COLLEGE OF CENTRAL FLORIDA

2013-2014
Catalog

Citrus Campus
3800 S. Lecanto Highway
Lecanto, FL 34461-9026
352-746-6721
Fax: 352-249-1218

Ocala Campus
3001 S.W. College Road
Ocala, FL 34474-4415
352-873-5800
Fax: 352-291-4450

Levy Center
114 Rodgers Blvd.
Chiefland, FL 32626-1420
352-493-9533
Fax: 352-493-9994

Hampton Center
1501 W. Silver Springs Blvd.
Ocala, FL 34475-6456
352-873-5881
Fax: 352-873-5887

Appleton Museum of Art, College of Central Florida
4333 E. Silver Springs Blvd.
Ocala, FL 34470-5001
352-291-4455
Fax: 352-291-4460

Jack Wilkinson Levy Campus
7631 N.W. 151st Lane
Chiefland, FL 32626-1420

Website: www.CF.edu

MEMBER OF The Florida College System

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About College of Central Florida

Vision Statement

To be the first choice for quality higher education in our community.

Mission Statement

College of Central Florida provides access to high quality, high value baccalaureate degrees, associate degrees, certificates and diplomas, and promotes the economic, social and cultural development of our community.

Values

Empowerment
: Cultivating individual and collective abilities.

Engagement
: Being fully present and involved in the success of students, faculty, staff and community.

Excellence
: Committing to the highest standards of student learning and service.

Board of Trustees

Sandra Balfour, *Citrus County, Chair*

Joyce Brancato, *Levy County*

Robert Durrance, *Levy County*

Ron Ewers, *Marion County*

Priya Ghumman, *Marion County*

Cory Pool, *Marion County*

Don Taylor, *Citrus County*

President's Message

Thank you for your interest in CF and the opportunity for a strong academic future. As you take the next steps in charting your life's course we are ready to provide you with the support and educational programs suited to match your goals.

The College of Central Florida is strategically positioned to be the first choice provider of higher education in Marion, Citrus and Levy counties. This plan ensures that we continue to build on our unique strength — our ability to respond to the needs of our local communities by providing high quality, high value training and curriculum.

I welcome you to the College of Central Florida and wish for you an enjoyable and meaningful learning experience.

James D. Henningsen, Ed.D.
President, College of Central Florida

College Calendar

Fall 2013

Class Schedule Available on the Web	April 1
Surgical Technology Application Deadline	June 3
Priority Registration — 40+ credits	April 15
Priority Registration — 20+ credits	April 22
Priority Registration — 10+ credits	April 29
Priority Registration — 1+ credits	May 6
Priority Registration — 0+ credits	June 10
Dual Enrollment — Priority Registration	July 9
Dual Enrollment — Late Registration	July 31

Fall C (Aug. 19–Dec. 12)

Dual Enrollment — Priority Application Deadline	May 14
Dual Enrollment — Late Application Deadline	June 6
Admissions Application Deadline	Aug. 5
General Registration (Transient and Adult Enrichment Students)	June 10–Aug. 16
Last Admit	Aug. 12
Faculty Planning Days	Aug. 15–16
Classes Begin (Residency Deadline)	Aug. 19
Add/Drop Period	Aug. 19–21
Drop Only	Aug. 22–23
Last Date for refund	Aug. 23
Labor Day Holiday (Saturday and Sunday Classes Meet)	**Sept. 2**
Graduation Application Deadline	Sept. 27
College Planning Day (No Day Classes; Classes After 4:30 p.m. Meet)	Oct. 10
Last Date to Withdraw with W	Oct. 22
Veterans Day Holiday (Saturday and Sunday Classes Meet)	**Nov. 11**
Day Classes Meet/No Evening Classes	Nov. 27
Thanksgiving Holiday and Break	**Nov. 28– Dec. 1**
Classes End	Dec. 6–8
Exam Week	Dec. 9–12
Graduation Ceremony	Dec. 13
Grade Reports to Registrar by Noon	Dec. 16
Mid-year Break, Students and Faculty	**Dec. 15–Jan. 1 , 2013**
Administrative Offices Closed	Dec. 19–Jan. 1

Fall A (Aug. 19–Oct. 9)

Admissions Application Deadline	Aug. 5
General Registration (Transient and Adult Enrichment Students)	June 10–Aug. 16
Last Admit	Aug. 12
Classes Begin (Residency Deadline)	Aug. 19
Add/Drop Period	Aug. 19–20
Drop Only	Aug. 21
Last Date for Refund	Aug. 21
Labor Day Holiday	**Sept. 2**

Last Date to Withdraw with W	Sept. 18
College Planning Day (No Day Classes; Classes After 4:30 p.m. Meet)	Oct. 10
Classes End	Oct. 9
Grade Reports to Registrar by 5 p.m.	Oct. 10

Fall B (Oct. 14–Dec. 12)

Admissions Application Deadline	Sept. 30
General Registration (Transient and Adult Enrichment Students)	June–Oct. 11
Last Admit	Oct. 7
Classes Begin (Residency Deadline)	Oct. 14
Add/Drop Period	Oct. 14–15
Drop Only	Oct. 16
Last Date for refund	Oct. 16
Veterans Day Holiday (Saturday and Sunday Classes Meet)	**Nov. 11**
Last Date to Withdraw with W	Nov. 14
Day Classes Meet/No Evening Classes	Nov. 27
Thanksgiving Holiday and Break	**Nov. 28– Dec. 1**
Classes End	Dec. 9
Graduation	Dec. 13
Grade Reports to Registrar by Noon	Dec. 16
Administrative Offices Closed	Dec. 19– Jan. 1

Spring 2014

Class Schedule Available on the Web	Sept. 16
Priority Registration — 40+ credits	Sept. 30
Priority Registration — 20+ credits	Oct. 3
Priority Registration — 10+ credits	Oct. 7
Priority Registration — 0+ credits	Oct. 15
Dual Enrollment — Priority Registration	Oct. 29
Dual Enrollment — Late Registration	Nov. 20

Spring C (Jan. 8–May 8)

Dual Enrollment — Priority Application Deadline	Oct. 1
Dual Enrollment — Late Application Deadline	Nov. 5
General Registration (Transient and Adult Enrichment Students)	Oct. 15–Jan. 7
Admissions Application Deadline	Dec. 9
Last Admit	Dec. 18
New Year's Holiday	**Jan. 1, 2014**
Faculty Planning Days	Jan. 6–7
Classes Begin	Jan. 8
Add/Drop Period	Jan. 8–10
Drop Only	Jan. 13–14
Last Date for Refund	Jan. 14
Martin L. King Jr. Holiday	**Jan. 20**
College Planning Day (No Day Classes; Classes After 4:30 p.m. Meet)	Feb. 11
Graduation Application Deadline *(Includes Summer Graduates Who Intend to March in the Spring Ceremony)*	Feb. 13

Spring Break	March 17–23
Last Date to Withdraw with W	March 25
Classes End	May 2–4
Exam Week	May 5–8
Graduation Ceremony	May 9
Grade Reports to Registrar by 2 p.m.	May 9

Spring A (Jan. 8–March 4)

Admissions Application Deadline	Dec. 9
New Year's Holiday	**Jan. 1, 2014**
Last Admit	Dec. 18
General Registration (Transient and Adult Enrichment Students)	Oct. 15–Jan. 7
Classes Begin	Jan. 8
Add/Drop Period	Jan. 8–9
Drop Only	Jan. 10
Last Date for Refund	Jan. 10
Martin L. King Jr. Holiday	**Jan. 20**
Last Date to Withdraw with W	Feb. 10
College Planning Day (No Day Classes; Classes After 4:30 p.m. Meet)	Feb. 11
Graduation Application Deadline *(Includes Summer Graduates Who Intend to March in the Spring Ceremony)*	Feb. 13
Classes End	March 4
Grade Reports to Registrar by 10 p.m.	March 4

Spring B (March 6–May 5)

Admissions Application Deadline	Feb. 14
Last Admit	Feb. 20
General Registration (Transient and Adult Enrichment Students)	Oct. 15–March 5
Classes Begin (Residency Deadline)	March 6
Add/Drop Period	March 6–7
Drop Only	March 10
Last Date for Refund	March 10
Spring Break	March 17–23
Last Date to Withdraw with W	April 14
Classes End	May 5
Exam Week	May 5–May 8
Graduation Ceremony	May 9
Grade Reports to Registrar by 2 p.m.	May 9

Summer 2014

Class Schedule Available on the Web	March 4
Priority Registration for ***All*** Summer Terms: 40+ credits	March 24
Priority Registration — 20+ credits	March 27
Priority Registration — 10+ credits	March 31
Priority Registration — 0+ credits	April 3
Dual Enrollment — Priority Registration	April 8
Dual Enrollment — Late Registration	April 23

Summer C (May 14–Aug. 7)

Dual Enrollment —Priority Application Deadline	March 6
Dual Enrollment — Late Application Deadline	April 3
Admissions Application Deadline	April 24
Last Admit	May 8
General Registration (Transient and Adult Enrichment Students)	April 3–May 13
Classes Begin (Residency Deadline)	May 14
Add/Drop Period	May 14-19
Drop Only	May 20-21
Last Date for Refund	May 21
Graduation Application Deadline *(Not Eligible to March in Spring Ceremony)*	May 20
Memorial Day Holiday	**May 26**
Surgical Technology Application Deadline	June 3
Last Date to Withdraw with W	July 8
Classes End	Aug. 7
Grade Reports to Registrar by Noon	Aug. 8

Summer A (May 14–June 25)

Admissions Application Deadline	April 24
Last Admit	May 8
General Registration (Transient and Adult Enrichment Students)	April 3–May 13
Classes Begin (Residency Deadline)	May 14
Add/Drop Period	May 14-15
Drop Only	May 19
Last Date for Refund	May 19
Memorial Day Holiday	**May 26**
Last Date to Withdraw with W	June 9
Classes End	June 25
Grade Reports to Registrar by Noon	June 26

Summer B (June 26–Aug. 7)

Admissions Application Deadline	June 16
Last Admit	June 23
General Registration (Transient and Adult Enrichment Students)	April 3–June 25
Classes Begin (Residency Deadline)	June 26
Add/Drop Period	June 26-30
Drop Only	July 1
Last Date for Refund	July 1
Independence Day Holiday	**July 3**
Last Date to Withdraw with W	July 22
Classes End	Aug. 7
Grade Reports to Registrar by Noon	Aug. 8

Hours of Operation

Listed below are general hours of operation during the fall and spring semesters.
Summer hours may vary.

	Ocala Campus	Citrus Campus
Access Services	Monday–Friday, 8 a.m.–4:30 p.m.	
Administrative Offices	Monday–Friday, 8 a.m.–4:30 p.m. Evening hours as posted.	Monday–Friday, 7:30 a.m.–4 p.m.
Assessment Center	Monday–Friday, 8 a.m.–4:30 p.m. Evening hours by appointment only.	Monday–Thursday, 8:30 a.m.–4:30 p.m.
Bookstore	Monday–Thursday, 7:30 a.m.–6 p.m.; Friday, 8 a.m.–4 p.m. Special hours as needed during registration periods.	Daily hours posted during registration and schedule change periods. Hours posted during other times.
Cafeteria	Monday–Thursday, 7 a.m.–7 p.m.; Friday, 7 a.m.–2 p.m. Closed on weekends. Evenings and summer as announced.	Student lounge (Dorothea G. Jerome Building) and Cafe (Citrus Learning and Conference Center) vending available during college hours.
Career Center	Monday–Friday, 8 a.m.–4:30 p.m. Call 352-854-2322, ext. 1721, for details.	
Cashier	Monday–Thursday, 8 a.m.–6 p.m.; Friday, 8 a.m.–4:30 p.m. Hours extended until 6 p.m. during peak registration prior to each semester.	Monday–Thursday, 8 a.m.–6 p.m. Friday, 8 a.m.–4 p.m.
College Square (CF Foundation student residence center)	Monday–Friday, 8 a.m.–noon and 1–5 p.m. 352-237-3334.	
Communications Center	Monday–Thursday, 8 a.m.–6 p.m.; Friday, 8 a.m.–4:30 p.m. Closed Saturdays and Sundays.	
Continuing Education, Ewers Century Center	Monday–Friday, 8 a.m–4:30 p.m.	Registration available in Enrollment Services Center (Citrus Learning and Conference Center).
Co-op, Ewers Century Center	Monday-Friday, 8 a.m.–4 p.m. Call ext. 1717 for appointment.	
Enrollment Services Center	Monday–Thursday, 8 a.m.–6 p.m.; Friday, 8 a.m.–4:30 p.m.	Monday–Thursday, 8 a.m.–6 p.m.; Friday, 8 a.m.–4 p.m.
Faculty Members	Monday–Friday; hours on office doors.	Monday–Friday; hours on office doors.
Financial Aid	Monday–Thursday, 8 a.m.–6 p.m.; Friday, 8 a.m.–4:30 p.m.	Monday–Tuesday, 10 a.m.-6:30 p.m. Wednesday–Friday, 8 a.m.-4:30 p.m. Located in Counseling Suite (Citrus Learning and Conference Center).
Learning Resources Center (Library and media resources: books, periodicals, videos)	Monday–Thursday, 7:30 a.m.–9 p.m.; Friday, 7:30 a.m.–4:30 p.m.; Saturday, 10 a.m.–5 p.m.; Closed Sundays.	Monday–Thursday, 8 a.m.–8 p.m.; Friday, 8 a.m.–4 p.m.
Learning Support Center (VPI Lab and computer resources)	Monday–Thursday, 7:30 a.m.–9 p.m.; Friday, 7:30 a.m.–4:30 p.m.; Saturday, 10 a.m.–5 p.m.; Closed Sundays.	Learning Support Center Monday–Thursday, 7:30 a.m.–8 p.m.; Friday, 7:30 a.m.–4 p.m.
Public Safety Office	Monday–Thursday, 8 a.m.–10:30 p.m.; Friday, 8 a.m.–4 p.m. 24-hour coverage.	24-hour coverage.

Saint Leo University, University Center	Monday–Thursday, 8:30 a.m.–5:30 p.m.; Friday, 8:30 a.m.–4:30 p.m. Special arrangements if necessary.	
Student Advising Office (call for appointments)	Monday–Friday, 8 a.m.–4:30 p.m.	Monday–Thursday, 8 a.m.–6 p.m.; Friday, 8 a.m.-4 p.m.
Switchboard (incoming calls)	Monday–Friday, 8 a.m.–4:30 p.m.	Monday–Friday, 8 a.m.–4:30 p.m.; Automated attendant nights and weekends.
Testing Center	Monday–Friday, 8 a.m.–4:30 p.m.; Evenings and weekends as needed.	Monday–Thursday, 8:30 a.m.–4:30 p.m.
University Center	Monday–Friday, 8 a.m.–6 p.m.; Friday, 8 a.m.–4:30 p.m.	
University of Central Florida — University Center	Monday–Thursday, 8 a.m.–6 p.m.; Friday, 8 a.m.–noon.	
Webber Center	Monday–Saturday, 11 a.m.–5 p.m.; Closed Sundays and holidays.	
	Levy Center	
Administrative Offices	Monday–Friday, 8 a.m.–4:30 p.m.; Evening hours as posted.	
Continuing Education	Monday–Friday, 8 a.m.–4:30 p.m.	
Counselors/Advisers	Monday–Friday, 8 a.m.–4:30 p.m. Call for appointment.	Monday–Friday, 8:30 a.m.–4:30 p.m. Call for appointment.
	Hampton Center	
Campus Offices	Monday–Friday, 8 a.m.–4:30 p.m.	
	The Appleton Museum of Art, College of Central Florida	
Museum	Monday, closed; Tuesday–Saturday, 10 a.m.–5 p.m.; Sunday, noon–5 p.m.	

Telephone Directory

(All numbers are in area code 352 unless otherwise noted.)

	Ocala Campus	**854-2322**
Citrus Campus 746-6721	**Levy Center 493-9533**	**Hampton Center 873-5881**

Enrollment-Related Areas

Advising, Levy Center	493-9533	Health Sciences Advisor	873-5817
Advising, Ocala Campus	854-2322, ext. 1713	Parking Decals, Citrus Campus	746-6721
Cashier, Citrus Campus	249-1203	Parking Decals, Ocala Campus	873-5841
Cashier, Levy Center	493-9533	Student Affairs	873-5828
Cashier, Ocala Campus	854-2322, ext. 1213	Student Records Office	873-5801
CF Institute	873-5804	Testing, Citrus Campus	249-1213
Counseling, Citrus Campus	249-1202	Testing, Ocala Campus	854-2322, ext. 1564
Dual Enrollment/Early Admission	854-2322, ext. 1379	Transcripts	873-5801
Enrollment Services Center, Ocala Campus	854-2322, ext. 1713	Workforce Programs Advisor	873-5833
Financial Aid	873-5801		

Academic/Program Areas

Adult High School, Levy Center	493-9533, ext. 2104	English as a Second Language	854-2322, ext. 1624
Business and Technology	854-2322, ext. 1593	GED Testing, Levy Center	493-9533
Commercial Vehicle Driving	854-2322, ext. 1516	Health Sciences	873-5817
Communications/Science	854-2322, ext. 1232	Humanities/Social Sciences	854-2322, ext. 1292
Community of Scholars	854-2322, ext. 1315	Mathematics	854-2322, ext. 1779
Cooperative Education Courses	854-2322, ext. 1593	University Center	873-5866
Criminal Justice Institute	873-5838	Visual and Performing Arts	854-2322, ext. 1419
Distance Learning Courses	854-2322, ext. 1317	Wellness Education	854-2322, ext. 1325
Driver Improvement Courses	873-5804		

Student/Public Resources

50 Plus	854-2322, ext. 1716	International Film Series	854-2322, ext. 1233
Access Services	854-2322, ext. 1580	Job Placement and Co-op Center	854-2322, ext. 1721
Appleton Museum of Art	291-4455	Learning Lab School (Child Care)	873-5806
Athletics/Gym	854-2322, ext. 1322	Learning Resources Center (Library), Citrus Campus	249-1205
Bookstore, Citrus Campus	249-1238	Learning Resources Center (Library), Citrus Campus	249-1205
Bookstore, Ocala Campus	861-4412	Learning Resources Center (Library), Ocala Campus	873-5805
Box Office (Fine Arts/CF Theatre)	873-5810	Learning Support Center Computer Lab, Citrus Campus	249-1204
Cafeteria	854-2322, ext. 1444	Learning Support Center Computer Lab, Ocala Campus	854-2322, ext. 1246
Career Assessment Center	854-2322, ext. 1721	Pathways	854-2322, ext. 1716
Citrus Assessment/Testing Center	249-1213	Performing Arts Series	854-2322, ext. 1416
Communication Center	873-5800	Project Eagle	854-2322, ext. 1761
Educational Opportunity Center, Citrus Campus	746-6721, ext. 6147	Senior Institute	291-4444
Educational Opportunity Center, Ocala Campus	854-2322, ext. 1316	Student Activities	854-2322, ext. 1578

Educational Opportunity Center, Levy Center	493-9533	Student Government	854-2322, ext. 1578
Foundation (scholarships, endowments, etc.)	873-5808	Student Newspaper, The Patriot Press	854-2322, ext. 1385
Harvey R. Klein Conference Center	291-4441	Student Support Services	854-2322, ext. 1761
Housing, College Square residence center	237-3334	Volunteer Services	873-5819
International Education	854-2322, ext. 1624	Webber Exhibit and Conference Center	873-5809

Administrative Offices

Academic Affairs	873-5840	Information Technology	854-2322, ext. 1378
Administration and Finance	873-5823	Levy Center Director	493-9533
Assistant Vice President for Finance	854-2322, ext. 1278	Marketing and Public Relations	873-5845
Business Office	854-2322, ext. 1627	President's Office	873-5835
Campus Vice President, Citrus Campus	249-1209	Public Safety	873-5841
Hampton Center Director	873-5881		
Human Resources/Personnel	873-5819	Purchasing	873-5815

College Affiliates/Separate On-Site Organizations

CF Foundation	873-5808	Saint Leo University On-Site Programs	854-2322, ext. 1812
Florida Southern College On-Site Programs	291-4417	University of Central Florida On-Site Programs	854-2322, ext. 1818
RSVP (Retired and Senior Volunteer Program)	854-2322, ext. 1716	Webster University On-Site Programs	861-9330

Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers listed may be reached by persons using TDD equipment via the Florida Relay Service at 711. If you need accommodations, please call 352-854-2322, ext. 1580 or e-mail access@cf.edu.

Accreditation and Memberships

The College of Central Florida is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate and baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of College of Central Florida. The Commission should be contacted only if there is evidence that appears to support that the College of Central Florida may be in non-compliance with a requirement or standards. College of Central Florida is also approved by the Florida Department of Education to award associate degrees, baccalaureate degrees, college credit certificates and occupational certificates.

In addition, the programs listed below are accredited by the agencies listed. Please reference each program of study for specific statements regarding accreditation.

- The Applied Technology Diploma in Dental Assisting program on page 123 is accredited by the American Dental Association Commission on Dental Accreditation.
- The Associate in Science degree in A.S. to B.S. Nursing program on page 114 and the Associate in Science degree in Nursing — Licensed Practical Nurse to Associate Degree Nursing program on page 116 are accredited by the National League for Nursing Accrediting Commission Inc.
- The Associate in Science degree in Health Information Technology program on page 112 is accredited by the Commission on Accreditation for Health Informatics and Information Management Education.
- The Associate in Science degree in Physical Therapist Assistant program on page 121 is accredited by the Commission on Accreditation in Physical Therapy Education.
- The Postsecondary Adult Vocational certificate in Surgical Technology program on page 127 is accredited by the Commission on Accreditation of Allied Health Education Programs.
- The College Credit Certificate in Paramedic program on page 107 is accredited by the Commission on Accreditation of Allied Health Education Programs, Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions.

The programs listed below are approved or certified by the agencies listed. Please reference each program of study for specific statements regarding approval or certification.

- The Associate in Science degree in Emergency Medical Services on page 106 is approved by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions and the Florida Department of Health Bureau of Emergency Medical Services.
- The Postsecondary Adult Vocational certificate program in Correctional Officer on page 125 and the Postsecondary Adult Vocational certificate program in Law Enforcement Officer on page 126 are approved by the Florida Department of Law Enforcement Criminal Justice Standards and Training Commission.
- The Associate in Science degree in Fire Science Technology on page 111 is approved by the State of Florida, Division of State Fire Marshal — Bureau of Fire Standards and Training Florida State Fire College.

The college holds memberships in the American Association of Community Colleges, the Association of Florida Colleges, and the Association of Community College Trustees. Among other memberships are the National Junior College Athletic Association, the National League for Nursing, and Florida Campus Compact.

CF has been approved by the state of Florida as an institution in which recipients of General Scholarship Loans for Preparation of Teachers (awarded by the state) may take the first two years of college work. Additionally, the college participates in the Drug-Free Workplace Program.

The state Department of Education will accept work taken at the college to satisfy various certification requirements. CF is state-approved for veterans training under Public Law 550, Public Law 89-358 (Veterans Readjustment Benefits Act of 1966), and for the education of disabled veterans and war orphans, and is a Servicemembers Opportunity College.

History

Central Florida Junior College was established in 1957 when community leaders and citizens envisioned an educational resource that would help Marion, Citrus and Levy counties to grow and prosper. With foresight and determination those community leaders planted the seed that has become the educational hub of the tricounty area.

In 1958, Hampton Junior College opened as one of the first black, two-year colleges in the state, and in 1966 the colleges merged. The name was changed to Central Florida Community College in 1971 to reflect more accurately the character and purpose of the college serving a larger community. In 2010, the college changed its name to College of Central Florida.

The **Ocala Campus** was established on a 60-acre tract donated by Atlantic Realty and Investment Company and the city of Ocala and over time has grown to include 140 acres. The attractive campus is at a crossroads of the growing community, between downtown Ocala and Interstate 75 on State Road 200. The campus has been recognized by Marion County for its beautiful grounds.

In 1982, the Bronson Center opened on a 20-acre site east of Bronson. In 1993, the campus was relocated to the **Levy Center** in Chiefland, where services and enrollment continue to climb. In 2008, the college procured a site for a permanent center in Levy County and construction will begin as soon as funding is available. Existing buildings house the Applied Welding Technologies program.

The college also offered classes in Citrus County for many years before partnering with the Citrus County School Board to establish an educational complex in Lecanto in 1984. To accommodate a growing need, a free-standing campus opened in 1996 on 88 acres in Lecanto. Ten acres have been added to the **Citrus Campus**, which continues to expand credit and noncredit course offerings. A new Learning and Conference Center opened at the Citrus Campus in the fall of 2009.

CF's **Hampton Center** opened in 1996 on the site of the former Florida State Fire College in West Ocala. The facility was completely rebuilt and reopened in 2004. The Hampton Center is an important presence in the west Ocala area, offering health occupations courses and community outreach programs.

The college maintained a partnership interest in the **Appleton Museum of Art** for more than a decade before accepting full responsibility for operations in 2004. The museum has become even more of a teaching and learning institution, offering classes and tours, and helping to serve the cultural needs of the community.

In the last decade, the college has renovated several key buildings and added others that have changed the face of the Ocala Campus. The University Center, Ewers Century Center and Webber Center Gallery serve students and the community. Renovations to the C. Farris Bryant Student Union and the Fine Arts Center have provided state-of-the-art technology and student-friendly facilities. The oldest building at the college was renamed Founders Hall in 2007 and re-opened in 2009 after extensive remodeling.

Administration

College operations are governed by the College of Central Florida District Board of Trustees. Members of this board are appointed by Florida's governor and confirmed by the Florida Senate. The chief administrative officer of the college is the president, who also serves as secretary to the District Board of Trustees.

We currently have a seven-member board with representatives from Citrus, Levy and Marion counties. They bring strong leadership and unique backgrounds adding to the diversity of the college's leadership.

Educational Programs and Services

The **Associate in Arts** degree is 60 credit hours in length and is designed for the student who plans to complete a bachelor's degree.

The **Associate in Science** degree varies from 60 credits to 77 credits depending on the program. It is designed for students who wish to enter the workforce in a skilled field. Some limited transfer is available.

Applied Technology Diploma programs are either clock-hour noncredit or credit hour based. They provide entry-level courses in a specific area that usually can be applied toward an Associate in Science degree.

College Credit Certificates are technical programs that vary in length from 12 to 42 credit hours and provide the student with a set of technical skills in a specific area of study. Each College Credit Certificate applies toward an Associate in Science degree.

Postsecondary Adult Vocational Certificate programs are clock-hour based noncredit programs that provide the student with broad entry-level skills in a chosen field of study.

The **Bachelor of Applied Science** in Business and Organizational Management is designed for associate degree graduates (A.S., A.A., or A.A.S.) to build on skills for managerial positions requiring baccalaureate degrees. Specializations include Agribusiness Management, Health Care Management, Management Information Systems and Public Safety Administration.

The **Bachelor of Science** in Early Childhood Education is designed for associate degree graduates (A.S., A.A.) to build on skills for early childhood education teaching positions requiring a baccalaureate degree.

Students needing academic assistance may take advantage of **Developmental Education** courses in the areas of English, mathematics and reading.

CF Institute integrates noncredit courses and business training at CF. CFI provides a wide range of **noncredit** courses offered through the college. Educational and training courses that are coordinated through CFI include offerings in insurance, real estate, career and personal development, computers, business, child care and health. In addition, a variety of workshops, seminars and conferences may be offered throughout the year.

Opportunities to integrate classroom study with practical experience are found in the **Cooperative Education** program.

The college encourages students to participate in civic partnerships by engaging in community life and the responsibilities of democracy through **service learning**. Many instructors provide service learning opportunities as a component of the instructional requirements. A fundamental purpose of the service learning initiative is to help create student awareness of the importance of participating in one's community.

Distance Learning is available to students through online courses and telecourses.

Adult General Education programs provide noncredit instruction for individuals seeking to improve their academic skills in reading, language and mathematics. Programs include Adult Basic Education, ABE; General Education Development, GED; Vocational Preparatory Instruction, VPI; English for Speakers of Other Languages, ESOL; and Family Literacy.

The Florida Department of Health, Bureau of Emergency Medical Services has designated CF as an **Emergency Medical Training Center**, offering both Emergency Medical Technician, EMT, and Paramedic training. The Paramedic program is accredited by the American Medical Association.

The City of Ocala Fire Department operates a fire station, complete with an advanced life support fire rescue unit, at the Ocala Campus. The facility offers not only protection to the campus and surrounding area, but excellent laboratory facilities for **Fire Science** and **Paramedic** students. Through a cooperative agreement with the City of Ocala Fire Department, Munroe Regional Medical Center has an advanced life support ambulance in service and responding from this station.

Police recruit training, corrections recruit training, law enforcement, corrections and correctional probation seminars, schools and courses are offered through the college's **Criminal Justice Institute**, a nonprofit CF organization.

International Students

The college is committed to providing an educational environment that includes opportunities for interaction with and among students of many cultures. To allow for students from countries around the world to engage in learning activities, the college encourages the enrollment of non-immigrant alien students. International students are requested to follow the regular admission procedures and provide evidence of financial responsibility and English language proficiency. See International Students on page 22 for more information.

College of Central Florida Foundation Inc.

To assist the college in providing resources to supplement state dollars, the **College of Central Florida Foundation Inc.** provides private funding solicited from individuals, organizations and companies in the community.

CF Arts and Culture

College of Central Florida cultural centers include the Appleton Museum of Art, the Webber Gallery and the Charles R. Dassance Fine Arts Center. Through exhibits and programming, these facilities serve to enhance the cultural and learning life of the campus and community.

The Webber Gallery: The 3,900-square foot Webber Gallery, located at the Ocala Campus, was completed in summer 1995 and provides a nucleus of arts and cultural programs for students and faculty, as well as looking outward to embrace the ideas that energize our dynamic community. The Webber Gallery was built to host Smithsonian traveling exhibitions and also presents an annual calendar of local, state and other national exhibitions. Gallery exhibit hours are Tuesday to Friday from 11 a.m. to 5 p.m., and Saturday from 10 a.m. to 2 p.m. The gallery is closed Sundays, Mondays and all college-observed holidays.

Charles R. Dassance Fine Arts Center: The 369-seat venue is integral to the programs offered through the Visual and Performing Arts Department, serving as a learning facility to theatre, dance and music programs. Additionally, the Visual and Performing Arts Department and many community based organizations use the facility to present annual performing arts programs by guest artists that add value to the campus cultural experience.

CF Conference Centers

From conferences and meetings to luncheons and weddings, the Conference Centers are well-equipped to make your event one to remember. The personal service and attention to detail have made the difference for thousands of satisfied customers.

The Webber Conference Center can be utilized for receptions, meetings, banquets and other special events of up to 150 people. The Conference Center is available for rent. There is a beautiful outdoor patio that can be set for weddings and outdoor events. Full service catering is available through Catering Services in this facility.

The Klein Conference Center expands CF's conference capabilities. Trade shows, conventions, corporate meetings, weddings or business luncheons are just a few of the wide range of events that can be held in this versatile space. Services include the latest audiovisual capabilities and a fully equipped catering kitchen. Full service catering is available through Catering Services in this facility.

The Citrus Learning and Conference Center opened in October 2009. This multipurpose venue houses meeting and conference spaces ranging from 900 to 5,000 square feet. Amenities include the latest audiovisual capabilities and a fully equipped catering kitchen. All spaces are available for rent.

CF University Center

The University Center is located at the Ocala Campus and offers baccalaureate and advanced degrees through seven universities and colleges. Capella University, College of Central Florida, Florida State University, Saint Leo University, University of Central Florida, University of Florida and Webster University are the partners offering degrees through the center. The Educator Preparation Institute is also at this location.

Citrus Campus

The Citrus Campus is located at 3800 S. Lecanto Highway in Lecanto, approximately three miles south of State Road 44. Complete admission and registration activities and advising are available. All general education core requirements may be taken at the Citrus Campus. Complete A.A. degrees as well as select A.S. degrees are also available at the Citrus Campus. Some specific electives and specialized A.S. degree programs may need to be completed at the Ocala Campus. Customized training is available for area businesses. A student lounge, library, learning support center and testing center are available to students of the Citrus Campus. In addition, the campus houses a bookstore branch that stocks textbooks and supply needs for courses offered at campus. The campus has a Student Activities Board and a variety of clubs and student life activities. The Citrus Campus also offers conference services available to the general public and the business community.

Hampton Center

The Hampton Center, located at 1501 W. Silver Springs Blvd. in Ocala, first opened in 1996. A new center re-opened in 2004 with a focus on health occupations and community outreach programs.

The Hampton Center includes three classrooms, a computer lab and dedicated labs for its health education programs. Academic programs offered at Hampton Center include the Associate in Science in Physical Therapist Assistant and an Applied Technology Diploma in Dental Assisting. Students may build on the Dental Assisting Diploma to earn an Associate in Science in Dental Assisting Technology and Management. This degree has three options in Dental Practice Management, Education and Marketing. This center is an alternate testing site for the PERT, TABE, HESI, CLEP and F-BAT.

The Marion County Health Department dental clinic is conveniently located in West Ocala at the Hampton Center. This unique partnership between CF and the health department provides a broad range of dental services to ages 0–20, while serving as a clinical site for the CF Dental Assisting program.

The center also offers community outreach initiatives that promote health education and awareness. Shop Talk, a breast cancer program implemented at the center in 2000, is one of our premier health education outreach initiatives. This program is funded by the Ocala Royal Dames for Research Inc. in collaboration with Ocala Health.

Levy Center

The Levy Center in Chiefland is located in the Providence Mall Shopping Center at 114 Rodgers Blvd. College credit courses, continuing education and adult education courses are offered at the Levy Center. A technical training center opened August 2012 at the site of the CF Jack Wilkinson Levy Campus located just north of Chiefland on Highway 19. Applied Welding Technologies is the first technical program to be offered at the Jack Wilkinson Campus.

The Levy Center is increasing the number of college credit offerings for residents seeking associate degrees and college certificates. Eligible Levy County high school students may enroll for dual credit (high school and college), per an articulated agreement between the college and the Levy County School Board.

The adult education program includes General Education Development preparation, Adult Basic Education, Adult High School, Vocational Preparatory Instruction and a program for adults with disabilities. Adult education classes may also be offered at off-site locations in Levy County. The center is an official GED testing site, administering the GED examination 10 times per year.

The Enrollment Services department provides full-time assistance with application for admission, advising, registration and financial aid to students at the Levy Center. Career assessment, computerized placement testing, and the Test of Adult Basic Education are administered at the Levy Center.

In addition to six classrooms, the Levy Center has two fully equipped computer labs, a career resource room and a community room which is available for meetings and special events. The community room also serves as a mini-Appleton gallery, with 20 prints of original art from the Appleton Museum of Art. The gallery was funded through a comprehensive family literacy grant and is available to Levy County school classes, the public and for local literacy and cultural activities.

Appleton Museum of Art

The Appleton Museum of Art, College of Central Florida, is one of the South's premier art museums, collections and educational centers. Located at 4333 E. Silver Springs Blvd. (State Road 40), the museum is approximately four miles east of downtown Ocala.

As a vibrant cultural center for Ocala and the region, the Appleton Museum offers outstanding exhibits, lectures, films, workshops, tours, concerts, trips, school-related programs and volunteer opportunities for the community.

Educational programs are developed and scheduled to complement both temporary and long-term exhibitions. The museum's weekly educational programs include a combination of lectures and presentations by scholars and artists, a film series, hands-on adult and children's workshops, and docent-led tours.

The museum is a magnificent contemporary travertine marble building. The original two-story edifice was opened to the public in 1987. An additional wing, funded by Edith-Marie Appleton and state matching funds, opened in 1996. The Edith-Marie Appleton Education Wing houses an art library, classrooms, an art workshop and additional exhibition, office and storage space. A 2,662-square-foot Collections Storage Facility was added in 2009, expanding the museum to a total of 81,610 gross square feet.

The Appleton Museum of Art is open Tuesday through Saturday from 10 a.m. to 5 p.m., and Sunday from noon to 5 p.m. CF students are admitted free during regular museum hours with their CF ID card.

Important Information for Students, Employees and Guests

College of Central Florida offers equal access and opportunity in employment, admissions and educational activities. The college will not discriminate on the basis of race, color, ethnicity, religion, gender, age, marital status, national origin, genetic information or disability status in its employment practices or in the admission and treatment of students. Recognizing that sexual harassment constitutes discrimination on the basis of gender and violates this policy statement, the college will not tolerate such conduct.

College of Central Florida is an equal opportunity college and avows its belief in equal access and opportunity for all students, employees and guests of the institution. If you have a concern regarding discrimination or harassment, please contact:

Equity Officer	Carol W. Smith, J.D. Ocala Campus, Ewers Century Center Room 201C Telephone: 352-854-2322, ext. 1437 Email: smithc@cf.edu

If you have concerns, other than discrimination or harassment that fall within one of the following categories, you should contact the representative listed below by that category:

Americans with Disabilities Act Coordinator for Employees	Dr. Henri Benlolo Ocala Campus, Bryant Student Union Room 205D Phone: 352-854-2322, ext. 1430 Email: benloloh@cf.edu

Americans with Disabilities Act Coordinator for Students	Kimberley J. Smith Ocala Campus, Bryant Student Union Room 204F Ocala, FL 34474-4415 Phone: 352-854-2322, Ext. 1580 Email: smithk@cf.edu

The college will make every effort to resolve concerns or problems as quickly as possible and to make reasonable accommodations for persons with disabilities. Below are links to specific documents:

- Equal Access/Equal Opportunity Policy No. 1.01
  http://www.cf.edu/about/policy_manual_full.pdf
- Discrimination, Harassment and/or Sexual Harassment Complaint Procedure for Employees and Students
  http://www.cf.edu/about/procedures/Emp-Stud-disc-har-sex-procedure.doc
- Complaint Form for Discrimination, Harassment and/or Sexual Harassment Procedure
  http://www.cf.edu/about/DiscriminationHarassmentReportingForm.doc
- Observance of Religious Holidays Policy No. 3.18
  http://www.cf.edu/about/policy_manual_full.pdf
- AIDS and Blood Borne Pathogens Policy No. 3.02
  http://www.cf.edu/about/policy_manual_full.pdf

Copies of policies and procedures are also available from the Equity Officer and Human Resources Department located in Founders Hall, Ocala Campus. In compliance with state and federal regulations, the District Board of Trustees of the College of Central Florida has approved the above nondiscrimination policies and procedures to govern all areas of college operation including enrollment, admissions and equal opportunity employment. The following federal and state laws apply:

- Title VI of the Civil Rights Act of 1964 (Title VI), 34 CFR Part 100
- Title IX of the Education Amendments of 1972 (Title IX), 34 CFR Part 106
- Section 504 of the Rehabilitation Act of 1973 (Section 504), 34 CFR Part 104
- Vocational Education Programs Guidelines For Eliminating Discrimination and Denial of Services on the Basis of Race, Color, and National Origin, Sex and Handicap (Guidelines), 34 CFR Part 100 Appendix B
- Title II of the Americans with Disabilities Act of 1990 (ADA), 28 CFR Part 35
- ADA Amendments Act of 2008
- Genetic Information Nondiscrimination Act of 2008

College Equal Access/Equal Opportunity Policies and related procedures can be accessed on the college website at http://www.cf.edu/about/equal_access.htm.

College of Central Florida, under applicable rules of the Administrative Procedures Act, may change any of the announcements, information, policies, rules, regulations or procedures set forth in this catalog. The catalog cannot always reflect new and modified regulations. Statements in this catalog may not be regarded in the nature of binding obligations on the institution or the state of Florida.

The College of Central Florida strives to provide accurate, honest and clear information in print, online, broadcast media or oral presentations. The college will make every effort to avoid misrepresentation to students and others in communications made in writing, visually, orally, or through other means. All misrepresentations should be avoided; however, this procedure specifically applies to the three areas covered by statute 20 USC § 1094(c)(3). Those three areas include:

- The nature of the institution's educational programs.
- The institution's financial charges.
- The employability of the institution's graduates.

Admissions and Registration

Admissions Philosophy

Access to higher education is a concept held in high esteem at College of Central Florida. While emphasizing this concept, college officials believe that students should view this access as an opportunity carrying obligations which ensure realization of their goals.

General Institutional Admissions Requirements

As provided for in Florida Statute 1004.65, the College of Central Florida is an open-access institution. Admission for college credit studies is open to all high school graduates. It is essential that each applicant satisfactorily complete each phase of the admission process. Most degree programs at CF require an earned high school diploma, a signed affidavit attesting that the student has completed a home education program pursuant to the requirements of F.S.1002.41 or GED. If CF determines that a student's high school has not met the criteria to award a standard high school diploma or a GED, then the student may be required to obtain a state-issued GED or a high school diploma from an acceptable school prior to being admitted into any program requiring a standard high school diploma. Some postsecondary certificate programs do not require a high school diploma.

A candidate for admission is assured that his/her application will be reviewed and evaluated in a fair and impartial manner. Students are still eligible to be admitted for programs that do not require high school completion.

No applicant will be refused admission on the basis of race, age, ethnic background, religious preference, disability or gender.

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

Subsequent registration is permitted for currently enrolled and former students when all college obligations have been satisfied.

When limited facilities or resources restrict the size of enrollment in certain programs, these programs are designated as "limited access." Criteria for admission to limited access programs can be found in the college catalog and on the college website at http://www.cf.edu/departments/instruction/limitedaccess.htm. Guidelines for eligibility into various programs are found within program descriptions in the catalog. Additional admission information may be obtained from the Office of Admissions and Records.

Criminal history: The college attempts to protect the safety of the campus community by screening applicants for admission or readmission who have a violent criminal record as well as by responding to information regarding violent illegal activity or new information concerning violent criminal charges. This does not automatically preclude an applicant from gaining admission or readmission to the institution. In order to maintain a safe environment conducive to student learning, the right is reserved to deny admission to applicants for any reason deemed to be in the best interest of the college. The college also reserves the right to establish special conditions on admission, if such conditions are deemed necessary to assure a safe learning environment.

College Credit Division

All college credit students must be high school graduates, GED recipients, home school completers, or qualified early admission/dual enrollment students.

Students can be admitted to credit courses at CF under one or more of the following classifications.

New degree-seeking: Students can earn either the Associate in Arts, Associate in Science, Bachelor of Applied Science or Bachelor of Science degree. After the student's application is processed, the Office of Admissions and Records sends the student an email with specific instructions; including the student's CF ID. The student must submit all required documents and official transcripts to be admitted. Once admitted, the student will receive an email with information about the orientation and registration process for all new degree-seeking students. If attending classes primarily at the Citrus Campus or Levy Center, call for information.

Nondegree: Students can take selected college courses without intending to complete an associate degree program. Many students attend to upgrade employment skills, for career exploration, teacher recertification, audit, or for personal objectives. A nondegree applicant must submit a completed application and a one-time, nonrefundable application fee. After the application is processed, the student can complete the registration process at the Enrollment Services Center at the Ocala Campus, Citrus Campus or Levy Center. Registration occurs during the general registration period.

A nondegree status student cannot be certified for financial aid or veterans' benefits. If a student wishes to pursue a degree, he or she must contact the Enrollment Services Center and indicate a desire to be changed to a degree-seeking status.

Some courses are closed to nondegree seeking students.

Audit: Students who do not wish to gain college credit for courses taken may audit. Audit students will follow the regular registration and payment process. During the posted add/drop period ONLY, students may submit a request to change to audit status in the Enrollment Services Center at the Ocala Campus, Citrus Campus or Levy Center. After the add/drop period, status cannot be changed to or from audit.

Transient: Students who have a home college other than CF can complete a course(s) at CF. Transient students must present a transient form from their home college. The form must specify the courses that the college has approved for the student to take at CF. If the student decides to change enrollment status to

transfer to CF, the student will need to complete a Transfer Student Admissions Application. Transient students may only register during the general registration period.

Teacher certification: Students can complete courses to maintain their teacher certification. Teacher certification students may register in the Enrollment Services Center during general registration for any course that does not have a prerequisite. If CF has received and evaluated college transcripts, the student will have much greater flexibility in course selection.

State employees: Students using the State Employee Tuition Waiver ***may register during the add period ONLY***. Check the college calendar on page 6 of this catalog for these dates. Each semester, the waiver covers six credit hours of tuition. The state employee must complete the Application for State Employee Fee Waiver and submit it to the Office of Financial Aid.

Most **college credit certificate-seeking** students pursue a one-year program of study.

Transfer: Students who have previously registered at any other postsecondary institution(s), regardless of the amount of time spent or credit earned, are transfer students. They can be degree-seeking or nondegree-seeking.

Returning: Returning students or those who have previously applied and paid an application fee, will not be charged a second application fee. Students who return to CF who have not been continuously enrolled **(defined as earning one credit hour or more in *one* academic year**) will need to complete a readmission application as well as the academic requirements of the current catalog in effect. Any full- or part-time student has five calendar years of continuous enrollment after he/she returns to complete degree requirements under the catalog in effect when returning.

Students seeking to return to the ADN (Associate in Science Degree Nursing) program must follow procedures outlined.

International: Students who are residents of countries other than the United States are international students. See the section on International Students on page 22 for more information.

Regardless of which classification is appropriate, the student is considered either **full-time** (enrolled for 12 or more credits in a regular 16-week semester) or **part-time** (enrolled for fewer than 12 credits in a regular 16-week semester). Also, a student is considered to be a **freshman** if 29 or fewer credit hours have been earned, a **sophomore** if more than 29 but less than 60 credit hours have been earned but, a **junior** if more than 60 but less than 90 credit hours have been earned or a **senior** if more than 90 credit hours have been earned.

Application and Application Fee

All students must submit a completed online application, along with a nonrefundable, one-time $30 application fee.

Substitutions for Eligible Students with Disabilities

Eligible students with disabilities may be provided special considerations for reasonable substitution for any requirement for admission to the institution, admission to a program of study or area of interest, or graduation. Florida State Board of Education Rule 6A-10.041 authorizes reasonable substitution for these requirements to any person who has a hearing impairment, visual impairment or a specific learning disorder. Substitutions will only be utilized in cases where the person's failure to meet the requirement is related to the disability and where the failure to meet the requirement does not constitute a fundamental alteration in the nature of the program. For procedures regarding substitutions contact the director of Access Services 352-854-2322, ext. 1580, or access@cf.edu.

High School and Transfer Students

High school graduates are required to submit final official high school transcripts, proof of GED or home school affidavit to the Enrollment Services Center or the Office of Admissions and Records at any CF campus or center.

Transfer students are required to submit official transcripts from each institution that they have previously attended at the time that they apply or readmit to CF. To be considered official, transcripts may be either sent directly to CF from the issuing institution or be delivered in a sealed envelope sealed by the issuing institution. Official transcripts may be submitted to the Enrollment Services Center or the Office of Admissions and Records at any CF campus or center. The Office of Admissions and Records will evaluate these transcripts and post all accepted transfer courses to the student's permanent academic record. A final official high school transcript, proof of GED or home school affidavit is also required.

Transfer students who do not have transcripts on file showing completion of college preparatory or college-level English and mathematics will be required to take a placement test.

Students seeking the Associate in Science degree who possess an Associate in Arts or higher degree have already satisfied core requirements as listed in the Academic Requirements section of the college's catalog.

Non-U.S. and non-accredited transfer students previously enrolled in non-accredited or non-U.S. postsecondary institutions and received no federal financial aid only need to submit official transcripts if they want coursework from those institutions considered for transfer to the College of Central Florida. Students choosing this option may not request to have these transcripts evaluated for transfer credit once the choice is made.

Students who want to have postsecondary coursework from a non-U.S. college or university considered for transfer to CF must submit official postsecondary transcripts in English, complete with course-by-course evaluation. Students must also include translated course descriptions for the courses they want to have considered for transfer. Students must use World Education Services Inc (www.wes.org), Josef Silny & Associates (www.jsilny.com) or SpanTran Educational Services (www.spantran-edu.org) for transcript translation and evaluation. These documents must be submitted prior to the first semester of enrollment.

Dual Enrollment

The State Board of Education encourages colleges and school boards to enter into agreements to offer college courses to selected high school students who have exhausted their school's curriculum and qualify for dual enrollment status. For eligibility requirements, deadline dates, policies and procedures, go to the college's dual enrollment Web page at http://www.cf.edu/departments/sa/dual.htm. As provided for by current legislation, colleges may waive the student's application, tuition and applicable fees. CF has agreements with Citrus, Levy and Marion public school districts. Students who believe they might qualify for the dual enrollment classes should discuss this option with their high school counselors. Interested students must complete the online dual enrollment application and provide all requested documents by the posted deadline. High school students can take dual enrollment courses on some high school campuses and on the college campuses. (See Career Pathways on page 89 for more information.)

Early Admission

Another acceleration opportunity exists in the college's early admission program designed for students who have completed the 11th grade and wish to attend the college as full-time students (12 credits or more) during the high school senior year. All dual enrollment and early admission candidates must submit an application, appropriate test scores (PERT, ACT, SAT, or equivalent), and a high school transcript verifying unweighted GPA. Once these materials are on file with the admissions and records specialist for Dual Enrollment, the application will be evaluated and the student will be notified officially of acceptance. Public, home schooled and approved private school students are exempt from the application fee and tuition.

International Students

College of Central Florida has an Office of International Student Services to assist international students in making the transition from their home countries to CF. The staff will gladly assist students with immigration regulations, educational planning, personal problems and other areas of concern.

College of Central Florida is authorized by United States Citizenship and Immigration Services to enroll nonimmigrant alien students. These students are required to complete and submit an international student application packet no later than 90 days prior to the first class day of the semester of admission. The application packet must include:

1. A completed online **International Student Application**.
2. A **$30** nonrefundable application fee (U.S. dollars).
3. Official, original, final high school diploma or secondary school leaving certificate in English including a date of completion.
4. **Official, original, final high school or secondary school transcripts in English.** Transcripts from schools outside of the U.S. must be evaluated, at the student's expense, by an independent agency that evaluates foreign credentials. CF will accept such documentation from World Education Services Inc. (www.wes.org), Josef Silny & Associates (www.jsilny.com), SpanTran Educational Services (www.spantran-edu.org) or independent, academic credential translating/evaluating agents contracted with the USA Community College Consortium.
5. International students wanting to have postsecondary coursework from a non-U.S. college or university considered for transfer to CF must submit **official postsecondary transcripts in English, complete with course-by-course evaluation.** Students must also include translated course descriptions for the courses they want to have considered for transfer. Students must use World Education Services Inc. (www.wes.org), Josef Silny & Associates (www.jsilny.com) or SpanTran Educational Services (www.spantran-edu.org) for transcript translation and evaluation. These documents must be submitted prior to the first semester of enrollment.
6. **Financial responsibility:** In order to be issued a Form I-20 (Certificate of Eligibility of Non-immigrant F-1 Student Status), applicants must provide evidence of financial responsibility and have sufficient funds to pay college matriculation and tuition fees, textbook costs, medical and living expenses, and health insurance. **Financial aid is not available to non-immigrants and CF does not offer scholarships to international students, but students may search online for scholarships, grants and loans at www.iefa.org**. The Confidential Financial Statement and the Financial Support Information form need to be completed. A bank letter dated within the past three months must also be included in the admissions packet. All of this financial information must be submitted before the student will be considered for admission. A non-immigrant student may not be employed off campus while attending college in the United States unless the USCIS has granted permission. When you request a student packet of information, a Confidential Financial Statement and a Financial Support Information form will be included.
7. **Fees are subject to change every academic year.** Tuition and fees are payable in full by the due date shown on the fee statement of the student's registration schedule. Each semester the student is enrolled, he/she should print the registration schedule and make note of the due date for paying tuition and fees. If tuition and fees are not paid in full on or before this due date, the student will be dropped (purged) from all classes. (NOTE: The payment due date does not change when you add and drop classes. If such action results in more fees to be paid, the student must do so within 24 hours.)
8. **Health and Accident Insurance:** Insurance is **MANDATORY**. International students on F-1 or M-1 visas must provide proof of medical insurance in advance of the intended semester of enrollment. This insurance must be continued for the entire period of enrollment. International students must provide evidence of insurance coverage prior to registration each semester. Contact the Office International Student Services at CF for details about the insurance coverage requirements.
9. **The deadline for submitting ALL required paperwork is 45 days before classes begin. Your application will not be processed until CF receives ALL the required paperwork**.
10. When a student is accepted for admission, a letter of acceptance with a date for a **MANDATORY orientation** and an I-20 will be sent.

Other requirements to maintain non-immigrant student status:

1. Enroll for a minimum of 12 credit hours during the fall and spring semesters. Failure to maintain enrollment will result in the loss of student status and possible deportation.
2. Successfully complete a minimum of 24 semester hours in one academic year.
3. Maintain an overall 2.0 grade point average, GPA.
4. Maintain lawful F-1 visa status with the U.S. Citizenship and Immigration Services. Students may not enroll beyond the expiration date of their I-20 form.
5. Students are responsible for knowing the expiration dates of their I-20 form, their visa and their passport.
6. Comply with all CF rules and regulations. Students who do not meet the above regulations will not be permitted to register for subsequent semesters.
7. International students are not permitted to work off campus with out USCIS authorization. On-campus employment is permitted. Please contact International Student Services for additional information.

Admissions Requirements for Baccalaureate Programs

Admission to the Bachelor of Applied Science in Business and Organizational Management requires that an applicant has already earned an A.S. or A.A. and have earned at least a 2.0 grade point average on a 4.0 scale prior to being admitted. Students can apply during their final semester in an A.S. or A.A. program, but acceptance will not be granted until the completion of the associate degree has been confirmed. Students must also complete a baccalaureate program admission application and pay the application fee.

Admission to the Bachelor of Science in Early Childhood Education requires that an applicant has already earned an A.S. or A.A. and have earned at least a 2.5 grade point average on a 4.0 scale, completed the three prerequisite courses (EDF 2005 Introduction to the Teaching Profession, EDF 2085 Introduction to Diversity for Educators, and EME 2040 Introduction to Technology for Educators), and passed the General Knowledge Exam prior to being admitted. Students can apply during their final semester in an A.S. or A.A. program, but acceptance will not be granted until the completion of the associate degree has been confirmed. Students must also complete a baccalaureate program admission application and pay the application fee.

Students articulating with an A.S. degree will need to complete additional general education courses to meet the 36-credit hour requirement. Students articulating with an A.A. degree may need to complete some upper-level core course prerequisites.

Students must meet the Southern Association of Colleges and Schools requirement for residency, which requires that CF award at least 25 percent of the program courses in the declared major. This means that 15 of the 60 upper level (3000/4000) course credits must be taken at College of Central Florida.

Servicemember's Opportunity College

Students may benefit from the college's special efforts to aid servicemembers in securing a postsecondary education. The American Association of Community Colleges has designated College of Central Florida as a Servicemember's Opportunity College. Aside from stated and traditional means of obtaining credit toward most associate degrees, the following special policies, procedures and services are available to active-duty servicemembers, the National Guard, reserves, new recruits and veterans:

a. Certain credits may be earned by satisfactory completion of College Level Examinations. (See CLEP Policy on page 31.)
b. Credit can be given through relevant validated military service training, including military service schools, United States Armed Forces Institute, USAFI courses, and acceptable college-level GED test scores.
c. In recognition of the advanced academic and technical content of many military education experiences, CF will grant credit for military education in certain cases. After enrollment in the college, a student may initiate the request for such credit by providing appropriate documentation as determined by the college. Recommendations in the *A.C.E. Guide* are advisory in nature and are not binding upon the college.
d. Students enrolling in occupational certificate programs are eligible to satisfy up to 20 percent of the program's competencies through military service credit. The competencies will be awarded after a student satisfactorily completes eight weeks of instruction in the appropriate occupational program. Transcripts should be submitted to the Office of Admissions and Records for evaluation.

Special Requirements

Audit Students

Students will follow the regular registration and payment process. During the posted add/drop period ONLY, students may submit a request to change to audit status in the Enrollment Services Center at the Ocala Campus or Citrus Campus. Exceptions to the audit policy require approval of the dean and will count as an attempt. The audit policy is not applicable to Health Sciences, Criminal Justice, science labs, and college preparatory and dual enrollment students. (See Grade Forgiveness and Withdrawal policies on page 67).

Child Care Students

To comply with Florida law, Chapter 402.3055, each prospective student **must** be fingerprinted and undergo a criminal background check, reference check and tuberculosis test. The cost of these procedures is the responsibility of the student. Information received is confidential and is required to determine the prospective student's ability to work with children.

Criminal Justice Students

See Criminal Justice Technology on page 103 and Law Enforcement Officer on page 126 for more information.

Degree-Seeking Students

Placement Testing: Degree-seeking applicants to any university or community college in the Florida state system must present placement test scores taken within the last two years as part of the application process. CF accepts any of the three tests authorized by the state (ACT, SAT or the Postsecondary Education Readiness Test). PERT is the official

placement test for state colleges in Florida. CF regularly offers PERT at its campuses. Placement tests provide information about the reading, English and mathematics skills that are required for success in college. By assessing ability levels in these areas, placement tests help determine the most appropriate English, mathematics and reading courses students should take. Scoring below the required cut-off score indicates the student is not ready for college-level work in the specific area. Florida requires these students to complete college preparatory course work prior to entering college-level work in the weak areas.

New degree-seeking students may not register for classes unless CF has placement test scores on file. PERT sample test question booklets and ACT and SAT registration packets are available at the CF Ocala Campus Testing Center (Bryant Student Union, Room 205), as well as at the Citrus Campus Counseling Office.

Suspended Students

A student who has been placed on academic suspension and is ineligible to return to CF or the previous institution attended must file a petition for admission to CF. The student must schedule a return from suspension appointment with an admissions specialist. See Petitions and Academic Review on page 68 for petitions information.

Transient Students

Transient students must submit a transient form showing good standing from their home institution prior to registering at CF. The transient form must also list those courses in which the student wishes to enroll, as well as their residency status for tuition purposes.

Transfer Students

Transfer students must be eligible to return to the last institution attended for admission to CF through regular procedures. Those who have been suspended from another institution are required to file a petition for admission. See Petitions and Academic Review on page 68 for petitions information. Students whose status is academic probation at their last institution will transfer to CF with the status of academic probation.

Residency Requirements

Florida Resident Information and Requirements

All applicants for admission to College of Central Florida, degree-seeking or nondegree-seeking, full-time or part-time, are required to execute a Residency Affidavit if they claim in-state residence. If the applicant is under 24 years of age and unmarried, the affidavit must be completed by a parent or legal guardian. These guidelines implement Sections 1009.21, Florida Statutes, and Rule 6A-10.044, Florida Administrative Code, for the purpose of determining residency status for tuition purposes in public state colleges and universities.

A Florida resident for tuition purposes is a person who has, or a dependent person whose parent or legal guardian has, established and maintained legal residence in Florida for at least 12 months immediately prior to the first day of classes for the semester in which residency status is sought. **Anyone not establishing residency by this date must apply for reclassification in a following semester**. Residence in Florida must be for the purpose of establishing a bona fide domicile and not merely incidental to enrollment at an institution of higher education. Other persons not meeting the 12-month legal residence requirement may be classified as Florida residents for tuition purposes only if they fall within one of the limited special categories authorized by the Florida Legislature. All other persons are ineligible for classification as a Florida resident for tuition purposes. To qualify as a Florida resident for tuition purposes, it is necessary to be a U.S. citizen, a permanent resident alien or a legal alien granted indefinite stay by the Department of Homeland Security. Living in or attending school in Florida will not, in itself, establish legal residence. Students who depend on out-of-state parents for support are presumed to be legal residents of the same state as their parents. Documents supporting the establishment of legal residence must be dated, issued or filed 12 months immediately prior to the first day of classes of the semester for which a Florida resident classification is sought.

A copy of the most recent tax return or other documentation may be requested to establish dependence/independence. A dependent child is defined as a person, whether or not living with his or her parent, who is eligible to be claimed by his or her parent as a dependent under the federal income tax code. An independent person is defined as someone 24 years of age or older or who provides more than 50 percent of his or her own support as defined by the Internal Revenue Service.

Establishing Residency

A Florida resident for tuition purposes must qualify in one of the following categories:

1. A person, or if that person is a dependent child, his or her parents, must have established legal residence in Florida and must have maintained legal residence in Florida for at least 12 consecutive months immediately prior to his or her initial enrollment in an institution of higher education at which Florida resident classification is sought.
2. A dependent person who has resided for five years with an adult relative other than his or her parents or legal guardian, and whose said relative has maintained legal residence in Florida for at least 12 consecutive months immediately prior to the child's initial enrollment in an institution of higher education at which Florida resident classification is sought, provided the dependent has resided continuously with this relative for five years prior to enrollment and the adult relative has exercised day-to-day care, supervision, and control of the child.
3. Married to a person who has maintained legal residence in Florida for at least 12 consecutive months immediately prior to his or her initial enrollment in an institution of higher education at which Florida resident classification is sought, has established legal residence, intends to make Florida his or her permanent home and who has relinquished legal ties to any other state.
4. Persons who were enrolled as Florida residents for tuition purposes at a Florida public institution of higher education, but who abandon Florida residency and then re-enrolled in Florida within 12 months of the abandonment.
5. Active duty members of the armed services of the United States, residing or stationed in Florida, and active members of the Florida National Guard who qualify under S.250.10 (7) and (8) for the tuition assistance program, (and

spouse/dependent child) or military personnel not stationed in Florida, whose home of record or state of legal residence certificated, DD Form 2058, is Florida.
6. Active duty members of the armed services of the United States, and their spouses attending a public community college or university within 50 miles of the military establishment where they are stationed, if such military establishment is within a county contiguous to Florida.
7. United States citizens 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.
8. Full-time instructional and administrative personnel employed by the state public school system, community colleges and institutions of higher education (and spouse/dependent children).
9. Students from Latin America 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.
10. 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.
11. United States citizens living outside of the United States who are teaching at a Department of Defense Dependent School or in an American International School and who enrolled in a Florida State Board of Education-approved graduate level education program which leads to a Florida teaching certificate.
12. Qualified beneficiaries under the Florida Pre-Paid Postsecondary Expense Program per S. 1009.98(2)(a)1.
13. A dependent child, whose parents are divorced, separated or otherwise living apart will be considered a resident for tuition purposes if either parent is a legal resident of Florida, regardless of which parent is entitled to claim, and does in fact claim, the minor as a dependent pursuant to federal individual income tax provisions.
14. Active duty members of the Canadian military residing or stationed in Florida under the North American Air Defense agreement, and their spouses and dependent children, attending a public community college or university within 50 miles of the military establishment where they are stationed.

NOTE: Documentation in support of the above qualifications is required.

Documents for Proof of Residency

To qualify as a resident for tuition purposes, an applicant or the dependent applicant's parent/legal guardian must establish and maintain legal residency in Florida. The documents supporting the establishment of legal residency must be dated, issued or filed 12 months immediately prior to the first day of classes of the semester for which a Florida resident classification is sought. **These supporting residency documents must be received in the Registrar's Office by the end of the regular posted add/drop period for that semester.** All documentation is subject to verification. Additional documentation, other than what is stated below, may be requested in some cases.

At least one document must be issued 12 months immediately prior to the first day of classes of the semester for which a Florida resident classification is sought. NO SINGLE DOCUMENT SHALL BE CONCLUSIVE.

1. The documents must include at least one of the following:
   a. a Florida voter's registration card
   b. a Florida driver's license
   c. a State of Florida identification card (must not possess a valid driver's license from another state)
   d. a Florida vehicle registration
   e. proof of a permanent home in Florida which is occupied as a primary residence by the individual or by the individual's parent if the individual is a dependent child
   f. proof of a homestead exemption in Florida
   g. transcripts from a Florida high school for multiple years if the Florida high school diploma or GED was earned within the last 12 months
   h. proof of permanent full-time employment in Florida for at least 30 hours per week for a 12-month period
2. The documents may include one or more of the following:
   a. a declaration of domicile in Florida
   b. a Florida professional or occupational license
   c. Florida incorporation
   d. a document evidencing family ties in Florida
   e. proof of membership in a Florida-based charitable or professional organization
   f. 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.

NOTE: Retroactive changes and refunds for prior semesters will not be made.

International/Eligible Non-Citizen Categories

1. Resident aliens, parolees, asylees, refugees, or other persons married to U.S. citizens, and temporary or permanent residents.
2. Visa categories eligible for in-state status: A, E, G, H-1, H-4, I, K, L, N, O-1, O-3, R, NATO 1-7, T and V.

Reclassification

It is important to understand that living in or attending school in Florida is not sufficient evidence to establish residency for tuition purposes. Students must show that they were in Florida to maintain a bona fide domicile. The reclassification process is not automatic. Students who wish to be considered for a reclassification must submit a petition for reclassification no later than the posted add/drop period of the semester for which they desire the reclassification. The following hard copy evidence may be accepted as evidence of establishing legal residence in Florida:

1. For independent students, if appropriate, obtain student tax returns, affidavits, employment records, bank accounts, etc., and at least three documents of legal residency dated at least 12 months immediately prior to the first day of classes of the semester for which legal residency is sought. (See previous list of acceptable evidence.)

2. For dependent students, if dependent on a Florida resident parent/legal guardian, obtain from parent/legal guardian:
   a. proof of dependent status, and
   b. at least three documents of legal residency pertaining to the parent/legal guardian that are dated 12 months immediately prior to the first day of classes for the semester in which residency is sought. (See previous list of acceptable evidence.)
3. If dependent on out-of-state parent/legal guardian, student may be reclassified only under rare circumstances in which the student's age and general circumstances warrant the reclassification (e.g., graduate student, married, is supporting a dependent child or adult).
4. For students seeking reclassification under an exceptional category, hard copy documentation appropriate to the particular category (e.g., marriage certificate, military orders, teaching contract, etc.) is required.

NOTE: Retroactive changes and refunds for prior semesters will not be made.

Appeals

Students may appeal their residency or reclassification decision in accordance with Florida Statute 1009.21(11).

1. The student must appeal to the registrar or designee with the Admissions and Records Office prior to requesting an appeal from the committee.
2. The student must complete the Appeal for Florida Residency Classification for Tuition Purposes Form and state the reason(s) for appealing the residency decision. The explanation should address any information that was not previously submitted or considered.
3. A copy of all new and previously submitted documents supporting the Florida residency claim must be attached to the form.
4. The form must be signed by the student and submitted with all required documents to the Enrollment Services Center.
5. The registrar or designee will review the request to ensure that the student already appealed to the appropriate personnel. If not, the registrar or designee will initiate that process, sign the appeal form, and forward it to the vice president of Student Affairs Office with all attached documents and any necessary comments within five business days of receipt of the completed appeal form.
6. At its regularly scheduled meetings, the Academic Exceptions and Petitions Review Committee will review the appeals submitted for that month. The committee may request additional information from the student or registrar in order to make its decision.
7. Upon review, the committee will inform the student of its decision in writing.
8. The Academic Exceptions and Petitions Review Committee's decision is final and may not be appealed.

Workforce Admissions Procedure

Area Vocational Education School (Occupational Certificate Programs)

A new student seeking an occupational certificate must:

a. complete a college application for admission
b. complete the Test of Adult Basic Education or the Postsecondary Education Readiness Test
c. pay the appropriate application fee.

After completion of the steps above, if there is space available in the program, the new applicant must register through the Workforce division advisor in Building 17 (Ocala Campus). Students may pay fees by mail or at the Cashier's office in the Bryant Student Union at the Ocala Campus, Citrus Campus or Levy Center administrative offices.

Testing Information

The CF testing centers at the Ocala, Citrus, Levy and Hampton locations offer a variety of testing services required for admission and placement into academic and vocational programs, as well as for special fields of training. CF testing centers offer many other types of tests to students, to local industries, and to the public. Such tests include interest inventories, values inventories, personality inventories, employment development inventories, career assessment, computer skills tests, occupational skills tests, aptitude tests, achievement tests, college major interest tests, college adjustment scales, academic skills tests, customer service skills tests, professional employment tests, temperament analysis tests, personnel tests, and many others.

Details on all testing services such as testing dates, cost, test duration, retake policies and other testing requirements are available in the testing centers at the four college locations.

Appropriate disability-related accommodations are available for testing center services. For more information, visit the Access Services office website at http:///www.cf.edu/departments/sa/ss/access/.

Placement cut scores for degree-seeking, first-time-in-college students began with the January 1995 semester, approved by the State Board of Education (F.A.C. Rule 6A-10.0315, College Preparatory Testing, Placement and Instruction, as amended).

Placement Test Scores

Reading

Course	ACT Reading	SAT I Reading	CPT Reading	PERT Reading
College Level Courses	18 or higher	440 or higher	83 or higher	104-150
REA 0007	13 and below	329 and below	0-59	50-83
REA 0017	14-17	330-439	60-82	84-103

English

Courses	ACT English	SAT I Writing	CPT Writing	PERT Writing
College Level Courses	17 or higher	440 or higher	83 or higher	99-150
ENC 0015	12 and below	329 and below	0-59	50-89
ENC 0025	13-16	330-439	60-82	90-98

Mathematics

Course	ACT Mathematics	SAT I Mathematics	CPT Math	CPT CLM	PERT Math
MAT 0057	18 and below	439 and below	0-69 (Arithmetic Score) 0-71 (Algebra Score)		50-112
MAT 1033	19 or Higher*	440 or higher*	72-94 (Algebra Score)	0-39*	113-122
MAC 1105, MGF 1106, MGF 1107, MTB 2023, STA 2023, STA 2023H			95 or higher*	40-69*	Students who score 123 or higher, must take the CLM**
MAC 1114, MAC 1140, MAC 1147, MAE 2801			95 or higher*	70-102*	
MAC 2233, MAC 1140, MAC 2311			95 or higher*	103-120 *	
* Students who wish to place higher than MAT 1033 must also take the College Level Math exam, CLM, and score a 40 or higher. **Students who wish to place higher than MAC1105 or equivalent must also take the College Level Math exam, CLM, and score a 40 or higher.					

The above information was compiled by the CF Testing Center, formulated from test and score requirements in effect at the date of publication, and is subject to change. It is recommended that students with scores below the minimum on SAT I or ACT take the PERT for correct placement into college preparatory classes or for exemption.

Placement Test Scores for non-Native English Speakers and Enrollment in ESL and Degree Program Courses:

CPT Individual scores in the skill areas below:	**EAP Level 1 Courses**	**EAP Level 2 Courses**	**College Prep Level 1 Courses**	**College Prep Level 2 Courses**	**Degree Program Courses**
CPT Reading Comprehension and Sentence Skills	**49 or below,** student is placed in EAP level 1 courses	**Score of 50-60,** student is placed EAP level 2 courses	**Score of 61-71,** student is placed in college prep level 1 courses	**Score of 72-82**, student is placed in college prep level 2 courses	**Score of 83 or above** in both skill areas allows student to take degree courses

Please note that placement may also include consideration of transfer credits that individual students may have, spoken and written English proficiency, and any TOEFL, IELTS or STEP/EIKEN test scores that are presented at time of course placement and registration.

English as a Second Language, ESL

English as a Second Language credit courses for academic purposes at College of Central Florida are listed in the catalog under the college prep heading beginning with the code EAP. These credit courses are designed to prepare a non-native English speaker for success in a chosen degree program. If a student needs to improve English skills before beginning academic classes, this program is ideal. The ESL program improves English skills, including grammar, reading, writing, listening and speaking.

An interactive language laboratory, online tutorials and free tutoring assistance are just a few of the tools that are available to students in the ESL program. In addition, an ESL advisor will help students meet goals for transition into an academic program.

Placement Testing

CF does not require a Test of English as a Foreign Language, TOEFL, for international student admission. All new CF students must take the required Florida placement test to assess their English and mathematics proficiency. Students whose test results show adequate skills will be eligible for college-level, degree course work. Others will be required to take ESL classes until language requirements have been met.

If you have a TOEFL, International English Language Testing System, IELTS, or Society for Testing English Proficiency, STEP, score, no older than 12 months, the following chart shows your placement for degree credit courses only. These test scores will only be accepted before students begin course work. Any new students submitting test scores at or above approved degree credit course level, as indicated in the graph, must still take the Florida placement test before registration to ensure appropriate placement in mathematics.

	TOEFL			**IELTS**	**STEP**
Degree credit courses	61 and above	173 and above	500 and above	5.5 and above	Grade 2A and above

Registration

After placement testing each student will meet with the director of ESL for assessment and the academic advisor for registration in the appropriate courses.

Admission Procedures

After the student's application is processed, the Office of Admissions and Records sends the student an email with specific instructions; including the student's CF ID. The students must submit all required documents and official transcripts to be admitted. Once admitted, the student will receive an email with information about the orientation and registration process.

