the Diagnostic Medical Sonography Program. *Corequisites:* SON1100. Upon successful completion of the course, the student will be able to apply knowledge of the anatomy and physiology hemodynamics of the cardiac and vascular system to

sonographic imaging and Doppler evaluation of the various systems of the body. Contact: 30 lecture and 45 lab hours per semester.

SON1170* Sonography of the Circulatory System Lab (1) Laboratory and clinical application of concepts and procedures studied in SON1170*. Lab: 1 hour per week.

SON1211* Medical Sonographic Physics I (3) *Prerequisites:* SON1100 and SON1170. *Corequisites:* SON1111, SON1121 and SON1804. A study of the principles of diagnostic ultrasound and the fundamental properties of ultrasonic physics, stressing tissue interactions and interfaces. Focusing characteristics, methods, intensity and power considerations are introduced, along with system resolution considerations. Contact: 3 hours per week.

SON1212* Medical Sonographic Physics II (3) *Prerequisites:* SON1111, SON1121, SON1211 and SON1804. *Corequisites:* SON1112, SON1122, SON1214 and SON1814. A continuation of the study of the properties of diagnostic ultrasound, stressing the operation of diagnostic equipment, the display systems, biological effects and quality assurance methods. Current developments in ultrasound are reviewed, discussed and evaluated. Contact: 3 hours per week.

SON1214* Practical Aspects of Sonography I (3) *Prerequisites:* SON1111, SON1121, SON1211 and SON1804. *Corequisites:* SON1112, SON1122, SON1212 and SON1814. A study of the principles of diagnostic ultrasound and practical aspects of scanning techniques, film critique, film identification and patient care and handling as related to sonographic examination. Stressing the operation of diagnostic ultrasound equipment and routine images obtained. Contact: 45 lecture hours per semester.

SON1215* Practical Aspects of Sonography II (3) *Prerequisites:* SON1112, SON1122, SON1212, SON1214 and SON1814. *Corequisites:* SON1141 and SON1824. Offering more advanced principles of diagnostic ultrasound, adding knowledge of pathological processes. Further presenting the practical aspects of scanning techniques, film critique, film identification and patient care and handling as related to sonographic examination. Stressing the correlation of all patient data, including sonographic images obtained to assist in the differential diagnosis process. Contact: 45 lecture hours per semester.

SON1400* Introduction to Echocardiography (3) *Prerequisites:* SON1100, SON1214, SON1111 and SON1121. *Corequisites:* SON1215, SON1141 and SON1824. Upon successful completion of this course, the student will be able to apply knowledge of scanning planes, protocols and scanning techniques to basic sonographic examination of the heart. Contact: 45 hours per semester.

SON1804* Clinical Experience I (2) *Prerequisites:* SON1100 and SON1170. *Corequisites:* SON1111, SON1121 and SON1211. Clinical education requiring the application of the knowledge learned. Professionalism and personal interaction are stressed, along with technical abilities. As the student progresses, he or she will be performing examinations with less and less supervision. Contact: 120 clinical hours per semester. Additional fee.

SON1814* Clinical Experience II (3) *Prerequisites:* SON1111, SON1121, SON1211 and SON1804. *Corequisites:* SON1112, SON1122, SON1212 and SON1214. A continuation of the learning-by-doing process in which more responsibility in the form of decision making regarding anatomical areas and resultant imaging is assumed by the student being supervised. Contact: 360 clinical hours per semester.

SON1824* Clinical Experience III (2) *Prerequisites:* SON1112, SON1122, SON1212, SON1214 and SON1814. *Corequisites:* SON1141 and SON1215. Application of all the material presented, requiring the student to make judgmental decisions regarding technical aspects, to interact in a professional manner with those with whom he or she comes in contact, and to generally progress to the point where, after successful testing, he or she may be accepted as a competent sonographer for general sonographic exams. Contact: 240 clinical hours per semester. Additional fee.

SON1864* Summer Clinical Experience (1) *Prerequisites:* SON1100, SON1214, SON1111 and SON1121. Clinical education requiring the application of the knowledge learned. Professionalism and personal interaction are stressed, along with technical abilities. Contact: 80 hours per semester.

Digital Media Broadcasting

RTVI000 Survey of Broadcasting (3) FA SP Introduction to the historical, technological, legal, economic, programming and career aspects of radio and television broadcasting. The course will include a number of required field trips. Completion of one individual and one group project will be required. Contact: 3 hours.

RTVI208 Studio Production (3) FA SP A practical approach to learning theory and techniques used in television studio production, with emphasis on camera operation, lighting, audio mixing, special effects generation, producing and directing. Projects will be required for completion and successful grade in the course. Contact: 4 hours.

RTVI266 Video Post-Production (3) FA SP *Prerequisites:* CGS1520 and RTV2214. *Corequisite:* RTV1266L. TV, film, art, videos and multimedia projects depend heavily on creative expression and communication of imagery. In fact, video manipulation is a component that cannot be overlooked when it comes to video post-production. Using computers as a medium for video postproduction, this course places an emphasis on video and audio postproduction techniques and application of filters and multitude of layers. Contact: 3 hours.

RTVI266L Video Post-Production Lab (1) FA SP *Prerequisites:* CGS1520 and RTV2214. *Corequisite:* RTV1266. This course is envisioned for hands-on projects and creative expressions proposed by the material covered in RTV1266. Video manipulation in a video post-production environment is required for presentation and grade. This course will place an emphasis on video and audio post-production techniques, as well as the development of professional broadcast-ready video and audio material. Contact: 2 hours. Additional fee.

RTVI267 DVD Creation and Authoring (3) SP This course teaches students the methods and skills used for the creation and production of interactive DVDs, video CDs and CD-ROMs. Contact: 3 hours.

RTV2214 Digital Audio/Video Production (3) FA SP *Prerequisite:* CGS 1520. This course is designed to help students develop skills related to independent filmmaking in the areas of script writing, pre-production, production and post-production. Students will learn to use software to generate scripts, record and edit audio and video, and use non-linear editing systems. Students will produce a short film in the process of learning the formal principles and processes of audio/video production. Enrollment is recommended for film majors. Contact: 3 hours. Additional fee.

Early Childhood Education

EDFI004 Educational Field Experience (3) FA SP SU This course is designed for students pursuing the Florida Child Care Professional Credential (FCCPC), formerly the CDA. This course focuses on introducing students to classroom responsibilities by requiring them to plan, implement and evaluate learning activities; supervise children; and create lesson plans. Additional assignments are determined by the student and supervising teacher. Contact: 3 hours.

EDGI319 Special Topics (3) FA SP SU This course is designed for teachers of young children. Students are taught to understand the home environment and the differing family structures. Community resources, interagency cooperation and techniques to access services available to families will be addressed. Contact: 3 hours.

EECI300 Cognitive Experiences for Young Children (3) FA SP SU This is an introductory study of methodology used in teaching young children literacy, mathematics, science, social studies and health. Emphasis is on the application of methods in early childhood centers. Contact: 3 hours.

EECI308 Education of the Young Child (3) FA SP SU This course is designed for students pursuing the Florida Child Care Professional Credential (FCCPC), formerly the CDA. This course will instruct the student in the observation and understanding of the young child in the preschool environment. Competencies in program planning, organization of space and equipment and planning appropriate learning experiences will be stressed. Contact: 3 hours.

EECI312 Creative Experiences for Young Children (3) FA SP SU This is an introductory study of the relationship between children's learning and creative activities. Emphasis is on the application of activities. The student will assemble the professional resource file to include creative art, music and play activities. Contact: 3 hours.

EECI600 Guiding the Young Child (3) FA SP SU A behavior management course 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 guidelines employed to guide young children in a variety of settings. Contact: 3 hours.

EECI603 Early Childhood Development and Guidance (3) FA SP SU This course is designed for students pursuing the Florida Child Care Professional Credential (FCCPC), formerly the CDA. This is an introductory course designed for teachers of young children in the physical, social, emotional, language and cognitive development of the child, prenatal to school-age. Students are taught the dynamics of behavior by emphasizing the importance of guidance in teaching. Contact: 3 hours.

EECI907 Directed Observation and Participation (3) FA SP SU This course is designed for students pursuing the Florida Child Care Professional Credential (FCCPC), formerly the CDA. This course will instruct the student in the observation and understanding of the relationship between the developmental level of the child and the appropriateness of the curriculum. Contact: 3 hours.

EEC2008 Children's Literature in Early Childhood Education (3) FA SP SU This course is designed to introduce emergent literacy and developmentally appropriate literature to the early childhood education associates degree student. A review of best practices in literacy and a portfolio of age appropriate literature for children birth through five will be created by each student. Contact: 3 hours.

EEC2401 Home, School, and Community in Early Childhood Education (3) FA SP SU This course is designed for students pursuing the Florida Child Care Professional Credential (FCCPC), formerly the CDA. The course will introduce the student to the relationships of home, school and the community in early childhood education. The importance of the family to young children, responsibilities of the early childhood staff to parents and the responsibilities of parents to their children will be covered. Additional emphasis will be given to the social, economic, cultural, linguistic and political forces that have an impact on the lives of children and their families. Community resources, interagency cooperation and techniques to access services available to families will be addressed. Contact: 3 hours.

EEC2521 Management of a Childcare Center (3) FA SP SU (Director's Credentials Course) This course provides a foundation for the financial and personnel management of the child care center. Topics include leadership, organizational skills, budgeting, financial management, legal issues, marketing, hiring, supervision and professional development of a child care center. Regulations and resources of national, state and local organizations are also addressed. Contact: 3 hours.

EEC2523 Early Childhood Organizational Leadership and Management (3) FA SP SU *Prerequisite:* Current Director's Credential. This early childhood course is designed to provide advanced level director credential training on organizational structure; ethics and professionalism; leadership; personnel policies and relationships; and staff development, evaluation and retention. Contact: 3 hours.

EEX2010 Survey of Disabling Conditions in Young Children (3) FA SP SU The early childhood educator working successfully with young children with disabilities must have knowledge of the various disabling conditions. With a greater understanding of the definitions of, characteristics of, and conditions associated with each disability, the early childhood educator will be better able to interact with, instruct and provide care to children with disabilities. The purpose of this course is to provide early childhood personnel working with young disabled children with a historical perspective on special education and with the State Department of Education definitions for categorical programs. Contact: 3 hours.

Earth Sciences

ESCI000 Earth and Its Environment (3) FA SP SU *Prerequisites:* satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. Provides a general background in the earth sciences for non-science majors. Contains elements of astronomy, geology, oceanography and meteorology. Illustrates the influence of natural phenomena upon society and of society upon the environment. Lecture: 3 hours.

GLY1030 Environmental Geology (3) FA SP SU *Prerequisites:* satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. An introductory course in geology emphasizing environmental aspects of the earth, including earthquakes, volcanoes, depletion of resources, water supply problems, pollution and geologic land use and planning. Lecture: 3 hours.

GLY2010 Physical Geology (3) FA *Prerequisites:* satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. *Corequisite:* GLY2010L. Covers the origin and evolution of the earth, with concentration on the geologic processes acting within the earth and on the earth's surface. Lecture: 3 hours.

GLY2010L Physical Geology Laboratory (1) FA *Prerequisite or corequisite:* GLY2010. Students will classify and identify rocks and minerals and interpret topographic/geologic maps and aerial photographs. Lab: 3 hours. Additional fee.

GLY2160 Geology of National Parks (3) SP *Prerequisites:* satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. An introductory course in geology that develops the geological history of selected national parks while illustrating essential principles and processes of geology. Lecture: 3 hours.

ISC1001L Interdisciplinary Science Laboratory (1) SP *Prerequisite:* grade of C or better in one general education science course. *Prerequisite or corequisite:* enrollment in a second general education science course in a different general education category. Emphasis is on laboratory experiences that illustrate the interdisciplinary nature of the scientific process. Designed to supplement, reinforce and integrate ideas presented in general education science courses. These experiences will center around several contemporary themes and involve critical thinking and cooperative activities. Lab: 2 hours. Additional fee.

MET1010 Meteorology (3) FA SP SU *Prerequisites:* satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. An introduction to the structure of the atmosphere, weather processes and climate, including recent events and environmental concerns in these realms. Lecture: 3 hours.

OCE1001 Introductory Oceanography (3) FA SP SU *Prerequisites:* satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. An introduction to the study of the oceans, emphasizing the interdisciplinary nature of the science, including the biological, chemical, physical and geological aspects of oceanographic studies. Illustrates the influence of oceans upon society and of society upon the ocean environment. Lecture: 3 hours.

Economics

ECO2013 Principles of Economics: Macro (3) FA SP SU *Prerequisites:* satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. Covers basic economic concepts and theories, current economic problems and the application of public policy to these problems. Stress is placed on macroeconomics. Lecture: 3 hours.

ECO2023 Principles of Economics: Micro Economics (3) FA SP SU *Prerequisites:* satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. Covers basic economic concepts and theories related to consumer demand and economics of the firm. Stress is placed on microeconomics. Lecture: 3 hours.

ECO2220 Money and Banking (3) OD *Prerequisites:* satisfactory completion of Developmental Writing II (ENC0025), Developmental Reading II (REA0017) and Developmental Mathematics II (MAT0028), or appropriate placement scores. This course is a general survey of money and banking, covering the nature and functions of money, monetary standards, structure and functions of the Federal Reserve System, monetary and fiscal policy, recent monetary problems and international financial issues. Contact: 3 hours.

ECO2710 Introduction to International Economics (3) SP *Prerequisites:* Satisfactory completion of Principles of Macro Economics (ECO2013), Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. Special topics for students who wish to further explore the field of economics through discussion, observation or research. Special focus placed on topical problems, current issues or economic trends. (GG) Lecture: 3 hours.

ECO2930 Special Topics in Economics (3) FA SP SU Special topics for students who wish to further explore the field of economics through discussion, observation or research. Special focus placed on topical problems, current issues or economic trends. Lecture: 3 hours.

Education

EDF1005 Introduction to the Teaching Profession (3) FA SP An introduction to the American education system, with emphasis on the social foundations of public education. Overview of the teaching profession and contemporary issues affecting teachers and students. Recommended for students considering a career in any area of education. Open only to students who have completed 12 or more semester hours. A minimum 2.5 GPA is required for admission to teacher education programs in all state universities in Florida. Required field experience: 15 hours. There is a cost of \$95.00 for fingerprinting and a security check required by Leon County Schools. This course fulfills one of the lower division education core *Prerequisites* for teacher education majors. Lecture: 3 hours.

EDF2085 Teaching Diverse Populations (3) FA SP SU *Prerequisite:* EDF1005. An introduction to the value of diversity in American society and the manifestations of diversity in the educational system. Focuses on providing prospective teachers with knowledge about students in American schools who are from different ethnic, racial, cultural and/or linguistic backgrounds or who represent other categories of diversity, and how the needs of diverse students may be addressed. Open only to students who have completed 12 or more semester hours. A minimum of 2.5 GPA is required for admission to teacher education programs in all state universities in Florida. Required field experience: 15 hours. There is a cost of \$95.00 for fingerprinting and a security check required by Leon County Schools. This course fulfills one of the lower division education core *Prerequisites* for teacher education majors. Lecture: 3 hours.

EME2040 Introduction to Technology for Educators (3) FA SP SU The purpose of this course is to prepare teachers and future teachers as competent computer-based technologists. This course is designed specifically for education majors. Students will learn how to successfully integrate instructional technology tools into their evolving teaching methodology. Based on the study of a wide range of successful technology integration models currently in use throughout the United States, students will cultivate their own sense of the importance of effective instructional technology modeling as a part of their teaching and learning strategies. This course requires a significant amount of time outside the class using a computer. Open to students who have completed 12 or more semester hours. A minimum 2.5 GPA is required for admission to teacher education programs in all state universities in Florida. This course fulfills one of the lower division education core *Prerequisites* for teacher education majors. Contact: 3 hours.

Emergency Medical Technology

EMS1059C* First Responder (3) FA SP SU This course is designed to instruct students in basic management of emergency medical/pre-hospital care of the sick and injured. The course provides the information and skills needed to recognize, properly assess and treat the sick and injured as a First Responder. The First Responder is a vital part of the pre-hospital, Emergency Medical Services system. First Responders are trained to reach patients, find out what is wrong, provide emergency care and, when necessary, move patients without causing further injury. These individuals are usually the first trained personnel to reach the patient. CPR Certification is required for course completion and is available at an additional cost. Contact: 3 hours per week. Additional fee.

EMS1154* Emergency Medical Technician I (3) FA SP *Prerequisites:* First Responder certification, successful completion of HSC2400 or Red Cross Responding to Emergencies Certificate and BLS (CPR) Certification, and admission to the EMT program. *Corequisite:* EMS1154L. The following courses must be taken in sequence: EMS1154*, EMS1154L*, EMS1155*, and EMS1155L*. The Emergency Medical Technology Program is a two-semester, comprehensive training program designed to prepare the student for employment as an entry-level emergency medical technician (EMT). The courses are based on the current DOT National Standard EMT-B curriculum. In addition to coursework, students will participate in at least one hundred hours of ambulance and in-hospital clinical experience during the two-semester sequence. The program includes two hours of instruction in trauma scorecard methodology and four hours of instruction in HIV/AIDS, as required by the Florida Statutes. Upon satisfactory completion of the sequence of courses, students are eligible to take the registry examination administered by the State of Florida. Registrants are eligible for employment as EMTs. Contact: 3 hours per week. Some Saturday classes required.

EMS1154L* Emergency Medical Technician Practicum I (2) FA SP *Corequisite:* EMS1154*. Laboratory and clinical application of concepts and procedures studied in EMS1154*. Lab: 3 hours per week. Clinical: minimum 50 hours per semester. Additional fee.

EMS1155* Emergency Medical Technician II (3) SP SU *Prerequisites:* EMS1154* and EMS1154L*. *Corequisite:* EMS1155L*. This is a continuation of EMS1154*. Contact: 3 hours per week. Some Saturday classes required.

EMS1155L* Emergency Medical Technician Practicum II (3) SP SU *Prerequisites:* EMS1154* and EMS1154L*. *Corequisite:* EMS1155*. Laboratory and clinical application of concepts and procedures studied in EMS1155*. Lab: 3 hours per week. Clinical: minimum 60 hours per semester. Additional fee.

EMS2018* EMS Competency Review (2) OD *Prerequisite:* permission of program chair. Course designed to enable students who are re-entering the program to improve their competencies to be able to maintain pace in regular courses of the program, or for those students who have completed the program but need competency review to be able to pass licensure examinations, or for other students if recommended by the program chair. Content will be designed to meet specific needs of the student. Course cannot be used to meet degree requirements. Students are graded on the basis of (S) satisfactory or (U) unsatisfactory performance. Contact: minimum of 30 hours per semester.

EMS2341L* EMS Extrication Techniques (1) SU *Prerequisites:* EMS1155 and EMS1155L or certification as a registered emergency medical technician. This course is designed to teach the EMT or paramedic the skills and knowledge necessary to perform rescue operations using hand and power tools, ropes and other rescue equipment. Emphasis will be placed on the evolution of motor vehicle rescue and vertical extraction situations with regard to the safety of both rescuer and patient. Lab hours. Contact: 40 hours.

EMS2522C* EMS Pharmacology (3) SU *Prerequisites:* BSC2085 and BSC2085L or BSC1084C. *Corequisites:* BSC2086 and BSC2086L, EMS1155 and EMS1155L and permission of EMS program director is required. This course incorporates basic concepts of pharmacology, including pharmacokinetics, pharmacodynamics, adverse reactions, mechanisms of action and drug interactions for commonly used groups of drugs. Includes effects of age and culture on drug treatment, mathematics of drugs and solutions and principles of patient education regarding drug treatment. Includes instruction on proper methods of medication administration as it pertains to the paramedic. Contact: 5 hours per week. Additional fee.

EMS2611* Paramedic Preparatory (2) FA *Prerequisite:* acceptance into the Paramedic program; and anatomy and physiology *Prerequisite* course(s) and EMS2522C. *Corequisites:* EMS2613, EMS2637 and EMS2662L. This is the first course in the sequence of paramedic level courses. It is designed to provide the student with the foundation necessary to understand the paramedic's role within the medical community. The course focuses on the paramedic's roles and responsibilities, the well-being of the paramedic, injury protection and medical-legal and ethical issues, as well as specific topics in pathophysiology, pharmacology and therapeutic communications. Contact: 2 hours per week.

EMS2613* Paramedic Patient Assessment (1) FA *Prerequisite:* acceptance into Paramedic program and anatomy and physiology *Prerequisite* course(s) and EMS2522C. *Corequisites:* EMS2611, EMS2637 and EMS2662L. This course is designed to provide the paramedic student with the knowledge and skills necessary to thoroughly, accurately and rapidly assess patients found in the pre-hospital setting. The course focuses on history taking, techniques of physical examination, clinical decision making, communications and documentation. Contact: 1 hour per week.

EMS2617C* Paramedic Assessment Based Management (2) SU *Prerequisites:* Successful completion of EMS2611, EMS2613, EMS2637, EMS2638, EMS2662L, EMS2663L and EMS2639. The course focuses on the paramedic student's ability to integrate pathophysiological principles and physical examination findings to formulate a field impression and implement a treatment plan for patients with common complaints. The course involves classroom lecture and laboratory scenario practice using programmed or simulated patients. Contact: 3 hours per week.

EMS2618* EMS Special Operations (1) SU *Prerequisite:* EMS2663L, EMS2638 and EMS2639. This course is designed to teach the paramedic student the skills and knowledge necessary to perform in and around rescue and crime scene operations. Hazardous material training at the EMS level is included. Contact: 1.5 hours per semester.

EMS2637* Paramedic Medical Emergencies I (4) FA *Prerequisites:* admission to paramedic program, completion of the anatomy and physiology requirement and EMS2522C. *Corequisites:* EMS2611, EMS2613 and EMS2662L. This course focuses on the rapid, thorough assessment and pre-hospital treatment of patients with pulmonary and cardiac problems. The student will become knowledgeable of causes, complications, signs and symptoms and the full range of pre-hospital management of these serious patients. Contact: 4 hours per week.

EMS2638* Paramedic Medical Emergencies II (4) SP *Prerequisites:* Successful completion of EMS2611*, EMS2613*, EMS2637* and EMS2662L*. *Corequisites:* EMS2639* and EMS2663L*. This course focuses on the many types of medical conditions that can lead to a medical emergency. Topics covered in this course include neurology, endocrinology, allergies and anaphylaxis, urology, gastroenterology, renal, toxicology, hematology, environmental conditions, infectious and communicable diseases, behavioral and psychiatric disorders, gynecology, obstetrics, neonatology, pediatrics, geriatrics, abuse and neglect, patients with special challenges and the home health care patient. Methods of advanced airway management will also be covered in this course. Contact: 4 hours per week.

EMS2639* Paramedic Trauma Emergencies (3) SP *Prerequisites:* successful completion of EMS2611, EMS2613, EMS2637 and EMS2662L. *Corequisites:* EMS2638 and EMS2663L. This course focuses on the trauma emergencies encountered by EMS personnel. Specific topic areas include trauma systems, mechanism of injury, hemorrhage, shock, soft tissue injuries, burns, head and facial trauma, spinal trauma, abdominal trauma and musculoskeletal trauma. Contact: 3 hours per week.

EMS2659L* Paramedic Field Internship (3) SU *Prerequisite:* grade of C or better in all previous EMS courses and successful completion of the second semester of the paramedic program. This course includes assigned clinical rotations to complete the required clinical experiences during the final semester of paramedic training. Lab: 1 hour per week. Clinical: minimum of 112 hours per semester. Additional fees.

EMS2662L* Paramedic Clinical/Lab I (6) FA *Prerequisite:* acceptance into the Paramedic program. *Corequisites:* EMS2611, EMS2613 and EMS2637. This course includes assigned clinical rotations and lab experiences required during the first semester of paramedic training. Basic life support skills are evaluated. Advanced life support skills are taught and evaluated. Patient assessment/management/treatment skills are emphasized. Lab: 6 hours or more per week. Clinical: minimum of 164 hours per semester. Additional fee.

EMS2663L* Paramedic Clinical/Lab II (6) SP *Prerequisite:* successful completion of all previous EMS courses. *Corequisites:* EMS2639 and EMS2638. This course includes assigned clinical rotations and lab experiences required during the second semester of paramedic training. Advanced life support skills are taught and evaluated. Critical patient assessment/management skills are emphasized. Lab: 6 hours or more per week. Clinical: minimum of 217 hours per semester. Additional fee.

EMS2930* Paramedic Seminar (1) SU *Prerequisite:* successful completion of EMS2638, EMS2639 and EMS2663L. Final semester paramedic program course is designed to broaden the knowledge of the paramedic in fields related to emergency medicine, including current issues, management techniques and legal and ethical aspects. Includes a research paper. Contact: 15 hours per semester.

HSC2400 First Aid (3) FA SP SU College-level first aid course designed to teach students how to effectively assess and treat the first aid needs of the injured and ill patient. Course includes American Heart Association CPR certification at the healthcare provider/professional rescuer level. Course is especially recommended for students who plan to major in EMS, recreation, physical education or elementary education. Contact: 3 hours per week.

Engineering and Technology

BCN2230 Construction Materials and Methods (3) FA SP *Prerequisite or corequisite:* EGS1111C. An introductory course on materials used in residential and commercial construction such as wood, steel and concrete; their components; and the method of their fabrication and assembly. Contact: 3 hours.

BCN2272 Plans Interpretation (3) SP *Prerequisite:* EGS2112C. *Corequisite:* ETD2340. Interpretation and evaluation of manual and computerized working drawings (architectural and engineering) for residential, commercial and industrial building. Contact: 3 hours.

BCN2704 Construction Contracts, Codes and Laws (3) FA *Prerequisite:* computer proficiency. Covers state and local laws and regulations applicable to the building construction's contracts,

specifications, codes, and contractual concepts (bond, bid, insurance, deed, awarding), along with computer application in preparing contract forms and codes specification. Contact: 3 hours.