Any changes in address, name, marital status, residency or citizenship should be reported promptly to the Enrollment Services Center or changed by logging into the CF student portal.

Credit By Examination

College of Central Florida welcomes a variety of students of all ages to our campus. Many students bring a depth of knowledge to specific subjects. We recognize and honor such knowledge by awarding credit by examinations. Section 1007.27 (2), Florida Statutes, requires the Articulation Coordinating Committee, ACC, to establish passing scores and course and credit equivalents for such exams. Public community colleges and universities in Florida are requested to follow the ACC's recommendation concerning their examination policies. Credit awarded by exam may not duplicate other credit. Institutions may not award credit for scores below those listed by the ACC. CF students may satisfy up to 45 semester hours of course credit through any combination of credit by examination (e.g., CLEP, AP, IB, Dantes and/or Excelsior College). Hours toward graduation are recorded as "credit by examination" with no grades or quality points given. These credits do not affect a student's grade point average. **Score minimums, credit hours awarded and course equivalencies awarded are subject to change for any examination without prior notice.**

AICE Policy

Course Credit Awarded for Cambridge AICE (British A-Level) Examinations

Exams	**Passing Score of A, B, C, D, E**	**General Education Credit for A.A. Degree**
	(Grades not based on American A–F grading scale)	
Accounting (AS-level)	ACG X001 (3 cr.)	
Accounting (A-level)	ACG X001 (3 cr.) and ACG XXXX (3 cr.)	
Art and Design (AS-level)	No number recommendation (3 cr.)	
Art and Design (A-level)	No number recommendation (6 cr.)	
Biology (AS-level)	BSC X005C or BSC X005/X005L (4 cr.)	Part A Biological Science
Biology (A-level)	BS C2010 and BSC 2010L (4 cr.) and BSC X005 (3 cr.)	Part A Biological Science
Business Studies (AS-level)	GEB 1011 (3 cr.)	
Business Studies (A-level)	GEB 1011 (3 cr.) and GEB XXXX (3 cr.)	
Chemistry (AS-level)	CHM X020C (4 cr.)	Part B Physical Science
Chemistry (A-level)	CHM X020C (4 cr.) and CHM 2045 CHM2045L (4 cr.)	Part B Physical Science
Classical Studies (AS-level)	CLA X010 (3 cr.)	Elective
Computing (AS-level)	CGS 1073 (3 cr.)	Elective
Computing (A-level)	CGS 1073 (3 cr.) and CGS 1074 (3 cr.)	Elective
Design and Technology (AS-level)	ETI X482C (3 cr.)	
Design and Technology (A-level)	ETI X482C (3 cr.) and ETI XXXX (3 cr.)	
Economics (AS-level)	ECO X000 (3 cr.)	Elective
Economics (A-level)	ECO 2013 (3 cr.) and ECO 2023 (3 cr.)	Part B Social Science
English (AS-level) English	ENC 1101 (3 cr.)	
English Language or Language and Literature in English		
English (AS-level) *Literature in English*	ENC 1101 (3 cr.) or ENC 1102 (3 cr.) *Award credit for ENC 1102 if student has credit for ENC 1101*	
English (A-level) *Literature in English*	ENC 1101 (3 cr.) and ENC 1102 (3 cr.) or ENC 1102 (3 cr.) and LIT X100 (3 cr.)	Gordon Rule Communication
Environmental Management (AS-level)	EVR 1001C or EVR X001/X001L (3 cr.) ISC XXXX (3 cr.)	Only offered at AS-level
French Language (AS-level)	FRE 1120 (4 cr.)	Elective
French Literature (AS-level)	FRE XXXX (4 cr.)	Elective
French (A-level)	FRE 1120 (4 cr.) and FRE 1121 (4 cr.)	Elective
Further Mathematics (A-level)	MAC 2311(4 cr.) and MAC 2312 (4 cr.)	Mathematics
Geography (AS-level)	GEA X000 (3 cr.)	Part B Physical Science
Geography (A-level)	GEO X000 (3 cr.) and GEO X400 (3 cr.)	Part B Physical Science
German Language (AS-level)	GER XXXX (3 cr.)	Elective
German Language (A-level)	GER XXXX (6 cr.)	Elective
History-The History of the USA c. 1840-1968	AMH X042 (3 cr.)	
History-Modern European History, 1789-1939	EUH X031 or EUH X0002 (3 cr.)	
History-International History, 1945-1991	HIS X206 or WOH X040 (3 cr.)	
Latin (AS-level)	LAT 1888 (3 cr.)	Elective
Marine Science (AS-level)	OCE 1001 (3 cr.)	Part B Physical Science
Marine Science (A-level)	OCE 1001 (3 cr.) and OCE 1000 (3 cr.)	Part B Physical Science

Mathematics (AS-level)	MAC 1147 (5 cr.) or MAC 1140 (3 cr.) and MAC 1114 (3 cr.)	Mathematics
Mathematics (A-level)	MAC 2311 (4 cr.)	Mathematics
Music (AS-level)	MUH 1001 (3 cr.)	Elective
Music (A-level)	MUH 1001 (3 cr.) and MUH 1011 (3 cr.)	Elective
Physics (AS-level)	PHY 1020 (4 cr.)	Part B Physical Science
Physics (A-level)	PHY 1053C (4 cr.) and PHY 1054C (4 cr.)	Part B Physical Science
Psychology (AS-level)	PSY 2012 (3 cr.)	Part B SocialScience
Psychology (A-level)	PSY 2012 (3 cr.) and PSY XXXX (3 cr.)	Part B Social Science
Sociology (AS-level)	SYG X000	
Sociology (A-level)	SYG 2000 (3 cr.)	Part B Social Science
Spanish Language (AS-level)	SPN 1120 (4 cr.)	Elective
Spanish Literature (AS-level)	SPN XXXX (4 cr.)	Elective
Spanish (A-level)	SPN 1120 (4 cr.) and SPN 1121 (4 cr.)	Elective
Thinking Skills (AS-level)	PHI X103 (3 cr.)	Elective
Thinking Skills (A-level)	PHI X103 (3 cr.) and PHI X401 (3 cr.)	Elective
Travel and Tourism (AS-level)	HFT X000 (3 cr.)	Elective
Travel and Tourism (A-level)	HFT X000 (3 cr.) and HFT X700 (3 cr.)	Elective

AP Policy, AP

Course Credit Awarded for Advanced Placement Examinations

Exam	**Score of 3**	**Scores of 4 and 5**	**General Education Credit for A.A. Degree**
Art History	ARH 1000 (3 cr.)	ARH 2050 (3 cr.) and ARH 2051 (3 cr.)	Score of 3: Elective Score of 4 and 5: Humanities
Biology	BSC 2005 and 2005L (4 cr.)	Score of 4: BSC 2010 and BSC 2010L (4 cr.) Score of 5: BSC 2010 and BSC 2010L (4 cr.) and BSC 2011 and BSC 2011L (4 cr.)	Score of 3, 4 and 5: Part B Biological Science
Calculus AB	MAC 2311 (5 cr.)	MAC 2311 (5 cr.)	Mathematics
Calculus BC	MAC 2311 (5 cr.)	MAC 2311 (5 cr.) and MAC 2312 (5 cr.)	Mathematics
Chemistry	CHM 1020 and CHM 1020L (4 cr.)	Score of 4: CHM 1045 and CHM 1045L (4 cr.) Score of 5: CHM 1045 and CHM 1045L (4 cr.) and CHM 1046 and CHM 1046L (4 cr.)	Score of 3, 4 and 5: Part B Physical Science
Computer Science A	CGS X075 (3 cr.)	CGS X075 (3 cr.)	Elective
Computer Science AB	CGS X076 (3 cr.)	CGS X076 (3 cr.)	Elective
Economics: Macro	ECO 2013 (3 cr.)	ECO 2013 (3 cr.)	Part B Social Science
Economics: Micro	ECO 2023 (3 cr.)	ECO 2023 (3 cr.)	Part B Social Science
English Language and Composition	ENC 1101 (3 cr.)	ENC 1101 (3 cr.) and ENC 1102 (3 cr.)	Gordon Rule Communication
English Literature and Composition	ENC 1101 (3 cr.)	ENC 1101 (3 cr.) and either ENC 1102 (3 cr.) or LIT X005 (3 cr.)	Gordon Rule Communication
Environmental Science	ISC X051 (3 cr.)	ISC X051 (3 cr.)	Part B Biological Science
European History	EUH X009 (3 cr.)	EUH X000 (3 cr.) and EUH X001 (3 cr.)	Elective

Government and Politics: Comparative	CPO X002 (3 cr.)	CPO X002 (3 cr.)	Elective
Government and Politics: United States	POS 2041 (3 cr.)	POS 2041 (3 cr.)	Part B Social Science
Human Geography	GEO X400 (3 cr.)	GEO X400 (3 cr.)	Elective
Language exams (includes Spanish, French and German)	XXX 2200 (3 cr.)	XXX 2200 (3 cr.) and XXX 2201 (3 cr.)	Elective
Language and Culture (includes Chinese, Italian, Japanese and Russian)	XXX 2 (3 cr.)	XXX 1 (3 cr.) and XXX 2 (3 cr.)	Elective
Latin: Latin Literature	LNW X700 (3 cr.)	LNW X700 (3 cr.)	Elective
Latin: Vergil	LNW X321 (3 cr.)	LNW X321 (3 cr.)	Elective
Literature, French	FRE XXXX (3 cr.)	FRE XXXX (6 cr.)	Elective
Literature, Spanish	SPW XXXX (3 cr.)	SPW XXXX (6 cr.)	Elective
Music Theory	MUT 1001 (3 cr.) if composite score is 3 or higher. MUT 1111 (3 cr.) and MUT 1241 (3 cr.) if both aural and nonaural subscores are 3 or higher.	MUT 1001 (3 cr.) if composite score is 3 or higher. MUT 1111 (3 cr.) and MUT 1241 (3 cr.) if both aural and nonaural subscores are 3 or higher.	Elective
Physics B	PHY 1053C (4 cr.)	PHY 1053C (4 cr.) and PHY 1054C (4 cr.)	Part A Physical Science
Physics C: Electricity/ Magnetism	PHY 1054C (4 cr.)	PHY 2049C (4 cr.)	Part A Physical Science
Physics C: Mechanics	PHY 1053C (4 cr.)	PHY 2048C (4 cr.)	Part A Physical Science
Psychology	PSY 2012 (3 cr.)	PSY 2012 (3 cr.)	Part B Social Science
Statistics	STA 2023 (3 cr.)	STA 2023 (3 cr.)	Mathematics
Studio Art: Drawing Portfolio	ART 1300C (3 cr.)	ART 1300C (3 cr.)	Elective
Studio Art: 2-D Design Portfolio	ART 1201C (3 cr.)	ART 1201C (3 cr.)	Elective
Studio Art: 3-D Design Portfolio	ART 2203C (3 cr.)	ART 2203C (3 cr.)	Elective
United States History	AMH X000 (3 cr.)	AMH 2010 (3 cr.) and AMH 2020 (3 cr.)	Score of 3: Elective Score of 4 or 5: Elective
World History	WOH 2022 (3 cr.)	WOH 2022 (3 cr.)	Part A Social Science

CLEP Policy

Course Credit Awarded for CLEP Examinations

Hours toward graduation are recorded as "credit by examination" with no grades or quality points given. These credits do not affect a student's grade point average.

Name of Exam	**Course Credit Awarded [Required minimum score]**	**General Education Credit for A.A. Degree**
Accounting, Principles of	*Retired June 30, 2007*	*See Financial Accounting*
American Government	POS 2041 (3 cr.) [50+]	Part B Social Sciences
American Literature	AML X000 (3 cr.) [50+]	Part B Humanities
Analyzing/Interpreting Literature	No Direct Equivalent. Recommend taking American or English Literature exam	Take American or English Literature exam
Biology	BSC X005 (3 cr.)—no lab credit [50+]	Part B Biological Science
Business Law, Introduction	BUL 2241 (3 cr.) [50+]	Elective
Calculus	MAC 2233 (3 cr.) [50+]	Mathematics
Chemistry	CHM 1025 (3 cr.)—no lab credit [50+]	Part A Physical Science
College Algebra	MAC 1105 (3 cr.) [50+]	Mathematics
College Algebra/Trigonometry	*Retired June 30, 2006*	*No credit for exams taken after June 30, 2006*
College Mathematics (GE)*	MGF 1107 (3 cr.) or MGF 1106 (3 cr.) [50+]	Mathematics
Educational Psychology	EDP 2002 (3 cr.) [50+]	Elective
College Composition	ENC 1101 and ENC 1102 (6 cr.) [50+]	English
College Composition Modular	ENC 1101 and ENC 1102 (6 cr.) [50+]	English
English Literature	ENL X000 (3 cr.) [50+]	Area B Humanities
Financial Accounting	ACG 2021 (3 cr.) [50+]	Elective
French Language	FRE 1120 (4 cr.) [50+]; FRE 1121 also (4 cr.) [59+]	Elective
German Language	On level I German Language exam-one semester of Elementary language I (3 cr.) [50+] On Level 2 German Language Exam-Score of 60 earns two semesters of Elementary Language I and II (6 cr.) [60+]	Elective
History of the United States I	AMH 2010 (3 cr.) [50+]	Elective
History of the United States II	AMH 2020 (3 cr.) [50+]	Elective
Human Growth and Development	DEP 2004 (3 cr.) [50+]	Elective
Humanities (GE)*	HUM X235 (3 cr.) or HUM X250 (3 cr.) [50+]	Part A Humanities (paired with WOH 2012)
Information Systems/Computer Applications	CGS X077 (3 cr.) [50+]	Elective
Macroeconomics, Principles of	ECO 2013 (3 cr.) [50+]	Part B Social Sciences
Management, Principles of	MAN 2021 (3 cr.) [50+]	Elective
Marketing, Principles of	MAR 2011 (3 cr.) [50+]	Elective
Microeconomics, Principles of	ECO 2023 (3 cr.) [50+]	Elective
Natural Sciences (GE)*	No direct equivalent. Recommend specific subject exams (Biology or Chemistry)	Take specific subject exams (Biology or Chemistry)

Precalculus	MAC 1140 (4 cr.) [50+]	
Psychology, Introduction	PSY 2012 (3 cr.) [50+]	Part B Social Sciences
Sociology, Introduction	SYG 2000 (3 cr.) [50+]	Part B Social Sciences
Social Sciences and History (GE)*	Take specific subject exams (U.S., Western, World History, Government, Sociology, Economics, Psychology)	Take specific subject exams (U.S., Western, World History, Government, Sociology, Economics, Psychology)
Spanish Language	SPN 1120 (4 cr.) [50+] SPN 1120 (4 cr.) and SPN 1121 (4 cr.) [63+]	Elective
Trigonometry	*Retired June 30, 2007*	*No credit for exams taken after June 30, 2007*
Western Civilizations I: Anient Near East to 1648	EUH X000 (3 cr.) [50+]	Elective
Western Civilizations II: 1648 to Present	EUH X001 (3 cr.) [50+]	Elective

*GE General Examination (not subject examination)

DANTES Policy

Course Credit Awarded for DANTES Subject Standardized Tests, DSST, Examinations

Unlike other credit by examination programs, Defense Activity of Non-Traditional Educational Support, DANTES, Subject Standardized Tests are not built around curriculum, but rather are designed to test students' knowledge on a variety of college-level subjects, regardless of where they may have learned the material.

Exam Name	Course Number	Passing Score	General Education Credit for A.A. Degree
A History of the Vietnam War	AMH X059 (3 cr.)	44	Elective
Art of the Western World	ARH X000 or ARH X010 (3 cr.)	48	Elective
Astronomy	AST 1002 (3 cr.)	48	Part A Physical Science
Business Ethics and Society	AST X002	400	
Business Law II	BUL 2242 (3 cr.)	44	Elective
Business Math	QMB 1001 (3 cr.)	48	
Criminal Justice	CCJ 1020 (3 cr.)	49/400	Elective
Drug and Alcohol Abuse	No course or credit recommendation		
Environment and Humanity	EVR 1017 or ISC X003 or ISC X143 or ISC X147(3 cr.)	46	Elective
Ethics in America	PHI X630 (3 cr.)	46/400	Part B Humanities
Foundations of Education	EDF 2005 (3 cr.)	46	Elective
Fundamentals of College Algebra	MAT 1033 (3 cr.)	47/400	Mathematics
Fundamentals of Counseling	PCO X202 (3 cr.)	45	Elective
General Anthropology	ANT 2000 (3 cr.)	47	Part B Social Science
Here's to Your Health	HSC 2100 (3 cr.)	48/400	Elective
Human Resource Management	MAN 2300 (3 cr.)	46	Elective
Human/Culture Geography	GEO X400 (3 cr.)	48	Part B Social Science
Introduction to Business	GEB 1011 (3 cr.)	46	Elective
Introduction to Computing	CGS 1100 (3 cr.)	45/400	Elective
Introduction to Law Enforcement	CCJ 1100 (3 cr.)	45	Elective
Introduction to Modern Middle East	ASH X044 (3 cr.)	47	Part B Humanities
Introduction to World Religions	REL 2300 (3 cr.)	48/400	Part B Humanities

Lifespan Developmental Psychology	DEP 2004 (3 cr.)	46	Elective
Management Information Systems	ISM X000 (3 cr.)	46/400	Elective
Money and Banking	BAN X501 (3 cr.)	48	Elective
Organizational Behavior	INP X002 (3 cr.)	48	Elective
Personal Finance	FIN 2100 (3 cr.)	46/400	Elective
Physical Geology	GLY X000 (3 cr.)	46	Part A Physical Science
Principles of Finance	FIN X000 (3 cr.)	46	Elective
Principles of Financial Accounting	ACG 2021 (3 cr.)	47	Elective
Principles of Physical Science	PSC X121 (3 cr.)	47	Part A Physical Science
Principles of Public Speaking	SPC 2608 (3 cr.)	47	Communications
Principles of Statistics	STA 2023 (3 cr.)	48/400	Mathematics
Principles of Supervision	MNA X345 (3 cr.)	46	Elective
Rise and Fall of Soviet Union	EUH X066 (3 cr.)	45	Elective
Substance Abuse	HSC X140 (3 cr.)	400	Elective
Technical Writing	ENC 2210 (3 cr.)	46	Elective
The Civil War and Reconstruction	AMH X056 (3 cr.)	47	Elective
Western Europe Since 1947	EUH 1XXX (3 cr.)	45	Elective

IB Policy

Course Credit Awarded for International Baccalaureate, IB, Examinations

The maximum number of credit hours that may be earned by IB examination is 30 credit hours. CF students may satisfy up to 45 semester hours of course credit through any combination of credit by examination (e.g., CLEP, AP, and/or IB). **Score minimums, credit hours awarded and course equivalences awarded are subject to change for any examination without prior notice.**

Exam	**Score of 4**	**Scores of 5, 6 and 7**	**General Education Credit for A.A. Degree**
Biology	BSC X005 and BSC X005L (4 cr.)	BSC X005 and BSC X005L (4 cr.) and BSC 2010 and BSC 2010L (4 cr.)	Part B Biological Science
Business and Management	GEB 1011 or MAN X604 or MAN X652(3 cr.)	GEB 1011 (3 cr.) and MAN 2021 (3 cr.)	Elective
Chemistry	CHM 1020C (4 cr.)	CHM 1020C (4 cr.) and CHM 2045 and CHM 2045L (4 cr.)	Part A Physical Science
Computer Science	CGS X078 (3 cr.)	CGS X078 and other computer course (6 cr.)	Elective
Design Technology	ETI X410 (3 cr.)	ETI X410 (6 cr.)	Elective
Economics	ECO X000 (3 cr.)	ECO 2013 (3 cr.) and ECO 2023 (3 cr.)	Elective
Ecosystems and Society	EVR X017 (3 cr.)	EVR X017 (3 cr.) and EVR XXXX (3 cr.)	Part A Biological Science
English A1	ENC 1101 (3 cr.)	ENC 1101 (3 cr.) and ENC 1102 (3 cr.)	
Environmental Systems	BSC 1050 (3 cr.)	BSC 1050 and other Environmental Science Course (6 cr.)	Elective
Film Studies	FIL X000 (3 cr.)	FIL X000 (3 cr.) and FIL X002 (3 cr.)	Elective
Further Mathematics (Advanced Mathematics)	MHF X202 (3 cr.)	MHF X202 (3 cr.) and MHF X209 (3 cr.)	Mathematics
Geography	GEA 2000 (3 cr.)	GEO 2200 (3 cr.) and GEO X400 (3 cr.)	GEA 2000: Part B Social Science GEO 2400: Part B Social Science GEO 2200: Elective

History (History of the Americas, History of Europe, History of Africa, History of West Asia, History of East and Southeast Asia)	WOH X030 (3 cr.)	WOH X030 (3 cr.) and WOH XXXX (3 cr.)	Part A Social Science
Information and Technology	No direct equivalent (3 cr.)	No direct equivalent (6 cr.)	Elective
Islamic History	No direct equivalent (3 cr.)	No direct equivalent (6 cr.)	Elective
Latin	LAT X230 (3 cr.)	LAT X230 (3 cr.) and LNW X700 (3 cr.)	Elective Elective
Math Methods	MAC 1105 (3 cr.)	MAC 1105 (3 cr.) and MAC 1140 (3 cr.) or MAC 1140 (3 cr.) and MAC 2233 (3 cr.)	Mathematics
Math Studies	MAT 1033 (3 cr.)	MAT 1033 (3 cr.) and MGF 1106 (3 cr.)	MAT 1033: Elective MGF 1106: Mathematics
Mathematics	MAC 1147 (5 cr.)	MAC 1147 (5 cr.) and MAC 2233 (3 cr.) or MAC 2233 (3 cr.) and MAC 2311 (5 cr.)	Mathematics
Music	MUL 1010 (3 cr.)	MUL 1010 (3 cr.) and MUT 1001 (3 cr.)	MUL 1010: Part B Humanities MUT 1121: Elective
Philosophy	PHI 2010 (3 cr.)	PHI 2010 (3 cr.) and PHI XXXX (3 cr.)	Elective
Physics	PHY X020C (4 cr.)	PHY 1053C (4 cr.) and PHY 1054C (4 cr.)	Part A Physical Science
Psychology	PSY 2012 (3 cr.)	PSY 2012 (3 cr.) and PSY XXXX (3 cr.)	PSY 2012: Part B Social Science PSY XXXX: Elective
Social and Cultural Anthropology	ANT 2410 (3 cr.)	ANT 2410 (3 cr.) and ANT XXXX (3 cr.)	ANT 2410: Part B Social Science ANT XXXX: Elective
Spanish	SPN 1120 (3 cr.)	SPN 1120 and SPN 1121 (3 cr.)	
Theatre Arts	THE 1000 (3 cr.)	THE 1000 (3 cr.) and TPA 1200 (3 cr.)	THE 1000: Part B Social Science TPA 1200: Elective
Visual Arts	ARH 1012 (3 cr.)	ARH 1012 (6 cr.)	Elective

Experiential Learning

The experiential learning assessment process is designed to recognize the academic value of learning through experiences including work experience, employment-related training programs, seminars, volunteer work, travel, military service or self-directed study.

Assessment: Assessment involves the following:

- written or performance tests
- preparation of a portfolio describing learning and how it was acquired
- evaluation of certificates and licenses
- interviews with faculty members
- review of external agency recommendations.

The program area responsible for the courses for which credit is requested determines the method of assessment and the amount of credit awarded. Not all courses are assessable courses. Courses being assessed must be offered as a requirement or an elective in an A.S. degree or certificate program at CF. General education courses are not assessable.

Process: After being admitted to the college and selecting a program with the help of a counselor or advisor, the student must:

1. meet with the appropriate program representative to determine if an assessment process is available for selected courses
2. apply for assessment on forms available from the department or Student Affairs
3. consult with the department chair, program manager or designated faculty evaluator to determine requirements for assessment and fees required
4. discuss student responsibilities in the assessment process, including:
   - meeting with an instructor for an oral or written exam
   - preparing for a written exam by reviewing textbooks
   - arranging for an instructor to interview an employer, as well as a worksite visit
   - presenting certificates and licenses for authentication
   - developing a portfolio of experience
   - providing ACE recommendations for military training
5. pay necessary fees for assessment. (It is possible that academic credit will not be awarded as requested, but the cost of assessment remains the same.)

Award of Credit: Depending on the amount of credit requested and the methods of assessment required, the assessment process time may vary. When the process is completed, the results are forwarded to the appropriate dean for final review and verification. The dean will request, by memo, that the college registrar post any awarded credits to the transcript. Credits awarded are held in escrow until the student satisfactorily completes 25 percent of program coursework (15 credits for the A.A.) at CF. Experiential credit may not be used to meet the residency requirement of 25 percent of program course work required at CF for graduation.

This type of credit may not be acceptable for transfer to other institutions. The receiving institution would determine transferability.

Credit by Departmental Examination

Evidence of proficiency in a subject area qualifies a student to request a departmental examination in departments where exams are provided. Students may not apply for credit by departmental examination in a course where they have received either an A, B, C, D, F, I or W for work attempted, or if they have earned credit for an advanced course in that area. Credits earned will not be included on the official college transcript until the student has completed a minimum of 12 credits at CF.

1. The student must contact the department chair/program manager in the department where departmental exams are provided.
2. Based on advice from the departmental contact, the student must complete the upper portion of the Credit by Departmental Exam/Experiential Learning registration form.
3. The dean/associate vice president and the department chair will review student's request with the student. If approved, the process for completing the exam will be explained.
4. The student must take the approved registration form and payment to the cashier. A per course fee must be paid prior to the administration of the exam.
5. Upon registration for the departmental exam and payment of the fee, the student must schedule the exam within five working days.
6. The departmental representative will schedule the exam within 10 working days after being contacted by the student.
7. The dean/ associate vice president will monitor the exam process in order to verify evidence (passing exam score) of competency.
8. Upon satisfactory completion of the exam, the dean/associate vice president forwards, by memo, the results to the Office of Admissions and Records. A grade of S will be submitted for passed departmental exam.
9. Upon receipt of the memo, Office of Admissions and Records will notify the student the grade has been received.
10. Credit by departmental exam may not be attempted a second time for the same course.
11. The S grade will appear on the transcript in the semester following completion of 12 credit hours.

Correspondence and Extension Courses

CF offers neither correspondence nor extension courses, although certain correspondence courses are acceptable for transfer.

Credit for A+ Certification

Students who have completed A+ certification within the last three years are eligible to receive college credit toward a degree as indicated:

		Credit Hours
CET 1178C	PC Essentials – Hardware	3
CET 1179	PC Essentials – Software	3
CET 2180	Practical PC Technician	3

Credit for Networking + Certification

Students who have recently completed Networking + certification are eligible to receive college credit toward a degree as indicated:

		Credit Hours
CTS 2134	Networking Fundamentals	3

Credit for MCSE Certification

Students who have recently completed Microsoft Certified Systems Engineer, MCSE, certification or Microsoft Certified Application Specialist, MCAS, certification are eligible to receive college credit toward a degree as indicated:

		Credit Hours
CET 2180	Practical PC Technician	3
EET 1084	Survey of Electronics	3
CTS 2134	Networking Fundamentals	3
CTS 2120	Security Fundamentals	3
CTS 2143	Server Fundamentals	3
	Total	15

Credit for MOS or MCAS Certification

Student must have all four certifications: Word, Excel, Access and PowerPoint. Outlook does not count toward college credit.

		Credit Hours
CGS 1100	Microcomputer Applications	3

Credit for MOS or MCAS Expert Certifications

			Credit Hours
Expert Word	OST 2717	Advanced Word	3
Expert Excel	CGS 2103	Spreadsheet Applications	3

Credit for Server + Certification

Students who have recently completed Server + Certification are eligible to receive college credit toward a degree as indicated:

		Credit Hours
CTS 2143	Server Fundamentals	3

Credit for Armed Services Educational Experiences

See Servicemember's Opportunity College on page 23.

Credit for Correctional Officer Training School

Students who successfully complete Correctional Officer Training School are eligible to receive college credit toward a degree as indicated:

		Credit Hours
CJC 1000	Introduction to Corrections	3
CCJ 1949	Internship/Co-op	3
CJL 2130	Criminal Law, Evidence and Procedures	3
HSC 2400	First Aid	3
	Total	12

Credit for Law Enforcement Officer Training School

Students who successfully complete Police Recruit School are eligible to receive college credit toward a degree as indicated:

		Credit Hours
CJL 2130	Criminal Law, Evidence and Procedures	3
CCJ 1949	Internship/Co-op	3
CCJ 1020	Introduction to the Criminal Justice System	3
CJE 2600	Introduction to Criminal Investigation	3
HSC 2400	First Aid	3
	Total	15

Credit for Certified Professional Secretary Examination

The Certified Professional Secretary, CPS, and Certified Administrative Professional, CAP, exams are developed and administered through the International Associate of Administrative Professionals, IAAP.

For the most current information regarding the price, availability of reviews and scheduling of exams, please visit the IAAP homepage at http://www.iaap-hq.org. Mail application and backup documents, along with check payable to **IAAP, to International Association of Administrative Professionals Certification Department, 10502 N.W. Ambassador Drive, P.O. Box 20404, Kansas City, MO 64195-0404**.

College credit is available to those persons who pass all or portions of the Certified Professional Secretary examination. Following are examples of courses in which credit can be received. (Contact the Business and Technology Division for more information.)

Passing CPS:

		Credit Hours
MNA 2141	Basic Leadership I/Supervisory Skills	3
OST 1100	Introduction to Word	3
OST 1110	Intermediate Word	3
OST 2402	Office Administration II	3

Passing CAP:

		Credit Hours
OST 2401	Office Administration I	3

Students requesting college credit for all or portions of the Certified Professional Secretary examination must meet college admissions requirements. Prior to being awarded any portion of the 15 possible credits mentioned above, student must have earned at least nine credit hours in residence at CF.

Registration

Registration information and procedures for college credit degree and certificate-seeking students are published online in the Web Registration Guide, posted on college bulletin boards and on the following Web page www.cf.edu/departments/sa/enroll/academic_advising.htm. Priority registration dates (based on the number of *earned* credit hours) are posted on the MyCF Web portal as well as in the college calendar on page 6 of this catalog. In the case of courses beginning outside the regular academic semesters, posters, fliers and media announcements may be used to notify potential students. Each student, by registering, *pledges acceptance of the rules and regulations of the college*. Schedule and registration information for continuing education students is available online at CFItraining.cf.edu or in the Enrollment Services Centers.

In accordance with Florida law and college policy, **veteran or dependent students who are receiving GI Bill benefits** are provided with the opportunity to register at the highest priority date each semester. At the College of Central Florida, this allows veteran or dependent students who are receiving GI Bill benefits the opportunity to register with the first window of students, which is normally reserved for students who have earned 40 or more credits. This will enable those who are utilizing GI Bill educational benefits to have greater access to available courses, thereby decreasing the number of excess hours taken by these students and reducing the time to graduation.

First Time in College CF associate degree-seeking students must complete orientation before registering for the first time. Students will be assigned to orientation based on placement test scores. Those with no prep needs will complete the information portion online and then sign up for registration assistance. Those with prep needs will sign up for information/registration sessions. Advisors will assist students in registering for the appropriate courses for their first semester based on their program of study. Students who have completed orientation/registration and are in good standing may register online in future semesters. See the online Web Registration Guide for instructions.

Online orientation is required for all *transfer students* prior to registration for their first semester at the college. Students who have attended CF before and are *returning* to the college must complete online orientation. These assignments are also based on prep needs.

Students may register for a maximum of 18 credit hours in fall and spring semesters, and 18 credit hours in summer (nine hours in Summer A and nine in Summer B). Students may request permission to exceed the maximum 18 credit hour registration limit through the petitions. A minimum cumulative grade point average of 3.0 or above is required to petition.

Nondegree-seeking and transient students must register in person and only during general registration. (See the college calendar on page 6 for dates.)

Once a student is registered, he/she may request a student identification card and a parking decal (at no cost) at the campus Public Safety office.

Fees may be paid online by credit card via the MyCF Web Portal, in person at the Cashier's office at the Ocala and Citrus campuses and the Levy Center administrative offices or by check via regular mail (as long as the payment is received prior to the fee due date).

Students receiving financial aid or veteran's assistance should go to the Enrollment Services Center first for processing of necessary paperwork. Students will be held in their registered classes provided fees are paid by the due date or they have been **awarded** financial aid.

Third party authorization — If all or part of a student's registration fees are being paid by an external agency (employer, Florida Prepaid Program, Vocational Rehabilitation, Workforce Connection, a government agency, etc.), the student must present a current form of authorization (letter, card, voucher, etc.) at the Cashier's office by the fee payment deadline. This authorization must be for the current semester and indicate a specific dollar amount for fees and/or books. The student is responsible for any remaining balance. If the current authorization is not presented, the student's account will not be credited properly and the student may be removed from all courses and/or responsible to pay the fees.

Florida Prepaid Tuition Plan — Students who participate in the Florida Prepaid Tuition Plan must present a valid Florida Prepaid Identification card and a photo ID to a at the Cashier's office **each semester they register for classes** as well as whenever they make a schedule change during the add/drop period of each semester. The card must apply to the appropriate academic year and be signed by the student. Students participating in this tuition plan are **responsible for any amounts not covered by their plan**, and any remaining balance must be paid by the fee due date on the student's schedule. Keep a copy of the cashier's receipt for verification should any questions arise.

Excess Hours Advisory Statement

Section 1009.286, Florida Statutes, establishes an "excess hour" surcharge for a student seeking a baccalaureate degree at a state university. It is critical that students, including those entering Florida colleges, are aware of the potential for additional course fees. Excess hours are defined as hours that go beyond 115 percent of the hours required for a baccalaureate degree program. For example, if the length of the program is 120 credit hours, the student may be subject to an excess hour surcharge for any credits attempted beyond 138 credit hours (115 x 120 percent).

All students whose educational plan may include 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.

Add/Drop and Withdrawal Periods

Courses may be added or dropped only during periods indicated in the college calendar on page 6. A student may withdraw from a class after the initial drop period, with no refund of fees. These withdrawals are permitted up to the last date to withdraw with a W. Withdrawals of this nature will result in a letter grade of W being placed on the student's permanent record and will count as one attempt of this course. Students enrolled in courses that are not part of the college calendar, as published in the online catalog, should determine drop/withdrawal deadlines through the college's Office of Admissions and Records, located in the Enrollment Services Center.

Scheduling of Classes

In the interest of economy, the college reserves the right to cancel classes that fail to meet minimum enrollment requirements. The following day codes are used: **M**–Monday, **T**–Tuesday, **W**–Wednesday, **H**–Thursday, **F**–Friday, **S**–Saturday, **U**–Sunday.

Full Semester Courses (16 weeks: 15 Instructional and 1 Exam week)

College credit courses are scheduled to provide the greatest number of classes available for the greatest number of students while attempting to account for the employment and personal responsibilities of our students. Most credit classes will meet two days a week (Monday/Wednesday, Tuesday/Thursday or Wednesday/Friday) for 75-minutes/meeting. If a course is scheduled to meet more or less than two days per week, the classes will start at the starting times listed below and contain the required amount of instruction (i.e., 150 minutes/week for 16-week courses, more for minimesters). Exceptions may be approved based on facility availability, such as may be necessary to ensure efficient use of limited science lab space.

For efficiency, most classes will be scheduled in the following manner:

Daytime: Two Meetings per Week

8 to 9:15 a.m.
9:30 to 10:45 a.m.
11 a.m. to 12:15 p.m.
12:30 to 1:45 p.m.*
2 to 3:15 p.m.
3:30 to 4:45 p.m.

**Note: Student Activity Hour on Monday and Wednesday. No classes scheduled during this period.*

Daytime: One Meeting per Week

Primarily scheduled on Mondays or Fridays with the exception of labs.

Classes must begin at the start times above, unless approved. Lecture sessions must meet for the equivalent of two 75-minute periods with the addition of a break.

Evening: Two Meetings per Week

5:15 to 6:30 p.m.
6:45 to 8 p.m.
8:15 to 9:30 p.m.

Note: Exceptions given to lecture/lab sections or other courses combined by design which may start anytime between 5 and 6 p.m.

Evening: One Meeting per Week

May start any time from 5 to 6:30 p.m. on the quarter hour and must meet for the equivalent of two 75-minute periods with the addition of a break.

Hybrid

Daytime and evening hybrid classes must begin at the start times above and should meet for at least 50 minutes.

Saturday

8 to 10:40 a.m.
10:50 a.m. to 1:30 p.m.
1:40 to 4:20 p.m.

Note: Friday night or Saturday classes are restricted to certain buildings, so will not require as much time between classes.

Minimesters (Eight-week courses)

These courses are scheduled for the first or final eight weeks of the fall and spring semesters, usually meeting either four days a week for 75 minutes each or twice a week for 2 hours and 40 minutes each.

Summer Courses

The summer semester is divided into three terms. Summer A is the first six weeks, summer B is the final six weeks and summer C is the entire 12-week period.

8 to 9:50 a.m.
10 to 11:50 a.m.
Noon to 12:30p.m. – Break – No classes Scheduled
12:30 to 2:20 p.m.
2:30 to 4:20 p.m.
4:30 to 6:20 p.m.
6:30 to 8:20 p.m.

Alternate Scheduling

Week-long concentrated courses, weekend courses and other alternate schedule courses are occasionally offered. Instructional hours vary and will be advertised.

General Information

Learning Theme at CF

In 2002-2003, the college inaugurated an institutionwide learning theme to promote connections among the segments of the CF community — students, faculty, staff, administration — and with the larger community of which it is a part. In exploring an annual theme, the college family becomes more involved in the holistic nature of learning, in developing an awareness of "learning across the curriculum," and in directly experiencing knowledge and insight that cross departmental barriers. Involving students in a learning theme also has the benefit of reinforcing the Institutional Learning Outcomes of Communications, Computer and Information Skills, Critical Reasoning, Global Socio-Cultural Responsibility and Quantitative and Analytical Reasoning. Students, staff, and faculty read a book in common and organize classroom and campus events around questions related to the theme.

Learning Outcomes

CF has identified five major student development learning objectives and competencies that describe the student development learning outcomes for a CF graduate. These learning outcomes can be applied in academic, employment, social and community contexts and must be crafted over a lifetime. These learning outcomes and competencies enable students to set learning goals and assess learning within and across academic disciplines and the disciplines of human inquiry and development.

Communications
Quantitative and Analytical Reasoning
Critical Reasoning
Computer and Information Skills
Global Socio-Cultural Responsibility

CF Foundation

Mission

The CF Foundation is a public, nonprofit tax exempt 501(c)(3) organization providing resources to help the college carry out its mission of providing quality educational services to residents in Marion, Citrus and Levy counties.

The foundation provides exceptional opportunities for leadership service, volunteering, charitable giving and community involvement. It also provides a variety of educational and cultural events to add to the quality of learning for our students and to the community.

Ways You Can Be Involved

CF Alumni host activities and programs for alumni and encourage members to maintain an ongoing relationship with the college.

Friends of the Foundation members give generously of their time to support the college through student activities and foundation events in Marion, Citrus and Levy counties.

CF Retirees meet formally two to three times a year to receive updates, maintain friendships and exchange college information.

Gabor Employee Recognition Program sponsors the annual recognition of outstanding college faculty, staff and administrative professionals.

Campus tours are available for potential students, parents, donors, and friends of the college.

Taste of Ocala, Taste of CF in Citrus and ***Dinner Theatre*** events raise funds for CF Foundation scholarships and the Promise for the Future Fund and also connect the college with the community.

Mentoring opportunities provide students with the chance to learn career skills and strategies from experienced professionals. These professionals in turn have the satisfaction of sharing their knowledge and expertise with the next generation of community leaders.

Naming opportunities exist for many of the facilities at the college campuses. Contact the CF Foundation to inquire about the available options.

Entities Owned by the Foundation

Permanent Collection of the Appleton Museum of Art, College of Central Florida, one of the South's esteemed art museums. The foundation has ownership and management responsibilities for $14.5 million in endowments and the $17 million art collection.

College Square apartment complex on 17 acres provides housing for up to 192 students and includes two rental homes.

Special Collections to the Ocala Campus are housed at the ***Clifford B. Stearns Learning Resources Center***.

The Enterprise Center, located at the Ocala Campus, provides rental space for tenants whose missions align with the college's mission, including Workforce Connection.

How To Find The CF Foundation

Enterprise Center, Second Floor

3001 S.W. College Road

Ocala, FL 34474-4415

352-873-5808

www.cf.edu/foundation

Foundation@cf.edu

Now more than ever, an investment in education is a promising one to make. Contact the CF Foundation to find out ways you can become involved.

Endowed Scholarships

Endowed scholarships provide students with resources for tuition, fees and oftentimes can also be used toward books and housing. Foundation scholarships are established by donors and can be named in memory or in honor of the donor, a loved-one, or an organization. An endowed scholarship is a lasting way to perpetuate the legacy of those who believe in giving others the gift of education. Students apply for foundation scholarships using the online scholarship application form found on the Financial Aid website.

40 & 8 - Voiture 1219 Endowed Scholarship (In memory of Albert Woodington)
Aaron A. Weaver Chapter 776 Military Order of the Purple Heart Endowed Scholarship
American Association of University Women – Citrus County Endowed Scholarship
American Association of University Women – Ocala/Virginia Anderson Endowed Memorial Scholarship
American Association of University Women – Silver Springs Shores Endowed Book Scholarship
American Legion Post 284 (Belleview) Endowed Nursing Scholarship
Association of Florida Colleges (CF Chapter) Endowed Scholarship
Henry and Linda Allcott Endowed Scholarship
Altrusa International Inc. of Citrus County Endowed Scholarship
Altrusa Endowed Scholarship Fund
Kenneth Alvarez Endowed Memorial Scholarship
TJ & Flora Andrews Endowed Scholarship
Anonymous Endowed Scholarship (BK)
Anonymous Endowed Scholarship (CCF)
Anonymous (CF) Endowed Book Scholarship
Martha Appleton Endowed Memorial Scholarship
Dr. Bea Atkinson Endowed Memorial Scholarship
The Deputy Renee D. Azure Endowed Memorial Scholarship
Barrett, Liner and Company Endowed Scholarship
Frank and Rosemary Beeby Endowed Scholarship
Pamela Sue Bennett Endowed Memorial Nursing Scholarship
Bertschler Bont Benevolences Inc. Endowed Scholarship Fund (In memory of Pauline Bertschler)
Lynne L. Boele Endowed Scholarship
Herbert J. and Nancy J. Booth Endowed Scholarship
Herbert J. and Nancy J. Booth Endowed Music Scholarship
Sgt. Hammett L. Bowen Jr. Endowed Memorial Scholarship
Osceola Hinton Bradbury Jr. Endowed Memorial Scholarship
Attie G. Branan Endowed Memorial (Business Ethics)
Attie G. Branan Community Vocational Endowed Memorial Scholarship
Lucille B. Branan Endowed Memorial Scholarship
Mary S. and Croswell Branch Endowed Scholarship
Jane G. Brewster Outreach to Vision Endowed Memorial Scholarship
Brooker and Crabtree Endowed Memorial Scholarship
Bill, Juli and Brittany Browder Family Endowed Scholarship
Jordan Bucy Endowed Memorial Scholarship
Alice H. Bugg Endowed Memorial Scholarship
Dewey L. Bugg Jr. Endowment Memorial Scholarship
The Joyce Burns Endowed Memorial Scholarship Sponsored by Black Diamond Foundation
Busy Bee Quilters of Belleview Endowed Scholarship
Louis and Dorothy Calbeck Endowed Scholarship
William L. and Audrey Caton Endowed Scholarship
Celebrate 2000 Endowed Scholarship
Centurylink Endowed Scholarship
Manuel and Rose Cepeda Endowed Scholarship (Health Occupations No. 1)
Manuel and Rose Cepeda Endowed Scholarship (Health Occupations No. 2)
Rose and Manuel Cepeda Endowed Scholarship
CF Alumni Endowed Scholarship
CF Business Ethics Endowed Scholarship
CF Foundation Finish Line Endowed Scholarship
CF Foundation Health Occupations Endowed Scholarship
CF Foundation Nursing Challenge Endowed Scholarship
CF Foundation Performing Arts Series Endowed Scholarship
CF Horseman's Society Education Scholarship
CF Senior Institute Endowed Scholarship
Arthur K. Chete Endowed Scholarship
Citrus County Chamber of Commerce Endowed Scholarship
Citrus County Sheriff's Office Endowed Scholarship Fund
City of Ocala Endowed Scholarship
The Ruth Clancy Endowed Memorial Scholarship
College Square Endowed Scholarship
Paige Prator Collins Endowed Memorial Book Scholarship
Thomas F. Collins Endowed Memorial Scholarship
Jean R. Conley Endowed Memorial Scholarship
The Dr. John Dixon Copp Endowed Book Scholarship (Poetry Excellence)
Cox Cable Ocala Endowed Scholarship
Crystal Motor Car Company Endowed Scholarship
Crystal River Police Department Endowed Scholarship
Juanita P. Cunningham Endowed Scholarship
D.A.B. Constructors Inc. Endowed Scholarship
The Daughters' Endowed Scholarship (DLH)
Fritz R. David Endowed Memorial Scholarship
Loretta Davis Endowed Memorial Scholarship
Morrey Deen Endowed Scholarship
Bruce and Helen Deines Endowed Scholarship
Levy and Thelma DeLay Health Occupations Endowed Scholarship

Carole A. DeLuca Endowed Memorial Scholarship
Don and Carla Denson Endowed Scholarship
Bank of America/Richard L. Dewey Endowed Scholarship
Dinner Theater Endowed Scholarship Program Established 1999
Dollars for Scholars (Citrus County) Endowed Scholarship
Dollars for Scholars (Levy County) Endowed Scholarship
Dollars for Scholars (Marion County) Endowed Scholarship
Eloise L. Donaldson Endowed Memorial Scholarship Fund
R.N. "Bert" Dosh Endowed Memorial Scholarship
Sally A. Drinkhouse Endowed Book Scholarship
The Dunnellon Garden Club Endowed Scholarship
Calvin Dyals – Need Based Endowed Scholarship
Calvin Dyals – Non-Need Based Endowed Scholarship
William P. Eastwood Endowed Memorial Book Scholarship
Economically and Educationally Disadvantaged Endowed Scholarship
Kumar S. Eligeti Endowed Memorial Scholarship – Marion County High School
Kumar S. Eligeti Endowed Memorial Scholarship – Vanguard High School
Epsilon Pi Lambda Ocala Chapter, Alpha Phi Alpha Fraternity Endowed Scholarship
Vivian Erwin Endowed Memorial Scholarship
Fred Evick Endowed Memorial Book Scholarship (Delta Nu Alpha)
Ronald L. and Phyllis E. Ewers Endowed Scholarship
Express Care of Ocala – Health Occupations Endowed Scholarship
Fante Family Endowed Scholarship
Christopher L. Felix Endowed Scholarship
Fine Arts for Ocala/Joel Reichard Endowed Scholarship
Kevin M. Fitzsimmons Endowed Memorial Scholarship
Florida Native Plants Society Endowed Scholarship (In honor of Jim and Teddi Bierly)
Florida Thorobred Fillies Endowed Memorial Scholarship
Florida Thoroughbred Breeders' & Owners' Association Endowed Scholarship
Sydney Marvin Follin Endowed Memorial Scholarship in Business
Friends Of The Foundation Endowed Scholarship (In memory of Robert and Carolyn Hoffman)
Frontrunners Chapter of the FNG&LA Endowed Scholarship
Fuller Nursing Endowed Scholarship
Ellie Gaboardi Endowed Memorial Scholarship
The Lynne Allison Garding Endowed Memorial Scholarship
Cornelia I. Gardner Endowed Memorial Scholarship in Music
Dr. Harold and Mary Gear Endowment Memorial Scholarship
Helen and Earl Gehring Endowed Memorial Scholarship
General Federation of Women's Clubs – Woman's Club of Ocala Endowed Scholarship
Gift of Hope Endowed Scholarship
Florence Glancy Endowed Memorial Scholarship
Global Education Endowed Scholarship
Dr. Henry E. Goodlett Vocational Endowed Memorial Scholarship
Grace Episcopal, Ferguson/McGovern Endowed Memorial Scholarship
John Conner Graham Endowed Memorial Scholarship
Bonibell J. Graverson Endowed Memorial Scholarship in Nursing
Monica E. Griffin Endowed Scholarship
Carolyn Griffin-Settle Endowed Memorial Scholarship
Patricia J. Griffiths CF Endowed Scholarship
Carlos L. and Marjorie P. Griggs Endowed Memorial Scholarship in Nursing
Julian and Carolyn Grissom Endowed Scholarship
Paula Grissom Endowed Memorial Scholarship (Supported by Florida Thoroughbred Breeders' and Owners Association)
Elsie E. Guynn Endowed Memorial Book Scholarship
Dr. Charles H. and Mildred M. Hamblen Endowed Memorial Scholarship Fund
Sam and Irene Harris Endowed Scholarship
Maria F. Heinrich Endowed Memorial Scholarship
George Marshall Hitchcock Jr. Endowed Memorial Scholarship
Homosassa Game Fish Club Endowment Scholarship (In memory of Judson B. Garvin)
Frank Howell Endowed Memorial Scholarship
Humanities/Social Sciences Student Book Endowed Scholarship
William H. Jackson Sr. Endowed Memorial Scholarship
Carol Ann and Ernest Jernigan Endowed Scholarship (Nursing)
The Fay and Ernest Jernigan Endowed Scholarship (Nursing)
Dorothea G. Jerome Endowed Memorial Scholarship (Returning Women)
Clara Finley Johnson Endowed Scholarship
Winston Conrad Johnson Endowed Memorial Scholarship
Charles D. Joiner Jr. Endowed Memorial Scholarship
The Junior League of Ocala Sustainers Endowed Scholarship
Kingdom of the Sun Chapter (MOAA) Endowed Scholarship Fund (Vivian J. Ince Memorial)
"Biddie" and Jim Kirk Endowed Scholarship
Kiwanis Club of Dunnellon Endowed Scholarship
Leo Armstrong (Lake Weir Kiwanis) Endowed Scholarship Fund
Kiwanis Club of Ocala – Mabel Cannon Endowed Memorial Scholarship
Kiwanis Club of Ocala – William L. Ransom Endowed Memorial Scholarship

Gerry Klein Endowed Scholarship
Harvey and Julie Klein Endowed Memorial Scholarship
Daniel M. Kraus M.D. Endowed Memorial Scholarship
Ladies Auxilliary of the Knights of Columbus Council 8012
La Societe des 40 Hommes et 8 Chevaux Endowed Scholarship - Voiture Locale 1580
Lillian J. Lavan Endowed Memorial Scholarship
Kazimiera Lenkiewicz Endowed Memorial Scholarship
Syndie T. Levien Endowed Scholarship
Levy County Sheriff's Office Endowed Scholarship
Colin Lindsey (Belk Lindsey) Endowed Scholarship
Lions Club of Ocala Endowed Scholarship
Live Oak Stud Endowed Scholarship
Rep. Dick Locke – Citrus County Endowed Scholarship
Rep. Dick Locke – Lake Weir High School Endowed Scholarship
Lockheed Martin Endowed Scholarship
William Terry Longe Jr. Endowed Memorial Scholarship
N. Broward Lovell Endowed Memorial Scholarship
Jim Lowry Endowed Memorial Scholarship
The James Luffman Endowed Scholarship Fund for Lake Weir High School
Paul Lux Endowed Memorial Health Occupations Scholarship
Rudy and Dorothy MacKenzie Endowed Memorial Scholarship
Brent and Frances Malever Endowed Scholarship
Wachovia/George Mangan Endowed Memorial Scholarship
Gayle L. Manske Endowed Book Scholarship
Marion County Dental Association Endowed Scholarship
Marion County Farm Bureau Endowed Scholarship
Marion County Horse Fever Endowed Scholarship
Marion County Master Gardeners Horticultural Endowed Scholarship
Marion County Retired Educators Endowed Scholarship (In memory of Betty D. Butler)
Marion County Sheriff's Office Endowed Scholarship
Marion County Veterans Endowed Scholarship
Marion Regional Manufacturer's Association Endowed Scholarship
Clark Maxwell Endowed Scholarship Fund
Elmer A. and Marjorie Kerr McBride Endowed Memorial Scholarship
George T. McCall Endowed Memorial Scholarship
Rob McCoy Endowed Scholarship
Ferne C. McClain Endowed Foreign Language Award Endowed Scholarship
Jacqueline P. McGraw Endowed Memorial Scholarship
Lola and James McHale Memorial Scholarship
Jay G. McKenzie Endowed Scholarship
Van F. McKenzie Endowed Memorial Scholarship
Marion County Medical Society and Alliance – Health Occupations Endowed Scholarship
Marion County Medical Society Alliance Endowed Memorial Scholarship
Marion - Dunn Lodge Endowed Scholarship (In memory of Benjamin Ayres)
Bob Menard Endowed Scholarship
Edwin G. Minnerly Endowed Memorial Book Scholarship
Minority Endowed Scholarship
Mittal Family Endowed Scholarship
Mockingbird Ceramic Association Endowed Scholarship
Markley and Marion Morris Endowed Memorial Scholarship
Munroe Regional Medical Center Auxiliary Endowed Scholarship
The Needham Family Endowed Scholarship
Holly Dixon Niles Endowed Memorial Scholarship
Oak Run Garden Club Endowed Scholarship
Ocala Alumnae Chapter Delta Sigma Theta Sorority Inc. Endowed Scholarship
Ocala High School Alumni Endowed Scholarship
Ocala High School Alumni Foundation Endowed Scholarship (O'Neal and Janis Beeks Sutton)
Ocala Junior Woman's Club Endowed Scholarship
Ocala Ladies of Elks Endowed Scholarship
Ocala Lions Club Endowed Scholarship (In memory of Dr. Charles Henry Marks and Abe Shashy)
Ocala Police Department Endowed Scholarship
Ocala Regional Medical Center Auxiliary Endowed Scholarship
Ocala Royal Dames for Cancer Research Endowed Scholarship
Ocala Women's Network Endowed Scholarship
Optimist Club of Ocala Foreign Language Endowed Scholarship
Arthur Woods O'Steen Endowed Memorial Scholarship
(Ret.) Col. Ernest Clark O'Steen Endowed Memorial Scholarship
On Top of the World Theatre Group Endowed Scholarship
Diane F. Palmer Endowed Scholarship
Palmer Family Endowed Scholarship (Nursing Students)
Hazel and Jimmy Parrish Endowed Scholarship
Carole Cepeda Pauw Endowed Scholarship
Casius and Gwynn Pealer Endowed Scholarship
The Dr. Cash Pealer Trustee Exemplary Service Endowed Scholarship Award
Mary Elizabeth Perkins-Smith Endowed Memorial Scholarship
Newt and Dorothy Perry Endowed Memorial Scholarship
Rachel E. Perry Endowed Memorial Scholarship
Phi Theta Kappa (Kappa Nu Chapter) Endowed Scholarship
Pilot Club of Ocala Endowed Scholarship
Frank G. Pinkston Sr. Endowed Memorial Scholarship
Pioneer Garden Club Horticulture Endowed Scholarship
Oliver and Lan Plunkett Endowed Scholarship – To honor and glorify God

Curtis E. and Thelma M. Pope Endowed Scholarship
Progress Energy Endowed Scholarship
Nathaniel Earl Rawls Sr. Endowed Memorial Scholarship
Walter Carl Ray Endowed Memorial Scholarship
Regions Endowed Scholarship
James A. and Liguoria A. Renaker Endowed Scholarship
Ross L. and Minerva B. Reynolds Endowed Memorial Scholarship
Robert F. "Bob" Ritterhoff Endowed Memorial Scholarship
Robert Boissoneault Oncology Institute Endowed Scholarship
Marion and Virginia Roche Endowed Scholarship
Virginia "Pat" Roche Endowed Memorial Scholarship
Carol and Thomas Rohde Endowed Scholarship
Jean C. Roscow Endowed Memorial Scholarship (In memory of Vice Chancellor Eugene Stevenson)
Belleview Rotary Club Endowed Scholarship
Central Citrus Rotary Club Endowed Scholarship
Crystal River Rotary Club Endowed Scholarship
The Kings Bay Rotary Club – George Wunsch Endowed Scholarship
Ocala Metropolitan Rotary Club Endowed Scholarship
Ocala Rotary – John D. Ryder Endowed Memorial Scholarship
Rotary Club of Inverness Endowed Scholarship
Rotary Club – Ocala/Silver Springs Endowed Scholarship
Rotary Club of Ocala Southwest (Cheryl Deamer Boykin) Endowed Scholarship
Bruce Roth Endowed Scholarship Fund
Gordon Runciman Endowed Memorial Scholarship
Richard B. Salsbury Endowed Memorial Scholarship in Music
Dorthy May Sauder Endowed Memorial Scholarship
Jane Howard Schmehl Endowed Memorial Scholarship for Cultural and Performing Arts
Leon J. and Jane Howard Schmehl Endowed Memorial Scholarship
Leon J. Schmehl Memorial Endowment for CF Theater Scholarships
Gustave Schneider Endowed Memorial Scholarship
Holbrook Scott/Ocala Elks Endowed Memorial Scholarship
Scottish Society Endowed Scholarship
Seven Rivers Foundation Endowed Scholarship
Mont and Josie Shackman Endowed Memorial Scholarship
The Clarice Womack Share Endowed Scholarship
Helen Bradley Sheldon Endowed Scholarship for Creative Writing
Prof. Vincent E. Best – Silver Springs Shores Endowed Scholarship
Margie Slaughter Endowed Memorial Scholarship
Don and Rae Marie Smith Endowed Scholarship (Heldon Ranch)
Florence C. Smith Endowed Memorial Scholarship
Russ and Louise Smith Endowed Memorial Book Scholarship
Palma Sue Snyder Endowed Memorial Scholarship
Sparr Volunteer Fire Department Endowed Scholarship
Springs Masonic Lodge – Shields/Heimlich Endowed Scholarship
Silver Springs Shores Lion's Club Endowed Scholarship (In honor of Mabel W. Henink)
Christopher D. Stafford Endowed Memorial Scholarship
Frank E. Stafford Sr. Endowment Memorial Scholarship
The Sophie Stalzer Endowed Memorial Scholarship
Van Staton – Belk Lindsey Endowed Scholarship
Jefferson Davis Steagald Endowed Memorial Scholarship
Stearns Family Endowed Scholarship
Mary B. Steddom Endowed Scholarship
Norman and Betty D. Straus Endowed Scholarship
Frank and Betty Strifler Endowed Scholarship
Student Nurses' Association Endowed Scholarship
SunTrust Bank – Nature Coast Endowed Scholarship
SunTrust – North Central Florida Endowed Scholarship
Taste of Citrus Endowed Scholarship (Ongoing since 1990)
Taste of Levy Endowed Scholarship
Taste of Ocala Endowed Scholarship (Ongoing since 1989)
Keith R. Taylor Law Endowed Scholarship (Crystal River High School)
Keith R. Taylor Law Endowed Scholarship (Dunnellon High School)
India McNutt Thompson Endowed Memorial Scholarship
Colonel S. Tooey Endowed Memorial Scholarship
Al and Beverly Topiol Endowed Scholarship
Jett Travolta Endowed Memorial Scholarship
Barbara Geiss Trow Endowed Scholarship
Leslie C. Turner Family Endowed Memorial Fund
Rita M. Turner Endowment Memorial Scholarship
Donald E. Tyler Endowed Scholarship
United Way of Marion County Endowed Scholarship
Robert W. and Lorna A. VanHoose Endowed Scholarship
Peter F. and Mary Louise Van Note Family Endowed Memorial Scholarship
Debra Allen Vazquez Endowed Memorial Scholarship
Otis Vernon Sr. Endowed Memorial Scholarship
James and Ethel Wade Endowed Memorial Scholarship
Albert O. and Alice W. Waldon Endowed Scholarship
James W. "Jim" Waldron Endowed Memorial Scholarship
Marguerite Whittaker Walker Endowed Memorial Scholarship
Thomas L. Weaver Endowed Scholarship
Gladys M. Webber Endowed Memorial Scholarship
Gladys M. Webber Endowed Memorial Vocational Scholarship
Jack S. and Vera M. Weiss Endowed Memorial Scholarship
Joel and Vela Weiss Endowed Memorial Scholarship

George H. and Rebecca W. Wenzel Endowed Memorial Scholarship

West Central Florida Chapter of the American Ex-Prisoners of War (M. Flanagan) Endowed Scholarship

William "Bill" Whisenhunt Endowed Memorial Scholarship

Doris Vaughn Wilkerson Endowed Memorial Scholarship

Margaret M. Wilkerson Endowed Scholarship

Elisabeth G. Williams Endowed Memorial Scholarship

J. Leslie Willigar Endowed Memorial Scholarship

H. S. Wilson Family Endowed Scholarship

Women of Sugarmill Woods Endowed Scholarship

Virginia R. Wood Endowed (Criminal Justice) Scholarship (In memory of Wesley and John Wood)

Virginia R. Wood Endowed (Fine Arts) Scholarship (In memory of Wesley and John Wood)

Virginia R. Wood Endowed (General) Scholarship (In memory of Wesley and John Wood)

Robert S. Wormser Endowed Memorial/E-One (Belleview High School) Endowed Scholarship

Dr. Gary Wright Memorial Scholarship (ORMC)

YES - Youth Education Scholarship Opportunities Inc. Endowed Scholarship (In memory of Claude McDonald)

Stephen and Ellen Zane Endowed Scholarship

Gayle Zanetti Endowed Memorial Scholarship

Enrico and Carmela Zollo Endowed Memorial Book Scholarship

Foundation Funded Programs

Athletics
College Brain Bowl
College Square
Gabor Employee Recognition Program
Mr. and Ms. CF Scholarship Program

STEPS, Scholarships Taking Elementary Promising Students to CF

Anthony Elementary, Anonymous Donor

Anthony Elementary, Carolyn B. Grissom

Belleview Elementary, Church Without Walls

Belleview-Santos Elementary, Church Without Walls

Belleview-Santos Elementary, Michael and Melissa Bianculli

Bronson Elementary, Bernard L. Little Jr.

Bronson Elementary, in honor of Robert E. Durrance

Cedar Key School, in honor of Robert O. Hastings

Cedar Key School, Jack Wilkinson, in memory of Hazel Etheridge

Central Ridge Elementary, Black Diamond Foundation Inc.

Chiefland Elementary, in honor of Robert O. Hastings

Chiefland Elementary, Jack Wilkinson, in honor of Coach Doyle McCall

Citrus Springs Elementary, Black Diamond Foundation Inc.

College Park Elementary, Appleton Potter Family Foundation

College Park Elementary, Arthur I. Appleton Foundation

Crystal River Primary, in honor of Betty Strifler

Dr. N.H. Jones Elementary, Taylor, Bean and Whitaker Corporation

Dr. N.H. Jones Elementary, Taylor, Bean and Whitaker Corporation

Dunnellon Elementary, Attie G. Branan Memorial

Dunnellon Elementary, in honor of Bobby L. James

East Marion Elementary, in memory of Mary Seamans

Eighth Street Elementary, Clark Properties LLC – Jack and Dorothy Clark

Eighth Street Elementary, McBride Land and Development Company – Sandy and Robin McBride

Eighth Street Elementary, Scotty and Diane Andrews

Emerald Shores Elementary, ClosetMaid

Emerald Shores Elementary, ClosetMaid

Evergreen Elementary, Church Without Walls

Evergreen Elementary, Ronald L. and Phyllis E. Ewers

Fessenden Elementary, Bernard L. Little Jr.

Fessenden Elementary, Kulbir Ghumman, in memory of Nans Ghumman

Floral City Elementary, Michael D. and Rebecca Bays and Dr. John R. DeGraw

Forest Ridge Elementary, in memory of Tom Franklin

Fort McCoy School, Mary Brent Kraus

Fort McCoy School, Mary Brent Kraus

Greenway Elementary, in honor of Frank M. and Naida K. Rasbury

Greenway Elementary, in honor of Ronald L. Ewers

Hammett-Bowen Jr. Elementary, Church Without Walls

Hammett-Bowen Jr. Elementary, DeLuca Toyota – Frank J. DeLuca

Harbour View Elementary, Live Oak Foundation – Chester C. Weber

Hernando Elementary, William J. and Debora A. Bachschmidt

Hernando Elementary, William J. and Debora A. Bachschmidt

Homosassa Elementary, in honor of Nevin C. Jenkins

Homosassa Elementary, Taste of CF 2012

Horizon Academy at Marion Oaks, Ocala Eye P.A.

Horizon Academy at Marion Oaks, Virgil and Debbie Kapp

Inverness Primary School, Citrus Memorial Health System

Inverness Primary School, in memory of Gary Maidhof

Lecanto Primary School, in honor of Mari-Elain Ebitz

Madison Street Academy of Visual and Performing Arts, Regions Bank

Madison Street Academy of Visual and Performing Arts, Regions Bank

Maplewood Elementary, Attie G. Branan Memorial

Maplewood Elementary, in honor of Frank M. and Naida K. Rasbury

Marion Oaks Elementary, in memory of Juanita L. Entrekin

Marion Oaks Elementary, in memory of Juanita L. Entrekin

Oakcrest Elementary, Appleton Potter Family Foundation

Oakcrest Elementary, Appleton Potter Family Foundation

Ocala Springs Elementary, Church Without Walls

Ocala Springs Elementary, Linda A. and William S. Potter, in honor of Sen. Evelyn J. Lynn

Pleasant Grove Elementary, Michael D. and Rebecca Bays and Dr. John R. DeGraw

Reddick-Collier Elementary, Bernard L. Little Jr.

Reddick-Collier Elementary, Linda A. and William S. Potter, in memory of Elizabeth S. Hunt

Rock Crusher Elementary, in honor of Sandra Balfour

Romeo Elementary, Mary Brent Kraus

Romeo Elementary, Mary Brent Kraus

Saddlewood Elementary, in honor of Frank E. Stafford

Shady Hill Elementary, in memory of Stephen Albright Sr.

Shady Hill Elementary, Mary Brent Kraus/Florida Bertha Counts Woods Memorial

South Ocala Elementary, Church Without Walls

South Ocala Elementary, in honor of Cory Pool

Sparr Elementary, Foxfire Realty Inc.

Sparr Elementary, in honor of George G. Isaacs

Stanton-Weirsdale Elementary, Church Without Walls

Stanton-Weirsdale Elementary, ClosetMaid

Ward-Highlands Elementary, Mary Brent Kraus

Ward-Highlands Elementary, Mary Brent Kraus

Williston Elementary, Linda A. and William S. Potter, in memory of Anna Faulk

Williston Elementary, Linda A. and William S. Potter, in memory of Bill Faulk

Wyomina Park Elementary, Signature Brands LLC

Wyomina Park Elementary, Signature Brands LLC

Yankeetown School, in honor of Carol Runnels-Sullivan

Yankeetown School, Jack Wilkinson, in honor of Eleanor Hutchinson

Endowed Chairs

The Endowed Chairs for Excellence Program provides the college financial resources to directly impact learning and teaching environments. There are five categories of Endowed Chairs, many of which have been named for the donors who, in establishing endowed chairs perpetuate their belief in the importance of education and the quality of CF programs and services. Currently, 52 grants are awarded to faculty and staff.

I. Excellence in the Teaching and Learning Environment

Attie G. Branan Endowed Memorial Chair (Any Discipline)
Attie G. Branan Endowed Memorial Chair (Occupational Programs)
Lee F. and Attie G. Branan Endowed Memorial Chair (Business)
Dorothea G. Jerome Endowed Memorial Chair (Any Discipline)
Sarala Ramkrishna Karve Endowed Chair (Any Discipline)
Munroe Regional Medical Center Endowed Chair (Health Occupations)
Munroe Regional Medical Center Endowed Chair (Math and Science)
Mr. and Mrs. Seymour B. Robinson Endowed Chair (Any Discipline)
Frank Webber Endowed Memorial Chair (Any Discipline)
Gladys M. Webber Endowed Memorial Chair (Any Discipline)

II. Excellence in the State-of-the-Art Learning Environment

Bank of America Endowed Chair (Humanities/Social Sciences)
Attie G. Branan Endowed Memorial Chair (Communications)
Attie G. Branan Endowed Memorial Chair (Undesignated)
CF Citrus Campus Library
CF Foundation Health Occupations Endowed Chair
Citrus Memorial Hospital Endowed Chair (Health Occupations)
Guy and Sophie Fifield Endowed Memorial Chair (Vocational Education)
Dorothea G. Jerome Endowed Memorial Chair (LRC-Citrus)
Dorothea G. Jerome Endowed Memorial Chair (LRC-Ocala)
Dorothea G. Jerome Endowed Memorial Chair (Science)
Markley and Marion Morris Endowed Memorial Chair (LRC-Ocala)
Ocala Regional Medical Center Endowed Chair (Health Occupations)
Prof. Vincent E. Best Family Endowed Chair (Science)
Richard B. Salsbury Endowed Memorial Chair (Music and Fine Arts)
SunTrust Bank - North Central Florida Endowed Chair (Business)

III. Excellence in the Cultural Environment

Arthur D. Beaman Endowed Memorial Chair
Dorothea G. Jerome Endowed Memorial Chair (Citrus Campus)
Dorothea G. Jerome Endowed Memorial Chair (Cultural)
Dorothy G. Lee Endowed Memorial Chair/College Park (Cultrual)

Richard B. Salsbury Endowed Memorial Chair (Cultural)
Leon J. Schmehl Endowed Memorial Chair (Collection, Display and Maintenance)
Frank and Gladys Webber Endowed Memorial Chair (Cultural)
Frank M. Webber Endowed Memorial Chair (Cultural)
Gladys M. Webber Endowed Memorial Chair (Cultural)

IV. Excellence in the Educational Environment

CF Faculty/Staff/Trustees/Foundation Endowed Chair
Edna Sims Green Endowed Memorial Chair

V. New Initiative Endowment

Herbert J. and Nancy J. Booth Endowed Chair in Music
Central Florida Symphony Endowed Chair
CF Botanical Garden Endowment
CF Foundation E-Learning Endowed Chair
CF Foundation New Initiative Endowed Grants (Career Service, Professional, Administrative and College Wide)
CF Foundation Performing Arts Series Endowed Chair (Cultural)
CF Physical Education Endowed Chair
The James L. Copeland Endowed Chair
Dr. Charles R. and Sara R. Dassance Endowed Chair
Eloise L. Donaldson Endowed Memorial Chair for Excellence Program
Endowment for Diversity and Global Understanding
Hellen B. King-Driggers and Walter J. Driggers III Library Endowed Chair
Equine Studies Endowed Chair
Florida Thoroughbred Charities Endowed Chair (In memory of Dr. Ronald Chak)
Stanley Forgue Endowed Memorial Chair (Science)
Sharon and Jerome Glassman Endowed Chair (Innovative)
Dorothea G. Jerome Endowed Memorial Chair
Judith Kaplan Women's History/Women's Studies/Library Support Endowment Fund
T.M. "Tom" Kilgore Endowed Chair
Marion County Dental Association Endowed Chair
Eddie and Lillian O'Brien Endowed Memorial Chair in Business
Ocala Royal Dames Endowment for Cancer-Related Educational Resources
John and Phyllis Sharpe Endowed Chair
Elton and Gladys Stanaland Endowed Memorial Chair
The Gabor Co. Inc. Endowment (Employee Recognition)

Appleton Museum of Art Endowments

Appleton Eminent Scholar Endowed Chair in Visual Arts
Appleton Fellowships
Appleton Museum Acquisition Endowment
Appleton Museum Endowment for Advancement
Appleton Museum Endowment for Instruction & Library
Appleton Museum Endowment for Operations
Appleton Museum of Art Conservation Fund
Edith Marie Appleton Endowed Memorial Chair
Ina Gotler-Colen and Gladys Shafran Kashdin Acquisition Fund for Florida Artists
Winthrop King Endowed Memorial Chair
Martha Appleton Endowed Memorial Chair

Program Endowments

CF Promise for the Future Endowment Fund
Promise for the Future Endowment to Support CF Jack Wilkinson Levy Campus

Other Endowments

CF Federal Technology Grant

Educational Trusts

Anonymous CF Horticultural Trust

Black Diamond Foundation Scholarship Trust

Emily Lauren Brown Scholarship Trust

F.T.F.M. Foundation Inc. Finish Line Scholarship Trust

Live Oak Properties Scholarship Trust

MEA - Retired Scholarship Trust

Wells Fargo First Generation Scholarship Trust

ID Cards

All credit students are entitled to photo identification cards that allow attendance at campus activities, use of the Learning Resources Center and use of the Learning Support Center. Photo ID cards are required when purchasing textbooks with financial aid and selling textbooks back to the bookstore. Ocala and Citrus campus students should report to the campus Public Safety office to have a photograph taken and a card issued. Levy Center students should inquire at the center business office for information on photo scheduling.

Lost and Found

Lost and found items are stored in the Public Safety Office at the Ocala and Citrus campuses, and the lobby at the Levy Center. Items will be held for 60 days. After 60 days, unclaimed items will be donated or discarded as appropriate. To reclaim an item, the party claiming ownership must provide a picture ID and properly identify the item.

Parking

Traffic and parking regulations have been established to maximize safety and parking convenience. All motor vehicles brought to campus (including motorcycles and motor scooters) by students or employees must be properly registered with Public Safety and display an appropriate parking decal. This can be accomplished at the Public Safety Office at the Ocala and Citrus campuses. Visitors must obtain a special parking permit from their host, or from the Public Safety Office. A copy of the regulations and information on available parking areas is provided at the time of vehicle registration as well as on the CF website. All vehicles parked on campus without a current parking decal or special parking permit properly displayed will be ticketed, booted or towed at the owner's risk and expense. See

Special Fees and Charges on page 72 for information on fines and penalties for violation of traffic and parking regulations.

Religious Holiday Observance

In compliance with federal, state and District Board of Trustees rules which provide that there shall be no discrimination in the treatment of students and employees on the basis of religion, the college makes reasonable accommodation for religious observance, practice and belief. Such accommodation shall apply to admissions, registration, class attendance and activities, scheduling of examinations and official ceremonies, and work assignments. Any student who believes that he or she has been unreasonably denied an educational benefit due to his or her religious belief or practice, may seek redress through the college grievance procedures.

No adverse or prejudicial effects shall result to any student or employee availing him or herself of the provisions of this rule.

(Florida Statute 1006.53; Florida Administrative Code 6A-14.0571; CF Board Policy 1.01, 3.18)

Sexual Offenders on Campus

Federal and state law requires a person designated as a sexual offender or sexual predator to register with the local law enforcement agency where the offender resides. Offenders are also required to notify local law enforcement of their intent to apply for enrollment or employment at an institution of higher learning. The local law enforcement agency is, in turn, required to notify the college when receiving this information.

Information regarding sexual offenders or predators attending or employed by an institution of higher learning may be obtained from the local law enforcement agency with jurisdiction for the particular campus or by calling FDLE hotline (1-888-FL-PREDATOR) or (1-888-357-7332), or by visiting the FDLE website at http://offender.fdle.state.fl.us/offender.

The college has established a procedure for sexual offenders and predators who apply to the college. Sexual offenders are encouraged to self-identify when applying for admission by calling the office of the Vice President for Student Affairs located at the Ocala Campus. Such individuals will be required to submit specific information to the vice president for Student Affairs about their offense(s), adjudication, sentencing, probation and treatment, and will be interviewed to determine if they can be accepted. Conditions may be placed on their admittance to the college, and instructors in whose classes they enroll may be notified of their presence. Sexual predators who apply for admission will be denied. The complete CF Administrative Procedure on the Admission of Sexual Offenders or Sexual Predators can be found at http://www.cf.edu/about/procedures/.

Admission and Readmission of Students with a Violent Criminal Record

The college attempts to protect the safety of the campus community by screening applicants for admission or readmission who have a violent criminal record as well as by responding to information regarding violent illegal activity or new information concerning violent criminal charges for current students. The complete CF Administrative Procedure on the Admission and Readmission of Students with a Violent Criminal Record can be found at http://www.cf.edu/about/procedures/.

Student Privacy

The Family Educational Rights and Privacy Act passed in 1974 by the United States Congress relates to accessibility and confidentiality of student records. Provisions of the act classify the following as "directory information" that will be released to the public upon request, unless the student has **specifically requested that all of the information not be released:** name, mailing address, date of birth, fields of study or area of interest, participation in officially organized activities and sports, weight and height of athletic team members, dates of attendance, degrees and awards received, and most recent previous educational institution attended.

Students not wishing the dissemination of "directory information" without prior consent must submit a written notice to the Office of Admissions and Records stating which of the above items are not to be released to the general public. All other information not listed above that relates directly to the student cannot be released without the student's written permission.

Under the law, access to student records without the student's permission is granted under the following circumstances: to teachers, administrators and the like in the same institution who have a legitimate educational interest in the student's record; to other institutions in which the student intends to enroll; to the Comptroller General of the United States; in connection with a student's application for, or receipt of, financial aid; to organizations such as Educational Testing Service or the College Entrance Examination Board involved in testing programs and student aid; to accrediting organizations; in compliance with judicial order or pursuant to any lawfully issued subpoena.

The college registrar can provide additional information on the Family Educational Rights and Privacy Act (Buckley Amendment).

Social Security Number Collection, Usage and Release

Florida Statute 119.071(5) and Sections 483 and 484 of the Higher Education Act of 1965 authorize the collection, usage and release of your Social Security number by the College of Central Florida.

CF collects, uses and releases your Social Security number only if specifically authorized by law to do so, or when it is imperative for the performance of its duties and responsibilities as prescribed by law. To protect your identity, the college will secure your Social Security number from unauthorized access, strictly prohibit the release of your Social Security number to unauthorized parties in compliance with state and federal law, and assign a unique CF identification number. This identification number will be used for all associated employment and educational purposes at CF. Specifically, CF

collects, uses or releases a Social Security number for the following purposes:

Admissions

Federal legislation relating to the Hope Tax Credit requires that all postsecondary institutions report student Social Security numbers to the Internal Revenue Service. This IRS requirement makes it necessary for CF to collect the Social Security number of every student. A student may refuse to disclose their Social Security number to CF, but the IRS is then authorized to fine the student in the amount of $50. In addition to the federal reporting requirements, the public school system in Florida uses Social Security numbers as a student identifier (section 229.559, Florida Statutes, new school code section 1008.386). In a seamless K–20 system, it is beneficial for postsecondary institutions to have access to the same information for purposes of tracking and assisting students in the smooth transition from one education level to the next. All Social Security numbers are protected by federal regulation under the Family Educational Rights and Privacy Act.

Continuing Education and Corporate Training

Under Florida education reporting requirements, students who enroll in Continuing Education and Corporate Training seminars are required to submit their Social Security number.

Financial Aid

The Office of Financial Aid at CF requires students and parents of dependent students to submit their Social Security number on various forms in order to correctly identify applicants, match each applicant's financial aid application information and data with the institution's records, and to help coordinate state aid programs with federal and institutional aid programs.

Human Resources

The Social Security number is used for legitimate business purposes for completing, processing or distributing the following: Employment Application Forms; Federal I–9 (Department of Homeland Security); Federal W4, W2, 1099 (Internal Revenue Service); Federal Social Security taxes (FICA); Federal W2 (Internal Revenue Service); Unemployment Insurance (Florida Department of Revenue); Florida Retirement System (Florida Department of Revenue); Worker's Compensation Claims (FCSRMC and Department of Labor); Federal and State Employee and Educational Reports; Direct Deposit Files (Bank of America, ACH); 403b and 457b contribution reports; group health, life and dental coverage; completing and processing various supplemental insurance deduction reports; background checks; and payroll documents.

Workforce Programs

These programs use Social Security numbers as identifiers for program enrollment and completion. Also, it is used for entering placement information into either the One Stop Management Information System or the Employ Florida Marketplace statewide data collection and reporting system. Because these are performance-based contract programs, it is required that all participants and their program related activities be recorded in the Florida state systems.

Miscellaneous

The Social Security number is used for identification and verification, billings and payments, data collection, reconciliation, tracking, benefit processing, and tax reporting.

Release Statement

Social Security numbers may be disclosed only pursuant to Florida Statute 119.071 (6a – 6h).

Independent Contractors

The college collects contractors' Social Security numbers in order to file information with the Internal Revenue Service, as required and authorized by federal law.

CF Transcripts

An official transcript request can be made online via the CF website, through MyCF. A transcript fee of $3 is required at the time of the request for each transcript and can be paid by cash, check, and credit or debit card. Students must be in good standing with the college (including all financial obligations) before the transcript request will be processed.

Official transcripts are sent by CF through the U.S. Postal Service or electronically to Florida state schools unless the student selects the FedEx option on the online transcript request or selects to for the transcript to be picked up. Unofficial transcripts can be obtained from the Florida Academic Counseling and Tracking System at www.flvc.org or from the CF website through MyCF.

Transcript requests may take up to three business days to process from the date of the request. Please allow one week for transcript requests to be processed from archives (course taken prior to 1980).

Veterans Information

Students who are using their Veterans Affairs education benefits for the first time must activate their benefits with the VA. For quickest processing, it is recommended that veterans and/or dependents apply using the VONAPP website at www.gibill.va.gov. Hard copies of VA education benefit applications may also be downloaded from this website. Note: According to the VA regional processing office, the processing of the hard copy application will delay the receipt of benefits by approximately two to three months. **We strongly suggest utilization of the online application form.** Computers are available for use in the Enrollment Services Center at each campus. Students may also pick up a VA Certification instruction sheet in the Enrollment Services Center. This document provides detailed step-by-step instructions for application and use of VA educational benefits.

Note: Allow a minimum of six to eight weeks for the VA application or any paperwork to be processed by the VA regional office from the time the paperwork is submitted by the veteran to the VA regional office.

Each chapter 30, VRAP, 31, 33, 1606 or 1607 (active duty or reserve) veteran must also submit a copy of his/her DD-214 discharge papers to the Office of Admissions and Records to have HLP 1081 credits posted to his/her official CF transcript. By

agreement between CF and the Veterans Affairs, each chapter 30, VRAP, 31, 33, 1606 and 1607 veteran will receive HLP 1081 Personal Wellness credit with a grade of S. **NOTE:** Because of this agreement, Chapter 30, VRAP, 31, 33, 1606 and 1607 students should NOT register for HLP 1081 because it is not covered by the GI Bill VA benefits.

Chapter 35 (spouse/dependent) students are eligible to enroll in HLP 1081 at CF and this course is approved only for use by Chapter 35 VA benefit recipients.

Students who have previously used their benefits at another institution must file a VA Change of Program or Place of Training form prior to certification. These may be obtained in the Enrollment Services Center/VA office and should be returned to the VA office prior to enrollment certification.

After submission of the VA benefit application, it generally takes 60–90 days processing time by the VA regional office before a benefit check is received.

Important: Completion of the enrollment certification process requires approval of courses by a counselor or advisor. Veterans and/or dependents will not be certified without an advisor approving their schedule each semester.

VA Deferments

In accordance with Florida law and college policy, any eligible veteran or dependent wishing to pursue an approved program within the parameters of Chapter 30, VRAP, 33, 35, 1606 or 1607 will have upon request, 60 days after the first day of classes to pay registration fees. During summer terms, the deadline for payment of VA deferred fees will be 10 days before the last day of scheduled classes. **Only ONE fee deferment per academic year is allowed.** VA students are responsible for payment of all deferred fees by the due date regardless of whether or not they have received benefits from the VA.

Veteran and dependent students receiving a VA deferment will be expected to pay their tuition and fees by the date on their VA deferment contract. If the fees are not paid by the due date on the VA Deferment contract, the following may occur:

1. The student may be barred from class attendance.
2. The student may be administratively withdrawn from current class enrollment and earn no grades or credits for the semester.
3. No grades, transcripts or other academic records will be issued from the Office of Admissions and Records.
4. The student's VA benefits will be terminated along with current semester enrollment and reported to the VA. This will result in an overpayment status with the Veteran's Administration, and any received VA funds may need to be returned to the VA.
5. The student will be in a repayment status to CF and be held responsible for tuition and fees owed even if the student earns no credit for their semester.
6. The student will be barred from future registration until fees are paid.
7. If fees remain unpaid, the student's account will be turned over for collection.
8. The student will forfeit eligibility to receive any future VA deferments while attending CF.

Under Public Law 94.502, veterans cannot be certified to the VA by CF in any program in which Chapter 30 and Chapter 35 VA recipients comprise more than 85 percent of the enrollment in the program. Chapter 35 VA students are included in the 85:15 percent ratio computation; however, they can be certified to the VA in any approved program, regardless of the percentage of veterans in that program.

VA Standards of Progress

The concept of unsatisfactory progress includes those VA students not progressing at a rate that will permit graduation within the approved length of the course, based on the time paid for by the VA. This provision may be waived if there is a VA finding of mitigating or extenuating circumstances. Students not meeting standards for satisfactory progress will be so notified, in writing, by the college Veterans Affairs office. Please refer to Academic Information Section of the catalog for information on Academic Warning, Probation, Suspension and Dismissal on page 64.

VA Grades

The VA prohibits payment of educational benefits for a course in which a student receives a nonpunitive grade (W, I, N or X), and these grades cannot be used in computing graduation requirements. This includes any course from which the student withdraws, unless there is a VA finding of mitigating circumstances that caused the withdrawal. Mitigating circumstances can be considered if the student can demonstrate good faith in pursuit of the course up to the point of withdrawal or completion and if the student submits evidence that he or she applied for tutorial aid and consulted a counselor in an attempt to remedy the unsatisfactory work before withdrawal or completion.

Only classes that apply to the degree or program will be certified to the VA. Minimum training time requirements for veterans are listed below:

Time Requirements

Fall/Spring

Full time	12 or more credit hours
3/4 time	From 9 to 11 credit hours
1/2 time	From 6 to 8 credit hours
Less than 1/2 time	From 1 to 5 credit hours

Summer

Each term (A, B, C) within the summer semester is treated separately for payment purposes.

Example:

	Term A Only	**Term B** Only	**Term C** Only	
Full time	4	4	9+	credit hours
3/4 time	3	3	7	credit hours
1/2 time	2	2	5	credit hours

See VA representative for less than half time or other enrollment variations.

Reminder: *Any enrollment break of 30 or more days could result in an interruption of benefits.*

Unsatisfactory Attendance in Vocational Programs

VA students in vocational programs will be monitored on a monthly basis for attendance. The VA will be notified of unsatisfactory attendance at the point during a semester that a vocational veteran student accumulates three unexcused absences. The veteran student may not be recertified for veteran benefits until 30 days of satisfactory attendance (no more than two unexcused absences in the 30-day period) has elapsed. Any noncollege degree veteran student who is terminated from receiving VA educational benefits will be notified in writing by CF.

Note: All VA students are required to present their registration forms (class schedules) to the CF VA office before they can be certified to the VA regional office for educational benefits. These schedules must be signed by a counselor or advisor. Please check with your program advisor to determine if you must schedule an appointment to have your schedule signed.

AIDS and Bloodborne Pathogens

Information on college policy 3.02 on HIV and bloodborne pathogens is available in the Human Resources office, the Learning Resources Department, on the college Intranet, and the office of the Vice President for Student Affairs. Copies are available in the latter office. The Ocala and Citrus campuses have counselors well versed on the subject and available to work with persons who have AIDS or who have questions about AIDS. Information shared is kept in strict confidence. Contact the Student Advising Department for assistance.

Drug-Free Campus and Workplace

College of Central Florida is committed to providing a campus and workplace environment free from the abuse of alcohol and the illegal use of alcohol and other drugs. In compliance with the provisions of the Federal Drug-Free Schools and Communities Act of 1989, the Drug-Free Workplace Act, and the Florida Drug-Free Workplace Program Requirements, the President or the President's designee will take such steps as are necessary in order to adopt and implement a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by College of Central Florida students or employees on College premises or part of any College activity. In furtherance of this policy, the President or the President's designee shall establish procedures for drug and alcohol testing of employees and students.

The following standards of conduct apply to students and employees:

- Students and employees are prohibited from engaging in the unlawful manufacture, distribution or use of illicit drugs and/or alcohol on College property, CF Foundation properties, and/or during College activities.
- Students are prohibited from attending class while under the influence of illegal drugs or alcohol.
- Employees are prohibited from reporting to work while under the influence of illegal drugs or alcohol.
- Employees and students shall notify the College of any criminal drug statute conviction for a violation occurring in the workplace or during College-sponsored activities no later than five (5) days after such conviction.

The President or the President's designee is authorized to impose disciplinary sanctions on students and employees (consistent with local, state and federal law), up to and including expulsion or termination of employment and referral for prosecution, for violations of standards of conduct required by this policy. For purposes of this policy, a disciplinary sanction may include completion of an appropriate rehabilitation program.

(Florida Statutes 112.0455, 440.101, 440.102, 1001.02, 1001.64, 1006.62; CF Board Policy 3.19)

Campus Environment

The campus environment will be conducive to learning. Thus, the President is authorized to establish rules which foster the learning environment and safety on campus.

Specific prohibitions on campus include:

1. Firearms or other dangerous weapons, except for law enforcement officials legally authorized to carry such weapons or authorized classroom demonstrations of an unloaded weapon.
2. Any illegal drugs.
3. Animals may not be brought on any college grounds or facilities. Exceptions to this policy would include service animals for persons with disabilities and animals to be used for previously approved instructional or special programs.
4. Agents, salespersons and solicitors, unless specifically authorized by the President or the President's designee or for those companies approved by the District Board of Trustees to offer an employee benefit through payroll deductions.
5. Food and beverages in classrooms and other college spaces, unless an area is specifically designated for food and beverages.
6. Gambling, except the sale of raffle tickets by college-sponsored organizations provided such sale is a donation and/or has been cleared with the local Office of the State Attorney.
7. Smoking in any college owned facility or vehicle.
8. Unattended minor children.
9. Alcohol, unless authorized by the President, for approved CF Foundation or college functions.

(Florida Statutes 112.0455, 1000.06, 1001.02, 1001.64, 286.206; CF Board Policy 3.20)

Hepatitis B/Meningitis Awareness

Florida law now requires that a postsecondary institution shall provide detailed information concerning the risks associated with meningococcal meningitis and hepatitis B and the availability, effectiveness, and known contraindications of any required or recommended vaccine to every student, or to the student's parent if the student is a minor, who has been accepted for admission. **Meningitis** is a serious disease that affects the brain and spinal cord. Because bacterial meningitis is a grave illness and can rapidly progress to death, it requires early

diagnosis and treatment. This is often difficult because the symptoms closely resemble those of the flu and the highest incidence of meningitis occurs during late winter and early spring (flu season). When not fatal, bacterial meningitis can lead to permanent disabilities such as hearing loss, brain damage, or loss of limbs. **Hepatitis B** is a serious infectious disease caused by a virus that attacks the liver. The hepatitis B virus (HBV) can cause lifelong infection that leads to cirrhosis (scarring) of the liver, liver cancer or liver failure. There is no cure for hepatitis B, but the infection can be prevented by vaccination. In the United States, an estimated 800,000 to 1.4 million persons have a chronic hepatitis B infection. Approximately 2,000 to 4,000 people die every year from hepatitis B-related liver disease.

Although there have been no reported cases of meningitis or hepatitis B at our college in recent years, we are taking the proactive step toward informing and protecting our students.

Academic Information

Academic Requirements

General Education Core: A Statement of Purpose

The CF General Education basic core will consist of the following components which address student achievement of learning outcomes: humanities, mathematics, natural sciences, social sciences and written communications. In addition, students are expected to complete college advisement/ orientations, and to achieve skills in basic computer use. The purpose of the common core is to expose all degree-seeking students to a diversity of disciplines while meeting the institutional learning outcomes to provide for the following:

a. minimum level of adult literacy
b. foundation for advanced study
c. inquiry and scholarship through the improvement of basic and critical thinking skills
d. increased knowledge and appreciation of human experiences and achievements in the arts and sciences
e. better understanding of individuals and their cultures, both in America and abroad.

CF Institutional Learning Outcomes

College of Central Florida is committed to the development of individuals within the traditions of our democratic society. Through the richness of cumulative learning experiences, individually and collectively, students become participants in a dynamic learning community by exhibiting cooperation, respect and self-direction. Additionally, students will demonstrate increased knowledge, improved skills, responsibility, teamwork, and the ability to make sound ethical choices. Growth in these cognitive, affective and ethical abilities is measured by the following Institutional Learning Outcomes: **Communications, Computer and Information Skills, Critical Reasoning, Global Socio-Cultural Responsibility and Quantitative and Analytical Reasoning**. These learning outcomes provide a framework for students to grow intellectually, socially and culturally.

General Education Common Core

I. A common core consists of 15 credit hours of courses from the following disciplines which address the institutional learning outcomes: written communications, social sciences, humanities, mathematics and natural sciences. **All degree-seeking students must successfully complete the common core with a cumulative GPA of 2.0 or better.** NOTE: Any honors section of core courses will be accepted.

II. Requirements for the General Education Common Core. Total: 15 Credits.

Discipline	**Course**	**Credits**	**Institutional Learning Outcomes Addressed**
Written Communications	ENC 1101 Freshman Composition Skills I	3 credits	Communications, Computer and Information Skills
Social Sciences*	A. Introduction to Social Sciences (ISS 1013) and Introduction to Humanities (HUM 1020) B. World Civilizations I (WOH 2012) and either Introduction to Humanities (HUM 1020) or Introduction to Humanities: Since the Renaissance (HUM 1230)	3 credits	Communications, Global Socio-Cultural Responsibility
Humanities*	C. World Civilizations II (WOH 2022) and either Introduction to Humanities (HUM 1020) or Introduction to Humanities: To the Renaissance (HUM 1210)	3 credits	Communications, Global Socio-Cultural Responsibility
Mathematics	Any approved course beyond college preparatory level	3 credits	Quantitative and Analytical Reasoning
Natural Sciences**	Any biological or physical science	3 credits	Critical Reasoning, Quantitative and Analytical Reasoning, Computer and Information Skills

**Select Option A, B or C to meet the six-hour social sciences/humanities requirement. Humanities and social science may be taken in any order. One is not a prerequisite for the other.*

***At least one hour of science lab courses should be included for A.A. degree seeking students, either in the General Education Common Core or from the General Education course requirements.*

Associate in Arts Degree Requirements

(For students planning to transfer to a four-year institution or entering a bachelor's program at CF after completing two years of studies)

Since Aug. 1, 1989, universities in the state of Florida have required that all undergraduate transfer students admitted have two high school academic units in a single foreign language or the equivalent. The equivalent is interpreted as 8–10 semester hours of the same foreign language taken at college level. Many universities now have this as an entry requirement.

In addition to the General Education Common Core requirements noted previously, **Associate in Arts** students must:

a. Complete at least 60 credit hours, all of which must be transferable academic work exclusive of occupational courses and wellness/fitness courses, unless required in program. (15 credits General Education Common Core, 21 or 22 credits General Education requirements, 24 credits General Education electives). **Note:** A.A. degree-seeking students who plan to transfer to a four-year program should be aware that a D grade may not transfer to the institution of their choice.

b. Achieve a grade point average of at least 2.0, C, in all college work and at CF.

c. Complete at least 15 semester hours in residence at CF (minimum 25 percent of semester hours) and attend during the semester that the degree is earned.

d. To satisfy F.A.C. Rule 6A-10.30 (the Gordon Rule), complete with a grade of C in designated Gordon Rule classes (noted within Course Descriptions for applicable courses).

e. To satisfy F.A.C. Rule 6A-10.30 (the Gordon Rule), complete six semester credit hours of mathematics at the level of MAC 1105 College Algebra or MGF 1106 Liberal Arts Mathematics I or higher. This rule is met when students complete, with a grade of C or better, six or more hours from the courses listed in the mathematics section of the General Education course requirements.

f. Complete 24 credit hours of elective courses, which include the required prerequisites for degree programs at the university. See Enrollment Services for articulation sheets for each program of study. Elective courses should be determined by the student's area of interest and the requirements of the four-year college to which the student plans to transfer. It is recommended that the student complete eight semester hours in a foreign language, American Sign Language, or appropriate CLEP exam, if the student has not completed two years of the same foreign language in high school. Students seeking admission to the Florida State University System must have completed two years of foreign language at the high school level or two courses (eight credit hours) at the college level. Students enrolled in foreign language courses at CF must earn a grade of C or better before advancing to the next level.

   Note: American Sign Language may satisfy the entrance requirement, but not the exit requirement, for most universities. Check with the college or university you plan to attend to determine acceptability.

g. Effective fall 2005, competency in the use of computers is a requirement for all degree-seeking students. This requirement may be satisfied through **one** of the following options:

   - satisfactory completion of an approved college computer course, **within the past five years**
   - satisfactory completion of a proficiency examination.

   Students are strongly recommended to meet the computer competency requirement through one of the options listed above prior to the completion of 24 college level credit hours.

   Credit courses that meet the computer competency requirement are:

CET 1171	Introduction to Computer Technology (Occupational Course)
CGS 1100	Microcomputer Applications
CGS 1062	Computers in Society — Honors
CGS 2930	Special Topics in Computers — Introduction to Computer Skills sections only
EME 2040	Introduction to Educational Technology
OST 1100	Introduction to Word

   Students wishing to take the computer competency proficiency exam may contact the Assessment and Testing Center, Bryant Student Union, Room 205.

   The following courses have been approved to satisfy the computer competency requirement for students in Heath Sciences programs:

DEA 1856	Clinic III Seminar
EMS 2658	Paramedic Clinical Experience III
NUR 2713C	Nursing IVA
NUR 2734C	Nursing IV
PHT 2931	Trends in Physical Therapy
RTE 2623	Radiation Physics II *(as offered by CTAE)*

Area of Interest: Education

Students planning to study education in the State University System must complete, as a prerequisite for admission, ACT or SAT and three education courses:

EDF 2005	Introduction to the Teaching Profession
EDF 2085	Introduction to Diversity for Educators
EME 2040	Introduction to Technology for Educators

A minimum of 15 hours of supervised volunteer field experience in a school setting is required for EDF 2005 Introduction to the

Teaching Profession and EDF 2085 Introduction to Diversity for Educators.

Students interested in the education field should contact the teacher education advisor at the CF University Center, 854-2322, ext. 1620.

An additional six hours of courses with an international or diversity focus are also required. The courses meeting this international/diversity requirement for this and other areas of interest are:

Gordon Rule/General Education/Diversity Courses

ANT 2000	Introduction to Anthropology
CGS 1062	Computers in Society — Honors
ECO 2013	Principles of Economics — Macro
ENL 2000	Honors English Literature
ENL 2012	English Literature I
ENL 2022	English Literature II
GEA 2000	World Geography
FIL 2000	Film: The History and Aesthetics of Cinema
HIS 2955	Studies Abroad in Civilization
HUM 2310	Mythology in Religion, Art, Literature and Music
HUM 2310H	Honors Mythological Symbolism in Art, Philosophy and Religion
HUM 2418	Islamic Civilization
HUM 2930	Spanish Culture and Civilization
LIT 2110	World Literature I
LIT 2120	World Literature II
LIT 2330	Introduction to Children's Literature
REL 2300	Comparative Religions
WST 2010	Introduction to Women's Studies

General Diversity Electives (Non-Gordon Rule)

AMH 2091	Introduction to African-American History
ANT 2140	Introduction to Archaeology
ANT 2310	American Indian Cultures
HUM 2520	Music in the Humanities
INR 2002	International Relations
LAH 2020	Introduction to Latin American Civilization
LIN 2740	Applied Linguistics
WOH 2012	World Civilizations I
WOH 2022	World Civilizations II

General Education Course Requirement

In addition to the common core courses, each A.A. degree-seeking student MUST complete the following requirements (21–22 credits).

A.A. degree-seeking students *must* select courses from the General Education course requirements. Each course addresses institutional competencies and outcomes, and satisfies the Florida State Board of Education standards to meet the Gordon Rule requirements for writing and mathematics. **All Gordon Rule writing and mathematics courses must be passed with a grade of C or better. General Education core courses (36 hours in total) must be passed with a cumulative GPA of 2.0 or higher.**

Note: A.A. degree-seeking students who plan to transfer to a four-year program should be aware that a D grade may not transfer to the institution of their choice.

The following courses meet the Gordon Rule requirement, with the exception of CPO 2001 Comparative Politics, SPC 2300 Interpersonal Communication, SPC 2608 Effective Speaking, SPC 2601 Advanced Effective Speaking, SPC 2594 Intercollegiate Forensics Speech, THE 1925 Play Production, TPP 2100 Acting I, and natural science courses.

ENC 1101 is a prerequisite for all courses used to satisfy the Gordon Rule writing requirement.

English
9 Credit Hours Required
(3 hours from A, 3 hours from B and 3 hours from C)

A. Required A.S./A.A. Core Course

___	ENC 1101	Freshman Composition Skills I**

B. Required A.A. General Education Course

___	ENC 1102	Freshman Composition Skills II**

C. Choose One Course for A.A. Requirement

___	MMC 1101	Writing for Mass Communications**
___	SPC 2594	Intercollegiate Forensics Speech
___	SPC 2300	Interpersonal Communication
___	SPC 2608	Effective Speaking
___	SPC 2601	Advanced Effective Speaking
___	THE 1925	Play Production
___	TPP 2100	Acting I

**Gordon Rule course: Requires C or better.

Humanities/Social Science
12 Credit Hours Required
(6 hours from A, 3 hours from B and 3 hours from C)

A. Choose One Humanities Course for A.S./A.A. Core Requirement — (be aware of Social Science course matching requirement)

___	HUM 1020	Introduction to the Humanities (may select ISS 1013, WOH 2012 *or* WOH 2022 as Social Science match)
___	HUM 1210	Introduction to the Humanities — To the Renaissance (must be taken with WOH 2022 as Social Science match)
___	HUM 1230	Introduction to the Humanities — Since the Renaissance (must be taken with WOH 2012 as Social Science match)

Choose One Social Science Course for A.S./A.A. Core Requirement – (be aware of Humanities course matching requirement)

___	ISS 1013	Introduction to the Social Science (must be taken with HUM 1020 as Humanities match)
___	WOH 2012	World Civilizations I (may be taken with HUM 1020 *or* HUM 1230 as match)
___	WOH 2022	World Civilizations II (must be taken with HUM 1020 *or* HUM 1210 as match)

B. Choose One Additional Humanities Course for A.A.

___ AML 2010 Survey of American Literature I**
___ AML 2010H Honors Survey of American Literature**
___ AML 2020 Survey of American Literature II**
___ ARH 2050 The History of Art I**
___ ARH 2051 The History of Art II**
___ ENL 2000 Honors English Literature**
___ ENL 2012 English Literature I**
___ ENL 2022 English Literature II**
___ FIL 2000 The History and Aesthetics of Cinema**
___ HIS 2955 Studies Abroad in Civilization**
___ HUM 2310 Mythology in Religion, Art, Literature and Music**
___ HUM 2310H Honors Mythological Symbolism in Art, Philosophy and Religion**
___ HUM 2418 Islamic Civilizations**
___ HUM 2450 American Humanities**
___ HUM 2532 Western Ideologies**
___ HUM 2532H Honors Western Ideologies**
___ HUM 2930 Spanish Culture and Civilization
___ LIT 2110 World Literature I**
___ LIT 2120 World Literature II**
___ LIT 2330 Introduction to Children's Literature**
___ MUL 1010 Music Appreciation**
___ PHI 1100 Introduction to Logic**
___ PHI 2010 Introduction to Philosophy**
___ PHI 2631 Ethics in Business**
___ REL 2300 Comparative Religions**
___ REL 2300H Honors Comparative Religions**
___ THE 1000 Introduction to Theater**

**Gordon Rule course: Requires C or better.

C. Choose One Additional Social Science Course for A.A.

___ ANT 2000 Introduction to Anthropology**
___ CCJ 2010 Criminology**
___ CPO 2001 Comparative Politics
___ ECO 2013 Principles of Economics — Macro**
___ EDF 2005 Introduction to the Teaching Profession**
___ GEA 2000 World Geography**
___ HIS 2955 Studies Abroad in Civilization**
___ POS 2041 American National Government**
___ PSY 2012 General Psychology**
___ PSY 2012H Honors General Psychology**
___ PSY 2930 Special Topics in Psychology
___ SLS 2261 Leadership Development**
___ SYG 2000 Introductory Sociology**
___ WST 2010 Introduction to Women's Studies**
___ WOH 2040 Twentieth Century World History

**Gordon Rule course: Requires C or better.

Mathematics

6 Credit Hours Required

(3 hours A.S./A.A.Core Requirement plus 3 hours A.A. required)

Select any TWO courses for A.A.

___ MAC 1105 College Algebra**
___ MAC 1114 Trigonometry**
___ MAC 1140 Precalculus (Algebra)**
___ MAC 1147 Precalculus Algebra/ Trigonometry**
___ MAC 2233 Calculus for Business and Social Science**
___ MAC 2311 Calculus I with Analytical Geometry**
___ MAC 2312 Calculus II with Analytical Geometry**
___ MAC 2313 Calculus III with Analytical Geometry**
___ MAP 2302 Elementary Differential Equations**
___ MGF 1106 Mathematics for Liberal Arts I**
___ MGF 1107 Mathematics for Liberal Arts II**
___ MGF 1108 Fundamentals of Applied Mathematics**
___ STA 2023 Elementary Statistics**
___ STA 2023H Honors Elementary Statistics**

**Gordon Rule course: Requires C or better.

Natural Science

7 Credit Hours Required — 3 credits A.S./ A.A. Core Requirement

(3 hours from A and 3 hours from B + 1 hour lab)

A. Biological — Choose One Course

___ BSC 1020 Biology and the Human Experience
___ BSC 1020L Biology and the Human Experience Lab
___ BSC 1050 Living in the Environment
___ BSC 1050L Living in the Environment Lab
___ BSC 1051 Environmental Health
___ BSC 1080 Basic Anatomy and Physiology
___ BSC 1080L Basic Anatomy and Physiology Lab
___ BSC 2010 Integrated Principles of Biology I
___ BSC 2010L Integrated Principles of Biology Laboratory I
___ BSC 2011 Integrated Principles of Biology II
___ BSC 2011L Integrated Principles of Biology Laboratory II
___ BSC 2085C Human Anatomy and Physiology I with Lab
___ BSC 2086C Human Anatomy and Physiology II with Lab
___ GLY 1102 Age of Dinosaurs
___ ISC 1004 Integrated Natural Science: Honors
___ MCB 2010C Microbiology I with Lab
___ OCB 1630 Introduction to Marine Ecology
___ OCE 1001 Introduction to Oceanography
___ PCB 1431C Florida Waters Part 1
___ PCB 1432C Florida Waters Part 2
___ PCB 1433C Florida Waters Part 3
___ PCB 1434C Florida Waters Part 4
___ PCB 1440C Florida Landscape Part 1
___ PCB 1448C Florida Landscape Part 2
___ PCB 1449C Florida Landscape Part 3
___ PCB 1450C Florida Landscape Part 4

B. Physical — Choose One Course

___ AST 1002 Descriptive Astronomy
___ BSC 1050 Living in the Environment
___ BSC 1050L Living in the Environment Lab
___ BSC 1051 Environmental Health
___ CHM 1025 Introductory Chemistry

___	CHM 1025L	Introductory Chemistry Lab
___	CHM 1032	Chemistry for Health-related Fields
___	CHM 1032L	Chemistry for Health-related Fields Lab
___	CHM 2045	General Chemistry I
___	CHM 2045L	General Chemistry I Lab
___	CHM 2046	General Chemistry II
___	CHM 2046L	General Chemistry II Lab
___	CHM 2210	Organic Chemistry I
___	CHM 2210L	Organic Chemistry I Lab
___	CHM 2211	Organic Chemistry II
___	CHM 2211L	Organic Chemistry II Lab
___	ESC 1000	Earth Science
___	ESC 1000L	Earth Science Lab
___	ESC 1200C	Earth Science for Educators
___	GLY 1102	Age of Dinosaurs
___	GLY 2010C	Geology with Lab
___	ISC 1004	Integrated Natural Science: Honors
___	MET 1010C	Introduction to Meteorology
___	OCE 1001	Introduction to Oceanography
___	PCB 1431C	Florida Waters Part 1
___	PCB 1432C	Florida Waters Part 2
___	PCB 1433C	Florida Waters Part 3
___	PCB 1434C	Florida Waters Part 4
___	PCB 1440C	Florida Landscape Part 1
___	PCB 1448C	Florida Landscape Part 2
___	PCB 1449C	Florida Landscape Part 3
___	PCB 1450C	Florida Landscape Part 4
___	PHY 1001	Physics in Industry
___	PHY 1020	Elementary Physics for Nonscience Fields
___	PHY 1053C	General Physics I with Lab
___	PHY 1054C	General Physics II with Lab
___	PHY 2048C	General Physics with Calculus I with Lab
___	PHY 2049C	General Physics with Calculus II with Lab
___	PSC 1341	Physical Science for Educators

Wellness Education

2 Credit Hours Required

___	HLP 1081	Personal Wellness Appraisal and Improvement (3 credits – 1 goes toward elective)**

**Gordon Rule course: Requires C or better.

Electives — 24 Credit Hours

You may choose any of the General Education courses or the General Electives on the following pages.

See an A.A. advisor for preprofessional course requirements for your area of interest.

Completion of Computer Literacy Requirement

Refer to the list of options on page 54.

Summary of Associate of Arts Degree

GENERAL EDUCATION:	36 HOURS
English	9 Hours
Humanities	6 Hours
Social Science	6 Hours
Mathematics	6 Hours
Natural Science	7 Hours
Wellness Education	2 Hours
ELECTIVES:	24 HOURS
TOTAL CREDIT HOURS	**60 HOURS**

General Electives

In addition to the common core courses, and the General Education course requirements, each A.A. degree-seeking student MUST complete 24 credit hours of the following general electives:

Electives (Gordon Rule)

___	CRW 2001	Creative Writing**
___	CRW 2002	Advanced Creative Writing
___	ENC 2210	Technical Writing
___	MMC 1101	Writing for Mass Communications

**Gordon Rule course: Requires C or better.

General Electives (Non-Gordon Rule)

The following courses may be used to satisfy the requirement for 24 elective hours. Gordon Rule courses from the General Education listings may also be used as electives, according to your planned field at a university.

Art and Digital Media (Non-Gordon Rule)

___	ART 1201C	Basic Design I
___	ART 1300C	Freehand Drawing I
___	ART 1400	Printmaking I
___	ART 1500C	Painting I
___	ART 2750C	Ceramics I
___	ART 2751C	Ceramics II
___	ART 2203C	Basic Design II
___	ART 2301C	Freehand Drawing II
___	ART 2401	Printmaking II
___	ART 2501C	Painting II
___	ART 2701C	Sculpture I
___	ART 2702C	Sculpture II
___	DIG 2000	Introduction to Digital Media
___	DIG 2109C	Digital Imaging and Fundamentals
___	DIG 2280C	Digital Video and Sounds
___	DIG 2500	Fundamentals of Interactive Design

Business (Non-Gordon Rule)

___	ACG 2021	Financial Accounting
___	ACG 2071	Managerial Accounting
___	BUL 2241	Business Law I
___	ECO 2023	Principles of Economics—Micro
___	FIN 2100	Personal Finance
___	GEB 1011	Introduction to Business
___	GEB 2935	Survey of Electronic Business
___	MAN 2021	Principles of Management
___	MAR 2011	Principles of Marketing
___	MNA 2141	Basic Leadership/Supervisory Skills
___	OST 1100	Keyboarding I
___	OST 2335	Business Communications
___	GEB 2350	Introduction to International Business

Child Development and Education (Non-Gordon Rule)

___	CHD 1440C	Child Care Practicum I
___	CHD 1441C	Child Care Practicum II
___	EEC 2200	Curriculum in Childhood Education
___	EEC 2930	Seminar in Childhood Education
___	EEC 2001	Early Childhood Education
___	EEC 1000	Introduction to Child Development and Education
___	EEC 1603	Child Guidance
___	EEC 2401	Home and Community
___	EEC 1921	Preschool Workshop
___	EEC 1940	Educational Field Experience
___	EEC 1907	Observing and Recording Behavior
___	EEX 2010	Survey of Disabling Conditions

Communications (Non-Gordon Rule)

___	ASL 1140	Introduction to American Sign Language I
___	ASL 1150	Introduction to American Sign Language II
___	CHI 1120	Elementary Chinese I, Concentrated
___	CHI 1121	Elementary Chinese II, Concentrated
___	FRE 1120	Elementary French I
___	FRE 1121	Elementary French II
___	JOU 2100	Introduction to Journalism and Newspaper Production
___	MMC 1000	Survey of Communications
___	SPN 1120	Elementary Spanish I
___	SPN 1121	Elementary Spanish II
___	SPN 2220	Intermediate Spanish I
___	SPN 2221	Intermediate Spanish II

Computer and Information Science (Non-Gordon Rule)

___	CTS 2134	Networking Fundamentals
___	CGS 1062	Computers in Society — Honors
___	CGS 1100	Microcomputer Applications
___	CGS 2103	Spreadsheet Applications
___	CGS 2540	Database Management Systems
___	OST 1100	Introduction to Word
___	COP 1332	Programming in Visual Basic
___	COP 2250	Java Programming

Criminal Justice (Non-Gordon Rule)

___	CCJ 1020	Introduction to Criminal Justice System
___	CJC 1000	Introduction to Corrections
___	CJJ 1002	Juvenile Delinquency
___	CCJ 2013	Criminal Victimization
___	CJE 2061	Theory and Practice of Law Enforcement
___	CJL 2130	Criminal Law, Evidence and Procedures
___	CCJ 2941	Practical Applications in Law Enforcement
___	CJE 2330	Ethics in Criminl Justice
___	CJE 2600	Introduction to Criminal Investigation

Humanities (Non-Gordon Rule)

___	HUM 2520	Music in the Humanities
___	IDS 1307	Interdisciplinary Studies — Math, Science and the Arts
___	PHH 2403	Survey of Modern Philosophy
___	PHI 2600	Introduction to Ethics
___	REL 2124	Church and State
___	REL 2210	Old Testament
___	REL 2240	New Testament

Mathematics (Non-Gordon Rule)

___	MAT 1033	Intermediate Algebra
___	MAE 2801	Mathematics For Educators

See courses in General Education section on page 55.

Music, Dance and Theatre (Non-Gordon Rule)

___	DAA 1000	Introduction to Dance
___	DAA 1200	Ballet I
___	DAA 1201	Ballet II
___	DAA 1680	Patriot Dance Ensemble
___	MUE 2040	Introduction to Music Education
___	MUE 2450	Woodwind Techniques
___	MUN 1012	Wind Symphony
___	MUN 1270	Concert Band
___	MUN 1310	Show Choir
___	MUN 1340	Concert Choir
___	MUN 1420	Woodwind Ensemble
___	MUN 1430	Brass Ensemble
___	MUN 1710	Jazz Band
___	MUN 1770	Show Choir Band
___	MUT 1111	Music Theory I
___	MUT 1112	Music Theory II
___	MUT 2116	Music Theory III
___	MUT 2117	Music Theory IV
___	MVK 1111	Class Piano I
___	MVK 2121	Class Piano II
___	MVV 1111	Class Voice
___	THE 2925	Production and Performance
___	THE 2927	Advanced Play Production
___	TPA 1200C	Basic Stagecraft
___	TPA 1290	Technical Theatre Lab
___	TPA 2070	Scene Painting
___	TPA 2220	Stage Lighting
___	TPA 2212	Sound Production for the Theatre
___	TPP 2111	Acting II

Natural Sciences (Non-Gordon Rule)

See courses in General Education section on page 55.

Social Sciences (Non-Gordon Rule)

___	AMH 2010	U.S. History to 1877
___	AMH 2020	U.S. History Since 1877
___	AMH 2070	History of Florida
___	AMH 2091	Introduction to African-American History
___	ANT 2140	Introduction to Archaeology
___	ANT 2310	American Indian Cultures
___	ANT 2825	Anthropology Field School

___	DEP 2004	Human Growth and Development
___	EDG 1413C	Classroom Management
___	EDF 2085	Introduction to Diversity for Educators
___	EME 2040	Introduction to Technology for Educators
___	EDP 2002	Educational Psychology
___	HSC 1562	Issues of Aging
___	HSC 2654	End of Life Ethics
___	HUS 1001	Principles and Strategies for Human Services
___	HUS 1551	Cultural Diversity and Implications for Practice
___	HUS 2540	Principles for Understanding and Working With Families
___	HUS 2541	Working With Families in Early Childhood
___	HUS 2542	Working With Families in the Perinatal Period
___	INR 2002	International Relations
___	ISS 2936	Honors Colloquium
___	LAH 2020	Introduction to Latin American Civilization
___	POS 2112	State and Local Government
___	SLS 1101	College Seminar
___	SLS 1501	College and Career Success
___	SLS 1502	Essential Study Skills
___	SLS 2261	Leadership Development
___	SOW 1031	Introduction to Social Work
___	SYG 2340	Human Sexuality
___	SYG 2430	Marriage and the Family

Wellness/Fitness (Non-Gordon Rule)

The following courses may be taken only if required for student's particular field of study. They do not meet the wellness requirement in the CF General Education area.

Note: These courses **do not** count toward the wellness requirement.

___	HSC 2140	Drugs in Society
___	HSC 2400	First Aid
___	HUN 1201	Human Nutrition
___	PEL 1011	Team Sports I
___	PEL 1012	Team Sports II
___	PEL 2013	Team Sports III
___	PEL 2014	Team Sports IV
___	PEM 1101	Fitness and Resistance Training Theory and Application
___	PEM 1141	Aerobics I
___	PEM 1142	Aerobics II
___	PEO 1004	Contemporary Coaching Concepts
___	PEO 2121	Skills and Practices in Golf
___	PEO 2621	Basketball Fundamentals
___	PET 1000	Introduction to Physical Education
___	PET 2622C	Care and Prevention of Athletic Injuries

Developmental Education – Academic Foundations

The developmental education program promotes and supports student success through a variety of courses, specialized services and curriculum innovations through the college's Academic Foundations division. The mission of Academic Foundations is to prepare CF students for college and personal success by building a strong academic foundation in the core subjects of reading, writing and mathematics. We offer additional courses and workshops designed to develop effective study, life and career skills. Academic Foundations is located in Building 2, Room 207, and students are encouraged to take advantage of the academic and student support services offered through the division to enhance college success. As part of the college's enrollment process, students are assessed in the skill areas of reading, writing and mathematics using an entry level placement test. Based on this assessment, students may be placed in developmental education courses in one or more skill areas. In the case of international students or non-native speakers of English, placement may begin in one of our English as a Second Language courses. All of our developmental education courses provide the foundation for success in college-level English or math courses.

The three areas of developmental education instruction are mathematics, English (writing) and reading. Students who are assigned developmental education may take a limited number of college-level courses in each curriculum area with limitations as follows:

a. A student assigned to developmental mathematics may not register for any college-level mathematics course until the developmental education requirement in mathematics is successfully completed. Additionally, no course with a mathematics prerequisite or corequisite may be taken.

b. A student assigned to developmental English or reading may not register for college-level English (ENC 1101 Freshman Composition Skills I) until the developmental education requirement has been successfully completed. In addition, no course which has ENC 1101 as a prerequisite or corequisite may be taken.

c. A student assigned to developmental reading may not take any college-level reading course or ENC 1101 until the college prep requirement has been successfully completed. In addition, no course which has ENC 1101 as a prerequisite or corequisite may be taken.

All students required to enroll in developmental education may elect to seek an alternative source for remedial instruction. The alternatives may include but not be limited to a private provider, continuing education, or the Learning Support Center.

Any student who tests into any developmental education course or who selects an alternative method of instruction is encouraged to begin enrolling immediately in the developmental education coursework and maintain continuous enrollment in developmental education coursework until all developmental education requirements have been satisfied. Once a student completes 12 credit hours of college-level coursework, the student will then be permitted to enroll only in developmental education coursework until all requirements have been satisfied.

Students should enroll in as many required developmental education courses as possible in their first semester. A student may take other appropriate college-level courses in addition to developmental education if a student chooses to do so. However, all developmental education courses must be completed prior to enrolling in more than 12 hours of college-level courses. Failure to comply with this rule will affect a student's ability to enroll in college-level courses and may affect a student's financial aid award. Florida statute F.S. 1009.28 requires CF to charge the full cost of instruction to students enrolled in the same developmental education class more than twice. However, extenuating circumstances may qualify for an exception to the increased fee. An exception based on extenuating circumstances may be used only once for each course.

College Preparatory Courses

College preparatory courses do not meet the General Education requirements and are nontransferable electives. They cannot be used to meet the 60-hour graduation requirement. College credit is not given for these courses. Students must continually enroll in required preparatory courses until all requirements are completed.

EAP 0300C	English as a Second Language Speech/Listening
EAP 0383C	English as a Second Language Combined Skills
EAP 0384C	English as a Second Language Grammar and Writing I
EAP 0460C	English as a Second Language Grammar/Structure II
EAP 0480C	English as a Second Language Intermediate Combined Skills II
EAP 0484C	English as a Second Language Grammar and Writing II
ENC 0015	Developmental Writing I
ENC 0017	Developmental Reading and Writing I
ENC 0025	Developmental Writing II
MAT 0055	Developmental Mathematics Module 1.0
MAT 0056	Developmental Mathematics Module 2.0
MAT 0057	Developmental Mathematics
REA 0007	Developmental Reading I
REA 0017	Developmental Reading II

Student Life Skills Courses

Student Life Skills courses meet the general education requirements and are transferable electives. They can be used to meet the 60-hour graduation requirement.

SLS 1501	College and Career Success
SLS 1502	Essential Study Skills

All students with college preparatory needs are encouraged to enroll in SLS 1501 College and Career Success in their first semester. Students with **college preparatory needs in two or more subject areas are required** to enroll in SLS 1501 College and Career Success in their first semester.

Associate in Arts Guarantees

Associate in Arts graduates are guaranteed certain rights under the statewide articulation agreement (Rule 6A-10.024). The articulation agreement governs the transfer of students from Florida public colleges into the State University System. The agreement addresses general admission to the State University System and program admission to selected programs at a university.

General Admission

Guarantees:

Florida's articulation agreement designates the Associate in Arts degree as the transfer degree. In doing so, the agreement guarantees that:

a. State college A.A. degree holders will be granted admission to a university within the State University System, but not necessarily to the university or program of choice.
b. Upon transferring to a state university, A.A. degree graduates will be awarded 60 credit hours toward the baccalaureate degree.
c. Generally, the university catalog in effect the year the A.A. degree student first enrolled at the state college will remain in effect for the student's entire program, provided the student maintains continuous enrollment as defined in that catalog and completes the program within the university's specified time frame. **Note:** Certain changes in law may affect the catalog.
d. Once a student has completed the General Education requirements and this is so noted on the transcript, regardless of whether an A.A. degree is awarded, no other state university or state college to which the student may transfer can require additional courses to the General Education requirements.
e. When transferring among institutions participating in the Statewide Course Numbering System, a receiving institution must accept all courses taken at the transfer institution if the same course with the same course number is offered at the receiving institution.
f. Credits earned through articulated acceleration mechanisms, such as dual enrollment, International Baccalaureate, early admission, Advanced Placement, and credit by examination, that are earned within the A.A. degree at the state college, will be transferable to the state university.

Students without an A.A. degree who are seeking admission to a state university do not have all the protection provided by the articulation agreement and may be denied admission or lose credit when transferring. In most cases, students without an A.A. degree will have to meet freshman admissions standards.

Program Admission

General

The universities determine the courses and prerequisites that must be taken in order to receive a baccalaureate degree for a chosen program. Although all credit earned toward an A.A. degree will transfer to a university, not all credit may satisfy the program prerequisites or the course requirements for a baccalaureate degree. Therefore, it is important to know the program requirements and to take as many of these courses as possible at the state college while completing the A.A. degree.

Limited Access

Because of demand or limited resources, most of the universities have programs that are called limited access programs. Admission to limited access programs is granted on a competitive basis. Consequently, limited access programs have additional admission requirements that are more restrictive than the universities' general admission requirements. These requirements include one or more of the following: minimum grade point averages, test scores, prerequisite courses, auditions and portfolios.

Guarantees

Neither Associate in Arts graduates nor native university students are guaranteed admission to limited access programs. However, the articulation agreement does provide certain guarantees, including that:

a. The state college student will have the same opportunity to enroll in a university limited access program as the native university student.
b. Selection and enrollment criteria for a university limited access program must be established and published in catalogs, counseling manuals, and other appropriate publications. Changes in program enrollment criteria must be given with sufficient advance notice for prospective students to adjust their programs to meet the new criteria.

Should any of these guarantees be denied, the student has the right to file an appeal. Each state university and state college has established appeal procedures. These procedures must be published in the university catalog. As a general rule, if a student is denied admission to a university or a program at the university and wants to appeal, the appeal must be initiated at the university admissions office.

University (Transfer) Admission Appeals

If a student who has earned an Associate in Arts degree is accepted into a Florida public university, but is denied admission to a program, the university must state the reasons for the denial. This is usually done in a letter from the dean of the college, school or department. Any request for further clarification should include:

a. a copy of the letter of denial
b. a copy of the student's transcripts
c. a copy of the page(s) from the counseling manual or catalog outlining the program requirements
d. a signed statement requesting a review of the denial.

Students should keep a copy of all correspondence and a log of all telephone contacts. A copy of all of the above information should be forwarded to the university admissions office and the university articulation officer.

Articulation Officers

The university articulation officer is responsible for assisting the state college student seeking admission to a university. If assistance is needed with an appeal request or if it appears that a department is not complying with the statewide articulation agreement, the university articulation officer should be contacted. Articulation officers at the state colleges are also responsible for assisting in the transfer of students to universities and can advise students in the interpretation of the articulation agreement and appealing an admissions decision.

Appealing to the Articulation Coordinating Committee

If the denial is upheld at the university level and there is still a question of potential violation of the articulation agreement, the student may request a hearing before the Articulation Coordinating Committee (Florida Education Center, Tallahassee, Florida, 32399-0400). All of the avenues available to the student at the institutional level should be pursued prior to appealing to the Articulation Coordinating Committee. The student should keep a copy of all correspondence and a log of all telephone contacts. The procedures for filing such an appeal with the Articulation Coordinating Committee are as follows:

a. The student submits a statement of the problem, a copy of the letter of denial from the college/university, a copy of the transcript in question, a copy of the page(s) from the catalog or counseling manual, and a request to have a hearing before the Articulation Coordinating Committee for purposes of adjudication.
b. All student appeals and policy concerns are reviewed by the Articulation Appeals Subcommittee, which then forwards its recommendation(s) to the Articulation Coordinating Committee. Issues not resolved by the subcommittee are sent to the full committee for resolution.
c. The Articulation Coordinating Committee and Articulation Appeals Subcommittee may request the appearance of representatives or statements from the receiving or sending institution to provide additional information or clarification on the issue.
d. A decision letter on the disposition of an appeal is written by the chair of the Articulation Coordinating Committee to the division deans, and copies are simultaneously sent to all persons involved, including the student. The decision of the Articulation Coordinating Committee shall be final.

Associate in Science Degree Requirements

In addition to common core requirements noted here, General Education Common Core on page 53 , Associate in Science degree students must:

a. Complete the specified number of hours of credit in an approved course of study as outlined for the program.
b. Achieve a cumulative grade point average of at least 2.0 (C).
c. Complete at least 25 percent of semester hours in residence at CF and attend during the semester the degree is earned.

d. Effective Fall 2005, competency in the use of computers is a requirement for all degree-seeking students. This requirement may be satisfied through one of the following options:
   - satisfactory completion of an approved college computer course, **within the past five years**.
   - satisfactory completion of a proficiency examination.

   Students are strongly recommended to meet the computer competency requirement through one of the options listed above prior to the completion of 24 college level credit hours.

   Credit courses that meet the computer competency requirement are:

CET 1171	Introduction to Computer Technology (Occupational Course)
CGS 1100	Microcomputer Applications
CGS 1062	Computers in Society – Honors
CGS 2930	Special Topics in Computers — Introduction to Computer Skills sections only
EME 2040	Introduction to Educational Technology
OST 1100	Introduction to Word

   Students wishing to take the computer competency proficiency exam may contact the Assessment and Testing Center, Bryant Student Union, Room 205.

   The following courses have been approved to satisfy the computer competency requirement for students in Heath Sciences programs:

DEA 1856	Clinic III Seminar
EMS 2658	Paramedic Clinical Experience III
NUR 2713C	Nursing IVA
NUR 2734C	Nursing IV
PHT 2931	Trends in Physical Therapy
RTE 2623	Radiation Physics II *(as offered by CTAE)*

Baccalaureate Degree Requirements

Bachelor of Applied Science, B.A.S., and Bachelor of Science, B.S., Program Requirements

It is the student's responsibility to determine, with the assistance of the program advisor, the courses necessary for completion of the B.A.S. and B.S. degrees. Students must complete the required curriculum, including any work required in special programs, and satisfy all obligations, financial and other, to the college prior to graduation. The following applies to all specializations within the B.A.S. and B.S. degrees:

a. Complete an application for graduation by logging into MyCF portal on or before the published deadline in their final semester. Previous CF graduates must still apply to graduate.
b. Fulfill all obligations, financial and other, to the college.
c. Students must have earned a 2.0 GPA in all baccalaureate coursework and earned a minimum of 120 credit hours to be eligible to graduate.
d. Students must complete the foreign language requirement by taking two years of the same language while in high school or successfully completed two semesters of the same language at the college level.

Academic Progress

College Credit Division

A student's standing at the College of Central Florida will be determined by the relationship of hours attempted to grade points earned. To be considered in good standing and continue successfully toward a degree, a student must earn the grade points necessary to maintain a 2.0 (C) cumulative grade point average while at CF.

CF Unit of Credit

The College of Central Florida awards semester credits. Credit for standard lecture in-class and online instruction is granted at a ratio of one semester credit per each 50-minute class session per week for a 17-week semester. For example: A typical three-credit course requires three 50-minute classes per week for a 17-week semester. Semester credits are also given during the two six-week summer terms, as well as during special nonstandard terms, with the same total number of hours required per credit as during a regular term.

Credit for laboratory and clinical experiences is granted at ratios that range from one credit to one hour of lab/clinical, to one credit to three hours of lab/clinical per week for a 17-week semester. Courses offered in nonstandard terms will have laboratory and clinical credits adjusted accordingly.

Vocational credit hours are calculated by dividing the number of vocational clock hours by 30 to determine the number of credits for a given course during a 17-week semester. Courses offered in nonstandard terms will have vocational credit hours adjusted accordingly.

Note: Certain programs, such as Nursing and Physical Therapist Assistant, may consider a student to be full–time with less than 12 credits in a semester because of the one-to-three credit hour ratio of clinical or laboratory experiences required in that specific program. See specific programs for details.

Fall (17 weeks)	last week in August–mid December
Spring (17 weeks)	first week in January–last week in April
Summer A (6 weeks)	first week in May–mid-June
Summer B (6 weeks)	first week in June–first week in August
Summer C (12 weeks)	first week in May-first week in August

Academic Integrity and Honor Code

Purpose: This policy creates an honor code for students in their academic work.

Academic integrity is founded upon the values of honesty, trust, fairness, respect and responsibility. Exhibiting these values is essential to promoting and maintaining a high level of academic integrity at the college. Each member of the college community stands accountable for his or her actions. The first

responsibility for academic integrity lies with individual students and faculty members. A violation of academic integrity is an act harmful to the entire college community and may result in disciplinary action.

Violations of the code shall include, but are not limited to:

Cheating. The improper taking or tendering of any information or material used or intended to use for academic credit. Taking of information includes, but is not limited to, copying homework assignments from another student; working with others on a take-home test or homework when not specifically permitted by the teacher; looking or attempting to look at another student's paper during an examination; looking or attempting to look at text or notes during an examination when not permitted. The tendering of information includes, but is not limited to, giving work to another student to be used or copied; giving answers to exam questions as the exam is being given; giving answers or other such information after taking an exam to another student who has not yet taken the exam; giving or selling a term paper or other written materials to another student. (Adapted from the policy of the University of Florida.)

Plagiarism. From the Latin for "kidnapper," taking ideas from another and passing them off as one's own, whether the ideas are published, unpublished, or the work of another student. Plagiarism includes, but is not limited to, submitting papers, examinations or assignments written by others; word-for-word copying of portions of another's writing without indicating that the copied passage is a quotation (by the use of quotation marks or some other indicating device) and acknowledging the source in the appropriate format; the use of a particularly unique term or concept that one has come across in reading without acknowledging the author or source; the paraphrasing or abbreviated restatement of someone else's idea(s) without acknowledging the author or source; the use of false citations or citing a source from which an idea has not been obtained; or submitting false or altered data in a laboratory. Plagiarism also occurs in a group project if a member of the group does not do his or her fair share of the group's work but attempts to take credit for the work of the group. Because electronic information is so easily reproduced, respect for the work and personal expression of others is critical in computer environments. Violations, including plagiarism, invasion of privacy, unauthorized access, and copyright violations are grounds for disciplinary proceedings. Students should consult the section on plagiarism in the writing handbook used in ENC 1101. (Adapted from the policies of Wheaton College, Old Dominion University, the University of Florida and the University of North Carolina – Greensboro.)

Bribery. Offering, giving, receiving, or soliciting any materials, items or services of value to gain academic advantage for oneself or another.

Misrepresentation. Any act or omission with intent to deceive an instructor or other college official for academic advantage, including using a computer program generated by another and handing it in as one's own work unless expressly allowed by the instructor; lying to an instructor to increase one's grade; lying or misrepresenting facts when confronted with an allegation of academic dishonesty; providing false statements upon financial aid forms or other college documents.

Conspiracy. Planning or acting with one or more persons to commit any form of academic dishonesty to gain academic advantage for oneself or another.

Fabrication. Use of invented or fictitious information or the falsification of research or other findings with the intent to deceive for academic advantage. (Adapted from the policy of the University of Florida.)

A component vital to the Academic Integrity and Honor Code is a pledge that applies to all assignments, examinations, or other course work undertaken by students of the College of Central Florida. On all work submitted by students of the College of Central Florida, the following pledge is either required or implied:

"On my honor I have neither given nor received unauthorized aid on this academic work, nor am I aware of others doing so."

The president or the president's designee shall establish the procedure for implementation of the Academic Integrity policy, including the establishment of an Honor Court. (CF Board Policy 4.14)

CF Administrative Procedure 4.14

The purpose of this procedure is to define violation(s) of the honor code and outline the process for resolving violation(s) of the Academic Integrity Policy. Violations of the Academic Integrity Policy include, but are not limited to, cheating, plagiarism, bribery, misrepresentation, conspiracy, and fabrication as related to the academic process. For purposes of this procedure, cheating, plagiarism, bribery, misrepresentation, conspiracy, and fabrication are defined in the Academic Integrity Policy.

Step One - Determination

When an instructor believes or receives information that a student has violated the Academic Integrity Policy, the instructor should contact the Chief Student Affairs Officer to determine if this is the student's first violation and whether the student has attended the Academic Integrity Seminar. If the student is a repeat violator, the student may be charged with a violation of the Code of Student Conduct.

Step Two – First Time Violator

If student is a first time violator, the instructor should first discuss the matter with the student. The instructor may consult with or invite the participation of the instructor's department chair, program facilitator or dean in the effort to reach resolution with the student. The instructor and student may resolve the problem in a manner acceptable to both. Resolution may include:

- a lower or failing grade in the course;
- a lower or failing grade on the assignment or examination;
- assignment of additional work to provide evidence of the student's academic performance or understanding of the course material; or
- referral to the Academic Integrity Seminar.

If the instructor refers the student to the Academic Integrity Seminar, the instructor shall inform the student that his/her failure to attend the Academic Seminar may result in the assignment of a final course grade of "FF," denoting course failure due to a violation of the college's Academic Integrity

policy.

Any agreement involving an academic penalty shall be put in writing signed by both parties, and reported by the instructor to the department chair, program facilitator or dean, Chief Student Affairs Officer, Chief Academic Officer, Vice President/Provost at Citrus Campus, and the Provost at Levy Center if students at either location are involved. A copy of the agreement will be given to the student. The Chief Student Affairs Officer shall maintain a record of the agreement between the instructor and student.

Step Three – Repeat Violator

If a student is a repeat violator, fails to attend the Academic Integrity Seminar, or fails to resolve his/her violation with the instructor as outlined in Step Two, the instructor shall refer the student to the Chief Student Affairs Officer for a violation of the college's Code of Student Conduct.

Academic Warning, Probation and Suspension

Academic Warning

A student is placed on academic warning at the end of any semester that his/her cumulative grade point average (GPA) is less than a 2.0.

Academic Probation

A student is placed on academic probation if his/her cumulative GPA falls below a 2.0 for two successive semesters.

Continued probation occurs when the student earns a minimum 2.0 semester grade point average and the cumulative GPA remains below 2.0. The student is returned to good standing when the cumulative GPA is 2.0 or higher.

A student placed on academic probation or a student on continued probation is restricted to enrolling in no more than thirteen semester hours as outlined below:

Fall	13
Spring	13
Summer A	6
Summer B	6
Summer C	13

It is recommended that the student meet with an academic advisor to develop success strategies.

Academic Suspension

A student on academic probation is placed on academic suspension when the semester grade point average and the cumulative grade point average fall below 2.0. A student placed on academic suspension is suspended for a minimum of one full semester and then must petition the college for readmissions. Please contact Enrollment Services for assistance.

A student returning from suspension who earns a semester GPA of 2.0 or above will not be suspended for that particular semester, even though they may not have a cumulative GPA of 2.0 This performance shows promise and, if continued, will result in good academic standing. Under these circumstances, such a student will continue on academic probation.

Academic Dismissal

Any student who is suspended a subsequent time will be dismissed from the college. Such a student is not eligible to be readmitted to the college for a minimum of one full calendar year. After the year, the student may petition the college for possible readmissions.

Students returning from dismissal who earn a semester GPA of 2.0 or above will not be suspended for that particular semester, even though they may not have a cumulative GPA of 2.0. This performance shows promise and, if continued, will result in good academic standing. Under these circumstances, such a student will continue on academic probation.

Transferring to CF with Grade Points

All transfer students will be evaluated by these standards of progress, using the same criteria used for nontransfer students. Transfer students entering without good standing will be assigned to the appropriate category, e.g., academic warning or probation. They will return to good standing when sufficient standards of progress have been earned to achieve a C average.

Earning Credit While Suspended

A student under suspension from another institution may not enroll at CF, and a student under suspension from CF may not apply credits taken at another institution while suspended toward a degree at CF.

Standards of Progress Summary	
Academic Warning	less than a 2.0 cumulative GPA
Academic Probation	two successive terms with less than a 2.0 cumulative GPA
Academic Suspension	when the term and cumulative GPA fall below a 2.0

Provisions for Appeal

Any student who feels there were extenuating circumstances that led to a suspended academic standards of progess may appeal his or her suspension status to the Student Petitions and Academic Review Committee.

A student (credit, occupational or audit) who withdraws from all classes must begin official withdrawal procedures by contacting a counselor or advisor. The college calendar gives specific deadlines for withdrawing from college without penalty.

Workforce Certificate Students

A workforce certificate student's academic standing is determined by the same method as outlined in the section under College Credit Division. Program instructors may authorize a student to re-enroll for one additional semester if the student is suspended after only one semester. Failure to achieve satisfactory progress during the semester of re-enrollment will result in permanent suspension.

Veterans

See section on Veterans Information on page 49, for specific information.

Attendance Policy

Regular, punctual class attendance is the responsibility of every student who enrolls at the College of Central Florida; therefore, the institution is committed to enforcing the attendance policy in an effort to assist students in achieving their educational objectives. The documentation of student absences will begin the first day of class, regardless of when the student registers. When a student has a legitimate reason for being absent, the instructor has the option of permitting the student to make up work missed and may require an explanation for the absence. The college reserves the right to evaluate individual cases of nonattendance.

In general, students are graded on the basis of intellectual effort and performance. Class participation is a significant measure of performance, therefore nonattendance can adversely affect a student's grade.

Participation in college-sponsored, off-campus student activities (such as student organization meetings or athletic events) is permitted to count toward class attendance or approved absence on the instructor's class records. Students must give advance notice of the intended absence, within guidelines set by the individual instructor, in order to have the opportunity to prepare assignments and make up or avoid missing tests. Faculty members are expected to establish nonpunitive grading practices toward attendance at these college-sponsored, off-campus student activities such as student organization meetings or athletic events.

If conflicts exist between a student's regularly scheduled class(es) and another activity (including the requirements of other classes), the student's regularly scheduled class should receive priority. If adequate notification is given to the instructor, the student will not be penalized for nonattendance.

If a student accumulates so many absences that further enrollment in a course appears to be of little academic value, the instructor has the right to withdraw the student from the course. CF instructors may or may not initiate a request to withdraw a student from their classes (please check with individual instructors regarding their process); however, all withdrawals must be done on or before the withdrawal deadline that is published by the college.

A withdrawal may not be processed if the request is for the student's third attempt at a course; the removal of a sole preparatory course if the student has earned 12 college credits; or if the student is a high school dual enrollment student and the permission of the high school counselor, home school parent and CF dual enrollment coordinator has not been granted. Withdrawal(s) may be reversed and a grade issued for a course as a disciplinary action resulting from breaching the college's Academic Integrity and Honor Code.

Students enrolled in occupational certificate programs have required participation for skill development, therefore they are permitted limited unexcused absences (check with instructor). Students who exceed the number of unexcused absences may be placed on probation and, if additional unexcused absences occur, dropped from the program. The instructor determines whether or not an absence is excused, considering such factors as sickness, accidents and other circumstances beyond the student's control.

Students enrolling in certain limited-access programs are expected to meet specific guidelines presented in program handbooks. Check the website at http://www.cf.edu/departments/instruction/limitedaccess.htm for more information regarding limited-access programs.

Grading System

Grade Point Average

Students are responsible for computing their own GPA. The transcript and degree audit should be carefully checked, and, if discrepancies exist, the Office of Admissions and Records should be notified immediately.

Grade point average is calculated based on the number of hours attempted per course and the grade point value associated with the letter grade.

Example:

Course	Credit	Grade	Grade Points
English	3	A	4.00 (x 3) = 12.0
Math	3	B+	3.75 (x 3) = 11.3
Speech	3	F	0.00 (x 3) = 0.0
Psychology	3	C	2.00 (x 3) = 6.0

Total Credits: 12 **Total Grade Points:** 29.3

Divide 29.3 (grade points) by 12 (credits) = **2.4 GPA.**

Grading Scale

Instructors must announce, in writing, at the beginning of each semester, specific grading policies for each class. At the end of each semester final grades are assigned and recorded on the student's permanent record card. Grades assigned at CF are:

Grade	Interpretation	Grade Point Value
A	Excellent (90–100)	4 grade points per semester hour
B+	Very Good (87–89)	3.75 grade points per semester hour
B	Good (80–86)	3 grade points per semester hour
C+	High Average (77–79)	2.75 grade points per semester hour
C	Average (70–76)	2 grade points per semester hour
D	Poor (60–69)	1 grade point per semester hour
F	Failure (Below 60)	No grade points
FF	Violation Academic Integrity	No grade points
I	Incomplete	No grade points
IP	In Progress	No grade points
S	Satisfactory	No grade points
SP	Satisfactory Progress (College Prep Only)	No grade points
U	Unsatisfactory	No grade points
W	Withdrew from Course	No grade points

X	Audit	No grade points
N	No Grade (College Prep Only)	No grade points
NG	No Grade (Labs)	No grade points

The grading policy for all divisions, with the exception of Health Sciences, Criminal Justice Institute, Educator Preparation Institute and the Associate Degree Nursing program, will adhere to the following scale:

A	90-100%
B+	87-89%
B	80-86%
C+	77-79%
C	70-76%
D	60-69%
F	Below 60%

Health Sciences Division will use the following scales, depending on program:

A	92-100%
B	84-91%
C	75-83%
D	68-74%
F	Below 68%
	or
A	94-100%
B	87-93%
C	80-86%
D	70-79%
F	Below 70%

The Criminal Justice Institute will use the following grading scale:

A	93-100%
B	86-92%
C	80-85%
F	Below 80%

The ADN program will use the following grading scale:

A	90-100%
B	80-89%
C	75-79%
D	65-74%
F	Below 65%

The Educator Preparation Institute will use the following grading scale:

A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	Below 60%

Students registered in college prep courses who receive N grades must repeat the same course and complete it with a grade of C or better, or achieve a passing score on the PERT before they can register for other courses.

I Grades

When the grade of I is issued it is the student's responsibility to meet with the instructor and make the necessary arrangements for completing the course work. An Incomplete I Grade Course Completion Arrangement form must be submitted at the time of grading for each course in which the grade of I is issued. A final date for the completion of all work must be agreed upon and cannot be more than six months past the date of the form. If the course work is completed by the student by the deadline, the instructor will forward a new grade to the Office of Admissions and Records within one week after receiving the completed work from the student. If the course work is not completed by the agreed upon date, the registrar will post the grade listed on the form as the final grade on the student's permanent record.