BCT2705 Construction Management (3) SP *Prerequisite:* computer proficiency. Covers knowledge and skills that enable students to organize, coordinate and supervise all information and activities leading to the implementation of construction plans and contracts, document working drawings, architectural and engineering systems and symbols and to apply the computer in construction management. Contact: 3 hours.

BCT2770 Construction Estimating and Concepts (3) SP *Prerequisite:* MAC1105. *Corequisite:* MAC2114. Study of methods used in estimating the costs of projects to be constructed. Instruction is given in reading building plans to determine the quantities of materials, equipment and labor required for a given project. Appropriate unit costs are ascertained and used in arriving at accurate cost estimates. Contact: 3 hours.

EGS111C Engineering Graphics (3) FA SP SU Emphasis upon the principles of engineering graphics such as drafting techniques, lettering, geometric construction, freehand sketching, orthographic projection, sectional views, auxiliary views and pictorials. Prepares students to solve problems in descriptive geometry, such as true length and point view of a line, true size and edge view of a plane, angle between planes and intersection and development of objects. Contact: 4 hours. Additional fee.

EGS2112C Computer Application in Drafting and Design (3) FA *Prerequisite:* EGS1111C and ETD1320. Drafting and design related to civil engineering, architectural engineering, and surveying plans. This includes light construction principles; topographic, architectural and structural details; and application of a CAD system (AutoCAD Release 2009). Contact: 4 hours. Additional fee.

EGS2141C Computer Graphics for Engineers (2) OD *Prerequisite:* MAC2311. Covers principles of engineering graphics and descriptive geometry. Topics include multiviews sketching, drawing and dimensioning, design process, auxiliary views, sectional views, pictorials, working drawings, tolerancing, graphical calculus and descriptive geometry using AutoCAD 2009. Contact: 4 hours. Additional fee.

EGS2311 Vector Statics (3) SP *Prerequisites:* MAC2311 and PHY2048. *Corequisites:* MAC2312. Two- and three-dimensional equilibrium of frames, machines and trusses; principles of frictions; centeroid; center of gravity; and area moment of inertia and using vector algebra and calculus. Contact: 3 hours.

EGS2321 Vector Dynamics (3) SU *Prerequisite:* EGS2311. Absolute and relative motion of particles and rigid bodies in translating and rotating reference frames using vector analysis, Newton's laws of motion, work and energy and impulse momentum. Contact: 3 hours.

EGS2941 Internship in Engineering and Technology (3) FA SP *Prerequisites:* Dependent upon certificate or degree concentration. The internship course will provide students with an opportunity to gain hands-on experience in their chosen area of study. Interns will complete a minimum of 150 hours in the field under the guidance of an instructor and the supervision of a designated professional. Contact: 3 hours.

ETCI500 Highways and Transportation (3) FA An introductory course in highways and transportation. The course covers terminology and design practices related to highways, from the initial planning stages through construction and maintenance of the final roadway. Contact: 3 hours.

ETD1320 Introduction to CAD (3) FA SP SU *Prerequisite or corequisite:* EGS1111C. Prepares students to use a computer in technical communication, including the application of the latest version of AutoCAD 2009 in engineering, architecture, engineering technology, construction and related fields. Contact: 3 hours. Additional fee.

ETD2340 Advanced CAD (3) FA SP SU *Prerequisite:* ETD1320. A continuation of ETD1320. Application of advanced AutoCAD commands to the complex graphical figures in engineering, engineering technology, architecture and related disciplines. Software used is AutoCAD Release 2009. Contact: 3 hours. Additional fee.

ETD2375C 3D Modeling, Rendering and Animation (3) FA SP *Prerequisite:* ETD1320. Emphasis upon the creation 3D geometry, 3D solid modeling, rendering still-frame images and animation of objects using 3D Studio Max 2009 in engineering, construction, engineering technology, architecture, interior design, industry and related disciplines. Contact: 3 hours. Additional fee.

ETG2520 Statics (3) FA *Prerequisite:* MAC1105 and MAC2114.

An introductory course in engineering mechanics, with emphasis on statics and strength of materials. Through the study of basic concepts, the course develops the principles of analyzing the external and internal forces on structural members. Computer exercises are included. Contact: 3 hours.

ETG2530 Strength of Materials (3) SP *Prerequisite:* ETG2520.

A continuing study of strength of materials and an introduction to structural analysis. Topics include the analysis of beams, columns, connections, trusses and indeterminate beams. Computer exercises included. Contact: 3 hours.

SUR2100C* Fundamentals of Land Surveying (3) FA *Prerequisites:*

MAC1105 and MAC2114. Course includes basic principles of engineering surveys, land surveys, care and use of distance measuring equipment, leveling, transit traversing, area surveys, topographic surveys and stadia surveys. Contact: 4 hours. Additional fee.

SUR2200C* Route Surveying (3) SP *Prerequisite:* SUR2100C. Study

of highway route design, route location factors, simple and compound circular curves, spiral curves, vertical curves, earthwork calculations and analysis of surveying error. Contact: 3 hours.

SUR2390* GIS Application in Engineering and Technology (3) FA

Prerequisite: computer proficiency. Covers application of geographic information systems (GIS) in engineering technology and related areas. It also provides students with an opportunity to gain hands-on experience in using Arcview software for data management in mapping and topographic survey. Contact: 3 hours. Additional fee.

SUR2392* Advanced GIS Application in Engineering & Tech (3) SP

Prerequisite: SUR 2390. This course is a continuation of SUR2390 to cover advanced topics in geographic information systems (GIS) and its application in engineering technology. It also provides students with greater hands-on experience in ArcView software to manage, manipulate, analyze and display spatially referenced data for solving problems in complex planning and management. Contact: 3 hours. Additional fee.

SUR2400* Legal Principles of Land Surveying (3) SP *Prerequisite:*

SUR2100C*. Covers the legal principles of land surveying and its application to the establishment of boundaries for public and private properties. Contact: 3 hours.

SUR2533* Global Positioning Systems (GPS) (3) FA This course

covers the concepts and the latest knowledge and techniques in global positioning systems (GPS). Students learn the theory and skills needed to benefit from the application of this satellite technology in engineering and technology and related areas. It also provides students the opportunity to gain hands-on experience with GPS receiver and software. Contact: 3 hours. Additional fee.

SUR2534* Advanced Global Positioning Systems (3) SP

Prerequisites: SUR2533 (GPS). Course covers the advanced concepts and techniques in global positioning systems (GPS). Students learn the theory and skills needed to benefit from the applications of this advanced satellite technology in engineering and technology related areas. It also provides students with the opportunity to gain hands-on experience with GPS receiver and software. Additional fee. Contact: 3 hours.

English

AML2301 Major American Writers (3) FA SP SU *Prerequisite:*

completion of the six-hour general education communications requirement. An in-depth study of major works of writers whose contribution to American literature are most significant or whose impact on the literary, philosophical, and intellectual milieu in America is unquestionable. Lecture: 3 hours. Substantial writing component. Fulfills state writing requirement.

AML2600 African American Literature (3) FA SP SU

Prerequisite: successful completion of the six-hour general education communications requirement. This survey course draws upon a compilation of genres, themes, styles and language used by various writers of African American descent. This course will also examine the ideas and literary contributions of 19th and 20th century African Americans such as Frederick Douglass, Malcolm X, Richard Wright, Toni Morrison, Alice Walker and Nikki Giovanni. This course meets three hours of the six-hour general education humanities requirements. Substantial writing component. Fulfills state writing requirement. Contact: 3 hours.

CRW2001 Creative Writing (3) FA SP *Prerequisite:* completion of

communications requirement. This course offers instruction in writing fiction, poetry, drama, and nonfiction, and provides analysis of the

* Course will not count toward credit for the A.A. degree.

student's work. The guiding principles of creativity will be discussed and illustrated. Lecture: 3 hours.

CRW 2002 Creative Writing II (3) SP *Prerequisite:* grade of C or better in CRW2001. This course uses techniques from CRW2001 to further enhance writing ability in fiction, poetry, drama and nonfiction, including techniques for development, peer review and publication. It includes a significant writing project and/or presentation. Lecture 3 hours.

ENC1101 College Composition (3) FA SP SU *Prerequisite:* ENC0025 and REA0017, or appropriate placement score. This course centers on reading and writing activities that support critical inquiry. Stressing writing as a process, the course emphasizes the rhetorical principles of academic writing, including the following: thesis statement; development with specific information and analysis; organization and transition; diction, tone, and sentence style; and the grammar and the mechanics of standard formal English. Substantial writing component. Fulfills state writing requirement. Lecture: 3 hours. Students must complete this course with grade of C or better before enrolling in other communication courses.

ENC1102 Argument and Persuasion (3) FA SP SU *Prerequisite:* grade of C or better in ENC1101. Building upon the writing skills developed in ENC 1101, this course focuses upon the rhetorical strategies and techniques required for writing college-level persuasive arguments. Lecture: 3 hours. Substantial writing component. Fulfills state writing requirement. Includes a research paper.

ENC1141 Writing about Literature (3) FA SP SU *Prerequisite:* grade of C or better in ENC1101. This course continues to stress techniques of expository writing. Students will read and analyze various literary genres for form and meaning. Students should also gain increased understanding of and appreciation for those same creative elements in modern media. Lecture: 3 hours. Substantial writing component. Fulfills state writing requirement. Includes a research paper.

ENC2210 Technical Communications (3) FA SP *Prerequisite:* grade of C or better in ENC1101. Does not fulfill the general education communications requirement. Designed to further mastery of the written communications encountered in the world of work. Focuses on the more rhetorical and persuasive aspects of effective technical communications. Students will become proficient in the use of standard professional correspondence (various types of letters, memos and e-mail) and also write descriptions of objects and processes, instructions, reports and proposals. Contact: 3 hours.

ENC2942 Intern Program in Publishing (3) OD *Prerequisite:* permission of instructor. Designed to provide students with real life experiences in publishing, such as manuscript selection, research, editing, proofreading, layout, photography, graphics and distribution. Students work under supervision of an editor. Limited to six students per semester. Permission of Talon instructor required. If recommended by the on-site supervisor and the instructor, a student may enroll for a second semester and receive an additional 3 credit hours. Lab: 6 hours.

ENC2948 Practicum in College Composition Mentoring (3) FA SP *Prerequisites:* completion of ENC1101 for students mentoring in ENC1101; completion of ENC1102, ENC1141 or MMC1100 for students mentoring in a second-semester composition course. The student works with a full-time Tallahassee Community College English professor to design a mentoring program for a first- or second-level composition course, including activities both inside and outside of the composition classroom. The student attends all meetings of the composition class and provides assistance as designated. The student also participates in out-of-class activities, including reading, writing, mentoring and other activities designed in conjunction with the professor. All work is carefully monitored by and discussed with the professor throughout the term. If recommended by the professor, a student may enroll for a second semester and receive an additional 3 credit hours. Lab: 3 hours.

ENL2000 British Literature (3) FA SP SU *Prerequisite:* successful completion of the general education communications requirement. A chronological study of the major works in British literature, from Beowulf through the Twentieth Century. Readings consist of a variety of literary types—drama, fiction, and poetry. The primary purpose is to present the literary works and to relate them to the age to which they belong. Lecture: 3 hours. Substantial writing component. Fulfills state writing requirement.

ENL2330 Introduction to Shakespeare (3) FA SP *Prerequisite:* grade of C or better in ENC1101. An exploration of Shakespeare's poetry and his dramatic comedies, histories and tragedies. The course will focus on understanding the plays both as textual and dramatic productions and will explore the way in which such productions

contribute to the ideological discourse of society. ENL2330 is an elective course that does not satisfy the general education humanities requirement. Contact: 3 hours.

LIT2080 Individualized Reading in Modern Literature (3) SP *Prerequisite:* grade of C or better in ENC1101. Designed to allow students of all reading capabilities to explore modern literature. A wide range of topics and selections will be suggested to satisfy individual student interest and chosen to meet the approval of both the student and the instructor. Individual reading, group discussion and presentation of projects. Lecture: 3 hours.

LIT 2323 Multicultural Mythology (3) FA SP *Prerequisite:* grade of C or better in ENC1101. This course explores the rich heritage of mythology as manifested in different cultures throughout the world. Through readings, lectures, discussions and writing assignments, students will gain an increased understanding and appreciation of how myths have influenced cultural traditions and values. Lecture: 3 hours. Satisfies 3 hours of elective credit.

LIT2330 Children's Literature (3) FA SP SU *Prerequisite:* ENC0025 and REA0017, or appropriate placement scores. Focuses on the child and the book. Structure is on recognized principles of learning and child development. Provides insights into growth patterns and characteristics of children from infancy through adolescence, examines the impact of these characteristics on reading, investigates by interest levels and genre the wide spectrum of children in testing theories and techniques learned and encourages creativity and ingenuity in individual projects and activities. Lecture: 3 hours.

LIT2380 Introduction to Women Writers (3) FA *Prerequisite:* grade of C or better in ENC1101. The ideas and literary contributions of 20th century women writers. Focuses on their expressions of the female experience and also on their views of the shared experiences and conflicts of men and women. Lecture: 3 hours.

LIT2930 Special Topics in Literature (3) FA SP *Prerequisite:* ENC0025 and REA0017, or appropriate placement scores. Successful completion of the general education communications requirement is recommended, but not required. This course continues to develop critical reading and thinking skills through detailed analysis of literature using discussion and composition. Particular emphasis will be on literary trends, genres, periods, places and authors. LIT2930 is an elective course that does not satisfy the general education humanities requirement. Contact: 3 hours.

MMC1100 Writing for Mass Communication (3) FA SP *Prerequisite:* grade of C or better in ENC1101. An introductory course in the fundamentals of gathering, writing and evaluating news and opinion articles for the mass media, with emphasis on newspaper work and on-line production. Lecture: 3 hours. Substantial writing component. Fulfills state writing requirement. Includes a research paper.

Ethics

IDS2182 Applied Ethics Seminar (3) FA SP SU The emphasis of this course is on applying critical thinking skills to daily decisions in the legal, criminal justice, biomedical, business and communications areas that concern moral duty, obligation, values and beliefs. The seminar is designed to enable students in Technology and Professional Programs and other divisions to develop a personal philosophy and ethical foundation. Historical and current ethical dilemmas will be analyzed. The aim of this course is to better prepare students for good decision making in all aspects of life. Contact: 3 hours. Cannot be used to fulfill the general education humanities requirement.

PHI2600 Ethics (3) FA SP SU *Prerequisite:* successful completion of the general education communications requirement. The course consists of an introduction to the study of ethics (the rationale behind human behavior) through an examination of the theoretical traditions that span the globe and that date from the ancient through the modern world. Students will be introduced to a wide range of outstanding moral theorists whose ideas will be examined within the cultural contexts that gave them birth. Contact: 3 hours. Substantial writing component. Fulfills state writing requirement. Fulfills general education requirement.

Film

FIL1031 History of Film I (3) FA *Prerequisite:* satisfactory completion of ENC1101. Examination of the history of film, concentrating on initial theories, early development and technological advances through film's maturity into a major art form and industry at the conclusion of World War II. Lecture: 3 hours.

FIL1930 Special Topics in Film (3) SP Special topics for students who wish to further explore the field of film. Focus is placed on topical problems, current issues or emerging trends. Lecture: 3 hours.

FIL2000 Film Appreciation (3) FA SP *Prerequisite:* satisfactory completion of ENC1101. A course to extend the knowledge and critical appreciation of film as an informed audience member and to amplify and intensify critical skills with regard to analyzing and evaluating films. Students will become familiar with a cross section of modern critical approaches, as well as individual and personal evaluations of films. Also focuses on the role and responsibility of the informed audience member with regard to film philosophy and theory, including the major genres and styles of film art. Lecture: 3 hours.

FIL2032 History of Film II (3) SP *Prerequisite:* satisfactory completion of ENC1101. Examination of the history of film, concentrating on the development of the medium into an international art and industry from the end of World War II to the present. Includes an analysis of the strengths and weaknesses of the modern film industry. Lecture: 3 hours.

MMC1540 Media Aesthetics (3) SP *Prerequisite:* satisfactory completion of ENC1101. This course is an introduction to media design and aesthetics. The course will introduce concepts and terminology while exploring how the media communicate meanings within a culture. Principles of visual literacy and how these principles may be used for the critical analysis of the media will also be investigated. Lecture: 3 hours.

Finance

ECO2220 Money and Banking (3) FA *Prerequisite:* satisfactory completion of Developmental Writing II (ENC0025), Developmental Reading II (REA0017) and Developmental Mathematics II (MAT0028), or appropriate placement scores. A general survey of money and banking, covering the nature and functions of money, monetary standards, structure and functions of the Federal Reserve System, monetary and fiscal policy, recent monetary problems and international financial issues. Contact: 3 hours.

FIN1100 Personal Finance (3) FA SP SU *Prerequisite:* satisfactory completion of Developmental Writing II (ENC0025), Developmental Reading II (REA0017) and Developmental Mathematics II (MAT0028), or appropriate placement scores. This is an introductory personal finance course. Basic personal finance concepts will be used to implement the study of topics such as personal financial planning and budgeting, money management and tax strategies, banking services, consumer credit, home finance, transportation options, insurance, investing fundamentals and retirement planning. Contact: 3 hours.

FIN2010 Investments (3) OD *Prerequisite:* satisfactory completion of Developmental Writing II (ENC0025), Developmental Reading II (REA0017) and Developmental Mathematics II (MAT0028), or appropriate placement scores, and FIN1100. An introductory course that builds upon FIN1100 (Personal Finance) and explores in-depth the strategies available to increase personal wealth and retirement income. Course contents should expand upon the current subjects covered in Personal Finance but include much greater information, including guest speakers and a computer simulated game where the students plan for their personal or family net worth and retirement (two distinct programs). Contact: 3 hours.

Foreign Language

FRE1120 Elementary French I (4) FA Basic elements of French usage taught in context. Emphasis is on pronunciation and comprehension. Lecture: 3 hours. Lab: 2 hours. Additional fee.

FRE1121 Elementary French II (4) SP *Prerequisite:* grade of C or better in FRE1120. Continuation of FRE1120. Lecture: 3 hours. Lab: 2 hours. Additional fee.

GER1120 Elementary German I (4) FA Essentials of German, with emphasis on auditory experience, oral practice and the structure of the language. Lecture: 3 hours. Lab: 2 hours. Additional fee.

GER1121 Elementary German II (4) SP *Prerequisite:* grade of C or better in GER1120. Continuation of GER1120. Lecture: 3 hours. Lab: 2 hours. Additional fee.

ITA1120 Beginning Italian I (4) FA Essentials of Italian, with special emphasis on oral and aural practice in the language. Lecture: 3 hours. Lab: 2 hours. Additional fee.

ITA1121 Beginning Italian II (4) SP *Prerequisite:* grade of C or better in ITA1120. Continuation of ITA1120, with special emphasis

on oral and aural practice in the language. Lecture: 3 hours. Lab: 2 hours. Additional fee.

LAT1120 Beginning Latin I (4) FA Essentials of Latin, with emphasis upon grammar, syntax and Roman civilization. Lecture: 4 hours.

LAT1121 Beginning Latin II (4) SP *Prerequisite:* grade of C or better in LAT1120. Continuation of LAT 1120. Lecture: 4 hours.

SPN1120 Elementary Spanish I (4) FA SP SU Essentials of Spanish, with special emphasis on oral and aural practice in the language. Lecture: 3 hours. Lab: 2 hours. Additional fee.

SPN1121 Elementary Spanish II (4) FA SP SU *Prerequisite:* grade of C or better in SPN1120. Continuation of SPN1120. Lecture: 3 hours. Lab: 2 hours. Additional fee.

SPN2220 Intermediate Spanish (4) FA SP *Prerequisites:* grade of C or better in SPN1120 and SPN1121. Develops the student's reading, grammar, vocabulary and conversational skills and introduces certain literary and cultural concepts that will enhance comprehension of the unique qualities of Hispanic civilization. Lecture: 3 hours. Lab: 2 hours. Additional fee.

SPN2240 Intermediate Conversational Spanish I (3) SP *Prerequisite:* grade of C or better in SPN 1120 and SPN1121, or equivalent. Development of conversational skills in Spanish through drill and practice. Contact: 5 hours.

SPW2010 Introduction to Spanish Literature and Culture (3) SU *Prerequisite:* grade of C or better in SPN1120 and SPN1121, or equivalent. Presents an overview of Spanish literature and culture. (GG) Contact: 3 hours.

Forensics

ORI2000 Introduction to Oral Interpretation (3) FA SP Study of the selection, preparation and presentation of literature, including competitive presentation. Concentrates on the development of analytical skills plus vocal and physical presentation techniques. Lecture: 3 hours.

SPC2512 Parliamentary Debate (3) FA SP This course is designed to provide students with fundamental instruction and practice in parliamentary debate to reinforce skills in argumentation, public speaking and intercollegiate forensics competition. This class is not a study of parliamentary procedure, but rather a forum to improve students' effectiveness as persuasive speakers. Contact: 3 hours.

SPC2594 Speech and Debate Workshop (1) FA Provides instruction in individual oral interpretation events, with an emphasis on intercollegiate competition. Lab: 3 hours.

SPC2595 Speech and Debate Practicum (1) SP Provides opportunities for actual presentation of oral interpretation material in intercollegiate competition. Lab: 3 hours.

French

FRE1120 Elementary French I (4) FA Basic elements of French usage taught in context. Emphasis is on pronunciation and comprehension. Lecture: 3 hours. Lab: 2 hours. Additional fee.

FRE1121 Elementary French II (4) SP *Prerequisite:* grade of C or better in FRE1120. Continuation of FRE1120. Lecture: 3 hours. Lab: 2 hours. Additional fee.

Geography

GEO2000 World Regional Geography (3) FA SP SU *Prerequisite:* satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. A survey of the major regions of the world and their component areas. An examination of the principal physical, biotic, and cultural elements in these places leads to an appreciation of the diverse environments and the common problems that exist in the world. (GG) Lecture: 3 hours.

GEO1400 Introduction to Human Geography (3) FA SP SU *Prerequisite:* satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. An introductory course surveying world demographic patterns and problems, human elements of geography and how those elements contribute to the development of regional cultural landscapes, processes of landscape development and modification, environmental problems that are related to human activity, current political and economic interdependencies, and activities related to global economic restructuring. (GG) Lecture: 3 hours.

Geology

GLY1030 Environmental Geology (3) FA SP SU *Prerequisite:* satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. An introductory course in geology emphasizing environmental aspects of the earth, including earthquakes, volcanoes, depletion of resources, water supply problems, pollution, and geologic land use and planning. Lecture: 3 hours.

GLY2010 Physical Geology (3) FA *Prerequisite:* satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. *Corequisite:* GLY2010L. Covers the origin and evolution of the earth, with concentration on the geologic processes acting within the earth and on the earth's surface. Lecture: 3 hours.

GLY2010L Physical Geology Laboratory (I) FA *Prerequisite or corequisite:* GLY2010. Students will classify and identify rocks and minerals and interpret topographic/geologic maps and aerial photographs. Lab: 3 hours. Additional fee.

GLY2160 Geology of National Parks (3) SP *Prerequisite:* satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. An introductory course in geology that develops the geological history of selected national parks while illustrating essential principles and processes of geology. Lecture: 3 hours.

German

GER1120 Elementary German I (4) FA Essentials of German with emphasis on auditory experience, oral practice and the structure of the language. Lecture: 3 hours. Lab: 2 hours. Additional fee.

GER1121 Elementary German II (4) SP *Prerequisite:* grade of C or better in GER1120. Continuation of GER1120. Lecture: 3 hours. Lab: 2 hours. Additional fee.

Graphic Design/Multimedia

CGS1520 Introduction to Multimedia Programming (3) FA SP *Prerequisite:* satisfactory completion of Developmental Reading II (REA0017), or appropriate placement scores. Enrollment in Intermediate Photoshop (PGY2801C) is highly suggested. Topics include multimedia applications, principles of video and sound manipulation, multimedia and the Internet, and design issues for multimedia programming. The student will use Adobe Flash for multimedia development and Adobe Photoshop for editing graphics. Hands-on projects will be required for presentation and grade. Contact: 3 hours. Additional fee.

CGS2525 Advanced Multimedia Programming (3) SP *Prerequisite:* satisfactory grade in CGS1520 or its equivalent. A continuation of CGS1520. Topics include advanced uses of Macromedia Director, Lingo and Flash animation. This course will cover the fundamentals of professional multimedia projects development. In-depth study and successful implementation of multimedia applications for CD-ROM, Kiosk, and Web distribution. Emphasis on video and audio compressions; multi-platform implementations and applications authoring will also be covered. Hands-on projects will be required for presentation and grade. Contact: 3 hours. Additional fee.

GRA1103C Computer Based Design I (3) FA *Prerequisites:* GRA1131C and GRA1206 or instructor approval. Uses the principles of good visual communication and the computer for creating graphic design materials and products. Advanced design skills and functional knowledge of professional software programs such as Adobe Illustrator, InDesign, Photoshop and QuarkXPress needed to successfully complete the course projects. Contact: 4 hours. Additional fee.

GRA1105C Computer Based Design II (3) SP *Prerequisites:* GRA1103C, GRA1131C and GRA1206. A continuation of GRA1103C, leading to more advanced topics and design projects. Uses the principles of good visual communication and design and professional software such as Adobe Illustrator, InDesign, Photoshop, and QuarkXPress to successfully complete the course projects. From concept stage to electronic pre-press, the entire process will be studied, with finished portfolio pieces the final outcome. Contact: 4 hours. Additional fee.

GRA1131C Multimedia Graphics (3) FA SP An overview of the technical principles, fundamentals and terminology of the electronic publishing field. Introduction to professional-level software packages such as the Adobe suite of InDesign, Illustrator and Photoshop. Contact: 4 hours. Additional fee.

GRA1206C Typography (3) FA SP *Prerequisite:* GRA1131C or instructor approval. Emphasis on the practical application of typographic elements as it relates to the principles of good design and visual communication. Primary focus on software programs. Adobe Illustrator and QuarkXPress. Contact: 4 hours. Additional fee.

GRA2121 Professional Desktop Publishing (3) FA *Prerequisites or corequisite:* GRA1131C or instructor approval. Provides instruction in the fundamentals of the most widely used page layout applications in the professional field, Adobe InDesign and QuarkXpress. Complete and proper use of the tools to create professional level single- and multi-page documents will be covered. Special emphasis will be placed on good design and proper setup of documents. Contact: 3 hours. Additional fee.

GRA2140 Web Page Design (3) FA SP *Prerequisite:* satisfactory completion of Developmental Reading II (REA0017), or appropriate placement scores. This course teaches students how to design and publish Web pages using the latest standards and practices. Topics include Web page development essentials, Web design elements, basic and advanced Web technologies. Contact: 4 hours.

GRA2143 Advanced Web Design (3) SP *Prerequisite:* GRA2140, PGY2801C and GRA1131C. Through the use of practical activities, students will learn advanced Web design concepts and techniques. Topics include advanced CSS, Templates, Reusable Objects, Search Engine Optimization, Ecommerce components, Advanced Page Layout, and intro dynamic Web application development. Contact: 4 hours. Additional fee.

GRA2203 Digital Pre-Press and Document Design (3) SP *Prerequisite:* permission of instructor. This course will focus on an in-depth understanding of electronic pre-press issues and survey the major page layout software programs used in the industry. Students will produce digital portfolio projects. Contact: 4 hours. Additional fee.

GRA2207 Advanced Image Editing (3) FA SP *Prerequisite:* PGY2801C or instructor approval. Exploration of advanced image processing techniques. Students will learn how to prepare images for various output venues, including Web and multimedia publishing, animation and video. Project focus on resolution, color management, image creation, video and audio proper compressions and special effects. Industry-standard hardware and software will be used. Contact: 3 hours.

PGY2801C Photoshop (3) FA SP This course will focus on learning more advanced aspects of Adobe Photoshop and proper scanning techniques and resolutions needed for working with bitmapped images and their connection to other digital output applications. Contact: 4 hours. Additional fee.

RTV2214 Digital Audio/Video Production (3) FA SP *Prerequisite:* CGS1520. Designed to help develop skills related to generating, recording and editing audio and video using computers as nonlinear editing systems. Students will learn to use software that is common to audio and video editing. Students will produce a portfolio in the process of learning the formal principles and processes of audio/video production. Contact: 4 hours. Additional fee.

Guitar

MVS1116 Beginning Class Guitar (I) FA SP *Prerequisite:* access to a guitar. For beginning guitar students. Emphasis on music reading and elementary techniques. Contact: 2 hours.

MVS1126 Intermediate Guitar (I) FA SP *Prerequisite:* MVS1116 or prior guitar experience. An extension of MVS1116. Students will learn classical compositions, song accompaniments, basic improvisation for various musical styles and exercises to advance their technical and musical development. Contact: 2 hours.

MVS2127 Advanced Class Guitar (I) SP *Prerequisites:* completion of MVS1126, permission of the instructor and access to a guitar. Refinement of technical skills learned in other guitar classes. Contact: 2 hours.

Health Education and Safety

HSCI1100 Concepts of Positive Living (3) FA SP SU *Prerequisite:* Satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. An introductory course in personal health, emphasizing healthy lifestyle behaviors. Specific topics include nutrition, exercise, mental health, sexuality, substance abuse, communicable diseases, chronic diseases and injury prevention. Contact: 3 hours.

HSC1171 Wellness through Stress Management (3) FA SP SU
Explores the nature and scope of stress in today's society, with emphasis on the impact of stress on human health. Coping strategies for environmental, social and internally induced stressors are discussed. Contact: 3 hours.

HSC2122 Consumer Health (3) FA SP *Prerequisites:* REA0017 and ENC0025, or appropriate placement scores. This course will provide students with the skills to identify, question, and/or determine the accuracy of information within the areas of health care, health services and health products. Web page research is required. Previous basic computer skills are necessary for Internet searches. Contact: 3 hours.

HSC2200 Principles of Contemporary Health (3) FA SP SU
Prerequisite: Satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. A study of public health issues as related to the community and the individual. Cases, consequences, prevention and/or possible solutions are explored. Contact: 3 hours.

HSC2400 First Aid (3) FA SP SU College-level first aid course designed to teach students how to effectively assess and treat the first aid needs of the injured or ill patient. Courses includes American Heart Association CPR certification at the healthcare provider/professional rescuer level. Course is especially recommended for students who plan to major in EMS, recreation, physical education or elementary education. Contact: 3 hours per week.

Health Information Management

HIMI000 Introduction to Health Information (2) FA *Prerequisite:* grade of C or better in CGS1060 or CGS2100. This course is designed as an overview to the healthcare delivery system and health information. During the course, students will learn about health information profession, the organization of healthcare in the United States, the role of providers, information systems related to the health record, filing methods, storage and retention, functions and documentation requirements of the health record, content and structure, and data sets, for various types of healthcare facilities. The course will introduce legal, ethical, privacy, security and confidentiality issues and practices applicable to health information. In addition, components of the National Healthcare Worker requirements will be met. This course must be passed with a grade of C or better. Note: Projects within the course may require use of Word, Excel, Access, and the Internet. Contact: 2 hours.

HIMI102 Introduction to Health Information (3) FA SP *Prerequisite:* grade of C or better in CGS1060 or CGS2100. This course studies the collection and organization of patient information, the effective management of information using computer technology, and the impact of such technology on medical research, education and patient care. Contact: 3 hours.

HIMI433 Pathophysiology (3) FA SP *Prerequisite:* HSC2531 and CGS1060 or CGS2100 with a grade of "C" or better. This course is designed to study the systematic approach to the basic disease processes in terms of etiology, symptomatology, general pathological changes, diagnostic procedures, and testing and types of treatment. The course must be passed with a grade of C or better. Note: Projects within the course may require use of Word, Excel, Access and the Internet. Contact: 3 hours.

HIM2012 Legal Aspects of Healthcare (2) FA SP *Prerequisite:* HIM1000 and CGS1060 or CGS2100 with a grade of "C" or better. This course will review the legal aspects of healthcare, in particular those related to health information management state and federal laws. Includes legal terminology, confidentiality, access and release of information, HIPAA, tracking of disclosed information, liability, subpoenas, depositions, consent and authorization guidelines, privacy and health care liability. Note: Projects within the course may require use of Word, Excel, Access, and the Internet. Contact: 2 hours.

HIM2034 Healthcare Informatics Project Management (3) FA SP *Prerequisite:* grade of C or better in CGS1060 or CGS2100. This course provides an overview of healthcare informatics project management. Additionally, it introduces the concepts necessary to identify the major components that lead to the successful completion of a healthcare informatics project. Course topics include: project planning, project tracing and implementation, task delegation, time, money and outcomes of management of projects. This course must be passed with a grade of C or better. Note: Projects within the course may require use of Word, Excel, Access, and the Internet. This course must be passed with a grade of C or better. Note: Projects within the course may require use of Word, Excel, Access, and the Internet. Contact: 3 hours.

HIM2211 Health Information Technology (2) FA SP *Prerequisite:* HIM1000 and CGS1060 or CGS2100 with a grade of "C" or better. This course will review the evolution of information systems in healthcare, the major types of healthcare information system applications, the common hardware configuration, major types of databases, structured and unstructured data, decision support systems, confidentiality, privacy and security, and emerging technologies. This course also covers terminologies and classification commonly used for administrative and statistical reporting, other vocabulary, terminology and classification systems, data standards for healthcare and the application of vocabulary, terminology and classifications systems. This course must be passed with a passing grade of C or better. *Prerequisite:* HIM1000. Note: Projects within the course may require use of Word, Excel, Access, and the Internet. Contact: 2 hours

HIM2304 Healthcare Informatics Project Management (3) FA *Prerequisite:* grade of C or better in CGS1060 or CGS2100. This course provides an overview of healthcare informatics project management. It introduces the concepts necessary to identify the major components that lead to the successful completion of a healthcare informatics project. Course topics include project planning, project tracing and implementation, task delegation, time, money and outcomes of management of projects. This course must be passed with a grade of C or better. Note: Projects within the course may require use of Microsoft Word, Excel and Access, and the Internet. Contact: 3 hours

HSC2531 Medical Terminology (3) FA SP SU *Prerequisite:* satisfactory completion of REA0007 or appropriate placement scores. This course prepares students to analyze words structurally, to spell and pronounce medical terms correctly and to correlate an understanding of word elements with basic anatomy, physiology and disease processes. Contact: 3 hours.

History

AMH1041 American Experience I (3) FA SP SU *Prerequisite:* satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. Examines the historical experiences and events that shaped America's social and economic development, in order to foster a better understanding of America's culturally diverse society. Lecture: 3 hours.

AMH1050 American Experience II (3) FA SP SU *Prerequisite:* satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. Acquaints students with the historical origins and context for America's evolving role in the world. Provides perspective on major issues and themes of American foreign policy. Lecture: 3 hours.

AMH2010 History of the United States I (3) FA SP SU *Prerequisite:* satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. A comprehensive survey of U. S. history from the Colonial period through Reconstruction. Provides perspective on the historical roots of America through examination of major issues and interpretations of U. S. history. Lecture: 3 hours.

AMH2020 History of the United States II (3) FA SP SU *Prerequisite:* satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. A comprehensive survey of U. S. history from the Reconstruction era to the present. Provides perspective on the historical roots of America through examination of major issues and interpretations of U. S. history. Lecture: 3 hours.

AMH2070 Florida History (3) FA *Prerequisites:* satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. Presents the history of Florida from the beginnings of European settlement to the present, emphasizing the period since 1821 when the United States acquired Florida from Spain. Contact: 3 hours.

AMH2091 African-American History (3) FA SP *Prerequisite:* satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. A survey of African-American history from its roots in 15th century West Africa to contemporary U. S. society, examining the major political, economic and social factors that shaped that history. Lecture: 3 hours.

ASH1044 Introduction to Middle Eastern History and Civilization (3) FA SP *Prerequisite:* satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. This course is designed to familiarize students with the history, civilization, culture and religion of the Middle East. The survey course covers the broad sweep of Middle

Geology

GLY1030 Environmental Geology (3) FA SP SU *Prerequisite:* satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. An introductory course in geology emphasizing environmental aspects of the earth, including earthquakes, volcanoes, depletion of resources, water supply problems, pollution, and geologic land use and planning. Lecture: 3 hours.

GLY2010 Physical Geology (3) FA *Prerequisite:* satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. *Corequisite:* GLY2010L. Covers the origin and evolution of the earth, with concentration on the geologic processes acting within the earth and on the earth's surface. Lecture: 3 hours.

GLY2010L Physical Geology Laboratory (I) FA *Prerequisite or corequisite:* GLY2010. Students will classify and identify rocks and minerals and interpret topographic/geologic maps and aerial photographs. Lab: 3 hours. Additional fee.

GLY2160 Geology of National Parks (3) SP *Prerequisite:* satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. An introductory course in geology that develops the geological history of selected national parks while illustrating essential principles and processes of geology. Lecture: 3 hours.

German

GER1120 Elementary German I (4) FA Essentials of German with emphasis on auditory experience, oral practice and the structure of the language. Lecture: 3 hours. Lab: 2 hours. Additional fee.

GER1121 Elementary German II (4) SP *Prerequisite:* grade of C or better in GER1120. Continuation of GER1120. Lecture: 3 hours. Lab: 2 hours. Additional fee.

Graphic Design/Multimedia

CGS1520 Introduction to Multimedia Programming (3) FA SP *Prerequisite:* satisfactory completion of Developmental Reading II (REA0017), or appropriate placement scores. Enrollment in Intermediate Photoshop (PGY2801C) is highly suggested. Topics include multimedia applications, principles of video and sound manipulation, multimedia and the Internet, and design issues for multimedia programming. The student will use Adobe Flash for multimedia development and Adobe Photoshop for editing graphics. Hands-on projects will be required for presentation and grade. Contact: 3 hours. Additional fee.

CGS2525 Advanced Multimedia Programming (3) SP *Prerequisite:* satisfactory grade in CGS1520 or its equivalent. A continuation of CGS1520. Topics include advanced uses of Macromedia Director, Lingo and Flash animation. This course will cover the fundamentals of professional multimedia projects development. In-depth study and successful implementation of multimedia applications for CD-ROM, Kiosk, and Web distribution. Emphasis on video and audio compressions; multi-platform implementations and applications authoring will also be covered. Hands-on projects will be required for presentation and grade. Contact: 3 hours. Additional fee.

GRA1103C Computer Based Design I (3) FA *Prerequisites:* GRA1131C and GRA1206 or instructor approval. Uses the principles of good visual communication and the computer for creating graphic design materials and products. Advanced design skills and functional knowledge of professional software programs such as Adobe Illustrator, InDesign, Photoshop and QuarkXPress needed to successfully complete the course projects. Contact: 4 hours. Additional fee.

GRA1105C Computer Based Design II (3) SP *Prerequisites:* GRA1103C, GRA1131C and GRA2106. A continuation of GRA1103C, leading to more advanced topics and design projects. Uses the principles of good visual communication and design and professional software such as Adobe Illustrator, InDesign, Photoshop, and QuarkXPress to successfully complete the course projects. From concept stage to electronic pre-press, the entire process will be studied, with finished portfolio pieces the final outcome. Contact: 4 hours. Additional fee.

GRA1131C Multimedia Graphics (3) FA SP An overview of the technical principles, fundamentals and terminology of the electronic publishing field. Introduction to professional-level software packages such as the Adobe suite of InDesign, Illustrator and Photoshop. Contact: 4 hours. Additional fee.

GRA1206C Typography (3) FA SP *Prerequisite:* GRA1131C or instructor approval. Emphasis on the practical application of typographic elements as it relates to the principles of good design and visual communication. Primary focus on software programs. Adobe Illustrator and QuarkXPress. Contact: 4 hours. Additional fee.

GRA2121 Professional Desktop Publishing (3) FA *Prerequisites or corequisite:* GRA1131C and GRA2106 or instructor approval. Provides instruction in the fundamentals of the most widely used page layout applications in the professional field, Adobe InDesign and QuarkXpress. Complete and proper use of the tools to create professional level single- and multi-page documents will be covered. Special emphasis will be placed on good design and proper setup of documents. Contact: 3 hours. Additional fee.

GRA2140 Web Page Design (3) FA SP *Prerequisite:* satisfactory completion of Developmental Reading II (REA0017), or appropriate placement scores. This course teaches students how to design and publish Web pages using the latest standards and practices. Topics include Web page development essentials, Web design elements, basic and advanced Web technologies. Contact: 4 hours.

GRA2143 Advanced Web Design (3) SP *Prerequisite:* GRA2140, PGY2801C and GRA1131C. Through the use of practical activities, students will learn advanced Web design concepts and techniques. Topics include advanced CSS, Templates, Reusable Objects, Search Engine Optimization, Ecommerce components, Advanced Page Layout, and intro dynamic Web application development. Contact: 4 hours. Additional fee.

GRA2203 Digital Pre-Press and Document Design (3) SP *Prerequisite:* Satisfactory completion of GRA1131C and GRA1206C and or permission of instructor. This course will focus on an in-depth understanding of electronic pre-press issues and survey the major page layout software programs used in the industry. Students will produce digital portfolio projects. Contact: 4 hours. Additional fee.

GRA2207 Advanced Image Editing (3) FA SP *Prerequisite:* PGY2801C or instructor approval. Exploration of advanced image processing techniques. Students will learn how to prepare images for various output venues, including Web and multimedia publishing, animation and video. Project focus on resolution, color management, image creation, video and audio proper compressions and special effects. Industry-standard hardware and software will be used. Contact: 3 hours.

PGY2801C Photoshop (3) FA SP *Prerequisite:* GRA1131C or instructor approval. This course will focus on learning more advanced aspects of Adobe Photoshop and proper scanning techniques and resolutions needed for working with bitmapped images and their connection to other digital output applications. Contact: 4 hours. Additional fee.

RTV2214 Digital Audio/Video Production (3) FA SP *Prerequisite:* CGS1520. Designed to help develop skills related to generating, recording and editing audio and video using computers as nonlinear editing systems. Students will learn to use software that is common to audio and video editing. Students will produce a portfolio in the process of learning the formal principles and processes of audio/video production. Contact: 4 hours. Additional fee.

Guitar

MVS1116 Beginning Class Guitar (I) FA SP *Prerequisite:* access to a guitar. For beginning guitar students. Emphasis on music reading and elementary techniques. Contact: 2 hours.

MVS1126 Intermediate Guitar (I) FA SP *Prerequisite:* MVS1116 or prior guitar experience. An extension of MVS1116. Students will learn classical compositions, song accompaniments, basic improvisation for various musical styles and exercises to advance their technical and musical development. Contact: 2 hours.

MVS2127 Advanced Class Guitar (I) SP *Prerequisites:* completion of MVS1126, permission of the instructor and access to a guitar. Refinement of technical skills learned in other guitar classes. Contact: 2 hours.

Health Education and Safety

HSC1100 Concepts of Positive Living (3) FA SP SU *Prerequisite:* Satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. An introductory course in personal health, emphasizing healthy lifestyle behaviors. Specific topics include nutrition, exercise, mental health, sexuality, substance abuse, communicable diseases, chronic diseases and injury prevention. Contact: 3 hours.

Japan, the Americas, medieval European culture, and the Renaissance in Europe. Substantial writing component. Fulfills state writing requirement. (GG) Lecture: 3 hours. Satisfies the general education humanities requirement.

HUM2230 Humanities II (3) FA SP SU *Prerequisite:* successful completion of the general education communications requirement. HUM2210 is not a *Prerequisite*, but the sequence is strongly recommended. The study of the arts and ideas of various cultures, consisting of an integrated historical and global approach to cultural expressions in the humanities, including architecture, sculpture, painting, music, drama, literature, religion, philosophy, politics, jurisprudence, economics and film. Covers the expressions that date from the sixteenth century to the contemporary world, including European culture, China, Japan, Russia, Africa and the Americas. Substantial writing component. Fulfills state writing requirement. (GG) Lecture: 3 hours. Satisfies the general education humanities requirement.

HUM2525 The American Music Tradition: Jazz (3) FA SP SU *Prerequisite:* successful completion of the general education communications requirement. The study of a uniquely American art form, covering pre-jazz influences, the significance of New Orleans in the early development of jazz and the later dissemination of jazz throughout America. The evolution of jazz styles from early blues to the present jazz-oriented rock will be explored through the study of individual performers, composers and arrangers. Lecture: 3 hours. Student research required. Substantial writing component. Fulfills state writing requirement.

HUM2529 The American Music Tradition: Popular Music (3) FA SP *Prerequisite:* successful completion of the general education communications requirement. Survey of American popular music, focusing on folk music traditions planted on American soil during the earliest periods of settlement, the evolution of those styles after 1900 and the synthesis of those styles evidenced in American popular music since 1945. Student research is required. Substantial writing component. Fulfills state writing requirement. Contact: 3 hours.

HUM2740 Humanities Abroad I (3) SP *Prerequisite:* successful completion of the general education communications requirement. Designed to prepare students for participation in the overseas tour connected with HUM2741. Major emphasis is on academic preparation with thorough instruction about the cultural achievements that will be encountered during the overseas tour. Practical preparation includes instruction about handling culture shock, dealing with foreign currencies, speaking foreign phrases, obtaining passports, packing for an overseas journey and budgeting expenditures. This is a higher-level course designed to be more extensive in terms of the material covered and more intensive in terms of academic requirements than HUM1700. Course outline and travel costs vary in accordance with the itinerary. Credit for HUM1700/HUM1701 may not substitute for HUM2740/HUM2741. Offered solely for those planning to enroll in HUM2741 and travel as participants in the Humanities Study Abroad Program. Substantial writing component. Fulfills state writing requirement. (GG) Contact: 3 hours. Satisfies the general education humanities requirement.

HUM2741 Humanities Abroad II (3) SU *Prerequisite:* grade of C or better in HUM2740, or grade of C or better in HUM2210 and HUM2230, or grade of C or better in ARH2050 and ARH2051. Course consists of an academically oriented overseas tour that brings students face-to-face with the cultural achievements studied in *Prerequisite* course(s). In addition to providing on-site encounters with many of the greatest accomplishments in human history, the course offers students opportunities to practice what they learned regarding the customs, languages and currencies of the locations they visit. This is a higher-level course designed to be more extensive in terms of material covered and more intensive in terms of academic requirements, than HUM1701. Course outline and travel costs vary in accordance with the itinerary. Credit for HUM1700/1701 may not substitute for HUM2740/HUM2741. Substantial writing component. Fulfills state writing requirement. Satisfies the general education humanities requirement. (GG)

HUM2942 Museum Field Trip (1) SP The study of art and architecture in major collections in cities such as Washington and New York during break between Spring and Summer terms, with 2 one-hour class meetings for information. Written work is required, as is the completion of questionnaires on collections.

HUM2950 Humanities Abroad Option (1) SU Intended solely for students who participate in the HUM2950 tour offered through the Humanities Study Abroad Program. The overseas tour will bring to life what the participants learned in two preparation sessions (five

hours total). Students will be required to write academic essays about the cultural expressions they encounter. Does not satisfy the general education humanities requirement.

IDS2900 Changes in Multicultural American Society (3) SP Provides a basic understanding of the interconnections between the historical setting of the 20th century and endeavors such as film, the visual arts, literature and music. For elective credit only; does not satisfy the general education humanities requirement. Contact: 3 hours.

LIT2100 Masterpieces of World Literature (3) FA SP SU *Prerequisite:* successful completion of the general education communications requirement. An introduction to selected major works of literature from Eastern and Western humanities. A study of various genres such as drama, poetry, the short story, the epic, the novel and philosophy as they reflect the ideas and attitudes of the respective cultures. Substantial writing component. Fulfills state writing requirement. (GG) Lecture: 3 hours.

MUH2011 Introduction to Music History (3) FA SP *Prerequisite:* successful completion of the general education communications requirement. The study of music history from the middle ages to the present. A general education course for nonmusic majors. Substantial writing component. Fulfills state writing requirement. Lecture: 3 hours.

MUH2120 Music of the World (3) FA SP SU *Prerequisite:* successful completion of the general education communications requirement. An introductory course that surveys traditional, indigenous, and popular music of the United States, Latin America, Africa, Europe and Asia. Emphasis is placed on music as culture and music as sound. A general education course for nonmusic majors. Substantial writing component. Fulfills state writing requirement. (GG) Lecture: 3 hours.

PHI2010 Philosophy (3) FA SP SU *Prerequisite:* successful completion of the general education communications requirement. An introductory study of metaphysics, ethics, aesthetics and logic, based upon the inquiries of the speculative and critical philosophers both traditional and modern. Substantial writing component. Fulfills state writing requirement. Lecture: 3 hours.

PHI2100 Introductory Logic (3) FA SP *Prerequisite:* satisfactory completion of the general education communications requirement. This course consists of an introduction to Aristotelian logic, which is the deductive reasoning whose origin is attributed to Aristotle. Additionally, topics in symbolic logic, fallacies and inductive reasoning are developed. The topics covered include basic concepts, inductive and deductive arguments, informal fallacies, categorical propositions, categorical syllogisms, propositional logic, natural deduction and the rules of inference and the rules of replacement, conditional and indirect proofs and proving logical truths. Substantial writing component. Fulfills state writing requirement. Lecture: 3 hours.

PHI2600 Ethics (3) FA SP SU *Prerequisite:* successful completion of the general education communications requirement. The course consists of an introduction to the study of ethics (the rationale behind human behavior) through an examination of the theoretical traditions that span the globe and that date from the ancient through the modern world. Students will be introduced to a wide range of outstanding moral theorists whose ideas will be examined within the cultural contexts that gave them birth. Substantial writing component. Fulfills state writing requirement. Lecture: 3 hours. Satisfies the general education humanities requirement.

REL2200 Introduction to Biblical Studies (3) FA SP SU *Prerequisite:* successful completion of the general education communications requirement. Provides a chronological introduction to the formation and content of the Hebrew Tanak (or the Christian Old Testament) and the Christian New Testament, as well as an examination of relevant cultural expressions or historical events that may have impacted that formation and content. Substantial writing component. Fulfills state writing requirement. Contact: 3 hours. Satisfies the general education humanities requirement.

REL2300 World Religions (3) FA SP SU *Prerequisite:* successful completion of the general education communications requirement. The course is designed to introduce the student to the academic study of religion and to the sociological, theoretical and practical dimensions of the world's religions. Involves discussion of such religious expressions as Christianity, Islam, Hinduism, Buddhism, Taoism, Sikhism, Judaism, Confucianism, Jainism, Baha'i, Shintoism, Zoroastrianism, native African religion, native American religion and others. Substantial writing component. Fulfills state writing requirement. (GG) Contact: 3 hours. Satisfies the general education humanities requirement.

THE2100 Introduction to Theatre History (3) FA SP SU

Prerequisite: satisfactory completion of the general education communications requirement. Designed to survey the development of theater from classical to contemporary, with emphasis on the relationship between theatre genres and styles and cultural and societal influences. The material will include the reading of selected dramatic forms. Substantial writing component. Fulfills state writing requirement. Contact: 3 hours. Satisfies the general education humanities requirement.

Interdisciplinary Studies

IDH2931 Honors Seminar (1) FA *Prerequisite:* admission to the Honors Program. An interdisciplinary course for Honors Program students designed to expand their college experience. Lectures on a variety of topics by college and community leaders. Required course to graduate as an Honors Program graduate, along with 15 hours in the Honors curriculum and the requisite GPA. Written work is required. Meets seven times per semester. Contact: 1 hour.