Final Grades

Final grade reports are available on the student portal at the end of each semester. Only grades issued at the end of a semester are placed on a student's permanent record. Final grade reports include a cumulative grade point average.

Grade Appeal Process Guidelines

Any student wishing to appeal a final course grade must follow, in consecutive order, the steps (levels) shown below:

Level I A student who believes a course grade has been awarded unfairly or in error must discuss the concern with the instructor within 30 calendar days from the time the grade is awarded. (Note: In the event the instructor is not available within 30 days after the grade is awarded, the student may notify the instructor's supervisor within the 30-day period.)

Level II If the matter cannot be resolved between the instructor and the student, the student may request a meeting with the instructor's supervisor (associate dean, dean or associate vice president) to initiate a written appeal (i.e., submit a Grade Appeal Form).

Level III In the event the student is not satisfied at the Level II decision, the student has the right to present the concern to the Chief Academic Officer, CAO. If the student wishes to exercise this right, then within five working days after receipt of the written Level II decision, the student must deliver a copy of the Grade Appeal Form with the appropriate documentation and a copy of the written Level II decision to the Vice President for Academic Affairs.

Within 10 working days from receipt of the Grade Appeal, the VPAA will determine if further review is warranted. If the VPAA determines that it is not, he/she will render a final written decision to the student. If the VPAA determines that further review is warranted, he/she will ask the college president to convene a Grade Appeals Committee.

The committee will make its decision based on the Grade Appeals Form and the attached documentation, the written decision of the instructor's supervisor, and the information presented by the student, the instructor and their witnesses. The Grade Appeals Committee will deliver a recommendation to the VPAA, who then has the right to reject or accept the recommendation. The decision of the VPAA will be final and binding on all parties.

Grade Forgiveness Policy

The grade forgiveness policy permits a student to repeat a course in an attempt to improve a grade of D or F earned in the course. Only the last grade earned in a repeated course will be computed into the student's GPA. On the transcript, "repeated" shows the initial attempts and "replaces prior course" indicates the last attempt. The student will be limited to three attempts (two repeats) per course with a grade being issued for the third attempt [F.A.C. 6A-14.0301 1(b)]. Withdrawals and audits count as attempts after the add/drop period. Withdrawals will not be used to increase a GPA.

1. Grade forgiveness is limited to courses where a grade of D or F was earned. [F.A.C. 6A-14.0301 2(a).] Courses with a grade of C or better will not be granted grade forgiveness.
2. Grade forgiveness is limited to the first two attempts at a course. [F.A.C. 6A-14.0301 2(b).]
3. A student will be 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. [F.A.C. 6A-14.0301 1(b).]
4. A student enrolled in the same undergraduate college credit course for the third attempt shall pay tuition at 100 percent of the full cost of instruction (out of state fee rate), and shall not be included in calculations of full-time equivalent enrollments for state funding purposes. Students may petition to waive the additional fees due to financial hardship. [F.S. 1009.285.] Petitions must be submitted to the Enrollment Services Center prior to the end of the add/drop period for the semester in which the student is enrolled in the third attempt.
5. A student 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. [F.A.C. 6A-14.0301 3.]
6. The student should check with the Office of Financial Aid about the possible financial consequences of repeating a course prior to withdrawing from the course.
7. If the student plans to transfer to another institution, he or she must check with that institution regarding acceptance of "forgiveness" courses in the computation of the student's GPA.
8. Courses that are designated as repeatable, such as choir, music or journalism, or are individualized courses of study, may not be eligible for grade forgiveness. [F.A.C. 6A-14.03012(d).]

Withdrawal

1. The student may withdraw without academic penalty from any course by the midpoint in the semester. (F.A.C. 6A-14.0301 1(a).) Check the college calendar for withdrawal deadlines.
2. The student will be 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. [F.S. 1009.28 and F.A.C. 6A-14.0301 1(b).]
3. Preparatory students who have completed 12 hours of college credit coursework before completing all college preparatory courses must maintain continuous enrollment in college preparatory coursework each semester and may not withdraw from their sole preparatory course while remaining in other college credit coursework. [F.S. 1008.30 4(a) and F.A.C. 6A-10.0315(20).]
4. Audit students can withdraw at any time.
5. A student (credit, college credit certificate or audit) who withdraws from all classes must begin official withdrawal procedures by seeing an advisor, department chair or program manager. The college calendar gives specific deadlines for withdrawing from the college.
6. It is the student's responsibility to withdraw from a course by the withdrawal deadline date for the current semester if he/she can no longer continue to attend class and/or feels he/she cannot pass the course. Instructors may not initiate a withdrawal on the behalf of the student. If the student stops attending a class and does not withdraw properly, the student will earn an F grade for that class.

   NOTE: A withdrawal may not be processed if the request is for the student's third attempt at a course; the removal of a sole preparatory course if the student has earned 12 college credits; or if the student is a high school dual enrollment student and the permission of the high school counselor, home school parent and CF dual enrollment advisor has not been granted. Withdrawal(s) may be reversed and a grade issued for a course as a disciplinary action resulting from breeching the college's Academic Integrity and Honor Code.

Petition to Withdraw with a Refund

In keeping with Florida Administrative Rule 6A-14.0541, the College of Central Florida will consider a petition for retroactive withdrawal and/or refund of fees for a course after the official drop period when the student withdraws due to circumstances determined by the college to be exceptional and beyond the control of the student. There are three semesters in the academic year: fall, spring and summer. The college will consider a student's petition through the end of the semester following the semester in which the student withdrew because of extraordinary circumstances. After the end of the semester following withdrawal, no petition will be accepted without the approval of the vice president for Student Affairs.

Any student wishing to petition for a refund of fees due to exceptional circumstances must complete a Student Petition Form in the Office of Enrollment Services at the appropriate campus.

Petitions and Academic Review

In cases of unusual circumstances where specific regulations do not seem to be in the best interest of a student's academic program, provision for review has been established through a faculty committee on student petitions. This committee has the authority to review matters pertaining to academic progress and to recommend exceptions concerning any academic regulation if such seems to be in the best interest of the student and of the college.

Petition forms pertinent to academic progress and/or academic regulations are available in the Enrollment Services Center at the Ocala and Citrus campuses and the Administrative Office at the Levy Center. These forms are to be used by any student who, after discussion with the assigned advisor or counselor, believes that special circumstances govern the situation.

The college has established and published in the Student Handbook, a policy for hearing and settling of student grievances. Any student who feels he or she has been discriminated against on the basis of gender, race, color, religion, age, marital status, or disability in the application of any policy or procedure of College of Central Florida should contact the office of the Vice President for Student Affairs to file a letter of grievance.

Student Complaints

The College of Central Florida is committed to a policy of treating all students fairly. The intent of this rule is to provide a procedure whereby student complaints are processed promptly and resolved fairly.

For purposes of this rule, the term "student" includes applicants for admission to the college.

A student complaint may be any concern a student has about the college or its operations.

A complaint is defined as dissatisfaction that occurs when a student believes that any decision, act or condition affecting the student is illegal, unjust or creates unnecessary hardship. Complaints may include, but are not limited to, academic problems, mistreatment by a college employee, wrongful assessment of fees, records and registration errors, student employment, or any actual or perceived physical or verbal abuse or coercion, and disciplinary matters which are covered under the Code of Student Conduct, awarding of grades, disciplinary matters which are covered under the Student Athlete Code of Conduct. Complaints under this policy may also include allegations of discrimination, harassment and/or sexual harassment based on race, color, ethnicity, religion, gender, age, marital status, national origin, genetic information or disability.

Students will be given adequate opportunity to bring complaints to the attention of the college with the assurance that the proper officials will promptly investigate the facts of the case and evaluate these facts in an objective manner.

Student problems should be resolved, whenever possible, before the filing of a formal, written complaint, and open communication is encouraged so that formal complaint procedures will not be necessary. Informal resolution of complaints may be pursued throughout the process. Confidentiality in the investigation and resolution of complaints is protected to the extent possible under state and federal laws.

Retaliation: It is a violation of this rule to retaliate or take reprisal against any person who has filed a complaint under this rule.

Reporting, Investigation, and Resolution: The procedure for reporting, investigating, and resolving violations of this rule can be found in the Administrative Procedures Manual.

(Florida Statutes 794.011, 1000.05, 1001.02, 1001.64, 1004.65, 1012.855, CF Board Policy 7.10)

CF Administrative Procedure 7.10

College of Central Florida is committed to the fair resolution of student concerns. The purpose of this procedure is to outline the process for resolving issues of a general nature where a student has a concern about the College and its operations.

This procedure does not apply to complaints related to grades, complaints related to student conduct or complaints related to discrimination, harassment and/or sexual harassment based on race, color, ethnicity, religion, gender, age, marital status, national origin, genetic information or disability.

Procedures for complaints related to discrimination, harassment and/or sexual harassment based on race, color, ethnicity, religion, gender, age, marital status, national origin, genetic information or disability are addressed under the administrative procedure "Discrimination, Harassment and /or Sexual Harassment Complaint Procedure for Employees and Students."

Procedures for complaints related to grades are addressed under the administrative procedure for "Grade Appeals."

Procedures for complaints related to student conduct are addressed under the administrative procedure "Disciplinary Action and Rights of Appeal – Code of Student Conduct."

Definitions:

Complaint: A student complaint may be any concern a student has about the College and its operations. A complaint is defined as dissatisfaction that occurs when a student believes that any decision, act or condition affecting the student is illegal, unjust or creates unnecessary hardship. Complaints may include, but are not limited to, academic problems, mistreatment by a college employee, wrongful assessment of fees, records and registration errors, student employment, any actual or perceived physical or verbal abuse or coercion.

Complainant: Any student or applicant for admissions who presents a complaint under this procedure.

Respondent: The person who is alleged to have caused the complaint by identifiable acts of omission or commission.

Procedure: A student having a complaint shall follow the steps set forth below.

Lead Administrators:
Marion County: Dean of Student Services, or designee.
Citrus County: Vice President for Citrus Campus, or designee.

Levy County: Provost, Levy Center, or designee.

Informal: A student who has a complaint should report, verbally or in writing, his or her concerns to the lead administrator at the campus or site where the complaint occurred within thirty (30) working days from the date the student becomes aware of the act or omission giving rise to the complaint. If the nature of the complaint involves the lead administrator, the student should report his or her complaint to the Vice President for Student Affairs at the Ocala Campus. If the complaint involves the Vice President for Student Affairs, then the student should meet with the Equity Officer. The lead administrator will attempt to resolve the complaint informally and may request the participation of other college personnel as appropriate in that informal resolution. If the complaint is resolved to mutual agreement of the lead administrator, the student, and any other parties concerned, the matter will be considered settled. The informal process should be concluded within forty (40) working days or less of receipt of the complaint, whenever possible. The investigating lead administrator will file a written report outlining the result of the informal complaint to all parties, the Equity Officer, and the President within ten (10) working days of the resolution of the complaint.

Formal/Appeal: If the complaint cannot be resolved informally, the student may petition an appeal of the decision by submitting a formal written complaint with the Vice President for Student Affairs at the Ocala Campus. The Vice President for Student Affairs will serve as the lead administrator to investigate the petition. In the event that the complaint is against the Vice President for Student Affairs, the student shall petition an appeal to the Equity Officer who will serve as the lead administrator to investigate the complaint. Written complaints must be filed within ten (10) working days after receipt of the informal report. The Vice President for Student Affairs has sixty (60) working days to complete the investigation of the complaint.

Upon receipt of the formal petition, the lead administrator shall:

1. Notify the President and the appropriate department administrator of the formal complaint.
2. Conduct a prompt and thorough investigation to determine the facts of the complaint. The lead administrator may request the participation of any College personnel determined to be necessary to resolve the complaint.
3. Maintain a record of the investigation and store in a secure area apart from student conduct files.
4. Meet individually with the parties involved to discuss the findings and provide a written summary of the overall findings.
5. File a written report with the President within ten (10) working days after the formal investigation is completed. The report shall (1) outline the investigative findings, and (2) indicate recommended resolution for the complaint.

The decision of the lead administrator shall be final.

Retaliation

It is a violation of college policy to retaliate or take reprisal against any person who has filed a complaint based on the fact that the person raised a complaint to any faculty, supervisor or manager of the college, to any Dean, Vice President, or administrator, to any other person, entity, or human rights agency.

Graduation

Graduation Requirements

Students should be aware of the graduation requirements. These include the core curriculum, payment of all fees, and any work required in special programs. It is the student's responsibility to determine the courses necessary for transfer to any upper division college or university and to meet any prerequisite courses required by those upper division programs. Students should see an advisor/counselor prior to submitting a graduation application. For more information, visit the graduation website at http://www.cf.edu/departments/sa/graduation/.

To begin the application process students should take the following steps:

1. Complete an online graduation application by logging into the student portal and clicking on the tab **graduation**. There is no fee to submit a graduation application.
2. Fulfill all obligations, financial and other, to the college.
3. All graduates are encouraged to attend the graduation ceremony. There is no fee associated with participating in the graduation ceremony. There is no fee for caps and gowns.
4. For subsequent graduations, prospective graduates must still apply to graduate.

When processing your application for graduation, the following graduation requirements will be reviewed:

1. completion of the required courses and number of credits
2. minimum of a 2.0 cumulative GPA, CF GPA, and program GPA
3. 25 percent residency requirement mandated by the Southern Association of Colleges and Schools (Students must have earned a minimum of 25 percent of the credits toward their degree at CF.)
4. passing test scores (if applicable for certificate programs)
5. honors designation.

PLEASE NOTE: For the purpose of recognition at the graduation ceremony, an "Honors" designation is based on all grades from all previous semesters. Grades from the current semester are not computed at this time, but will be included on your final transcripts.

A.A., A.S., B.A.S. and B.S. honor graduates must have a:

- 3.5 or higher college level cumulative GPA and a
- 3.5 or higher CF college level cumulative GPA and a
- 3.5 or higher all college cumulative GPA.

Vocational honor graduates must have a:

- 3.5 or higher vocational GPA.

Honors Programs

Honors courses are offered currently in the following areas of study: communications, science/technology, mathematics, social sciences and humanities, as well as the Leadership Development course and a one-credit Honors Colloquium.

Honors Recognition

The President's List and the Dean's List recognize students for outstanding scholastic work. These lists are produced at the end of each semester — fall, spring and summer. Students who earned 12 or more credit hours of academic work, excluding college prep hours, or 12 vocational credits, and attained a grade point average of 4.0 for the semester will be placed on the **President's List**. Students who earned 12 or more credit hours of academic work, excluding college prep credit hours, or 12 vocational credits, and attained a grade point average of 3.3 for the semester, with no grade lower than a C, will be placed on the **Dean's List**. Students meeting these requirements in a combination of both summer terms will be eligible for these honors.

Phi Theta Kappa is an international honor society. The **International Society of Baccalaureate Scholars** is an international honor society for baccalaureate students, **Psi Beta** is a national psychology honor society. **Sigma Delta Mu** is a national Spanish honor society. Contacts for information are in the student handbook.

Graduates who have earned a 3.5 overall GPA in all work taken at CF and an overall 3.5 GPA on all college work attempted will be **graduated with honors**. Honor graduates are recognized at graduation ceremonies and have the notation "Graduated with Honors" on their permanent records.

Community of Scholars

The Community of Scholars, CF's honors program, offers exceptionally able students the challenge and opportunity to enhance their academic talents and careers. Through its curriculum of enriched studies, the Community of Scholars emphasizes three goals: to recognize excellence in scholarship, to reward distinguished achievement, and to direct intellectual curiosity toward continued accomplishment.

The Community of Scholars focuses attention on these areas of study: language and literature, humanities, history, science and technology. These honors seminars are currently offered:

AML 2010H	Honors American Literature
CGS 1062	Computers in Society – Honors
ENL 2000	Honors English Literature I
HUM 1020H	Honors Introduction to the Humanities
HUM 2310H	Honors Mythological Symbolism in Art, Philosophy and Religion
HUM 2532H	Honors Western Ideologies
IDH 2106	Honors Oratory: Speech, Argumentation and Debate
ISC 1004	Integrated Natural Sciences: Honors
PSY 2012H	Honors General Psychology
REL 2300H	Honors Comparative Religions
SPC 2608H	Honors Effective Speaking
STA 2023H	Honors Elementary Statistics
WOH 2012H	Honors World Civilizations I
WOH 2022H	Honors World Civilizations II

In addition, SLS 2261 Leadership Development is required for all Track I participants.

All highly motivated students who plan to work toward an Associate in Arts degree from CF should seek admission to the Community of Scholars program. The following guidelines are used to identify those students who should benefit most from enriched studies in the honors program. It should be noted, however, that no single criterion in the following list is absolute: i.e., a SAT score of 1050 might prove acceptable for a student with demonstrated successes in other areas.

a. a composite score of 25 on the ACT or a total of 1,100 on the SAT
b. a high school grade point average of at least 3.75 (on a 4.0 scale) or ranking in the top 10 percent of their graduating class or a minimum 3.3 grade point average at CF
c. outstanding scores on CF placement tests, such as the ACT, SAT and/or PERT
d. demonstration of special talents or abilities through portfolios, projects, papers, awards, auditions, etc.

The Community of Scholars issues formal invitations to graduating high school seniors meeting selective admission requirements. The two-year program requires completion of 18 credit hours in honors courses while maintaining a minimum cumulative grade point average of 3.3. Scholarships for four semesters are awarded to as many as 58 selected students yearly.

Since 1990, the Community of Scholars program has also invited outstanding CF scholars into a second track, designed to include students who **did not** come to CF directly from high school. These students must earn a minimum of 12 honors credits. Track 2 students may become eligible for partial tuition scholarships after their first semester in the program. For more information on the Community of Scholars, contact the director of the Honors Institute.

Financial Information

Fees and Refunds

College fees and tuition assessments are based on the applicant's residence. Fees may be paid by cash, check, money order or credit card and must be paid on or before the dates indicated on the student's schedule. For advanced registration, all fees are due and payable on the date specified at the time of registration. For regular registration, which is held immediately prior to the start of the semester, the fees are due and payable at the time of registration, except as authorized by law or State Board of Education Rules. Exceptions include special courses with registration and payment dates to be established by the director of Financial Aid, Veterans fee deferment and Florida National Guard fee waivers.

Students who have been awarded financial aid or are eligible for Bright Futures scholarships may have their tuition and fees deferred at the time of registration. However, if financial aid is denied or the award does not cover a student's financial obligation, the student will be responsible for payment of the outstanding obligation.

All debts incurred due to denial or insufficient coverage must be satisfied no later than 60 calendar days after the first day of class, regardless of any pending financial aid (Florida State Board of Education Rule 6A-14.054). Students who do not resolve their outstanding account balance at the college will result in the referral of outstanding balances to a collection agency. Following turnover to the collection agency, the student can only pay through the collection agency and additional fees will be assessed at that time.

Student financial responsibilities include library fines and obligations, parking fines, returned checks, credit card charge backs, student loan repayment, and return of borrowed college equipment. Unless all fees and financial responsibilities have been satisfied, a student may not register for a subsequent semester and, in some cases, the student may be prohibited from attending classes in the current semester. Additionally, official student transcripts will not be released until all obligations have been satisfied.

The student fees are in effect at the date of printing of this catalog. They are subject to change by action of the Florida Legislature and the College District Board of Trustees.

Returned checks must be paid within 14 days from receipt of the notice. The full amount of the returned check plus a service charge dependent upon the face amount of the check will be due. If the returned check is not paid within the time specified, it will be given to the State Attorney's Office for collection.

In the event of a disputed credit card charge, a charge back fee of $20 will be assessed in addition to the full amount due.

Florida Statute 1009.28 requires students enrolled in the same developmental class within a skill area more than two times shall pay fees at 100 percent of the full cost of instruction. Students who withdraw or fail a class due to extenuating circumstances may be granted an exception only once for each class, provided approval is granted by procedures established by the president or his designee and the student has demonstrated reasonable effort to succeed.

General College Fees

Advanced and Professional, Postsecondary Vocational and College Preparatory

	Resident	Nonresident
Tuition	$79.60	$79.60
Out-of-State	N/A	238.80
Financial Aid	3.98	15.92
Technology	3.98	15.92
Student Activity	7.96	7.96
Capital Improvement	9.58	63.68
Total per credit hour	**$105.10**	**$421.88**

Postsecondary Adult Vocational

	Resident	Nonresident
Tuition	$71.60	$71.60
Out-of-State	N/A	214.80
Financial Aid	7.16	28.64
Technology	3.58	14.32
Capital Improvement	3.58	14.32
Total per vocational credit hour*	**$85.92**	**$343.68**

Note: To calculate fees for programs made up of vocational **clock hours, divide the clock hours by 30 to determine the number of vocational **credit** hours and multiply the credit hours times the appropriate Total Per Vocational Credit Hour charge. Example, a 60 vocational **clock** hour course divided by 30 = 2 vocational **credits** multiplied by the Total Per Vocational Credit Hour for Florida residents of $81.84 = $163.68 as the charge for the course.*

Baccalaureate Degree

(Junior and Senior Level Courses)

	Resident	Nonresident
Tuition	$91.79	$91.79
Out-of-State	N/A	340.20
Financial Aid	4.59	21.60
Technology	4.59	21.60
Student Activity	9.18	9.18
Capital Improvement	10.74	86.40
Total per credit hour	**$120.89**	**$570.77**

Adult Education and Vocational Preparatory

	Resident	Nonresident
Tuition	$30.00 / term	$30.00 / term
Out-of-State	N/A	90.00 / term
Total	**$30.00 / term**	**$120.00 / term**

The president is authorized to approve fees for continuing workforce education programs, recreation and lifelong learning programs on a course-by-course basis. For continuing workforce education courses, the president will establish fees which fully support the total annual cost of the supplemental vocational program. The fees for recreation and lifelong learning programs will generate at least the direct cost of instruction. The president will annually report to the District Board of Trustees the amount of fees collected and the accumulated cost of the respective programs.

Special Fees and Charges

General Fees

Admission Application Fee	$30.00
International Education Application Fee	$30.00
Transcript Fee (each request)	$3.00
Credit by Examination/Experiential Learning (departmental exam)	$100.00
Distance Learning Course User Fee (per credit hour)	$10.00
Parking Decal (additional and replacement)	$5.00
ID Card Replacement	$5.00
Pre-Admission Background Check Health Care, Law Enforcement/Corrections, Education	$55.00[1]
Background Screening for Licensure	$79.00
Processing Fee for Florida State Fire College Course Evaluations	$100.00
Duplicate Diploma	$25.00
Community Library Borrower's ID Card	$10.00

[1] Payable before registration; subject to change without notice.

Fines and Penalties

Stop Payment on CF Check	$25.00
Stop Payment Individual Check	$25.00
Non-Sufficient Funds Checks as per Florida Statute 68.065(2):	
Amount of Check $.01 to $50.00	$25.00
Amount of Check $50.01 to $300.00	$30.00
Amount of Check over $300 - 5 percent of face value or $40.00, whichever is greater	$40.00
Credit Card Charge Back	$20.00
Higher One Replacement Card (Active)	$21.00
Higher One Replacement Card (Inactive)	$10.00
Parking and Other Citations	$15.00
Handicap Parking Citation	$50.00
Vehicle Immobilization Device (boot)	$50.00
Towing	Charges determined by tow truck operator
Lost/Damaged Library Materials	Replacement Costs
Appleton Museum Trip Cancelations (if canceled within 10 business days of trip)	$50.00

Instructional Fees and Materials Supplies (estimated)

Law Enforcement Students	Varied
Corrections Students	Varied
Occupational Materials and Supplies (sold at bookstore except for Health Sciences skills kits)	Price Varies
Tools and Tool Box for Automotive Programs (varies according to quality, etc.) (estimated)	Minimum $850.00
Nursing Skills, Surgical Technology, Physical Therapist Assistant, Nursing Pins	Varied

Learning Support Center

CF Students	No charge
University Center	No charge
Vocational Preparatory Students	No charge
Adult Education Students, GED	No charge

CF Learning Lab School Customer Service Charges (per week, per child)

Effective fiscal year 2013-2014

Child Care Registration Fee	$100.00 Annually[1,2]
Child Care Bill Late Fee (assessed after due date)	$20.00 per week or portion thereof [2]
Pre-Approved Child Care Drop-In Daily Rate	$30.00[2,3]
Late Pick-up Fee	$10.00 per 10-minute increment or portion thereof
Toddler (under 2) – Full-Time Student or CF Employee	$120.00/Week[2]
Toddler (under 2) – All Others	$130.00/Week[2]
2-Year-Old Child – Full-Time Student or CF Employee	$115.00/Week[2]
2-Year-Old Child – All Others	$125.00/Week[2]
3-Year-Old Child – Full-Time Student or CF Employee	$105.00/Week[2]
3-Year-Old Child – All Others	$115.00/Week[2]
4-Year-Old Child – Full-Time Student or CF Employee	$100.00/Week[2]
4-Year-Old Child – All Others	$110.00/Week[2]
5-Year-Old Child – Full-Time Student or CF Employee	$100.00/Week[2]
5-Year-Old Child – All Others	$110.00/Week[2]

Patrons enrolled in Voluntary Pre-Kindergarten (VPK) will be assessed for extended care, if utilized.

Child in VPK Program - Full-Time Student or CF Employee	Varies based on state rate[2]
Child in VPK Program - All others	Varies based on state rate[2]
Withdrawal Without Notice Fee	$200.00[2, 4]
Note: This fee is assessed after two notices.	

[1] Payable before registration; subject to change without notice.

[2] Subject to change without notice.

[3] Pre-approved on individual basis if space is available; subject to change without notice.

[4] Rate for not notifying the child care center of child's withdrawal. (Notification must be submitted in writing at least seven days prior to withdrawal.)

Appleton Museum of Art Membership and Admission Charges - Effective July 1, 2013-June 30, 2014

Category	Charge/Fee
General Membership	
Student/Educator/CF Alumni with membership card	$15.00
Individual Senior — 55 and over	$25.00
Individual	$30.00
The Studio	$35.00
Dual Senior — 55 and over	$40.00
Dual/Family — two adults and any children 18 and under	$50.00

Directors Circle Memberships

Friend	$100.00
Associate	$250.00
Fellow	$500.00
Colleague	$1,000.00
Partner	$2,500.00

CF Faculty/Staff/Retirees Memberships (includes part-time and adjuncts)

Individual	No charge
Dual Family — two adults and any children 18 and under	No charge

Category	Charge/Fee
General Admission	
Members — General, Directors Circle and Complimentary	No charge
Adult	$6.00
Children — age 0-9	No charge
Youth — age 10-18	$3.00
Student — CF with ID	No charge
Member of CF Alumni Association with card	No charge
Student-University — Students 18 and over with ID	$4.00
Educator	$4.00
Senior — 55 and over	$4.00
AAA Member Discount	$4.00
Active Military and Immediate Family	No charge
Friends and Family (two adults and any children)	$12.00
Reciprocal Members	No charge

Group Tour Admission (15 or more persons)

Adult	$5.00
Senior — 55 and over	$3.00
Educator	$3.00
Student-University — Students 18 and over with ID	$3.00
Students - K-12 (Marion, Citrus and Levy counties)	No charge
Bus Driver for Group	No charge
Chaperone (1 per 10 Students)	No charge
Members	No charge

Visual Artists' Society

Annual Membership (Jan. 1-Dec. 31)	$40.00
Student Membership (with current CF ID)	No charge

Senior Institute

Annual Membership Fee	$125.00
Six-Month Membership Fee (winter/spring or summer/fall)	$70.00

Other Fees Related to Continuing Education Classes

CPR Card (after satisfactory completion of course)	No charge
CPR card replacement	$5.00
Certificates (for any courses that certificates are issued)	No charge
Certificate replacement	$7.00

Assessment and Testing Fees

A+ Essentials Certification	$169.00
ACT, American College Test	$26.00 Paid to ACT
ANAT, Anatomy Pretest	No charge
ASE, Automotive Service Excellence Certification Exam	$84.00
AWS, American Welding Society Certification Exam	$75.00
BERS, Behavioral and Emotional Rating Scale	$10.00

BEST, Barriers To Success Employment Inventory	
Student	No charge
Others	$5.00
BETA, Test of Non-Verbal Intellectual Ability	$10.00
CAP, Certified Administrative Professional Exam	$385.00
CAS, College Adjustment Scale	$10.00
CAT CLAST, Computer Adaptive Testing (re-testing) - Students	No charge
CBRS, Cognitive Behavior Rating Scale	$10.00
CDS, Career Decision Scale	
Students	No charge
Others	$5.00
CDS, Cognitive Distortion Scale	$10.00
CEI, The Career Exploration Inventory	
Students	No charge
Others	$5.00
CELT, Comprehensive English Language Test for Learners of English	$10.00
Choices	
Students	No charge
Others	No charge
CLA, Certified Legal Assistant Certification Exam	$250.00
CLEP, College Level Examination Program	$80.00 to CLEP
(non-refundable CF fee per test in addition to CLEP fees)	$15.00 CF fee
CPS, Carlson Psychological Survey	$12.00
CPT, Computerized Placement or Companion Test	
First time student	$12.00
Retakes for two or more subject areas	$12.00
Retakes for one subject area	$7.00
CCAI, Cross Cultural Adaptability Inventory	$12.00
CS, CareerScope (Assessment)	
Students	No charge
Others	$41.00
CSSI, Customer Service Skills Inventory	$10.00
CTI, Career Thoughts Inventory	
Students	No charge
Others	$6.00
DANTES, Defense Activity for Nontraditional Education Support	$80.00 to DANTES
(nonrefundable CF fee per test in addition to DANTES fees)	$25.00 to CF
DMI, Defense Mechanism Inventory	$10.00
EAPI, Employee Assistance Program Inventory	$15.00
EL, Electest	Varies, depending on occupation for which test is given
ELT, Electrontest	Varies, depending on occupation for which test is given
F-BAT, Florida Basic Abilities Test	$45.00
FIT, Flanagan Industrial Tests	Varies, depending on occupation for which test is given
FNGLA, Florida Nursery, Growers and Landscape Association Certification Exam	$85.00
GAMA, General Ability Measure for Adults	$15.00
GED, General Educational	Full battery $70.00
Development Tests	Writing Skills $16.00
(Administered at Levy Center Only)	Social Science $14.00
	Science $14.00
	Literature and Arts $14.00
	Mathematics $14.00
GED OPT, Official Practice Test For the General Education Development tests **(Administered at Levy Center Only)**	No Charge
GOE, Guide for Occupational Exploration Inventory	
Students	No charge
Others	$5.00
GSD, Gregoric Style Delineator	$15.00
HESI, Admissions Test for Associate Degree Nursing and Dental Assisting	$40.00
HSDS, Holland Self-Directed Search	
Students	No charge
Others	$5.00
IAS, Interpersonal Adjective Scale	$10.00
IC3, IC3 Certification Exam (three modules)	$36.00/each
IC3 Fast Track (Computer competency assessment)	$10.00
IM, Intuitive Mechanics Test (Weights and Pulleys)	Varies, depending on occupation for which test is given
JOB O A-Job-O Career Test	
Students	No charge
Others	$5.00
JSS, Job Stress Survey	$10.00
K-BIT, Kaufman Brief Intelligence Test	$15.00
KFAST, Kaufman Functional Academic Skills Test	$15.00
LISRES, Life Stressors and Social Resources Inventory	$12.00
LSI, Leisure/Work Search Inventory	
Students	No charge
Others	$5.00
MAB II, Multidimensional Aptitude Battery	$15.00
MAQ, Multidimensional Anxiety Questionnaire	$10.00

MMT, Mechanical Movements Test	Varies, depending on occupation for which test is given
MOS, Microsoft Office Suite (Word, Excel, Access,Dbase or PowerPoint)	
With retake	$112.00
Without retake	$98.00
Practice test	$18.00
MSSC, Manufacturing Skills Standards Council Assessment	$50.00 one-time registration fee
Manufacturing Processes and Production	$60.00
Safety	$60.00
Quality Practices and Continuous Improvement	$60.00
Maintenance Awareness	$60.00
MT, Mectest	Varies, depending on occupation for which test is given
MTA, Microsoft Technology Associate	$60.00
NEO PI-R-Non-Verbal Personality Questionnaire	$40.00
NET+ Certification	$239.00
PAI, Personality Assessment Inventory	$15.00
PERT, Postsecondary Education Readiness Test	
First time	$10.00
Retake	$5.00
PET, Professional Employment Test	$15.00
PSB-PTA, Psychological Services Bureau Academic Comprehension	$25.00
Proctoring, Special Testing, Correspondence and from other colleges	$25.00 for each test proctored
Project+ Certification	$239.00
QuickBooks	$129.00
Security+ Certification	$239.00
SIT-R, Slosson Intelligence Test	$15.00
TABE, Test of Adult Basic Education	
First time	$18.00
Retake	$18.00
Teamwork-KSA Test	$15.00
TSEI, The Self Esteem Inventory	$10.00
TOMAL, Test of Memory and Learning	$20.00
TTS, Thurston Temperamental Schedule	$15.00
TTMA, Thurston Test of Mental Ability	$15.00
TJTA, Taylor-Johnson Temperament Analysis	$10.00
TMC, Tests of Mechanical Concepts	Varies, depending on occupation for which test is given
TONI 3, Test of Nonverbal Intelligence	$15.00
TPT, The Press Test	$10.00
TSCS:2, Tennessee Self-Concept Scale	$10.00
WBST, Wonderlic Basic Skills Test	$15.00
WPT, Wonderlic Personnel Test	$15.00
WRP, Work Readiness Profile	$15.00
WRAT3, Wide Range Achievement Test 3	$12.00

Laboratory and Special Course Fees

COURSE NUMBER	TITLE	LAB FEE
ACG 1949	Accounting Co-op I	$15.00
ACG 2450	Integrated Accounting	$25.00
ACG 2949	Accounting Co-op II	$15.00
ACR 0000	Introduction to Heating and Air Conditioning Theory	$40.00
ACR 0001	Air Conditioning and Heating Fundamentals	$55.00
ACR 0100C	Basic Electrical Theory for Air Conditioning and Heating	$55.00
ACR 0106	Applied Electricity and Troubleshooting	$40.00
ACR 0202	Electrical Components and Operations	$40.00
ACR 0600	Advanced Air Conditioning and Heating Operations	$55.00
ACR 0930L	Air Conditioning and Heating Skills Development Lab	$65.00
AER 0190C	Engine Repair	$15.00
AER 0299	Automatic Transmissions/ Transaxles	$15.00
AER 0399	Manual Transmission/Drivelines	$15.00
AER 0499	Steering Suspension and Alignment	$15.00
AER 0593	Brake Systems	$15.00
AER 0691C	Automotive Electrical Systems I	$15.00
AER 0692C	Advanced Automotive Electrical Systems	$15.00
AER 0797C	Air Conditioning and Heating Systems	$15.00
AER 0891C	Engine Performance I	$15.00
AER 0892C	Engine Performance II	$15.00
AER 0930	Automotive Technology Skills Lab	$15.00
AER 1081	Automotive Fundamentals	$15.00
AER 1198	Engines	$15.00
AER 1498	Steering and Suspension	$15.00
AER 1598	Brake Systems	$15.00
AER 1690	Automotive Electrical Systems	$15.00
AER 1798C	Air Conditioning and Heating	$15.00
AER 2298	Advanced Automatic Transmissions	$15.00
AER 2330	Clutch and Transmissions	$15.00
AER 2695C	Automotive Electrical Systems II	$15.00
AER 2820C	Driveability and Diagnosis	$15.00
AER 2840C	Fuel and Emissions Control Systems	$15.00
ANS 1018C	Equine Computer Skills	$25.00
ANS 1073C	Equine Anatomy and Physiology	$12.00

ANS 1237C	Equine Health Care	$27.00
ANS 1949	Equine Co-op I	$15.00
ANS 2949	Equine Co-op II	$15.00
ANT 2825	Anthropology Field School	$30.00
ARC 1301	Architectural Design I	$1,100.00
ARC 1302	Architectural Design II	$25.00
ARC 2171	Architectural Drafting I	$25.00
ARC 2172	Architectural Drafting II	$25.00
ARC 2461	Materials and Methods of Construction	$25.00
ARR 0001	Introduction to Automotive Collision Repair	$15.00
ARR 0121	Automotive Body Refinishing I	$15.00
ARR 0122	Automotive Body Refinishing II	$15.00
ARR 0125L	Repair and Refinishing Skill Development Lab	$15.00
ARR 0126L	Repair and Refinishing Skill Development Lab	$15.00
ARR 0292	Automotive Body Repair II	$15.00
ARR 0293	Automotive Repair III	$15.00
ARR 0330	Unibody and Frame Straightening	$15.00
ART 1201C	Basic Design I	$20.00
ART 1300C	Freehand Drawing I	$4.50
ART 1400	Printmaking I	$90.00
ART 1500C	Painting I	$23.00
ART 2203C	Basic Design II	$47.00
ART 2301C	Freehand Drawing II	$33.00
ART 2401	Printmaking II	$80.00
ART 2501C	Painting II	$60.00
ART 2701C	Sculpture I	$40.00
ART 2702C	Sculpture II	$40.00
ART 2750C	Ceramics I	$58.00
ART 2751C	Ceramics II	$58.00
BCN 1250	Architectural Drafting Principles	$25.00
BSC 1020L	Biology and Human Experience Lab	$20.00
BSC 1050L	Living in the Environment Lab	$20.00
BSC 2010L	Integrated Principles of Biology Laboratory I	$20.00
BSC 2011L	Integrated Principles of Biology Laboratory II	$20.00
BSC 2085C	Human Anatomy and Physiology I with Lab	$30.00
BSC 2086C	Human Anatomy and Physiology II with Lab	$30.00
CCJ 1949	Criminal Justice Co-op I	$15.00
CET 1171	Introduction to Computer Technology	$25.00
CET 1178C	PC Essentials — Hardware	$25.00
CET 2172	A+ Peripherals and Troubleshooting	$25.00
CET 2180	Practical PC Technician	$360.00
CGS 1062	Computers in Society — Honors	$25.00
CGS 1100	Microcomputer Applications	$25.00
CGS 1122	Excel for Engineers	$25.00
CGS 1949	Computer Information Co-op	$15.00
CGS 2103	Spreadsheet Applications	$106.00
CGS 2540	Database Management Systems	$106.00
CGS 2930	Special Topics In Computers	$25.00
CHM 1025L	Introductory Chemistry Laboratory	$30.00
CHM 1032L	Chemistry for Health– Related Fields Lab	$30.00
CHM 2045L	General Chemistry I Lab	$30.00
CHM 2046L	General Chemistry II Lab	$30.00
CHM 2210L	Organic Chemistry I Lab	$30.00
CHM 2211L	Organic Chemistry II Lab	$30.00
CJK 0007	Introduction to Law Enforcement	$61.00
CJK 0008	Legal	$1.00
CJK 0011	Human Issues	$1.00
CJK 0017	Communications	$1.00
CJK 0020	Vehicle Operations	$130.00
CJK 0031C	First Aid for Criminal Justice Officers	$65.00
CJK 0040	Firearms	$155.00
CJK 0051	Defensive Tactics	$150.00
CJK 0061	Patrol I	$1.00
CJK 0062	Patrol II	$1.00
CJK 0071	Criminal Investigations	$1.00
CJK 0076	Crime Scene Investigations	$3.00
CJK 0082	Traffic Stops	$1.00
CJK 0086	Traffic Crash Investigation	$13.00
CJK 0095	Criminal Justice Special Topics	$18.00
CJK 0096	Physical Fitness for Law Enforcement	$1.00
CJK 0100	Criminal Justice Interpersonal Skills I	$1.00
CJK 0101	Criminal Justice Interpersonal Skills II	$1.00
CJK 0102	Criminal Justice Corrections Operations	$1.00
CJK 0270	Criminal Justice Legal I	$9.00
CJK 0280	Physical Fitness for Criminal Justice	$35.00
CJK 0285	Criminal Justice Legal II	$6.00
CJK 0286	Criminal Justice Communications	$1.00
CJK 0290	Crossover to Law Enforcement, Introduction and Legal	$1.00
CJK 0291	Crossover to Law Enforcement, Human Interaction and Communications	$1.00
CJK 0292	Crossover to Law Enforcement, Response to Human Issues	$1.00
CJK 0294	Crossover to Law Enforcement Patrol II	$1.00
CJK 0295	Crossover to Law Enforcement, Officer Wellness	$30.00
CJK 0392	Crossover Handgun Transition Course	$10.00
CJK 0393	Crossover Program Updates	$1.00
CJK 0300	Introduction to Corrections	$25.00
CJK 0305	Communications	$2.00
CJK 0310	Officer Safety	$1.00
CJK 0315	Facilities and Equipment	$1.00
CJK 0320	Intake and Release	$2.00

CJK 0325	Supervising in a Correctional Facility	$2.00
CJK 0330	Supervising Special Populations	$1.00
CJK 0335	Responding to Incidents and Emergencies	$1.00
CJK 0340	Officer Wellness and Physical Abilities	$29.00
CJK 0422	Dart Firing Stun Gun	$44.00
CJK 0480	Criminal Justice Emergency Preparedness	$4.00
COP 1332	Programming in Visual Basic.net	$18.00
COP 2250	Java Programming	$25.00
CTS 2134	Networking Fundamentals	$25.00
CTS 2143	Server Fundamentals	$25.00
CTS 2651	Router Technology	$25.00
DEA 1805L	Dental Clinical Seminar	$175.00
DEA 1806L	Clinic Practice I	$343.75
DEA 1855L	Clinic Practice II	$75.00
DEA 1856	Clinical Seminar III	$200.00
DEA 1949	Dental Internship Co-op I	$15.00
DES 1100L	Dental Materials Lab	$41.00
DES 1200L	Dental Radiology Lab	$188.00
DES 1502	Dental Office Management	$20.00
DES 1806L	Introduction to Clinical Procedures Lab	$40.00
DES 2832C	Expanded Functions with Lab	$20.00
DIG 2109C	Digital Imaging and Fundamentals	$22.00
DIG 2280C	Digital Video and Sounds	$22.00
EDE 1949	Education Co-op I	$15.00
EDE 2949	Education Co-op II	$15.00
EEC 2300	Instructional Practices	$60.00
EET 1084	Survey Of Electronics	$25.00
EGS 1949	Engineering Technology Co-op I	$15.00
EGS 1110	Engineering Graphics	$25.00
EME 2040	Introduction to Technology for Educators	$25.00
EMS 1119L	Fundamentals EMT Skills Lab	$29.00
EMS 1431	EMT Field Experience	$42.45
EMS 2611L	Paramedic Fundamentals Skills Lab	$32.00
EMS 2612L	Paramedic Airway Management Lab	$32.00
EMS 2613L	Paramedic Patient Assessment Lab	$32.00
EMS 2614L	Trauma Emergency Skills Lab	$32.00
EMS 2615L	Medical Emergencies Lab I	$32.00
EMS 2619L	Medical Emergencies Lab II	$32.00
EMS 2628L	Paramedic OB/GYN Neonatal Emergency Skills Lab	$32.00
EMS 2645	Paramedic Clinical Experience II	$27.00
EMS 2656	Paramedic Clinical I	$134.50
EMS 2658	Paramedic Clinical Experience III	$27.00
ESC 1000L	Earth Science Lab	$10.00
ESC 1200C	Earth Science for Educators	$10.00
ETD 1949	Drafting and Design Co-op	$15.00
ETD 2320C	Computer-Aided Drafting and Design	$25.00
ETD 2350C	Advanced Computer-Aided Drafting and Design	$25.00
ETD 2461	Mechanical Systems Drafting	$25.00
ETD 2730	Industrial Drafting	$25.00
FFP 2720	Company Officer	$10.00
GLY 2011C	Physical Geology with Lab	$20.00
HIM 1453C	Health Information Technology Anatomy and Physiology I	$27.00
HIM 1454C	Health Information Technology Anatomy and Physiology II	$27.00
HIM 1800	Introduction to Health Information Management	$20.00
HIM 1949	Practicum I: Acute Care Settings	$15.00
HIM 2222	ICD-9-CM Coding	$20.00
HIM 2234	Advanced Coding	$25.00
HIM 2253	CPT Coding	$20.00
HIM 2260	Medical Billing and Reimbursement	$20.00
HIM 2722	ICD-10-CM Coding	$15.00
HIM 2723	ICD-10-PCS Coding	$15.00
HIM 2949	Practicum II: Alternate Care Settings	$15.00
HLP 1081	Personal Wellness Appraisal and Improvement	$10.00
HSC 2400	First Aid	$10.00
HUS 1948	Social Service Co-op I	$15.00
HUS 1949	Social Service Co-op II	$15.00
MAN 1949	Management Co-op	$15.00
MAR 1949	Marketing Co-op I	$15.00
MCB 2011C	Microbiology	$30.00
MET 1010C	Introduction to Meteorology	$20.00
MMC 1949	Communication Co-op I	$15.00
MUC 1101	Introduction to Music Composition	$480.00
MUC 1102	Music Composition	$480.00
MVB 1211-2221	Trumpet	$240.00
MVB 1212-2222	Horn	$240.00
MVB 1213-2223	Trombone	$240.00
MVB 1214-2224	Baritone Horn	$240.00
MVB 1215-2225	Tuba	$240.00
MVB 1311-2321	Trumpet	$480.00
MVB 1312-2322	Horn	$480.00
MVB 1313-2323	Trombone	$480.00
MVB 1314-2324	Baritone Horn	$480.00
MVB 1315-2325	Tuba	$480.00
MVK 1111	Class Piano I	$15.00
MVK 1211-2221	Piano	$240.00

MVK 1311-2321	Piano	$480.00
MVK 2121	Class Piano III	$15.00
MVO 2220-2221	Other Instruments	$240.00
MVO 2320-2321	Other Instruments	$480.00
MVP 1211-2221	Percussion	$240.00
MVP 1311-2321	Percussion	$480.00
MVS 1211-2221	Violin	$240.00
MVS 1212-2222	Viola	$240.00
MVS 1213-2223	Violoncello	$240.00
MVS 1214-2224	Double Bass	$240.00
MVS 1216-2226	Guitar	$240.00
MVS 1311-2321	Violin	$480.00
MVS 1312-2322	Viola	$480.00
MVS 1313-2323	Violoncello	$480.00
MVS 1314-2424	Double Bass	$480.00
MVS 1316-2326	Guitar	$480.00
MVS 1816	Class Guitar	$15.00
MVV 1111	Class Voice	$15.00
MVV 1211-2221	Voice	$240.00
MVV 1311-2321	Voice	$480.00
MVW 1211-2221	Flute	$240.00
MVW 1212-2222	Oboe	$240.00
MVW 1213-2223	Clarinet	$240.00
MVW 1214-2224	Bassoon	$240.00
MVW 1215-2225	Saxophone	$240.00
MVW 1311-2321	Flute	$480.00
MVW 1312-2322	Oboe	$480.00
MVW 1313-2323	Clarinet	$480.00
MVW 1314-2324	Bassoon	$480.00
MVW 1315-2325	Saxophone	$480.00
NUR 1004C	Bridge Nursing	$157.00
NUR 1022C	Introduction to Nursing	$94.50
NUR 1210C	Nursing IIA	$125.00
NUR 1730C	Nursing II	$125.00
NUR 1733C	Nursing IIB	$22.45
NUR 2713C	Nursing IVA	$87.45
NUR 2732C	Nursing III	$37.50
NUR 2734C	Nursing IV	$65.00
NUR 2751C	Nursing IIIA	$15.00
ORH 1000C	Introduction to Horticulture	$15.00
ORH 1020C	Household Plants	$15.00
ORH 1113C	Pest and Disease Control	$15.00
ORH 1260L	Greenhouse Operations Laboratory	$15.00
ORH 1510	Ornamental Plant Identification	$15.00
ORH 1601C	Retail and Wholesale Nursery Operations	$15.00
ORH 1851L	Landscape Design Maintenance Lab	$15.00
ORH 1872C	Interior Landscaping	$15.00
ORH 2832C	Advanced Landscape Design	$15.00
OST 1100	Professional Keyboarding I	$25.00
OST 1110	Professional Keyboarding II	$25.00
OST 1949	Office Administration Co-op	$15.00
OST 2401	Office Administration I	$18.00
OST 2402	Office Administration II	$18.00
OST 2717	Advanced Word	$106.00
PEL 1011	Team Sports I	$5.00
PEL 1012	Team Sports II	$5.00
PEL 2121	Golf	$5.00
PEM 1101	Fitness and Resistance Training Theory and Practice	$5.00
PEM 1141	Aerobics I	$5.00
PEM 1142	Aerobics II	$5.00
PET 1000	Introduction to Physical Education	$5.00
PET 2622C	Care and Prevention of Athletic Injuries	$10.00
PGY 1401C	Photography I	$30.00
PHT 1130L	Data Collection Skills for the PTA	$10.00
PHT 1175C	Functional Anatomy and Kinesiology	$24.95
PHT 1210C	Therapeutic Modalities I	$54.00
PHT 1212C	Therapeutic Modalities II	$14.00
PHT 1801L	PTA Clinical Lab I	$10.00
PHT 1802L	PTA Clinical Lab II	$10.00
PHT 2810L	Clinical Practice II	$24.95
PHY 1001	Physics in Industry	$20.00
PHY 1053C	General Physics I	$20.00
PHY 1054C	General Physics II with Lab	$20.00
PHY 2048C	General Physics with Calculus I	$20.00
PHY 2049C	General Physics with Calculus II	$20.00
PLA 1949	Legal Assisting Co-op I	$15.00

PLS 1220L	Propagation of Nursery Plants Laboratory	$15.00
PMT 0102	Introduction to Welding	$50.00
PMT 0111	Oxyacetylene Welding	$50.00
PMT 0121	Shielded Metal Arc Welding	$50.00
PMT 0131	Gas Tungsten Arc Welding	$50.00
PMT 0134	Gas Metal Arc Welding	$50.00
PMT 0161	Pipe Welding	$50.00
PMT 0930L	Welding Skills Development Lab	$50.00
PSY 1949	Psychology Co-op I	$15.00
SLS 0341	Successful Employment Techniques	$15.00
STS 0003	Introduction to Surgical Technology	$40.50
STS 0810	Surgical Technology I	$20.00
STS 0820	Surgical Technology II	$260.00
TRA 0081	Commercial Vehicle Driving	$2,457.00

Special Short Courses, Seminars, Institutes and Workshops

Fees for these activities are charged to cover direct costs, which vary, depending on individual estimates and are authorized by the college president.

Notes:

1. No laboratory fees will be refunded after the drop/add period.
2. No refunds will be issued after 20 days past the close of the semester.

Total fees collected annually must at least equal the full cost of providing such programs.

Accident Insurance

Students enrolled in Postsecondary Adult Vocational certificate programs may be requested to carry accident and/or liability insurance. The college does not provide insurance except for students accepted into the Health Sciences programs whose annual premium for coverage is included as a fee for certain clinical courses.

Fee Waivers and Exemptions

The president or the president's designee is authorized to waive tuition and fees in accordance with the Florida Statutes and Florida Board of Education Rules.

To the extent required by law, registration fees (defined to include all fees normally collected as part of the registration process) will not be assessed for those categories of students specifically exempted by Florida Statutes and Florida Board of Education Rules, including students enrolled under dual enrollment and early admission agreements between the college and the school districts in its service area.

(Florida Statutes 1001.64, 1009.23, 1009.25, 1009.26, 1009.27, 1010.03, 1011.83; Florida Administrative Code 6A-14.054; CF Board Policy 5.08)

Third-Party Authorization

If all or part of registration fees are being paid by an external agency which requires billing (employer, Florida Prepaid Program, Vocational Rehabilitation, One-Stop, a government agency or out-of-state 529 plan, etc.), the student is responsible for communicating with their agency representative to determine if the agency will notify the college of their intent to pay or if it will be the student's responsibility for notification. When the student is responsible for payment notification, a current form of authorization (letter, card, voucher, purchase order, etc.) which specifies the semester and indicates a dollar amount (for fees and/or books) will be supplied to the student by their sponsoring agency. The student must present this authorization to a campus cashier prior to the fee due date indicated on their registration form. If the current authorization is not presented, the student's account will not be credited properly and the student may be dropped from all courses, and/or be responsible to pay the fees. The student is responsible for payment of any balance remaining after 60 days from the start date of the semester. Third-party authorizations for book charges require a separate purchase order or letter that must be presented to the bookstore manager.

Florida Prepaid Tuition Plan

Students who participate in the Florida Prepaid Tuition Plan must present a valid Florida Prepaid Identification Card and a photo ID to a campus cashier each semester they register for classes as well as whenever they make a change during the add/drop period of each semester. The card must apply to the appropriate academic year and be signed by the student. Students participating in this program are responsible for any amounts not covered by their plan. Any remaining balance must be paid by the fee due date on the student's schedule.

Florida State Employee Fee Waivers

Per Section 1009.265, Florida Statutes:

State employees are defined as full-time employees of the executive, legislative and judicial branches of state government, *except for persons employed by a state university*. State employees can receive tuition and fee waivers for up to six credit hours per semester on a "space-available" basis. At CF, space available is defined as anytime during the add period. State employees must complete an Application for State Employee Fee Waiver. State Employee Fee Waivers are not applicable to noncredit classes. Employment verification will be obtained by the Office of Financial Aid through the Bureau of State Payrolls website.

Guidelines

- Tuition waiver verification will be confirmed on the state database through the State Payrolls website.
- State employees are responsible for paying admission application fees.
- State employees must complete all admission requirements, including the Application for Admission, placement testing and transcripts, etc.
- State employees must register in person during the add period each term. Registration is for classes on a space available basis only and cannot occur prior to the add period (no deferments, no reimbursements).
- Tuition will be waived for a maximum of six credits (lab fees are not covered). Waiver is for college credit courses

including Postsecondary Adult Vocational courses (vocational credit); it is not applicable to noncredit (continuing education) courses or adult education courses. Courses to which the fee waiver is to be applied must be indicated on the waiver form.
- Courses must be taken for a grade; they may not be taken as audit.
- Tuition waiver verification must be assessed each term. If verification is not confirmed, student will be responsible for tuition and fees. Fees will be assessed at the resident rate.
- Tuition waiver is for the current term of registration only. It is not retroactive.

Procedure

1. State employee must complete all admission requirements prior to registering for class(es).
2. State employee must complete the Application for State Employee Fee Waiver and submit the form to the Office of Financial Aid. The Office of Financial Aid will file the original letter and forward a copy to the Office of Admissions and Records.
3. Once the employee is admitted to CF, or if the employee is a current student, he/she may register for classes on a space available basis during the add period.
4. The Office of Financial Aid will post the fee waiver.
5. The state employee must pay any fees not covered by the fee waiver at the cashier's window.

Military Honoree Tuition Waiver

Per Florida Statute 1009.26(8b), the college shall waive undergraduate tuition for each recipient of a Purple Heart or another combat decoration superior in precedence who:

a. is enrolled as a full-time or part-time student in an undergraduate program that terminates in a degree or certificate
b. is currently, and was at the time of the military action that resulted in the awarding of the Purple Heart or other combat decoration superior in precedence, a resident of Florida; and
c. submits to the college the DD-214 form issued at the time of separation from service as documentation that the student has received a Purple Heart or another combat decoration superior in precedence.

Such a waiver for a Purple Heart recipient or recipient of another combat decoration superior in precedence shall be applicable for 110 percent of the number of required credit hours of the degree or certificate program in which the student is enrolled.

The student must complete CF's Waiver for Recipients of Purple Heart of Superior Combat Decorations form located in the financial aid forms section of CF's website.

Refund Policy

For credit and vocational workforce education classes, petitions for refunds and withdrawal from the college are available in the offices of Admissions and Records, Enrollment Management, the Office of the Vice President for Student Affairs, and the Citrus Campus Enrollment Management Office. It is the student's responsibility to initiate official withdrawal, and the official date of withdrawal will be determined by the date the completed form is returned to the Office of the Vice President for Student Affairs. Regardless of when the refund is applied for, no refund will be processed before 30 days have elapsed from the date of the refund form, or two weeks after the end of the **add/drop date**, whichever is the greater time period.

Credit, vocational workforce and audit students who officially withdraw and complete a proper refund petition through the Office of the Vice President for Student Affairs will be considered for refunds according to the following schedule:

100 percent: When official drop notification is received and approved prior to the end of the published drop/add period.

Up to 100 percent: In keeping with Florida Administrative Rule 6A-14.0541, CF will consider a petition for refund of fees for a course after the official drop period when the student withdraws due to circumstances determined by the college to be exceptional and beyond the control of the student. These may include illness of the student of such severity or duration, as confirmed in writing by a physician, to preclude completion of the course(s); death of the student or the student's parent, spouse, child or sibling; involuntary call to active military duty; a situation in which the college is in error; a change of a course or section(s) initiated by the college because of cancelation, time or location; other circumstances that may be approved upon timely filing with complete documentation with the division of Student Affairs.

There are three semesters in the academic year: fall, spring and summer. The college will consider a student's petition through the end of the semester following the semester in which the student withdrew because of extraordinary circumstances. After the end of the semester following withdrawal, no petition will be accepted without the approval of the vice president for Student Affairs.

You will receive a debit card from Higher One in the mail within two weeks after registering for the first time. Higher One is the authorized agent for the college to issue refunds and disbursements. RETAIN THIS CARD. Do not throw this card and the information enclosed with it away. This information must be used to select a method to receive any financial aid disbursements or refunds from the college. Activating the card and selecting a preference immediately is advised. This card is also required if you decide to change your disbursement preference. Replacement cards will cost the student $21 each.

Activation of the card takes only a few minutes and can be done online at www.CFOneCard.com. Activation options include:

- Debit card disbursement. Funds are available within hours.
- Direct deposit to a student's account. This option requires the student to complete an Automatic Clearing House, ACH, form and return it to Higher One before any disbursements will be processed. Funds are available within 2–3 business days.

For noncredit classroom continuing education and corporate training classes, refunds for "live classroom" courses will be given when a student requests to drop a course at least three business days before the course begins.

For noncredit online continuing education and corporate training classes, refunds will be granted when a student requests to drop the course prior to accessing the online course or receiving and using associated course materials. Students may request a refund for all or a portion of the course after being granted access to the classes only if there are technical difficulties with the delivery of a course that are not resolved in a reasonable period of time or a refund extension period is published either in the CF Institute noncredit schedule or online.

Campus based programs will be refunded using pro-rated formula to comply with federal regulations defined in Reauthorization of the Higher Education Act.

Withdrawals and Repayment of Title IV Funds

Federal regulations require institutions to calculate the amount of federal financial aid a student earned if a student withdraws from all of their coursework in any given semester/term. In addition, at the end of a semester/term, if a student has not successfully completed any coursework, the institution must confirm that the student did attend the courses for which the student received financial aid.

When a student who receives a net disbursement of Title IV funds ceases attendance prior to the 60 percent point in the payment period, CF will determine whether the student must repay a portion of the net disbursement. A statutory prorated schedule will be used to determine the percentage of Title IV funds the student has earned at the time of withdrawal. Federal Work Study funds are excluded from the calculation.

If a student withdraws after completing more than 60 percent of the semester/term, it is assumed that the student's educational living expenses up to the time of withdrawal exceeded the amount of the funds disbursed and the student does not owe a repayment. However, if the disbursement was greater than the student's expenses up to the withdrawal date, the student must repay the excess amount or a portion of the excess amount as applicable.

The percentage formula is: total number of calendar days completed in the payment period divided by the total number of calendar days in the payment period equals the percentage of Title IV funds earned.

The **institution** must return the lesser of the amount of Title IV funds that the student does not earn or the amount of institutional charges (tuition and fees) that the student incurred for the payment period multiplied by the percentage of funds that was not earned.

The **student** (or parent, if a Federal Direct PLUS loan) must return or repay the remaining unearned Title IV program grant or loan funds. The student's grant repayment is reduced by half when he or she, rather than the institution, must return grant funds.

CF will notify the student, in writing, of the amount owed, procedure for repayment and consequences of nonpayment within the allotted time frame.

Order of return of Title IV funds. Unearned funds returned by the school or student are credited to outstanding Title IV loan balances for the student or made on the student's behalf. Funds must be credited to outstanding balances in the following order:

Unsubsidized Federal Direct Loan
Subsidized Federal Direct Loan
Federal Direct PLUS Loan

Remaining funds. If excess funds remain after repaying all outstanding loan amounts, then the remaining amount is credited to grant programs in the following order:

Federal Pell Grant
Academic Competitiveness Grant
Federal Supplemental Educational Opportunity Grant
Other Title IV assistance

Detailed information on repayments is available in the Office of Financial Aid.

These policies are subject to change by action of the United States Department of Education.

Student Financial Aid

Purpose of Financial Aid

The primary purpose of financial aid is to provide assistance to students who have a demonstrated financial need as determined by an approved need-analysis system, or who show academic or special talent. Awards may come from any combination of grants, scholarships, loans or part-time employment. The financial aid awarded to a student may be from federal, state, institutional or local funds. Students interested in applying for financial assistance should complete a Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. To be given full consideration for all aid programs, applications should be completed online prior to May 15 of each calendar year for the academic year that begins the following August. Student consumer information and other institutional aid applications are available in the Office of Financial Aid and the Enrollment Services Center at any of our campuses or centers. Questions concerning financial aid and scholarships should be addressed to the Office of Financial Aid.

It is important to keep your address current. Address changes should be updated to help ensure timely receipt of financial aid funds. Address changes can be made by completing a Student Information Update form in the Office of Admissions and Records or the Enrollment Services Center or by using the Information Update on the student portal.

General Eligibility Requirements

All financial aid is dependent upon the availability of federal, state, local and institutional resources. To be eligible for financial aid, a student must:

1. Be accepted as a degree-seeking student in an A.A., A.S, B.A.S., or B.S. degree program, or
2. Be accepted as a certificate-seeking student in an eligible College Credit Certificate* or Postsecondary Adult Vocational certificate** program.
3. Be making satisfactory academic progress for financial aid purposes.
4. Be a U.S. citizen, national or eligible non-citizen.
5. Enroll at least half-time (six credit hours) for most aid programs.
6. Not be in default on a prior student loan.
7. Not owe a repayment or overpayment of a federal grant.
8. Not have an existing financial obligation to CF.
9. Be registered for Selective Service, if required.
10. Have a standard high school diploma or GED. If you are enrolling in higher education for the first time on or after July 1, 2012, in order to be eligible for federal student aid, you must have either a high school diploma or a recognized equivalent (such as a General Educational Development certificate, GED, or have been home schooled). You will no longer have the option of becoming eligible for federal student aid by passing an approved test or completing at least six credit hours or 225 clock hours of postsecondary education.
11. As a college transfer student, upon admission to the college provide an official transcript from each previously attended institution. These are submitted to and evaluated by CF.
12. Not have been convicted for sale or possession of illegal drugs while receiving Title IV aid.

**Eligible College Credit Certificate Programs at CF. Please visit our website at www.CF.edu for an up-to-date list of eligible programs:*

- Accounting Technology Management
- Business Administration — Business Management
- Business Administration — Finance Management
- Business Administration — Small Business/ Entrepreneurship
- Business Management — Marketing Specialization
- Dental Assisting (Applied Technology Diploma)
- Drafting
- Equine Assistant Manager
- Office Software Application Management
- Landscape and Horticulture Technician — Horticulture Specialization
- Landscape and Horticulture Technician — Landscape Specialization
- Office Management
- Paramedic

***Eligible Postsecondary Adult Vocational Certificate Programs:*

- Air Conditioning, Refrigeration and Heating Technology
- Applied Welding Technologies
- Automotive Collision Repair and Refinishing
- Automotive Service Technology
- Law Enforcement Officer
- Surgical Technology

Payment of Financial Aid

Financial aid award amounts may be adjusted based on the student's enrollment status. Students enrolling in A, B, and/or C semesters must register for all classes up front for the entire semester in order to have all hours included in their enrollment status for Financial Aid purposes. Students registering for A, B and/or C semesters who enroll in additional courses after the census date (last date of add/drop for the C semester) cannot have their enrollment status changed to include those hours. All students should refer to the college calendar for these important dates. A financial aid recipient must be meeting all eligibility requirements at the time of disbursement.

Fees, books, VA deferments and/or promissory notes outstanding at the time payment is made will be deducted from the financial aid payment. If a balance is available, a refund will be issued by Higher One via the CF OneCard. Visit www.CFOneCard.com for additional information.

If you are receiving your financial aid award after you have completed the semester, aid will be paid only for courses that have been completed successfully.

Definition of an Award Year

The financial aid award year starts in the beginning of the fall semester (usually August) and continues to the end of the summer semester (usually July), with the exception of Federal Work-Study. The Federal Work-Study award year begins July 1 and ends June 30.

Definition of Census Date

Students enrolling in A, B and/or C sessions must register for all classes upfront for the entire semester in order to have all credits included in their financial aid eligibility. Students registering for A, B and/or C sessions who adjust their schedule after the last date of the A/C add/drop period (census date) will not have the additional enrollment added to their financial aid eligibility. Please keep this in mind when scheduling your classes each semester.

NOTE: Students registering for B session only may add classes up to the last date of the add/drop period for the B session.

See the college calendar at https://mycf.cf.edu/ICS/Calendars for these and other important dates.

College Preparatory (Remedial) Courses

Required college preparatory coursework can be counted in the student's enrollment for financial aid purposes. However, once a student has attempted 30 hours of preparatory coursework, the student is not eligible for aid for any additional preparatory coursework. If a student must take additional preparatory credit hours, the student will not receive aid for those credit hours and those hours will not be included in the determination of enrollment for financial aid purposes.

Eligible Coursework and Repeat Coursework

Repeated coursework and coursework not required for a student's program of study will impact a student's enrollment status and eligibility. Students may not receive financial aid for coursework that is not required for their major and/or not among approved electives for their current program of study. If a student is taking coursework not required for his/her program of study, the student's enrollment status will be adjusted for aid purposes. In addition, repeated coursework where a grade has been previously assessed is, in most cases, ineligible for aid. The student will be ineligible for aid for the repeated coursework and the student's enrollment status will be adjusted for aid purposes.

Satisfactory Academic Progress for Financial Aid Purposes

All students receiving federal, state or institutional financial aid must meet the standards of progress outlined below. The requirements for these standards are set by federal regulations (34CFR Sections 668.16(e), 668.32(f), 668.34).

Satisfactory progress requirements are:

1. You must maintain at least a **2.0 cumulative grade point average** or if on Financial Aid probation (which means that you have an approved appeal) and your cumulative GPA is less than 2.0 you must maintain at least a 2.0 semester GPA to maintain probation status to continue receiving aid, and;
2. You must successfully **complete at least 67 percent** of all CF credits taken including transfer courses accepted, and;
3. You must successfully **complete at least 67 percent** of the credits you attempt for the semester; your GPA must not drop from the previous cumulative GPA to maintain good standing or probation status;
4. You may **attempt no more than 150 percent of the total credit hours** in your degree or certificate program.

How are the above calculations made?

If you attended other colleges, the courses you took that are accepted as transfer credit by the College of Central Florida will be considered in the evaluation of your progress. For financial aid purposes, being enrolled in a course for credit beyond the official drop/refund deadline counts as an attempt. All successfully completed transfer courses accepted and courses taken at the College of Central Florida, including those taken as part of another program of study, will be included in determining your Satisfactory Academic Progress. For financial aid purposes, successful completion of a course means an earned grade of A, B+, B, C+, C, D, SP or S. However, a grade of D is passing below average. All other grades (F, I, W, N and NR) are considered unsuccessful completions and will impact your progress determination. The formula for calculating the completion ratio is: total hours earned divided by total hours attempted. The resulting percentage must be 67 percent or greater. If you have attempted 150 percent of the hours needed for your current declared program (for most students this is 90 credit hours or more, referred to as excess hours), you will no longer be eligible for financial aid without a signed degree audit from an academic advisor.

When does the College of Central Florida evaluate a student for SAP?

Satisfactory Academic Progress will be evaluated when the FAFSA is received by the College of Central Florida's Financial Aid office. Standards are also evaluated at the end of the summer just prior to beginning a new Financial Aid year to include all transfer work or newly completed coursework since the FAFSA was received and at the end of each semester for students that have been disbursed Title IV aid.

What happens if you are not meeting SAP?

If you are not meeting SAP for the very first time at the College of Central Florida you will be placed on Financial Aid Warning. This will allow you to attend one semester on financial aid. At the end of that semester you will be evaluated to determine if you have progressed. If you progressed you will be placed on probation, however, if you did not you will be placed on Financial Aid Suspension.

At the end of a semester, if you do not meet the standards of Satisfactory Academic Progress due to your GPA or completion ratio, and are currently on probation, your academic progress will be evaluated and if you have not withdrawn or received a non-passing grade you will be placed on financial aid probation for one semester. Students may continue to enroll, attend classes and receive financial aid for the probationary period. If you do not meet the requirements during your probation semester, you will be placed on suspension and will not be eligible for further financial aid at the College of Central Florida.

During suspension students can continue to enroll and attend classes as long as all tuition/fees and any other charges are paid in full.

Can you appeal the SAP decision?

You have the right to appeal a financial aid suspension if you have special circumstances that affected your ability to meet the satisfactory progress requirements. Appeal forms are available from the Financial Aid tab on the student portal under Financial Aid forms. Documentation of your special circumstances will be required along with supporting documentation and an academic plan from an academic advisor. Appeal forms must be submitted to the Financial Aid Department by the appeal deadline printed on the form. If you are placed on financial aid suspension and you do not have special circumstances or your appeal is denied, you may regain your eligibility for financial aid by bringing your cumulative GPA up to a 2.0 or better and your cumulative completion rate to at least 67 percent. If you were on probation and you have failed to bring your GPA and completion ratio up you will need to pay for the courses you take while under suspension. However, during the same financial aid year if you were awarded Title IV aid on an appeal and continue to show improvement a Financial Aid administrator may approve an appeal for the next consecutive semester without an additional appeal form submitted. End of semester appeals must be submitted before the end of add/drop for the upcoming semester. Refer to the student portal to determine your end of semester SAP status. No appeal will be approved for a semester that has ended.

Appeals are granted for extenuating circumstances.

- Illness/injury of the student or death of a close relative of the student are extenuating circumstances.
- Other extenuating circumstances that will be considered are medical emergencies, accidents, divorce/separation of parents; personal tragedy, natural disaster or other special circumstances beyond the student's control that prevented the student from meeting the minimum standards.

- No appeal will be considered without supporting documentation. The student must have proof of his/her situation.
- The Financial Aid Office will notify each student on the student portal and in writing of its decision.
- Students whose appeals where approved are placed on financial aid probation for one semester. The probationary semester may have conditions placed on the student so it is important to follow the conditions of the appeal. At the end of that semester the students' academic records are reviewed and students who have met the conditions of their probation will be given another semester of probation. Students that are still not meeting minimum standards or did not do what was required for the probation are placed on financial aid suspension.
- The financial aid suspension will remain in place for appeals that are not granted.
- Students may appeal the decision of the appeal by submitting a written request to the Financial Aid Director or Coordinator or by speaking to the either of them in person. Decisions on appeals made by the Director or Coordinator of Financial Aid are final and may not be appealed further.

Financial Aid Application Instructions

At CF, you must reapply for financial aid for each academic year you attend school as well as:

1. Be degree-seeking or certificate-seeking in an eligible program at CF.
2. Provide the Office of Admissions and Records with an official copy of your high school transcript or GED and, if you are a college transfer student, provide an official copy of your transcript from each institution you attended. Transfer course work must be evaluated before an award can be made.
3. After Jan. 1 each year, a student should complete the Free Application for Federal Student Aid and submit it to the federal processor. CF's federal school code is **001471**. In order for CF to process your financial aid, you must include this school code on your FAFSA. You may submit the FAFSA online at www.fafsa.ed.gov (allow at least two weeks for processing).
4. Research and apply for CF and other local and national scholarships.

Verification: The federal government requires that some applications be reviewed for accuracy through a process called verification. If you are selected for this process it will be specified on your Student Aid Report that is sent to you from the federal processor and you will be notified by the college through the mail. If selected for this process you will be required to turn in additional documentation. Your financial aid file will not be considered complete and ready for verifying until all missing eligibility information has been received and processed. You will not receive an award letter until your verification is completed. This process can take from six to eight weeks depending upon how quickly you submit accurate and complete information and documents.

Federal eligibility matches: The federal processor matches your name, date of birth and Social Security number with a variety of federal agencies. Agency matches are performed on the files of the Social Security Administration, Department of Homeland Security, Selective Service, Veterans Administration and the National Student Loan Data System. If any discrepancies or questions about your information occur, you will be asked to provide additional documents or take additional action to confirm your eligibility for federal assistance. The federal processor will notify you on your Student Aid Report of the results of these matches and whether additional information is required in order for your application to be processed.

Please visit your student portal and view the Missing Documents link from the Financial Aid Tab for any required documents needed.

Financial Aid Programs Available

Grants

Grants may be awarded if you are determined to have financial need based on the Free Application for Federal Student Aid. The grants listed below are administered by the CF Office of Financial Aid based on the guidelines set for each program by the provider.

Federal Pell Grant

This is a need-based federal grant program for students who are seeking an undergraduate degree and whose Estimated Family Contribution is below the amount designated by the United States Department of Education. The annual Federal Pell Grant award amount is determined by your EFC and enrollment status.

Students who establish eligibility will be funded. All required/requested documents must be received prior to your last day of enrollment or June 30 of the academic year, whichever comes first.

Initial awards are estimated based on full-time status (12 credit hours) and on the evaluation of information submitted on the FAFSA. Estimates will change if any criteria used to determine your eligibility, such as program of study or area of interest, degree status, satisfactory academic progress, income or family information changes. Actual payment will be determined based on enrollment at the census date (please see the definition of census date for clarification.) listed in the college calendar.

You may not have to be enrolled full time to receive a Federal Pell Grant award. The amount actually paid to you from the Federal Pell Grant listed in your award letter will be prorated if you enroll for less than 12 credit hours in a given semester. **You must begin attending all of your classes before disbursement of any funds are made. If your attendance is not confirmed for one or more classes, your aid will be adjusted to the enrollment level of the credit hours that have been confirmed.**

Federal Pell Grant awards may be used for the equivalent of two full-time semesters each year. Students who attended part-time in fall and/or spring semester(s) may use their remaining eligibility in the summer semester.

Federal Pell Grant Program — Duration of Eligibility

Once you have received a Pell Grant for 12 semesters, or the equivalent, you will no longer be eligible for additional Pell Grants.

- You are eligible to receive a Pell Grant for up to 12 semesters or the equivalent. If you have exceeded the 12-semester maximum, you will lose eligibility for additional Pell Grants beginning in 2012-2013 school year. Equivalences are calculated by adding together the percentage of your Pell eligibility that you received each year to determine whether the total amount exceeds 600 percent.
- For example, if your maximum Pell Grant award amount for the 2012-2013 school year was $5,550, you receive $2,775 because you were only enrolled for one semester (EFC was zero) you would have used 50 percent of your maximum award for that year. If in the following school year, you were enrolled only three-quarter time, you would have used 75 percent of your maximum award for that year. Together, you would have received 125 percent out of the total 600 percent lifetime limit.

Federal Supplemental Educational Opportunity Grant

The FSEOG is a need-based federal grant awarded to students seeking an undergraduate degree in an eligible program who have exceptional financial need and enroll in at least six credit hours. Priority is given to students with an Expected Family Contribution of "0" who apply for financial aid by the priority deadline date of June 1. Limited funding is available in this program, and funding is awarded on a first-come, first-served basis.

Initial awards are estimated based on the results of the FAFSA. Estimates may change if any criteria used to determine your eligibility, such as program of study or area of interest, degree status, satisfactory academic progress, income or family contribution changes. Actual payment will be determined based on enrollment at the census date (please see the definition of census date for clarification.) listed in the college calendar.

The amount actually paid to you from the FSEOG will be prorated if you enroll for three-quarter time or half time in a given semester. **You must begin attending all of your classes before disbursement of any funds are made. If your attendance is not confirmed for one or more classes, your aid will be adjusted to the enrollment level of the credit hours that have been confirmed or nullified.**

Florida Student Assistance Grant

FSAG is a need-based grant for students who meet Florida residency requirements and are enrolled at least half time. To qualify you must be seeking your first undergraduate degree, enroll in an associate or baccalaureate degree program and also qualify for a Federal Pell Grant. The award amount varies per year for a full-time student and is prorated based on enrollment status. Priority is given to students who apply for financial aid by the June 1 priority deadline.

Limited funding is available in this program, and funding is awarded on a first-come, first-served basis.

Initial awards are estimated based on the results of the FAFSA. Estimates will change if any criteria used to determine your eligibility, such as residency, program of study or area of interest, degree status, satisfactory progress, income or family information changes. Actual payment will be determined based on enrollment at the census date (please see the definition of census date for clarification.) listed in the college calendar.

FSAG is available for fall and spring semesters only.

For additional details and regulations, visit www.floridastudentfinancialaid.org.

FSAG-CE

The Florida Public Postsecondary Career Education Student Assistance Grant is a need-based grant for eligible Florida residents enrolled at least half-time in a credit certificate or vocational certificate program. Priority is given to early applicants. Award amounts vary depending on each student's need and enrollment level. This program has very limited funding. The grant will be awarded on a first-come, first-served basis.

For more information about this grant, please visit http://www.floridastudentfinancialaid.org

College of Central Florida/Foundation Scholarships and Talent Grants

Students who receive a CF need-based scholarship or talent grant must complete a Free Application for Federal Student Aid for the academic year in which the scholarship is awarded. Academic merit scholarship recipients are not required to file a FAFSA, but are encouraged to do so in order to receive multiple scholarship awards. Students are able to apply for foundation endowed scholarships by completing a scholarship application available online. The application will be kept on file and matched to specific endowed scholarships as they are made available. Reference materials with information about scholarship funds are available in the Enrollment Services Center at the Ocala and Citrus campuses, at the Levy Center, and on the CF website (refer to Financial Aid, Scholarships).

CF has a scholarship application priority deadline of May 1. Applications will be accepted after that date but awards may be reduced for applications received after the priority deadline.

Talent Grants: College of Central Florida and the CF Foundation provide a number of talent grants each year for participation in campus activities. A student must enroll at least half time in order to receive a talent grant, but preference may be given to students enrolled full time. Talent grant recipients are recommended to the Office of Financial Aid by the appropriate department head or program advisor. Talent grants are provided in athletics, drama, music, dance, theatre, publications, activity board, Brain Bowl, forensics and more.

CF Academic Merit Scholarship: CF has established scholarships that will be awarded to seniors in high school in Citrus, Levy and Marion counties. Attempts will be made to award students from every high school (if funding permits). Recommendations for these scholarships should be made by the high school principals or their designees to the director of Admissions and Records by the announced spring deadline date. Each scholarship is awarded over a four-semester fall/spring period commencing after high school graduation. The student must enroll full time in order to receive the

scholarship. Initial recipients must have a 3.3 GPA to qualify. To be eligible for renewal, a student must maintain a cumulative CF grade point average of 3.0 or higher.

Community of Scholars Scholarship: CF has established scholarships for eligible students in the Community of Scholars program (see Honors Programs). Eligible students must be Florida residents and must meet the requirements to participate in the Community of Scholars program. Recommendations for awards are made by the Community of Scholars program advisor to the Office of Financial Aid. See Honors Programs on page 69 for additional information about the Community of Scholars Program.

Other Scholarships may be available depending on funding. Students who complete the CF Scholarship application will be considered for all available scholarships.

Institutional Need Grant

The CF Institutional Need Grant is a need-based grant for students who meet Florida residency requirements and are enrolled in an eligible degree or certificate program. To qualify, students must have financial need as demonstrated by completing the FAFSA. Preference is given to students who do not apply for a student loan. The award amount must be used for tuition and fees only. Priority is given to students who apply early. Funding is limited for this program.

Postsecondary Adult Vocational Grant

The PSAV Grant is a need-based grant for students who meet Florida residency requirements and are enrolled in an eligible PSAV certificate program. To qualify the student must have completed the Free Application for Federal Student Aid. Preference is given to students who are not eligible for student loans. The award amount is applied only to tuition and fees. Priority is given to students who apply early.

Limited funding is available in this program, and funding is awarded on a first-come, first-served basis.

Florida Bright Futures Scholarship Program

This is a state scholarship awarded to Florida high school graduates who demonstrate high academic achievement. Awards are issued by the state of Florida directly to the eligible institution.

Applications and eligibility criteria are available at your high school guidance counselor office or from the Florida Department of Education website at www.floridastudentfinancialaid.org.

In order to receive funding for a Florida Bright Futures Award, a student must:

- be a Florida resident and a U.S. citizen or eligible noncitizen as determined by his/her college, university or vocational school
- be enrolled as a degree/certificate seeking student
- enroll in a minimum of six semester (nine quarters or the equivalent in clock) hours per semester by the end of the school's drop/add period.
- not owe a repayment or be in default under any state or federal grant, loan or scholarship program
- annually complete and submit the Free Application for Federal Student Aid. The application must be completed and processed error free

Bright Futures awards are available for **fall and spring semesters only**. There will be no funding under any of these programs for summer coursework.

After the end of the drop/add period, funds are either applied to the student's account at the institution or returned to the student via the CF One card. CF receives electronic award information about eligible CF student scholars from the Florida Department of Education and includes the award in their aid package. Actual payment depends upon the program regulations and the amount of tuition and fees assessed for the semester.

Please note: Bright Futures does not cover remedial classes (prep coursework) and these credit hours are not included in the minimum requirement of hours per semester.

Each award level has different academic criteria for eligibility. You may receive only one award:

Academic Top Scholars Award: The high school senior with the highest academic ranking in each county shall receive a pre-determined scholarship amount per credit hour per semester, in addition to the Florida Academic Scholars Award, prorated by semester and hours.

Florida Academic Scholars Award: Pays per credit hour (including vocational credit hours) of community college-level tuition and requires a 3.0 cumulative grade point average to renew.

Florida Medallion Scholarship: Pays per credit hour tuition of community college-level tuition to degree-seeking students and a specific amount per credit hour for vocational coursework. Renewal requires a 2.75 cumulative grade point average.

Florida Gold Seal Vocational Scholars Award: Pays per credit hour of vocation program tuition and requires a 2.75 cumulative grade point average to renew. The Gold Seal Vocational Scholars Award can no longer be upgraded to the Florida Medallion Scholarship. NEW: Florida Gold Seal students initially awarded for the 2012-2013 academic year forward, may be funded for up to 100 percent of their program of student in Career Educational Programs. These include Associate in Science degrees, Associate in Applied Science degrees, and College Credit Certificates, Career Certificates or Diplomas (also referred to as Postsecondary Adult Vocational/PSAV).

Dropped or Withdrawn Hours: Students will be required to repay to the college the cost of any course/hours dropped or withdrawn unless an exception is recommended by the home postsecondary institution.

- A Bright Futures student who drops or withdraws from course hours that were funded by a Bright Futures award after the last day of the add/drop period will be responsible for reimbursing the postsecondary institution for the cost of course(s) dropped or withdrawn.
- A student may make a written appeal, however, for hours dropped or withdrawn (due to verifiable illness or emergency) after the last day of the add/drop period. CF

will make an appeal recommendation for a repayment exception to the Florida Department of Education. A recommendation for an exception is based on received documentation of a verifiable illness or emergency beyond the student's control.
- The Florida Department of Education may accept or deny the postsecondary institution's recommendation for repayment exception. Nonrefunded hours may affect the student's renewal eligibility.
- For first year students, summer grades and hours earned after spring evaluation may be used if necessary to meet the scholarship renewal requirements of GPA improvement. A student must ask a financial aid specialist to submit a grade and hours update to the Florida Office of Student Financial Assistance (OSFA) indicating any adjusted postsecondary institutional cumulative GPA.

Repayment calculations are based on the current Bright Futures award amount per credit hour. For information regarding current scholarship requirements and award amounts, go to www.floridastudentfinancialaid.org/SSFAD/factsheets/BF.htm.

Other Scholarships Offered by the Florida Department of Education

The Florida Department of Education offers a number of scholarships for Florida residents. Please consult the Florida Department of Education website, www.floridastudentfinancialaid.org, for additional information.

Outside Private Scholarships

Many clubs and organizations offer scholarships to college students. Students can obtain information about these awards from high school guidance counselor offices, libraries or from the Internet. (Refer to the CF website for a complete listing of search sites.) The following free Internet scholarship search services should be considered: www.fastweb.com and www.cashe.com.

If a student or the student's family belong to any social, civic, ethnic, religious, professional or service groups, the student should contact these groups regarding possible scholarships. They often have educational assistance programs that are not advertised. Also, employers sometimes have educational assistance plans for employees and/or their dependents.

Employment

Federal Work-Study

This is a federal work program for students with financial need. Students may be employed at a CF campus or in a community service position. Students must be enrolled on at least a half-time basis, work on average 12 to 14 hours a week and meet Standards of Academic Progress.

Students may be offered work-study as part of the overall financial aid award in their award notification letter; however, if work-study was not offered, the student may wish to inquire about eligibility by visiting the Office of Financial Aid.

Other Employment

Other limited, institutionally funded employment opportunities are available for students who are enrolled at least half time. Students do not necessarily have to demonstrate financial need; however, all students must complete a FAFSA prior to placement in this program to determine their employment program status.

William D. Ford Federal Direct Loans

CF students are eligible to participate in the William D. Ford Federal Direct Loan Program. There are three loans in this program: the Subsidized Stafford Loan, the Unsubsidized Stafford Loan and the Parent Loan for Undergraduate Students, PLUS.

Applicants must apply for grants first by completing the Free Application for Federal Student Aid.

All borrowers must complete a Master Promissory Note before their loan can be processed. This can be done online at http://studentloans.gov/myDirectLoans/index.action.

First-time borrowers at CF must complete Entrance Counseling in order to receive a Federal Direct Loan. Loans will not be processed until entrance counseling is completed. This can be done online at http://studentloans.gov/myDirectLoans/index.action. The Entrance Counseling will provide important information regarding the loan, including deferment and repayment information.

To receive any loan, the student must enroll in at least six credit hours each semester, meet Standards of Academic Progress, and not have a previously defaulted loan(s).

In order for the loan to remain in payment deferment, the student must enroll in at least six credit hours (not including summer). Once the student has stopped attending at least six credit hours, the six-month grace period begins and the student must complete exit counseling (also a requirement). Exit counseling may be done online at http://studentloans.gov/myDirectLoans/index.action (exit counseling).

Exit counseling will give important information about repaying loan(s) and options that are available should there be a problem with the terms of the loan(s).

Note: If the student has defaulted (failed to make payments) on a prior student loan at any institution or has excessive loan debt, CF reserves the right to refuse to certify additional student loans.

Subsidized Stafford Loan

This loan is a federally funded loan provided to students through the U.S. Department of Education. This loan requires unmet financial need. The federal government will pay the interest while the student is enrolled in school and during the six-month grace period. The student must repay the loan plus a variable or fixed rate of interest beginning six months after leaving the school or dropping to less than half-time status.

Generally, students enrolled in a certificate program or a degree program without having completed 30 credit hours may borrow up to $3,500 per year or the amount of unmet financial need, whichever is less. Students who have completed more than 30 credit hours in a degree program at the time of application may borrow up to $4,500 per year or the amount of unmet financial need, whichever is less.

Direct Student Loan Changes

Direct Subsidized loans will not be eligible for an interest subsidy during the six-month grace period.

Subsidized loans are loans for which the borrower is not responsible for the interest while the student is enrolled in college on at least a half-time basis, when the loan is in the six-month grace period after the student is no longer enrolled at least half time, or if the loan is in a deferment status. This provision eliminates the interest subsidy provided during the six-month grace period for subsidized loans for which the first disbursement is made on or after July 1, 2012, and before July 1, 2014. If you receive a subsidized loan during this time frame, you will be responsible for the interest that accrues while your loan is in the grace period. You do not have to make payments during the grace period (unless you choose to) but the interest will be added (capitalized) to the principal amount of your loan when the grace period ends. This provision does not eliminate the interest subsidy while the borrower is in school or during eligible periods of deferment.

All subsidized loans made to undergraduate students will have a fixed interest rate of 6.8 percent.

Subsidized loans for which the first disbursement is on or after July 1, 2012, will have a 6.8 percent fixed interest rate. Note: In the Fiscal Year 2013 budget request, the Administration has proposed maintaining the interest rate on subsidized loans at the current rate of 3.4 percent for the 2013-2014 school year.

The U.S. Department of Education can no longer offer borrowers repayment incentives.

Effective for loans first disbursed on or after July 1, 2012, the Department of Education is prohibited from offering any repayment incentives to Direct Loan borrowers, except interest rate reductions to borrowers who agree to have payments automatically electronically debited from their bank account.

If you have any questions about how these changes could impact you, please contact the financial aid administrator at your school or call 1-800-4-FED-AID.

Unsubsidized Stafford Loan

This is a federally funded loan that is provided to students through the U.S. Department of Education. This loan does NOT require unmet financial need; however, the student still must complete the FAFSA. The student must be enrolled at least half time (six credit hours) and is responsible for the interest while the loan is in deferment and during the six-month grace period. The student may pay the interest while in school or may contact the loan servicing center to request that the interest be deferred until the time of repayment.

Generally, dependent students enrolled in a certificate program or a degree program without having completed 30 credit hours may borrow up to $5,500 per year in combined subsidized and unsubsidized loans, not to exceed the cost of attendance less other financial aid. Students with more than 30 credit hours in a degree program at the time of application may borrow up to $6,500 per year in combined subsidized and unsubsidized loans, not to exceed the cost of attendance less other financial aid.

Independent students who are freshmen or sophomores may borrow up to an additional $6,000 per academic year, juniors and seniors an additional $7,000 per academic year, not to exceed the cost of attendance less other financial aid.

Parent Loan for Undergraduate Students

Parents of dependent students may borrow on behalf of their children. The borrower can not have adverse credit. The student must first apply for other types of financial aid by completing the FAFSA. Loan amounts must not exceed the cost of education less other financial aid. Parent loans must be repaid over a 10-year period with variable or fixed interest rates beginning 60 days after disbursement.

Rights and Responsibilities of the Financial Aid Recipient

As a financial aid consumer, you have the right to:

- Be informed about financial aid application procedures, cost of attendance, aid available and renewal requirements.
- Have confidential protection of your financial aid records. The contents of your financial aid file are maintained in accordance with the Family Educational Rights and Privacy Act.
- Request a review of decisions made by the College of Central Florida Financial Aid staff. A letter explaining your situation in detail should be submitted to the director of Financial Aid.

You have the responsibility to:

- Complete applications correctly and on time.
- Read and understand all materials sent to you from the Office of Financial Aid and other financial aid agencies by mail; keep copies of all forms and materials submitted.
- Know and comply with the rules governing your aid program(s).
- Comply with the provisions of any promissory notes and all other agreements you sign.
- Register for the appropriate number of credits and maintain Satisfactory Academic Progress.
- Request personal assistance if you have questions or do not understand the information provided to you.

College Resources

Programs

CF Institute

College of Central Florida's CF Institute is committed to meeting community learning needs through continued career education, adult personal development and customized business solutions.

The CFI provides noncredit programs leading toward short-term career development, as well as programs that provide ongoing continuing education requirements for many professions. Short-term career training includes a wide variety of areas such as security officer training and short term health careers. Professional continuing education classes include real estate and insurance. Additional classes are offered for everything from motorcycle endorsement classes to computer classes, and even an extensive list of online offerings for students who prefer to learn at their own pace.

CFI also provides customized training and consulting for new and existing industry. Programs are tailored to meet the specific needs of an organization by targeting the content, providing the appropriate subject matter expert and delivering the programs at a time and place most convenient for the organization. Classes are available at the Ocala Campus, Hampton Center and off-campus facilities.

For additional information, go to CFItraining.cf.edu, call 352-873-5804, or visit the CF Institute offices in the Ewers Century Center at the Ocala Campus.

RSVP

The Retired and Senior Volunteer Program works closely with local nonprofit organizations to develop significant and challenging volunteer opportunities for adults 55 and better. Through the free volunteer placement service, the individual can find the organization that will best match their interests and benefit from their unique life experience, skills and abilities.

Postsecondary Adult Vocational Programs

Area vocational education school programs are open to high school completers, persons who have left high school prior to graduation, and dual enrollment students. All students enrolled in an occupational program of more than 450 clock hours must be tested. CF uses the Test of Adult Basic Education or the Postsecondary Education Readiness Test.

Career Pathways

Career Pathways is a collaborative educational program with Citrus, Levy and Marion county schools in which students begin their technical or applied science courses in high school and advance to higher level courses at CF. Current programs of study include Accounting, Automotive Technology, Business Administration, Office Administration, Early Childhood Education, Computer and Information Technology, Criminal Justice, Equine Studies and Agribusiness. Students who have graduated from an approved and articulated Career Pathway course of study may be eligible to receive college credits and/or advanced standing in specific programs of study toward an Associate in Science degree or PSAV certificate.

Services

Child Care

Students are eligible and welcome to enroll their children in the Learning Lab School at the Ocala Campus. See fees on page 72, and contact the office for complete admission policies.

Learning Support Centers

Available at both the Ocala and Citrus campuses, the Learning Support Centers aid students in academic and occupational programs by offering student success-oriented services. The centers provide CF students, at no cost, with open computer labs, instructional classrooms, group and one-on-one tutoring in most subject areas, and technical assistance with computer applications. There are approximately 88 computers in the Ocala center and approximately eight in the Citrus center that provide a wide variety of online programs and applications, including online interactive tutorials in many subjects. University partner students may use the computers in the centers at no cost.

The Ocala Learning Support Center is located in the Clifford B. Stearns Learning Resources Center, and the Citrus Learning Support Center is located upstairs in the Dorothea G. Jerome Building.

The Learning Support Center at the Ocala campus also includes the Writing Center, e-learning support, and career and technical education support.

Writing Center

The Writing Center, located in the Ocala Learning Support Center, offers writing support to courses across the curriculum through tutoring, small group instruction, and workshops. In addition, specialized software is available in this lab to enhance students' writing skills.

E-Learning Support

E-learning responds to the students' needs for flexible, accessible programs and classes. Online classes allow the student to complete course requirements predominantly away from the campus asynchronously via the Internet. Some on-campus meetings may be necessary depending upon the course. E-learning also includes hybrid classes, which meet part of the time on campus and part of the time online. Another e-learning format, videoconferencing, delivers live instruction with two-way audio and video over the internal campus network.

Academic support, library and learning resources, student services and technical support are available for all e-learning students. Contact the Distance Learning Help Desk at dlhelp@cf.edu or 352-854-2322, ext.1317.

Online Courses: Online courses are distributed through the Internet, and students who enroll in online classes must have access to a computer with Internet access. Required skills include basic word processing and the ability to utilize email. In order to be successful, online learners must be able to work independently with minimal supervision. For some online classes, meetings for orientation, testing and review are held on campus.

Hybrid Courses: Hybrid courses are combinations of online, videoconferencing or traditional face-to-face classroom instruction. A designated percentage of the class is delivered on campus, and the remaining percentage is delivered in the online environment. The percentages will vary according to the needs of the particular class as determined by the instructor.

For a current list of e-learning opportunities, visit the MyCF web portal.

Applied Academics for Adult Education Support Center

The APA Support Center, located at the Ocala Campus in Building 13, Room 100, is a service to CF's occupational (A.S. degree and certificate programs) and pre-occupational students. APA is an open entry/open exit noncredit program that enables these students to acquire the minimum basic literacy skills required for the Test of Adult Basic Education.

Student Advising

The mission of academic advising at CF is to provide students with comprehensive individualized and group services that support academic achievement, retention, graduation, university transfer, employment and personal success.

Students who need assistance developing an academic plan through graduation and beyond may meet with an advisor in their program division. Advisors in the Enrollment Services Center are available on a walk-in basis. Students may also receive assistance with a question or problem concerning course selection, registration, academic progress or a graduation check. Questions or requests for assistance in transferring to a four-year institution should be directed to the A.A. degree advisors in the Enrollment Services Center in the Bryant Student Union. Students planning to transfer to four-year programs should begin early in the freshman year to work with an advisor in planning their coursework to include prerequisites for transfer and any other admission requirements.

A variety of student support services is available through the Advising Department at the Citrus Campus, including academic advisement, testing, career exploration, academic support, transfer assistance and personal counseling referrals.

The educational advisors in Enrollment Services at the Ocala Campus are available for assistance to A.A. degree-seeking students. A.S. and certificate-seeking students should make an appointment with the educational advisor assigned to their program of study or area of interest (Business and Technology, Ewers Century Center; Criminal Justice, Building 31; and Health Sciences, Building 35; at the Ocala Campus). Students seeking advisement for the vocational programs should go to Building 17 at the Ocala Campus. Counselors/advisors are also available at the Citrus Campus and Levy Center and in CF's TRIO Programs for those who qualify. B.A.S. students should go to the Ewers Century Center and B.S. students should go to the University Center at the Ocala Campus for advising assistance.

An online advising service is also available to prospective and current students. This 24-hour service (peak times may take a little longer for a response) is provided to assist students who have a quick question or concern that would not require an in-person appointment. Full educational plans, degree audits and graduation checks cannot be provided through this service. Go to CF's website at www.CF.edu and click on Future Students or Current Students, then click on Online Advising, or send an e-mail to eadvise@cf.edu.

For detailed information about advisors and advising services, go the the Advising Web page at http://www.cf.edu/departments/sa/enroll/academic_advising.htm.

Access Services for Students with Disabilities

Access Services works with students and faculty to facilitate the process of reasonable accommodation for students with documented disabilities. Students who identify themselves to Access Services and provide documentation from a licensed or certified professional may request accommodations related to their disability. This includes potential students, new, transfer or currently enrolled students. To ensure an effective accommodations process, students must make their requests in a timely fashion.

Accommodations are made on a case-by-case basis and may relate to physical access, auxiliary learning aids or programmatic and classroom academic adjustments. Auxiliary learning aids may include American Sign Language interpreters, scribes, audio textbooks from Learning Ally, CCTV, and various adaptive hardware and software including large screen monitors and computers with enlarging software, screen reading software and dictation software. Academic adjustments may consist of testing modifications and/or course substitution.

The Office of Access Services, located in the Bryant Student Union, Room 204F, coordinates these services for students at all CF campuses and centers. Access Services also makes referrals to community agencies and/or private services for testing and evaluation. For more information, visit the Office of Access Services website at http://www.cf.edu/departments/sa/ss/access or call 352-854-2322, ext. 1580, or email access@cf.edu.

Food Services

The Ocala Campus offers our Patriot Cafeteria with made-to-order breakfast, hot luncheon selections, made-to-order subs and salads and a large selection of bakery and snack items. The Cyber Café at the Ocala Campus offers specialty coffee drinks, ice cream and a variety of bakery items. This space offers wireless Internet and is a great place for quiet studying or interacting with friends. Full-service catering is also available at the Ocala Campus. Soft drinks and snacks are available in vending machines in selected locations at the Ocala and Citrus campuses. No food or drink is permitted in the classrooms or auditoriums.

Hours of Operation: Monday-Friday, 7:30 a.m.-2 p.m. (Hours vary depending on time of year.)

Conference Services

College of Central Florida's conference centers include the Webber and Klein conference centers at the Ocala Campus, the Appleton Museum of Art auditorium and café, and the Citrus Learning and Conference Center at the Citrus campus. The centers provide meeting and event space for campus and community organizations. In addition, full-service catering is available at certain locations. For information on how to book an event, call 291-4441 (Ocala), 291-4455 (Appleton) or 249-1210 (Citrus).

Health Services

Serious illness, accident or need of emergency medical attention should be reported immediately to the Public Safety Office at the Ocala Campus or the Administration office at the Citrus Campus. Use the nearest campus telephone and dial 854-2322 ext. 1261 at the Ocala Campus when an emergency arises, or call 911 (emergency number) if no response at ext. 1261. At the Citrus Campus, dial 911 if not near the Administration office when an emergency arises.

College of Central Florida, while having no obligation to do so, attempts to secure medical aid for students. No health facility is maintained on campus; however, several emergency facilities are located near the Ocala Campus. Students at the Ocala Campus are referred to one of these facilities unless they request otherwise. Citrus Campus students are referred to Citrus Memorial Hospital in Inverness unless they request otherwise in writing. Registration implies understanding of and consent for this procedure.

When applying, the student is asked to provide certain pertinent health information, and students with chronic health problems are advised to make their special needs known to the coordinator of Access Services and security personnel at the Ocala Campus, or the Counseling Office at the Citrus Campus.

Career Center

The primary purposes of the CF Career Center are helping students and citizens in the district discover which careers are most appropriate for them and how to plan their education accordingly, and assist employers in selecting the best candidates for jobs.

Potential clients of the Career Center include students, those desiring to change or start new careers, retirees who want to re-enter the workforce, the disabled, homemakers entering or re-entering the workforce, and local companies and industries.

Assessment: A wide variety of evaluative tools are available, from computer software to mechanical devices. These tools measure abilities, aptitudes, interests and educational development to determine which occupational fields are best suited to the testtaker. Also, these tools are used for employers in applicant or employee selection and promotion.

Job Matching: A database and other resources are available to track current and future high-demand career fields. The client is able to preview the employment outlook in a particular field(s) of interest on a local, regional, state and national level, as well as identify which employers are hiring for specific careers now and in the future. Information about related positions is also available.

The Career Development Center helps CF students and graduates with job search strategies and placement. Services include:

- off-campus job referrals
- extensive career resource library of books and multimedia materials on career planning, occupations, resume writing service, interviewing skills, employer information
- on-campus interviewing with employers
- resume referral service
- job fairs each semester.

Job opportunities are available through the Career Center to students and graduates. Through CF's computerized job listing bank, Patriot Placements, located at http://cc.cf.edu, students can find current local, state and national job referrals.

Any student or graduate desiring to use the services of the Career Center may visit the Bryant Student Union, Room 205; call 854-2322, ext. 1721, or visit http://cc.cf.edu.

Career counseling is available at the Ocala Campus by calling 854-2322, ext. 1721, to schedule an appointment.

Early Alert Referral Program

CF's Early Alert Referral Program was developed to assist in the overall effort to identify students not making satisfactory progress and/or exhibiting behaviors that may lead to academic or behavioral difficulties. As part of our collaborative retention efforts, this online referral system was developed to link instructional faculty with the Office of Student Services. Once a student is identified, the staff from the Office of Student Services/Office of Retention and Student Success will contact and work with the student in an effort to increase their chances of becoming academically successful at CF.

Faculty and staff can access the Early Alert referral form from http://www.cf.edu/departments/sa/ss/early_alert.htm.

Here are some reasons for a faculty or staff referral:

- attending class, but not making satisfactory progress
- class disruption, disrespect, etc.
- consistently late to class
- continually submits sub-standard work
- failure to turn in assignments
- high rate of absenteeism
- low test/quiz performance
- missed tests, quizzes, or major examinations
- not participating in class
- student language barriers
- personal
- other.

Students can also self-refer if they are having difficulty in a class or difficulty adjusting to college in general. Students may self-refer either by submitting a form, by visiting the Office of Student Services/Office of Retention and Student Success in the Bryant Student Union, Room 205, or by calling 854-2322, ext. 1362, for an appointment.

Student Assistance Program

The CF Student Assistance Program is a confidential resource for assisting students who may have personal problems which could affect their school, work or home lives. SAP provides early intervention and professional assessment to best meet the needs of the student.

Services are free to all active CF students.

The SAP is managed by Bay Care Life Management, a not-for-profit health management organization located in Clearwater. In order to access services, a student can call a toll-free helpline, **1-800-878-5470**, during regular business hours Monday through Friday from 8:30 a.m.–5 p.m. For crisis situations which occur after hours, on weekends or holidays, a student can call the same number and the therapist on duty will be paged and will promptly respond to the call.

Components of the SAP address a broad spectrum of behavioral health needs, including mental health and substance abuse issues to include:

Problem Identification/Assessment and Referral. Based on telephone communication and/or face-to-face meeting, the student's presenting problem(s) is identified, the individual is assessed and an appropriate plan of action is developed.

Crisis Intervention. This service offers post-crisis assessment and intervention services to students who have experienced crisis situations.

Short-term Problem Resolution. This type of counseling is offered when resolution of the presenting problem can be resolved within the initial counseling sessions.

Monitoring and Follow-Up Services. Appropriate monitoring of student's progress and satisfaction.

Consultation with Appropriate Leadership. Providing individual consultation to campus leadership, regarding screening and the appropriate referral of students to the SAP.

For more information visit the Office of Retention and Student Success at the Bryant Student Union, Room 205, or call 854-2322, ext. 1362 or 1430, for an appointment.

Dreamkeepers

This is a program that provides the resources and tools students need to help stay in college and reach their educational goals when faced with an unforeseen financial emergency. Students are provided financial assistance to get them through their emergency. Furthermore, they are encouraged to seek and are often directed to additional resources to help them with other life challenges they may face. All Dreamkeepers students are linked to a financial literary resource Web portal that was designed to help Dreamkeepers students build their long-term money management skills.

In order to qualify for the assistance a student must meet the following conditions:

- must have completed at least one semester at CF
- must have an overall GPA of 2.0 or higher
- must be taking at least 6 credit hours during the current semester.

Students may apply for Dreamkeepers financial assistance at the following website: https://cf.dreamkeepers.org. Or, visit the dean of Student Services at the Bryant Student Union, Room 205, for further information.

Learning Resources Centers

The Learning Resources Centers at the Ocala and Citrus campuses include modern library facilities equipped with a variety of materials and resources. The LRCs contain a collection of print, video, DVD, and electronic resources that support student learning. The library staff is focused on providing quality service to CF students, faculty and staff, as well as members of the community, while fulfilling their information and academic needs.

All students have access to print and electronic resources, including e-books and streaming video, totaling 135,000 items. The libraries provide inter-campus delivery, which allows students to pick up and return materials at either campus. Other resources available to students, faculty and the community are the special collections located in the Learning Resources Centers. The Ocala collections include the Wisdom Traditions Collection, the Hartigan Equine Collection, the Will McLean Florida Folk Music Collection, the Kenneth H. "Buddy" Mackay Congressional Books, the Abraben Architecture Collection, and the Ocala Royal Dames Cancer Collection. The Ocala LRC also houses realia from Congressman Clifford B. Stearns, his congressional desk, flags and books. The Citrus LRC houses the Walker Environmental Science Collection.

Information about these resources can be accessed through the library website (library.cf.edu). CF students also have access to the resources of the 27 other Florida state and college libraries and the 11 state university libraries. Items can be obtained directly from any of these libraries through a reciprocal borrowing program or students can use the LRCs' InterLibrary Loan service to have materials delivered to CF. Adaptive technology is available.

If you have any questions about these or other services, ask a reference librarian. The librarians will help you find information quickly and efficiently and will show you how to use the equipment and resources. Call the Reference Desk at 854-2322, ext. 1345, or send an email to library@cf.edu.

Office of Student Life

Campus and Community Involvement

In support of the college goal to promote student learning and success, the Office of Student Life fosters the social, physical and educational well-being of students by providing opportunities and experiences for engagement at the college and in the community. Student engagement and development is accomplished by:

- providing resources for individual development as well as for student clubs and organizations
- fostering leadership development opportunities for students
- providing opportunities for student and faculty interaction and learning through co-curricular events and services.

To find out how to get more involved, stop by the office in the Bryant Student Union, Room 201, or call 291-4416.

Campus Involvement — Student Activities

Student clubs and organizations exist on campus to support the college goal of promoting student learning and success through the support from the Office of Student Life. CF student clubs and organizations give individuals a chance to pursue interests

while developing new relationships and leadership skills. All clubs are open to any students enrolled at CF. All students may audition or interview for organizations, but selection is limited. If you don't see something that you are interested in, inquire about starting your own club! Please check us out on the Web at http://www.cf.edu/departments/sa/sab/.

Service Learning and Community Engagement Opportunities

Volunteering in the community is a perfect way to explore potential careers, network, enhance course learning and gain personal enrichment. Offering a hand to a variety of organizations is a great way to engage in learning opportunities that teach the knowledge, understanding and competencies required for active participation within the community. For more information on volunteer opportunities, visit the Center for Service Learning and Community Engagement in Room 117B of the Learning Resources Center at the Ocala Campus.

Student Support Services

Student Support Services is one of the TRIO programs funded through the U.S. Department of Education. At CF, the SSS program provides a variety of supportive services to at least 220 students annually who meet any of the following eligibility criteria:

- **Low income.** The student comes from a family whose taxable income does not exceed levels set forth by federal government regulations.
- **First generation.** The student comes from a family in which neither parent/guardian graduated from a four-year college or university.
- **Disabled.** The student has documented physical and/or learning disabilities.

The overall purpose of the program is to increase the retention, graduation and transfer rates of this student population. Services provided to participants include:

- academic advisement/registration assistance
- career guidance
- economic literacy training
- personal counseling
- peer tutors/mentors
- financial aid/scholarship advisement
- transfer advisement
- free trips to state universities
- social/cultural activities
- assistance for students with physical and learning disabilities.

Support Services Summer Program

Student Support Services conducts a summer bridge program to assist students who have not passed all sections of the college entrance exam. Although the program may change its format over time, the following description remains constant. It is a four-week program that provides students with:

- instruction in reading, English and mathematics/algebra skills
- supplemental instruction and/or tutoring
- assistance with financial aid and scholarships
- team-building activities
- leadership development
- study skills (time management, note-taking, test-taking, etc.)
- academic advisement/registration assistance
- career exploration
- campus and community resources
- campus tour.

To learn more, stop by the Student Support Services office in Building 2, Room 205, or call 854-2322, ext. 1761.

Educational Opportunity Center

The Educational Opportunity Center provides a variety of services to first-generation college students from Citrus, Levy and Marion counties who also meet certain income guidelines. EOC services include career assessment, visits to postsecondary institutions, help completing financial aid applications, personal counseling and assistance with college applications. For more complete information, visit or call one of the EOC offices.

Ocala Campus	Building 9, Room 102	854-2322, ext. 1316
Citrus Campus	Dorothea G. Jerome Building, Room 112D	746-6721, ext. 6147
Levy Center	Room 2101	493-9533, ext. 2108

CF Testing Center

Testing and assessment services are available to CF students, to students attending other colleges and universities, to citizens throughout the district, and to area employers and agencies. Testing services are available at the Ocala Campus, the Citrus Campus, and the Levy Center.

Testing and assessment services exist to ensure that students are provided these services for college placement and exit requirements, for skills assessment and development/learning, for classroom performance and academic achievement (make-up tests and tests for distance learners). Cognitive, skills and aptitude testing services are also available to area employers for purposes of employee selection and promotion. Testing services are also administered to high school students, to individuals who are students at other state and national colleges and universities, to special populations such as law enforcement/corrections, students with disabilities, and individuals seeking a variety of computer-related certifications. Career assessment is also available at the Ocala and Citrus testing centers.

Some of the more common tests include: CPT and PERT for college placement; TABE for students entering vocational programs; HESI for students entering nursing programs; PSB for students entering the physical therapist program; DANTE for individuals attending other colleges who wish to receive course credit by exam; CLEP for CF students who wish to receive course credit by exam; FBAT and COBAT for students entering the law enforcement or corrections programs and individuals seeking employment in those fields (a state of Florida requirement); occupational skills and aptitude tests; intelligence tests; IC3 Fast Track, IC3 certification exam, MOS, and other computer-related exams; specialized tests such as personality tests, tests for adjustment and development, tests for measuring learning and

achievement, mental ability tests, tests for measuring life stressors, visual perception tests, and others.

The Ocala Campus Testing Center is located in the Bryant Student Union, Room 205, 854-2322, ext. 1572, 1564, 1395, 1332, and 1721; the Citrus Campus Testing Center is located in the Citrus Learning and Conference Center, Room 109, 249-1213; and the Levy Center Testing Center is located in Room 108, 493-9533. Testing appointments may be made by either visiting any of the testing centers or by telephone.

Programs of Study

Associate in Arts Degree

The Associate in Arts degree is designed primarily to meet the requirements for a student to transfer to the upper division of a college or university to continue work toward a bachelor's degree. Students should be aware of the various, specific requirements for the Associate in Arts degree imposed by state regulations and/or law. These requirements include courses that develop reading, writing and computational skills, the exit test requirement, and, in some instances, a foreign language requirement. These requirements are listed on page 55. See the Student Advising Department for articulation sheets.

Associate in Science Degree, Applied Technology Diploma, College Credit Certificate and Postsecondary Adult Vocational Certificate Programs

All programs are open to students who qualify legally and academically. In many cases, **experience has shown that a student should have additional qualifications or that some students should not enter certain programs**. Examples of limiting factors in some career fields include (but are not limited to) conviction of a felony and physical or mental disorders (even if controlled by medication). Students are responsible for consulting with program managers, counselors and other experts in their chosen career fields early and regularly to be fully informed.

Entry wages related to these programs of study are provided as approximate guidelines. Actual entry wages can vary depending on a number of factors including, but not limited to, amount of experience, geographic location, certifications(s), level of education, etc. Please consult the United States Department of Labor National Occupational Employment and Wage Estimates website at http://www.bls.gov/oes/current/oes_nat.htm#13-0000 for the most current wage information.

Baccalaureate Degree Programs

CF is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate degrees. Students seeking leadership and administrative positions in their field have numerous options through the Bachelor of Applied Science in Business and Organizational Management, along with its four specializations, and the Bachelor of Science in Early Childhood Education.

Educator Preparation Institute

The CF Educator Preparation Institute offers professional development and training for substitute teachers and paraprofessionals. For current schedules and workshop listings, refer to http://www.cf.edu/departments/instruction/las/epi/.

Florida Education and Training Placement Information Program and Gainful Employment Data

The Florida Education and Training Placement Information Program (FETPIP) is a data collection and consumer reporting system established by Florida Statutes Section 1008.39 to provide follow-up data on former students and program participants who have graduated, exited or completed a public education or training program within the State of Florida. The links below provide the most current FETPIP reports available for the College of Central Florida.

2006–2007 FETPIP Data
www.cf.edu/about/fetpip/2006-07as.htm
www.cf.edu/about/fetpip/2006-07psav.htm
www.cf.edu/about/fetpip/2006-07psvc.htm

2007–2008 FETPIP Data
www.cf.edu/about/fetpip/2007-08as.htm
www.cf.edu/about/fetpip/2007-08psav.htm
www.cf.edu/about/fetpip/2007-08psvc.htm

2008–2009 FETPIP Data
www.cf.edu/about/fetpip/2008-09as.htm
www.cf.edu/about/fetpip/2008-09psav.htm
www.cf.edu/about/fetpip/2008-09psvc.htm

2009–2010 FETPIP Data
http://www.cf.edu/about/fetpip/2009-10ASC.htm
http://www.cf.edu/about/fetpip/2009-10PSAVC.htm
http://www.cf.edu/about/fetpip/2009-10PSVCC.htm

2010–2011 FETPIP Data
http://www.cf.edu/about/fetpip/2010-11ASC.htm
http://www.cf.edu/about/fetpip/2010-11PSAVC.htm
http://www.cf.edu/about/fetpip/2010-11PSVCC.htm

Gainful Employment

The U.S. Department of Education under the Higher Education Act of 1965, as amended, requires reporting of disclosure information on Gainful Employment programs. Gainful Employment programs include only programs of at least one-academic year in length, lead to a certificate or other nondegree recognized credential, and prepare students for gainful employment in a recognized occupation. For more information on the college's Gainful Employment programs, please consult the college website at: http://www.cf.edu/departments/instruction/workforce/gainfulemployment.htm

Associate in Science Degree and College Credit Certificate Programs

Accounting Technology on page 97
- A.S. Degree in Accounting Technology
- College Credit Certificate in Accounting Technology Management

Agribusiness Management on page 98
- A.S. Degree in Agribusiness Management — Horticulture/Equine Specialization

Automotive Service Technology on page 125
- A.S. Degree in Automotive Service Management Technology

Business Administration on page 99
- A.S. Degree in Business Administration
- College Credit Certificate in Business Administration — Business Management
- College Credit Certificate in Entrepreneurship
- College Credit Certificate in Business Operations
- College Credit Certificate in Business Specialist

Computer Information Technology on page 101
- A.S. Degree in Computer Information Technology
- College Credit Certificate in Information Technology Analysis
- College Credit Certificate in Information Technology Support Specialist

Criminal Justice Technology on page 103
- A.S. Degree in Criminal Justice Technology

Dental Assisting Technology and Management on page 104
- A.S. Degree in Dental Assisting — Dental Practice Management
- A.S. Degree in Dental Assisting — Education
- A.S. Degree in Dental Assisting — Marketing

Early Childhood Education on page 105
- A.S. Degree in Early Childhood Education
- College Credit Certificate in Child Care Center Management
- College Credit Certificate in Child Development: Early Intervention

Emergency Medical Services on page 106
- A.S. Degree in Emergency Medical Services
- College Credit Certificate in Emergency Medical Technician (Basic)
- College Credit Certificate in Paramedic

Engineering Technology on page 108
- A.S. Degree in Engineering Technology — Quality Specialization
- College Credit Certificate in Lean Six Sigma Green Belt
- College Credit Certificate in Engineering Technology — Support Specialist

Equine Studies on page 109
- A.S. Degree in Equine Studies — Business Management Specialization
- A.S. Degree in Equine Studies — Equine Exercise Physiology
- College Credit Certificate in Equine Assistant Manager

Fire Science Technology on page 111
- A.S. Degree in Fire Science Technology
- A.S. Degree in Fire Science Technology — FESHE Compliant Track

Health Information Technology on page 112
- A.S. Degree in Health Information Technology

Landscape and Horticulture Technology on page 112
- A.S. Degree in Landscape and Horticulture Technology — Horticulture Specialization
- College Credit Certificate in Landscape and Horticulture Technology — Horticulture Technician
- A.S. Degree in Landscape and Horticulture Technology — Landscape Design Option
- College Credit Certificate in Landscape and Horticulture Technology — Landscape Technician

Nursing on page 114
- A.S. Degree in Nursing — LPN to ADN Bridge Program
- A.S. to B.S. Degree in Nursing

Office Administration on page 117
- A.S. Degree in Office Administration — Legal Office Specialization
- A.S. Degree in Office Administration — Medical Office Administration
- A.S. Degree in Office Administration — Office Management
- A.S. Degree in Office Administration — Office Software Applications
- College Credit Certificate in Office Support
- College Credit Certificate in Office Specialist
- College Credit Certificate in Office Management

Paralegal Studies on page 120
- A.S. Degree in Paralegal Studies

Physical Therapist Assistant on page 121
- A.S. Degree in Physical Therapist Assistant

Radiography (In cooperation with CTAE) on page 122
- A.S. Degree in Radiography

Applied Technology Diploma

Dental Assisting on page 123

Postsecondary Adult Vocational Certificate Programs

Air Conditioning, Refrigeration and Heating Technology on page 124
Applied Welding Technologies on page 124
Automotive Collision Repair and Refinishing on page 124
Automotive Service Technology on page 125
Correctional Officer on page 125
Law Enforcement Officer on page 126
Surgical Technology on page 127

Baccalaureate Degrees

Bachelor of Applied Science in Business and Organizational Management on page 128

- Business and Organizational Management
- Business and Organizational Management — Agribusiness Management Specialization
- Business and Organizational Management — Health Care Management Specialization
- Business and Organizational Management — Management Information Systems Specialization
- Business and Organizational Management — Public Safety Administration Specialization

Bachelor of Science in Early Childhood Education on page 131

Accounting Technology

2210: A.S. Degree in Accounting Technology (64 Credit Hours)

CIP: 52.0302
FL CIP: 1552030200
SOC: 43-3031
Entry Wage: $10.51/hour

The Accounting Technology program prepares individuals for employment as accounting paraprofessionals in professional accounting occupations that require analysis, theory and design of accounting procedures and applications. The program content provides training in the principles, procedures and theories of organizing, maintaining and evaluating business and financial transactions and the preparation of accompanying financial records and reports for internal and external use.

Although scheduling may not always provide for the following progression of courses, students should use the foundation, intermediate and specialization course sequence as a guide for program planning.

Program Core Courses

Course No.	Course Title	Credits
OST 2335 **or** ENC 1102	Business Communications **or** Freshman Composition II	3
CGS 1100	Microcomputer Applications	3
ACG 2021	Financial Accounting	3
GEB 1011	Introduction to Business	3
ACG 2071	Managerial Accounting	3
ECO 2013	Principles of Economics — Macro	3

Intermediate Courses

BUL 2241	Business Law I	3
MAN 2021	Principles of Management	3
ECO 2023	Principles of Economics — Micro	3
CGS 2103	Spreadsheet Applications	3
ACG 1949	Co-op Work Experience[2]	3

Program Electives

Business Elective[1]		3

Accounting Electives (choose 13 credits from the following:)

ACG 2450	Integrated Accounting (QuickBooks)	3
ACG2021L	Financial Accounting Lab	1
ACO 1807	Payroll Accounting	3
TAX 2000	Federal Income Tax I	3
TAX 2010	Federal Income Tax II	3
ACG 2100	Intermediate Accounting	3

General Education Courses

Course No.	Course Title	Credits
ENC 1101	Freshman Composition Skills I	3
QMB 1001**	College Business Mathematics	3
	Biological or Physical Science	3

One of the following options: (To satisfy Social Science and Humanities requirements)

ISS 1013	Introduction to the Social Sciences **and**	
HUM 1020	Introduction to the Humanities	
	OR	
WOH 2012	World Civilizations I **and either**	
HUM 1020	Introduction to the Humanities **or**	
HUM 1230	Introduction to the Humanities: Since the Renaissance	6
	OR	
WOH 2022	World Civilizations II **and either**	
HUM 1020	Introduction to the Humanities **or**	
HUM 1210	Introduction to the Humanities: To the Renaissance	
	Total Credit Hours	64

** MAC 1105 College Algebra is recommended for students planning to enroll in the college's baccalaureate degree programs.

[1]Recommended Business Electives: FIN 2100 Personal Finance, GEB 2350 International Business, MNA 2141 Basic Leadership/Supervisory Skills, OST 1100 Introduction to Word, SBM 2000 Small Business Management, SPC 2608 Effective Speaking.

[2]Co-op Prerequisites: ACG 2021 Financial Accounting, ACG 2071 Managerial Accounting.

ACG2021L labs are intended for all Accounting Technology A.S. degree students as well as for all Business Administration A.A. degree students. ACG2021L labs serve as an elective for students who follow a program of study based on a CF catalog prior to the 2010–2011 academic year.

Accounting Technology Management

6245: College Credit Certificate in Accounting Technology Management (27 Credit Hours)

CIP: 52.0302
FL CIP: 0552030205
SOC: 43-3031
Entry Wage: $10.51/hour

Accounting Technology Management is a one-year College Credit Certificate program designed to prepare students for entry-level employment in an office environment where skills in using accounting and office procedures are required. This certificate provides training for students with limited time to prepare for the job market who can devote daily, concentrated effort toward a career goal.

Program Core Courses

Course No.	Course Title	Credits
OST 2335	Business Communications or	3
ENC 1101	Freshman Composition Skills I	
QMB 1001**	Business Mathematics	3
ACG 2450	Integrated Accounting (QuickBooks)	3
CGS 1100	Microcomputer Applications	3
ACG 2021	Financial Accounting	3
GEB 1011	Introduction to Business	3
ACG 2071	Managerial Accounting	3
ACO1807	Payroll Accounting	3
TAX 2000	Federal Income Tax I **or**	3
TAX 2010	Federal Income Tax II	
	Total Credit Hours	27

** MAC 1105 College Algebra is recommended for students planning to enroll in the college's baccalaureate degree programs.

Agribusiness Management — Horticulture/Equine Specialization

2299: A.S. Degree in Agribusiness Management — Horticulture/Equine Specialization (60 Credit Hours)

CIP: 01.0102
FL CIP: 1101010100
SOC: 11-9013
Entry Wage: $32.54/hour

The Agribusiness Management — Horticulture/ Equine Specialization program prepares students for employment as an agricultural professional, manager or supervisor. The content includes, but is not limited to, instruction that prepares individuals to apply the economic and business principles involved in the organization, operation and management of agricultural businesses. Subject areas include finance, law, marketing, and equipment and facilities management.

Program Core Courses

Course No.	Course Title	Credits
ANS 1003	Introduction to Animal Science	3
ORH 1601C	Retail and Wholesale Nursery Operations	3
ORH 1260L	Greenhouse Operations Laboratory	2
ORH 1301C	Introduction to Irrigation	3
ORH 1113C	Pest and Disease Control	3
ORH 1949	Horticulture Cooperative Education **or**	3
ANS 1949	Equine Cooperative Education	
AEB 2137C	Equine Business Management	3
ANS 1222	Equine Sales and Marketing	3
ANS 1930	Special Topics — Equine Studies	1
APA 1111	Business Accounting	3
MNA 2141	Basic Leadership/Supervisory Skills	3

General Education Courses

ENC 1101	Freshman Composition Skills I	3
QMB 1001**	College Business Mathematics	3
	Any Biological or Physical Science	3
One of the following options: (To satisfy Social Science and Humanities requirements)		
ISS 1013	Introduction to the Social Sciences **and**	
HUM 1020	Introduction to the Humanities	
	OR	
WOH 2012	World Civilizations I **and either**	
HUM 1020	Introduction to the Humanities **or**	6
HUM 1230	Introduction to the Humanities: Since the Renaissance	
	OR	
WOH 2022	World Civilizations II **and either**	
HUM 1020	Introduction to the Humanities **or**	
HUM 1210	Introduction to the Humanities: To the Renaissance	

Program Electives

GEB 1011	Introduction to Business **or**	3
GEB 2350	Introduction to International Business	
ECO 2013	Principles of Economics — Macro **or**	3
ECO 2023	Principles of Economics — Micro	
BUL 2241	Business Law I	3
CGS 1100	Microcomputer Applications	3
GEB 2430	Ethics in Management	3
	Total Credit Hours	60

** MAC 1105 College Algebra is recommended for students planning to enroll in the college's baccalaureate degree programs.

Automotive Service Management Technology

2282: A.S. Degree in Automotive Service Management Technology (68 Credit Hours)

CIP: 47.0604
FL CIP: 1615080300
SOC: 49-3023
Entry Wage: $14.47/hour

The two-year Automotive Service Management Technology program is designed to prepare students for industry certification and employment as automotive/light truck technicians at area dealerships, independent garages or other automotive repair facilities. Instruction is provided in the diagnosis, repair and service of internal combustion engines, including fuel emissions, brake, drive train, steering, suspension, transmission, electrical, electronic, and computerized control systems. The program also includes instruction in safe and efficient work practices, troubleshooting skills, and service and maintenance of automobiles and light trucks. Students will also be instructed in techniques to develop the people skills essential for job success. Classroom instruction and shop experiences will be the primary delivery systems.

Program Core Courses

Course No.	Course Title	Credits
AER 1081	Automotive Fundamentals	3
AER 1198	Engines	4
AER 2330	Clutch and Transmissions	4
AER 1690	Automotive Electrical Systems I	4
AER 2840C	Fuel and Emissions Control Systems	4
AER 1798C	Air Conditioning and Heating	4
AER 1598	Brake Systems	4
AER 1498	Steering and Suspension	4
AER 2695C	Automotive Electrical Systems II	3
AER 2820C	Drivability and Diagnosis	4
AER 2298	Advanced Automatic Transmissions	4

General Education Courses

ENC 1101	Freshman Composition Skills I	3
QMB 1001**	College Business Mathematics	3
PHY 1020	Physics for Nonscience Fields **or** Any Physical Science	3
SPC 2608	Effective Speaking	3
CGS 1100	Microcomputer Applications	3
	One of the following options: (To satisfy Social Science and Humanities requirements)	
ISS 1013	Introduction to the Social Sciences **and**	
HUM 1020	Introduction to the Humanities	
	OR	
WOH 2012	World Civilizations I **and either**	
HUM 1020	Introduction to the Humanities **or**	
HUM 1230	Introduction to the Humanities: Since the Renaissance	6
	OR	
WOH 2022	World Civilizations II **and either**	
HUM 1020	Introduction to the Humanities **or**	
HUM 1210	Introduction to the Humanities: To the Renaissance	

Program Electives

	Elective[1]	5
	Total Credit Hours	68

** MAC 1105 College Algebra is recommended for students planning to enroll in the college's baccalaureate degree programs.

[1]Recommended Elective: AER 1949 Automotive Technology Co-op.

Business Administration

Business Administration programs train individuals to assume management or supervisory roles in business, industry and government. This program provides basic skills in a variety of fields commonly needed in management positions, including communications, management, accounting, computer usage and marketing.

Business Administration

2305: A.S. Degree in Business Administration (60 Credit Hours)

CIP: 52.0201
FL CIP: 1552020102
SOC: 11-1021
Entry Wage: $12.80/hour

The Associate in Science degree in Business Administration includes business and general education courses designed to provide a career in business or further study. The program prepares graduates for entry into a career in business or the opportunity to transfer into a Bachelor of Applied Science.

Program Courses

Course No.	Course Title	Credits
CGS 1100	Microcomputer Applications	3
OST 2335	Business Communications	3
MAN 2021	Principles of Management	3
APA 1111 **or** ACG 2021	Business Accounting **or** Financial Accounting	3
BUL 2241	Business Law	3
GEB 1011	Introduction to Business	3

ECO 2013	Principles of Economics — Macro	3
CGS 2103	Spreadsheet Applications	3
MAN 1949	Co-op Work Experience	3

Program Electives

Choose an additional 18 credit hours from the courses listed below:

STA 2023**	Elementary Statistics	3
MAC 2233**	Calculus for Business and Social Science or any calculus course	3
GEB 2430	Ethics in Management	3
ACG 2071	Managerial Accounting	3
ENC 1102**	Freshman Composition Skills II	3
ECO 2023	Principles of Economics – Micro	3
MAR 2011**	Principles of Marketing	3
GEB 2350	International Business	3
OST 1100	Introduction to Word	3
SBM 2000	Small Business Management	3
FIN 2100	Personal Finance	3
	Any Business and Technology Course	3

General Education Courses

ENC 1101	Freshman Composition Skills I	3
	Any Biological or Physical Science	3
MAC 1105**	College Algebra or higher	3

One of the following options: (To satisfy Social Science and Humanities requirements)

ISS 1013	Introduction to the Social Sciences **and**	
HUM 1020	Introduction to the Humanities	
	OR	
WOH 2012	World Civilizations I **and either**	
HUM 1020	Introduction to the Humanities **or**	
HUM 1230	Introduction to the Humanities: Since the Renaissance	6
	OR	
WOH 2022	World Civilizations II **and either**	
HUM 1020	Introduction to the Humanities **or**	
HUM 1210	Introduction to the Humanities: To the Renaissance	
	Total Credit Hours	60

** These courses are recommended for students planning to enroll in the college's baccalaureate degree programs.

Although scheduling may not always provide for the following progression of courses, students should use the foundation, intermediate and specialization course sequence as a guide for program planning.

College Credit Certificates

The College Credit Certificates in Management, Entrepreneurship, Small Business/Entrepreneurship, Business Specialist and Business Operations will provide students with enhanced skills in specialty areas. The purpose of the certificate programs is to prepare the student for entry-level employment in marketing, management or entrepreneurial positions in a variety of business environments and/or to provide supplemental training for persons currently employed. These certificates will satisfy many requirements for the A.S. degree in Business Administration.

Business Administration – Business Management

6241: College Credit Certificate in Business Administration –Business Management (24 Credit Hours)

CIP: 52.0201
FL CIP: 0552070101
SOC: 11-1020
Entry Wage: $12.80/hour

The Business Management program is designed to prepare students for effective management of a small business as either employee or owner. Students will gain proficiency on the management and operational skills necessary to be self-employed entrepreneurs or effective middle management staff.

Program Core Courses

Course No.	Course Title	Credits
CGS 2103	Spreadsheet Applications	3
GEB 1011	Introduction to Business	3
OST 2335	Business Communications	3
CGS 1100	Microcomputer Applications	3
QMB 1001 **or** MAC 1105**	College Business Mathematics **or** College Algebra	3
ENC 1101	Freshman Composition Skills I	3
APA 1111 **or** ACG 2021	Business Accounting **or** Financial Accounting	3
MAN 2021	Principles of Management	3
	Total Program Credit Hours	24

** MAC 1105 College Algebra is recommended for students planning to enroll in the college's baccalaureate degree programs.

Business Administration – Entrepreneurship

6290: College Credit Certificate in Business Administration – Entrepreneurship (12 Credit Hours)

CIP: 52.0201
FL CIP: 0552070308
SOC: 11-1021
Entry Wage: $12.80/hour

The Entrepreneurship Certificate program is a course of study that offers both credit and noncredit tracks. The program is designed for those who currently own a small business or rising ventures and wish to enhance their skills, or for curious seekers who are interested in expanding their knowledge to start a business venture.

Program Courses

Course No.	Course Title	Credits
ENT 1000	Introduction to Entrepreneurship	3
ENT 2112	Entrepreneurship Opportunity Analysis	3
SBM 2000	Small Business Management	3

Program Electives

Choose an additional 3 credit hours from the courses listed below:

BUL 2241	Business Law I	3
MAN 2021	Principles of Management	3
GEB 2430	Ethics in Management	3
MAR 2011	Principles of Marketing	3
ACG 2021	Financial Accounting	3
GEB 1011	Introduction to Business	3
CGS 1100	Microcomputer Applications	3
	Total Credit Hours	12

Business Operations

6271: College Credit Certificate in Business Operations (18 Credit Hours)

CIP: 52.0499
FL CIP: 0552020104
SOC: 41-1011
Entry Wage: $17.43/hour

This program is designed for students seeking specialized training to prepare for employment or to enhance their skills in the fields of management, business, and industry and retail. The program instructs students in the areas of planning, organizing, directing and controlling a business. Selected theories of business operations and decision making are emphasized. Students will obtain the knowledge, skills and understanding for effective management functions.

CIP: 0506040104

Program Courses

Course No.	Course Title	Credits
QMB 1001 **or** MAC 1105**	College Business Mathematics **or** College Algebra	3
CGS 1100	Microcomputer Applications	3
ENC 1101	Freshman Composition Skills I	3
OST 2335	Business Communications	3
GEB 1011	Introduction to Business	3
MAN 2021	Principles of Management	3
	Total Credit Hours	18

** MAC 1105 College Algebra is recommended for students planning to enroll in the college's baccalaureate degree programs.

Contact your Business and Technology advisor, 854-2322, ext. 1593, to review your transcript and determine your progress toward a certificate or degree.

Business Administration – Business Specialist

6291: College Credit Certificate in Business Administration – Business Specialist (12 Credit Hours)

CIP: 52.0201
FL CIP: 0552020103
SOC: 11-1021
Entry Wage: $12.80/hour

This program will provide students with an understanding of planning, organizing, directing and controlling a business.

Program Courses

Course No.	Course Title	Credits
QMB 1001 **or** ACG 2021	College Business mathematics **or** Financial Accounting	3
GEB 1011	Introduction to Business	3
CGS 1100	Microcomputer Applications	3
ENC 1101	Freshman Composition Skills I	3
	Total Credit Hours	12

Computer Information Technology

Computer Information Technology

2295: A.S. Degree in Computer Information Technology (63 Credit Hours)

CIP: 11.0103
FL CIP: 1511010305
SOC: 15-1151, 15-1121
Entry Wage: $25.31/hour

The Computer Information Technology program prepares students for employment in a wide variety of computer-related positions in business, industry and government. Students can customize their program of study by choosing electives that will develop their own interests in specific segments of the CIT industry. Students enrolled in the CIT program will also have the opportunity to complete two certificate programs within the Associate in Science program of study, providing credentials for additional employment opportunities upon graduation.

Additionally, for students considering the Management Information Systems track of the Bachelor of Applied Science in Business and Organizational Management program, A.S. degree electives can be tailored to permit students to complete a number of the prerequisites for upper-level coursework.

Please consult http://www.cf.edu/departments/instruction/workforce/ for updated information regarding this program.

Program Courses

Course No.	Course Title	Credits
CGS 2103	Spreadsheet Applications	3
CGS 1100	Microcomputer Applications	3
COP 1332 or	Programming in Visual Basic **or**	3
COP 1030	Fundamental Programming Concepts	
CET 1178C	PC Essentials — Hardware	3
CGS 1949	Co-op Work Experience	3
CGS 2557	Internet Technologies	3
CTS 2136	PC Desktop Support	3
CET 1179	PC Essentials — Software	3
CTS 2120	Security Fundamentals	3
	Program Core Total	27

Program Electives

Business Elective*		3
Choose an additional 18 credit hours from the courses listed below:		
CIS 2321	Introduction to Systems Analysis and Design	3
CET 2180	Practical PC Technician	3
COP 2250	Java Programming	3
CGS 1820	Web Programming I	3
EET 1084	Survey of Electronics	3
CTS 2134	Networking Fundamentals	3
CTS 2651	Router Technology	3
OST 2335 **or** ENC 1102	Business Communications **or** Freshman Composition Skills II	3
CGS 2540	Database Management Systems	3
CET 1171	Introduction to Computer Technology	3
CGS 2871	Multimedia Computer Applications	3
OST 2717	Advanced Word	3
CTS 2142	Project Management	3
CTS 2143	Server Fundamentals	3
COP 2650	Mobile Devices	3
CGS 2930	Special Topics in Computers — Introduction to Computer Skills	1
CGS 2930	Special Topics in Computers — Overview of Microsoft Office	1
	Program Electives Total	21

General Education Courses

ENC 1101	Freshman Composition Skills I	3
One of the following options: (To satisfy Social Science and Humanities requirements)		
ISS 1013	Introduction to the Social Sciences **and**	
HUM 1020	Introduction to the Humanities	
	OR	
WOH 2012	World Civilizations I **and either**	
HUM 1020	Introduction to the Humanities **or**	
HUM 1230	Introduction to the Humanities: the Renaissance	6
	OR	
WOH 2022	World Civilizations II **and either**	
HUM 1020	Introduction to the Humanities **or**	
HUM 1210	Introduction to the Humanities: To the Renaissance	
QMB 1001 **or**	College Business Mathematics **or**	3
MAC 1105	College Algebra **or** Any higher level mathematics course	
	Any Biological or Physical Science	3
	Total Credit Hours:	63

* Recommended Business Electives: ACG 2021 Financial Accounting, ACG 2100 Intermediate Accounting, ACG 2360 Cost Accounting, ACG 2450 Integrated Accounting, BUL 2241 Business Law I, FIN 2100 Personal Finance, GEB 1011 Introduction to Business, GEB 2350 Introduction to International Business, MAN 2021 Principles of Management, MNA 2141 Basic Leadership/Supervisory Skills, OST 1100 Introduction to Word, SBM 2000 Small Business Management, TAX 2000 Federal Income Tax I, TAX 2010 Federal Income Tax II.

** MAC 1105 College Algebra is recommended for students planning to enroll in the college's baccalaureate degree programs.

Computer Information Technology — Information Technology Analysis

6249: College Credit Certificate in Computer Information Technology — Information Technology Analysis (27 Credit Hours)

CIP: 11.0103
FL CIP: 0511010312
SOC: 15-1121
Entry Wage: $22.91/hour

Students completing this certificate will have entry-level skills necessary for employment as help-desk assistant and other computer support positions. It provides basic skills in hardware and software applications. *This program is a certificate with the A.S. degree program, Computer Information Technology.*

Course No.	Course Title	Credits
CET 1171	Introduction to Computer Technology	3
CET 1178C	PC Essentials — Hardware	3
CET 1179	PC Essentials — Software	3
CET 2180	Practical PC Technician	3
CGS 1100	Microcomputer Applications	3
CTS 2120	Security Fundamentals	3
CGS 2557	Internet Technologies	3
COP1332	Programming Visual Basic	3
CTS 2136	PC Desktop Support	3
	Total Credit Hours	27

Computer Information Technology — Information Technology Support Specialist

6288: College Credit Certificate in Computer Information Technology — Information Technology Support Specialist (18 Credit Hours)

CIP: 43.0102
FL CIP: 0511010311
SOC: 15-1151

Students completing this certificate will have entry-level skills necessary for employment as help-desk assistant and other computer support positions. It provides basic skills in hardware configurations, troubleshooting and repair, as well as network administration. *This program is a certificate with the A.S. degree program, Computer Information Technology.*

Course No.	Course Title	Credits
CET 1171	Introduction to Computer Technology	3
CET 1178C	PC Essentials — Hardware	3
CTS 2136 **or** CTS 2120	PC Desktop Support **or** Security Fundamentals	3
CET 1179	PC Essentials — Software	3
CGS 2557	Internet Technologies	3
CGS 1100	Microcomputer Applications	3
	Total Credit Hours	18

Criminal Justice Technology

2277: A.S. Degree in Criminal Justice Technology (64 Credit Hours)

CIP: 43.0103
FL CIP: 1743010300
SOC: 33-1099
Entry Wage: $15.42/hour

The Associate in Science in Criminal Justice Technology program prepares students for various positions in law enforcement and corrections agencies at the local, state and federal levels and for related jobs in private industry. The program includes a combination of theoretical, practical and supportive courses. Individuals already employed in the criminal justice area can increase their skills and prepare for supervisory positions.

Program Core Courses

Course No.	Course Title	Credits
CJJ 1002	Juvenile Delinquency	3
CCJ 1020	Introduction to the Criminal Justice System	3
CJC 1000	Introduction to Corrections	3
CJE 2600	Introduction to Criminal Investigation	3
CJL 2130	Criminal Law, Evidence and Procedures	3
CJE 2061	Theory and Practice of Law Enforcement	3
CCJ 1949	Internship/Co-op	3
CCJ 2010	Criminology	3
CCJ 2013	Criminal Victimization	3

Program Electives

PSY 2012	General Psychology	3
CJE 2330	Ethics in Criminal Justice	3
ENC 1102	Freshman Composition Skills II	3
MAN 2021	Principles of Management **or**	3
DSC 1212	Introduction to Emergency Management	
CGS 1100	Microcomputer Applications	3
	Elective	1

General Education Courses

ENC 1101	Freshman Composition Skills I	3
SPC 2608	Effective Speaking	3
	Any approved mathematics course beyond college preparatory level*	3
HLP 1081	Wellness Applications	3
	Any Biological or Physical Science	3

One of the following options: (To satisfy Social Science and Humanities requirements)		
ISS 1013	Introduction to the Social Sciences **and**	
HUM 1020	Introduction to the Humanities	
	OR	
WOH 2012	World Civilizations I **and either**	
HUM 1020	Introduction to the Humanities **or**	
HUM 1230	Introduction to the Humanities: Since the Renaissance	6
	OR	
WOH 2022	World Civilizations II **and either**	
HUM 1020	Introduction to the Humanities **or**	
HUM 1210	Introduction to the Humanities: To the Renaissance	
	Total Credit Hours	64

*Students taking advantage of the Criminal Justice Articulation Agreement must take MGF 1106 Liberal Arts Math I or higher. For information on the A.S. to B.S. program with participating colleges/universities, please contact the Criminal Justice Department at 873-5838.

Dental Assisting Technology and Management

2323: A.S. Degree in Dental Assisting Technology and Management – Dental Practice Management (70 Credit Hours)

2324: A.S. Degree in Dental Assisting Technology and Management – Education (70 Credit Hours)

2325: A.S. Degree in Dental Assisting Technology and Management – Marketing (70 Credit Hours)

CIP: 51.0601
FL CIP: 1351060104
SOC: 31-9091
Entry Wage: $13.95/hour

The Dental Assisting Technology and Management program is an Associate in Science degree that encompasses a multitude of career opportunities. The program combines completion of the Applied Technology Diploma in Dental Assisting Technology and Management with options in marketing, dental office management or education. It will provide skills in a variety of areas in communication, business, computers and management that can be used in areas such as dental products representative, dental office management and education in dental assisting programs. Students may complete general education courses before or after completion of the Applied Technology Diploma but not concurrently with the dental assisting courses.

View the Dental Assisting program page online at http://www.cf.edu/dental.

Program Core Courses

Course No.	Course Title	Credit Hours
Semester I		
DES 1020	Head, Neck and Dental Anatomy	3
DES 1030	Histology and Embryology	1
DEA 1805L	Dental Clinic Seminar	1
DEA 1806L	Clinic Practice I	2
BSC 1080	Basic Anatomy and Physiology	3
DES 1800	Introduction to Clinical Procedures	3
DES 1806L	Introduction to Clinical Procedures Lab	1
DES 1600	Dental Office Emergencies	1
	Semester Hours	15
Semester II		
DES 1200	Dental Radiology	2
DES 1200L	Dental Radiology Lab	1
DES 1100	Dental Materials	2
DES 1100L	Dental Materials Lab	1
DES 1029	Dental Specialties	1
DEA 1855L	Clinic Practice II	6
DEA 1151	Dental Psychology and Communications	1
DEA 1135	Dental Microbiology	1
DES 1840	Preventative Dentistry	2
	Semester Hours	17
Semester III		
DES 2832C	Expanded Functions with Lab	2
DEA 2033	Oral Pathology	3
DES 1502	Dental Office Management	3
DES 1051	Dental Pharmacology	2
DEA 1856	Clinic III Seminar	1
DEA 1856L	Clinic Practice III	7
	Semester Hours	18
	Total Core Hours	50

General Education Core

Course No.	Course Title	Credits
ENC 1101	Freshman Composition Skills I	3
QMB 1001**	College Business Mathematics	3

Note: Natural Science is required as part of dental core.