IDS1195 Introduction to Chinese Culture and Society (3) FA SP *Prerequisite:* satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. An interdisciplinary course designed to provide students an introduction to the culture and society of the People's Republic of China. Students will examine elements of Chinese history, regionalism, philosophy and religion, as well as traditional culture and behaviors related to family, festivals and holidays and social life. (GG) Lecture: 3 hours.

IDS2194 Florida: History, People, Politics (3) FA SP This course is designed to cross conventional academic disciplines and present a view of Florida from a historical, political, and economic perspective. The Florida course will acquaint the student with Florida's diverse history by analyzing its evolving multi-cultural population. Additionally, the course reviews the state's current political institutions and explores the future of Florida, particularly in economic terms. By completing this course students will satisfy computer proficiency requirements. Contact: 1 hour.

IDS2311 Global Perspectives: An Interdisciplinary Course in Globalism (2) FA *Prerequisite:* completion of other Global Gateway program requirements. Permission required. This course serves as the capstone course for students seeking a Global Gateway designation on their transcript. Students will be exposed to an interdisciplinary, integrated curriculum presented from a global perspective. Students will be required to complete a capstone assignment as determined by the lead instructor. (GG) Contact: 2 hours.

IDS2900 Changes in Multicultural American Society (3) SP Provides a basic understanding of the interconnections between the historical setting of the 20th century and endeavors such as film, the visual arts, literature and music. For elective credit only; does not satisfy the general education humanities requirement. Contact: 3 hours.

IDS2941 Technology and Professional Programs Internship (3) OD *Prerequisites:* 18 hours of courses within the student's program core. The internship course will provide students with an opportunity to gain hands on experience in their chosen area of study. Interns will complete a minimum of 150 hours in the field under the guidance of an instructor and the supervision of a designated professional. Contact: 3 hours.

ISC1930 Special Topics in Interdisciplinary Science (1) FA SP SU Seminar acquainting students with curriculum issues in various scientific disciplines, specific programs of study at FA&MU, current topics in the sciences and the uses of computer technology in scientific studies. Content will vary from semester to semester. Students will be graded on S/U basis. Carries no credit towards the A.A. degree. Seminar: 2 hours.

Italian

ITA1120 Beginning Italian I (4) FA Essentials of Italian, with special emphasis on oral and aural practice in the language. Lecture: 3 hours. Lab: 2 hours. Additional fee.

ITA1121 Beginning Italian II (4) SP *Prerequisite:* grade of C or better in ITA1120. Continuation of ITA1120, with special emphasis on oral and aural practice in the language. Lecture: 3 hours. Lab: 2 hours. Additional fee.

Journalism

ENC2942 Intern Program in Publishing (3) OD *Prerequisite:* permission of instructor. Designed to provide students with real life experiences in publishing, such as manuscript selection, research, editing, proofreading, layout, photography, graphics and distribution. Students work under supervision of an editor. Limited to six students per semester. Permission of Talon instructor required. If recommended by the on-site supervisor and the instructor, a student may enroll for a second semester and receive an additional 3 credits. Lab: 6 hours.

JOU2420L Newspaper Production (3) FA SP *Prerequisite:* ENC1101 required. *Prerequisite or corequisite:* MMC1100. A lab for developing skill in gathering, writing and evaluating news, copy reading, headlining and layout. Practical application is made through production of the College newspaper. Word processing skill is recommended. May be taken for credit three times, but permission of instructor is required for the third time. Lecture and lab: 3 hours.

JOU2440L Literary Magazine Production (2) SP *Prerequisite:* permission of the instructor or ENC1101. A lab for developing skill in evaluating, copy reading and editing poetry and prose, evaluating art and photography and developing skill in layout. Provides practical application of skills in producing College literary magazine. May be taken three times for credit, but permission of instructor is required for third time. Lecture and lab: 3 hours.

JOU2940L Newspaper Practicum (2) FA SP *Prerequisite:* satisfactory completion of six hours of JOU2420L. Practical application of writing, editing, design and photographic skills through producing the student newspaper. May be taken one time for credit. Lab: 3 hours.

MMC1000 Survey of Mass Media (3) FA SP Introduction to the media of mass communications with special emphasis on newspapers, magazines, radio, and television with a study of their nature and their responsibilities to the public. Lecture: 3 hours.

MMC1100 Writing for Mass Communication (3) FA SP *Prerequisite:* grade of C or better in ENC1101. An introductory course in the fundamentals of gathering, writing and evaluating news and opinion articles for the mass media, with emphasis on newspaper work and on-line production. Substantial writing component. Fulfills state writing requirement. Includes a research paper. Lecture: 3 hours.

Latin

LAT1120 Beginning Latin I (4) FA Essentials of Latin, with emphasis upon grammar, syntax and Roman civilization. Lecture: 4 hours.

LAT1121 Beginning Latin II (4) SP *Prerequisite:* grade of C or better in LAT1120. Continuation of LAT 1120. Lecture: 4 hours.

Leadership

MNA2764 Leadership Development through the Classics (3) OD This course will help to develop leadership ability through the integration of theoretical concepts of leadership and group dynamics. Opportunities to identify a personal philosophy of leadership are included. Participants are encouraged to develop their leadership potential and to engage in productive leadership behavior. Contact: 3 hours.

Legal Studies

Note: See page 195 for paralegal program course descriptions.

Library Sciences

LIS2004 Introduction to Internet Research (1) FA SP Web-based course to help in the development of skills for searching the Internet successfully. Students learn how to evaluate information retrieved on the Internet for its content and credibility, with emphasis placed on the development of critical thinking skills. Reviews the parts of the Internet that are important for accessing information necessary for essays and research reports. Contact: 1 hour.

Literature

AML2301 Major American Writers (3) FA SP SU *Prerequisite:* completion of the six-hour general education communications requirement. An in-depth study of major works of writers whose contribution to American literature are most significant or whose impact on the literary, philosophical, and intellectual milieu in America is unquestionable. Lecture: 3 hours. Substantial writing component. Fulfills state writing requirement.

AML2600 African American Literature (3) FA SP SU

Prerequisite: successful completion of the six-hour general education communications requirement. This survey course draws upon a compilation of genres, styles and language used by various writers of African American descent. This course will also examine the ideas and literary contributions of 19th and 20th century African Americans such as Frederick Douglass, Malcolm X, Richard Wright, Toni Morrison, Alice Walker and Nikki Giovanni. This course meets three hours of the six-hour general education humanities requirements. Substantial writing component. Fulfills state writing requirement.

ENL2000 British Literature (3) FA SP SU

Prerequisite: successful completion of the general education communications requirement. A chronological study of the major works in British literature, from Beowulf through the Twentieth Century. Readings consist of a variety of literary types—drama, fiction, and poetry. The primary purpose is to present the literary works and to relate them to the age to which they belong. Lecture: 3 hours. Substantial writing component. Fulfills state writing requirement.

ENL2330 Introduction to Shakespeare (3) FA SP

Prerequisite: grade of C or better in ENC1101. An exploration of Shakespeare's poetry and his dramatic comedies, histories and tragedies. The course will focus on understanding the plays both as textual and dramatic productions and will explore the way in which such productions contribute to the ideological discourse of society. ENL2330 is an elective course that does not satisfy the general education humanities requirement. Contact: 3 hours.

LIT2080 Individualized Reading in Modern Literature (3) SP

Prerequisite: grade of C or better in ENC1101. Designed to allow students of all reading capabilities to explore modern literature. A wide range of topics and selections will be suggested to satisfy individual student interest and chosen to meet the approval of both the student and the instructor. Individual reading, group discussion and presentation of projects. Lecture: 3 hours.

LIT2100 Masterpieces of World Literature (3) FA SP SU

Prerequisite: successful completion of the general education communications requirement. An introduction to selected major works of literature from Eastern and Western humanities. A study of various genres such as drama, poetry, the short story, the epic, the novel and philosophy as they reflect the ideas and attitudes of the respective cultures. Substantial writing component. Fulfills state writing requirement.(GG) Lecture: 3 hours.

LIT 2323 Multicultural Mythology (3) FA SP

Prerequisite: grade of C or better in ENC1101. This course explores the rich heritage of mythology as manifested in different cultures throughout the world. Through readings, lectures, discussions and writing assignments, students will gain an increased understanding and appreciation of how myths have influenced cultural traditions and values. Lecture: 3 hours. This course satisfies 3 hours of elective credit.

LIT2330 Children's Literature (3) FA SP SU

Prerequisite: ENC0025 and REA0017, or appropriate placement scores. Focuses on the child and the book. Structure is on recognized principles of learning and child development. Provides insights into growth patterns and characteristics of children from infancy through adolescence, examines the impact of these characteristics on reading, investigates by interest levels and genre the wide spectrum of children in testing theories and techniques learned and encourages creativity and ingenuity in individual projects and activities. Lecture: 3 hours.

LIT2380 Introduction to Women Writers (3) FA

Prerequisite: grade of C or better in ENC1101. Examines the ideas and literary contributions of 20th century women writers. Focuses not only on their expressions of the female experience but also on their views of the shared experiences and conflicts of men and women. Lecture: 3 hours.

LIT2930 Special Topics in Literature (3) FA SP

Prerequisite: ENC0025 and REA0017, or appropriate placement scores. Successful completion of the general education communications requirement is recommended, but not required. This course continues to develop critical reading and thinking skills through detailed analysis of literature using discussion and composition. Particular emphasis will be on literary trends, genres, periods, places and authors. LIT2930 is an elective course that does not satisfy the general education humanities requirement. Contact: 3 hours.

Logic

PHI2100 Introductory Logic (3) FA SP

Prerequisite: satisfactory completion of the general education communications requirement. This course consists of an introduction to Aristotelian logic, which is the deductive reasoning whose origin is attributed to Aristotle. Additionally, topics in symbolic logic, fallacies and inductive reasoning are developed. The topics covered include basic concepts, inductive and deductive arguments, informal fallacies, categorical propositions, categorical syllogisms, propositional logic, natural deduction and the rules of inference and the rules of replacement, conditional and indirect proofs and proving logical truths. Substantial writing component. Fulfills state writing requirement. Lecture: 3 hours.

Management

Note: See Business, page 166 for management course descriptions.

Marketing

Note: See Business, page 166 for marketing course descriptions.

Mathematics

MAC1105 College Algebra (3) FA SP SU

Prerequisite: grade of C or better in MAT1033, or appropriate score on the placement test. Topics include characteristics of functions in general; inverse functions; linear, quadratic, rational, absolute value, radical, exponential and logarithmic functions and equations; systems of equations and inequalities; and applications. May not be taken for credit by any student having a grade of C or better in a higher-level math course. Does not satisfy degree requirements for students with credit in MAC1102. A TI-83 or TI-84 graphing calculator is required. Lecture: 3 hours.

MAC2114 Trigonometry (3) FA SP SU

Prerequisite: grade of C or better in MAC1105 or its equivalent. A study of the trigonometric functions of angles and real numbers, along with their graphs and inverses, solutions of triangles and other applications, trigonometric identities and conditional trigonometric equations. Also introduces vectors and polar coordinates. A graphing calculator is required; check with instructor for the most appropriate one. Lecture: 3 hours.

MAC2140 Precalculus Algebra (3) FA SP SU

Prerequisite: grade of C or better in MAC1105. Techniques in graphing, properties of polynomial and rational functions, applications of exponential and logarithmic functions, solutions of higher degree polynomial equations, solutions of systems of linear equations using matrices and determinants, sequences and series, proof by mathematical induction, the binomial theorem and an introduction to conic sections. A graphing calculator is required; check with instructor for the most appropriate one. Lecture: 3 hours.

MAC2147 Precalculus Algebra and Trigonometry (5) SP

Honors Program Prerequisites: grade of A or B in high school trigonometry plus grade A or B in MAC1105, or appropriate score on the College Level Math (CLM) placement test. Topics include properties, applications, and graphs of polynomial, rational, exponential, and logarithmic functions, and solutions of higher-degree polynomial equations. Solutions of systems of equations using matrices and determinants, sequences and series, the binomial theorem, an introduction to conic sections, proof by mathematical induction, trigonometric functions of angles and real numbers along with their graphs, inverses, solutions of triangles and other applications, trigonometric identities, conditional trigonometric equations, complex numbers in trigonometric form and DeMoivre's Theorem, vectors, polar coordinates and an introduction to parametric equations. A graphing calculator is required; check with instructor for the most appropriate one. May not be taken for credit by any student who has a grade of C or better in MAC2140 or MAC2114. Lecture: 5 hours.

MAC2233 Calculus for Management (3) FA SP SU

Prerequisite: grade of C or better in MAC1105. Not open to students with credit in MAC2311 or MAC2312 or to students who plan to major in mathematics or the physical sciences. Topics include basic concepts and techniques of the differential and integral calculus of one variable, optimization techniques and exponential growth and decay, along with a brief introduction to multivariate calculus with application to business and the social and biological sciences. A graphing calculator is required; check with instructor for the most appropriate one. Lecture: 3 hours.

MAC2311 Calculus with Analytic Geometry I (5) FA SP SU

Prerequisites: grade of C or better in MAC2147, or grades of C or better in both MAC2114 and MAC2140. Topics include limits of functions and continuity; the derivative of a function; techniques of differentiation of algebraic, trigonometric, inverse, exponential and logarithmic functions; the Mean Value Theorem; parametric equations; applications of the derivative (relative and absolute extrema, velocity and acceleration, related rates, curve sketching, differentials); indeterminate forms and L'Hopital's Rule; indefinite and definite integrals; the Fundamental Theorem of Calculus; integration by substitution; and area between curves. A graphing calculator is required; check with instructor for the most appropriate one. Lecture: 5 hours.

MAC2312 Calculus with Analytic Geometry II (5) FA SP SU

Prerequisite: grade of C or better in MAC2311. Topics include applications of the definite integral (volume, arc length, center of mass, surface area, work, fluid pressure), integration of transcendental functions; introduction to hyperbolic functions; techniques of integration; numerical integration, slope fields and separable differential equations; infinite sequences and series; and polar coordinates. A graphing calculator is required; check with instructor for the most appropriate one. Lecture: 5 hours.

MAC2313 Calculus with Analytic Geometry III (4) FA SP

Prerequisite: grade of C or better in MAC2312. Topics include vectors; equations of planes and lines in space; vector-valued functions (including unit tangent and unit normal vectors, velocity and acceleration of objects in space and curvature); multivariable functions; the differential and integral calculus of multivariable functions; and line and surface integrals, including Green's Theorem, the Divergence Theorem and Stoke's Theorem. CAS (Computer Algebra System) software will be introduced as a teaching and learning tool. A graphing calculator is required; check with instructor for the most appropriate one. Lecture: 5 hours. Additional fee.

MAP2302 Differential Equations I (3) FA SP SU

Prerequisite: grade of C or better in MAC2312. Topics include methods of solutions of ordinary differential equations, linear and non-linear systems of differential equations and boundary value problems. Methods include operators, undetermined coefficients, variation of parameters, Laplace transforms and series solutions. There is also some use of a CAS (Computer Algebra System). A graphing calculator is required. Lecture: 3 hours.

MAT1033 Intermediate Algebra (3) FA SP SU

Prerequisite: appropriate placement score or satisfactory completion of MAT0028. MAT1033 cannot be taken for credit by any student who has grade of C or better in any higher mathematics course. This course carries elective credit and does not count toward the six hours of mathematics required for the A.A. degree. Major topics include linear equations, linear inequalities, systems of linear equations, inequalities in two variables and their graphs, introduction to relations and functions, rational exponents, operations with rational expressions, complex fractions and rational equations, operations with radical expressions and radical equations and quadratic equations. Application problems of various types are included to reinforce skills and concepts. This class includes a computer component that will require students to complete on-line computer assignments out of class, either at home or in the computer labs provided on campus. A scientific calculator is required for this course; it does not have to be a graphing calculator. Check with instructor for the most appropriate type of calculator. Lecture: 3 hours. Elective credit only; does not satisfy the general education mathematics requirement.

MGF1106 Mathematics I for Liberal Arts (3) FA SP SU

Prerequisite: grade of C or better in MAT1033, or appropriate score on placement test. This course is for liberal arts students who plan to concentrate in fields that require no specialized mathematics beyond the general education level. The course content includes history of mathematics, sets, logic, counting methods, probability, geometry, metric system and statistics. A scientific or graphing calculator is required. Lecture: 3 hours.

MGF1107 Mathematics II for Liberal Arts (3) FA SP SU

Prerequisite: grade of C or better in MAT1033, or appropriate score on placement test. This course is for liberal arts students who plan to concentrate in fields that require no specialized mathematics beyond the general education level. The course content includes financial mathematics, voting and apportionment methods, and graph theory. Additional topics demonstrating the beauty and utility of mathematics are also included. A scientific or graphing calculator is required. Lecture: 3 hours.

STA2023 Introductory Statistics (3) FA SP SU

Prerequisite: grade of C or better in MAT1033, or appropriate placement score. This course demonstrates how to apply selected statistical techniques to a wide variety of problems and situations arising in the areas of business, economics, finance, management, social science, health, psychology and education. Topics include graphical description of data, measures of location and dispersion, probability, discrete and continuous random variables, sampling distributions and estimation, confidence intervals and hypothesis tests and simple linear regression and correlation. A TI-84 or graphing calculator with equivalent statistical features is required. Lecture: 3 hours.

STA2122 Introduction to Applied Statistics (4) FA SP SU

Prerequisite: grade of C or better in MAC1105. This course covers descriptive statistics, probability distributions, confidence intervals and hypothesis tests for one mean or proportion and the comparison of two means or proportions, correlation and regression, analysis of variance (ANOVA) and chi-square tests. A TI-83 or graphing calculator with equivalent statistical features is required. Access to campus computer labs with Minitab statistics software or own license for Minitab is required. Satisfies computer proficiency requirement. Can be used to satisfy one of the two general education mathematics requirements. Credit toward the general education mathematics requirement cannot be earned for both STA2023 and STA2122. This class meets in a computer classroom. Lecture: 4 hours. Additional fee.

Meteorology

MET1010 Meteorology (3) FA SP SU

Prerequisite: satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. An introduction to the structure of the atmosphere, weather processes and climate, including recent events and environmental concerns in these realms. Lecture: 3 hours.

Military Science

These courses are offered as part of a cooperative arrangement between TCC, FSU and FAMU. Student may enroll in Army, Air Force or Navy ROTC tracks. All classes are held on the FSU or FAMU campus, depending on the program. For details see page 156.

MSL1001 Basic Officership TBA (I) TBA

Introduction to military science. Establishes a basic foundation for officership. Classes are held at TCC. A lab is required on Wed. 3:30P–5:00P. Physical fitness training is held at FSU and TCC on M, W and F 6:30A–7:30A. Contact FSU/TCC ROTC at 644-1016 for information. Lecture: 1 hour.

MSL1002 Basic Officership TBA (I) TBA

Prerequisite: MSL1001. Introduction to military science. Establishes a basic foundation for officership. Classes are held at TCC. A lab is required on Wed. 3:30P–5:00P. Physical fitness training is held at FSU and TCC on M, W and F 6:30A–7:30A. Contact FSU/TCC ROTC at 644-1016 for information. Lecture: 1 hour.

MSL2101 Leadership Teamwork TBA (I) TBA

Prerequisite: MSL1001. Continuation of MSL1001, the basic foundation for officership. It also focuses on developing leadership and teamwork. Classes are held at TCC. A lab is required on Wed. 3:30P–5:00P. Physical fitness training is held at FSU and TCC on M, W and F 6:30A–7:30A. Contact FSU/TCC ROTC at 644-1016 for information. Lecture: 2 hours.

MSL2102 Leadership Teamwork TBA (I) TBA

Prerequisite: MSL2101. Continuation of MSL1002, the basic foundation for officership. It also focuses on developing leadership and teamwork. Classes are held at TCC. A lab is required on Wed. 3:30P–5:00P. Physical fitness training is held at FSU and TCC on M, W and F 6:30A–7:30A. Contact FSU/TCC ROTC 644-1016 for information. Lecture: 2 hours.

MSL2102L Leadership Teamwork Lab (4) SU

An intense summer program conducted at Fort Knox, Kentucky, for six weeks. Designed as an alternative method to meet the *Prerequisites* of the advanced military course for students who have had no basic military science courses. Contact FSU/TCC ROTC at 644-1016 for information. Lecture: 4 hours.

Music

Note: A total of four semester hours credit in music performance and music activity courses may be allowed toward the 60 semester hours required for graduation with the A.A. degree.

HUM2525 The American Music Tradition: Jazz (3) FA SP

SU *Prerequisite:* successful completion of the general education communications requirement. The study of a uniquely American art form, covering pre-jazz influences, the significance of New Orleans in the early development of jazz and the later dissemination of jazz throughout America. The evolution of jazz styles from early blues to jazz-oriented rock are explored through the study of individual performers, composers and arrangers. Lecture: 3 hours. Student research required. Substantial writing component. Fulfills state writing requirement.

HUM2529 The American Music Tradition: Popular Music (3) FA

SP *Prerequisite:* successful completion of the general education communications requirement. Survey of American popular music, focusing on the folk music traditions planted on American soil during the earliest periods of settlement, the evolution of those styles after 1900 and the synthesis of those styles as evidenced in American popular music since 1945. Student research is required. Substantial writing component. Fulfills state writing requirement. Contact: 3 hours.

MUH2011 Introduction to Music History (3) FA SP

Prerequisite: successful completion of the general education communications requirement. The study of music history from the middle ages to the present. A general education course for nonmusic majors. Substantial writing component. Fulfills state writing requirement. Lecture: 3 hours.

MUH2120 Music of the World (3) FA SP SU

Prerequisite: successful completion of the general education communications requirement. An introductory course that surveys traditional, indigenous, and popular music of the United States, Latin America, Africa, Europe and Asia. Emphasis is placed on music as culture and music as sound. A general education course for nonmusic majors. Substantial writing component. Fulfills state writing requirement. (GG) Lecture: 3 hours.

MUL110 Music Appreciation (3) FA SP

This course is an introduction to musical concepts, terms and styles. The fundamentals of musical expression are explored from a social, cultural, economic and technological perspective through listening, concert attendance and discussion. Students will also explore social and cultural conditions under which music was and is created. This course does not fulfill the general education humanities requirement. Contact: 3 hours.

MUN1180 Concert Band (1) FA SP SU

An instrumental ensemble designed for students and citizens of the community. Performance and rehearsal literature is taken from all areas—symphonic to jazz. May be taken for credit four times. Contact: 3 hours.

MUN1310 College Chorale (1) FA SP SU

Open to any student interested in singing a wide variety of choral literature. May be taken for credit 4 times. Contact: 2 hours. Additional fee.

MUN1340 Vocal Ensemble (1) FA SP

Corequisite: enrollment in MUN1310. May be taken for credit 4 times. Contact: 2 hours. Additional fee.

MUN1710 Jazz Band (1) FA SP SU

Prerequisite: ability to read music and play an instrument appropriate to the ensemble. Jazz band will provide students with an opportunity to study and perform literature arranged specifically for large jazz ensembles and traditional big bands. May be taken for credit 4 times. Contact: 3 hours.

MUN2830 African Drum and Dance Ensemble (3) FA SP

This course will survey the music and dance cultures of sub-Saharan Africa. Students learn fundamentals of African music systems, including tonality, rhythmic modes and song structures. They will also gain training on djembe, dundun, ngoma and conga drums along with melodic and harmonic instruments such as African harps, xylophones, thumb pianos, fiddles and bells. Students will have the opportunity to learn traditional dances from Ghana, Guinea, South Africa and Uganda, along with songs from those areas. (GG) Contact: 3 hours.

MVS1116 Beginning Class Guitar (1) FA SP SU

Prerequisite: access to a guitar. For beginning guitar students. Emphasis on music reading and elementary techniques. Contact: 2 hours.

MVS1126 Intermediate Guitar (1) FA SP

Prerequisite: MVS1116 or prior guitar experience. An extension of MVS1116. Students will learn classical compositions, song accompaniments, basic improvisation for various musical styles and exercises to advance their technical and musical development. Contact: 2 hours.

MVS2127 Advanced Class Guitar (1) SP *Prerequisites:* completion of MVS1126, permission of the instructor, and access to a guitar. Refinement of technical skills learned in other guitar classes. Contact: 2 hours.

Nursing

NUR1020 Fundamentals Concepts of Nursing

Prerequisites: BSC2085, BSC 085L, BSC2086, BSC2086L, PSY2012, DEP2004, HUN1201, ENC1101, college math (select one of the following: MGF1106, MGF1107, MAC1105 or STA2023). *Corequisites:* NUR1020L, NUR1022L, NUR1141, NUR1213, NUR1213L, NUR1214L. This course will explore the fundamentals of the nursing process, setting the groundwork for students to care for patients in a variety of clinical and community settings. Students will build on and utilize knowledge from all prerequisite coursework. This course will focus on basic assessment skills of each body system as well as fundamental nursing skills such as vital signs, patient hygiene, skin and wound care and medication administration. Additional course topics include professional and therapeutic communication, activity and sleep, death and end of life care, nutrition, culture, sexuality, stress, safety, infection control, patient teaching and health promotion. The nursing process will be utilized throughout the course to encourage critical thinking. Lab experience in the corequisite NUR1020L will present basic and intermediate skills necessary to provide safe patient care. Clinical experience in the corequisite NUR1022L will provide opportunities for the student to apply newly acquired knowledge of the nursing process and of basic nursing skills. Lecture: 45 minutes.

NUR1020L Fundamental Concepts of Nursing Lab

Prerequisites: BSC2085, BSC2085L, BSC2086, BSC2086L, PSY2012, DEP2004, HUN1201, ENC1101, college math (select one of the following: MGF1106, MGF1107, MAC1105 or STA2023). *Corequisites:* NUR1020, NUR1022L, NUR1141, NUR1213, NUR1213L, NUR1214L. This course will explore the fundamentals of the nursing process, setting the groundwork for students to care for patients in a variety of clinical and community settings. Students will build on and utilize knowledge from all prerequisite coursework. This course will focus on basic assessment skills of each body system as well as fundamental nursing skills such as vital signs, patient hygiene, skin and wound care and medication administration. The nursing process will be utilized throughout the course to encourage critical thinking. Lecture content in the corequisite NUR1020 will prepare the beginning nursing student to provide basic care through the use of the Nursing Process and to lay a foundation for the subsequent nursing courses. Clinical experience in the corequisite NUR1022L will provide opportunities for the student to apply newly acquired knowledge of the nursing process and of basic nursing skills. Contact: Lab 50 hours.

NUR1022L Fundamental Concepts of Nursing Clinical

Prerequisites: BSC2085, BSC2085L, BSC2086, BSC2086L, PSY2012, DEP2004, HUN1201, ENC1101, college math (select one of the following: MGF1106, MGF1107, MAC1105 or STA2023). *Corequisites:* NUR1020, NUR1020L, NUR1141, NUR1213, NUR1213L, NUR1214L. This course will explore the fundamentals of the nursing process, setting the groundwork for students to care for patients in a variety of clinical and community settings. Students will build on and utilize knowledge from all prerequisite coursework. This course will focus on basic assessment skills of patients in the clinical area. Concentration will be on fundamental nursing skills such as vital signs, patient hygiene, skin and wound care and medication administration. The nursing process will be utilized throughout the course to encourage critical thinking. Lecture content in the corequisite NUR1020 will prepare the beginning nursing student to provide basic care through the use of the Nursing Process and to lay a foundation for the subsequent nursing courses. Lab experience in the corequisite NUR1020L will present basic and intermediate skills necessary to provide safe patient care. Contact: clinical 36 hours.

NUR1141 Pharmacology I

Prerequisites: BSC2085, BSC2085L, BSC2086, BSC2086L, PSY2012, DEP2004, HUN1201, ENC1101, college math (select one of the following: MGF1106, MGF1107, MAC1105 or STA2023). *Corequisites:* NUR1020, NUR1020L, NUR1022L, NUR1213, NUR1213L, NUR1214L. This course introduces the study of medications designed to provide the nursing student with a basic background of drug classifications, actions, dosages, age-related and developmental factors that affect drug metabolism, laboratory considerations, and side effects. This information is critical to safe nursing practice. Subject matter related to reduction of errors in medication administration is also presented. Students will demonstrate safe techniques of medication administration in the skills laboratory during NUR1020L and

* Course will not count toward credit for the A.A. degree.

NUR1213L prior to administering medications in the clinical area. Contact: 15 lecture hours.

NUR1213 Nursing Concepts I *Prerequisites:* BSC2085, BSC2085L, BSC2086, BSC2086L, PSY2012, DEP2004, HUN1201, ENC1101, college math (select one of the following: MGF1106, MGF1107, MAC1105 or STA2023). *Corequisites:* NUR1020, NUR1020L, NUR1022L, NUR1141, NUR1213L, NUR1214L. This course is the first of four Nursing Concepts courses and it builds upon the basic principles of nursing presented in Fundamentals of Nursing Concepts (NUR 1020), as well as knowledge from all pre-requisite courses. The focus of this course is disorders and conditions common to the general population, the knowledge and understanding of which is essential for safe nursing practice. Concepts include fluid and electrolyte balance; shock; pain management; peri-operative care; urinary, reproductive, oncology and metabolic disorders, as well as basic cardiovascular conditions. The use of the nursing process provides a framework for student learning and encourages critical thinking. Geriatric and nutritional considerations will be included. Lab experience in the corequisite NUR 1213L will reinforce basic and intermediate skills presented in Fundamentals of Nursing Concepts and present additional intermediate and advanced skills. Clinical experience in the corequisite NUR 1214L will provide opportunities for the student to apply knowledge in the acute care setting. Contact: Lecture 45 hours.

NUR1213L Nursing Concepts I Lab *Prerequisites:* BSC2085, BSC2085L, BSC2086, BSC2086L, PSY2012, DEP2004, HUN1201, ENC1101, college math (select one of the following: MGF1106, MGF1107, MAC1105 or STA2023). *Corequisites:* NUR1020, NUR1020L, NUR1022L, NUR1141, NUR1213, NUR1214L. This course will reinforce basic and intermediate skills presented in Fundamentals of Nursing Concepts and present additional intermediate and advanced skills, including patient assessment, medication administration, urinary catheter management, intravenous therapy, insulin administration and blood glucose monitoring. Students will continue to develop documentation and assessment skills presented in Fundamentals of Nursing Concepts and apply the nursing process through the development of individualized patient care plans. Material presented in the corequisite NUR1213 will be applied in this course. Clinical experience in the corequisite NUR1214L will provide opportunities for the student to apply knowledge and skills in the acute care setting. Contact: Lab 22 hours.

NUR1214L Nursing Concepts I Clinical *Prerequisites:* BSC2085, BSC2085L, BSC2086, BSC2086L, PSY2012, DEP2004, HUN1201, ENC1101, college math (select one of the following: MGF1106, MGF1107, MAC1105 or STA2023). *Corequisites:* NUR1020, NUR1020L, NUR1022L, NUR1141, NUR1213, NUR1213L. This course will provide the student opportunities to apply the knowledge and skills from these courses and Fundamentals of Nursing Concepts in the acute care setting. The student will apply the nursing process through the development, implementation and evaluation of individualized patient care plans for patients experiencing fluid and electrolyte imbalances, including shock; pain; genitourinary, reproductive, oncology and metabolic disorders, as well as basic cardiovascular conditions and the care of the peri-operative patient. Contact: 68 clinical hours.

NUR1312C* Pediatrics I (3) FA SP SU *Prerequisites:* NUR1020C, NUR1141, NUR1010 and NUR1280. *Corequisites:* NUR1213C and NUR1422C. This course is designed to present the nursing student with basic knowledge and skills related to care of a client from birth through childhood and adolescence, with an emphasis on normal growth and development, anticipatory guidance and prevention. The course will also present an introduction to the nursing role in supporting the health of ill children and their families. The nursing process provides a framework for planning care for clients on the wellness-illness continuum, with inclusion of human growth and development, cultural diversity, community health concepts, pharmacology and administration of medications, nutrition, legal aspects of practice, interpersonal relationships and current issues in nursing. Contact: per semester: 30 hours lecture, 10 hours lab and 35 hours of clinical. Additional fee.

NUR1422C* Maternal-Infant I (2) FA SP SU *Prerequisites:* NUR1020C, NUR1141, NUR1010 and NUR1280. *Corequisites:* NUR1213C and NUR1312C. This course is designed to present the nursing student with basic knowledge and skills related to care of a client from delivery through postpartum, as well as care of the neonate. The course will present an introduction of high-risk factors. The nursing process provides a framework for planning care for clients on the wellness-illness continuum, with inclusion of human growth and development, cultural diversity, pharmacology and administration

of medications, nutrition, legal aspects of practice, interpersonal relationships, and current issues in nursing. Contact: per semester: 15 hours lecture, 15 hours lab and 30 hours of clinical. Additional fee.

NUR1440 Family Nursing *Prerequisites:* BSC2085, BSC2085L, BSC2086, BSC2086L, PSY2012, DEP2004, HUN1201, ENC1101, college math (select one of the following: MGF1106, MGF1107, MAC1105 or STA2023), NUR1020, NUR1020L, NUR1022L, NUR1141, NUR1213, NUR1213L, NUR1214L. *Corequisites:* NUR1440L, NUR1441L, NUR1520, NUR1520L. NUR1440 provides the student with the knowledge and skills to care for clients on the wellness-illness continuum for patients during pregnancy from conception through labor & delivery and the post-partum periods as well as children from birth through adolescence. The nursing process provides a framework for planning care for patients on the wellness-illness continuum. Contact: Lecture 60 hours.

NUR1440L Family Nursing Lab *Prerequisites:* BSC2085, BSC2085L, BSC2086, BSC2086L, PSY2012, DEP2004, HUN1201, ENC1101, college math (select one of the following: MGF1106, MGF1107, MAC1105 or STA2023), NUR1020, NUR1020L, NUR1022L, NUR1141, NUR1213, NUR1213L, NUR1214L. *Corequisites:* NUR1440, NUR1441L, NUR1520, NUR1520L. This course will provide students the opportunity to apply theory specific to the birth to adolescent population and the pre-pregnant, pregnant, delivery, and postpartal patient in the lab setting. Emphasis will be placed on physical assessment of patients with specific age-related conditions and the ante-, intra-, and post-partal patient along with deviations from the norm. Application of the nursing process to a patient-specific condition and the corresponding documentation will be points of emphasis along with care plan development. Care of the individual with specific congenital conditions and developmental delays will also be emphasized. Contact: Lab 23 hours.

NUR1441L Family Nursing Clinical *Prerequisites:* BSC2085, BSC2085L, BSC2086, BSC2086L, PSY2012, DEP2004, HUN1201, ENC1101, college math (select one of the following: MGF1106, MGF1107, MAC1105 or STA2023), NUR1020, NUR1020L, NUR1022L, NUR1141, NUR1213, NUR1213L, NUR1214L. *Corequisites:* NUR1440, NUR 440L, NUR1520, NUR1520L. This course will provide students the opportunity to apply theory specific to the birth to adolescent population and the pre-pregnant, pregnant, delivery, and postpartal patient in the clinical setting. Emphasis will be placed on physical assessment of patients with specific age-related conditions and the ante-, intra-, and post-partal patient along with deviations from the norm. Application of the nursing process to a patient-specific condition and the corresponding documentation will be points of emphasis along with care plan development. Care of the individual with specific congenital conditions and developmental delays will also be emphasized. Contact: Clinical 112 hours.

NUR1520C* Mental Health Nursing (4) SP SU *Prerequisites:* NUR1020C, NUR1141, NUR1010, NUR1280, NUR1213C, NUR1422C and NUR1312C. *Corequisites:* MCB2004 and MCB2004L. This course provides the student with the opportunity to acquire knowledge and skills needed to care for patients throughout the mental health-mental illness continuum. Therapeutic nurse/patient interaction skills are stressed. Clinical experiences are selected to help students increase their understanding of the interdisciplinary health team and the nurse's role as a member of the team. Clinical practice is provided in a psychiatric setting. This course will also cover the mental health aspects of domestic violence, homelessness and HIV/AIDS. Contact: per semester: 45 hours lecture and 45 hours of clinical.

NUR1520L Mental Health Nursing Clinical (0) FA SP *Prerequisites:* NUR1020, NUR1020L, NUR1022L, NUR1213, NUR1213L, NUR1214L and NUR1141. *Corequisites:* NUR1520, NUR1440, NUR1440L and NUR1441L. This is a corequisite clinical course taken with NUR1520. Clinical experiences provide the student with the opportunity to synthesize and integrate classroom learning into the nursing care of selected patients in acute care and community-based psychiatric settings. The clinical experience also enables the student to develop the role of professional member of the interdisciplinary health team. Contact: 45 clinical hours.

NUR2005C* LPN Transition (I) SP SU FA *Prerequisites:* admission to the Nursing Program and BSC2085, BSC2085L, BSC2086, BSC2086L, PSY2012, DEP2004, HUN1201, ENC1101 and choice of one math: MGF1106, MGF1107, MAC1105 or STA2023. *Corequisites:* NUR1520C, MCB2004, MCB2004L (Spring and Summer) and NUR2450C (Spring only). This course is designed to facilitate the entry of licensed practical nurses into the Associate Degree Nursing Program. All students will demonstrate safe performance of selected nursing procedures included on the Fundamental Skills List.

Theoretical components include those not commonly included in the LPN curriculum. Information related to the roles of the registered nurse and additional theory related to the nursing process will be emphasized. Contact: per semester: 10 hours lecture, 10 hours lab and 5 hours of clinical. Additional fee.

NUR2142 Pharmacology II *Prerequisites:* BSC2085, BSC2085L, BSC2086, BSC2086L, PSY2012, DEP2004, HUN1201, ENC1101, college math (select one of the following: MGF1106, MGF1107, MAC1105 or STA2023), NUR1020, NUR1020L, NUR1022L, NUR1141, NUR1213, NUR1213L, NUR1214L, NUR1440, NUR1440L, NUR1441L, NUR1520, NUR1520L. *Co-requisites:* NUR2260, NUR2260L, NUR2266L, NUR2241, NUR2241L, NUR2244L. This is the second of two courses that introduce the study of medications designed to provide the nursing student with a basic background of drug classifications, actions, dosages, age-related and developmental factors that affect drug metabolism, laboratory considerations, and side effects. This information is critical to safe nursing. The information in this course will be correlated to the body system/condition being presented in NUR2260 and NUR2241. Subject matter related to reduction of errors in medication administration is also presented. Students will demonstrate safe techniques of medication administration in the skills laboratory during NUR2260L, and NUR2241L labs prior to administering medications in the clinical area. Contact: 15 lecture hours.

NUR2241 Nursing Concepts III *Prerequisites:* BSC2085, BSC2085L, BSC2086, BSC2086L, PSY2012, DEP2004, HUN1201, ENC1101, college math (select one of the following: MGF1106, MGF1107, MAC1105 or STA2023), NUR1020, NUR1020L, NUR1022L, NUR1141, NUR1213, NUR1213L, NUR1214L, NUR1440, NUR1440L, NUR1441L, NUR1520, NUR1520L. *Corequisites:* NUR2260L, NUR2266L, NUR2241L, NUR2244L, NUR2142. This course is the third of four Nursing Concepts courses and it builds upon the basic principles of nursing presented in NUR1020, 1020L, 1022L, 1213, 1213L, 1214L, 1440, 1445L, 1520, 1522C, 1260, 1260L, 1266L, and knowledge from all pre-requisite courses. This course focuses on disorders and conditions common to the general population, the knowledge and understanding of which is essential for safe nursing practice. Concepts include the cardiac, blood and lymph systems, immune, renal, and respiratory systems. The use of the nursing process provides a framework for student learning and encourages critical thinking. Geriatric and nutritional considerations will be included. Lab experience in the corequisite NUR2241L will reinforce basic and intermediate skills presented in Fundamentals of Nursing Concepts and Nursing Concepts I, Nursing Concepts II and present additional intermediate and advanced skills. Clinical experience in the corequisite NUR2244L will provide opportunities for the student to apply knowledge in the acute care setting. Contact: Lecture 45 hours.

NUR2241L Nursing Concepts III Lab *Prerequisites:* BSC2085, BSC2085L, BSC2086, BSC2086L, PSY2012, DEP2004, HUN1201, ENC1101, college math (select one of the following: MGF1106, MGF1107, MAC1105 or STA2023), NUR1020, NUR1020L, NUR1022L, NUR1141, NUR1213, NUR1213L, NUR1214L, NUR1440, NUR1440L, NUR1441L, NUR1520, NUR1520L. *Corequisites:* NUR2260, NUR2260L, NUR2266L, NUR2241, NUR2244L, NUR2142. This course is a corequisite of NUR2241 and NUR2244L and will reinforce basic and intermediate skills presented in previous courses and presents additional intermediate and advanced skills, including EKG monitoring, blood transfusions, central lines, tracheotomy and care, chest tubes, and ABGs. Students will continue to develop documentation and assessment skills presented in Fundamentals of Nursing Concepts, Nursing Concepts I, Nursing Concepts II, and apply the nursing process through the development of individualized patient care plans. Material presented in the corequisite NUR2241 will be applied in this course. Clinical experience in the corequisite NUR2244L will provide opportunities for the student to apply knowledge and skills in the acute care setting. Contact: Lab 18 hours.

NUR2244L Nursing Concepts III Clinical *Prerequisites:* BSC2085, BSC2085L, BSC2086, BSC2086L, PSY2012, DEP2004, HUN1201, ENC1101, college math (select one of the following: MGF1106, MGF1107, MAC1105 or STA2023), NUR1020, NUR1020L, NUR1022L, NUR1141, NUR1213, NUR1213L, NUR1214L, NUR1440, NUR1440L, NUR1441L, NUR1520, NUR1520L. *Corequisites:* NUR2260, NUR2260L, NUR2266L, NUR2241, NUR2241L, NUR2142. This course provides students with the opportunity to work 1:1 with a Registered Nurse preceptor and apply all their acquired knowledge in a 168 hour preceptorship at an area hospital. Contact: Clinical 168 hours.

NUR2251 Nursing Concepts IV *Prerequisites:* BSC2085, BSC2085L, BSC2086, BSC2086L, PSY2012, DEP2004, HUN1201, ENC1101, college math (select one of the following: MGF1106, MGF1107, MAC1105 or STA2023), NUR1020, NUR1020L, NUR1022L, NUR1141, NUR1213, NUR1213L, NUR1214L, NUR1440, NUR1440L, NUR1441L, NUR1520, NUR1520L, NUR2260, NUR2260L, NUR2241, NUR2241L, NUR2244L, NUR2142. *Corequisites:* NUR2251L, NUR2253L, NUR2802, NUR2802L, NUR2803L. This is the last of four Nursing Concepts courses and it builds upon the basic principles of nursing presented in the previous nursing courses. In this course, the student applies critical thinking through the use of the nursing process and evidence found in nursing research to advanced nursing concepts including ventilators, organ transplantation, open heart procedures, hemodynamic and intracranial pressure monitoring, multi-organ dysfunction syndrome, emergent situations and bioterrorism. Contact: Lecture 30 hours.

NUR2251L Nursing Concepts IV Lab *Prerequisites:* BSC2085, BSC2085L, BSC2086, BSC2086L, PSY2012, DEP2004, HUN1201, ENC1101, college math (select one of the following: MGF1106, MGF1107, MAC1105 or STA2023), NUR1020, NUR1020L, NUR1022L, NUR1141, NUR1213, NUR1213L, NUR1214L, NUR1440, NUR1440L, NUR1441L, NUR1520, NUR1520L, NUR2260, NUR2260L, NUR2241, NUR2241L, NUR2244L, NUR2142. *Corequisites:* NUR2251, NUR2253L, NUR2802, NUR2802L, NUR2803L. The focus of this course is critical and emergency care. Concepts include the application of previously learned skills and those required to safely care for patients in critical and/or emergent situations. The use of the nursing process provides a framework for student learning and encourages critical thinking. Lab skills learned in previous courses will be reviewed, and simulation will be utilized to reinforce classroom teaching. Clinical experience in the corequisite NUR2253L will provide opportunities for the student to apply knowledge in the acute and critical care setting. Contact: Lab 23 hours.

NUR2253L Nursing Concepts IV Clinical *Prerequisites:* BSC2085, BSC2085L, BSC2086, BSC2086L, PSY2012, DEP2004, HUN1201, ENC1101, college math (select one of the following: MGF1106, MGF1107, MAC1105 or STA2023), NUR1020, NUR1020L, NUR1022L, NUR1141, NUR1213, NUR1213L, NUR1214L, NUR1440, NUR1440L, NUR1441L, NUR1520, NUR1520L, NUR2260, NUR2260L, NUR2241, NUR2241L, NUR2244L, NUR2142. *Corequisites:* NUR2251, NUR2251L, NUR2802, NUR2802L, NUR2803L. This course will provide the student opportunities to apply the knowledge and skills from these courses and all previous nursing courses in the acute care setting. The student will apply the nursing process through the development, implementation and evaluation of individualized patient case studies for patients experiencing a variety of health and illness levels. Contact: 112 Clinical hours.

NUR2260 Nursing Concepts II *Prerequisites:* BSC2085, BSC2085L, BSC2086, BSC2086L, PSY2012, DEP2004, HUN1201, ENC1101, college math (select one of the following: MGF1106, MGF1107, MAC1105 or STA2023), NUR1020, NUR1020L, NUR1022L, NUR1141, NUR1213, NUR1213L, NUR1214L, NUR1440, NUR1440L, NUR1441L, NUR1520, NUR1520L. *Corequisites:* NUR2260L, NUR2266L, NUR2241, NUR2241L, NUR2244L, NUR2142. This course is the second of four Nursing Concepts courses and it builds upon the basic principles of nursing presented in NUR1020, 1020L, 1022L, 1213, 1213L, 1214L, 1440, 1440L, 1441L, 1520, 1520L, as well as knowledge from all pre-requisite courses. The focus of this course is disorders and conditions common to the general population, the knowledge and understanding of which is essential for safe nursing practice. Concepts include the neurological, musculoskeletal, sensory, integumentary, and gastrointestinal systems. The use of the nursing process provides a framework for student learning and encourages critical thinking. Geriatric and nutritional considerations will be included. Lab experience in the corequisite NUR2260L will reinforce basic and intermediate skills presented in Fundamentals of Nursing Concepts and Nursing Concepts I and present additional intermediate and advanced skills. Clinical experience in the corequisite NUR2266L will provide opportunities for the student to apply knowledge in the acute care setting. Contact: Lecture 45 hours.

NUR2260L Nursing Concepts II Lab *Prerequisites:* BSC2085, BSC2085L, BSC2086, BSC2086L, PSY2012, DEP2004, HUN1201, ENC1101, college math (select one of the following: MGF1106, MGF1107, MAC1105 or STA2023), NUR1020, NUR1020L, NUR1022L, NUR1141, NUR1213, NUR1213L, NUR1214L, NUR1440, NUR1440L, NUR1441L, NUR1520, NUR1520L.

Corequisites: NUR2260, NUR2266L, NUR2241, NUR2241L, NUR2244L, NUR2142. This course will reinforce basic and intermediate skills presented in NUR1020, 1020L, 1022L, 1213, 1213L, 1214L, 1440, 1440L, 1441L, 1520, 1520L and present additional intermediate and advanced skills, including ostomies, enemas, advanced wound care and gastrointestinal tubes. Students will continue to develop documentation and assessment skills presented in Fundamentals of Nursing Concepts and Nursing Concepts I and apply the nursing process through the development of individualized patient care plans. Material presented in the corequisite NUR2260 will be applied in this course. Clinical experience in the corequisite NUR2266L will provide opportunities for the student to apply knowledge and skills in the acute care setting. Contact: 10 hours Lab.

NUR2266L Nursing Concepts II Clinical *Prerequisites:* BSC2085, BSC2085L, BSC2086, BSC2086L, PSY2012, DEP2004, HUN1201, ENC1101, college math (select one of the following: MGF1106, MGF1107, MAC1105 or STA2023), NUR1020, NUR1020L, NUR1022L, NUR1141, NUR1213, NUR1213L, NUR1214L, NUR1440, NUR1440L, NUR1441L, NUR1520, NUR1520L. *Corequisites:* NUR2260, NUR2260L, NUR2241, NUR2241L, NUR2244L, NUR2142. This course will provide the student opportunities to apply the knowledge and skills from these courses as well as NUR1020, 1020L, 1022L, 1213, 1213L, 1214L, 1440, 1440L, 1441L, 1520, & 1520L in the acute care setting. The student will apply the nursing process through the development, implementation and evaluation of individualized patient care plans for patients experiencing disorders of the neurological, musculoskeletal, sensory, integumentary, and gastrointestinal systems and caring for patients with disorders of these systems. Contact: 80 clinical hours.

NUR2313C* Pediatrics II (2) FA SP *Prerequisites:* NUR1520C, NUR2260C, MCB2004 and MCB2004L. *Corequisites:* NUR2241C and NUR2813. This course is designed to present the nursing student with advanced concepts of knowledge and skills related to care of a patient from birth through childhood and adolescence. The nursing process is used in caring for the high-risk pediatric patient on the wellness-illness continuum, with inclusion of human growth and development, culture diversity, community health concepts, pharmacology and administration of medications, nutrition, legal aspects of practice, interpersonal relationships, health teaching and counseling and current issues in nursing. Clinical experience is provided in both clinic and acute care settings. Observational time may be scheduled to enhance learning experiences. Contact: per semester: 15 hours lecture, 5 hours lab and 40 hours of clinical. Additional fee.

NUR2450C* Maternal-Infant II (2) FA SP *Prerequisites:* NUR1213C, NUR1520C, NUR1422C, NUR1312C, MCB2004 and MCB2004L. *Corequisites:* NUR2142 and NUR2260C. This course is designed to present the nursing student with advanced knowledge and skills related to care of a patient from conception through labor, delivery and postpartum and to care for the high-risk neonate. The nursing process is used in caring for the high-risk obstetric patient on the wellness-illness continuum, with inclusion of human growth and development, cultural diversity, community health concepts, pharmacology and administration of medications, nutrition, legal aspects of practice, interpersonal relationships, health teaching and counseling and current issues in nursing. Clinical experience is provided in both clinic and acute care settings. Observational time may be scheduled to enhance learning experiences. Concepts related to pre-, intra- and post-operative care are discussed. Contact: per semester: 15 hours lecture, 15 hours lab and 30 hours of clinical. Additional fee.

NUR2802 Professional Transition *Prerequisites:* BSC2085, BSC2085L, BSC2086, BSC2086L, PSY2012, DEP2004, HUN1201, ENC1101, college math (select one of the following: MGF1106, MGF1107, MAC1105 or STA2023), NUR1020, NUR1020L, NUR1022L, NUR1141, NUR1213, NUR1213L, NUR1214L, NUR1440, NUR1440L, NUR1441L, NUR1520, NUR1520L, NUR2260, NUR2260L, NUR2241, NUR2241L, NUR2244L, NUR2142. *Corequisites:* NUR 2251, NUR 2251L, NUR2253L, NUR2802L, NUR2803L. This course discusses the principles of nursing leadership with emphasis on the Florida nurse practice act and the safe practice of professional (RN) nursing in Florida. Contact: lecture 15 hours. Contact: 15 lecture hours.