One of the following options: (To satisfy Social Science and Humanities requirements)		
ISS 1013	Introduction to the Social Sciences **and**	
HUM 1020	Introduction to the Humanities	
	OR	
WOH 2012	World Civilizations I **and either**	
HUM 1020	Introduction to the Humanities **or**	
HUM 1230	Introduction to the Humanities: Since the Renaissance	6
	OR	
WOH 2022	World Civilizations II **and either**	
HUM 1020	Introduction to the Humanities **or**	
HUM 1210	Introduction to the Humanities: To the Renaissance	

** MAC 1105 College Algebra is recommended for students planning to enroll in the college's baccalaureate degree programs.

Complete one of the following options:

2323: Dental Practice Management

BUL 2241	Business Law I	3
GEB 1011	Introduction to Business	3
DEA1949	Dental Internship I Co-op	2
	Total Program Credit Hours	70

2324: Education

EDF 2005	Introduction to the Teaching Profession	3
EDF 2085 **or** EDP 2002	Introduction to Diversity for Educators **or** Educational Psychology	3
DEA1949	Dental Internship I Co-op	2
	Total Program Credit Hours	70

2325: Marketing

MAR 2011	Principles of Marketing	3
MKA 2021	Sales, Marketing and Advertising	3
DEA1949	Dental Internship I Co-op	2
	Total Program Credit Hours	70

Early Childhood Education

2259: A.S. Degree in Early Childhood Education (63 Credit Hours)

CIP: 13.1210
FL CIP: 1413121003
SOC: 25-2011
Entry Wage: $25.23/hour

The Early Childhood Education program is designed to prepare individuals for employment in the early childhood field. This program combines theoretical, practical and supportive courses. Students will practice acceptable early childhood techniques with children in the on-campus laboratory preschool. With careful planning, A.S. degree candidates may also complete sufficient additional hours to qualify for the Associate in Arts degree. For information on this option, consult the Counseling Department.

To comply with Florida state law, Chapter 402.3055, each prospective student must be fingerprinted and undergo a criminal background check, reference check and tuberculosis test. Information received is confidential and is required to determine the prospective student's eligibility to work with children.

Program Core Courses

Course No.	Course Title	Credits
EEC 2930	Seminar in Childhood Education	3
EEC 2001	Early Childhood Education	3
CHD 1440C	Child Care Practicum I	3
EEC 1000	Introduction to Child Development and Education	3
EEC 1603	Child Guidance	3
EEC 2200	Curriculum in Childhood Education	3
CHD 1441C	Child Care Practicum II	3
EEC 1921	Preschool Workshop	3
CHD 1339	Learning through Play	3
EEX 2010	Survey of Disabling Conditions	3
EEC 1940	Educational Field Experience	3
EEC 1907	Observing and Recording Behavior	3
EEC 2401	Home and Community	3

Program Electives

	Elective	3

General Education Courses

ENC 1101	Freshman Composition Skills I	3
QMB 1001**	College Business Mathematics	3
SPC 2608[1]	Effective Speaking	3
EME 2040	Introduction to Technology for Educators	3
BSC 1020	Biology and the Human Experience	3
One of the following options: (To satisfy Social Science and Humanities requirements)		
ISS 1013	Introduction to the Social Sciences **and**	
HUM 1020	Introduction to the Humanities	
	OR	
WOH 2012	World Civilizations I **and either**	
HUM 1020	Introduction to the Humanities **or**	
HUM 1230	Introduction to the Humanities: Since the Renaissance	6
	OR	
WOH 2022	World Civilizations II **and either**	
HUM 1020	Introduction to the Humanities **or**	
HUM 1210	Introduction to the Humanities: To the Renaissance	
	Total Credit Hours	63

[1] Students may take the following courses to fulfill this requirement: SPC 2608 Effective Speaking, SPC 2608H Honors Effective Speaking, SPC 2300 Interpersonal Communication, SPC 2594 Intercollegiate Forensics Speech, SPC 2601 Advanced Effective Speaking, MMC 1101 Writing for Mass Communications (Note: this is a Gordon rule course), THE 1925 Play Production, or TPP 2100 Acting I.

** MAC 1105 College Algebra is recommended for students planning to enroll in the college's baccalaureate degree programs.

College Credit Certificate in Child Care Center Management

6201: College Credit Certificate in Child Care Center Management (12 Credit Hours)

CIP: 13.1210
FL CIP: 0419070906
SOC: 11-9031

This program consists of entry-level courses that will prepare the completer for initial employment in the early childhood field. The program consists of developmentally appropriate practice, child growth and development, positive guidance and creative curriculum. Students may apply for the state child care exam upon completion of the program.

Program Courses

Course No.	Course Title	Credits
EEC 2930	Seminar in Childhood Education	3
EEC 1000	Introduction to Child Growth and Development	3
EEC 1603	Child Guidance	3
EEC 2200	Curriculum in Childhood Education	3
	Total Credit Hours	12

College Credit Certificate in Child Development Early Intervention

6205: College Credit Certificate in Child Development Early Intervention (36 Credit Hours)

CIP: 13.120
FL CIP: 0419070904
SOC: 25-2011
Entry Wage: $25.23/hour

This program consists of entry-level courses that will prepare the completer for employment in the early childhood field. The program consists of additional courses including observing and recording behavior, home and community relations, field experiences, disabling conditions and early childhood education to provide quality training to the preschool teacher.

Program Courses

Course No.	Course Title	Credits
EEC 2930	Seminar in Childhood Education	3
EEC 1000	Introduction to Child Growth and Development	3
EEC 1603	Child Guidance	3
EEC 2200	Curriculum in Childhood Education	3
EEC 1921	Preschool Workshop	3
EEC 1907	Observing and Recording Behavior	3
EEC 2401	Home and Community	3
EEC 1940	Educational Field Experience	3
EEX 2010	Survey of Disabling Conditions	3
EEC 2001	Early Childhood Education	3
CHD 1339	Learning Through Play	3
CHD 1440C	Practicum I	3
	Total Credit Hours	36

Emergency Medical Services

2234: A.S. Degree in Emergency Medical Services (73 Credit Hours)

CIP: 51.0904
FL CIP: 1351090402
SOC: 29-2041
Entry Wage: $17.85/hour

Emergency Medical Services is an Associate in Science program that encompasses two occupational opportunities, Emergency Medical Technician and Paramedic. This can be done in units, EMT/Paramedic with general education units as the completion.

The EMT certificate program requires one semester and this prepares the student for certification and employment in accordance with the Department of Transportation curriculum and the State of Florida EMS/Department of Health rules and regulations.

The Paramedic certificate program is three consecutive semesters. In order to apply to the Paramedic program a candidate must be a Florida licensed EMT.

All general education classes may be taken before or concurrently with EMT and Paramedic classes or after the Paramedic unit of this A.S. program is completed. Paramedic courses must be taken in sequence.

Transfer students seeking an A.S. degree in Emergency Medical Services will only be awarded credit hours for paramedic training if the paramedic training was completed at a CoAEMSP accredited program.

Transfer students: Twenty-five percent of total credits must be taken at CF in order to be awarded a degree from CF.

General Education Courses

Course No.	Course Title	Credits
ENC 1101	Freshman Composition Skills I	3
MAC 1105	College Algebra or equivalent	3
	Any Biological or Physical Science*	3
One of the following options: (To satisfy Social Science and Humanities requirements)		
ISS 1013	Introduction to the Social Sciences **and**	
HUM 1020	Introduction to the Humanities	
	OR	
WOH 2012	World Civilizations I **and either**	
HUM 1020	Introduction to the Humanities **or**	
HUM 1230	Introduction to the Humanities: Since the Renaissance	6
	OR	
WOH 2022	World Civilizations II **and either**	

HUM 1020	Introduction to the Humanities **or**	
HUM 1210	Introduction to the Humanities: To the Renaissance	
	Elective	2
PSY 2012	General Psychology	3
	Total Credit Hours	20

*BSC 1080 is recommended for the general education science. EMS 2010 taken as part of the Paramedic program does not qualify for the A.S. degree.

Note: Remaining hours for A.S. degree are comprised of Emergency Medical Technician (Basic) and Paramedic Certificates.

Emergency Medical Services – Technician Program (Basic)

6237: College Credit Certificate In Emergency Medical Technician (Basic) (11 Credit Hours)

CIP: 51.0904
FL CIP: 0351090400
SOC: 29-2041
Entry Wage: $12.69/hour

Prerequisite: admission to program.
This program is accredited by the Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756, telephone 727-210-2350, website http://www.caahep.org.

EMS 1119	Fundamentals of Emergency Medical Technology	6
EMS 1119L	Fundamentals of Emergency Medical Technology Skills Lab	2
EMS 1431	EMT Hospital/Field Experience	2
EMS 1354C	Emergency Field Operations	1
	EMT Credit Hours	11

Emergency Medical Services – Paramedic Program

6232: College Credit Certificate in Paramedic (42 Credit Hours)

Paramedic Program

CIP: 51.0904
FL CIP: 0351090405
SOC: 29-2041
Entry Wage: $14-$15/hour

Prerequisite: Admission to program and current EMT certificate from state of Florida.
This program is accredited by the Commission on Accreditation of Allied Health Education Programs, Committee on Accreditation of Educational Programs for the Emergency Medical Services Profession, 1361 Park Street, Clearwater, FL 33756, telephone 727-210-2350, website http://www.caahep.org. It also meets the standards of the 1998 EMT/Paramedic National Curriculum from U.S. Department of Transportation.

Semester One

EMS 2010	EMS Anatomy and Physiology	3
EMS 2610	Introduction to Paramedic	2
EMS 2611	Paramedic Fundamentals	2
EMS 2612	Airway Management and Ventilation	1
EMS 2613	Paramedic Patient Assessment	1
EMS 2611L	Paramedic Fundamentals Skills Lab	2
EMS 2612L	Airway Management and Ventilation Lab	1
EMS 2613L	Paramedic Patient Assessment Lab	1
EMS 2656	Paramedic Clinical I	4
	First Semester Total	17

Semester Two

EMS 2615	Medical Emergencies I	3
EMS 2619	Medical Emergencies II	3
EMS 2628	Paramedic OB/GYN/Neonatal Emergencies	1
EMS 2615L	Medical Emergencies Skills Lab I	2
EMS 2619L	Medical Emergencies Skills Lab II	1
EMS 2628L	Paramedic OB/GYN/Neonatal Emergencies Lab	1
EMS 2630	Behavioral Emergencies	1
EMS 2645	Paramedic Clinical Experience II	4
	Second Semester Total	16

Semester Three

EMS 2614	Trauma Emergencies	2
EMS 2614L	Trauma Emergencies Skills Lab	1
EMS 2618	EMS Operations	1
EMS 2658	Paramedic Clinical Experience III	5
	Third Semester Total	9
	Paramedic Total Credit Hours	42

Sequence of Paramedic courses represents fall as first semester. There is a slightly different sequence for students who begin in the spring or summer.

Note:

- When more qualified students apply than can be accepted, those not accepted to the program are placed on a waiting list and will be admitted to future classes.
- All Health Sciences candidates must undergo a criminal background check. Candidates with a criminal record may not be eligible for any CF Health Sciences program.
- Upon acceptance into the program, a medical examination, TB test and proof of immunizations are required.
- All students are responsible for their own health/ hospitalization insurance. Professional liability insurance is included in tuition fees.
- It is necessary that students have reliable transportation to the assigned hospitals and clinical facilities.
- The student must be prepared to pay additional fees and purchase uniforms as mandated by program of learning.

Engineering Technology

2298: A.S. Degree in Engineering Technology – Quality Specialization (60 Credit Hours)

CIP: 15.0000
FL CIP: 1615000001
SOC: 17-3027
Entry Wage: $14.87/hour

The Associate in Science program in Engineering Technology — Quality Specialization provides training for the advanced quality-related positions in the medical and manufacturing industries. Manufacturing processes, production management, survey of electronics, quality control, statistics, quality management, instruments techniques and measurement, geometric dimensioning and tolerancing, industrial safety, and concepts of Lean Manufacturing and Six Sigma are all covered in this program.

Program Core Courses

Course No.	Course Title	Credits
CGS 1100	Microcomputer Applications	3
EGS 1110	Engineering Graphics	3
CGS 1122	Excel for Engineers	3
CTS 2142	Project Management	3
EGS 1949	Co-op Work Experience	3
ETI 1411	Manufacturing Processes I	3
ETI 1117	Introduction to Quality Control	3
ETD 2320C	Computer-Aided Drafting and Design	3
EET 1084	Survey of Electronics	3
ETI 1720C	Industrial Safety	3
ETI 1151	Instrument Techniques and Measurement	3
ETI 1622	Concepts of Lean Manufacturing and Six Sigma	3
ETI 2623	Lean Enterprise for the Expert	3
ETI 1628	Developing and Coaching Self-Directed Work Teams	3
ETI 2610	Six Sigma for the Expert	3

General Education Courses

ENC 1101	Freshman Composition Skills I	3
MTB 1321	Technical Mathematics	3
	Any Physics course	3
	One of the following options: (To satisfy Social Science and Humanities requirements)	
ISS 1013	Introduction to the Social Sciences **and**	
HUM 1020	Introduction to the Humanities	
	OR	
WOH 2012	World Civilizations I **and either**	
HUM 1020	Introduction to the Humanities **or**	
HUM 1230	Introduction to the Humanities: Since the Renaissance	6
	OR	
WOH 2022	World Civilizations II **and either**	
HUM 1020	Introduction to the Humanities **or**	
HUM 1210	Introduction to the Humanities: To the Renaissance	
	Total Credit Hours	60

Engineering Technology – Computer-Aided Design and Drafting

6360: College Credit Certificate in Computer-Aided Design and Drafting

CIP: 15.1302
FL CIP: 061510304
SOC: 17-3026
Entry Wage: $17.87/hour

This one-year College Credit Certificate program in Computer-Aided Design and Drafting provides the knowledge and skills necessary to obtain an entry-level position as a computer-aided design-drafter.

Program Courses

Course No.	Course Title	Credits
MTB 1321	Technical Mathematics	3
EGS 1110	Engineering Graphics	3
ETD 2320C	Computer-Aided Drafting and Design	3
ETD 2801C	Pictorial Drafting	3
ETD 2350C	Advanced Computer-Aided Drafting and Design	3
ETD 2355C	Three-Dimensional Modeling	3
ETD 2461	Mechanical Systems Drafting	3
ETD 2730	Industrial Drafting	3
	Total Credit Hours	24

Engineering Technology — Lean Six Sigma Green Belt

6285: College Credit Certificate in Lean Six Sigma Green Belt (12 Credit Hours)

CIP: 15.9999
FL CIP: 0615070203
SOC: 17-3026
Entry Wage: $14.87/hour

This program is designed to provide students with considerable experience in manufacturing with the knowledge and skills to become a quality control technician. It is also designed for individuals who already have a degree in engineering technology and who wish to train for a career in quality control.

Program Courses

Course No.	Course Title	Credits
ETI 1622	Concepts of Lean Manufacturing and Six Sigma	3
ETI 2623	Lean Enterprise for the Expert	3
ETI 1628	Developing and Coaching Self-Directed Work Teams	3
ETI 2610	Six Sigma for the Expert	3
	Total Credit Hours	12

Engineering Technology-Support Specialist

6287: College Credit Certificate in Engineering Technology – Support Specialist (18 Credit Hours)

CIP: 15.9999
FL CIP: 0615000007
SOC: 17-3029

The purpose of this program is to prepare students for initial employment with an occupational title as engineering support specialist in various specialized areas, or to provide supplemental training for persons previously or currently employed in these occupations.

Program Courses

Course No.	Course Title	Credits
ETD 2320C	Computer-Aided Drafting and Design	3
EET 1084	Survey of Electronics	3
ETI 1411	Manufacturing Processes I	3
ETI 1151	Instrument Techniques and Measurement	3
ETI 1117	Introduction to Quality Control	3
ETI 1720C	Industrial Safety	3
	Total Credit Hours	18

Equine Studies

Equine Studies — Business Management Specialization

2292: A.S. Degree in Equine Studies — Business Management Specialization (64 Credit Hours)

CIP: 01.0507
FL CIP: 1101050700
SOC: 45-1011
Entry Wage: $15.00/hour

The Equine Business Management specialization under the Associate in Science degree in Equine Studies is ideal for the student who plans to manage an equine farm, equine retail center or establish a service-based equine business like massage therapy, photographer, transportation, sales agent or similar business. Graduates may seek employment in one of these fields or develop their own business as entrepreneurs. Course work includes science-based classes such as nutrition, behavior, anatomy, health care or conformation as well as business-based classes such as business management or sales and marketing.

Program Core Courses

Course No.	Course Title	Credits
ANS 1236	Introduction to Equine Science	3
ANS 2232C	Horse Handling and Safety	3
AEB 2137C	Equine Business Management	3
ANS 1238C	Equine Behavior and Psychology	3
ANS 2403	Equine Nutrition	3
ANS 1237C	Equine Health Care	3
ANS 1531C	Equine Medicine	3
ANS 1930	Special Topics — Equine Studies	1
ANS 1949	Co-op/Internship I	3
OST 2335	Business Communications **or**	3
ENC 1102	Freshman Composition Skills II (for A.A. degree)	

Business Management Specialization

ANS 1073C	Equine Anatomy and Physiology	3
ANS 1018C	Equine Computer Skills	2
AEB 1941	Equine Practicum	1
ANS 1315	Equine Reproduction	3
ANS 1222	Equine Sales and Marketing	3
ANS 1223	Equine Conformation Analysis	3
ANS 1220	Equine Sport and Competition	2
ANS 1930	Special Topics — Equine Studies	1
	Elective[1]	3

General Education Courses

ENC 1101	Freshman Composition Skills I	3
QMB 1001**	College Business Mathematics **or**	3
MAC 1105	College Algebra	
	Any Biological or Physical Science	3

One of the following options: (To satisfy Social Science and Humanities requirements)		
ISS 1013	Introduction to the Social Sciences **and**	
HUM 1020	Introduction to the Humanities	
	OR	
WOH 2012	World Civilizations I **and either**	
HUM 1020	Introduction to the Humanities **or**	
HUM 1230	Introduction to the Humanities: Since the Renaissance	6
	OR	
WOH 2022	World Civilizations II **and either**	
HUM 1020	Introduction to the Humanities **or**	
HUM 1210	Introduction to the Humanities: To the Renaissance	
	Total Credit Hours	64

** MAC 1105 College Algebra is recommended for students planning to enroll in the college's baccalaureate degree programs.

[1]Recommended Elective: CGS 1100 Microcomputer Applications, GEB 2350 Introduction to International Business, APA 1111 Business Accounting, SPN 1120 Elementary Spanish I.

Equine Studies – Equine Exercise Physiology

2309: A.S. Degree in Equine Studies – Equine Exercise Physiology (64 Credit Hours)

CIP: 01.0507
FL CIP: 1101050700
SOC: 45-1011
Entry Wage: $15.00/hour

The Equine Exercise Physiology specialization under the Associate in Science degree in Equine Studies focuses on studying the physical aspects of the equine athlete. Muscle physiology, conditioning techniques, manual therapeutic support, injury and rehabilitation are critical components involved in the training and support of high performance horses. Students will also study the role of farrier science as well as tack and equipment. Typical employment following completion of this program includes positions as trainers, grooms and rehabilitation technicians.

Program Core Courses

Course No.	Course Title	Credits
ANS 1236	Introduction to Equine Science	3
ANS 2232C	Horse Handling and Safety	3
AEB 2137C	Equine Business Management	3
ANS 1238C	Equine Behavior and Psychology	3
ANS 2403	Equine Nutrition	3
ANS 1237C	Equine Health Care	3
ANS 1531C	Equine Medicine	3
ANS 1930	Special Topics — Equine Studies	1
ANS 1949	Co-op/Internship I	3
OST 2335	Business Communication **or**	
ENC 1102	Freshman Composition Skills II	3

Equine Exercise Physiology Specialization

ANS 1073C	Equine Anatomy and Physiology	3
ANS 1223	Equine Conformation Analysis	3
ANS 1220	Equine Sport and Competition	2
ANS 1930	Special Topics — Equine Studies	1
ANS 2076C	Physiology of Equine Exercise	3
ANS 2074C	Injury and Rehabilitation of Horses	3
ANS 2072C	Equine Manual Therapies	3
ANS 2075	Farrier Science	2
ANS 2221	Equine Tack and Equipment	1

General Education Courses

Course No.	Course Title	Credits
ENC 1101	Freshman Composition Skills I	3
QMB 1001**	College Business Mathematics **or**	3
MAC 1105	College Algebra	
	Any Biological or Physical Science	3
One of the following options: (To satisfy Social Science and Humanities requirements)		
ISS 1013	Introduction to the Social Sciences **and**	
HUM 1020	Introduction to the Humanities	
	OR	
WOH 2012	World Civilizations I **and either**	
HUM 1020	Introduction to the Humanities **or**	
HUM 1230	Introduction to the Humanities: Since the Renaissance	6
	OR	
WOH 2022	World Civilizations II **and either**	
HUM 1020	Introduction to the Humanities **or**	
HUM 1210	Introduction to the Humanities: To the Renaissance	
	Total Credit Hours	64

** MAC 1105 College Algebra is recommended for students planning to enroll in the college's baccalaureate degree programs.

Equine Studies – Equine Assistant Management

6278: College Credit Certificate in Equine Assistant Management (24 Credit Hours)

CIP: 01.0507
FL CIP: 0101050701
SOC: 45-1011
Entry Wage: $10.00/hour

The Equine Assistant Manager certificate program is ideal for students who want to focus on only equine classes in a shorter program than the Associate in Science degree. This 24-credit program can be completed in a year and focuses on science and business skills essential to managing a horse farm or other equine business. The program has a core of six classes with two equine electives.

Course No.	Course Title	Credits
ANS 1073C	Equine Anatomy and Physiology	3
ANS 1315	Equine Reproduction	3
ANS 1237C	Equine Health Care	3
AEB 2137C	Equine Business Management	3
ANS 2403	Equine Nutrition	3
ANS 1531C	Equine Medicine	3

Two Equine Electives

Choose from:

ANS 1236	Introduction to Equine Science	3
ANS 2232C	Horse Handling and Safety	3
ANS 1238C	Equine Behavior and Psychology	3
ANS 1222	Equine Sales and Marketing	3
ANS 1223	Equine Conformation Analysis **or**	3
ANS 1220	Equine Sport and Competition **and**	2
ANS 1930	Special Topics — Equine Studies	1
	Total Credit Hours	24

Fire Science Technology

2272: A.S. Degree in Fire Science Technology (60 Credit Hours)

2372: A.S. Degree in Fire Science Technology – FESHE Compliant Track (60 Credit Hours)

CIP: 43.0203
FL CIP: 1743020100
SOC: 33-2021
Entry Wage: $22/hour

The Fire Science Technology program is offered for individuals who are already in the fire service field and are seeking to advance. This program will provide the training and courses required for certification as Fire Officer I and II, and will prepare the graduate for a variety of technical and supervisory positions within the fire service field. This program is approved by the State of Florida, Division of the State Fire Marshal — Bureau of Fire Standards and Training Florida State Fire College, 11655 NW Gainesville Road, Ocala, FL 34482-1436, telephone 352-369-2800.

This program is conducted in coordination with the Florida State Fire College, and the program core courses are conducted at the FSFC campus. Prospective students are advised to consult with the Fire Science Technology Program advisor prior to enrolling as this program has special requirements and enrollment procedures. For more information call 854-2322, ext. 1569.

Core Courses

Course No.	Course Title	Credits
FFP 1505	Fire Prevention Practices	3
FFP 1540	Private Fire Protection Systems	3
FFP 2810	Firefighting Tactics and Strategy I	3
FFP 2720	Company Officer	3
FFP 2780	Fire Department Administration	3
FFP 2120	Building Construction for the Fire Service	3
FFP 2740	Fire Service Course Delivery	3
FFP 2811	Firefighting Tactics and Strategy II	3
FFP 2770	Ethical and Legal Issues for the Fire Service	3
FFP 2610	Fire Investigations — Origins and Causes	3
FFP 2111	Fire Chemistry	3
	Program Electives	9

General Education Courses

ENC 1101	Freshman Composition Skills I	3
QMB 1001**	College Business Mathematics **or**	3
	(Any Higher-Level College Mathematics)[1]	
	Any Biological or Physical Science	3

One of the following options: (To satisfy Social Science and Humanities requirements)

ISS 1013	Introduction to the Social Sciences **and**	
HUM 1020	Introduction to the Humanities	
	OR	
WOH 2012	World Civilizations I **and either**	
HUM 1020	Introduction to the Humanities **or**	
HUM 1230	Introduction to the Humanities: Since the Renaissance	6
	OR	
WOH 2022	World Civilizations II **and either**	
HUM 1020	Introduction to the Humanities **or**	
HUM 1210	Introduction to the Humanities: To the Renaissance	
CGS 1100	Microcomputer Applications	3
	Total Credit Hours	60

** MAC 1105 College Algebra is recommended for students planning to enroll in the college's baccalaureate degree programs.

[1] *Students taking advantage of the Fire and Emergency Services Higher Education Compliant Track must take MAC 1105 College Algebra.*

Note:

The Department of Education Statewide Course Numbering System uses the FFP prefix to indicate these courses within the Fire Science Curriculum. The first number indicates the level, either freshmen (1) or sophomore (2), and the last three numbers indicate the course topic. Due to the variety of courses offered throughout the state, it should be noted that **courses with the same last three numbers are the same course, contain the same course content and contact hours regardless of the first leveling number.**

Please consult http://www.cf.edu/smartcatalog/fire science.htm for updated information regarding this program.

Health Information Technology

2233: A.S. Degree Program in Health Information Technology (70 Credit Hours)

CIP: 51.0707
FL CIP: 1351070700
SOC: 29-2071
Entry Wage: $16.71/hour

The Health Information Technology program is an Associate in Science degree designed to prepare the graduate to work with and manage health-related information in a variety of settings. Professional responsibilities include the collecting, storing, processing, retrieving, analyzing, disseminating and communicating of information related to reimbursement, research, planning, delivery, and evaluation of health care services. The Health Information Technology program is accredited by the Commission on the Accreditation for Health Informatics and Information Management Education, 233 N. Michigan Avenue, 21st Floor, Chicago, IL 60601-5800. Graduating students will be eligible to take the national qualifying examination for certification as a Registered Health Information Technician. ***Students must attain a minimum grade of C in all required courses.***

Health Information Technology Program Outcome Measure: For the academic year from fall 2010 through summer 2011, the graduate placement rate was 86.67 percent. This statistic includes graduates who were employed or who chose to continue their education based on the Health Information Technology graduate survey.

Program Core Courses

Course No.	Course Title	Credits
HIM 2214	Health Care Statistics	3
HSC 2531	Medical Terminology	3
CGS 1100	Microcomputer Applications	3
HIM 2722	ICD-10-CM Coding	3
HIM 2723	ICD-10-PCS Coding	3
HIM 2253	CPT Coding	3
HIM 2260	Medical Billing and Reimbursement	3
HIM 2012	Legal Aspects of Medical Records	3
HIM 1430	Concepts of Disease	3
HIM 1800	Introduction to Health Information Management	3
HIM 2949	Practicum II — Alternate Care Settings	3
HIM 2201	Comparative Health Records	3
HIM 2211	Health Information Systems	3
HIM 2510	Health Information Management Principles	3
HIM 2442	Pharmacology for HIM Professionals	2
HIM 2222	ICD-9-CM Coding	3
HIM 1949	Practicum I — Acute Care Settings	3

General Education Courses

ENC 1101	Freshman Composition Skills I	3
QMB 1001**	College Business Mathematics	3
HIM1453C	Health Information Technology Human Anatomy and Physiology I	4
HIM1454C	Health Information Technology Human Anatomy and Physiology II	4

One of the following options: (To satisfy Social Science and Humanities requirements)

ISS 1013	Introduction to the Social Sciences **and**	
HUM 1020	Introduction to the Humanities	
	OR	
WOH 2012	World Civilizations I **and either**	
HUM 1020	Introduction to the Humanities **or**	
HUM 1230	Introduction to the Humanities: Since the Renaissance	6
	OR	
WOH 2022	World Civilizations II **and either**	
HUM 1020	Introduction to the Humanities **or**	
HUM 1210	Introduction to the Humanities: To the Renaissance	
	Total Credit Hours	70

** MAC 1105 College Algebra is recommended for students planning to enroll in the college's baccalaureate degree programs.

Landscape and Horticulture Technology

Landscape and Horticulture Technology — Horticulture Specialization

2260: A.S. Degree in Landscape and Horticulture Technology — Horticulture Specialization (64 Credit Hours)

CIP: 01.0605
FL CIP: 1101060500
SOC: 37-1012
Entry Wage: $14.18/hour

The Landscape and Horticulture Technology program prepares students for industry certification and employment as greenhouse production managers, nursery managers, production superintendents and landscape designers. **The program articulates with Florida Gateway College *(formerly Lake City Community College)* allowing students to transfer into the Golf Course Operations program.**

The content includes, but is not limited to, instruction that prepares individuals to supervise or manage the production and use of decorative plants, plant materials and associated services. Subject matter also includes plant nutrition, plant classification and identification, propagation, hydroponics, pest control, irrigation, marketing, equipment management, cultural and environmental management of nursery and greenhouse facilities, business management, employability and human relations skills. Laboratory and horticultural land laboratory activities are an integral part of this program and include the use of horticultural equipment, management and maintenance of growing structures, chemical application and landscape maintenance and installation.

Program Core Courses

Course No.	Course Title	Credits
ORH 1000C	Introduction to Horticulture	3
ORH 1510	Ornamental Plant Identification	3
ORH 1020C	Household Plants	3
ORH 1260	Greenhouse Operations	3
ORH 1234C	Plant Maintenance	3
ORH 1113C	Pest and Disease Control	3
ORH 1851	Landscape Design and Maintenance	3
PLS 1220	Propagation of Nursery Plants	3
PLS 1220L	Propagation Laboratory	3
ORH 1601C	Retail and Wholesale Nursery Operations	3
ORH 1301C	Introduction to Irrigation	3
CGS 1100	Microcomputer Applications	3
GCO 1400C	Turf Grasses for Golf and Landscaping	3
ORH 1949	Cooperative Education	3
ORH 1260L	Greenhouse Operations Laboratory	2

Electives

	Electives	5

General Education Courses

ENC 1101	Freshman Composition Skills I	3
QMB 1001**	College Business Mathematics	3
	Any Biological or Physical Science	3

One of the following options: (To satisfy Social Science and Humanities requirements)

ISS 1013	Introduction to the Social Sciences **and**	
HUM 1020	Introduction to the Humanities	
	OR	
WOH 2012	World Civilizations I **and either**	
HUM 1020	Introduction to the Humanities **or**	
HUM 1230	Introduction to the Humanities: Since the Renaissance	6
	OR	
WOH 2022	World Civilizations II **and either**	
HUM 1020	Introduction to the Humanities **or**	
HUM 1210	Introduction to the Humanities: To the Renaissance	
	Total Credit Hours	64

** MAC 1105 College Algebra is recommended for students planning to enroll in the college's baccalaureate degree programs.

Landscape and Horticulture Technology – Horticulture Technician

6272: College Credit Certificate in Horticulture Technician (30 Credit Hours)

CIP: 01.0605
FL CIP: 0101060505
SOC: 37-1012
Entry Wage: $14.18/hour

The purpose of this program is to prepare students for industry certification and employment in the horticulture and landscape industries as nursery workers, landscape and groundskeeping workers, first-line supervisors/ managers of landscaping and groundskeeping landscape or horticulture specialists, farm, ranch, or other agricultural workers, landscape gardeners, park workers, gardeners, special effects, landscape or horticulture professionals, production and nursery supervisors, and horticulture technicians.

CIP: 0101060505

Program Courses

Course No.	Course Title	Credits
ORH 1000C	Introduction to Horticulture	3
ORH 1510	Ornamental Plant Identification	3
ORH 1020C	Household Plants	3
GCO 1400C	Turf Grasses for Golf and Landscaping	3
ORH 1260	Greenhouse Operations	3
ORH 1234C	Plant Maintenance	3
ORH 1113C	Pest and Disease Control	3
ORH 1851	Landscape Design and Maintenance	3
PLS 1220	Propagation of Nursery Plants	3
PLS 1220L	Propagation of Nursery Plants Laboratory	3
	Total Credit Hours	30

Landscape and Horticulture Technology – Landscape Design Option

2269: A.S. Degree in Landscape and Horticulture Technology – Landscape Specialization (64 Credit Hours)

CIP: 01.0605
FL CIP: 1101060500
SOC: 37-1012
Entry Wage: $14.18/hour

The Landscape and Horticulture Technology program prepares students for industry certification and employment as greenhouse production managers, nursery managers, production superintendents and landscape designers. **The program articulates with Florida Gateway College *(formerly Lake City Community College)* allowing students to transfer into the Golf Course Operations program.**

The content includes, but is not limited to, instruction that prepares individuals to supervise or manage the production and use of decorative plants, plant materials and associated services. Subject matter also includes plant nutrition, plant classification and identification, propagation, hydroponics, pest control, irrigation, marketing, equipment management, cultural and environmental management of nursery and greenhouse facilities, business management, employability and human relations skills. Laboratory and horticultural land laboratory activities are an integral part of this program and include the use of horticultural equipment, management and maintenance of growing structures, chemical application, and landscape maintenance and installation.

Program Core Courses

Course No.	Course Title	Credits
ORH 1000C	Introduction to Horticulture	3
ORH 1510	Ornamental Plant Identification	3
ORH 1020C	Household Plants	3
GCO 1400C	Turf Grasses for Golf and Landscaping	3
ORH 1260	Greenhouse Operations	3
ORH 1234C	Plant Maintenance	3
ORH 1113C	Pest and Disease Control	3
ORH 1301C	Introduction to Irrigation	3
ORH 1851	Landscape Design and Maintenance	3
ORH 1851L	Landscape Design and Maintenance Laboratory	3
ORH 1601C	Retail and Wholesale Nursery Operations	3
CGS 1100	Microcomputer Applications	3
EGS 1110	Engineering Graphics	3
ORH 1949	Cooperative Education	3
ORH 2832C	Advanced Landscape Design	3
ORH 2840C	Landscape Construction	4

General Education Courses

ENC 1101	Freshman Composition Skills I	3
QMB 1001**	College Business Mathematics	3
	Any Biological or Physical Science	3
One of the following options: (To satisfy Social Science and Humanities requirements)		
ISS 1013	Introduction to the Social Sciences **and**	
HUM 1020	Introduction to the Humanities	
	OR	
WOH 2012	World Civilizations I **and either**	
HUM 1020	Introduction to the Humanities **or**	
HUM 1230	Introduction to the Humanities: Since the Renaissance	6
	OR	
WOH 2022	World Civilizations II **and either**	
HUM 1020	Introduction to the Humanities **or**	
HUM 1210	Introduction to the Humanities: To the Renaissance	
	Total Credit Hours	64

** MAC 1105 College Algebra is recommended for students planning to enroll in the college's baccalaureate degree programs.

Landscape and Horticulture Technology – Landscape Technician

6273: College Credit Certificate in Landscape Technician (30 Credit Hours)

CIP: 01.0605
FL CIP: 0101060505
SOC: 37-1012
Entry Wage: $14.18/hour

The purpose of this program is to prepare students for industry certification and employment in the horticulture and landscape industries as nursery workers, landscape and groundskeeping workers, first-line supervisors/ managers of landscaping and groundskeeping landscape or horticulture specialists, farm, ranch, or other agricultural workers, landscape gardeners, park workers, gardeners, special effects, landscape or horticulture professionals, landscape supervisors and landscape technicians.

Program Courses

Course No.	Course Title	Credits
ORH 1000C	Introduction to Horticulture	3
ORH 1510	Ornamental Plant Identification	3
ORH 1020C	Household Plants	3
GCO 1400C	Turf Grasses for Golf and Landscaping	3
ORH 1260	Greenhouse Operations	3
ORH 1234C	Plant Maintenance	3
ORH 1113C	Pest and Disease Control	3
ORH 1301C	Introduction to Irrigation	3
ORH 1851	Landscape Design and Maintenance	3
ORH 1851L	Landscape Design and Maintenance Laboratory	3
	Total Credit Hours	30

Nursing

Nursing – Associate Degree

2137: A.S. to B.S. Degree in Nursing (72 Credit Hours)

CIP: 51.1699
FL CIP: 1351380100
SOC: 29-1141
Entry Wage: $20.00 – $22.00/hour

The Associate Degree Nursing, ADN, program prepares graduates to provide nursing care to individuals and groups with commonly occurring health problems in institutional and community settings. Upon completion of the program, graduates are eligible to apply for licensure including taking the NCLEX-RN to become registered nurses. The ADN program is approved by the Florida Board of Nursing and accredited by the National League for Nursing Accrediting Commission, 3343 Peachtree Road, NE, Suite 850, Atlanta, Georgia 30326, telephone 866-747-9965.

This is a limited access program.

Application directions are explained in the required online information session. Go to http://www.cf.edu/prospective/infosessions.

The program policies including attendance, grading, progression, clinical behaviors and readmission guidelines are found in the student handbook that each student obtains upon beginning the ADN program.

General Education Courses*

Course No.	Course Title	Credits
HUN 1201	Human Nutrition	3
PSY 2012	General Psychology	3
MCB 2010C	Microbiology With Laboratory	4
BSC 2085C	Human Anatomy and Physiology I With Laboratory	4
MAC 1105 or STA 2023	College Algebra **or** Elementary Statistics	3
ENC 1101	Freshman Composition Skills I	3
BSC 2086C	Human Anatomy and Physiology II With Laboratory	4
DEP 2004	Human Growth and Development	3
HUM 1020 or HUM 1210 or HUM 1230	Introduction to the Humanities **or** Introduction to the Humanities: To the Renaissance **or** Introduction to the Humanities: Since the Renaissance	3
	Total Credit Hours	30

*Some students may need preparatory study before taking these courses. See individual course descriptions for criteria. Preparatory courses are not part of the nursing curriculum.

Note:

- The required general education course sequencing is explained in the online information session, as are the admission process and dates.
- Before entering the program a professional level CPR card is required which must remain current while in the program.
- All Health Sciences candidates must undergo a criminal background check. Candidates with a criminal record may not be eligible for any CF Health Sciences program.
- Upon acceptance into the program, a medical examination documenting sound physical and mental health, TB testing, and proof of immunization are required.
- All students are responsible for their own health/hospitalization insurance. Professional liability insurance is included in college fees.
- It is necessary that students have reliable transportation to the assigned hospitals and clinical facilities, which are located in Citrus, Levy and Marion counties.
- Class and clinical hours may be between 7 a.m. and 10 p.m. Monday through Friday. Clinical hours may occur on Saturdays.
- The CF service district is Citrus, Levy and Marion counties. In-district residents will be accepted into the nursing programs first before any consideration will be given to out-of-district applicants.
- Credit for classroom/theory instruction, whether face-to-face or online, is one credit per 50-minute hour (1:1) for a 16-week semester. For nursing laboratory and clinical experience, one credit is earned for every three contact hours (1:3) for a 16-week semester. Nursing courses offered during nonstandard semesters will complete these hours within the shorter semester.

The Associate Degree Nursing program may be completed through either the full-time or the part-time option. In the full-time option, nursing courses are completed over four semesters. The student may take specific General Education courses with the nursing courses. In the part-time option, the student takes fewer nursing credits per semester, but takes nursing courses over summer as well as fall and spring semesters. In the part-time option, students take all nursing curriculum General Education courses before beginning Introduction to Nursing/Nursing I. Students are admitted to the part-time program in the summer and take Introduction to Pharmacology and Socialization into Nursing I in the fall semester along with General Education courses. Full-time students have an option to do this, also. Part-time students take Introduction to Nursing/Nursing I in the spring semester. See the comparison of nursing courses for full- and part-time options.

Full-Time Program

First Clinical Semester – Spring*

**HUN1201	Human Nutrition (if not completed)	3 credits
NUR 1011	Socialization into Nursing I	1 credit
NUR 1142	Introduction to Pharmacology	2 credits
NUR 1022C	Introduction to Nursing	4 credits
NUR 1024C	Nursing I	3 credits
	Total Credits	13

Second Clinical Semester – Fall

**DEP 2004	Human Growth and Development (if not completed)	3 credits
NUR 1730C	Nursing II	9 credits
NUR 1012	Socialization into Nursing II	2 credits
	Total Credits	14

Third Clinical Semester – Spring

**HUM 1020	Introduction to Humanities or equivalent (if not completed)	3 credits
NUR 2732C	Nursing III	9 credits
NUR 1830	Socialization into Nursing III	2 credits
	Total Credits	14

Fourth Semester – Fall

NUR 2734C	Nursing IV	10 credits
	Total Credits	10

*The full-time program also begins First Clinical Semester in Fall.

** These general education courses may be taken before beginning NUR courses.

Part-Time Program[1]

Fall semester with any remaining prerequisite courses

NUR 1011	Socialization into Nursing I	1 credit
NUR 1142	Introduction to Pharmacology	2 credits
	Total Credits	3

First Clinical Semester – Spring

NUR 1022C	Introduction to Nursing	4 credits
NUR 1024C	Nursing I	3 credits
	Total Credits	7

Second Clinical Semester – Summer

NUR 1210C	Nursing II A	5 credits
	Total Credits	5

Third Clinical Semester – Fall

NUR 1733C	Nursing II B	5 credits
NUR 1012	Socialization into Nursing II	2 credits
	Total Credits	7

Fourth Clinical Semester – Spring

NUR 2751C	Nursing III A	5 credits
NUR 1830	Socialization into Nursing III	2 credits
	Total Credits	7

Fifth Semester – Summer

NUR 2752C	Nursing III B	5 credits
	Total Credits	5

Sixth Semester – Fall

NUR 2713C	Nursing IV A	8 credits
	Total Credits	8

[1]Students in the part-time program begin Introduction to Nursing/Nursing I in spring semester only. Students must have completed all general education courses (pre- and corequisites).

Nursing – Licensed Practical Nurse to Associate Degree Nursing Bridge

2139: A.S. Degree in Nursing – Licensed Practical Nurse to Associate Degree Nursing Bridge (60 Credit Hours)

CIP: 51.1699
FL CIP: 1351380100
SOC: 29-1141
Entry Wage: $20.00 – $22.00/hour

The bridge option is designed to build upon the LPN's education for career mobility to Associate Degree Nursing. The program prepares graduates to provide nursing care to individuals and groups with commonly occurring health problems in institutional and community settings. Upon completion of the program, graduates are eligible to apply for licensure including taking the NCLEX-RN to become registered nurses. The program is approved by the Florida Board of Nursing and accredited by the National League for Nursing Accrediting Commission, 3343 Peachtree Road, NE, Suite 850, Atlanta, Georgia 30326, telephone 866-747-9965. **This is a limited access program, which begins in the summer.**

Application directions are explained in the required online information session. Go to http://www.cf.edu/prospective/infosessions.

The program policies including attendance, grading, progression, clinical behaviors and readmission guidelines are found in the student handbook that each student obtains upon beginning the ADN program.

General Education Courses*

Course No.	Course Title	Credits
HUN 1201	Human Nutrition	3
PSY 2012	General Psychology	3
MCB 2010C	Microbiology With Laboratory	4
BSC 2085C	Human Anatomy and Physiology I With Laboratory	4
MAC 1105 **or** STA 2023	College Algebra **or** Elementary Statistics	3
ENC 1101	Freshman Composition Skills I	3
BSC 2086C	Human Anatomy and Physiology II With Laboratory	4
DEP 2004	Human Growth and Development	3
HUM 1020 or HUM 1210 or HUM 1230	Introduction to the Humanities **or** Introduction to the Humanities: To the Renaissance **or** Introduction to the Humanities: Since the Renaissance	3

Program Core Courses

NUR 1004C	Bridge Nursing With Laboratory	7
NUR 1003	Socialization into Nursing for LPN to ADN Bridge	2
NUR 2732C	Nursing III With Laboratory	9
NUR 1830	Socialization into Nursing III	2
NUR 2734C	Nursing IV with Laboratory	10
	Total Credit Hours	60

*Some students may need preparatory study before taking these courses. See individual course descriptions for criteria. Preparatory courses are not part of the nursing curriculum.

Note:

- Applicants must be graduates of an approved practical nursing program and have a current Florida PN license.
- The required General Education course sequencing is explained in the online information session.
- Before applying to the program a professional level CPR card is required which must remain current until program completion.
- All Health Sciences candidates must undergo a criminal background check. Candidates with a criminal record may not be eligible for any CF Health Sciences program.
- Upon acceptance into the program, a medical examination documenting sound physical and mental health, TB testing, and proof of immunization are required.
- All students are responsible for their own health/hospitalization insurance. Professional liability insurance is included in college fees.
- It is necessary that students have reliable transportation to the assigned hospitals and clinical facilities, which are located in Citrus, Levy and Marion counties.
- Class and clinical hours may be between 7 a.m. and 10 p.m. Monday through Friday. Clinical hours may occur on Saturdays.
- The CF service district is Citrus, Levy and Marion counties. In-district residents will be accepted into the nursing programs first before any consideration will be given to out-of-district applicants.

- Credit for classroom/theory instruction, whether face-to-face or online, is one credit per 50-minute hour (1:1) for a 16-week semester. For nursing laboratory and clinical experience, one credit is earned for every three contact hours (1:3) for a 16-week semester. Nursing courses offered during nonstandard semesters will include this number of hours in the shorter semester.

Office Administration

The Office Administration program is a two-year Associate in Science program featuring several options. The program goal is to prepare students for entry into specialized office careers and to provide competencies for enhancing promotion in persons previously or currently employed in office careers. Students having acquired skills in office administration prior to entering CF may earn credit through administrative-level positions in business, industry and government. Preparation includes intensive training in keyboarding and document processing, as well as office procedures, accounting, management, business communication and microcomputer applications.

Office Administration – Legal Office Specialization

2250: A.S. Degree in Office Administration – Legal Office Specialization (63 Credit Hours)

CIP: 52.0204
FL CIP: 1552020400
SOC: 43-6011
Entry Wage: $16.57/hour

Program Courses

Course No.	Course Title	Credits
CGS 1100	Microcomputer Applications	3
OST 1100	Introduction to Word	3
OST 1110	Intermediate Word	3
OST 1384	Customer Service	3
OST 2335	Business Communications	3
OST 2401	Office Administration I	3
BUL 2241	Business Law	3
OST 2717	Advanced Word	3
PLA 1003	Introduction to the Paralegal Field	3
APA 1111 **or** ACG 2021**	Business Accounting **or** Financial Accounting	3
OST 1949	Co-op Work Experience	3
	Total	33

Program Electives

Choose an additional 15 credit hours from the courses listed below:

OST 2402	Office Administration II	3
PLA 2201	Litigation Procedures	3
PLA 1104	Legal Research and Writing I	3
ACG 2021L**	Financial Accounting Lab	1
MAN 2021	Principles of Management	3
MNA 2141	Basic Leadership/Supervisory Skills	3
ACG 2450	Integrated Accounting	3
CGS 2557	Internet Technologies	3
CGS 2103	Spreadsheet Applications	3
ENC 1102	Freshman Composition Skills II	3
CGS 2540	Database Management Systems	3
CET 1171	Introduction to Computer Technology	3
CGS 2871	Multimedia Computer Applications	3
	Program Electives Total	15

General Education Core

Course No.	Course Title	Credits
ENC 1101	Freshman Composition Skills I	3
	Any Biological or Physical Science	3
QMB 1001 **or** MAC 1105**	College Business Mathematics **or** College Algebra	3
One of the following options: (To satisfy Social Science and Humanities requirements)		
ISS 1013	Introduction to the Social Sciences **and**	
HUM 1020	Introduction to the Humanities	
	OR	
WOH 2012	World Civilizations I **and either**	
HUM 1020	Introduction to the Humanities **or**	
HUM 1230	Introduction to the Humanities: Since the Renaissance	6
	OR	
WOH 2022	World Civilizations II **and either**	
HUM 1020	Introduction to the Humanities **or**	
HUM 1210	Introduction to the Humanities: To the Renaissance	
	Total Credit Hours	63

** MAC 1105 College Algebra, ACG 2021 Financial Accounting, ACG 2021L Financial Accounting Lab and ENC1102 Freshman Composition Skills II are recommended for students planning to enroll in the college's baccalaureate degree programs.

Office Administration – Medical Office Administration

2247: A.S. Degree in Office Administration – Medical Office Administration (63 Credit Hours)

CIP: 52.0204
FL CIP: 1552020400
SOC: 43-6011
Entry Wage: $16.57/hour

Program Courses

Course No.	Course Title	Credits
CGS 1100	Microcomputer Applications	3
OST 1100	Introduction to Word	3
OST 1110	Intermediate Word	3
OST 1384	Customer Service	3
OST 2335	Business Communications	3

OST 2401	Office Administration I	3
HIM 1800	Introduction to Health Information Management	3
HSC 2531	Medical Terminology	3
APA 1111 **or** ACG 2021**	Business Accounting **or** Financial Accounting	3
OST 2717	Advanced Word	3
HIM 2260	Medical Billing and Reimbursement	3
OST 1949	Co-op Work Experience	3
	Total	36

Program Electives

Choose an additional 12 credit hours from the courses listed below:

OST 2402	Office Administration II	3
HIM 1430	Concepts of Disease	3
ECO 2013	Principles of Economics — Macro	3
GEB 2350	Introduction to International Business	3
ACG 2021L**	Financial Accounting Lab	1
MAN 2021	Principles of Management	3
MNA 2141	Basic Leadership/Supervisory Skills	3
ACG 2450	Integrated Accounting	3
HIM 2012	Legal Aspects of Medical Records	3
GEB 2430	Ethics in Business	3
GEB 1011	Introduction to Business	3
ENC 1102**	Freshman Composition Skills II	3
CGS 2540	Database Management Systems	3
CET 1171	Introduction to Computer Technology	3
CGS 2871	Multimedia Computer Applications	3
	Program Electives Total	12

General Education Core

Course No.	Course Title	Credits
ENC 1101	Freshman Composition Skills I	3
BSC 1080	Basic Anatomy and Physiology	3
QMB 1001 **or** MAC 1105**	College Business Mathematics **or** College Algebra	3
One of the following options: (To satisfy Social Science and Humanities requirements)		
ISS 1013	Introduction to the Social Sciences **and**	
HUM 1020	Introduction to the Humanities	
	OR	
WOH 2012	World Civilizations I **and either**	
HUM 1020	Introduction to the Humanities **or**	
HUM 1230	Introduction to the Humanities: Since the Renaissance	6
	OR	
WOH 2022	World Civilizations II **and either**	
HUM 1020	Introduction to the Humanities **or**	
HUM 1210	Introduction to the Humanities: To the Renaissance	
	Total Credit Hours	63

** MAC 1105 College Algebra, ACG 2021 Financial Accounting, ACG 2021L Financial Accounting Lab and ENC1102 Freshman Composition Skills II are recommended for students planning to enroll in the college's baccalaureate degree programs.

Office Administration — Office Management

2249: A.S. Degree in Office Administration — Office Management (63 Credit Hours)

CIP: 52.0204
FL CIP: 1552020400
SOC: 43-6011
Entry Wage: $16.57/hour

Program Courses

Course No.	Course Title	Credits
CGS 1100	Microcomputer Applications	3
OST 1100	Introduction to Word	3
OST 1110	Intermediate Word	3
OST 1384	Customer Service	3
OST 2335	Business Communications	3
OST 2401	Office Administration I	3
CGS 2103	Spreadsheet Applications	3
MAN 2021 **or** MNA 2141	Principles of Management **or** Basic Leadership/ Supervisory Skills	3
OST 2717	Advanced Word	3
APA 1111 **or** ACG 2021**	Business Accounting **or** Financial Accounting	3
OST 1949	Co-op Work Experience	3
	Total	33

Program Electives

Choose an additional 15 credit hours from the courses listed below:

OST 2402	Office Administration II	3
ACG 2021L**	Financial Accounting Lab	1
ACG 2450	Integrated Accounting	3
CGS 2557	Internet Technologies	3
ENC 1102**	Freshman Composition Skills II	3
CGS 2540	Database Management Systems	3
CET 1171	Introduction to Computer Technology	3
GEB 1011	Introduction to Business	3
BUL 2241	Business Law I	3
CGS 2871	Multimedia Computer Applications	3
	Program Electives Total	15

General Education Core

Course No.	Course Title	Credits
ENC 1101	Freshman Composition Skills I	3
	Any Biological or Physical Science	3
QMB 1001 **or** MAC 1105**	College Business Mathematics **or** College Algebra	3

One of the following options: (To satisfy Social Science and Humanities requirements)		
ISS 1013	Introduction to the Social Sciences **and**	
HUM 1020	Introduction to the Humanities	
	OR	
WOH 2012	World Civilizations I **and either**	
HUM 1020	Introduction to the Humanities **or**	
HUM 1230	Introduction to the Humanities: Since the Renaissance	6
	OR	
WOH 2022	World Civilizations II **and either**	
HUM 1020	Introduction to the Humanities **or**	
HUM 1210	Introduction to the Humanities: To the Renaissance	
	Total Credit Hours	63

** MAC 1105 College Algebra, ACG 2021 Financial Accounting, ACG 2021L Financial Accounting Lab and ENC1102 Freshman Composition Skills II are recommended for students planning to enroll in the college's baccalaureate degree programs.

Office Administration – Office Software Applications

2289: A.S. Degree in Office Administration – Office Software Applications (63 Credit Hours)

CIP: 52.0204
FL CIP: 1552020400
SOC: 43-6011
Entry Wage: $16.57/hour

Program Courses

Course No.	Course Title	Credits
CGS 1100	Microcomputer Applications	3
OST 1100	Introduction to Word	3
OST 1110	Intermediate Word	3
OST 1384	Customer Service	3
OST 2335	Business Communications	3
OST 2401	Office Administration I	3
CGS 2103	Spreadsheet Applications	3
OST 2717	AdvancedWord	3
APA 1111 **or** ACG 2021**	Business Accounting **or** Financial accounting	3
CGS 2540	Database Management Systems	3
OST 1949	Co-op Work Experience	3
	Total	33

Program Electives

Choose an additional 15 credit hours from the courses listed below:

OST 2402	Office Administration II	3
ACG 2021L**	Financial Accounting Lab	1
ACG 2450	Integrated Accounting	3
CGS 2557	Internet Technologies	3
ENC 1102**	Freshman Composition Skills II	3
MAN 2021	Principles of Management	3
MNA 2141	Basic Leadership/Supervisory Skills	3
CET 1171	Introduction to Computer Technology	3
GEB 1011	Introduction to Business	3
BUL 2241	Business Law I	3
CGS 2871	Multimedia Computer Applications	3
	Program Electives Total	15

General Education Core

Course No.	Course Title	Credits
ENC 1101	Freshman Composition Skills I	3
	Any Biological or Physical Science	3
QMB 1001 **or** MAC 1105**	College Business Mathematics **or** College Algebra	3
One of the following options: (To satisfy Social Science and Humanities requirements)		
ISS 1013	Introduction to the Social Sciences **and**	
HUM 1020	Introduction to the Humanities	
	OR	
WOH 2012	World Civilizations I **and either**	
HUM 1020	Introduction to the Humanities **or**	
HUM 1230	Introduction to the Humanities: Since the Renaissance	6
	OR	
WOH 2022	World Civilizations II **and either**	
HUM 1020	Introduction to the Humanities **or**	
HUM 1210	Introduction to the Humanities: To the Renaissance	
	Total Credit Hours	63

** MAC 1105 College Algebra, ACG 2021 Financial Accounting, ACG 2021L Financial Accounting Lab and ENC1102 Freshman Composition Skills II are recommended for students planning to enroll in the college's baccalaureate degree programs.

College Credit Certificate in Office Support

6257: College Credit Certificate in Office Support (12 Credit Hours)

CIP: 52.0204
FL CIP: 0552020403
SOC: 43-6011

Program Courses

Course No.	Course Title	Credits
ENC 1101	Freshman Composition Skills I	3
CGS 1100	Microcomputer Applications	3
OST 1100	Introduction to Word	3
	Office or Business Elective*	3
	Total Credit Hours	12

* Recommended Office/Business Electives: OST 1110 Professional Keyboarding II, OST 2401 Office Administration I, OST 2717 Advanced Word, OST 1384 Customer Service, PLA 1003

Introduction to Legal Technology, HIM 1800 Introduction to Health Information Management, HSC 2531 Medical Terminology, OST 2335 Business Communications, MAN 2021 Principles of Management, either QMB 1001 College Business Mathematics or MAC 1105 College Algebra**, and either APA 1111 Business Accounting or ACG 2021 Financial Accounting**.

** MAC 1105 College Algebra and ACG 2021 Financial Accounting are recommended for students planning to enroll in the college's baccalaureate degree programs.

College Credit Certificate in Office Specialist

6261: College Credit Certificate in Office Specialist (18 Credit Hours)

CIP: 52.0204
FL CIP: 0552040704
SOC: 43-6011

Program Courses

Course No.	Course Title	Credits
ENC 1101	Freshman Composition Skills I	3
QMB 1001 **or** MAC 1105**	College Business Mathematics **or** College Algebra	3
CGS 1100	Microcomputer Applications	3
OST 1100	Introduction to Word	3
	Office or Business Elective*	3
	Office or Business Elective*	3
	Total Credit Hours	18

* Recommended Office/Business Electives: OST 1110 Professional Keyboarding II, OST 2401 Office Administration I, OST 2717 Advanced Word, OST 1384 Customer Service, PLA 1003 Introduction to Legal Technology, HIM 1800 Introduction to Health Information Management, HSC 2531 Medical Terminology, OST 2335 Business Communications, MAN 2021 Principles of Management, CET 1171 Introduction to Computer Technology, and either APA 1111 Business Accounting or ACG 2021 Financial Accounting**.

** MAC 1105 College Algebra and ACG 2021 Financial Accounting are recommended for students planning to enroll in the college's baccalaureate degree programs.

College Credit Certificate in Office Management

6240: College Credit Certificate in Office Management (27 Credit Hours)

CIP: 52.0204
FL CIP: 0552020401
SOC: 43-6011
Entry Wage: $12.68/hour

Program Courses

Course No.	Course Title	Credits
ENC 1101	Freshman Composition Skills I	3
QMB 1001 or MAC 1105**	College Business Mathematics or College Algebra	3
CGS 1100	Microcomputer Applications	3
OST 1100	Introduction to Word	3
OST 1110	Intermediate Word	3
APA 1111 or ACG 2021**	Business Accounting or Financial Accounting	3
OST 2335	Business Communications	3
	Office/Business Elective*	3
	Office/Business Elective*	3
	Total Credit Hours	27

*Recommended Office/Business Electives: OST 2401 Office Administration I, OST 2717 Advanced Word, OST 1384 Customer Service, PLA 1003 Introduction to Legal Technology, HIM 1800 Introduction to Health Information Management, HIM 2260 Medical Billing and Reimbursement, HSC 2531 Medical Terminology, MAN 2021 Principles of Management, MNA 2141 Basic Leadership/Supervisory Skills, CET 1171 Introduction to Computer Technology, CGS 2871 Multimedia Applications, CGS 2557 Internet Technologies, BUL 2241 Business Law I, ACG 2450 Integrated Accounting, ACG 2021L Financial Accounting Lab**, ENC 1102 Freshman Composition Skills II**

** MAC 1105 College Algebra, ACG 2021 Financial Accounting, ACG 2021L Financial Accounting Lab and ENC1102 Freshman Composition Skills II are recommended for students planning to enroll in the college's baccalaureate degree programs.

Paralegal Studies

2278: A.S. Degree in Paralegal Studies (64 Credit Hours)

CIP: 22.0302
FL CIP: 1722030200
SOC: 23-2011
Entry Wage: $12.54/hour

The Paralegal Studies program is designed to prepare individuals for employment in law-related areas. While paralegals typically are found in law firms, they also are utilized by government agencies, insurance companies, bank trust departments, corporations, and the court system. Dedicated, motivated students will graduate with an Associate in Science degree in Paralegal Studies and with qualifications to sit for the Paralegal/Certified Legal Assistant Exam administered by the National Association of Legal Assistants.

Program Core Courses

Course No.	Course Title	Credits
PLA 1003	Introduction to the Paralegal Field	3
BUL 2241	Business Law I	3
OST 1100	Professional Keyboarding I	3
OST 2335	Business Communications	3
OST 1110	Professional Keyboarding II	3
OST 2717	Advanced Word	3
PLA 2273	Torts	3
PLA 1104	Legal Research and Writing I	3
PLA 2610	Real Estate Law and Property Transactions	3
PLA 2201	Litigation Procedures	3
PLA 2600	Wills, Trusts and Probate Administration	3
PLA 2114	Legal Research and Writing II	3

PLA 2800	Laws of Family Relations	3
BUL2242	Business Organizations and Debtor/Creditor Relations	3
GEB 2430	Ethics in Management **or**	3
OST 1384	Customer Service	
PLA 1949	Co-op Work Experience[1]	3

Program Electives

	Business electives[2]	1

General Education Courses

ENC 1101	Freshman Composition Skills I	3
QMB 1001* **or** MAC 1105	College Business Mathematics **or** College Algebra	3
	Any Biological or Physical Science	3

One of the following options: (To satisfy Social Science and Humanities requirements)

ISS 1013	Introduction to the Social Sciences **and**	
HUM 1020	Introduction to the Humanities	
	OR	
WOH 2012	World Civilizations I **and either**	
HUM 1020	Introduction to the Humanities **or**	
HUM 1230	Introduction to the Humanities: Since the Renaissance	6
	OR	
WOH 2022	World Civilizations II **and either**	
HUM 1020	Introduction to the Humanities **or**	
HUM 1210	Introduction to the Humanities: To the Renaissance	
	Total Credit Hours	64

[1]Co-op Prerequisites: ENC 1101 Freshman Composition Skills I, PLA 1003 Introduction to Legal Technology, PLA 1104 Legal Research and Writing I.

[2]Recommended Electives: CGS 1100 Microcomputer Applications, OST 2402 Office Administration II-Work Simulation, ACO 1807 Payroll Accounting, CET 1171 Introduction to Computer Technology, ACG 2021 Financial Accounting, ACG 2071 Managerial Accounting, CJL 2130 Criminal Law, Evidence and Procedures, CGS 2557 Internet Technologies, OST 2401 Office Administration I.

*MAC 1105 College Algebra is recommended for students planning to enroll in the college's baccalaureate degree programs.

Physical Therapist Assistant

2232: A.S. Degree in Physical Therapist Assistant (74 Credit Hours)

CIP: 51.0806
FL CIP: 1351080601
SOC: 31-2021
Entry Wage: $17.84/hour

The Physical Therapist Assistant works under the supervision of the physical therapist. PTAs are directly involved in patient treatment, performing such duties as applying physical agents, and designing and carrying out exercise programs. They provide direct patient care of individuals who experience temporary or permanent disability due to pain, injury, disease or birth defects.

The Physical Therapist Assistant program is accredited by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association, Department of Accreditation, American Physical Therapy Association, 1111 North Fairfax Street, Alexandria, VA 22314, Telephone 703-706-3245 or 703-684-2782, email address accreditation@apta.org, website http://www.apta.org/CAPTE. The PTA program graduate must take and pass a state-administered national examination in order to become licensed and eligible to practice.

Please note that completion of the PTA program does not guarantee entry into a physical therapy program. The PTA course work (technical phase) does not transfer to most physical therapy schools.

This is a limited access program with deadlines to apply. Application directions are distributed at the required information sessions. Call 352-873-5817 for dates and times of information sessions or view online at http://www.cf.edu/health/.

The program policies including attendance, grading, clinical behaviors and readmission guidelines are found in the student handbook that each student obtains once admitted to the PTA program.

General Education Courses

Course No.	Course Title	Credits
BSC 2085C	Human Anatomy and Physiology I with Lab	4
ENC 1101	Freshman Composition Skills I	3
PSY 2012	General Psychology	3
PHT 2342	Medical Terminology for the Physical Therapist Assistant	2
BSC 2086C	Human Anatomy and Physiology II with Lab	4
MAT 1033	Intermediate Algebra **or** Higher-level Mathematics	3
DEP 2004	Human Growth and Development	3

One of the following options: (To satisfy Social Science and Humanities requirements)

ISS 1013	Introduction to the Social Sciences **and**	
HUM 1020	Introduction to the Humanities	
	OR	
WOH 2012	World Civilizations I **and either**	
HUM 1020	Introduction to the Humanities **or**	
HUM 1230	Introduction to the Humanities: Since the Renaissance	6
	OR	
WOH 2022	World Civilizations II **and either**	
HUM 1020	Introduction to the Humanities **or**	
HUM 1210	Introduction to the Humanities: To the Renaissance	
	Total	28

Program Core Courses

PHT 1000	Introduction to Physical Therapy	2
PHT 1014	Documentation for the Physical Therapist Assistant	1
PHT 1130C	Data Collection Skills for the PTA	3
PHT 1175C	Functional Anatomy and Kinesiology	3
PHT 1210C	Therapeutic Modalities I	3
PHT 1225C	Therapeutic Procedures	3
PHT 1300	Survey of Pathological Deficits	4
PHT 1212C	Therapeutic Modalities II	3
PHT 1801L	PTA Clinical Lab I	2
PHT 1802L	PTA Clinical Lab II	2
PHT 2227C	Disabilities and Therapeutic Procedures II	3
PHT 2162C	Rehabilitation Procedures	4
PHT 2931	Trends in Physical Therapy	1
PHT 2810	Clinical Practice II	6
PHT 2820	Clinical Practice III	6
	Total Credit Hours	74

Note:

- All Health Sciences candidates must undergo a criminal background check. Candidates with a criminal record may not be eligible for any CF Health Sciences program.
- When more qualified students apply than can be accepted, those not accepted to the program are admitted to future classes.
- Upon acceptance into the program, a medical examination and proof of immunization are required.
- All students are responsible for their own health/hospitalization insurance. Professional liability insurance is included in college fees.
- It is necessary that students have reliable transportation to the assigned hospitals and clinical facilities.

Radiography (In Cooperation with CTAE)

2300: A.S. Degree in Radiography (77 Credit Hours*)

CIP: 51.0907
FL CIP: 1351090700
SOC: 29-2034
Entry Wage: $26.65/hour

The program is designed to provide students with the knowledge and skills necessary to become a radiologic technologist. The program is dedicated to excellence in education and training and to quality and safety of patient care. The graduate of the program will be eligible for licensure in the state of Florida as a Certified Radiologic Technologist and to apply for admission to the certification examination administered by the American Registry of Radiologic Technologists. This program is a cooperative effort between CF and Marion County Community Technical and Adult Education, CTAE. For detailed information email radiology@mcctae.com. **This is a selective admission program.**

Application data are distributed at required information sessions. Call 352-873-5817, option 4, for dates and times of information sessions.

The following General Education courses are available at CF and must be taken before applying to the Radiography program at CTAE.

TRANSFER STUDENTS: Twenty-five percent of total credits must be taken at CF in order to be awarded a degree from CF.

General Education Courses

Course No.	Course Title	Credits
ENC 1101	Freshman Composition Skills I	3
MAC 1105	College Algebra	3
BSC 2085C	Human Anatomy and Physiology I	4
BSC 2086C	Human Anatomy and Physiology II	4
One of the following options: (To satisfy Social Science and Humanities requirements)		
ISS 1013	Introduction to the Social Sciences **and**	
HUM 1020	Introduction to the Humanities	
	OR	
WOH 2012	World Civilizations I **and either**	
HUM 1020	Introduction to the Humanities **or**	
HUM 1230	Introduction to the Humanities: Since the Renaissance	
	OR	6
WOH 2022	World Civilizations II **and either**	
HUM 1020	Introduction to the Humanities **or**	
HUM 1210	Introduction to the Humanities: To the Renaissance	
	Total	20

Program Core Courses
(offered by and completed at Marion County Community Technical and Adult Education, (CTAE)

RTE 1000	Fundamentals of Radiologic Technology	3
RTE 1503C	Radiographic Procedures I	4
RTE 1418C	Radiographic Imaging I	4
RTE 1804	Clinical Education I	2
RTE 1814	Clinical Education II	3
RTE 1513C	Radiographic Procedures II	4
RTE 1457C	Radiographic Imaging II	4
RTE 1523C	Radiographic Procedures III	3
RTE 1824	Clinical Education III	1
RTE 2834	Advanced Clinical Education IV	3
RTE 2844	Advanced Clinical Education V	4
RTE 2782	Radiographic Pathology	4
RTE 2613	Radiation Physics I	4
RTE 2623	Radiation Physics II	3
RTE 2854	Advanced Clinical Education VI	4
RTE 2385C	Radiation Biology	3
RTE 2061	Radiography Seminar	3
RTE 2864	Advanced Clinical Education VII	1
	Total Credit Hours	77

*Degree is conferred by College of Central Florida.

Applied Technology Diploma

Dental Assisting

5510: Applied Technology Diploma in Dental Assisting Technology and Management (50 Credit Hours)

CIP: 51.0601
FL CIP: 0351060108
SOC: 31-9091
Entry Wage: $13.95/hour

This is a limited access program which articulates into the Associate in Science degree for Dental Assisting Technology and Management. Completion of this program does not require General Education coursework. Application data is distributed at the free information sessions. These are held on a regular basis. Call 352-873-5817 for dates and times of information sessions or view online at http://www.cf.edu/health/.

The Dental Assisting program is designed to train individuals to perform as efficient dental professionals in a dental health environment. Students will gain exposure in various areas such as dental radiography, dental materials, chairside assisting and more. Upon completion of the program, students are eligible to sit for the Dental Assisting National Board. The Dental Assisting program is 50 credits for a total of 1,230 contact hours.

The program in dental assisting is accredited by the American Dental Association Commission on Dental Accreditation and has been granted the accreditation status of "approval without reporting requirements." The Commission is a specialized accrediting body recognized by the United States Department of Education. The American Dental Association Commission on Dental Accreditation can be contacted at 312-440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611. For additional information regarding the Commission on Dental Accreditation, please consult the website at http://www.ada.org/117.aspx .

For more information, view the Dental Assisting Information Packet at http://www.cf.edu/dental.

Program Courses

Course No.	Course Title	Credit Hours
Semester I		
DES 1020	Head, Neck and Dental Anatomy	3
DES 1030	Histology and Embryology	1
DEA 1805L	Dental Clinic Seminar	1
DEA 1806L	Clinic Practice I	2
BSC 1080	Basic Anatomy and Physiology	3
DES 1800	Introduction to Clinical Procedures	3
DES 1806L	Introduction to Clinical Procedures Lab	1
DES 1600	Dental Office Emergencies	1
	Semester Hours	15
Semester II		
DES 1200	Dental Radiology	2
DES 1200L	Dental Radiology Lab	1
DES 1100	Dental Materials	2
DES 1100L	Dental Materials Lab	1
DES 1029	Dental Specialties	1
DEA 1855L	Clinic Practice II	6
DEA 1151	Dental Psychology and Communications	1
DEA 1135	Dental Microbiology	1
DES 1840	Preventative Dentistry	2
	Semester Hours	17
Semester III		
DES 2832C	Expanded Functions with Lab	2
DEA 2033	Oral Pathology	3
DES 1502	Dental Office Management	3
DES 1051	Dental Pharmacology	2
DEA 1856	Clinic III Seminar	1
DEA 1856L	Clinic Practice III	7
	Semester Hours	18
	Total Program Credit Hours	50

Note:

- When more qualified students apply than can be accepted, those not accepted to the program are admitted to future classes.
- Federal criminal background check is required for admission. Persons who have a criminal record may not be eligible for admission to any CF Health Sciences program, including Dental Assisting.
- Upon acceptance into the program, a medical examination and proof of immunizations are required.
- All students are responsible for their own health/hospitalization insurance. Professional liability insurance is included in college fees.
- It is necessary that students have reliable transportation to the assigned dental offices.
- All students are required to have CPR certification before class begins.
- The student must be prepared to pay additional fees and purchase uniforms as mandated by program of learning.

Postsecondary Adult Vocational Certificate Programs (PSAV)

Air Conditioning, Refrigeration and Heating Technology

7292: Postsecondary Adult Vocational Certificate (750 Clock Hours)

CIP: 15.0501
FL CIP: 0647020107
SOC: 49-9021
Entry Wage: $14.76/hour

The purpose of this program is to prepare students for industry certification and employment as air conditioning, heating and refrigeration mechanics, servicers, installers and helpers, and it provides supplemental training for individuals previously or currently employed in these occupations.