NUR2802L Professional Transition Lab *Prerequisites:* BSC2085, BSC2085L, BSC2086, BSC2086L, PSY2012, DEP2004, HUN1201, ENC1101, college math (select one of the following: MGF1106, MGF1107, MAC1105 or STA2023), NUR1020, NUR1020L, NUR1022L, NUR1141, NUR1213, NUR1213L, NUR1214L, NUR1440, NUR1440L, NUR1441L, NUR1520, NUR1520L, NUR2260, NUR2260L, NUR2241, NUR2241L, NUR2244L,

NUR2142. *Corequisites:* NUR 2251, NUR 2251L, NUR2253L, NUR2802, NUR2803L. This course provides students with the opportunity to practice the technical skills required of the safe practitioner and do so with faculty support and advice. Contact: Lab 12 hours.

NUR2803L Professional Transition Clinical *Prerequisites:* BSC2085, BSC2085L, BSC2086, BSC2086L, PSY2012, DEP2004, HUN1201, ENC1101, college math (select one of the following: MGF1106, MGF1107, MAC1105 or STA2023), NUR1020, NUR1020L, NUR1022L, NUR1141, NUR1213, NUR1213L, NUR1214L, NUR1440, NUR1440L, NUR1441L, NUR1520, NUR1520L, NUR2260, NUR2260L, NUR2241, NUR2241L, NUR2244L, NUR2142. *Corequisites:* NUR 2251, 2251L, NUR2253L, NUR2802, NUR2802L. This course provides students with the opportunity to work 1:1 with a Registered Nurse preceptor and apply all their acquired knowledge in a 168 hour preceptorship at an area hospital. Contact: Clinical 168 hours.

NUR2813* Professional Seminar II (I) FA SP *Prerequisites:* NUR2260C, NUR2142, NUR2450C and NUR1520C. *Corequisites:* NUR2141C and NUR2313C. This course is designed to assist the student in the transition from the role of student to that of graduate, enabling effective practice at the entry-level. It is also designed to assist the graduate nurse to anticipate the challenges of a rapidly changing work environment. Information will be provided on such issues as dealing with social and economic factors that impact the profession, the role of professional organizations and licensure requirements. Tools for developing leadership/management roles, delegating appropriately and thinking critically and creatively will be presented. Contact: per semester: 15 hours.

Nutrition Science

HUN1201 The Science of Nutrition (3) FA SP SU *Prerequisite:* satisfactory completion of Developmental Writing II (ENC0025), Developmental Reading II (REA0017) and Developmental Mathematics II (MAT0028), or appropriate placement scores. This course is based on the principles of chemistry and molecular biology; the properties, functions, requirements, digestion, absorption, metabolism and interrelationships of nutrients are explored. Contact: 3 hours.

HUN2270 Introduction to Sports Nutrition (3) FA SP *Prerequisite:* Satisfactory completion of Developmental Writing II (ENC0025), Developmental Reading II (REA0017) and Developmental Mathematics II (MAT0028), or appropriate placement scores. This course integrates nutrition and exercise physiology principles, emphasizing scientific reasoning. The course provides students with the tools they need to make good decisions regarding their own training, nutrition and performance. Contact: 3 hours.

Oceanography

OCE1001 Introductory Oceanography (3) FA SP SU *Prerequisite:* satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. An introduction to the study of the oceans, emphasizing the interdisciplinary nature of the science, including the biological, chemical, physical and geological aspects of oceanographic studies. Illustrates the influence of oceans upon society and of society upon the ocean environment. Lecture: 3 hours.

Office Systems Technology

CGS2100 Microcomputer Applications for Business (3) FA SP SU *Prerequisite:* grade of C or better in MAT1033 or OST1324, or placed into MGF1106 or higher. This course is designed to teach students how to use computers (hardware and software) in business, including business applications, commercial packages, and the Internet. This course provides an overview of microcomputer applications, including a brief introduction to computer concepts, Microsoft Windows, Microsoft Office (Word, Excel, Access and PowerPoint), using Web mail through the student's TCC eAccount, Internet Explorer and addresses integration of the applications. Contact: 3 hours.

CGS2103 Advanced Microcomputer Applications (3) FA SP *Prerequisite:* grade of C or better in CGS2100. Continuation of CGS2100. An advanced personal computer course that will provide specialized training in advanced microcomputer software applications that are typically used in the workplace. More complex aspects and advanced features of word processing, spreadsheet, database, presentation, Internet and integrated applications are included in the course. Contact: 3 hours. Additional fee.

- OST1141 Keyboarding (I) FASP** A self-paced, individualized course for students who have had no previous instruction in touch typewriting (keyboarding) in either high school or college and who desire basic alphabetic and numeric typing skills to use in information processing activities such as data entry operations. Additional lab hours may be needed to complete the course. Contact: 2 hours. Additional fee.
- OST1324 Business Mathematics (3) FA** A review of the fundamental mathematics processes and the common business applications such as cash and trade discounts, interest, markup, commission, payroll and taxes. Contact: 3 hours.
- OST1355 Records Management (3) SP** Instruction in records management concepts and skills, emphasis on the information cycle and systems for managing and using information. Instruction in the four basic classification systems for storing and retrieving documents (office filing). Introduction of principles for managing paper-based, image-based and digital-based records. Contact: 3 hours.
- OST1401 Administrative Support Systems and Procedures (3) FA** Designed for first-year office systems technology students as an introduction to administrative systems and procedures used to process information and expedite activities in the automated office environment. Emphasis on office system concepts. Contact: 3 hours.
- OST1718 Word Processing (3) FA** *Prerequisite:* OST1141 or appropriate placement score. Course in document formatting for the production of letters, reports, memos, tables and other commonly used documents. Further development of keyboarding skills and basic composition of documents on the keyboard using fundamental word processing functions. Contact: 3 hours. Additional lab hours may be necessary to complete the course. Additional fee.
- OST1719 Advanced Word Processing (3) SP** *Prerequisite:* OST1718 or appropriate placement score. Course that refines keyboarding skills and advanced document formatting skills. It uses word processing functions for both copy work and composition on the keyboard. Additional lab hours may be needed to complete the course. Contact: 3 hours. Additional fee.
- OST1755 Microsoft Word (I) OD** Keyboarding skills desired. Basic instruction and competency development in the word processing program Microsoft Word with Windows. Meets 15 hours. Additional lab hours may be necessary to complete the course. This course will not meet the requirements/electives for students enrolled in the Office Systems Technology program. Contact: 1 hour. Additional fee.
- OST2823 Desktop Publishing and Web Design (3) SP** *Prerequisites:* keyboarding skills and Word, Internet and current Windows experience. This course uses two major professional software programs to introduce both desktop publishing and Web page publishing. Students will be presented techniques and methods that lead step by step from conception of a project through successful completion. Students will design and create print documents and Web pages, with emphasis on proper layout and appropriate inclusion of text and graphics. Contact: 3 hours. Additional fee.
- OST2828 PowerPoint (I) OD** This course will provide the opportunity for the student to develop an ability to design and/or create visually appealing slides (with sound, animation and possibly video), overhead transparencies, speaker notes to aid in the delivery of the speech, audience handouts and virtual presentations on the Internet. Contact: 1 hour. Additional fee.
- OST2835 Access (I) OD** *Prerequisite:* Windows experience. This course will provide the opportunity for the student to learn the fundamentals of a database application and to foster an appreciation for databases as a useful tool in the workplace. The student will gain an in-depth understanding of database design as a means to create information collections that can organize data on any subject quickly and easily. Contact: 1 hour. Additional fee.
- OST2852 Excel (I) OD** This course will provide the opportunity for the student to learn the fundamentals of a spreadsheet application and to foster an appreciation of worksheets as a useful tool in the workplace. The student will gain an in-depth understanding of a spreadsheet program that allows one to organize data, complete calculations, make decisions, graph data, develop professional-looking reports, convert Excel files for use on the Web and access the Web. Contact: 1 hour. Additional fee.
- BUL2242 The Law of Business (3) FA** Study of agency and employment, partnerships, corporations, debtor and creditor relations and other selected legal subjects related to business. Appropriate for students interested in any legal career. Contact: 3 hours.
- IDS2182 Applied Ethics Seminar (3) FASP** Emphasis of this course is on applying critical thinking skills to daily decisions in the legal, criminal justice, biomedical, business and communications areas that concern moral duty, obligation, values and beliefs. The seminar will enable students in Technology and Professional Programs and other divisions to develop a personal philosophy and ethical foundation. Historical and current ethical dilemmas will be analyzed. The course is designed to better prepare students for good decision making in all aspects of life. Contact: 3 hours. This course cannot be used to fulfill the general education humanities requirement.
- PLA1003 Introduction to the Legal Process (3) FASP** Introduces the legal system and legal terminology. Examines the role of the lawyer and paralegal in modern society and the ethical and professional practice standards applicable to both lawyer and assistant. Surveys the various skills to be covered in the paralegal program. Appropriate for students interested in any legal career. Contact: 3 hours.
- PLA1104 Legal Research (4) SP** *Prerequisite:* PLA1003. Introduction to legal research, including citation form, reading and finding case law, statutes, legislative history, constitutional law, administrative law, court rules, local rules, loose-leaf services and secondary references. Computer research and ethical considerations will be discussed. Appropriate for students interested in any legal career. Contact: 4 hours. Additional fee.
- PLA2114 Legal Writing (3) FA** *Prerequisite:* PLA1104. Study of legal memorandum, including format and purpose, citations, law office correspondence, preparation of legal instruments and documents, drafting intraoffice memorandum and ethical considerations. Appropriate for students in any legal career. Contact: 3 hours.
- PLA2203 Litigation Procedures I (3) SP** *Prerequisite:* PLA1003. Principles of litigation, lawyer/client relationships, ethical considerations, causes of action, remedies and defenses, affirmative defenses, jurisdiction, commencement of lawsuits, rules of procedure, pleadings, gathering evidence and ethical considerations. For students interested in any legal career. Contact: 3 hours.
- PLA2223 Litigation Procedures II (3) FA** *Prerequisite:* PLA1003. Includes instruction in gathering evidence, discovery, rules of evidence, trial preparation, trial procedure, judgments, appeals, criminal procedure and ethical considerations. Appropriate for students interested in any legal career. Contact: 3 hours.
- PLA2483 Florida Administrative Law (3) OD** *Prerequisite:* PLA1003 or permission of the Dean. This course is designed to provide basic knowledge about the administrative process and specifically Florida Administrative Law, to provide an understanding of functions that the paralegal can provide in this area of practice and to develop the practical skills necessary to assist in performing legal services in the area of administrative law. Appropriate for students interested in any legal career. Contact: 3 hours.
- PLA2600 Wills, Trusts and Probate (3) FA** *Prerequisite:* PLA1003. Instruction in estate planning, probate practice and procedures, jurisdiction, functions of lawyers and personal representatives, initial steps in probate, inventory and appraisal creditors' claims, accountings distribution and discharge, ancillary administration, family and summary administration and ethical considerations. Appropriate for students interested in any legal career. Contact: 3 hours.
- PLA2610 Real Estate Law and Property Transactions (3) SU** *Prerequisite:* PLA1003. The scope of real estate law, ownership of real estate, evidence, examination, conveyance of title, legal descriptions, real estate contracts, transfer of real estate, transactions, real estate closings and ethical considerations. Appropriate for students interested in any legal career. Contact: 3 hours.
- PLA2763 Law Office Procedures and Management (3) SU** Principles of organization and management, management styles, communications process, utilizing paralegals, management of office employees, office environment, office systems, office functions and financial management. Ethical considerations are included. Appropriate for students interested in any legal career. Contact: 3 hours.
- PLA2800 Family Law (3) SP** *Prerequisite:* PLA1003. Study of family law, legal institutions, the family law office and ethical considerations. Study of various aspects of family law, including marriage, prenuptial and antenuptial agreements, annulment dissolution of marriage, separation agreements, child custody and support, alimony, judicial separation, adoptions and other areas. Appropriate for students interested in any legal career. Contact: 3 hours.

Paralegal and Legal Studies

BUL2241 Legal Concepts of Business (3) FASP An introduction to the legal setting in which business operates. Coverage includes introduction to law, constitutional law, administrative law, torts, crimes, contracts and ethics. Contact: 3 hours.

* Course will not count toward credit for the A.A. degree.

PLA2941 Paralegal Internship (3) OD *Prerequisites:* PLA1003, PLA1104, PLA2214, PLA2203, PLA2223, BUL2241 and BUL2242, or permission of program coordinators. This course provides an opportunity for the student to become job ready, interning in an area law office or legal/business organization under the guidance of the internship coordinators and law office supervisor. Student will work at least 10 hours per week performing legal assisting duties such as drafting simple pleadings, responding to discovery, digesting depositions, aiding at deposition and trial, legal research, file organization and other legal assisting tasks. Contact: 3 hours.

PUP2020 Lobbying and Legislative Law (3) OD *Prerequisites:* PLA1003 and BUL2241, or permission of the program coordinator. In this hands-on seminar students will take an in-depth look at the legislative process through the eyes of lobbyists, legislators, other elected and appointed government officials and their staff, public relations consultants, nonprofit executives and reporters. Both the state and federal legislative arenas will be discussed; however, because of our unique opportunities in Florida's Capital City, the focus of our inquiry will be the state Legislature. The seminar is for students who would like to advance their knowledge about the Legislature, who want to learn to participate more intelligently in the democratic process and/or who may be interested in working in the legislative arena. Contact: 3 hours.

Pharmacy

BSC0070 Body Structure and Function (0) F, SP *Prerequisite:* Admission to the Pharmacy Technician PSAV Certificate program. This course provides basic knowledge of the normal human body structures and functions, with emphasis on major organ systems. Contact: 60 clock hours per semester.

HSC0003 Introduction to Healthcare (0) FA, SP This course teaches the knowledge and skills necessary for entry into a course of study in the healthcare field. It includes a knowledge of the healthcare delivery system, health occupations and communication skills. Safety, health promotion and legal/ethical issues are presented. This course also fulfills the state mandatory four-hour bloodborne pathogens (HIV/AIDS) requirement. Contact: 90 clock hours per semester. Additional fee.

PTN0000 Pharmacy Technician Orientation (0) FA, SP *Prerequisite:* Admission to the Pharmacy Technician PSAV Certificate program. This course highlights the practice and role delineation of the pharmacist and the pharmacy technician in the drug delivery system. Administrative, professional and legal aspects, educational requirements, standards and regulations, issues related to credentialing, quality assurance concepts/procedures, and an overview of pharmaceutical operations in patient care services will be addressed. Contact: 60 clock hours per semester.

PTN0006 Medical Terminology (0) FA, SP *Prerequisite:* Admission to the Pharmacy Technician PSAV Certificate program. This course provides basic knowledge of the body systems approach to learning medical language. Word parts are used to build, analyze, define and spell medical terms. Structural, directional, disease and disorder, surgical and diagnostic terms; pronunciation; and abbreviations are included. Contact: 35 clock hours per semester.

PTN0015 Pharmacy Calculations (0) SP, SU *Prerequisite:* PTN0000. This course teaches the basic terminology, abbreviations, units of measure, and appropriate weights and measures needed to perform pharmaceutical calculations. Apothecary, avoirdupois, metric and household systems are essential components of this course. Review of calculations dealing with decimals, fractions, ratio and proportion, percentages, ratio strength, reducing and enlarging formulas, percent solutions, IV drip rates, and dilution and concentration problems are presented. Contact: 60 clock hours per semester.

PTN0023 General Pharmacology (0) SP, SU *Prerequisite:* PTN0000. This course provides practical knowledge of the most commonly used pharmaceuticals in the U.S. There are hundreds of legend and over-the-counter medications available in the U.S. This course will focus on the "Top 200" plus. Topics include pharmaceutical nomenclature and classification, abbreviations, pronunciation, product identification, storage and dispensing requirements, dosage forms, and routes/methods of administering therapeutic agents in various systems of the body. Contact: 90 clock hours per semester.

PTN0032 Pharmacy Operations I (0) SP, SU *Prerequisite:* PTN0000. This course provides practical experience in a laboratory setting, prior to actual on-site rotations at affiliated community/retail pharmacy training sites. Topics include: collection and organization of patient

data, order entry processes, medication distribution systems, inventory, prescription processing, labeling, and billing. The purpose of this course is to prepare participants for the Pharmacy Technician Internship (PTN 0042 Introduction to Community Pharmacy). Contact: 50 clock hours per semester. Additional fee.

PTN0033 Pharmacy Operations II (0) SP, SU *Prerequisite:* PTN0000. This course provides practical experience in a laboratory setting, prior to actual on-site rotations at affiliated hospital/institutional pharmacy training sites. Topics include: collection and organization of patient data, order entry processes, medication distribution systems, inventory, prescription processing, labeling, billing, repackaging, floor stock and controlled substance distribution, pharmaceutical computer systems, utilization of drug information resources, and proper communications techniques. The purpose of this course is to prepare participants for the Pharmacy Technician Internship 9PTN 0043 - Introduction to Institutional Pharmacy). Contact: 60 clock hours per semester. Additional fee.

PTN0042 Introduction to Community Pharmacy (Retail) (0) FA, SU *Prerequisite:* PTN0032. This course is the practical application of the basic pharmacy technician concepts and skills in an actual community-based retail pharmacy setting, under the direct supervision of a registered pharmacist. Contact: 250 clock hours per semester.

PTN0043 Introduction to Institutional Pharmacy (Hospital, Medical Center, Extended Care Home or Drug Information Center) (0) FA, SU *Prerequisite:* PTN0033. This course is the practical application of the basic pharmacy technician concepts and skills in an actual institutional/hospital pharmacy setting, under the direct supervision of a registered pharmacist. Rotations may include experience in hospitals or medical centers, extended-care of home health care agency facilities and drug information centers. Contact: 250 clock hours per semester.

PTN0093 Pharmacy Technician Review (0) FA, SU *Prerequisite:* PTN0033. This course teaches topics in pharmacy to students enrolled in the Pharmacy Technician program to prepare them to sit for a nationally recognized Pharmacy Technician certification examination. Course participants receive a comprehensive review based on the certification exam content identified by the Pharmacy Technician Certification Board. Contact: 45 clock hours per semester.

Philosophy

PHI2010 Philosophy (3) FA SP SU *Prerequisite:* successful completion of the general education communications requirement. An introductory study of metaphysics, ethics, aesthetics and logic based upon the inquiries of the speculative and critical philosophers both traditional and modern. Substantial writing component. Fulfills state writing requirement. Contact: 3 hours.

PHI2100 Introductory Logic (3) FA SP *Prerequisite:* satisfactory completion of the general education communications requirement. This course consists of an introduction to Aristotelian logic, which is the deductive reasoning whose origin is attributed to Aristotle. Additionally, topics in symbolic logic, fallacies and inductive reasoning are developed. The topics covered include basic concepts, inductive and deductive arguments, informal fallacies, categorical propositions, categorical syllogisms, propositional logic, natural deduction and the rules of inference and the rules of replacement, conditional and indirect proofs and proving logical truths. Substantial writing component. Fulfills state writing requirement. Lecture: 3 hours.

PHI2600 Ethics (3) FA SP SU *Prerequisite:* successful completion of the general education communications requirement. The course consists of an introduction to the study of ethics (the rationale behind human behavior) through an examination of the theoretical traditions that span the globe and that date from the ancient through the modern world. Students will be introduced to a wide range of outstanding moral theorists whose ideas will be examined within the cultural contexts that gave them birth. Substantial writing component. Fulfills state writing requirement. Lecture: 3 hours. Satisfies the general education humanities requirement.

Photography

PGY1800C Digital Photography (3) FA SP This course combines fundamental photographic skills with digital technologies. Emphasis is placed on basic camera operation, techniques and aesthetics. Students will explore a range of both commercial and fine art photographic applications. Students must supply their own digital camera. Lecture and lab: 6 hours.

PGY2401C Basic Photography (3) FA SP Introduction to the fundamental skills in black and white photography from camera and film exposure through darkroom printing processes. Students will produce a portfolio of prints with visual effectiveness and perceptual concerns as a goal. Beyond the additional fee, expenses include cost of film, photo paper and other supplies (approximately \$200). Students must supply their own 35mm camera, which must have a manual metering mode and adjustable controls (ability to select shutter speeds and *f/stops*). Additional fee. Lecture and lab: 6 hours.

PGY2404C Intermediate Photography (3) SP *Prerequisite:* PGY2401C. Creative print techniques in black and white photography; rudiments of the zone system for 35mm photography; experimentation with ortho-chromatic film leading to nonsilver printing processes. Students will produce a portfolio of high-quality prints. Beyond the additional fee, expenses include cost of film, photo paper and other supplies (approximately \$200). Students must supply their own 35mm camera, which must have a manual metering mode and adjustable controls (ability to select shutter speeds and *f/stops*). Additional fee. Contact: 6 hours.

PGY2802C Intermediate Digital Photography (3) SP *Prerequisite:* PGY1800C. This course prepares the student to use advanced principles of art to create and manipulate digital photographic images. Students will be able to use digital imaging techniques to effectively communicate their ideas. Emphasis is placed on the manipulation of photo-based media in the development of a professional portfolio of artwork. Beyond the additional fee and camera expense, students will spend approximately \$125 on supplies for the class. Students will supply their own DSLR (Digital Single Lens Reflex) camera. Additional fee. Contact: 6 hours.

Physical Education and Recreation

Note: A total of two semester hours credit in physical education activity courses, including dance courses, may be allowed toward the 60 semester hours required for graduation with the A.A. degree.

LEI1000 Introduction to Recreation and Leisure Services (3) FA SP SU General orientation into the nature and scope of recreation and leisure services. Designed to introduce the student to historical and philosophical foundations, current trends and challenges and professional opportunities and areas. Contact: 3 hours.

LEI1541 Outdoor Recreation Management (4) FA An orientation participation course designed for those students who plan to pursue recreation or physical education as a profession. Topics include outdoor activity planning, conservation, nature activities and safety and hazard precautions. Contact: 4 hours.

LEI2730 Adaptive/Therapeutic Recreation (4) SP An orientation course designed for those students who plan to pursue recreation or adaptive physical education as a profession. Topics include the Americans with Disabilities Act, program planning, activity modification, program adaptations and risk management. Contact: 4 hours.

PELI121 Beginning Golf (1) FA This is a skill-learning experience designed to provide knowledge and techniques necessary to enjoy recreational golf. Contact: 2 hours. Additional fee.

PELI122 Intermediate Golf (1) FA SP Instruction will assume fundamental competencies on the part of the student in gripping the club, proper stance, aiming (alignment), mechanics of the full swing and general golf knowledge. The focus of instruction will be on refining the swing, teaching the many modified swings (e.g., traps, sidehill lies) and correcting common errors. Videotapes from teaching professionals, as well as individual videotaping, will be used as learning tools. Limited course play is included. Contact: 2 hours. Additional fee.

PELI320 Volleyball (1) FA SP This is a learning experience designed to produce recreational level skills for leisure time use. Contact: 2 hours. Additional fee.

PELI341 Beginning Tennis (1) FA SU This is a skill-learning experience designed to produce proper knowledge and techniques to enjoy recreational tennis. Contact: 2 hours. Additional fee.

PELI342 Intermediate Tennis (1) FA *Prerequisite:* PELI341 or consent of instructor. An activity course stressing advanced techniques and strategy in skill and competitive development. This course extends the teaching of PELI341 by including instruction on the volley, power game, the overhead, lobs and drop shots. Contact: 2 hours. Additional fee.

PELI346 Beginning Badminton (1) SU This is a skill-learning experience designed to produce a skilled player and an appreciative spectator. Contact: 2 hours. Additional fee.

PELI441 Racquetball (1) FA SU A skill-learning experience intended to promote skill, game edge and appreciation necessary to enjoy recreational participation. Contact: 2 hours. Additional fee.

PELI442 Intermediate Racquetball (1) FA *Prerequisite:* PELI441 or consent of instructor. This is an activity course stressing instruction in shot selection and advanced game strategy. Contact: 2 hours. Additional fee.

PELI621 Beginning Basketball (1) FA SP This is a skill-learning course designed to produce a knowledgeable, skilled player with proper perspective relative to the use of basketball in the worthy pursuit of leisure. Contact: 2 hours. Additional fee.

PEMI101 Theory and Practice of Adult Fitness (2) FA SP SU Provide insight and experience into the philosophy of adult fitness, principles of exercise, individualized program construction and the safe use of weight training and aerobics. Course is designed for adults seeking basic knowledge and selective participation in the wholesome use of exercise. Contact: 3 hours. Additional fee.

PEMI171 Aerobics (1) FA SP SU Will introduce the student to cardiovascular conditioning through aerobic exercise, using dance steps/rhythms and choreography of aerobic routines. Contact: 2 hours. Additional fee.

PEMI431 Introduction to Judo (1) FA SP Activity course designed to provide knowledge of basic self-defense techniques and skills necessary to enjoy and participate in the sport of Judo. Contact: 2 hours. A gi is required for this course and is not included in the course fee. Additional fee.

PEMI432 Intermediate Judo (1) FA SP *Prerequisite:* PEMI431. This course offers students the opportunity to continue their study of Judo. In addition to new skills and techniques, students will be required to demonstrate greater proficiency in those skills and techniques covered in PEMI431. Upon completion of this course, students will be eligible to test for advanced Judo ranking. A gi is required for participation in this course and is not included in the course fee. Contact: 2 hours. Additional fee.

PEO2003 Officiating Techniques for Individual Sports (2) SP An orientation and skills course designed for those students who plan to pursue recreation or physical education as a profession. Individual sports officiating will include high school (FHSAA), college (NCAA, NJCAA) officiating rules and skill techniques. Contact: 2 hours.

PET1770 Personal Training Fundamentals and Techniques (4) FA SP SU This comprehensive course prepares students to perform personal training and covers the fundamentals of muscle physiology and physiological adjustments of training. This class provides hands-on experience in a fitness setting to apply knowledge of physiology, kinesiology, nutrition, and assessment. Students who choose to sit for the National Council on Strength and Fitness (NCSF) certification exam will be assessed a fee for the exam. Contact: 5 hours.