The content of the program includes, but is not limited to: communication skills; leadership skills; human relations and employability skills; safe, efficient work practices; planning, installing, testing and servicing of air conditioning, refrigeration and heating systems and components; servicing, installing, and troubleshooting electrical and mechanical components; testing, diagramming and solving problems in air conditioning, refrigeration and heating equipment; record keeping; basic supervisory skills; use and care of hand tools, power tools, specialized tools and equipment; and use of current industry standards, practices and techniques.

Program Courses

Course No.	Course Title	Clock Hours
ACR 0000	Introduction to Air Conditioning and Heating Theory	120
ACR 0001	Air Conditioning and Heating Fundamentals	120
ACR 0600	Advanced Air Conditioning and Heating Operations	90
ACR 0100C	Basic Electrical Theory for Air Conditioning and Heating	120
ACR 0202	Electrical Components and Operations	90
ACR 0106	Applied Electricity and Troubleshooting	120
ACR 0930L	Air Conditioning and Heating Skill Development Lab	90
	Total Clock Hours	750

Applied Welding Technologies

7281: Postsecondary Adult Vocational Certificate (1,170 Clock Hours)

CIP: 48.0508
FL CIP: 0648050802
SOC: 51-4121
Entry Wage: $13.94/hour

Applied Welding Technologies are offered exclusively at our Jack Wilkinson Levy Campus. For information contact the Levy Center at 352-493-9533.

The purpose of this program is to prepare students for industry certification and employment as welders and flame cutters, tack welders, welder assemblers, arc cutters, arc welders, combination welders and production line welders, and provides supplemental training for individuals previously or currently employed in these occupations. The content of this program includes communication skills, leadership skills, human relations and employability skills, and safe and efficient work practices. Also included are the use of gases and/or welding processes to assemble parts according to diagrams, blueprints or written specifications.

Program Courses

Course No.	Course Title	Clock Hours
PMT 0102	Introduction to Welding	120
PMT 0111	Oxyacetylene Welding	120
PMT 0121	Shielded Metal Arc Welding	120
PMT 0121	Shielded Metal Arc Welding	120
PMT 0134	Gas Metal Arc Welding	120
PMT 0930L	Welding Skill Development Lab	60
PMT 0131	Gas Tungsten Arc Welding	90
PMT 0131	Gas Tungsten Arc Welding	90
PMT 0161	Pipe Welding	90
PMT 0161	Pipe Welding	90
PMT 0161	Pipe Welding	90
PMT 0930L	Welding Skill Development Lab	60
	Total Clock Hours	1,170

Automotive Collision Repair and Refinishing

7263: Postsecondary Adult Vocational Certificate (1,400 Clock Hours)

CIP: 47.0603
FL CIP: 0647060300
SOC: 49-3021
Entry Wage: $17.39/hour

The purpose of this program is to prepare students for industry certification and employment as automobile body repairers, automotive painters, automobile body repairer helpers, and automotive painter helpers, or to provide supplemental training for persons previously or currently employed in these occupations.

The content of the program includes, but is not limited to: communication skills; leadership skills; human relations and employability skills; safe and efficient work practices; basic trade skills; refinishing skills; sheet metal repair skills; frame and unibody squaring and aligning; use of fillers, paint systems and undercoats; related welding skills; related mechanical skills; trim-hardware maintenance; glass servicing; and other miscellaneous repairs.

Program Courses

Course No.	Course Title	Clock Hours
ARR 0001	Introduction to Auto Collision Repair	90
ARR 0121	Automotive Body Refinishing	180
ARR 0122	Automotive Body Refinishing II	180
ARR 0330	Unibody and Frame Straightening	180
ARR 0292	Automotive Body Repair II	180
ARR 0125L	Repair and Refinishing Skill Development Lab	90
ARR 0293	Automotive Body Repair III	180
ARR 0949	Co-op Work Experience or	
ARR 0126L	Repair and Refinishing Skill Development Lab	160
ARR 0126L	Repair and Refinishing Skill Development Lab	160
	Total Clock Hours	1,400

Automotive Service Technology

7264: Postsecondary Adult Vocational Certificate (1,800 Clock Hours)

CIP: 15.0803
FL CIP: 0647060405
SOC: 49-3023
Entry Wage: $14.47/hour

This program is designed to prepare students for industry certification and employment in the automotive and automotive-related career fields. This program also provides supplemental training for persons previously or currently employed as automotive technicians.

The program follows the recommended instructional objectives set forth by National Automotive Technician's Education Foundation and Automotive Service Excellence. It also helps prepare the student to take the national ASE Certification Exam.

The program content includes courses in the following automotive areas: engine repair, brake systems, steering-suspension and alignment, electrical-electronic systems, manual and automatic transmissions/transaxles, drive lines, air conditioning/heating systems, and engine performance diagnosis/troubleshooting. The program content also includes training in communications, leadership, human relations, employability skills and safe, efficient work practices.

Program Courses

Course No.	Course Title	Clock Hours
SLS 0341	Successful Employment Techniques	90
AER 0593C	Brake Systems	90
AER 0930	Automotive Skill Development Lab **or**	810
AER 0932	Automotive Skill Development Lab II **or**	
AER 0949	Automotive Cooperative Education	
AER 0499	Steering/Suspension and Alignment	90
AER 0691C	Automotive Electrical/Electronic Systems I	90
AER 0797C	Air Conditioning and Heating Systems	90
AER 0891C	Engine Performance I	90
AER 0692C	Advanced Automotive Electrical/Electronic Systems II	90
AER 0892C	Engine Performance II	90
AER 0190C	Engine Repair	90
AER 0399	Manual Transmissions/Drive Lines	90
AER 0299	Automatic Transmissions/Transaxles	90
	Total ClockHours	1,800

Correctional Officer

7245: Postsecondary Adult Vocational Certificate (420 Clock Hours)

CIP: 430102
FL CIP: 0743010200
SOC: 33-3012
Entry Wage: $10.00/hour

This program is designed for students who seek certification as corrections officers. Graduates will be eligible to sit for the state's certification examination. The program is certified by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission, P.O. Box 1489, Tallahassee, FL 32302-1489, telephone 850-410-8600.

Learn more about corrections training at http://www.cf.edu/departments/instruction/public_service/cji/correction.htm.

Admission Criteria

Note: Chapter 790.23 F.S. prohibits the possession of a firearm or ammunition by a person who as a juvenile was found to have committed a delinquent act that would be a felony if committed by an adult until the person is 24 years of age. **This would require the applicant to wait until they are 24 to attend the basic recruit training.**

To apply for admission into the Correctional Officer or Law Enforcement Officer certificate program, each applicant must:

- be at least 19 years of age prior to completing the program
- be a citizen of the United States
- possess a high school diploma or GED
- not have been convicted of any felony or of a misdemeanor involving perjury or false statement
- not have been discharged dishonorably from the military (if applicable)
- be of good moral character
- pass a background investigation
- pass a physical examination by a licensed physician (M.D. or D.O.), physician's assistant, or an authorized advanced registered nurse practitioner within six months of the start of class
- be in good academic standing at College of Central Florida
- must pass the Corrections version of the Florida Basic Abilities Test, COBAT.

In addition, the applicant must submit:

1. a copy of scores on the COBAT for Corrections which must be less than four years old (from the start of class)
2. a completed/signed College of Central Florida Criminal Justice Institute Applicant Questionnaire.

Note: All the above information must be submitted as a package.

Admission to the program will be based on:

- review of package
- completed questionnaire
- medical examination
- background investigation.

Program Courses

Course No.	Course Title	Clock Hours
CJK 0300	Introduction to Corrections	32
CJK 0305	Communications	40
CJK 0310	Officer Safety	16
CJK 0315	Facilities and Equipment	8
CJK 0320	Intake and Release	18
CJK 0325	Supervising in a Correctional Facility	40
CJK 0330	Supervising Special Populations	20
CJK 0335	Responding to Incidents and Emergencies	16
CJK 0340	Officer Wellness and Physical Abilities	30
CJK 0031C	First Aid	40
CJK 0040	Firearms	80
CJK 0051	Defensive Tactics	80
	Total Clock Hours	420

Law Enforcement Officer

7253: Postsecondary Adult Vocational Certificate (770 Clock Hours)

CIP: 43.0107
FL CIP: 0743010700
SOC: 33-3051
Entry Wage: $15.42/hour

This program is designed for students who seek certification as law enforcement officers. Graduates will be eligible to sit for the state's certification examination. The program is certified by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission, P.O. Box 1489, Tallahassee, FL 32302-1489, telephone 850-410-8600.

Please consult
http://www.cf.edu/departments/instruction/public_service/cji/lawenf.htm **for updated information regarding this program.**

Admission Criteria

Note: Chapter 790.23 F.S. prohibits the possession of a firearm or ammunition by a person who as a juvenile was found to have committed a delinquent act that would be a felony if committed by an adult until the person is 24 years of age. **This would require the applicant to wait until they are 24 to attend the basic recruit training.**

To apply for admission into the Corrections Officer or Law Enforcement Officer certificate program, each applicant must:

- be at least 19 years of age prior to completing the program
- be a citizen of the United States
- possess a high school diploma or GED
- not have been convicted of any felony or of a misdemeanor involving perjury or false statement
- not have been discharged dishonorably from the military (if applicable)
- be of good moral character
- pass a background investigation
- pass the Physical Abilities Test/Course (PAC) within six months of the start of class

- pass a physical examination by a licensed physician (M.D. or D.O.) or physician's assistant within six months of the start of class
- be in good academic standing at College of Central Florida
- pass the Law Enforcement version of the Florida Basic Abilities Test, LEBAT.

In addition, the applicant must submit:

1. a copy of scores on the LEBAT for Law Enforcement which must be less than two years old from the start of class
2. a completed/signed College of Central Florida Criminal Justice Institute Applicant Questionnaire.

Note: All the above information must be submitted as a package.

Admission to the program will be based on:

- review of package
- completed questionnaire
- medical examination
- background investigation
- Physical Abilities Test/Course, PAC.

Program Core Courses

Course No.	Course Title	Clock Hours
CJK 0007	Introduction to Law Enforcement	11
CJK 0008	Legal	69
CJK 0011	Human Issues	40
CJK 0017	Communications	79
CJK 0020	Vehicle Operations	48
CJK 0031C	First Aid for Criminal Justice Officers	40
CJK 0040	Firearms	80
CJK 0051	Defensive Tactics	80
CJK 0061	Patrol I	58
CJK 0062	Patrol II	40
CJK 0071	Criminal Investigations	56
CJK 0076	Crime Scene Investigations	24
CJK 0082	Traffic Stops	24
CJK 0083	DUI Traffic Stops	24
CJK 0086	Traffic Crash Investigations	32
CJK 0096	Physical Fitness	60
CJK 0422	Dart Firing Stun Gun	8
	Total Clock Hours	770

Surgical Technology

7224: Postsecondary Adult Vocational Certificate (1,330 Clock Hours)

CIP: 51.0909
FL CIP: 0351090905
SOC: 29-2055
Entry Wage: $14.23

This program is accredited by the Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756, telephone 727-210-2350, website http://www.caahep.org. Surgical Technologists are an integral part of the operating room team providing care to surgical patients. Surgical Technologists work under the direction of a surgeon and facilitate the surgical procedure by preparing and providing the necessary instrumentation, supplies, and assistance needed for the surgical procedure. The Surgical Technologist functions with a sterile conscience and maintains and ensures the highest standard of sterile technique throughout the process.

Surgical Technology students are provided a curriculum that combines a heavy focus on human anatomy and disease, microbiology, surgical procedures, surgical tools and technologies to enable them to graduate with entry-level knowledge and competencies. More than 600 hours of guided clinical practice are provided in a variety of surgical settings including inpatient and outpatient surgical and obstetrical units. Students gain experience and have exposure to the latest cutting-edge surgical technologies.

Graduates are administered the National Certification Exam given by the National Board of Surgical Technology and Surgical Assisting.

This is a limited access program with a deadline to apply. Application directions are distributed at required information sessions. Call 352-873-5817 for dates and times of information sessions or view online at http://www.cf.edu/health/.

The program policies including attendance, grading, clinical behaviors and readmission guidelines are found in the student handbook that each student obtains once admitted to the Surgical Technology program.

Program Courses

Course No.	Course Title	Clock Hours
STS 0003	Introduction to Surgical Technology	510
STS 0810	Surgical Technology I	550
STS 0820	Surgical Technology II	270
	Total Clock Hours	1,330

Note:

- Federal criminal background check is required for admission. Persons who have a felony history may not be eligible for admission to any CF Health Sciences program, including Surgical Technology.
- When more qualified students apply than can be accepted, those not accepted to the program are placed on a wait list.
- Upon acceptance into the program, a medical examination, eye exam, and proof of immunization are required.
- Accident insurance is included in lab fee. Professional liability insurance is included in college fees.
- It is necessary that students have reliable transportation to the assigned hospitals and clinical facilities which may be up to 50 miles from Ocala.

Baccalaureate Degrees

Bachelor of Applied Science in Business and Organizational Management

CIP: 520299
FL CIP: 1105202990

The Bachelor of Applied Science, B.A.S., in Business and Organizational Management program is designed to prepare students to become effective leaders in organizations and society. Specializations in Agribusiness Management, Management Information Systems, Health Care Management, and Public Safety Administration will prepare graduates for administrative/managerial positions in agriculture, business, information technology, health services, government, criminal justice, fire services and other organizations.

Students accepted for these programs must have completed either an Associate in Arts, Associate in Science or Associate in Applied Science degree in an appropriate field, and have a minimum GPA of 2.0. A minimum of 60 credits from the student's associate degree will count toward completion of the program. Additional General Education and/or technical specialization courses may be required. **Students pursuing a degree in the Health Care Management specialization are also required to hold certification or licensure in a health-related discipline prior to admission into the program.** Students should work closely with their advisor to ensure that all program requirements are met.

Business and Organizational Management

B101: Bachelor of Applied Science in Business and Organizational Management

Required Technical Specialization Courses*

Course No.	Course Title	Credits
GEB 1011	Introduction to Business	3
ECO 2023	Principles of Economics — Micro	3
CGS 1100	Microcomputer Applications	3
BUL 2241	Business Law I	3
ACG 2021	Financial Accounting	3
MAN 2021 **or** MNA 2141	Principles of Management **or** Basic Leadership/Supervisory Skills	3
MAR 2011	Principles of Marketing	3
	Total Hours	21

* Note: Courses in this section will be comprised of Required Technical Specialization courses and/or General Education courses needed to fulfill the requirements of the program. Actual coursework required will vary based on the student's associate-level coursework. Students will work with their advisor to choose the necessary coursework for their program. A total of 21 credit hours is required.

Program Core Courses

Course No.	Course Title	Credits
MAN 3303	Management and Leadership	3
COM 3120	Organizational Communications	3
ACG 3024	Accounting for Nonfinancial Majors	3
BUL 3130	The Legal and Ethical Environment of Business	3
MAN 4940	Internship in Business and Organizational Management	3
	Total Hours	15

Program Specialization Courses

Course No.	Course Title	Credits
MAN 4162	Customer Relations for Managers	3
ISM 3011	Introduction to Information Systems Management	3
MAN 3240	Applied Organizational Behavior	3
MAR 3802	Marketing for Managers	3
ENT 4003 **or** MAN 3860	Principles of Entrepreneurship **or** Nonprofit Organizational Management	3
GEB 4891	Strategic Management and Decision Making	3
MAN 4301	Human Resource Management	3
MAN 4900	Capstone in Organizational Management	3
	Total Hours — Core and Specialization	39
	Credit Hours from Associate Degree	60
	Required Technical Courses	21
	Total Program Hours	120

Business and Organizational Management — Agribusiness Management Specialization

B102: Bachelor of Applied Science in Business and Organizational Management — Agribusiness Management Specialization

The Agribusiness specialization under the Bachelor of Applied Science in Business and Organizational Management degree enables students to develop supervisory skills and knowledge for farm and agricultural development and in support of business and other farm-related organizations. This program is designed for students with an associate degree in fields such as agriculture, equine, landscape and horticulture, and animal science.

Required Technical Specialization Courses*

Course No.	Course Title	Credits
ANS 1003 ANS 1236	Introduction to Animal Science **or** Introduction to Equine Science	3
ORH 1601C ANS 1238C	Retail and Wholesale Nursery **or** Equine Behavior	3
AEB 2137C	Equine Business Management	3
ORH 1301C ANS 2403	Introduction to Irrigation **or** Equine Nutrition	3
ORH 1113C ANS 1237C	Pest and Disease Control **or** Equine Health Care	3
ECO 2013 ECO 2023	Principles of Economics — Macro **or** Principles of Economics — Micro	3
AGG 2001 ANS 1223	Introduction to Food Science **or** Equine Conformation Analysis	3
	Total Hours	21

* Note: Courses in this section will be comprised of Required Technical Specialization courses and/or General Education courses needed to fulfill the requirements of the program. Actual coursework required will vary based on the student's associate-level coursework. Students will work with their advisor to choose the necessary coursework for their program. A total of 21 credit hours is required.

Program Core Courses

Course No.	Course Title	Credits
MAN 3303	Management and Leadership	3
COM 3120	Organizational Communications	3
ACG 3024	Accounting for Nonfinancial Majors	3
BUL 3130	The Legal and Ethical Environment of Business	3
MAN 4940	Internship in Business and Organizational Management	3
	Total Hours	15

Program Specialization Courses

Course No.	Course Title	Credits
ASG 3930	Special Topics: Applied Animal Industries — Equine	1
AOM 3073	Safety in Agriculture	3
ASG 3931	Special Topics: Applied Animal Industries — Food Animal Production	1
AEB 4223	Agricultural Policy and Regulations	3
AEB 3015	Economic Development and Growth in Agribusiness	3
AEB 3933	Special Topics: Applied Crop and Plant Production	1
AEB 3146	Financial Planning for Agribusiness	3
AEB 3300	Agricultural Marketing and Sales	3
AOM 4015	Agricultural Marketing and Systems	3
MAN 4900	Capstone in Organizational Management	3
	Total Hours — Core and Specialization	39
	Credit Hours from Associate Degree	60
	Required Technical Courses	21
	Total Program Hours	120

Business and Organizational Management — Management Information Systems Specialization

B103: Bachelor of Applied Science in Business and Organizational Management — Management Information Systems Specialization

The Management Information Systems specialization enables students to develop skills and knowledge for information systems development and support for business and other organizations. The focus is on the business side of the information systems including: decision support, information systems management and global strategies as well as other aspects of information systems. The program is designed for students who have an associate degree in computer information technology, computer programming or other related field.

Required Technical Specialization Courses*

Course No.	Course Title	Credits
CGS 1100	Microcomputer Applications	3
COP 1332 **or** COP 1030	Programming in Visual Basic.net **or** Fundamental Programming Concepts	3
CGS 1820	Web Programming	3
CTS 2120	Security Fundamentals	3
CGS 2540	Database Management Systems	3
CGS 2103	Spreadsheet Applications	3

CIS 2321 **or** CGS 2871	Introduction to Systems Analysis and Design **or** Multimedia Computer Applications	3
	Total Hours	21

* Note: Courses in this section will be comprised of Required Technical Specialization courses and/or General Education courses needed to fulfill the requirements of the program. Actual coursework required will vary based on the student's associate-level coursework. Students will work with their advisor to choose the necessary coursework for their program. A total of 21 credit hours is required.

Program Core Courses

Course No.	Course Title	Credits
MAN 3303	Management and Leadership	3
COM 3120	Organizational Communications	3
ACG 3024	Accounting for Nonfinancial Majors	3
BUL 3130	The Legal and Ethical Environment of Business	3
MAN 4940	Internship in Business and Organizational Management	3
	Total Hours	15

Program Specialization Courses

Course No.	Course Title	Credits
ISM 3011	Introduction to Information Systems Management	3
ISM 3113	AppliedSystems Analysis	3
ISM4212	Database Management Systems	3
ISM 4314	IT Project Management	3
ISM 4233 COP 3375	Information System Interface Design (Visual Basic) **or** Advanced Programming Concepts	3
ISM 4382 ISM 3321	Global Information Systems **or** Cyber Security Fundamentals	3
CGS 4854 COP 3834	Website Administration **or** Web IS Programming	3
MAN 4900	Capstone in Organizational Management	3
	Total Hours — Core and Specialization	39
	Credit Hours from Associate Degree	60
	Required Technical Courses	21
	Total Program Hours	120

Business and Organizational Management — Health Care Management Specialization

B104: Bachelor of Applied Science in Business and Organizational Management — Health Care Management Specialization

The Health Care Management specialization enables students to develop skills and knowledge for health organizations such as hospitals and all other providers of health care. The focus of the specialization is on the supervisory skills needed for advancement in the field of health care for clinicians, new and mid-level managers.

General Education/Technical Specialization Courses
Courses in this section will be comprised of those General Education or area-related Technical Specialization courses needed to fulfill the requirements of the program. These courses will vary based on the student's associate-level coursework. Students will work with their advisor to choose the necessary coursework for their program. A total of 21 credit hours is required. **Successful completion of an associate degree in Nursing, Emergency Medical Services, Physical Therapist Assistant or other health care profession major is required. Students with an associate degree in a nonhealth related program must first obtain certification or licensure in a health-related discipline.**

Program Core Courses

Course No.	Course Title	Credits
MAN 3303	Management and Leadership	3
COM 3120	Organizational Communications	3
ACG 3024	Accounting for Nonfinancial Majors	3
BUL 3130	The Legal and Ethical Environment of Business	3
MAN 4940	Internship in Business and Organizational Management	3
	Total Hours	15

Program Specialization Courses

Course No.	Course Title	Credits
HSA 3111	Survey of American Health Care Systems	3
HSC 3652	Health Care Ethics	3
HSA 4421	Policy and Legal Aspects of Health Care	3
HSA 4110	Management Foundations of Health Care Research	3
HSA 3170	Health Care Financial Management	3
HSA 3340	Human Resource Management for Health Care	3
MAN 4900	Capstone in Organizational Management	3
HSA 4922	Capstone Project in Health Care Management	3
	Total Hours — Core and Specialization	39
	Credit Hours from Associate Degree	60
	Required Technical Courses	21
	Total Program Hours	120

Business and Organizational Management — Public Safety Administration Specialization

B105: Bachelor of Applied Science in Business and Organizational Management — Public Safety Administration Specialization

The Public Safety Administration specialization prepares students for administrative/managerial positions in law enforcement, fire services, corrections, security, and in emergency medical services. The program develops knowledge, skills and abilities that help students to understand management, finance and budgets in public safety organizations. This program also prepares graduates for advancement in all public safety organizations. The program is designed for students who have an associate degree in a public safety program such as criminal justice, fire science, emergency management and emergency medical services.

Required Technical Specialization Courses*

Course No.	Course Title	Credits
CCJ 1020	Introduction to the Criminal Justice System	3
CJL 2130	Criminal Law, Evidence and Procedures	3
CJC 1000	Introduction to Corrections	3
CCJ 2010	Criminology	3
CJJ 1002	Juvenile Delinquency	3
DSC 1212	Introduction to Emergency Management Systems	3
CJE 2600	Introduction to Criminal Investigation	3
	Total Hours	21

* Note: Courses in this section will be comprised of Required Technical Specialization courses and/or General Education courses needed to fulfill the requirements of the program. Actual coursework required will vary based on the student's associate-level coursework. Students will work with their advisor to choose the necessary coursework for their program. A total of 21 credit hours is required. **Courses with the following prefixes may also be applied toward satisfaction of technical specialization requirements: CCJ, CJC, CJE, CJJ, CJL, DSC, EMS, FES or FFP.**

Program Core Courses

Course No.	Course Title	Credits
MAN 3303	Management and Leadership	3
COM 3120	Organizational Communications	3
ACG 3024	Accounting for Nonfinancial Majors	3
BUL 3130	The Legal and Ethical Environment of Business	3
MAN 4940	Internship in Business and Organizational Management	3
	Total Hours	15

Program Specialization Courses

Course No.	Course Title	Credits
DSC 3079	Foundations of Public Safety	3
DSC 3215	Emergency Planning	3
DSC 4226	National Incident Management	3
DSC 4755	National Security	3
DSC 4931	Selected Topics in Public Safety	3
CJL 3510	Prosecution and Adjudication	3
DSC 4013	Capstone Thesis Project in Public Safety	6
	Total Hours — Core and Specialization	39
	Credit Hours from Associate Degree	60
	Required Technical Courses	21
	Total Program Hours	120

Bachelor of Science in Early Childhood Education

B201: Bachelor of Science in Early Childhood Education

CIP: 13.1210
FL CIP: 1101312100

The Bachelor of Science in Early Childhood Education program offered through the Teacher Education department focuses on the development of children from age 3 through third grade, with emphasis on social, emotional, cognitive and linguistic components of child development. It is designed for associate degree graduates to build on skills for early childhood education positions requiring a bachelor's degree. CF B.S. graduates will earn teacher certification in pre-primary education and endorsements in reading (K-12), English for Speakers of Other Languages (ESOL, K-12) and Prekindergarten Disabilities.

Students accepted for these programs must have completed either an Associate in Arts, Associate in Science or Associate in Applied Science degree in an appropriate field, a GPA of 2.5 or higher, a passing score in the General Knowledge exam, and show successful completion of the following courses: EDF 2005 Introduction to the Teaching Profession, EDF 2085 Introduction to Diversity for Educators, and EME 2040 Introduction to Technology for Educators. A minimum of 60 credits from the student's associate degree will count toward completion of the program. Additional General Education and/or Technical Specialization courses may be required.

Program Core Courses

Course No.	Course Title	Credits
LAE 4416	Children's Literature for Educators	3
EEC 4301	Cognitive Experiences for Young Children	3
EEX 4201	Young Children with Special Needs	3
EEC 4219	Integrated Science and Mathematics for Young Children	3
EEC 3400	Family Literacy and Young Children	3
EEC 4624	Creative and Effective Experiences for Young Children	3
EEX 4231	Assessing Progress of Young Children with Special Needs	3
EDP 4503	Assessment, Evaluation and Diagnosis of the Young Child	3
EEC 4404	Relations Across Family, School and Community	3
EDG 4410	Classroom Management and Child Guidance	3
EEC 4940	Internship in Early Childhood	6
	Total Hours	36

State Required Prerequisite Courses

Course No.	Course Title	Credits
EDF 2005	Introduction to the Teaching Profession	3
EDF 2085	Introduction to Diversity for Educators	3
EME 2040	Introduction to Technology for Educators	3

Required Technical Courses

Course No.	Course Title	Credits
EEC 1000	Introduction to Child Development and Education	3
CHD 1440C	Child Care Practicum I	3
EEC 1907	Observing and Recording Behavior	3
EEC 2001	Early Childhood Education	3
EEC 2200	Curriculum in Early Childhood	3
EEC 2300	Instructional Practices	1
CHD 1441C	Child Care Practicum II	3
EEC 1931	Child Care Seminar	2
	Additional EEC, EEX or EDG course	3
LIN 2740	Applied Linguistics	3
	Prerequisite and Technical Course Hours:	36
	Total Program Hours[1,2]	123

[1]Note: Total Program Hours also includes 60 credit hours of course work completed at the associate degree level.

[2]LIN 2740 Applied Linguistics is needed for ESOL endorsement. This course adds an additional three credits to the total program hours for a total of 123 credit hours.

General Education/Technical Specialization Courses
Courses in this section will be comprised of those General Education or area-related Technical Specialization courses needed to fulfill the requirements of the program. These courses will vary based on the student's associate-level coursework. Students will work with their advisor to choose the necessary coursework for their program.

Cooperative Education Program

Cooperative Education is a planned academic program designed to provide degree-seeking students on-the-job experience related to their field of study and career objective. Students may seek placements in business, industrial, governmental and educational organizations. Students should seek a placement in their chosen field, and approval will be determined by the faculty facilitator in that department.

The Cooperative Education office reserves the right to accept or refuse students for co-op placement. A student who is receiving Vocational Rehabilitation funding must provide his or her medical limitations and work release statements.

To participate in cooperative education, students must:

- Have completed 12 hours of college credit and the necessary prerequisites for a specific program of study or area of interest.
- Have a minimum 2.0 grade point average overall and be in good academic standing.
- Register for the appropriate co-op course in the Ewers Century Center at the third floor student advising station. *Note: Only the educational advisor can register you for co-op*. You cannot register for co-op online or through the Enrollment office. Call 352-854-2322, ext. 1593, to set up an appointment.
- Obtain the required instructional briefing and appropriate paperwork about co-op from the co-op coordinator (Anna Williams, williaman@cf.edu.)
- Obtain a co-op opportunity with a local employer and complete the requirements for your co-op program.
- Meet with the faculty facilitator for your co-op program and obtain his or her approval for your co-op work opportunity.

Cooperative Education Program Courses (Course Prefix Determined By Area of Study)

— 1949
Work Experience I (1-6).
Available to all disciplines except Nursing and EMT.
Prerequisites: Completion of 12 semester hours of course work, a minimum grade point average of 2.0, satisfaction of employer work requirements, and approval of the faculty facilitator office.

First work experience (or internship) in the Cooperative Education Program, in a paid or unpaid learning activity directly related to the academic program of study or are of interest and career objective. Grade determined by faculty facilitator.

— 2949
Work Experience II (1-6).
Available to all disciplines except Nursing and EMT.
Prerequisites: Successful completion of 1949, a minimum grade point average of 2.0, satisfaction of employer work requirements, and approval of the faculty facilitator office.

A second work experience (or voluntary internship activity) as a continuation of Work Experience I, or a change in learning assignment with approval of the faculty facilitator.

The State of Florida Articulation Agreement specifies that no more than 7 semester hours of co-op credit may be applied toward the Associate in Arts degree.

Course Descriptions

Courses in this catalog are listed in alpha-numeric order. Following is a list of the courses usually offered. The college reserves the right to determine minimum enrollments in all courses. The term "credit" as used in references to courses is equal to one semester hour. Further, it means credit toward a degree from CF and not necessarily credit transferable to another institution.

Course Classification

All credit courses offered by CF are designated in one of the following classifications:

Gordon Rule classes are noted within the course description.

College preparatory courses do not count toward either an A.A. or an A.S. degree and receive institutional credit only. They may be used in calculating full-time status for athletic team participation, financial aid and veterans benefits.

Occupational (Career) courses may not count toward the A.A. degree. They count in full toward the appropriate A.S. degree.

Parallel courses count toward the A.A. degree and should transfer readily to any college or university.

Dual courses count toward the A.A. degree as part of the 60 hours **only** if they are appropriate for the student's program of study or area of interest. Students should consult with a counselor prior to enrolling in a designated dual course.

PSAV courses only apply to Postsecondary Adult Vocational Certificate programs and do not count toward either an A.A. or A.S. degree.

Baccalaureate level courses are 3000 and 4000 level courses open only to students in specific baccalaureate degree programs. They count in full toward designated baccalaureate degrees.

Students are cautioned against taking excessive electives or courses out of their major field of study at the expense of required prerequisites.

Florida's Statewide Course Numbering System

Courses in this catalog are identified by prefixes and numbers that were assigned by Florida's Statewide Course Numbering System, SCNS. This numbering system is used by all public postsecondary institutions in Florida and 27 participating nonpublic institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions. Students and administrators can use the online Statewide Course Numbering System to obtain course descriptions and specific information about course transfer between participating Florida institutions. This information is at the SCNS website at http://scns.fldoe.org.

Each participating institution controls the title, credit and content of its own courses and recommends the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

The course prefix and each digit in the course number have a meaning in the SCNS. The list of prefixes and associated courses is referred to as the "SCNS taxonomy." Descriptions of the content of courses are referred to as "statewide course profiles."

Example of Course Identifier

Prefix	Level Code (First Digit)	Century Digit (Second Digit)	Decade Digit (Third Digit)	Unit Digit (Fourth Digit)	Lab Code
ENC	**1**	**1**	**0**	**1**	
English Composition	Lower (Freshman) level at this institution	Freshman Composition	Freshman Composition Skills	Freshman Composition Skills I	No laboratory component in this course

General Rule for Course Equivalencies

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

For example, a freshman composition skills course is offered by 59 different postsecondary institutions. Each institution uses "ENC_101" to identify its freshman composition skills course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, "ENC" means "English Composition," the century digit "1" represents "Freshman Composition," the decade digit "0" represents "Freshman Composition Skills," and the unit digit "1" represents "Freshman Composition Skills I."

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

Transfer of any successfully completed course from one participating institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits and comparable faculty credentials at both institutions. For example, ENC 1101 is offered at a community college. The same course is offered at a state university as ENC 2101. A student who has successfully completed ENC 1101 at a Florida College System institution is guaranteed to receive transfer credit for ENC 2101 at the state university if the student transfers. The student cannot be required to take ENC 2101 again since ENC 1101 is equivalent to ENC 2101. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to the native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed that have not been designated as equivalent. **NOTE:** Credit generated at institutions on the quarter-term system may not transfer the equivalent number of credits to institutions on semester-term systems. For example, 4.0 quarter hours often transfers as 2.67 semester hours.

The Course Prefix

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

Authority for Acceptance of Equivalent Courses

Section 1007.24(7), Florida Statutes, states:

Any student who transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educational institutions, and participating nonpublic postsecondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possess credentials that are comparable to those required by the accrediting association of the receiving institution. The award of credit may be limited to courses that are entered in the statewide course numbering system. Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded to native students.

Exceptions to the General Rule for Equivalency

Since the initial implementation of the SCNS, specific disciplines or types of courses have been excepted from the guarantee of transfer for equivalent courses. These include varying topics courses that must be evaluated individually, or courses in which the student must be evaluated for mastery of skill and technique. The following courses are exceptions to the general rule for course equivalencies and may not transfer. Transferability is at the discretion of the receiving institution.

a. Courses not offered by the receiving institution.
b. For courses at nonregionally accredited institutions, courses offered prior to the established transfer date of the course in question.
c. Courses in the _900-999 series are not automatically transferable and must be evaluated individually. These include such courses as Special Topics, Internships, Practica, Study Abroad, Thesis and Dissertations.
d. College preparatory and vocational preparatory courses.
e. Graduate courses.
f. Internships, apprenticeships, practica, clinical experiences and study abroad courses with numbers other than those ranging from 900-999.
g. Applied courses in the performing arts (art, dance, interior design, music, and theatre) and skills courses in criminal justice (academy certificate courses) are not guaranteed as transferable. These courses need evidence of achievement (i.e., portfolio, audition, interview, etc.).

Courses at Nonregionally Accredited Institutions

The Statewide Course Numbering System makes available on its home page (http://scns.fldoe.org) a report entitled "Courses at Nonregionally Accredited Institutions" that contains a comprehensive listing of all nonpublic institution courses in the SCNS inventory, as well as each course's transfer level and transfer effective date. This report is updated monthly.

Questions about the Statewide Course Numbering System and appeals regarding course credit transfer decisions should be directed to the **College of Central Florida Office for Academic Affairs**, Founders Hall, Room 102, Ocala Campus, or the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling the Statewide Course Numbering System office at 850-245-0427 or at http://scns.fldoe.org.

Course Descriptions

General Courses

ACG 2021
Financial Accounting (3)

Corequisite: CGS 1100

Classification: Parallel

This course approaches accounting as an information or decision support system. Emphasis is placed on the analysis of business transactions and the evaluation of their effect on the operation of the enterprise. The method of instruction emphasizes how to do it, why it is done and what it means.

ACG 2021L
Financial Accounting Lab (1)

Corequisite: ACG 2021

Classification: Dual

This course introduces the recording of transactions into a computerized accounting system. Students enter transactions into a journal, then post to a ledger and prepare financial statements.

ACG 2071
Managerial Accounting (3)

Prerequisite: ACG 2021 and CGS 1100

Classification: Parallel

This course introduces current managerial accounting concepts, theories and practices applicable to a financial entity. Job order, process cost and activity based cost systems are introduced. Budgeting, profit analysis, product pricing, reporting concerns of decentralized operations and special topics focused on financial statement analysis are topics covered. Ethics issues are discussed throughout the course.

ACG 2100
Intermediate Accounting (3)

Prerequisite: ACG 2021

Classification: Occupational

Intensive consideration is given to financial accounting theory and the current application of generally accepted accounting principles. A significant amount of time is devoted to financial statement preparation and presentation. The accounting cycle, measurement of income, acquisition and disposal of assets, and the time value of money are some of the specific aspects covered.

ACG 2360
Cost Accounting (3)

Prerequisite: ACG 2071

Classification: Occupational

A course designed to teach the principles of cost accounting and the uses of cost data in planning and controlling operations. Topics covered include accounting for product costs, transfer pricing, capital management and cost analysis for management decision-making. Offered in a hybrid format.

ACG 2450
Integrated Accounting (3)

Prerequisite: CGS 1100

Classification: Occupational

This course provides students with basic computer skills specific to a financial accounting environment. Topics include setting up a business entity's accounting system and recording financial transactions. Students will create invoices, create and analyze accounts receivable and payment aging reports as well as develop financial statement reports with the assistance of a software application.

ACO 1807
Payroll Accounting (3)

Classification: Occupational

The law, principles and procedures of payroll accounting in the computerized environment. Topics covered include preparation of payroll records and reports, payroll law and practices, computation of taxes, including social security, federal income tax, state income tax and unemployment taxes, and voluntary withholdings.

AEB 1941
Equine Careers (1)

Classification: Dual

The equine industry is highly diverse and offers a wide variety of career options, including farm management, retail management or service sector opportunities. This class will focus on different career options and expose students to equine professionals to help identify rewarding and unique careers in the horse industry.

AEB 2137C
Equine Business Management (3)

Classification: Dual

This course covers business management practices for equine enterprises. An equine business may be farm management, retail or a service-based business specializing in the equine industry. Topics addressed include organizational structure, employees, ethics, accounting principles, contracts, insurance and taxation. Students prepare a business plan as a major learning outcome.

AER 1081
Automotive Fundamentals (3)

Classification: Occupational

This course will introduce the student to the various systems of the automotive vehicles and will acquaint the student with shop practices, safety, service manuals, pay structures, tools, warranties and personal relations necessary for success in the automotive business. The student will be trained in minor repair procedures, including lubrication, wheel and tire service, exhaust system service and new car pre-delivery services.

AER 1198
Engines (4)

Classification: Occupational

This course is designed to provide instruction in the repair, diagnosis and tuning of engines in both classroom and laboratory conditions.

AER 1498
Steering and Suspension (4)

Classification: Occupational

This course is designed to teach entry-level skills in the service and repair of steering and suspension systems, power steering, wheels and tires. Both lecture and shop experience will be provided.

AER 1598
Brake Systems (4)

Classification: Occupational

This course is designed to teach job entry skills in the theory, operation and repair of brake systems including both drum and disc brakes. Also presented will be an introduction to anti-lock brake systems. Instruction will combine both lecture and shop experience.

AER 1690
Automotive Electrical Systems I (4)

Classification: Occupational

This course is designed to teach entry-level skills in mechanics. Topics include engine electrical systems, starting systems, charging systems, accessory systems, basic emission controls, and an introduction to computer control systems. Both lecture and shop experiences will be provided.

AER 1798C
Air Conditioning and Heating (4)

Classification: Occupational

This course is designed to teach entry-level skills in the theory, service and repair of automotive heating and air conditioning systems. It will include both classroom lecture and shop experience.

AER 2298
Advanced Automatic Transmissions (4)

Classification: Occupational

This course is an advanced study of automotive automatic transmissions. Students are expected to have a basic knowledge of electrical systems, engine operation, fuel systems, drivability diagnosis and automatic transmission operation prior to enrolling. This course will concentrate on the automatic transmission as used in today's vehicles, including instruction in overdrive transmission and lock-up torque converters, electronic shift controls and all-wheel drive systems.

AER 2330
Clutch and Transmissions (4)

Classification: Occupational

This course seeks to develop entry-level skills in the theory and repair of clutches, manual and automatic transmission and transaxles. Also included are final drive and differential assemblies. Instruction will combine lecture and shop experience.

AER 2695C
Automotive Electrical Systems II (3)

Classification: Occupational

This course is an advanced study of automotive electrical and electronic systems. Students are expected to have a basic knowledge of electrical systems, engine operation, fuel systems and drivability diagnosis prior to enrolling. The course will concentrate on electronic vehicle controls including fuel injection, feedback systems, climate controls and other computer controlled systems. Parts of the General Motors Specialized Electronics Training course will be used.

AER 2820C
Drivability and Diagnosis (4)

Classification: Occupational

This course is designed to teach job entry skills in the diagnosis and repair of drivability problems. Topics covered include engine performance and electrical and computer system operations. Emphasis is placed on manufacturers' diagnostic charts and advanced diagnostic equipment. Use of scanners on both carburetor and fuel injected vehicles will be addressed.

AER 2840C
Fuel and Emissions Control Systems (4)

Classification: Occupational

This course is designed to teach entry-level skills in fuel and emission control systems. Also included are computer control and fuel injection. Both lecture and shop experience will be utilized.

AGG 2001
Introduction to Food Science (3)

Classification: Dual

This introductory course encompasses many aspects of human food. Specific topics include nutritional chemistry, food quality, food preservation, food products, food safety, food labeling and world food needs.

AMH 2010
United States History To 1877 (3)

Classification: Parallel

An interpretive survey of United States history that includes the discovery of America, the adoption and growth of the Constitution, the Civil War and Reconstruction. This course may be available online or as a hybrid.

AMH 2020
United States History Since 1877 (3)

Classification: Parallel

An interpretive survey of United States history since the end of Reconstruction. Major topics include the Economic Revolution, Imperialism and America's rise as a world power, World War I, the Great Depression, the New Deal, World War II and its aftermath. This course may be available online or as a hybrid.

AMH 2070
History of Florida (3)

Classification: Parallel

The course includes studies relating to explorations, Native Americans, imperial conflict, cultural heritages, Andrew Jackson, early statehood, tourism, agriculture, industry and contemporary problems.

AMH 2091
Introduction to African-American History (3)

Classification: Parallel

An exploration of major developments in black history from African origins through the slavery experience, freedom, the fight for equality, and the contemporary status of blacks.

AML 2010
Survey of American Literature I (3)

Prerequisite: ENC 1101

Corequisite: ENC 1102

Classification: Parallel

An introductory survey of American literature from the 17th century through the 19th century, including poetry, fiction, nonfictional prose and drama by major authors such as Poe, Hawthorne, Melville, Emerson, Thoreau and Whitman. May be taken for credit without AML 2020. Gordon Rule applies.

AML 2010H
Honors Survey of American Literature I (3)

Prerequisite: ENC 1101

Corequisite: ENC 1102

Classification: Parallel

This course is designed for students capable of intensive study and discussion of a variety of representative selections from American literature including poetry, fiction, nonfictional prose and drama by major authors such as Poe, Hawthorne, Melville, Thoreau and Dickinson from the beginning of America through the 19th century. May be taken for credit without AML 2020. Selective admission. Gordon Rule applies.

AML 2020
Survey of American Literature II (19th-20th Centuries) (3)

Prerequisite: ENC 1101

Corequisite: ENC 1102

Classification: Parallel

A continuation of AML 2010, this course is an introductory survey of American literature from the 19th century through the present, including fiction, poetry, nonfictional prose and drama by major authors such as Twain, Fitzgerald, Faulkner, Eliot, Frost and Stevens. Gordon Rule applies.

AML 2600
Introduction to African-American Literature (3)

Prerequisite: ENC 1101

Classification: Parallel

This is a survey course that covers the major periods of African-American literature from its beginnings in America to the present. Attention will be given to the African background. Concentration centers on the writers' views of themselves and the political, economic and social forces that influence them. Gordon Rule applies.

ANS 1003
Introduction to Animal Science (3)

Classification: Dual

This class includes the study of scientific principles that underlie the production, processing and distribution of agricultural animal products. Topics include breeds, nutrition, reproduction and animal husbandry techniques.

ANS 1018C
Equine Computer Skills (2)

Classification: Occupational

The purpose of this course is to train students in equine management software. This software will assist in all levels of managing information for an equine operation: horse inventory, breeding, health records, billing and accounts receivable. Additional efforts will be focused on Web page development, digital photography (still and video) and preparation of a sales video/DVD.

ANS 1073C
Equine Anatomy and Physiology (3)

Classification: Dual

This course covers the normal anatomy and common anatomical disorders of the horse. Emphasis is placed on the bony structure and muscular-tendon relationship as they relate to biomechanics. The practical application of conformation and clinical disorders is stressed.

ANS 1220
Equine Sport and Competition (2)

Classification: Dual

This course will provide detailed information on the many disciplines where horses compete. Students will learn about training issues specific to the discipline, unique equipment to the discipline and rules of competition, with a focus on marketability of successful horses.

ANS 1222
Equine Sales and Marketing (3)

Classification: Dual

This course will prepare the student with marketing and sales skills for various equine enterprise types. Sale of a product or service is vital to the successful equine business manager. Specific emphasis will be placed on the development of effective advertisements, market research, sales strategy, pricing and other components of a successful market plan.

ANS 1223
Equine Conformation Analysis (3)

Classification: Dual

A vital component of any equine business is the ability to evaluate the physical characteristics of the horse in relation to its potential as an equine athlete. Students completing this course will be able to evaluate conformation of different breeds and ages, predict athletic ability, explain observations verbally and evaluate pedigrees for marketability or performance.

ANS 1236
Introduction to Equine Science (3)

Classification: Dual

This introductory course addresses basic topics including breeds, colors and equine science. A detailed look at the current equine industry is accomplished through class debates and discussion of important issues affecting the industry.

ANS 1237C
Equine Health Care (3)

Classification: Dual

This course will cover the common infectious diseases of the horse and their prevention. Some of the topics covered in this course will be: strategic deworming programs and biosecurity, internal and external parasitology, current vaccination protocols, disease control measures and prevention, and emergency treatment procedures. Also, the use of health certificates, EIA forms and state laws regarding horses will be addressed. Students will learn to conduct a physical examination and fecal egg count. Current scientific research in equine health care will be discussed.

ANS 1238C
Equine Behavior and Psychology (3)

Classification: Dual

This course will cover the history, evaluation and development of the horse, including an in-depth study of the horse's psyche. Attention will be focused on imprinting, bonding, fright and flight, as well as restraint in herd and hand activities. Behavior of the horse including the effects of the senses — hearing, smell, sight and touch — will be stressed. The behavior of the normal and abnormal horse will be studied from birth through elder age.

ANS 1315
Equine Reproduction (3)

Prerequisite: ANS 1073C

Classification: Dual

This course covers the theory and practices associated with efficient equine reproduction, including mare and stallion care. Instruction will include classroom learning and in-class labs.

ANS 1531C
Equine Medicine (3)

Prerequisite: ANS 1073C

Classification: Dual

This course will cover lameness in detail, pre-purchase exams, neurology, alternative therapies, equine medications and pharmacology, research methods including data collection and analysis, metabolic diseases and non-infectious conditions of the horse, bone and joint maladies as related to performance situations, the propensity for certain diseases or conditions as related to age, environmental conditions related to housing and geography. Current scientific research in the field of equine medicine will be discussed.

ANS 1930
Special Topics – Equine Studies (1)

Classification: Occupational

The primary purpose of this course is to present current issues related to the equine industry, which are not covered in the core courses of the curriculum. The course contains topics such as: Thoroughbred industry, equine event management, reproduction lab, Spanish for the equine industry, etc.

ANS 2072C
Equine Manual Therapies (3)

Prerequisite: ANS 1073C

Classification: Dual

An emerging field in equine science is the application of physical therapy for maintenance of athletic horses as well as rehabilitation of injured horses. A major focus of this course is the theory and application of massage techniques, including stretching and myofascial release. Extensive animal work will enhance students' comprehension and ability to apply manual therapies for horses.

ANS 2074C
Injury and Rehabilitation of Horses (3)

Prerequisite: ANS 1073C

Classification: Dual

This class addresses the most common equine orthopedic and soft tissue injuries and discusses how the normal healing process can be enhanced using rehabilitation therapy. A description of these therapeutic modalities, including ultrasound, stretching, laser, magnetic field therapy, joint mobilization, acupressure, cold/heat therapy and hydrotherapy will be studied in conjunction with hands-on observation and practical sessions. Current scientific research in the field of equine rehabilitation will be discussed.

ANS 2075
Farrier Science (2)

Prerequisite: ANS 1073C

Classification: Dual

This course examines anatomy and balance of the horse hoof for various athletic endeavors. Shoes and corrective work will also be addressed.

ANS 2076C
Physiology of Equine Exercise (3)

Prerequisite: ANS 1073C

Classification: Dual

Students will discover the coordination of muscular, cardiovascular, respiratory and neurological systems in the exercising horse. Special emphasis will be placed on conditioning techniques, biomechanics of gait and nutrition for equine athletes. Class projects will include tracking the response of horses to training throughout the semester.

ANS 2221
Equine Tack and Equipment (1)

Classification: Dual

Poor-fitting saddles or inappropriate selection of bits can interfere with athletic performance of the horse. This mini-mester course evaluates bit function and design, choice of metal and choice of bit through the training process. Additional topics include saddle fit and design, training equipment and proper application of equipment.

ANS 2232C
Horse Handling and Safety (3)

Classification: Occupational

This course introduces the student to the normal behavior of the horse and emphasizes the proper way to handle the horse in a variety of situations. Topics include grooming, hoof care, restraints, bandaging, blood collection, transportation, tack and basic horse husbandry.

ANS 2403
Equine Nutrition (3)

Classification: Dual

This course studies equine nutrition and its application, including concentrates, hays, forage and supplements. Topics include basic nutrition and digestive anatomy, common feeds and supplements, nutritional needs in specific situations, and ration balancing. Upon completion, students should be able to explain feeding practices and critique rations for classifications of horses.

ANT 2000
Introduction to Anthropology (3)

Prerequisite: ENC 1101

Classification: Parallel

An investigation of the history of human adaptation to the environment, and the use of tools, weapons and artifacts, with emphasis on the comparative study of the systems and life ways of diverse cultures. This course may be available online or as a hybrid. Gordon Rule applies.

ANT 2140
Introduction to Archaeology (3)

Classification: Parallel

An introduction to archaeology including the history and development of archaeology as a discipline, archaeological site survey and excavation procedures, and the evolution of human cultures from the Paleolithic Era through the development of complex societies. Case studies are drawn from both Old World and New World cultures.

ANT 2310
American Indian Cultures (3)

Classification: Parallel

An overview of American Indian cultures, their prehistory, language, customs and life ways. The course will also address the formation of state societies, the impact of European contact, and modern issues.

ANT 2825
Anthropology Field School (6)

Classification: Parallel

This course provides field training in archaeology and archaeological methods including surface survey, subsurface testing, excavation and artifact analysis, as well as report drafting and legal and ethical issues in archaeology. It is intended to allow participants to fulfill Register of Professional Archaeologists certification requirements and fulfill degree requirements for a B.A. in Anthropology/Archaeology.

APA 1111
Business Accounting (3)

Classification: Occupational

A study of the sole proprietorship form of business organization, with emphasis on the accounting cycle, adjusting and closing procedures, preparing accounting statements, payroll accounting, and the use of special journals and subsidiary ledgers.

ARC 1115
Architectural Communications (3)

Prerequisite: ETD 2320C

Corequisite: ETD 2801C

Classification: Parallel

This course introduces students to architectural presentation drawings. Upon successful completion of this course, students will be able to create fully rendered plan, section, elevation, axonometric, oblique and perspective drawings for small buildings. Students will use AutoCAD to produce the drawings for this course. A grade of C or better is required for successful completion of this course.

ARC 1301
Architectural Design I (4)

Classification: Parallel

The first of a required eight-term design studio sequence, this course introduces students to the design of space defined as the analysis, formation and articulation of scaled volumes.

ARC 1302
Architectural Design II (4)

Prerequisite: ARC 1301

Classification: Parallel

Second course in eight linked studio sequence, continues investigation and development of space-shaping language and its inherent structure and process of application. Skills learned in Design I are engaged in both analysis and design processes, and concrete linkage to the parallel History I course are developed through the requirement that materials introduced in lectures be further investigated through spatial analysis.

ARC 1701
Architectural History I (3)

Classification: Parallel

A general chronological survey of architecture from prehistory through the medieval era. Emphasizes the effects of social, political, technological and other material and cultural forces on the design and construction of the built environment.

ARC 1702
Architectural History II (3)

Classification: Parallel

A general chronological survey of architecture from 1400 through 1850. Emphasizes the effects of social, political, technological and other material and cultural forces on the design and construction of the built environment.

ARC 2171
Architectural Drafting I (3)

Prerequisite: ETD 2320C

Classification: Dual

Students in this course learn to draw fully dimensioned and detailed foundation plans, plot plans, and the elevations. Upon successful completion of this course and the other two architectural drafting courses, students will be able to create a complete set of working drawings for small buildings that can be used for permitting, bidding and construction purposes. A grade of C or better is required for successful completion of this course.

ARC 2172
Architectural Drafting II (3)

Prerequisite: ETD 2320C

Classification: Dual

Students in this course learn to draw the electrical plans, plumbing plans, and heating, ventilation and air conditioning plans for small buildings. Upon successful completion of this course and the other two architectural drafting courses, students will be able to create a complete set of working drawings for small buildings that can be used for permitting, bidding and construction purposes. A grade of C or better is required in this course for successful completion of this course.

ARC 2180
Introduction to Digital Architecture (3)

Corequisite: ARC 2303

Classification: Parallel

Introduction to computer-aided design programs currently utilized by professional practices.

ARC 2201
Architectural Theory I (3)

Classification: Parallel

First of two required theory courses. Introduction to the theoretical principles that ground architecture and urban design in the West from antiquity to the present time.

ARC 2303
Architectural Design III (5)

Prerequisite: ARC 1302

Classification: Parallel

The third of eight required design studio courses, developing the analytical and generative processes applied to spatial precedents begun in Design II. Architectural space as it is sited both in history and landscape is the primary focus of the studio, requiring concrete linkages with the parallel Theory I and Introduction to Digital Architecture courses. This is the final course of three wherein students from interior design and architecture programs share studios and projects, involving engagement of the spatial histories of all three disciplines.

ARC 2304
Architectural Design IV (5)

Prerequisite: ARC 2303

Classification: Parallel

The fourth course in the required eight-studio sequence, and the final before the pin-up process of upper division admission. Intended to summarize and engage the various foundational skills, abilities and understandings developed in the first three studios. The studio also begins the integration and utilization of information presented in the parallel Materials and Methods of Construction course.

ARC 2461
Materials and Methods of Construction (3)

Corequisite: BCN 1250 or ARC 1302

Classification: Parallel

This course is an introduction to the materials and methods commonly used in building construction. Topics will include wood framing, masonry, concrete and steel construction. Students are given the floor plan, front elevation and exterior perspective of a small building designed for Ocala and are required to conduct their own research to specify different types of materials and methods of construction for the building. The instructor will guide them in their selection, using a series of lectures and audio-video presentations. Since buildings in the U.S. are the heaviest consumers of natural resources and account for a significant portion of the greenhouse gas emissions that affect climate change, emphasis in this course is placed on sustainable design and green construction. A grade of C or better is required for successful completion of this course.

ARH 2050
The History of Art I (Prehistory to 1500 A.D.) (3)

Prerequisite: ENC 1101

Classification: Parallel

This course examines the art and architecture of Ancient Civilization through the early Renaissance, especially Western art, through major artists and their contributions to their own society and to Western culture itself. Gordon Rule applies.

ARH 2051
The History of Art II (1500 A.D. to 20th century) (3)

Corequisite: ENC 1101

Classification: Parallel

This course examines the art and architecture from the High Renaissance through the first half of the 19th century. Gordon Rule applies.

ARH 2840
Spanish Art History (3)

Classification: Parallel

This course is an intensive survey of Spanish art from the preserved accomplishments to the present. Major styles and artists covered are Iberian culture, Roman art, Arab, Mudejar, Romanesque, Gothic and Plateresque Architecture, El Escorial and 17th Century Madrid, El Greco, Velazquez, Goya, Sorolla, Solana, Barcelona, Modernism, Picasso, Miro and Dali.

ARH 2930
Special Topics in Art History (3)

Classification: Parallel

This course centers on topics of special interest to students and/or instructors. Topics or focus may vary from semester to semester. Topics will be identified by the course title published in schedules for each semester that the course is offered. Special topics credit hours are not automatically transferrable. Transfer credit is the prerogative of the receiving institution.

ARH 2942
Internship in Museum Methods (3)

Prerequisite: ENC 1101

Classification: Parallel

This internship in Museum Methods introduces students to the aspects of museum management and stewardship of collections. The course utilizes the facilities and staff at College of Central Florida departments of the Appleton Museum of Art and the Webber Gallery as learning lab environments to complement course study in theoretical museum studies and practical experience in museum methods. Permission of instructor is required.

ARH 2950
Renaissance Art (3)

Classification: Parallel

Renaissance art with study abroad option is a study of the Italian Renaissance period and its art, architecture and culture. This course includes the option to travel to Italy.

ART 1201C
Basic Design I (3)

Classification: Parallel

Study and employment of basic principles of two-dimensional design and color theory as elements used in creative composition in the visual arts. No previous art training required. (6 hours per week)

ART 1300C
Freehand Drawing I (3)

Classification: Parallel

Freehand Drawing I is an introductory-level course for the student with no prior college-level drawing instruction. This course emphasizes skill building and technique in the use of various drawing media including graphite, ink and conte as students render surface characteristics of materials, still lifes, object studies, landscapes, portraiture, and the human figure. May be repeated for credit. No previous art training is required. (6 hours per week)

ART 1400
Printmaking I (3)

Classification: Parallel

This course is an introduction to the medium of printmaking. It concentrates on the technical production of various print media then covers the basic processes of relief (linoleum) and intaglio (etching) printmaking.

ART 1500C
Painting I (3)

Prerequisite: ART 1300C

Classification: Parallel

A course designed to acquaint the student with a working knowledge of the elements of composition, color theory and various painting techniques through the creation of painting rendered in oils or acrylics. No previous training in art is required. May be repeated for credit.

ART 2203C
Basic Design II (3)

Classification: Parallel

Study and employment of basic principles of three-dimensional design as used in the creative composition in the visual arts. Students will experiment with the manipulation of a variety of materials to create effective use of three-dimensional space. No previous training is required. Recommended completion before ART 2701C Sculpture I.

ART 2301C
Freehand Drawing II (3)

Prerequisite: ART 1300C

Classification: Parallel

A continuation of ART 1300C, this course emphasizes individual exploration in advanced graphite pencil techniques and interpretation of subject matter, as well as gives an introduction to the use of color in the drawing medium through the single and mixed media approaches to colored pencil, nupastel, watercolor and inks. Drawing of the human figure will be stressed. May be repeated for credit.

ART 2401
Printmaking II (3)

Prerequisite: ART 1400

Classification: Parallel

This course will provide advanced instruction in the processes of relief (woodcut) and intaglio (etching) printmaking processes, as well as non-toxic lithographic printing. The addition of more color processes will allow students to develop higher technical skills and the ability to mix multiple techniques for innovative effects.

ART 2501C
Painting II (3)

Prerequisite: ART 1500C

Classification: Parallel

Continuation of ART 1500C, emphasizing individual exploration into painting techniques and interpretation of subject matter. May be repeated for credit.

ART 2701C
Sculpture I (3)

Classification: Parallel

An introduction to fundamental processes used in sculpture, aesthetic problems in sculptural form and composition. Practical work in plaster, clay and other materials. May be repeated for credit.

ART 2702C
Sculpture II (3)

Prerequisite: ART 2701C

Classification: Parallel

A continuation of ART 2701C with emphasis on the sophisticated techniques and principles in the production of complex sculptures; an introduction into carving in alabaster. May be repeated for credit.

ART 2750C
Ceramics I (3)

Classification: Parallel

An introduction to handbuilding processes and wheelthrowing techniques used in forming clay into pottery or art objects, and a study of the basic elements of design pertaining to such objects. May be repeated for credit.

ART 2751C
Ceramics II (3)

Prerequisite: ART 2750C

Classification: Parallel

Continuation of ART 2750C, providing additional training and experience in the use of studio equipment, in the creation of artistic forms and designs in clay, and in the development of a personal style in clay. May be repeated for credit.

ASL 1140
Introduction to American Sign Language I (4)

Classification: Parallel

An introduction to the linguistic structure and conceptual vocabulary of American Sign Language as used by deaf adults. The course emphasizes the development of sign language skills and the ability to translate from ASL to English and English to ASL. Various sign systems and regional signs will also be described. The course also describes the history, values and culture of deaf persons in America.

ASL 1150
Introduction to American Sign Language II (4)

Prerequisite: ASL 1140

Classification: Parallel

This course is a continuation of ASL 1140, emphasizing intermediate-level sign vocabulary, increasingly complex grammatical construction, idioms, inflectional usage and the development of intermediate receptive and expressive conversational American Sign Language skills.

AST 1002
Descriptive Astronomy (3)

Classification: Parallel

This course is an introduction to general astronomy, primarily for nonscience majors. It is essentially a nonmathematical survey of the solar system, stars, galaxies and cosmos and the methods and equipment used by astronomers to obtain their information. Several viewing sessions may be included each semester as weather permits.

BCN 1250
Architectural Drafting Principles (3)

Prerequisite: ETD 2320C

Classification: Dual

Students in this course learn to draw floor plans, roof plans and wall sections for small buildings. Upon successful completion of this course and the other two architectural drafting courses, students will be able to create a complete set of working drawings for small buildings that can be used for permitting, bidding and construction purposes. A grade of C or better is required for successful completion of this course.

BSC 1020
Biology and the Human Experience (3)

Classification: Parallel

This course examines the nature of living organisms with an emphasis on humankind. It examines the structure and function of cells, tissues and organ systems. It surveys human biology, including anatomy and physiology, human inheritance, disease and nutrition, and emphasizes the implications and applications to current issues and their bioethical interpretations.

BSC 1020L
Biology and the Human Experience Lab (1)

Corequisite: BSC 1020

Classification: Parallel

A laboratory course designed to accompany BSC 1020. Exercises emphasize the application of biological principles and knowledge to the concerns of humans.

BSC 1050
Living in the Environment (3)

Classification: Parallel

This course examines current environmental concerns and their management. It integrates and correlates the features of the natural environment with human activities. Topics include basic ecology, population growth and world hunger, energy resources, environmental regulations and water, air and noise pollution. Emphasizes an understanding of solutions to environmental problems. This course maybe counted as either a biological or physical science credit.

BSC 1050L
Living in the Environment Lab (1)

Corequisite: BSC 1050

Classification: Parallel

A laboratory course designed to accompany BSC 1050. Exercises in ecology and environmental science. The lab emphasizes field and laboratory methods for general ecology and the study of human and environmental interactions.

BSC 1051
Environmental Health (3)

Classification: Parallel

This course examines emerging human health issues due to air and water pollution, emerging infectious agents, mosquito vectored diseases and foodborne illnesses. An investigation into environmental health will include loss of genetic diversity, habitat loss, degradation of the earth's natural resources and the impact on natural systems.

BSC 1080
Basic Anatomy and Physiology (3)

Classification: Parallel

A basic anatomy and physiology nonlaboratory course that may be used to meet general education science requirements. Emphasis will be placed on the structure of the human body, the function of its many different systems, and the diseases associated with these systems. Check your particular program of study to verify that this course meets needed requirements.

BSC 1080L
Basic Anatomy and Physiology Lab (1)

Corequisite: BSC 1080

Classification: Parallel

A laboratory course designed to accompany BSC 1080. Exercises will provide a complete overview of human anatomy and physiology. This course will begin with an introduction to terminology, then the structural ladder, cells, tissues and the structure and function of each body system. Anatomy studies may be followed by physiology experiments to enhance the understanding of body structure and function.

BSC 2010
Integrated Principles of Biology I (3)

Classification: Parallel

This course covers the chemistry of biological molecules, the architecture and organization of cells, the reactions that enable living systems to obtain and utilize energy, as well as classical, modern and human genetics. To receive lab credit, students should also register for BSC 2010L. This course is intended for science majors.

BSC 2010L
Integrated Principles of Biology Laboratory I (1)

Corequisite: BSC 2010

Classification: Parallel

Laboratory experiments designed to accompany BSC 2010. Students should register for BSC 2010 and BSC 2010L concurrently.

BSC 2011
Integrated Principles of Biology II (3)

Classification: Parallel

This course explores the origin of life on our planet and examines the process of evolution that shaped the vast diversity of life forms such as prokaryotes, algae, fungi, plants, animals that occupy/occupied the planet throughout its vast history. Completion of BSC 2010 is recommended before taking this course. To receive lab credit, students should also register for BSC 2011L. This course is intended for science majors.

BSC 2011L
Integrated Principles of Biology Laboratory II (1)

Corequisite: BSC 2011

Classification: Parallel

Laboratory experiments designed to accompany BSC 2011. Students should register for BSC 2011 and BSC 2011L concurrently.

BSC 2085C
Human Anatomy and Physiology I With Lab (4)

Prerequisite: BSC 2010 or BSC 1080 or CHM 1020 or CHM 1025 or CHM 1032 or CHM 2045 or CHM 2046 or CHM 2210 or CHM 2211 or an ANAT score of at least 70

Classification: Parallel

An introduction to the human body. Examines the molecular, cellular and tissue levels of organization and these organ systems: integumentary, skeletal, muscular and nervous. (3 hours of lecture and 2 hours of laboratory per week)

BSC 2086C
Human Anatomy and Physiology II With Lab (4)

Prerequisite: BSC 2085C

Classification: Parallel

A continuation of BSC 2085C that covers the following organ systems: endocrine, cardiovascular, lymphatic, respiratory, immune, digestive, urinary and reproductive. Metabolism, fluid balance and homoeostatic mechanisms are included. (3 hours lecture and 2 hours laboratory per week)

BUL 2241
Business Law I (3)

Corequisite: ENC 1101

Classification: Dual

This course considers the fundamental laws that relate to business transactions and focuses on the U.S. legal system, torts, criminal law, contracts and sales under the Uniform Commercial Code.

BUL 2242
Business Organizations and Debtor/Creditor Relations (3)

Prerequisite: PLA 1003 and BUL 2241

Classification: Dual

This course considers the fundamental law that relates to the formation and operation of business organizations and includes subjects such as agency, debtor and creditor relations, bankruptcy, secured transactions and suretyship.

CCJ 1020
Introduction to Criminal Justice System (3)

Classification: Dual

This course is intended to introduce the student to the American criminal justice system and process. It describes the formal components of the criminal justice system, their history of evolvement, and their operations. The focus throughout is on people: the criminal offenders, the professional members, and the role of the public. The course also deals with the interaction of the members of this system with each other, the problems that exist to circumvent full cooperation between the sub-systems, and potential solutions to these problems.

CCJ 2010
Criminology (3)

Prerequisite: ENC 1101

Classification: Dual

A study of the causes and theories of crime and social processes in the development in criminal. Consideration is given to the criminal act, the criminal offender, the victim, and the social context. Gordon Rule applies.

CCJ 2013
Criminal Victimization (3)

Classification: Parallel

This course is about the victims of crime. It provides an introductory-level review of the many facets of criminal victimization and the efforts that have been made in recent years to ameliorate crime victims' pain and loss. It covers a wide range of topics including trends and interpretations of victimization research, victimization laws, programs and services, the emotional and social impact of crime, and the extent of participation by victims in the criminal justice process. The course is designed to blend theory with practical application as much as possible.

CET 1171
Introduction to Computer Technology (3)

Classification: Occupational

This course is designed for people with limited computer background who wish to gain basic computer competency. This course will cover basic computer fundamentals, key applications and living online.

CET 1178C
PC Essentials – Hardware (3)

Prerequisite: CET 1171 or CGS 1100

Classification: Dual

Students will be introduced to basic computer hardware, at the level of a beginning PC technician. Emphasis is placed on learning the proper name of features and components making up a PC system as well as understanding their function. Students will have hands-on experience disassembling and reassembling a PC. Hardware components making up a PC system are examined in detail and discussed in textbook reading assignments and lectures. This course covers PC hardware topics found in industry recognized certification exams. The course is designed for individuals with little or no experience working inside a PC.

CET 1179
PC Essentials – Software (3)

Prerequisite: CET 1171 or CGS 1100

Classification: Dual

Students seeking a career in the personal computer industry will benefit from this course. This course will address the basic skills needed by any entry-level technician and for preparation for any current industry certification exam. The course will focus on software installation, troubleshooting, repairing and upgrading as well as Network and security issues related to operating system configuration. This section will also address the professionalism and communication skills necessary for an information technology professional.

CET 1611
Routers (1)

Prerequisite: CTS 2134

Classification: Occupational

The primary purpose of this course is to prepare the student to design and troubleshoot a multisegment TCP/IP network.

CET 2172
A+ Peripherals and Troubleshooting (3)

Prerequisite: CET 1178C

Classification: Occupational

An intermediate-level examination of microcomputer hardware function and repair. The course will include building a personal computer from components, then upgrading a PC by adding RAM, mass storage devices, modem and network interface cards. Finally, a section on troubleshooting will cover common problems and their solutions.

CET 2180
Practical PC Technician (3)

Prerequisite: CET 1178C and CET 1179

Classification: Occupational

Students seeking a career in the personal computer industry will benefit from this course. This course addresses the basic skills needed by any entry-level technician and for the current industry certification exams. This course is targeted for individuals who work or intend to work in a mobile or corporate technical environment with a high level of face-to-face client interaction. Computer hardware, software and networking will be examined. Troubleshooting, security issues, communication and professionalism will be emphasized throughout the course.

CGS 1062
Computers in Society - Honors (3)

Prerequisite: ENC 1101

Classification: Parallel

An examination of the influence of computers on various aspects of society with emphasis on the contemporary impact of technology and future trends. This course is designed to examine the impact that technology and computers in particular has on all aspects of our life. Topics include privacy and censorship issues, computer crime, changes in how and where we work and play, and issues regarding accessibility of new technology and its economic implications. Gordon Rule applies.

CGS 1100
Microcomputer Applications (3)

Classification: Dual

This course is designed to familiarize students with microcomputers, using some of the more popular commercially available software packages, including an introduction to an operating system and/or user interface. Emphasis is on practical exercises using word processing, spreadsheets, database packaged programs, presentation software and Internet browsers.

CGS 1122
Excel for Engineers (3)

Prerequisite: CGS 1100

Classification: Parallel

Presentation of problem solving techniques, engineering fundamentals and mathematical solution procedures for engineering applications. Engineering analysis through the use of excel spreadsheets to solve a variety of introductory engineering problems.

CGS 1820
Web Programming (3)

Prerequisite: CET 1171 or CGS 1100

Classification: Occupational

This hands-on, online class presents the basics of Web programming using HTML, CSS, DHTML and JavaScript. Students create Web pages with graphics, text, cascading style cheets and scripts. Finally, students will create Web pages with multimedia content including sound and video.

CGS 2103
Spreadsheet Applications (3)

Prerequisite: CGS 1100

Classification: Dual

Spreadsheets are powerful software tools that allow users to manipulate data. In this course, students use a modern spreadsheet package to create formulas and functions to solve problems as well as format the data for attractive presentation. Students learn to combine multiple worksheets and multiple workbooks with 3-D references, as well as present data as a pivot table. Students learn to use a variety of powerful financial functions, and learn to do "what-if" analysis on data using one- and two-variable data tables. Finally students learn to import a variety of data into a spreadsheet including text, database tables, XML data and other tabular data. This course is designed to prepare students for the current Microsoft Office Excel exam.

CGS 2540
Database Management Systems (3)

Prerequisite: CGS 1100

Classification: Dual

This hands-on, online class presents the planning, design, use and maintenance of a database system using Access as the tool. Students learn to analyze a database structure and create a new database by defining the tables and data types. Students work with databases to create relationships between tables, do advanced queries and reports. Students learn to create calculated categories to manipulate data, as well as creating Web-based applications. Finally, students learn to create macros to automate database functions for the end user. This course is designed to prepare students to take the current Microsoft Access exam.

CGS 2557
Internet Technologies (3)

Classification: Dual

This course focuses on using the developing technologies and resources of the Internet and World Wide Web, as well as the significant impact of the medium on our society and culture. Students use and discuss these tools and their implications. Topics will cover the history of the Internet, current events and news related to the information technology industry, the current paradigm shifts of business, and using the Internet as a collaborative communication medium.

CGS 2871
Multimedia Computer Applications (3)

Classification: Dual

An introduction to the software, development and implementation of multimedia computer applications. A variety of uses will be examined, with the emphasis on business and educational applications.

CGS 2930
Special Topics in Computers (1)

Classification: Dual

This course provides detailed instruction on a variety of topics pertaining to computers. Topics for this course vary. This course may be repeated for credit.