PET200C Introduction to Physical Education (3) FA SP An orientation course designed for those students who plan to pursue physical education or its allied careers (e.g., recreation, coaching, exercise, physiology) as a profession. Knowledge of purpose and objectives are explored, as well as upper level academic requirements for pre-professional training. Observations and practical facilities are often included. Contact: 3 hours.

PET2084 Exercise Education (3) FA SP This discussion course focuses on information and experience concerning the use of exercise for daily living. Relationship of exercise to coronary heart disease, obesity, cholesterol and stress will be included. Current exercise fads and trends with respect to exercise equipment choices, fitness supplements and consumer awareness will be addressed. Contact: 3 hours.

PET2622C Care and Prevention of Athletic Injuries (3) FA SP The purpose of this course is to provide information to students in the care and prevention of athletic injury. This is an introductory class that addresses how athletic and fitness injuries occur, how they are treated and how they can be prevented. In addition, it is the purpose of this course to teach basic strapping and wrapping techniques to the student, as well as the rudiments of therapeutic modalities in the treatment of sports injuries. Contact: 4 hours.

Physical Sciences

AST1002 Introduction to Astronomy (3) FA SP SU *Prerequisites:* satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. Provides a general, non-mathematical introduction to astronomy stressing basic physical principles applied to the universe as a whole. Includes features of our night sky, our solar system, stars and their evolution, galaxies and cosmology. Lecture: 3 hours.

CHM1020 Chemistry for General Education (3) FA SP *Prerequisites:* satisfactory completion of Developmental Writing II (ENC0025), Developmental Reading II (REA0017), and Developmental Mathematics II (MAT0028), or appropriate placement scores. Optional lab: CHM1030L. Covers the basic concepts of chemistry, with emphasis on its impact on modern society, including issues regarding energy, consumer products and health. This course is not designed to prepare students for CHM1030 or CHM1045. It cannot be used to satisfy degree requirements by students who already have credit for CHM1030 or CHM1045. Lecture: 3 hours.

CHM1030 General Chemistry for Allied Health (3) FA SP SU *Prerequisites:* satisfactory completion of Developmental Writing II (ENC0025), Developmental Reading II (REA0017) and Intermediate Algebra (MAT1033), or appropriate placement scores. Optional lab: CHM1030L. Topics include atomic theory, bonding, nomenclature, gases, acids and bases, solutions, and introduction to organic functional groups and biochemical molecules. Cannot be used to satisfy degree requirements by students who already have credit for CHM1020 or CHM1045. Lecture: 3 hours.

CHM1030L General Chemistry for Allied Health Laboratory (I) FA SP SU *Corequisite:* CHM1030 or CHM1020. Emphasis is on lab experiences from the health care professions that illustrate basic chemical principles. This course is designed to supplement and reinforce ideas presented in both CHM1030 and CHM1020. Lab: 2 hours. Approved chemical safety goggles required. Additional fee.

CHM1031 Physiological Chemistry for Allied Health (3) OD *Prerequisites:* satisfactory completion of CHM1030 and Anatomy and Physiology I (BSC2085). *Corequisite:* CHM1031L. This course provides an analysis of the dynamics of the compounds that are active in the human body. Topics include review of basic organic chemistry; the structure and function of proteins, nucleic acids, carbohydrates and lipids; protein biosynthesis; enzyme characteristics and regulation and metabolism. Lecture: 3 hours.

CHM1031L Physiological Chemistry for Allied Health Lab (I) OD *Prerequisite:* satisfactory completion of CHM1030L. *Corequisite:* CHM1031. Emphasis is on lab experiences from the health care professions that illustrate basic organic and biochemical principles. Student experiences include amino acid chromatography; study of enzyme-catalyzed reaction rates; electrophoresis techniques; and tests for amino acids, proteins, carbohydrates and lipids. This course is designed to supplement and reinforce ideas presented in CHM1031. Approved chemical safety goggles required. Lab: 2 hours. Additional fee.

CHM1045 General Chemistry I (3) FA SP SU *Prerequisites:* satisfactory completion of Developmental Writing II (ENC0025), Developmental Reading II (REA0017) and MAC1105, or appropriate placement scores. *Corequisites:* CHM1045L. Primarily designed for students planning to major in science and related fields. Topics include atomic theory, periodic law, chemical bonding, molecular structure, chemical reactions, stoichiometry, nomenclature, physical states of matter and solutions. Graphing calculator recommended; check with the instructor for the most appropriate one. Lecture: 3 hours. Recitation: 1 hour. Additional fee.

CHM1045L General Chemistry Laboratory I (I) FA SP SU *Corequisite:* CHM1045. Emphasis on quantitative and qualitative lab techniques as well as on illustrations of the *Corequisite* lecture topics. Lab: 2 hours. Approved safety goggles required. Additional fee.

CHM1046 General Chemistry II (3) FA SP SU *Prerequisite:* grade of C or better in CHM1045. *Corequisite:* CHM1046L. Topics include colligative properties, acid-base theory, electrolytes, oxidation-reduction, chemical equilibrium, solubility product, chemical thermodynamics and electrochemistry. A graphing calculator is required; check with the instructor for the most appropriate one. Lecture: 3 hours. Recitation: 1 hour. Additional fee.

CHM1046L General Chemistry Laboratory II (I) FA SP SU *Prerequisite:* grade of C or better in CHM1045L. *Corequisite:* CHM1046. Emphasis is on quantitative techniques as well as illustrations of the *Corequisite* lecture topics. A graphing calculator

is required; check with the instructor for the most appropriate one. Lab: 3 hours. Approved chemical safety goggles required. Additional fee.

CHM2210 Organic Chemistry I (3) FA SP *Prerequisite:* grade of C or better in CHM1046 or its equivalent. *Corequisite:* CHM2210L. Primarily designed for students planning to major in science and related fields. Nomenclature and physical properties of alkanes, alkenes, alcohols, alkyl halides and aromatic compounds are covered. This course takes a mechanistic approach to organic chemistry. Students are expected to learn not only the reactions discussed in class but also the mechanism by which the reactions take place. Lecture: 3 hours. Recitation: 1 hour. Additional fee.

CHM2210L Organic Chemistry I Laboratory (I) FA SP *Prerequisite:* grade of C or better in CHM1046L or its equivalent. *Corequisite:* CHM2210. This course provides an introduction to lab techniques important in the study of organic compounds, such as reflux, simple and steam distillation, and recrystallization. Includes extraction and synthesis of organic materials, as well as study of their chemical and physical properties. Experiments are conducted on both microscale and miniscale. Lab: 3 hours. Approved safety goggles required. Additional fee.

CHM2211 Organic Chemistry II (3) SP SU *Prerequisite:* grade of C or better in CHM2210 and CHM2210L or its equivalent. *Corequisite:* CHM2211L. Nomenclature and physical properties of aldehydes, ketones, ethers, carboxylic acids, acyl halides, esters, amides and amines are covered. This course takes a mechanistic approach to organic chemistry. Students are expected to learn not only the reactions discussed in class but also the mechanism by which the reactions take place. Spectroscopic analysis is covered, including proton and carbon-13 NMR and IR, UV and mass spectroscopy. Lecture: 3 hours. Recitation: 1 hour. Additional fee.

CHM2211L Organic Chemistry II Laboratory (I) SP SU *Prerequisite:* satisfactory completion of CHM2210L or its equivalent. *Corequisite:* CHM2211. This course is a continuation of CHM2210 and assumes knowledge of the basic lab techniques taught in the *Prerequisite* course. Students perform several advanced experiments, including a Grignard reaction and a multi-step synthesis. Experiments are conducted on both microscale and miniscale. Lab: 3 hours. Approved chemical safety goggles required. Additional fee.

ISCI1001L Interdisciplinary Science Laboratory (I) SP *Prerequisite:* grade of C or better in one general education science course. *Prerequisite or corequisite:* enrollment in a second general education science course in a different general education category. Emphasis is on laboratory experiences that illustrate the interdisciplinary nature of the scientific process. Designed to supplement, reinforce and integrate ideas presented in general education science courses. These experiences will center around several contemporary themes and involve critical thinking and cooperative activities. Lab: 2 hours. Additional fee.

PHY1020 Energy and Its Environmental Effects (3) SP *Prerequisites:* satisfactory completion of Developmental Writing II (ENC0025), Developmental Reading II (REA0017) and Developmental Mathematics II (MAT0028), or appropriate placement scores. A survey of the basic principles of physics, including light, forces and motion, electricity and magnetism and nuclear energy. Prospects of future energy sources and their environmental ramifications will be explored. Intended for non-science majors. Cannot be used to satisfy degree requirements by students who already have credit in PHY1053 or PHY2048. (GG) Lecture: 3 hours.

PHY1053 Elementary College Physics (3) FA *Prerequisites:* MAC1105 and MAC2114, or permission from the instructor; satisfactory completion of Developmental Writing II (ENC0025) or Developmental Reading II (REA0017), or appropriate placement scores. *Corequisite:* PHY1053L. Physics without calculus for science or related majors; not for physics or engineering majors. Topics include one dimensional motion, projectile motion, Newton's laws, energy conservation, torque and rotational motion. Cannot be used to satisfy degree requirement by students who already have credit in PHY2048. Lecture: 3 hours.

PHY1053L Elementary College Physics Laboratory I (I) FA *Corequisite:* PHY1053. Reinforces main concepts taught in PHY1053. Lab: 3 hours.

PHY1054 Elementary College Physics II (3) SP *Prerequisite:* grade of C or better in PHY1053 or PHY2048. *Corequisite:* PHY1054L. Continuation of PHY1053. Topics include thermodynamics, electricity and magnetism and optics. Cannot be used to satisfy degree requirements by students who already have credit in PHY2049. Lecture: 3 hours.

PHY1054L Elementary College Physics Laboratory II (I) SP
Corequisite: PHY1054. Reinforces main concepts taught in PHY1054.
 Lab: 3 hours.

PHY2048 General Physics I (4) FA SP *Prerequisite or corequisite:* MAC2311. *Prerequisite:* satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. *Corequisite:* PHY2048L. Physics with calculus for students who plan to major in a physical science, engineering or related fields. Topics include mechanics, gravitation, fluids, waves, and thermodynamics. Calculus is used. Lecture: 4 hours. Recitation: 1 hour. Additional fee.

PHY2048L General Physics Laboratory I (I) FA SP *Corequisite:* PHY2048. Reinforces main concepts taught in PHY2048. Lab: 3 hours.

PHY2049 General Physics II (4) FA SP *Prerequisite:* grade of C or better in MAC2311, PHY2048 and PHY2048L. *Corequisite:* PHY2049L. Topics include electricity, magnetism, circuits, interference phenomena and optics. Lecture: 4 hours. Recitation: 1 hour. Additional fee.

PHY2049L General Physics Laboratory II (I) FA SP *Prerequisite:* grade of C or better in PHY2048L. *Corequisite:* PHY2049. Reinforces main concepts taught in PHY2049. Lab: 3 hours.

PSCI121 Introduction to Physical Sciences (3) FA SP SU
Prerequisites: satisfactory completion of Developmental Writing II (ENC0025), Developmental Reading II (REA0017) and Developmental Mathematics II (MAT0028), or appropriate placement scores. Basic concepts of the physical sciences (the laws of motion, energy, electricity, magnetism, light, the chemical bond and atomic structure) are related to everyday applications of science and technology and the exploration of our universe. Lecture: 3 hours.

Physics

PHY1020 Energy and Its Environmental Effects (3) SP *Prerequisites:* satisfactory completion of Developmental Writing II (ENC0025), Developmental Reading II (REA0017) and Developmental Mathematics II (MAT0028), or appropriate placement scores. A survey of the basic principles of physics, including light, forces and motion, electricity and magnetism and nuclear energy. Prospects of future energy sources and their environmental ramifications will be explored. Intended for non-science majors. Cannot be used to satisfy degree requirements by students who already have credit in PHY1053 or PHY2048. (GG) Lecture: 3 hours.

PHY1053 Elementary College Physics (3) FA *Prerequisites:* MAC1105 and MAC2114, or permission from the instructor; satisfactory completion of Developmental Writing II (ENC0025) or Developmental Reading II (REA0017), or appropriate placement scores. *Corequisite:* PHY1053L. Physics without calculus for science or related majors; not for physics or engineering majors. Topics include one dimensional motion, projectile motion, Newton's laws, energy conservation, torque and rotational motion. Cannot be used to satisfy degree requirement by students who already have credit in PHY2048. Lecture: 3 hours.

PHY1053L Elementary College Physics Laboratory I (I) FA
Corequisite: PHY1053. Reinforces main concepts taught in PHY1053. Lab: 3 hours.

PHY1054 Elementary College Physics II (3) SP *Prerequisite:* grade of C or better in PHY1053 or PHY2048. *Corequisite:* PHY1054L. Continuation of PHY1053. Topics include thermodynamics, electricity and magnetism and optics. Cannot be used to satisfy degree requirements by students who already have credit in PHY2049. Lecture: 3 hours.

PHY1054L Elementary College Physics Laboratory II (I) SP
Corequisite: PHY1054. Reinforces main concepts taught in PHY1054. Lab: 3 hours.

PHY2048 General Physics I (4) FA SP *Prerequisite or corequisite:* MAC2311. *Prerequisite:* satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. *Corequisite:* PHY2048L. Physics with calculus for students who plan to major in a physical science, engineering or related fields. Topics include mechanics, gravitation, fluids, waves, and thermodynamics. Calculus is used. Lecture: 4 hours. Recitation: 1 hour. Additional fee.

PHY2048L General Physics Laboratory I (I) FA SP *Corequisite:* PHY2048. Reinforces main concepts taught in PHY2048. Lab: 3 hours.

PHY2049 General Physics II (4) FA SP *Prerequisite:* grade of C or better in MAC2311, PHY2048 and PHY2048L. *Corequisite:* PHY2049L. Topics include electricity, magnetism, circuits, interference phenomena and optics. Lecture: 4 hours. Recitation: 1 hour. Additional fee.

PHY2049L General Physics Laboratory II (I) FA SP *Prerequisite:* grade of C or better in PHY2048L. *Corequisite:* PHY2049. Reinforces main concepts taught in PHY2049. Lab: 3 hours.

Political Science

CPO2001 Introduction to Comparative Politics (3) FA SP
Prerequisite: satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. This course will introduce the student to the fundamental concepts put forth in the sub-field of comparative politics. The course examines the political structure of several states and political systems, both in the developed and developing world. The student is exposed to comparative systems of governance and civil society. (GG) Lecture: 3 hours.

INR2002 International Relations (3) FA SP *Prerequisite:* satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. A study of the basic principles of international relations, a consideration power and foreign policy, various forms of relations between states. (GG) Lecture: 3 hours.

POS1041 National Government (3) FA SP SU *Prerequisite:* satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. American politics: the constitutional basis, structural organization, functions and operations of our national government, emphasizing the relationship of the individual to the government. Lecture: 3 hours.

POS1112 State and Local Government (3) FA SP SU *Prerequisite:* satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. Study of state, county and municipal government; the role of the states in our federal system; and structure, functions and services. Special emphasis will be given to the Florida governmental system. Lecture: 3 hours.

POS1601 Foundations of the United States Constitution (I) FA SP SU *Prerequisite:* satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. A study of the basic principles of the United States Constitution and how they relate to the individual in today's society. (May be passed by an exemption examination.) Lecture: 1 hour.

POS2001 Introduction to Political Science (3) FA SP SU
Prerequisite: satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. The scope and methods of political science, as well as a review of the major concepts. An introduction to political science as a discipline. Lecture: 3 hours.

POS2930 Special Topics in Political Science (3) FA SP SU Special topics for students who wish to further explore the field of political science through discussion, observation or research. Focus placed on topical problems, current issues, or emerging political/social trends. Lecture: 1–3 hours.

POS2949 College Internship in Political Science (3) FA SP Offered by DIS only. Course of study is designed to provide applied work experience within the political process, either through the private or public sector. Evaluation of student performance will be based on pre-defined learning objectives and documented with specific information acquired from the student and employer. The student will be expected to commit between 10 to 20 hours per week to the internship. Permission by instructor is required.

Psychology

CLPI001 Psychology of Personal and Social Adjustment (3) FA SP SU *Prerequisite:* satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. A study of personality development and of what adjustment means in areas of vocations, avocation, sex, education and morality—and in society in general. Lecture: 3 hours.

CLP2140 Abnormal Psychology (3) FA SP SU *Prerequisite:* satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement

scores. This course surveys the field of abnormal psychology. It specifically focuses on the different developmental models and categories of mental disorders, as well as their diagnosis and treatment. Lecture: 3 hours.

PSY2012 General Psychology (3) FA SP SU *Prerequisite:* satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. Designed to introduce the study of behavior to both majors and nonmajors. Interrelates personality, learning, perception, nervous system, emotions and other factors of human behavior. Lecture: 3 hours.

PSY2930 Special Topics in Psychology (3) FA SP SU Special topics for students who wish to further explore the field of psychology through discussion, observation or research. Focus is placed on topical problems, current issues or emerging trends. Lecture: 1-3 hours.

SOP2002 Social Psychology (3) FA SP *Prerequisite:* satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. Application of psychological principles to social problems and social relations. Special emphasis will be placed on personal perception, attitudes, prejudice, aggression, individual and group behavior and the effects of environmental factors on human behavior. Lecture: 3 hours.

SOP2740 Psychology of Women (3) FA SP *Prerequisite:* satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. A psychological developmental approach to the unique aspects of the female experience. An emphasis on research in the area will be used to explore the historical, social and psychological aspects of female development in American society. Theories of development, psychological influences, sex difference, female achievement and androgyny will be discussed. Lecture: 3 hours.

Public Administration

PAD2002 Introduction to Public Administration (3) FA SP A general introductory course in public administration. Management of large-scale government bureaucracies, including organization, career systems and financing priorities. The role of bureaucracies in modern society in the formulation and implementation of public policies. Lecture: 3 hours.

PAD2949 College Internship in State & Local Government (3) SP Offered by DIS only. *Prerequisites:* completion of 24 college credit hours, including satisfactory completion of POS1112, POS2001, POS1041 or PAD2002. Permission of instructor is required. Designed to provide the student applied work experience within the political process, either through the private or public sector. Evaluation of performance will be based upon pre-defined learning objectives and documented with specific information acquired from the student and employer. The student will be expected to commit between 10 to 20 hours per week to the internship.

Radiologic Technology

RTE1000* Orientation to Radiography (4) SP *Prerequisite:* admission to the program. *Corequisites:* RTE1418, RTE1503, RTE1503L and RTE1804. This course provides an orientation to the program structure, procedures and expectations. The student will understand the role of the radiologic technologist in the health care system, medical terminology, radiation safety and ethical and legal considerations. The student will receive an introduction to imaging equipment and procedures. Contact: 4 hours per week.

RTE1418* Principles of Radiographic Exposure I (3) SP *Prerequisite:* admission to the program. *Corequisites:* RTE1000, RTE1503, RTE1503L and RTE1804. The objective of this course is to provide an introduction to principles of radiographic exposure and processing. Topics include radiographic density, contrast, definition, distortion, film and latent image formulation of radiologic technical factors. Contact: 3 hours per week.

RTE1458* Principles of Radiographic Exposure II (2) FA *Prerequisite:* RTE1513, RTE1513L and RTE1814. *Corequisites:* RTE1458L, RTE1613 and RTE1824. The objective of this course is to provide advanced, comprehensive instruction and discussion in principles of radiographic exposure, properties of x-ray tubes, principles of image intensification and fluoroscopy and the production and characteristics of radiation. Tube rating charts, technique charts, principles of radiographic exposure and processing and selected topics in quality assurance are included. Contact: 2 hours per week.

RTE1458L* Principles of Radiographic Exposure II Lab (1) FA *Prerequisites:* RTE1513, RTE1513L and RTE1814. *Corequisites:* RTE1458, RTE1613 and RTE1824. This course is designed to provide the student an opportunity to apply radiographic exposure principles in the energized laboratory. Topics include film radiographic cassettes and processing. Contact: 3 hours per week. Additional fee.

RTE1503* Radiographic Positioning I (3) SP *Prerequisite:* admission to the program. *Corequisites:* RTE1000, RTE1418, RTE1503L and RTE1804. This course is a study of basic anatomy and positioning of the pelvis and extremities for radiographic procedures. Contact: 3 hours per week.

RTE1503L* Radiographic Positioning I Lab (1) SP *Prerequisite:* admission to the program. *Corequisites:* RTE1000, RTE1418, RTE1503 and RTE1804. This course is a study of basic radiographic anatomy and positioning of the pelvis and extremities for radiographic procedures. Contact: 3 hours per week. Additional fee.

RTE1513* Radiographic Positioning II (3) SU *Prerequisites:* RTE1000, RTE1418, RTE1503, RTE1503L and RTE1804. *Corequisites:* RTE1513L and RTE1814. This course is a study of radiographic anatomy, physiology and positioning for radiologic examinations of the spine, chest, abdomen, GI tract and urinary system. Procedures requiring the use of contrast materials within the digestive and urinary systems, as well as the pharmacology of contrast agents, will also be studied. Contact: 3 hours per week.

RTE1513L* Radiographic Positioning II Lab (1) SU *Prerequisites:* RTE1000, RTE1418, RTE1503, RTE1503L and RTE1804. *Corequisites:* RTE1513 and RTE1814. This is a laboratory study of basic radiographic anatomy and positioning for radiologic examinations of the spine, chest, abdomen, GI tract and urinary system procedures requiring the use of contrast materials within the digestive and urinary systems, as well as the pharmacology of contrast agents. Contact: 3 hours per week. Additional fee.

RTE1613* Radiation Physics (4) FA *Prerequisites:* RTE1513, RTE1513L and RTE1814. *Corequisites:* RTE1458, RTE1458L and RTE1824. 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. Contact: 4 hours per week.

RTE2523* Radiographic Positioning III (3) SP *Prerequisites:* RTE1458, RTE1458L, RTE1613 and RTE1824. *Corequisites:* RTE2385, RTE2523L, RTE2782 and RTE2834. This course is a study of radiographic anatomy, physiology and positioning for radiologic examinations of the skull and facial bones. Advanced procedures such as mammography, angiography and computed tomography will be presented. Contact: 3 hours per week.

RTE2523L* Radiographic Positioning III Lab (1) SP *Prerequisites:* RTE1458, RTE1458L, RTE1613 and RTE1824. *Corequisites:* RTE2385, RTE2523, RTE2782 and RTE2834. This is a laboratory study of basic radiographic anatomy. This course includes skull and facial bones. Advanced procedures such as mammography, angiography and computed tomography are presented. Contact: 3 hours per week.

RTE1804* Radiographic Clinical Education I (1) SP *Prerequisite:* admission to the program. *Corequisites:* RTE1000, RTE1503, RTE1503L and RTE1418. This is an introductory clinical course meeting at local hospitals to give the student an opportunity to apply theoretical concepts taught in classroom courses. Basic patient care procedures, radiation protection practices and radiologic exposure and processing principles are introduced. Contact: minimum 8 hours per week. Additional fee.

RTE1814* Radiographic Clinical Education II (1) SU *Prerequisites:* RTE1000, RTE1418, RTE1503, RTE1503L and RTE1804. *Corequisites:* RTE1513 and RTE1513L. Students will be applying positioning skills as in previous practicum courses. Topics include positioning of upper and lower extremities for competencies. If a student is on a fluoroscopy rotation, GI system competencies will be required. Intermediate level patient care procedures, radiation protection practices, radiologic exposure principles and the use of radiographic accessories are introduced. Contact: 120 hours per semester. Additional fee.

RTE1824* Radiographic Clinical Education III (3) SP *Prerequisites:* RTE1513, RTE1513L and RTE1814. *Corequisites:* RTE1458, RTE1458L and RTE1613. Intermediate-level patient care procedures, radiation protection practices, radiologic exposure principles and the

use of radiographic accessories are introduced. Contact: 24 hours per week. Additional fee.

RTE2061* AART Exam Review (4) *Prerequisites:* RTE2844 and RTE2930. *Corequisites:* RTE2854, RTE2920L and RTE2931. Course content is a synthesis of all major topics in radiography in preparation for the American Registry of Radiologic Technologists' national certification. Contact: 4 hours per week.

RTE2385* Radiation Biology (3) SP *Prerequisites:* RTE1458, RTE1458L, RTE1613 and RTE1824. *Corequisites:* RTE2523, RTE2523L, RTE2782 and RTE2834. 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 and identifying the different units of measurement of all types of radiation. Contact: 3 hours per week.

RTE2782* Radiographic Pathology (2) SU *Prerequisites:* RTE1458, RTE1458L, RTE1613 and RTE1824. *Corequisites:* RTE2385, RTE2523, RTE2523L and RTE2834. 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. Contact: 2 hours per week.

RTE2834* Radiographic Clinical Education IV (3) SP *Prerequisites:* RTE1458, RTE1458L, RTE1613 and RTE1824. *Corequisites:* RTE2385, RTE2523, RTE2523L and RTE2782. 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. Contact: 24 hours per week. Additional fee.

RTE2844* Radiographic Clinical Education V (2) SU *Prerequisites:* RTE2782, RTE2385, RTE2523 and RTE2523L. *Corequisite:* RTE2930. Students will be applying positioning skills as in the previous practicum courses. Topics include positioning of the skull, surgical, and portable radiography for competencies. If a student is on a fluoroscopy rotation, GI system competencies will be required. Adaptation of technical factors, advanced radiation protection procedures and advanced patient care techniques will be expected. Contact: 24 hours per week. Additional fee.

RTE2854* Radiographic Clinical Education VI (2) FA *Prerequisites:* RTE2930 and RTE2844. *Corequisites:* RTE2061, RTE2920L and RTE2931. 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. Contact: 16 hours per week.

RTE2920L* Competency Lab (I) FA *Prerequisites:* RTE2930 and RTE2844. *Corequisites:* RTE2061, RTE2931 and RTE2854. Competency-based laboratory exercises to prepare students for entering the workforce. Contact: 3 hours per week. Additional fee.

RTE2930* Special Topics in Radiography I (3) FA *Prerequisites:* RTE2782, RTE2385, RTE2523, RTE2523L and RTE2834. *Corequisite:* RTE2844. This is a course designed to teach the student proper film critique, including both geometric and photographic factors, along with proper positioning protocols. Radiographs of the upper and lower extremity, hip and pelvis will be reviewed. Contact: 3 hours per week.

RTE2931* Special Topics in Radiography II (3) FA *Prerequisites:* RTE2844 and RTE2930. *Corequisites:* RTE2061, RTE2920L and RTE2854. This is a course designed to teach the student proper film critique, including both geometric and photographic factors, along with proper positioning protocols. Films of the chest, abdomen, spinal column, sternum, ribs, cranium and digestive system, will be reviewed. Contact: 3 hours per week.

Reading

REA1105 Critical and Creative Reading (3) FA SP *Prerequisite:* REA0017, or appropriate placement score. Designed to develop and improve college reading skills. The course makes students aware of their reading habits and provides them an opportunity to overcome habits that may impede their progress toward becoming efficient readers. Learn to read and understand a wide variety of printed

materials. Emphasis placed on the building of comprehension skills and study skills, as well as increasing vocabularies and rates. All CLAS reading objectives are taught in this course. Lecture and lab: 3 hours.

REA1505 Vocabulary (I) FA SP This course acquaints the student with the most commonly used prefixes, root words and suffixes. Lecture: 1 hour.

Real Estate

Note: See Business, page 166, for real estate course descriptions.

Religion

REL2200 Introduction to Biblical Studies (3) FA SP SU *Prerequisite:* successful completion of the general education communications requirement. Provides a chronological introduction to the formation and content of the Hebrew Tanak (or the Christian Old Testament) and the Christian New Testament, as well as an examination of relevant cultural expressions or historical events that may have impacted that formation and content. Lecture: 3 hours. Substantial writing component. Fulfills state writing requirement. Satisfies the general education humanities requirement.

REL2300 World Religions (3) FA SP SU *Prerequisite:* successful completion of the general education communications requirement. The course is designed to introduce the student to the academic study of religion and to the sociological, theoretical and practical dimensions of the world's religions. Involves discussion of such religious expressions as Christianity, Islam, Hinduism, Buddhism, Taoism, Sikhism, Judaism, Confucianism, Jainism, Baha'i, Shintoism, Zoroastrianism, native African religion, native American religion and others. Lecture: 3 hours. Substantial writing component. Fulfills state writing requirement. Satisfies the general education humanities requirement. (GG)

Respiratory Care

RET1026* Fundamentals of Respiratory Care (4) FA This course will focus on history, ethics, organization and credentialing guidelines. It also focuses on medical gas preparation, usage and safety, physical principles of medical gas therapy, oxygen delivery systems, breathing modalities, patient assessment, arterial blood gas drawing techniques and chest physiotherapy and postural drainage. Case studies are used to incorporate the critical thinking process. Contact: 4 hours per week.

RET1026L* Fundamentals of Respiratory Care Lab (I) FA The lab will apply and add to concepts learned in RET1026. Case studies and simulation lab will be used to incorporate the critical thinking process. Contact: 3 hours per week. Additional fee.

RET1293* Respiratory Diseases (4) SU The course will cover the disease processes encountered in the acute and subacute setting. Emphasis will be placed upon etiology, anatomic changes, pathophysiology, assessment and management and treatment of cardiopulmonary diseases and disorders. Case studies will be used to incorporate the critical thinking process. Contact: 4 hours per week.

RET1350* Cardiopulmonary Pharmacology (4) SP The course will focus on the drugs used in caring for the individual with cardiopulmonary disorders. General pharmacologic principles, mechanisms of action, adverse reactions and therapeutic use will be covered. Case studies will be used to incorporate the critical thinking process. Contact: 4 hours per week.

RET1434* Clinical Assessment in Respiratory Care III (I) SU The course will focus on more advanced assessment techniques for the individual with cardiopulmonary disorders. This will include chest x-ray examination, magnetic resonance imaging, lung scans, angiography, and the effects and complications of mechanical ventilation. This course will also take a more detailed approach to evaluating airway, breathing and circulation in the critically ill patient. Case studies will parallel with diseases being taught in Respiratory Diseases and concepts being presented in Advanced Procedures II. Contact: 3 hours per week.

RET1450* Clinical Assessment in Respiratory Care II (I) SP Clinical laboratory studies will be discussed, along with their relationship to assessment of the patient with cardiopulmonary disease. The student will also learn to recognize the physiologic effects of positive pressure ventilation on various body systems. The SOAP note will be introduced for assessment of the cardiopulmonary patient. Case studies will be used to incorporate concepts and information for critical thinking. Contact: 3 hours per week.

RET1483* Clinical Assessment in Respiratory Care I (1) FA

The course will focus on basic assessment for the individual with cardiopulmonary disorders. This will include patient-clinician interaction, universal precautions, patient interview, health history, common symptoms of pulmonary disorders, obtaining vital signs and clinical impression, examination of head and neck, lung topography, examination of the thorax, examination of the precordium, examination of the extremities and physical signs of respiratory disease. Case studies will be used to incorporate the critical thinking process. Contact: 3 hours per week.

RET1874* Clinical Practice I (1) FA This course will focus on preparing students for clinical rotation. There will be an orientation to the various clinical sites, as well as to the Human Patient Simulator. Students will demonstrate charting, communicating with patients, basic assessment, medical gas therapy, aerosol therapy and IPPB. Contact: 12 hours per week. Additional fee.

RET1875* Clinical Practice II (1) SP This course will require the students to recognize and practice floor therapy procedures introduced in RET1026L. The students will attend 8 hours of clinical rotation each week at various clinical sites, as well as participate in a variety of scenarios using the Human Patient Simulator. Contact: 12 hours per week. Additional fee.

RET2027* Instrumentation (2) SU The course will focus on therapeutic and diagnostic instruments encountered in respiratory care practice. These include pulseoximetry, capnography, blood gas machine, coximeter, ECG interpretation, hyperbaric oxygen therapy and noninvasive cardiac output system. Case studies and simulations are used within this course to incorporate the critical thinking process. Contact: 2 hours per week.

RET2264* Advanced Procedures in Respiratory Care I (2) SU This course will cover basic terms and concepts of mechanical ventilation, how ventilators work, how a breath is delivered, establishing the need for mechanical ventilation, selecting the ventilator and the mode, initial ventilator settings and final considerations in ventilator setup. The course will also begin the process of initial assessment of the mechanically ventilated patient. Case studies will be used to incorporate the critical thinking process. Contact: 2 hours per week.

RET2264L* Advanced Procedures in Respiratory Care I Lab (1) Students will apply concepts learned in RET2264 with case studies using simulators, mechanical ventilators and all peripheral equipment. Contact: 3 hours per week. Additional fee.

RET2265* Advanced Procedures in Respiratory Care II (3) FA This course will cover assessment of the mechanically ventilated patient, ventilator graphics, noninvasive assessment of respiratory function, techniques in patient-ventilator management, improving oxygenation, basic concepts of noninvasive positive pressure ventilation, discontinuation of and weaning from mechanical ventilation, long-term ventilation and special techniques in ventilatory support. Case studies will be presented. Contact: 3 hours per week.

RET2265L* Advanced Procedures in Respiratory Care II Lab (1) SU Students will apply concepts learned in RET2265 with case studies using simulators, mechanical ventilators and all peripheral equipment. Contact: 3 hours per week. Additional fee.

RET2414* Pulmonary Functions (2) SP The course will focus on evaluation and performance of various pulmonary function tests and protocols. Topics include lung volumes, ventilation tests, pulmonary mechanics, diffusion ventilation, blood flow, normal and abnormal results of tests results and various equipment used to perform these tests. Case studies are used within the course to incorporate the critical thinking process. Contact: 2 hours per week. Additional fee.

RET2418* Clinical Assessment V (1) SP Students will develop a cardiopulmonary rehabilitation program and/or a homecare business. This process will include clinical assessment plans and evaluation of measured outcomes. Students compete in a respiratory brain bowl based on weekly assigned NBRC matrix topics. Contact: 3 hours per week.

RET2442* Cardiopulmonary Hemodynamics (2) FA This is a more in-depth look at the cardiovascular system, with a review of the pulmonary system. The course will detail diagnostics and therapeutics related to these systems. These will include various types of pressure monitoring, cardiac output monitoring, intra-aortic balloon pumping, open heart and thoracic surgery, fluid and electrolytes and pharmacologic intervention. Critical thinking skills are applied with assessment, monitoring and management of the patient with hemodynamic instabilities. Contact: 2 hours per week.

RET2442L* Cardiopulmonary Hemodynamics Lab (1) FA The lab will apply and add to concepts learned in RET2442 using equipment and procedures in a case study context. Contact: 3 hours per week. Additional fee.

RET2485* Cardiopulmonary Physiology (2) FA The course will focus on anatomy of the cardiopulmonary system, mechanics of ventilation, lung volumes and deadspace, diffusion of pulmonary gases and oxygen transport. Case studies will be used to incorporate the critical thinking process. Contact: 2 hours per week.

RET2486* Cardiopulmonary Physiology II (2) SP The course will focus on the circulatory system, oxygen transport, carbon dioxide transport, ventilation to perfusion relationships, control of ventilation, renal failure and its effects on the cardiopulmonary system, aging and its effects on the cardiopulmonary system, exercise, high altitude and high pressure environments and their effects on the cardiopulmonary system. Case studies are used to incorporate the critical thinking process. Contact: 2 hours per week.

RET2534* Clinical Assessment in Respiratory Care IV (1) FA The course will focus on critical thinking skills, using therapist-driven protocols in managing case studies of cardiopulmonary patients. The course will also focus on respiratory monitoring, cardiac assessment and hemodynamic assessment in the intensive care unit. Contact: 2 hours per week.

RET2714* Pediatrics and Neonatology (3) FA This course covers the development and physiology of the neonatal pulmonary system. Disorders and diseases will be examined, with emphasis on etiology, pathophysiology, treatment and management. Students are taught PALS and NRP content and finish the class with NRP certification. Contact: 3 hours per week.

RET2714L* Pediatrics and Neonatology Lab (1) FA Application of concepts learned in RET2714 will be used with case scenarios on the simulator, as well as basic lab competencies. Contact: 3 hours per week. Additional fee.

RET2876* Clinical Practice III (1) SU The students will attend 8 hours of clinical rotation each week, continuing to practice floor therapy procedures. They will also attend a weekly lab applying advanced Respiratory Care procedures learned using the Human Patient Simulator. The course will focus on general airway management, ventilator initiation and management, charting, weaning and extubation. Contact: 12 hours per week. Additional fee.

RET2877* Clinical Practice IV (1) FA This course will prepare students for intubation and code management. Once the course is completed, students will receive a certificate of completion in intubation and will be certified in ACLS. The students will attend 16 hours of clinical rotation each week in the intensive care units. They will also attend a weekly lab using the Human Patient Simulator. In lab they will participate in a variety of scenarios, practicing crisis management and teamwork, and will present case studies. Contact: 24 hours per week. Additional fee.

RET2878* Clinical Practice V (2) SP This course will prepare students for intubation and code management. Once the course is complete students will receive a certificate of completion in intubation, and will be certified in ACLS. The students will attend 16 hours of clinical rotation each week in the Intensive Care Units and specialty areas. Students will also attend a weekly lab where they will continue to demonstrate critical thinking skills using simulation. Contact: 24 hours per week. Additional fee.

RET2879* Clinical Practice VI (1) SP This course will prepare students for intubation and code management. Once the course is completed, students will receive a certificate of completion in intubation and will be certified in ACLS. This course is a continuation of rotations in ICUs and specialty areas. The student will continue to participate in simulation labs. Contact: 24 hours per week. Additional fee.

RET2936* Topics in Respiratory Care (3) SU This course will prepare students for the entry-level written registry and clinical simulation credentialing examinations. NBRC matrix content will be emphasized. Sample NBRC questions are covered, as are simulation case scenarios. Contact: 3 hours per week.

Social Sciences

ISS2933 Chaos, Catastrophe, and Complexity in History & the Social Sciences (3) FA SP *Prerequisites:* satisfactory completion of Developmental Writing II (ENCO025), Developmental Reading II (REA0017) and Developmental Mathematics II (MAT0028), or appropriate placement scores. Introduction to modern theories of

chaos, catastrophe and complexity. The application to history and the social sciences will be explored through lectures, course discussions and computer simulations. Lecture: 3 hours.

Social Work

SOW1031 Introduction to Social Work (3) FA SP *Prerequisites:* satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. This course introduces the student to the profession of social work and its programs, as well as the services that have developed in response to human needs. Both historical and political perspectives will be used in the description of the field, emphasizing the relationship between social work and social welfare institutions. Students will critically examine the values, mandates and issues of diversity that affect the field. Professional ethics and practice principles will be discussed. Service learning (volunteer hours) are also required. Lecture: 3 hours.

Sociology

SOW1031 Introduction to Social Work (3) FA SP *Prerequisites:* satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. This course introduces the student to the profession of social work and its programs, as well as the services that have developed in response to human needs. Both historical and political perspectives will be used in the description of the field, emphasizing the relationship between social work and social welfare institutions. Students will critically examine the values, mandates and issues of diversity that affect the field. Professional ethics and practice principles will be discussed. Service learning (volunteer hours) are also required. Lecture: 3 hours.

SYG1000 Principles of Sociology (3) FA SP SU *Prerequisites:* satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. A study of the principles of human association, including basic surveys of the elementary concepts of sociological theory and the major areas of sociological study, including social organization, social psychology, communities and demography, social movements and social change. Lecture: 3 hours.

SYG2010 Contemporary Social Problems (3) FA SPSU *Prerequisites:* satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. SYG1000 recommended. An examination of theoretical approaches to deviant behavior, with emphasis on contemporary social problems in the United States. Lecture: 3 hours.

SYG2012 Global Issues (3) SP This course prepares students for upper-division coursework in related topic areas by providing a general introduction to the study of global-level problems and social change. Includes an overview of the major trends, theories, issues and controversies surrounding the economic, political and cultural facets of globalization. Students will be introduced to important challenges facing humankind and will explore these challenges in research projects focused on specific countries or regions. Lecture: 3 hours.

SYG2230 Race and Minority Group Relations (3) FA SP *Prerequisites:* satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. An introduction to the study of prejudice, discrimination, immigration patterns, acculturation, assimilation and amalgamation of minority groups in the United States. The focus will be on attempting to understand the changing patterns of prejudice and discrimination. Lecture: 3 hours.

SYG2340 Human Sexuality (3) FA SP SU *Prerequisites:* satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. An introductory course in human sexuality designed to acquaint the student with a broad range of information about sexuality, including historical, cross-cultural, biological, psychological, socio-cultural, legal and ethical perspectives. Topics include research methods, sexual anatomy, arousal and response, sexual communication, reproduction, sexual orientation, dysfunctions, sexually transmitted diseases and sexual ethics. Lecture: 3 hours.

SYG2361 Thanatology: Dying and Death (3) FA SP SU *Prerequisites:* satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. A sociological view of the conceptual, medical, legal and practical problems involved with the dying, the deceased and the survivors. Lecture: 3 hours.

SYG2430 Marriage and the Family (3) FA SP SU *Prerequisites:* satisfactory completion of Developmental Writing II (ENC0025) and Developmental Reading II (REA0017), or appropriate placement scores. An introductory course in marriage and the family designed to acquaint the student with a broad range of information about marriage and family relationships in a changing society. Topics include interpersonal attraction, intimate relationships, premarital and marital sexuality and marital and family interaction. The major course objective is to familiarize students with the process of heterosexual and parent-child interaction over the life cycle from a sociological perspective. Lecture: 3 hours.

SYG2930 Special Topics in Sociology (3) FA SP SU Special topics for students who wish to further explore the field of sociology through discussion, observation or research. Focus placed on topical problems, current issues or emerging trends. Lecture: 1–3 hours.

Spanish

SPN1120 Elementary Spanish I (4) FA SP SU Essentials of Spanish, with special emphasis on oral and aural practice in the language. Lecture: 3 hours. Lab: 2 hours. Additional fee.

SPN1121 Elementary Spanish II (4) FA SP SU *Prerequisite:* grade of C or better in SPN1120. Continuation of SPN1120. Lecture: 3 hours. Lab: 2 hours. Additional fee.

SPN2220 Intermediate Spanish (4) FA SP *Prerequisites:* grade of C or better in SPN1120 and SPN1121. Develops the student's reading, grammar, vocabulary and conversational skills and introduces certain literary and cultural concepts that will enhance comprehension of the unique qualities of Hispanic civilization. Lecture: 3 hours. Lab: 2 hours. Additional fee.

SPN2240 Intermediate Conversational Spanish I (3) SP *Prerequisite:* grade of C or better in SPN 1120 and SPN1121, or equivalent. Development of conversational skills in Spanish through drill and practice. Contact: 5 hours.

SPW2010 Introduction to Spanish Literature and Culture (3) SU *Prerequisite:* grade of C or better in SPN 1120 and SPN1121, or equivalent. Presents an overall view of Spanish literature and culture. (GG) Contact: 3 hours.

Speech

ORI2000 Introduction to Oral Interpretation (3) FA SP Study of the selection, preparation and presentation of literature, including competitive presentation. Concentrates on the development of analytical skills plus vocal and physical presentation techniques. Lecture: 3 hours.

SPC1017 Fundamentals of Interpersonal Communications (3) FA SP SU *Prerequisite:* successful completion of ENC0025, or appropriate placement score. Designed to promote understanding of the transactional nature of speech communication. Provides concepts and experiences to help students communicate more effectively in interpersonal as well as public settings. Student participation centers on verbal and nonverbal aspects of speaking and listening. Lecture: 3 hours.

SPC1062 Business and Professional Speaking (3) FA SP *Prerequisite:* successful completion of ENC0025 and REA0017, or appropriate placement scores. Designed to focus on developing and refining oral communication skills in business and professions. Enhances basic speaking and listening skills, with additional attention to making presentations, working in groups, handling interviews, conducting meetings and employing multimedia materials in oral presentations. Lecture: 3 hours.

SPC1330 Non-Verbal Communication (3) FA This course explores the various facets of nonverbal communication and will teach students to interpret, practice and better understand the role of this type of communication in all environments. Contact: 3 hours.

SPC2512 Parliamentary Debate (3) FA SP This course is designed to provide students with fundamental instruction and practice in parliamentary debate to reinforce skills in argumentation, public speaking and intercollegiate forensics competition. This class is not a study of parliamentary procedure, but rather a forum to improve students' effectiveness as persuasive speakers. Contact: 3 hours.

SPC2594 Speech and Debate Workshop (1) FA Provides instruction in individual oral interpretation events, with an emphasis on inter-collegiate competition. Lab: 3 hours.

SPC2595 Speech and Debate Practicum (1) SP Provides opportunities for actual presentation of oral interpretation material in intercollegiate competition. Lab: 3 hours.

SPC2608 Public Speaking (3) FA SP SU *Prerequisite:* SPC1017 is recommended, but not required. Emphasis on speech composition, verbal and nonverbal skills of delivery and analytical listening. Provides the student with concepts and experiences designed to improve competence in a variety of public speaking situations. Lecture: 3 hours.

Sports Management

SPM 2000 Introduction to Sports Management (3) FA SP SU This course is to examine basic management principles essential for the operation of sport-related enterprises. Topics that apply to a variety of sport/physical activity environments will be discussed. Sample administrative areas to be studied include: leadership, staffing, budgeting, marketing, planning, controlling, and liability. This course is designed to provide a practical base of management principals to prepare you for an entry-level position. Contact 3 hours.

Statistics

STA2023 Introductory Statistics (3) FA SP SU *Prerequisite:* grade of C or better in MAT1033, or appropriate placement score. This course demonstrates how to apply selected statistical techniques to a wide variety of problems and situations arising in the areas of business, economics, finance, management, social science, health, psychology and education. Topics include graphical description of data, measures of location and dispersion, probability, discrete and continuous random variables, sampling distributions and estimation, confidence intervals and hypothesis tests and simple linear regression and correlation. A TI84 or graphing calculator with equivalent statistical features is required. Lecture: 3 hours.

STA2122 Introduction to Applied Statistics (4) FA SP SU *Prerequisite:* grade of C or better in MAC1105. Covers descriptive statistics, probability distributions, confidence intervals and hypothesis tests for one mean or proportion and the comparison of two means or proportions, correlation and regression, analysis of variance (ANOVA) and chi-square tests. A TI83 or graphing calculator with equivalent statistical features is required. Access to campus computer labs with Minitab statistics software or own license for Minitab is required. Satisfies computer proficiency requirement. Can be used to satisfy one of the two general education mathematics requirements. Credit toward the general education mathematics requirement cannot be earned for both STA2023 and STA2122. This class meets in a computer classroom. Lecture: 4 hours. Additional fee.

Theater

FIL1031 History of Film I (3) FA *Prerequisite:* satisfactory completion of ENC1101. Examination of the history of film, concentrating on initial theories, early development and technological advances through film's maturity into a major art form and industry at the conclusion of World War II. Lecture: 3 hours.

FIL1930 Special Topics in Film (3) SP Special topics for students who wish to further explore the field of film. Focus is placed on topical problems, current issues or emerging trends. Lecture: 3 hours.

FIL2000 Film Appreciation (3) FA SP *Prerequisite:* satisfactory completion of ENC1101. A course to extend the knowledge and critical appreciation of film as an informed audience member and to amplify and intensify critical skills with regard to analyzing and evaluating films. Students will become familiar with a cross section of modern critical approaches, as well as individual and personal evaluations of films. Also focuses on the role and responsibility of the informed audience member with regard to film philosophy and theory, including the major genres and styles of film art. Lecture: 3 hours.

FIL2032 History of Film II (3) SP *Prerequisite:* satisfactory completion of ENC1101. Examination of the history of film, concentrating on the development of the medium into an international art and industry from the end of World War II to the present. Includes an analysis of the strengths and weaknesses of the modern film industry. Lecture: 3 hours.

MMC1540 Media Aesthetics (3) SP *Prerequisite:* satisfactory completion of ENC1101. This course is an introduction to media design and aesthetics. The course will introduce concepts and terminology while exploring how the media communicate meanings within a culture. Principles of visual literacy and how these principles may be used for the critical analysis of the media will also be investigated. Lecture: 3 hours.

ORI2000 Introduction to Oral Interpretation (3) FA SP Study of the selection, preparation and presentation of literature, including competitive presentation. Concentrates on the development of analytical skills plus vocal and physical presentation techniques. Lecture: 3 hours.

SPC2512 Parliamentary Debate (3) FA SP This course is designed to provide students with fundamental instruction and practice in parliamentary debate to reinforce skills in argumentation, public speaking and intercollegiate forensics competition. This class is not a study of parliamentary procedure, but rather a forum to improve students' effectiveness as persuasive speakers. Contact: 3 hours.

SPC2594 Speech and Debate Workshop (1) FA Provides instruction in individual oral interpretation events, with an emphasis on intercollegiate competition. Lab: 3 hours.

SPC2595 Speech and Debate Practicum (1) SP Provides opportunities for actual presentation of oral interpretation material in intercollegiate competition. Lab: 3 hours.

THE1000 Introduction to the Theatre (3) FA SP Provides an opportunity for the student to become a more knowledgeable member of the theater audience. Students will have opportunity to view and examine play styles and forms. Some physical participation may be included in class and individual projects. Lecture: 3 hours.

TPA1200 Introduction to Stagecraft (3) FA SP TPA1200 provides an opportunity for the student to apply basic theories in technical theatre. Students will have the opportunity to study academic and aesthetic theories in scenic design, lighting design, set construction and prop construction and then create physical models, designs and layouts to illustrate their proficiency. Lecture: 2 hours. Lab 2: hours.

THE2090 Play Production (1) FA SP SU Students will learn the finer aspects of theatre production through practical experiences related to an actual performance. Students involved in the technical, performance and managerial elements of the production will be supervised in at least 70 hours of lab work in the theatre. Course may be repeated four times for credit. Permission of instructor required.

THE2100 Introduction to Theatre History (3) FA SP SU *Prerequisite:* satisfactory completion of the general education communications requirement. Designed to survey the development of theater from classical to contemporary, with emphasis on the relationship between theatre genres and styles and cultural and societal influences. The material will include the reading of selected dramatic forms. Lecture: 3 hours. Substantial writing component. Fulfills state writing requirement. Satisfies the general education humanities requirement.

TPP2110 Fundamentals of Acting (3) FA SP *Suggested Prerequisite:* ORI2000 or TPP2120. Study of the art of acting, including acting terminology and techniques. Enables the student to achieve greater self-confidence, poise and freedom of expression before an audience. Through in-class training and exercises, the student will be aided in the use of the actor's tools—the voice and body. Course is appropriate for those interested in acting for self-improvement, enrichment, teaching, mass communications, community theatre work or curiosity about the acting profession. Lecture: 3 hours. Lab: 3 hours.

TPP2111 Advanced Acting (3) SP *Prerequisite:* completion of TPP2110. The focus of this course is on performance skills for the actor, including in-depth character and scene study and certain staging techniques. Designed for the serious theatre student and includes studies in various acting styles. Lecture: 3 hours. Lab: 3 hours.

TPP2120 Creative Improvisation (2) FA SP Introductory course in acting designed for the student who has no experience in theatre or who is not seeking a major in the field. Course examines the basic physical and mental resources of the performer and enables the individual to achieve greater self-confidence, poise and freedom of expression. Lecture: 2 hours. Lab: 1 hour.

TPP2653 Play Analysis (3) SP This course is a survey of dramatic literature in Western culture, featuring the study of plays in terms of style, content, themes and theatrical conventions. Emphasis is upon the plays of the 20th century. The material will include the reading of selected dramatic forms. Lecture: 3 hours.

TCC Faculty and Staff



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