CHD 1339
Learning Through Play (3)

Classification: Occupational

This course is designed to increase the understanding of the values of play in the total development of the child. Students will examine the Florida Early Learning and Developmental Standards for Four-Year-Olds and determine appropriate play activities that enhance readiness skills. Developmentally appropriate practices and activities will be examined. Students will observe children in various types of play at the College of Central Florida's Learning Lab School.

CHD 1440C
Child Care Practicum I (3)

Classification: Dual

This course provides a hands on experience in working in the field with children. Students will plan and implement a variety of developmentally appropriate lessons. The student will maintain a safe learning environment for children using appropriate guidance and classroom management techniques.

CHD 1441C
Child Care Practicum II (3)

Classification: Dual

This course provides a hands on experience in working in the field with children. Students will plan and implement a variety of developmentally appropriate lessons. The student will maintain a safe learning environment for children using appropriate guidance and classroom management techniques.

CHI 1120
Elementary Chinese I, Concentrated (4)

Classification: Parallel

This course teaches true beginners basic Chinese language skills including listening, speaking, reading and writing. Mastery of 350 Chinese characters, basic spoken and literary syntax and pronunciation are key objectives along with an understanding of the cultural context of the Chinese language.

CHI 1121
Elementary Chinese II, Concentrated (4)

Prerequisite: CHI 1120

Classification: Parallel

CHI 1121 continues the introduction of elementary Mandarin Chinese begun in CHI 1120. CHI 1121 is designed for students who have had an introduction to Chinese, but have not completed their language requirement or who want to increase their Chinese proficiency. The content of this course is designed to complete the structural aspect of the language started in CHI 1120, continue learning how to write Chinese characters, and strengthen the students' ability to communicate in the language.

CHM 1025
Introductory Chemistry (3)

Prerequisite: MAT 1033 or higher

Classification: Parallel

This course includes study of measurements, historical approach to chemistry, periodic table, gas laws, thermodynamics, chemical stoichiometry, acids and bases, oxidation and reduction. To receive lab credit, students should also register for CHM 1025L.

CHM 1025L
Introductory Chemistry Lab (1)

Prerequisite: MAT 1033 or higher

Corequisite: CHM 1025

Classification: Parallel

Laboratory experiments designed to reflect the topics presented in CHM 1025. Students should register for CHM 1025 and CHM 1025L concurrently.

CHM 1032
Chemistry for the Health-Related Fields (3)

Prerequisite: MAT 1033 or MAC 1105

Classification: Parallel

This is a basic, one-term course in chemistry for students aiming for careers in the professional health care fields. It introduces students to the basic concepts and principles of inorganic, organic and biological chemistry and their application to health care situations.

CHM 1032L
Chemistry for the Health-Related Fields Lab (1)

Prerequisite: MAT 1033

Corequisite: CHM 1032

Classification: Parallel

Laboratory experiments designed to reflect the topics presented in CHM 1032. Students should register for CHM 1032 and CHM 1032L concurrently.

CHM 2045
General Chemistry I (3)

Prerequisite: CHM 1025 and MAC 1105 or MAC 1140 and CHM 1025 or CHM 1025 and MAC 1147 or CHM 1025 and MAC 2311

Classification: Parallel

This course may include an expanded review of CHM 1025. The course covers atomic structure, bonding, formulas, nomenclature, reactions, stoichiometry, gas, solid and liquid states.

CHM 2045L
General Chemistry I Lab (1)

Corequisite: CHM 2045

Classification: Parallel

Laboratory experiments designed to reflect the topics presented in CHM 2045. Students should register for CHM 2045 and CHM 2045L concurrently.

CHM 2046
General Chemistry II (3)

Prerequisite: CHM 2045

Classification: Parallel

This course may include a review of CHM 2045, and provides additional material. Topics that are covered in CHM 2045 will be expanded. Additional topics include equilibria and qualitative analysis. May require the two-semester sequence to guarantee transfer.

CHM 2046L
General Chemistry II Lab (1)

Prerequisite: CHM 2045L

Corequisite: CHM 2046

Classification: Parallel

Laboratory experiments designed to reflect the topics presented in CHM 2046. Students should register for CHM 2046 and CHM 2046L concurrently.

CHM 2210
Organic Chemistry I (3)

Prerequisite: CHM 1025 or CHM 2045 or CHM 2046

Classification: Parallel

The first term of a two-term sequence in college organic chemistry covering basic principles of structure, classification, nomenclature, synthesis and compounds of carbon. A thorough study of topics that cuts across disciplines such as medicine, veterinary science, chemical engineering, biology and pharmacy. May require the two-semester sequence to guarantee transfer.

CHM 2210L
Organic Chemistry I Lab (1)

Corequisite: CHM 2210

Classification: Parallel

Laboratory experiments designed to reflect the topics presented in CHM 2210. Students should register for CHM 2210 and CHM 2210L concurrently.

CHM 2211
Organic Chemistry II (3)

Prerequisite: CHM 2210

Classification: Parallel

This course is a continuation of CHM 2210. It completes the long form organic sequence and continues a thorough study of compounds, structures, functions, reactions and sytheses, which are important components of chemical life systems and chemical engineering. Includes the study of nomencalature, structure, physical and chemical properties and chemical behavior. May require the two-semester sequence to guarantee transfer.

CHM 2211L
Organic Chemistry II Lab (1)

Prerequisite: CHM 2210L

Corequisite: CHM 2211

Classification: Parallel

Laboratory experiments designed to reflect the topics presented in CHM 2211. Students should register for CHM 2211 and CHM 2211L concurrently.

CIS 2321
Introduction to Systems Analysis and Design (3)

Prerequisite: CGS 1100

Classification: Occupational

Students seeking a career in the personal computer industry will benefit from this course. The course covers fundamental elements of computer systems analysis and design. The systems design life cycle is the primary focus for the course. Systems infrastructure and data structures are explored through case studies and lab projects. Students will also research current topics related to professional practices in the field while developing design and analysis skills.

CJC 1000
Introduction to Corrections (3)

Classification: Dual

An introductory examination of the broad spectrum of systems, processes and people, that constitute the field of corrections. The course explores where corrections in America originated, where it is today, where it seems to be going from here, and what issues need to be resolved to get there. There is an emphasis on the problems of corrections, and the student is stimulated to explore potential answers to those conflict areas. Whenever possible, practical orientations to the field of corrections are presented, on both an in-class and extra-class basis.

CJE 2061
Theory and Practice of Law Enforcement (3)

Classification: Dual

This course is designed for those students who may be considering a police career or who are already in the police service as well as those students who are not considering a career in law enforcement but are still concerned consumers of those police services. The course looks at the methods and issues, personalities and problems, and attitudes and beliefs of those persons who wear the badge. The course also addresses the primary concerns of those in the community who rely on the police for protection and service. There is a service-learning component built into the course where the students can get a grasp of the practical aspects of everyday policing. Special emphasis is placed on the unique aspects of police work such as community policing, modern management principles, and civil liability factors. Other more critical issues that are found all too often on the front pages of our nation's newspapers such as the police subculture, excessive use of force and corruption are also addressed. In essence, this course explores in depth what the police service is doing to meet the challenges that the crime phenomena and America's serious social problems pose for them in the 21st century.

CJE 2330
Ethics in Criminal Justice (3)

Classification: Dual

This course is a detailed exploration of ethical issues in Criminal justice with special emphasis on morality and the law, human behavior, and ethical decision making in law enforcement, corrections and the courts.

CJE 2600
Introduction to Criminal Investigation (3)

Classification: Dual

A theoretical survey of the methods and techniques used by contemporary law enforcement agencies in crime investigation, and their role in society. The course will include studies of such aspects as discovery of evidence and its preservation and marking, fingerprinting, identification, identification of homicide, burglary, robbery and narcotics.

CJJ 1002
Juvenile Delinquency (3)

Classification: Dual

This course deals with major areas of consideration, including the juvenile delinquent in society, significant problem areas in juvenile delinquency, the casual context of crime and delinquency, plus treatment and control of delinquency. It includes divergent philosophies, treatment strategies, social ramifications, and trends. The course provides for practical exposure, including visits from appropriately experienced personnel and field trips to different juvenile agencies in the area.

CJL 2130
Criminal Law, Evidence and Procedures (3)

Classification: Dual

This course introduces students to basic individual rights under the U.S. Constitution and how these rights conflict with maintaining public order and enforcing criminal laws. The exclusionary rule, privacy, probable cause, reasonableness and rights guaranteed by the Fourth, Fifth, and Sixth Amendments are addressed. Additionally, emphasis is placed on the law of arrest, search and seizure and confessions. Students are also exposed to the rules of evidence.

CLP 2140
Abnormal Psychology (3)

Prerequisite: PSY 2012

Classification: Parallel

This course looks at the classification, causation and introductory treatment issues of deviant patterns of behavior and psychopathology. The major types of psychological disorders, diagnostic classifications and proper terminology are presented. Theories of disorders, research in the field, and historical and current prevalence will be discussed. Ethical and legal issues will also be addressed. This course may be available online or as a hybrid.

COP 1030
Fundamental Programming Concepts (3)

Prerequisite: CGS 1100

Classification: Dual

This hands-on class will teach students the basic concepts of an object-oriented programming language using a programming language such as Python. Students will gain an understanding of the basics of how a computer program functions. They will also learn to create interactive programs using variables, expressions and statements. Students will learn basic programming techniques using conditional statements, recursion and functions. Finally, students will learn how to manipulate strings and structures.

COP 1332
Programming in Visual Basic.net (3)

Corequisite: CGS 1100

Classification: Dual

This hands-on class will teach students the basic concepts of an object-oriented programming language using Visual Basic.net as the programming language. Students will learn to use Windows form elements, then create interactive programs using variables and events. Students will learn the basic programming techniques of loops, control structures and repetition statement, and conditional statements. Finally, students will learn to use sequential access disk files, array, and structures.

COP 2250
Java Programming (3)

Prerequisite: CGS 1100

Classification: Dual

Java is a major programming language used for today's software development and Web applications. This course provides a thorough introduction to the Java programming language through an understanding of object-oriented programming. Students will learn to build their own class structures, plus work with constructor functions as the building blocks of software applications. Students will also learn and practice programming techniques such as control statement, repetition statement, arrays and strings. Finally, students will learn to use the graphics capabilities of Java and create applets. The class will be hands-on in approach with students working at coding in each class.

COP 2650
Mobile Devices (3)

Prerequisite: CGS 1100

Classification: Dual

This hands-on class will teach students the basic concepts of setting up and using mobile technology. Students seeking a career in the personal computer industry will benefit from this course.

CPO 2001
Comparative Politics (3)

Prerequisite: ENC 1101

Classification: Parallel

An introduction to the politics of industrialized democracies, communist and former communist states, and non-Western societies. Emphasis will be on comparative political culture and socialization, institutions, processes and political economic relations.

CRW 2001
Creative Writing I (3)

Prerequisite: ENC 1101

Classification: Parallel

In this course, the student will examine and practice the fundamentals of great poetry and fiction through the study of many masters. This course also involves many workshops in which the student will learn how to move from first draft to final product by practicing the arts of listening, criticism and revision. Students will compile a portfolio exhibiting their best work over the course of the semester. Gordon Rule applies.

CRW 2002
Advanced Creative Writing (3)

Prerequisite: ENC 1101 and CRW 2001

Classification: Parallel

This course builds on skills developed in CRW 2001 through study and emulation of masters who defy the conventions of their respective genres, push boundaries and take risks on the page. Students will read and write extensively, produce collections of their own best work by semester's end, and submit their work to journals and contests both national and local. May be repeated for credit. Gordon Rule applies.

CTS 2120
Security Fundamentals (3)

Prerequisite: CGS 1100 or CET 1171 or CGS 2557

Classification: Dual

Students will be introduced to common security issues related to computer technology and its effects on personal information. Emphases will be placed on personal and business security issues and solutions. Students will be introduced to cryptography, common attackers and business communications in a real-world situation.

CTS 2134
Networking Fundamentals (3)

Prerequisite: CGS 1100 and CET 1178C or CET 1171 and CET 1178C

Classification: Dual

An introduction to networks and data communication, concentrating on connecting microcomputers in local area networks. A variety of networking software and topologies will be examined with emphasis on practical solutions to common PC networking problems.

CTS 2136
PC Desktop Support (3)

Prerequisite: CET 1178C and CET 1179

Classification: Dual

Students seeking a career in the computer help desktop support will benefit from this course. This course will address the personal and technical skills needed to operate a successful help desk. This course is targeted for individuals who work or intend to work in a traditional or remote-based help desk work environment where client interaction, client training, operating system and connectivity issues are emphasized. This course would be beneficial to students who are seeking certification in PC desktop support.

CTS 2142
Project Management (3)

Prerequisite: CGS 1100

Classification: Dual

Introduction to fundamentals of project management including overview and concepts of project management, planning successful projects, implementing, executing and closeout.

CTS 2143
Server Fundamentals (3)

Prerequisite: CTS 2134

Classification: Dual

This course is designed to prepare students for current industry certification exams. Topics covered include aspects of server planning, server placement and disaster planning.

DAA 1000
Introduction to Dance (2)

Classification: Parallel

This course serves as an introduction to the history, styles and techniques of dance as an art form. Students will learn basic principle techniques of ballet, modern dance and jazz, as well as gain exposure to other dance styles (tap, social dances, etc.) that are often used in stylized form in choreography for musical theatre. This course incorporates lectures and handouts, videos and movement experience into the beginning study of dance.

DAA 1100
Modern Dance Techniques and Performance (2)

Classification: Parallel

This course offers additional training in modern dance techniques for students interested in performing with the Patriot Dance Ensemble who need further technical background to be ready for ensemble work. This course is also suitable for students who may want to study dance technique without the time commitment required for performing with the Dance Ensemble. Course content includes modern dance technique and preparation for performance through practice in learning choreography, both individual and group.

DAA 1200
Ballet I (2)

Classification: Parallel

This course introduces the basic principles and techniques of classical ballet at the barre using foot, arm and body positions, including a working vocabulary of ballet movements and terminology. The course is open to all students. The course may be repeated for credit. (0.5 hours of lecture and 2 hours of lab per week)

DAA 1201
Ballet II (2)

Prerequisite: DAA 1200

Classification: Parallel

Ballet II is a continuation of Ballet I. Students experience an intensification of barre work through the use of more complex coordination of the arms and legs. Ballet II provides the student with advanced basic ballet movement for dancers with a background in fundamental placement and technique. Emphasis is placed on correct body positions and correct execution of advanced basic technique. Exercises consist of barre work, stretching, center barre work with port de bras, allegro and exercises concerning rhythm, movement coordination and dance ability.

DAA 1680
Patriot Dance Ensemble (1)

Prerequisite: DAA 1100

Classification: Parallel

This course is designed to provide performing opportunities for dancers with pervious performing experience and/or dance training. The ensemble is a modern dance repertory company that performs at CF and in the community. The main concert is in the spring and dancers are encouraged, but not required, to be involved through both the fall and spring academic semesters. Additional rehearsal hours may be required for featured dancers. The course is repeatable for credit.

DEA 1135
Dental Microbiology (1)

Prerequisite: DEA 1806L

Classification: Occupational

This course is intended to familiarize the student with the role of microorganisms in health and disease. Organisms of concern to the dental practitioner/auxiliary will receive particular attention.

DEA 1151
Dental Psychology and Communications (1)

Corequisite: DEA 1806L

Classification: Occupational

This theory course introduces students to the basic psychological theories and how they relate to dental patients and workers. The course concentrates on written and verbal communication skills, and listening skills. A portion of the study gives attention to verbal and nonverbal responses and how to use those skills working with patients and dental team members.

DEA 1805L
Dental Clinic Seminar (1)

Corequisite: DES 1800

Classification: Occupational

This course is designed to study clinical concepts of dental assisting. The course includes learning the health care delivery system and health occupations, as well as the basic concepts of microbiology and their relevance to sterilization. The course also offers a segment of legal and ethical responsibilities of the dental health care worker.

DEA 1806L
Clinic Practice I (2)

Corequisite: DES 1806L and DES 1800

Classification: Occupational

This competency-based clinical course provides real-world experiences for students while incorporating skills learned in the lab courses. Students will perform basic skills at the beginning of the course but will continue to incorporate more advanced skills as they prove competency in various areas.

DEA 1855L
Clinic Practice II (6)

Prerequisite: DES 1806L and DES 1800

Corequisite: DES 1029

Classification: Occupational

The lab course requires the student to perform dental assisting duties in the dental clinic with patients. The student will function at the intermediate level of dental assisting.

DEA 1856
Clinic III Seminar (1)

Prerequisite: DEA 1855L

Corequisite: DEA 1856L

Classification: Occupational

This course is designed to allow students to reflect and share their experiences during DEA 1856L Clinic Practice III. Students are expected to view patient care at an advanced level and describe symptoms, treatments, recommendations and patient education from their experiences as a dental assistant. Students are also expected to access, research and retrieve information as well as organize data using electronic media and the internet. Student will also prepare for their dental assisting national board and prepare for the dental workforce.

DEA 1856L
Clinic Practice III (7)

Prerequisite: DEA 1855L

Corequisite: DEA 1856

Classification: Occupational

This course is a continuation of Clinic Practice II and provides for a realistic setting for students to practice their advanced skills as a dental assistant. Students are assigned to clinic extramural rotations and the student is expected to perform at an advanced level of dental assisting.

DEA 2033
Oral Pathology (3)

Prerequisite: DEA 1855L and DES 1020

Corequisite: DEA 1856L

Classification: Occupational

This course studies the principles of general pathology with the emphasis on those related to the oral cavity. There is a concentration on recognition of normal and abnormal conditions of the oral cavity and surrounding tissues.

DEP 2004
Human Growth and Development (3)

Prerequisite: PSY 2012

Classification: Parallel

A detailed study of the physical, cognitive and social development throughout the human life cycle. This course may be available online or as a hybrid.

DES 1020
Head, Neck and Dental Anatomy (3)

Corequisite: DES 1030 and DES 1800

Classification: Occupational

This course is a detailed study of the hard and soft tissues of the head and neck with emphasis on the oral cavity. The course will include a study of skeletal, muscular, circulatory and nervous systems of the head and neck. Topics also include the development and eruption of deciduous and permanent dentition.

DES 1029
Dental Specialties (1)

Prerequisite: DEA 1806L and DES 1800

Corequisite: DEA 1855L

Classification: Occupational

The course introduces students to various types, functions and operations of dental operatory and laboratory equipment, especially in areas of surgical, pediatric, prosthodontic, orthodontic, and endodontic and periodontic dental operations.

DES 1030
Histology and Embryology (1)

Corequisite: DES 1020

Classification: Occupational

This course involves the histological and embryonic study of the development of the head and neck structures. Included is a study of morphology of tissues of the teeth and supporting structures.

DES 1051
Dental Pharmacology (2)

Prerequisite: BSC 1080

Classification: Occupational

The course is designed to familiarize the student with the basic concepts of pharmacology. Topics include the use of Physician's Desk Reference, the use, administration, indications, contraindications, adverse reactions and precautions of pharmaceutics used in dentistry.

DES 1100
Dental Materials (2)

Prerequisite: DES 1800

Corequisite: DEA 1855L

Classification: Occupational

This course familiarizes the student with the nomenclature, physical and chemical properties of dental materials and the manipulations of these materials. The topics are gypsum, restorative materials, impression materials, dental waxes and acrylics.

DES 1100L
Dental Materials Lab (1)

Prerequisite: DES 1800 and DEA 1806L

Corequisite: DES 1100

Classification: Occupational

The laboratory course requires students to apply the principles learned in Dental Materials lecture theory. Students will manipulate materials and demonstrate competency in the dental materials.

DES 1200
Dental Radiology (2)

Prerequisite: DES 1800 and DES 1020

Corequisite: DES 1200L and DEA 1855L

Classification: Occupational

This theory course provides the student with the fundamental knowledge of physical and biological effects and safety methods exposing, processing, mounting and evaluating radiographs.

DES 1200L
Dental Radiology Lab (1)

Prerequisite: DES 1800 and DES 1020

Corequisite: DES 1200 and DEA 1855L

Classification: Occupational

This course provides the student with laboratory experiences in exposing, processing, mounting and evaluating diagnostic radiographs including digital radiographs.

DES 1502
Dental Office Management (3)

Classification: Occupational

This course introduces the student to the elements of efficient and productive dental office management skills including phone skills, patient records management, recall systems, appointment control, resume writing, inventory control, bookkeeping and insurance management. There is a computer component to the course.

DES 1600
Dental Office Emergencies (1)

Prerequisite: DEA 1855L

Classification: Occupational

This course provides the student with the knowledge base and practice in basic emergency management of dental office emergencies. The student will be able to recognize signs and symptoms of emergency conditions and understand the treatment required for the patient.

DES 1800
Introduction to Clinical Procedures (3)

Corequisite: DES 1806L

Classification: Occupational

This lecture core course introduces the student to the practice of chairside dental assisting. The course will provide skills in recording medical/dental history, vital signs, instrument transfer, sterilization/asepsis, intro/extra oral exams, charting and assisting the dental team for restorative and preventive dentistry.

DES 1806L
Introduction to Clinical Procedures Lab (1)

Corequisite: DEA 1806L and DES 1800

Classification: Occupational

This course is a comprehensive course designed for the student to participate in chairside assisting in a lab environment. The course is competency based and provides practice of skills necessary to function as a vital role in the dental office. Students will also demonstrate sterilization techniques, infection control, record taking, dental charting and more.

DES 1840
Preventive Dentistry (2)

Prerequisite: DEA 1806L

Corequisite: DEA 1855L

Classification: Occupational

This course introduces students to the practice of preventive dentistry by understanding the methods of plaque control, patient education and fluoride applications. There is an emphasis on developing preventive programs for the dental office and community.

DES 2832C
Expanded Functions with Lab (2)

Prerequisite: DEA 1855L and DES 1100

Corequisite: DEA 1856L

Classification: Occupational

The course will concentrate on the advanced dental duties expected of a certified dental assistant. This would include sealants, placement and removal of rubber dams, polishing of clinical crowns, fabrication of temporary crowns, placement and removal of matrix bands, and amalgam polishing.

DIG 2000
Introduction to Digital Media (4)

Classification: Parallel

This course introduces the theory and practice of creating art with digital tools. Students will utilize industry standard digital imaging, sound design, and animation programs. The basic theory and techniques of creating digital images with digital cameras and scanners will be covered. Capturing and editing digital audio will also be covered, plus the fundamentals of digital video. The course includes hands-on projects in image creation and editing, sound creation and editing, plus animation. It will stress the conceptual, aesthetic and technical concerns of digital media, emphasizing creativity and experimenting with the medium. The class will also provide an overview of the field of digital media art by exploring the works of prominent digital artists and a wide variety of career paths in the digital arts.

DIG 2109C
Digital Imaging and Fundamentals (4)

Prerequisite: DIG 2000

Classification: Parallel

This course introduces students to the best industry standard practices and production pipelines for creating advanced digital images and animations using Autodesk Maya, Adobe Photoshop, Adobe Illustrator, Final Cut Pro and Adobe After Effects. We will explore the tools and techniques needed to model a wide array of characters, objects, architectures and environments. Students will build a strong understanding of the methods and principles of creating artistic imagery with 3D geometry.

DIG 2280C
Digital Video and Sounds (4)

Prerequisite: DIG 2109C

Classification: Parallel

This course will provide an in-depth study of digital video, animation and sound as a form of art. Students will participate in all aspects of video and audio production including scripting, storyboarding, shooting video, recording audio, editing, post-production effects, and screening of final works. Digital video is the main focus of this class, but alternative options to creating moving images will be explored as well. The course also includes the history of video as an expressive and communicative art form and exploration of the increasingly ubiquitous presence that digital video and sound plays in our daily lives.

DIG 2500
Fundamentals of Interactive Design (4)

Prerequisite: DIG 2109C

Classification: Parallel

This class explores the history, theory and practice of Web-based and interactive art. The Internet has become a part of our everyday lives and has presented us with a wide array of new tools to develop and share creative content. We will utilize the tools of Web and videogame design to create experimental interactive art works that create unique aesthetic/conceptual experiences for the user. We will investigate the roles played by artists in networked environments and the manner in which their work has created new ways of thinking about interactivity. Students combine audio, video, imaging, animation and other media to build an interactive product using industry-standard software.

DSC 1212
Introduction to Emergency Management Systems (3)

Classification: Dual

This course introduces students to the emergency management system that provides for federal, state and county preparedness in responding to life-threatening disasters which may confront our communities. Students learn how emergency management systems and processes are organized and directed toward preparing for and responding to hurricanes, tornadoes, flooding, wild fires, earthquakes, airline crashes, terrorist attacks, nuclear power plant incidents, environmental contamination, major health hazard events, epidemics and other threats to public safety.

EAP 0300C
English as a Second Language – Speech/Listening (4)

Classification: Prep

This is a skill-based course for students with limited proficiency in English. Students focus on speech and listening skills as they pertain to second language education. Particular emphasis will be placed on the improvement of students' communication skills and fluency. This course teaches pronunciation, intonation, word and sentence stress, as well as structures in everyday communication. Students will develop the ability to communicate in most social situations, clarify or rephrase statements to facilitate communication, and use language that is socially and culturally appropriate. This course incorporates the use of the interactive language laboratory for instruction and reinforcement.

EAP 0340C
English as a Second Language – Writing (4)

Classification: Prep

ESL Writing will focus on the structure and different kinds of paragraphs. Students will develop the ability to write basic structured academic paragraphs in preparation for college preparatory and more advanced courses. This course covers the basics of developing ideas for paragraphs, writing topic, supporting and concluding sentences. Additionally, students will learn about specific kinds of paragraphs (i.e., descriptive, narrative) and practice writing them. Students will be expected to write almost daily and will have ample opportunities to revise and rewrite their work.

EAP 0360C
English as a Second Language – Grammar/Structure (4)

Classification: Prep

This is a skill-based course for students with limited proficiency in English. It places emphasis on grammar/structure as it pertains to second language acquisition. This course is for students who need to develop their understanding of grammatical and sentence structure for academic study and communication. Students will learn to demonstrate control of structures through classroom interaction, group work and lab study. Students will utilize the interactive language lab for self-assessment and for practice and retention of skill-specific exercises.

EAP 0383C
English as a Second Language – Combined Skills (4)

Classification: Prep

This integrated course, designed for non-native students with varying levels of English proficiency, covers the four skills of reading, writing, grammar and speaking/listening, as well as improving pronunciation and building vocabulary. Students will develop established skills through classroom activities, multicultural interaction and interactive language software with voice-mapping technology to better prepare themselves for academic study. The course is also intended for community members with high school diplomas who wish to increase proficiency through more rigorous study

EAP 0384C
English as a Second Language – Grammar and Writing I (4)

Classification: Prep

This course is designed for students whose primary language is not English and whose placement scores indicate the need for instruction in writing coherent, unified paragraphs. The primary focus of the course will be English grammar and the ability to write effective paragraphs. Students will be required to pass an objective final exam and timed writing assessment to be successful in this course.

EAP 0440C
English as a Second Language – Writing II (4)

Prerequisite: EAP 0340C

Classification: Prep

This course is designed for nonnative English speaking students who have passed EAP 0340C or were not required to take EAP 0340C but are not yet ready for ENC 1101. Students develop the ability to write various sophisticated, structured paragraphs and academic compositions in various rhetorical modes as well as the ability to execute other academic writing tasks. Grammar skills will be incorporated into written assignments. Does not satisfy A.A. degree communication requirements or carry credit toward an A.A. degree. Minimum of one hour per week in a lab setting is required.

EAP 0460C
English as a Second Language – Grammar/Structure II (4)

Classification: Prep

This is a skill-based course for students with limited proficiency in English. It is a continuation of EAP 0360C and utilizes the second half of the textbook. It places emphasis on grammar and structure as they pertain to second language acquisition. This course is for students who need to develop their understanding of grammar and sentence structure for communication and academic study. Students will learn to demonstrate control of structures through classroom interaction, group work, texts and lab study. Students will utilize the interactive language lab for self-assessment and for practice and retention of skill-specific exercises. Offered upon request only.

EAP 0480C
English as a Second Language – Intermediate Combined Skills II (4)

Classification: Prep

ESL Combined Skills II is a skill-based course specifically designed for ESL and international students. However, it is also recommended for all students who score 41 and below on the reading section of the CPT test. Students will develop the ability to read academic texts on contemporary and literary topics with an emphasis on extensive reading and the enhancement of critical reading skills.

EAP 0484C
English as a Second Language – Grammar and Writing II (4)

Classification: Prep

This course is designed for students whose primary language is not English and whose placement scores indicate the need for instruction in writing coherent, unified essays. The primary focus of the course will be essay writing, and grammar skills will be incorporated into written assignments. Students will be required to pass an objective final exam and timed writing assessment to be successful in this course. Students are required to have successfully completed EAP 0384C to enroll in this course and/or were not required to take EAP 0384C based on placement test scores.

ECO 2013
Principles of Economics – Macro (3)

Prerequisite: ENC 1101

Classification: Parallel

This course, macroeconomics, pertains to national income, employment, and fiscal policy, monetary policy, economic stability, and current domestic and international economic problems. It is a course in economic principles involving the overall operation of the market economy. Particular attention will be given to the effects of aggregate demand and aggregate supply on the levels of output, employment and prices. This course will also examine how the tools of fiscal and monetary policy may be used in dealing with macroeconomics problems such as unemployment, inflation and economic fluctuation. Gordon Rule applies.

ECO 2023
Principles of Economics – Micro (3)

Classification: Parallel

This course emphasizes microeconomic concepts, including the mechanics of supply and demand, the economics of the firm, the allocation of resources, returns to factors of production, and the concept of a mixed economy and current microeconomic problems.

EDF 2005
Introduction to the Teaching Profession (3)

Prerequisite: ENC 1101

Classification: Parallel

This course is designed for those considering entering the educational field as professionals or paraprofessionals and for others who have an interest in child care management. Topics include the history of education, principles of teaching and learning, contemporary issues in education, comparative education, and the problems and rewards of the profession. This course is a prerequisite for students who plan to study education in the State University System. A minimum of 15 hours of supervised volunteer field experience in a school setting is required. Gordon Rule applies.

EDF 2085
Introduction to Diversity for Educators (3)

Classification: Parallel

This course is designed to provide students with an understanding of cultural diversity and its influence on education today. Characteristics of specific cultural groups will be discussed along with the applications of various multicultural approaches and instructional techniques and skills to use in the classroom. This course is a prerequisite for students who plan to study education in the State University System. A minimum of 15 hours of supervised volunteer field experience in a culturally diverse setting is required.

EDG 1413C
Classroom Management (3)

Classification: Dual

This course is designed to help teachers, prospective teachers, and teacher's aides in establishing positive classroom environments and programs. Students will become familiar with a variety of classroom management strategies. Areas of study include designing the physical environment, establishing norms for behavior, encouraging student motivation and accountability, cooperative learning, principles for dealing with inappropriate behavior, working with students' families and working with students with special needs.

EDP 2002
Educational Psychology (3)

Classification: Parallel

An introduction to theories of learning and the literature dealing with education from preschool to college level, including principles of development, motivation, problem-solving, measurement, memory, intelligence and self-concept.

EEC 1000
Introduction to Child Development and Education (3)

Classification: Dual

This course is designed to give the student an understanding of the total development of a child from conception through age 5. Theories and their practical application to young children will be examined.

EEC 1603
Child Guidance (3)

Classification: Dual

This course provides child guidance and group management techniques to foster the development of self-esteem, self-control, and social skills in young children. Positive reinforcement and problem resolution will be emphasized.

EEC 1907
Observing and Recording Behavior (3)

Classification: Dual

The course is designed to expose the students to various assessment methods that evaluate a child's skill level. Special attention will be given to designing an individual learning prescription for each child. Students will be able to alter lesson plans based on the needs of the children and determine what activities will enhance the acquisition of skills that prepare children for kindergarten.

EEC 1921
Preschool Workshop (3)

Classification: Dual

This course is designed to provide the student with an opportunity to plan an integrated curriculum unit with learning activities for young children. The student will plan and organize a developmentally appropriate environment for preschool children. The student will explore resources available within the community. Students will develop a portfolio following the Child Development Associate Guidelines.

EEC 1931
Child Care Seminar (2)

Classification: Dual

The Child Care Seminar is designed to prepare students with knowledge, attitudes and skills in the development, care and guidance of children. This course focuses on the state 30-hour training requirement. At the completion of the course, students will register for the state exam.

EEC 1940
Educational Field Experience (3)

Classification: Dual

This course is designed for students to participate in an internship program, working with young children in an early childhood setting. Students will have the opportunity to plan schedules and age-appropriate activities in an approved early childhood program. The student will fine tune early childhood skills and enhance preschool teaching abilities in a real-world setting.

EEC 2001
Introduction to Early Childhood Education (3)

Classification: Dual

An overview of early childhood education and services for young children and their families. Includes historical roots, societal changes, program differentiation and future trends. Program management and the administrator's role in the child care setting will be the main focus.

EEC 2200
Curriculum in Childhood Education (3)

Classification: Dual

The student will examine curricular content in early learning centers. The student will be introduced to various early childhood curriculums and developmentally appropriate activities that are in line with the Florida Early Learning and Developmental Standards for Four-Year-Olds. The student will create developmentally appropriate lessons and activities for various content areas and have the opportunity to implement these activities at the College of Central Florida's Learning Lab School.

EEC 2300
Instructional Practices (1)

Classification: Dual

This course is designed to give the student one-on-one instruction in appropriate practices with children. The student will be evaluated, and helpful teaching suggestions will be offered.

EEC 2401
Home and Community (3)

Classification: Dual

The student will examine the dynamics of the relationship of home, school and community in early childhood education. Communication techniques, parent partnerships and quality early learning programs will be covered.

EEC 2930
Seminar in Childhood Education (3)

Classification: Dual

Seminar to investigate and discuss selected topics in Early Childhood Education such as professionalism, collaboration and ethical conduct.

EET 1084
Survey of Electronics (3)

Prerequisite: MTB 1321 or QMB 1001 or any college-level mathematics course

Classification: Occupational

This course is ideal for those who wish to take one course that will introduce them to basic DC and AC electricity theory, basic transistor operation and basic digital circuit theory. Mathematical analysis is minimized. Emphasis is on hands-on circuit building and observation.

EEX 2010
Survey of Disabling Conditions (3)

Classification: Dual

Students will examine various disabling conditions in young children. Students will have a better understanding of conditions and access for all students. Room arrangement will be reviewed in order to accommodate every child. Laws governing students with disabling conditions will be studied as well as early intervention as a key to each student's success.

EGS 1110
Engineering Graphics (3)

Corequisite: CGS 1100

Classification: Dual

Students in this course learn geometric construction, multiview projection, sectional views, and auxiliary views, and dimensioning using AutoCAD. A grade of C or better is required for successful completion of this course.

EME 2040
Introduction to Technology for Educators (3)

Classification: Parallel

Application of instructional design principles for the use of technology to enhance the quality of teaching and learning in the classroom. The course includes hands-on experience with educational media, emerging technologies, and hardware, software, and peripherals for the personal computer as well as data-driven decision-making processes. This course is a prerequisite for students majoring in education in the State University System.

EMS 1119
Fundamentals of Emergency Medical Technology (6)

Corequisite: EMS 1119L and EMS 1354C and EMS 1431

Classification: Occupational

This course is designed to prepare the basic Emergency Medical Technician in accordance with U.S. Department of Transportation curriculum and state of Florida EMS guidelines. Includes an introductory survey of emergency medical services including medical, legal and ethical aspects, role of the EMT, patient assessment, care of wounds and fractures, airway maintenance, medical and environmental emergencies, patient transportation, emergency childbirth, and basic extrication. Successful completion of corequisites provides eligibility to take the national and Florida state EMT certification examinations.

EMS 1119L
Fundamentals of Emergency Medical Technology Skills Laboratory (2)

Corequisite: EMS 1119 and EMS 1431 and EMS 1354C

Classification: Occupational

Lab practice and testing of basic Emergency Medical Technician skills included in the Department of Transportation EMT curriculum and state of Florida EMS guidelines. Skills include focused history, patient assessment, triage, airway maintenance, bandaging, splinting, emergency childbirth and basic extrication. Successful completion of corequisites leads to eligibility to take the national and Florida state EMT certification examinations. Health and accident insurance recommended.

EMS 1354C
Emergency Field Operations (1)

Corequisite: EMS 1119 and EMS 1431 and EMS 1119L

Classification: Occupational

This course has two components. The first provides students with the required hazardous materials response training for a Level I responder. The second provides them with basic training in Weapons of Mass Destruction response.

EMS 1431
EMT Hospital/Field Experience (2)

Corequisite: EMS 1354C and EMS 1119 and EMS 1119L

Classification: Occupational

Practical application of EMT clinical knowledge and skills under professional supervision. Provides for directed experiences in local hospitals and health facilities, and field observation and experience in emergency vehicles. Successful completion of corequisites provides eligibility for Florida EMT certification examination. Health and accident insurance recommended. Liability insurance required. Valid driver's license required. Clinical, ambulance (36-39 hours) and emergency room (4-12 hour shifts = 48 hours).

EMS 2010
EMS Anatomy and Physiology (3)

Classification: Occupational

This course is designed to develop the knowledge of human anatomy and physiology necessary for the student to provide prehospital care. This course meets the anatomy and physiology objectives found in the national Department of Transportation Paramedic curriculum. Florida EMT certification is required prior to enrolling in this course.

EMS 2610
Introduction to Paramedic (2)

Classification: Occupational

This introductory course to the Paramedic program includes: EMS roles and responsibilities, the safety and well-being of the paramedic, injury and illness prevention, legal and ethical issues, therapeutic communication and life span development. Florida EMT certification is required prior to enrolling in this course.

EMS 2611
Paramedic Fundamentals (2)

Corequisite: EMS 2611L

Classification: Occupational

This course will provide the student with basic essential knowledge needed to perform paramedic duties. This course will include an introduction of pathophysiology and pharmacology. Emphasis is placed on dosage calculation and medication administration, IV therapy and IV complications. Florida EMT certification is required prior to enrolling in this course.

EMS 2611L
Paramedic Fundamentals Skills Lab (2)

Corequisite: EMS 2611

Classification: Occupational

In this course, the student demonstrates in a lab environment, the psychomotor skills necessary for being paramedics. These include use of body substance isolation equipment, medication administration, IV therapy and troubleshooting, history taking, physical assessment, documentation skills, communication skills, and the recognition and treatment of shock. Florida EMT certification is required prior to enrolling in this course.

EMS 2612
Paramedic Airway Management and Ventilation (1)

Corequisite: EMS 2612L

Classification: Occupational

This course will teach the student how to establish an airway and maintain a patient's airway, oxygenate and ventilate a patient and the safety factors involved. Also included: pulmonary circulation and respiration process, identifying respiratory distress, suctioning the airway, uses of oral and nasal airways, insertion of NG tube, using a B-V-M, use of ETT, and other advanced airway support techniques. Florida EMT certification is required prior to enrolling in this course.

EMS 2612L
Paramedic Airway Management and Ventilation Lab (1)

Corequisite: EMS 2612

Classification: Occupational

In this lab student will learn to use oxygen equipment, oral and nasal airways and intubate. Safety precautions are stressed for adults and children. Florida EMT certification is required prior to enrolling in this course.

EMS 2613
Paramedic Patient Assessment (1)

Corequisite: EMS 2613L

Classification: Occupational

This course will prepare the student to appropriately evaluate a patient and develop a treatment plan based upon the evaluation. Topics include history taking, techniques of physical examination, patient assessment, clinical decision-making, communication and documentation. Therapeutic communication will be stressed, as well. Florida EMT certification is required prior to enrolling in this course.

EMS 2613L
Paramedic Patient Assessment Lab (1)

Corequisite: EMS 2613

Classification: Occupational

In the lab, this course will provide the student the ability to practice doing patient assessment across the life span. Topics include history taking, techniques of physical examination, patient assessment, clinical decision-making for one and a group of patients, communication and documentation skills. Therapeutic communication will also be stressed. Florida EMT certification is required prior to enrolling in this course.

EMS 2614
Trauma Emergencies (2)

Corequisite: EMS 2614L

Classification: Occupational

This course is designed to give the student an in-depth study in pathophysiology and management of trauma for adults and children. The focus is assessment of the trauma patient, management of hemorrhage and shock, head and facial, thoracic, abdominal, spinal and CNS injuries, musculoskeletal injuries, multi-system trauma injuries, burns, special airway problems and current trends in trauma management. Florida EMT certification is required prior to enrolling in this course.

EMS 2614L
Trauma Emergencies Lab (1)

Corequisite: EMS 2614

Classification: Occupational

This course is designed to give the student the opportunity to effectively manage the essential skills and tasks such as assessment and management of hemorrhage, shock, burns, soft tissue trauma, head, facial, spinal, thoracic, abdominal and musculoskeletal trauma. Florida EMT certification is required prior to enrolling in this course.

EMS 2615
Medical Emergencies I (3)

Corequisite: EMS 2615L

Classification: Occupational

This course teaches emergency care of children and adults with cardiac and pulmonary problems. Pharmacological agents for these conditions are calculated. Recognition and treatment modalities for dysrhythmias are covered. Adults and children with special challenges in sensory and mobility limitations are also a focus of this class. Florida EMT certification is required prior to enrolling in this course.

EMS 2615L
Medical Emergencies Lab I (2)

Corequisite: EMS 2615

Classification: Occupational

In this lab, students will learn to use an electrocardiogram, EKG, intubation (adults and children) and ventilation equipment. Abnormal EKG readings and appropriate interventions are covered. IV administration for cardiac and pulmonary medications is practiced. Cardiac and respiratory arrest drills are held. Use of ventilators, cricothyrotomy and chest decompression are practiced. Implementation of special challenged persons' needs during life threatening situations is also practiced. Florida EMT certification is required prior to enrolling in this course.

EMS 2618
EMS Operations (1)

Classification: Occupational

This course will give the students an overview of how the EMS system is managed and specific areas of EMS operations. The course will also include medical incident command, hazardous materials incidents, rescue, and crime scene awareness. Florida EMT certification is required prior to enrolling in this course.

EMS 2619
Medical Emergencies II (3)

Corequisite: EMS 2619L

Classification: Occupational

This course focuses on the emergency care of adults and children with the following conditions: neurological, endocrine, allergies, gastrointestinal, renal, toxicology, hematology, environmental and infectious diseases. Geriatric adaptation is covered. The pharmacological agents for these conditions are also covered. Florida EMT certification is required prior to enrolling in this course.

EMS 2619L
Medical Emergencies II Lab (1)

Corequisite: EMS 2619

Classification: Occupational

This course is designed to give the students hands-on practice in the lab setting for using equipment and skills related to those topics presented in the didactic portion of Medical Emergencies II. Emphasis will be on neurology, endocrinology, allergies and anaphylaxis, gastroenterology, renal, urology, toxicology, hematology, environmental conditions, infections and communicable diseases, pediatrics and geriatrics, and acute intervention for the chronic care patient.

EMS 2628
Paramedic OB/GYN Neonatal Emergencies (1)

Corequisite: EMS 2628L

Classification: Occupational

This course is designed to instruct students in normal and abnormal obstetric deliveries, and to deal with specifics of neonatal emergencies. Covers assessment of the gynecological patient, gynecological emergencies, complications of pregnancy, routine care of the neonate, and care of the distressed infant. Florida EMT certification is required prior to enrolling in this course.

EMS 2628L
Paramedic OB/GYN Neonatal Emergencies Lab (1)

Corequisite: EMS 2628

Classification: Occupational

In this lab, students will practice the skills necessary to assess emergency gynecologic and obstetric conditions, assist with an emergency delivery and reactivate a distressed newborn. Florida EMT certification is required prior to enrolling in this course.

EMS 2630
Behavioral Emergencies (1)

Classification: Occupational

The student will learn to recognize and cope with behavioral emergencies including emotional, suicidal, chemical and drug related. Patient and personal safety methods are taught. Legal implications are discussed. Florida EMT certification is required prior to enrolling in this course.

EMS 2645
Paramedic Clinical Experience II (4)

Classification: Occupational

This course is the application of knowledge, skills and values assimilated in Medical Emergencies I and II and Trauma Emergencies. Using the background in the previous semester, the student will enhance assessment skills and treatment plans to the patients in a less-controlled environment. Clinical skills will include improving assessment skills, airway management skills, and venous access skills. In addition, the student will begin to develop field impressions and identify treatment plans appropriate to findings from patient assessment and history. Florida EMT certification is required prior to enrolling in this course.

EMS 2656
Paramedic Clinical I (4)

Classification: Occupational

This course is the application of knowledge, skills and values assimilated in patient assessment, fundamentals, behavioral emergencies and airway management classes to actual patients in structured environments. Clinical skills include patient assessments and evaluation, vital signs management, development of airway management skills, communications skills, IV skills, assessment and evaluation of patients with mental health emergencies, assessment and evaluation of obstetrical emergencies, various other skills necessary for patient care, and development of safety practices. Florida EMT certification is required prior to enrolling in this course.

EMS 2658
Paramedic Clinical Experience III (5)

Classification: Occupational

This final clinical course prepares the student to become an entry-level paramedic. With supervision, the student will learn to function independently as a team leader on a mobile intensive care unit. The student will have a variety of opportunities to hone skills and techniques to manage pre-hospital patients. Advanced Cardiac Life Support (noncredit) is also required for this course. Florida EMT certification is required prior to enrolling in this course.

ENC 0015
Developmental Writing I (3)

Corequisite: SLS 1501

Classification: Prep

An English composition course designed for the student scoring 59 or below on the CPT or the equivalent to this score on the ACT or SAT who needs to develop basic skills in word choice, parts of speech, sentence structure, sentence conventions, grammar and paragraphing. No student may enroll in this course more than three times without paying full cost of instruction.

ENC 0017
Developmental Reading and Writing I (4)

Classification: Prep

An integrated reading and writing course designed for students scoring 83 or below on the reading portion of the PERT exam and/or scoring 89 or below on the writing portion of the PERT exam. The course will focus on reading comprehension, vocabulary skills, grammar, and paragraphing. In addition the course will address the connection between reading and writing through reading response activities.

ENC 0025
Developmental Writing II (3)

Corequisite: SLS 1501

Classification: Prep

An English composition course designed for the student scoring 60 to 82 on the CPT or the equivalent to this score on the ACT or SAT who needs to develop basic skills in word choice, parts of speech, sentence structure, grammar, paragraphing and essay development. No student may enroll in this course more than three times without paying full cost of instruction.

ENC 1101
Freshman Composition Skills I (3)

Classification: Parallel

The first course in college composition designed to develop skills in writing multiparagraph essays with emphasis on exposition, including the selection, restriction, organization, development and revision of essays. The student examines selected writing samples as models of form and sources of ideas for the student's own writing. Gordon Rule applies.

ENC 1102
Freshman Composition Skills II (3)

Prerequisite: ENC 1101

Classification: Parallel

This course builds upon the compositional skills (including grammar and rhetoric) introduced in ENC 1101 with the writing of expository and argumentative essays. Editing and revising techniques and the MLA format are emphasized. The course is also an introduction to the basic concepts used in reading and writing about literature. Specifically, the course explores the three principal literary genres — fiction, poetry, drama — and the terms that apply to an understanding of those genres. Gordon Rule applies.

ENC 2210
Technical Communications (3)

Prerequisite: ENC 1101

Classification: Dual

Technical Communications familiarizes students with the methodology of technical communications and the most prevalent forms of technical writing. Students learn a variety of presentational formats as well as practical applications, such as how to write instructions, mechanical descriptions, summaries, definitions, proposals and long reports. This course is helpful for majors in business and technical fields. Gordon Rule applies.

ENL 2000
Honors English Literature (3)

Prerequisite: ENC 1101

Corequisite: ENC 1102

Classification: Parallel

This course is designed for students capable of intensive study and discussion of a variety of representative selections from English literature, including works by Chaucer, Shakespeare, Milton, Johnson, Pope, Wordsworth, Shelley, Byron, Tennyson and T. S. Eliot. Selective admission. Admission to the Community of Scholars honors program or permission of instructor is required. Gordon Rule applies.

ENL 2012
English Literature I (3)

Prerequisite: ENC 1101

Corequisite: ENC 1102

Classification: Parallel

This course is an introductory survey that stresses both the thematic content and structural importance of British literature from Beowulf through the 17th century. Emphasis is on poetry and drama of major authors including Chaucer, Shakespeare, Sidney, Donne, Milton, Pope and Johnson. May be taken for credit without ENL 2022. Gordon Rule applies.

ENL 2022
English Literature II (3)

Prerequisite: ENC 1101

Corequisite: ENC 1102

Classification: Parallel

This course is an introductory survey of British literature in the 19th and 20th centuries. Emphasis is on thematic content and structural importance of poetry, fiction and drama of major authors of the period, including Wordsworth, Byron, Blake, Keats, Tennyson, Arnold, Browning, Joyce, Lawrence and Beckett. Please note that ENL 2012 English Literature I is not a prerequisite. May be taken for credit without ENL 2012. Gordon Rule applies.

ENT 1000
Introduction to Entrepreneurship (3)

Classification: Occupational

This course provides an overview of the role of entrepreneurial businesses in the United States and the impact of these businesses on the national and global economy. Students evaluate the skills and commitment necessary to successfully operate an entrepreneurial venture. Additionally, students review the challenges and rewards of entrepreneurship as a career choice, as well as the entrance strategies needed to accomplish such a choice.

ENT 2112
Entrepreneurship Opportunity Analysis (3)

Classification: Occupational

In this course, students assess the personal attributes, as well as the skills base, professional talent, and educational and work experiences within an organization that are necessary to create successful business ideas. Students examine the external environment to identify trends and needs in the marketplace for potential business opportunities. Each individual has the opportunity to screen potential business ideas by assessing whether or not these compliment the individual and his/her organization based on an evaluation of its strengths and skills base, as well as the student's personal, professional and financial goals. Students develop initial market feasibility analyses to test their concepts through basic market research.

ESC 1000
Earth Science (3)

Classification: Parallel

An introductory study of the nature, origin, composition and processes of the planet on which we live. The course presents basic concepts and current theories from the fields of geology, meteorology, and oceanography and astronomy. It is designed to allow students to become more aware of their physical environment and the dynamic planet on which we live.

ESC 1000L
Earth Science Lab (1)

Corequisite: ESC 1000

Classification: Parallel

Laboratory designed to accompany ESC 1000. Exercises designed to emphasize concepts and principles of Earth Science.

ESC 1200C
Earth Science for Educators (4)

Classification: Parallel

A survey course of the earth sciences; geology, meteorology, oceanography, and astronomy, with a lab component. Emphasis on science content with pedagogy and applications for K-8 preservice and inservice teachers. Includes the development, by the participants in the course, of age appropriate labs and activities for K-8 students along with other teaching materials.

ETD 2320C
Computer-Aided Drafting and Design (3)

Corequisite: EGS 1110

Classification: Dual

Instruction in the use of microcomputers to generate working drawings. Emphasis is on the fundamental principles of design, function and operation of a CAD system to create, display, analyze, modify and store detailed engineering and mechanical graphics.

ETD 2350C
Advanced Computer-Aided Drafting and Design (3)

Prerequisite: ETD 2320C

Classification: Dual

This course is a continuation of ETD 2320C. Students in this course learn advanced applications in AutoCAD.

ETD 2355C
Three-Dimensional Modeling (3)

Prerequisite: ETD 2320C

Classification: Dual

This course introduces students to the three-dimensional modeling features of AutoCAD. Emphasis is on the creation of 3-D wire frames, surface models and solid models. Offered upon request only.

ETD 2461
Mechanical Systems Drafting (3)

Prerequisite: EGS 1110

Corequisite: ETD 2320C

Classification: Dual

This is a survey course of specialized areas of mechanical drafting such as gear and cam drafting, electronic drafting, structural drafting, piping drafting and welding drafting.

ETD 2540C
Civil Drafting (3)

Prerequisite: ETD 2320C

Corequisite: MTB 1321

Classification: Dual

This course will provide a fundamental, yet comprehensive, coverage of civil drafting technology, including mapping scales, mapping symbols, measuring distance and elevation, surveying fundamentals, location and direction, legal description and plot plans, residential subdivision plans, commercial site plans, contour lines, profiles, highway layout, earthwork, and an introduction to structural drafting and to geographic information systems. A grade of C or better is required for successful completion of this course.

ETD 2730
Industrial Drafting (3)

Prerequisite: ETD 2320C

Classification: Dual

This course covers dimensioning and tolerancing; threads, fasteners and springs; and design and working drawings. A grade of C or better is required for successful completion of this course.

ETD 2801C
Pictorial Drafting (3)

Prerequisite: ETD 2320C

Classification: Dual

This course will provide instruction in axonometric (isometric, dimetric and trimetric) projections, oblique (cavalier and cabinet) projections, and perspective (one-point, two-point and three-point) projections. This course will help the student communicate his or her design ideas using pictorial drawings that can be easily understood by persons without technical training. A grade of C or better is required for successful completion of this course.

ETI 1117
Introduction to Quality Control (3)

Classification: Occupational

This course will provide a fundamental, yet comprehensive, state-of-the-art exploration of quality control and continuous improvement — covering not only the principles and practices but also the tools and techniques used in day-to-day quality operations. It presents tools and techniques of statistical process control, benchmarking, Quality Function Deployment, experimental design, Taguchi's quality engineering, activity-based costing, and quality strategic planning. It also presents sufficient theory to ensure a solid understanding of basic concepts, and it reduces mathematical techniques to simple mathematics or reduces them in the form of tables and charts.

ETI 1151
Instrument Techniques and Measurement (3)

Prerequisite: ETI 1411

Classification: Parallel

This course covers the concepts and techniques of metrology as applied to the quality process. The uses and applications of measurement with various types of instruments are also covered in this course.

ETI 1411
Manufacturing Processes I (3)

Classification: Dual

A study of methods and materials used in industrial production of nonchip-producing processes, including casting, forging, welding, stamping, shearing, brake, powder, metallurgy, electrical discharge machining and high-energy rate forming.

ETI 1622
Concepts of Lean Manufacturing and Six Sigma (3)

Prerequisite: ETI 1411

Classification: Parallel

This course provides an introduction to the basic principles and theories of lean manufacturing. Lean manufacturing involves identifying and eliminating non-value-adding activities in design, production, and supply chain management. The course introduces the concepts of Juran, Demming, Taylor, Shingo, and Ohno. Course coverage also includes topics related to cost reduction, work-free manufacturing, continuous flow, kaizen, the 5 S's, value stream mapping, modular manufacturing, and overall equipment effectiveness.

ETI 1628
Developing and Coaching Self-Directed Work Teams (3)

Prerequisite: ETI 1411

Classification: Parallel

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. Course coverage includes the principles and tools used by self-directed work teams in identifying and solving problems in the workplace.

ETI 1720C
Industrial Safety (3)

Classification: Occupational

This course addresses topics in industrial safety to improve worker safety awareness knowledge through use of the 29 CFR 1910 (General Industry Regulations) and Occupational Safety and Health Act websites. Upon completing this course, a worker will be able to recognize safety hazards, recommend strategies for compliance and cite provisions in 29 CFR. Additionally, this course will provide the necessary foundation to enter the area of analysis and design of safety programs in industry.

ETI 2610
Six Sigma for the Expert (3)

Prerequisite: ETI 1411

Classification: Parallel

This course provides an introduction to the basic principles and theories of Six Sigma as used in the continual improving process. The course examines the tools most common to Six Sigma projects and how and when to use them. The focus of the course is on measurement methods, data collection, data integrity, and graphical methods of presenting findings.

ETI 2623
Lean Enterprise for the Expert (3)

Prerequisite: ETI 1411

Classification: Parallel

This course provides an overview of lean manufacturing concepts with a working knowledge of the tools required to implement and maintain a lean manufacturing facility. Course coverage includes mistake proofing, the 5 S's for operators, quick changeover, overall equipment effectiveness, cellular manufacturing, and the Kanban system.

FFP 1000
Introduction to Fire Science (3)

Classification: Occupational

A study of the philosophy and history of firefighting, the history of loss of life and property by fire, the review of municipal fire defenses, a study of the organization and function of federal, state, county and private fire protection agencies, and a survey of professional fire protection career opportunities.

FFP 1302
Fire Apparatus Operation (3)

Classification: Occupational

The curriculum covers the laws, rules and driving techniques for emergency vehicles, as well as a review of fire service hydraulics. Fireground evolutions and a driving course make up the practical part of the course. The evolution portion of the course includes the use of preconnected lines, tandem pumping, drafting, relays and master streams. The student should have a basic understanding of fire stream hydraulics prior to entering this course. Students must bring gloves and proper attire for water pumping exercises.

FFP 1505
Fire Prevention Practices (3)

Classification: Occupational

A study of fire inspection practices including such items as purpose, definition, Fire Prevention Bureau activities, hazards, fire behavior, fire causes, types of construction, including structural features, flame spread, occupancy and fire load, inspection techniques, conducting inspections. (40 hours)

FFP 1510
Codes And Standards (3)

Classification: Occupational

A study of construction classification, methodology and the codes written to enforce the standards of construction. This portion of the program is a vital segment in completing the Fire Prevention Inspector's Certification requirements. This course is designed to familiarize inspectors with the five basic units of NFPA 101. This course includes statewide fire prevention code NFPA 1. (40 hours)

FFP 1540
Private Fire Protection Systems (3)

Classification: Occupational

A study of private fire protection and detection systems such as sprinkler and standpipe systems, chemical extinguishing systems, detection systems and devices. Each system is discussed as to its need, construction, preventive maintenance and individual uses. (40 hours)

FFP 2111
Fire Chemistry (3)

Vocational hours: 45

Classification: Occupational

This course is designed to show the different features and forms of matter and energy, common substances, and how they relate to fires. The chemical formulae of flammable and combustible substances, their bondings and separations, as well as the different chemical reactions related to fire and oxidation are covered. Particular emphasis is placed on the specific substances to ignite and accelerate burnings. Note: This course may require pre/post course work. Student will be notified prior to class. (45 hours)

FFP 2120
Building Construction for the Fire Service (3)

Classification: Occupational

A study of building construction in relation to fire protection. The general fire behavior of each type of building construction, including the spread of fire and the safety of the building, occupants and firefighter. (40 hours)

FFP 2301
Fire Service Hydraulics (3)

Classification: Occupational

A study of the mechanics of the flow of fluids through fire hoses, nozzles, pumps, standpipes, water mains and other devices. Includes the design, testing and use of nozzles and appliances; pumps and water distribution systems; measurement of fluid flow, and methods of determining quantities of water available from a distribution system. The course curriculum covers relationship between flow and pressure and mathematical hydraulic formulas. Students must bring a simple calculator with square root function. Course includes pump theory, pump rating, and pressure and vacuum gauges. (40 hours)

FFP 2521
Construction Documents and Plan Review (3)

Classification: Occupational

This curriculum is geared toward teaching the student how to assimilate information contained in working, drawing and specifications as they relate to the fire inspector. The curriculum includes how to interpret conventional graphic communications. Accepted standards and conventions are introduced. Symbols, abbreviations, principles of technical projection, as well as a review of construction arithmetic and geometry, are included. Related worksheets are used to allow for applied experience of finding and interpreting information from authentic drawings. Students must bring an architectural scale. Note: This course may require work to be done prior to and/or following attendance at the course. Students will be notified prior to the class. Part of Fire Inspector I certification requirements. (40 hours)

FFP 2604
Arson Investigation (3)

Classification: Occupational

A study of the laws pertaining to arson and explosives to include identification and knowledge of explosives and incendiary devices. Emphasis is placed on interviews, statements and reports, interrogation and presenting the arson case in the courtroom. Students must have State Certification of Compliance or Fire Inspector Certification or be a registered police officer to register for this course.

FFP 2610
Fire Investigations – Cause and Origin (3)

Classification: Occupational

The curriculum in this course is designed to enhance the fire investigator's ability to detect and determine the origin and cause of a fire. Specific topics include fire behavior review, investigator ethics, construction, ignition sources, reading fire patterns and scene reconstruction. Special topics on electrical fire investigation, woodland fires, vehicle fires, mobile home fires, RV, boat and ship fires. Additional topics include special emphasis on fire scene documentation and extinguishing/alert systems. Note: This course may require work to be done prior to and/or following attendance at the course. Students will be notified prior to the class. Students are required to have hard hat, protective boots and gloves. Part of Fire Investigator I and Fire Inspector II certification requirements. (40 hours)

FFP 2720
Company Officer (3)

Classification: Occupational

Designed to assist fire officers in solving the varied problems and situations they will be required to manage effectively in today's ever-changing fire service. The curriculum includes a review of fire department organization and administration, management theory, leadership, communication, motivation and small-group dynamics. (40 hours)

FFP 2740
Fire Service Course Delivery (3)

Classification: Occupational

The curriculum draws from many recognized authorities in exploring the methods and mechanics of imparting information and adult learning principles. The course emphasizes techniques which have wide application in teaching situations, as well as devices for specific areas. Also stressed are measuring teaching effectiveness, the use of media and visual aids. Note: This course may require work to be done prior to and/or following attendance at the course. Students will be notified prior to the class. Part of Fire Officer I, Fire Instructor I, Fire Instructor II and Fire Instructor III certification requirements. (40 hours)

FFP 2770
Ethical and Legal Issues for the Fire Service (3)

Vocational hours: 45

Classification: Occupational

This course deals with the entire spectrum of issues facing today's fire service leaders. Topics include labor relations, human rights and diversity, and conflicts of interest. Frameworks for ethical decision-making are used. Note: This course may require pre/post course work. Students will be notified prior to class. (45 hours)

FFP 2780
Fire Department Administration (3)

Classification: Occupational

A study of the basic concepts of leadership and management as applied to a fire service organization. Emphasis is given to the development of organizational and communication skills for interdepartmental operations. Areas of instruction include personal management, fire signal systems, fire insurance, fire insurance regulations and mutual aid systems. The course is designed to present the principles of management theory, and its application in the fire service. The course is intended for officers whose area of responsibility encompasses long- and short-range planning, budgeting and administration. (40 hours)

FFP 2810
Fire Fighting Tactics and Strategy I (3)

Classification: Occupational

The curriculum is designed to cover basic factors involved in coping with an emergency scene and determining the best use of available resources in protecting lives and property. The course emphasizes the changing nature of an emergency situation and the ways in which the fire officer can evaluate the effectiveness of his or her proposed Incident Action Plan. (40 hours)

FFP 2811
Fire Fighting Tactics and Strategy II (3)

Prerequisite: FFP 2810

Classification: Occupational

Advanced study of the fire attack. Includes study of ladder company operations, company duties and operations in a fire ground situation, engine company operations, handling of a major fire and special problem fires. Curriculum covers multiple company operations, logistics, strategy, use of mutual aid forces and conflagration control. The course is intended for officers who may be in command of fires and other emergencies involving close coordination and maximum use of large amounts of staffing and equipment. Typical tactical situations and case histories are given. The development of critical thinking skills is stressed. (40 hours)

FIL 2000
The History and Aesthetics of Cinema (3)

Prerequisite: ENC 1101

Classification: Parallel

An introduction to the study of motion pictures, emphasizing the history and aesthetics of cinema. Significant American and foreign films will be viewed and discussed. This course may be available online or as a hybrid. Gordon Rule applies.

FIN 2100
Personal Finance (3)

Classification: Dual

Provides comprehensive coverage of personal planning in theories of money management, career planning, taxes, consumer credit, other consumer decisions, legal protection, insurance, investments, retirement planning and estate planning.

FRE 1120
Elementary French I (4)

Classification: Parallel

This course stresses fundamentals of grammar and drills in pronunciation and reading, with special emphasis on oral expression in French. (3 hours lecture and 2 hours laboratory per week)

FRE 1121
Elementary French II (4)

Prerequisite: FRE 1120

Classification: Parallel

This course is a continuation of FRE 1120. It continues to stress fundamentals of grammar and drills in pronunciation and reading, with special emphasis on oral expression in French. (3 hours lecture and 2 hours laboratory per week)

GCO 1400C
Turfgrass For Golf and Landscaping (3)

Classification: Occupational

Identification, evaluation, establishment and maintenance of turf grasses used in golf and landscape practice.

GCO 1743
Golf Course Design and Construction (3)

Classification: Occupational

This course provides students with a comprehensive introduction to the basic elements, concepts and principles of golf course design and construction. The course emphasizes the master planning and developmental execution of a new golf course project, as well as pertinent redesign and reconstruction issues.

GCO 1930
Special Topics – Manage Machinery and Equipment (1)

Classification: Occupational

This course will prepare individuals to establish, manage and maintain golf course surfaces.

GCO 1942
Field Training in Turf Equipment Management (3)

Classification: Occupational

Field training and machinery management is a practicum providing students with real-world turf equipment technology experience. The emphasis of this course is on application of theoretical classroom concepts taught in other golf and agribusiness-related classes.

GCO 2632
Golf Course Organization and Administration (3)

Classification: Occupational

This course presents an in-depth study of golf course management practices; budgeting; record keeping; awareness of local, state and federal laws; and skills in leadership, communication, public relations and human relations.

GEA 2000
World Geography (3)

Prerequisite: ENC 1101

Classification: Parallel

A study of the relationships between population, human activities and the physical world. Representative countries are studied on a comparative basis as to the influence of geography on humans. This course may be available online or as a hybrid. Gordon Rule applies.

GEB 1011
Introduction to Business (3)

Classification: Dual

Orientation to the study of business administration. Emphasis on the environment, structure and functions of business; current and emerging problems.

GEB 2350
Introduction to International Business (3)

Classification: Dual

This is an introductory course in international business. The major topics covered are the theoretical basis for trade, cultural differences that influence business transactions, the impacts of trade regulations, exchange rates, investment in other countries and the movement of factors of production between countries.

GEB 2430
Ethics in Management (3)

Classification: Dual

This course teaches the expertise needed to make ethical business management decisions. The focus is primarily on ethical issues that corporate decision makers face in developing policies concerning employees, customers and the general public. The positions on these issues and the arguments for them are taken from a wide variety of sources, including economics and the law.

GEB 2935
Survey of Electronic Business (3)

Vocational hours: 45

Prerequisite: CGS 1100 and GEB 1011

Classification: Parallel

This course introduces the student to a range of issues facing the business person engaging in electronic commerce. Topics include business opportunities in cyberspace, a discussion of the tools of electronic commerce, security issues, and legal and multicultural considerations.

GLY 1102
Age of Dinosaurs (3)

Classification: Parallel

This course was created in response to the public fascination with dinosaurs. It is aimed at students in the nonscience fields. Concepts covered include the nature of fossils and the rock record, how geologic events are dated, plate tectonics, paleo-ecology, evolution, dinosaur hunters, and of course, the various groups of dinosaurs themselves. The class will also focus on three recent areas of controversy relating to dinosaurs: their "hot-bloodedness," the cause of their extinction, and the evolution of birds from dinosaurs. This course may be counted as either a biological or physical science credit.

GLY 2010C
Physical Geology with Lab (4)

Classification: Parallel

This course is an introduction to the study of the materials, structures, and features of the Earth and the processes that produced them. Topics addressed include origin and classification of rocks, volcanoes and earthquakes, glaciations, mountain building, marine geology, hydrology, weathering and erosion, plate tectonics and geologic time. A lab accompanies this course and includes rock and mineral identification and the use of topographic and geologic maps and aerial photographs in the study of Earth's structural features. (3 hours lecture and 2 hours laboratory per week)

HIM 1430
Concepts of Disease (3)

Prerequisite: HSC 2531

Classification: Occupational

This course gives an overview of common diseases and illnesses. It focuses on the anatomy and physiology, common signs and symptoms, diagnostic tests, treatment and pharmacology associated with each condition. Information gained in this course will enable students to abstract, analyze and code information from the medical record.

HIM 1453C
Health Information Technology Anatomy and Physiology I (4)

Classification: Parallel

This is an anatomy and physiology course which provides the foundation for understanding the structures and functions of the human body. This course examines the physiological processes responsible for maintaining homeostasis; the chemical, molecular, cellular, and tissue levels of organization; and examination of the following body systems: integumentary, skeletal, muscular, nervous, and special senses. Content will be presented under the unifying theme of homeostasis, supported by relevant discussions of disruptions to homeostasis and resultant disease processes. The course includes a lab with appropriate models and dissection of mammalian organs and tissues.

HIM 1454C
Health Information Technology Anatomy and Physiology II (4)

Prerequisite: HIM 1453C

Classification: Parallel

This is an anatomy and physiology course which provides the foundation for understanding the structures and functions of the human body. This course examines the physiological processes responsible for maintaining homeostasis; the chemical, molecular, cellular, and tissue levels of organization; and examination of the following body systems: endocrine, cardiovascular, lymphatic and immune, respiratory, digestive. Content will be presented under the unifying theme of homeostasis, supported by relevant discussions of disruptions to homeostasis and resultant disease processes. The course includes a lab with appropriate models and dissection of mammalian organs and tissues.

HIM 1800
Introduction to Health Information Technology (3)

Corequisite: CGS 1100

Classification: Dual

This course is designed to introduce students to the principles of health information management. It provides an introduction to the health information management profession, to health care delivery systems and to the health-related associations, organizations and agencies in the United States. It delves into the purpose, function, content and structure of the health record and of its management. The development and content of the electronic record is studied with emphasis on the changing roles of health information management professionals.

HIM 1949
Practicum I – Acute Care Settings (3)

Vocational hours: 120

Prerequisite: HIM 1800 and HIM 2012

Classification: Occupational

This course provides students with supervised, practical experience in an acute care facility health information department. Emphasis is placed on providing opportunities for students to relate classroom theory to the actual functions of a health information department, such as record assembly and analysis, medico-legal procedures, information retention, filing and retrieval, and the use of technology. Students will become familiar with policies and procedures and understand the relationships other hospital departments have with the health information department. This course also enables students to further develop critical thinking and problem-solving skills in realistic situations.

HIM 2012
Legal Aspects of Medical Records (3)

Prerequisite: CGS 1100 and HIM 1800

Classification: Occupational

This course is designed to assist students with an understanding of the legal principles that govern the health information field. It emphasizes the legal theories underlying lawsuits involving the health care field, health record content, access to patient records, confidentiality and informed consent, and disclosure of records in legal actions.

HIM 2201
Comparative Health Records (3)

Prerequisite: HIM 1800

Classification: Occupational

This course presents an overview of the management of health information in sites other than acute settings, including ambulatory care and specialized treatment facilities. Emphasis is on regulatory issues, documentation, reimbursement and funding modalities, information management, quality improvement, risk management issues, and the roles of health information personnel in each setting.

HIM 2211
Health Information Systems (3)

Prerequisite: HIM 1800 and HIM 1949 and CGS 1100

Classification: Occupational

The purpose of this course is to provide students with knowledge and understanding of the various electronic health information systems that are encountered in health care. Topics for discussion include the electronic health record, computer software applications, data quality, databases, system selection and implementation, data storage and retrieval, computers in HIM, administrative information systems, clinical information systems, speech recognition, privacy and security, the role of HIM professionals in information systems, and the future of computers in health care.

HIM 2214
Health Care Statistics (3)

Prerequisite: QMB 1001 and HIM 1800 and CGS 1100

Classification: Occupational

The purpose of this course is to provide students with knowledge and understanding of the statistical information used in health care settings. Emphasis is placed on the terminology, definitions and formulas used to calculate common statistics, including standard rates, percentages and averages using patient data. Data collection, analysis and presentation will also be studied.

HIM 2222
ICD-9-CM Coding (3)

Vocational hours: 45

Prerequisite: HSC 2531 and HIM 1454C and HIM 2253 and HIM 1430 and HIM 1453C and CGS 1100

Classification: Occupational

This course provides instruction in the basic principles and guidelines for using the International Classification of Diseases, Ninth Revision, Clinical Modification (ICD-9-CM) in the coding of diagnoses and procedures.

HIM 2234
Advanced Coding (3)

Vocational hours: 45

Prerequisite: HIM 2722 and HIM 2253

Classification: Dual

The student will learn to assign the Physicians' Current Procedure Terminology (CPT) and ICD-10-CM codes to complex medical and surgical diagnoses and procedures in inpatient and outpatient settings. Current concepts and changes related to coding practice and reimbursement by prospective payment systems will be reviewed. The student will have hands-on practice using encoder software (AHIMA Competencies).

HIM 2253
CPT Coding (3)

Vocational hours: 45

Prerequisite: HSC 2531 and HIM 1453C and CGS 1100

Corequisite: HIM 1430 and HIM 1454C

Classification: Occupational

This course is an introduction to the coding principles, characteristics and conventions of coding using the Physicians' Current Procedure Terminology (CPT) coding nomenclature. A working knowledge of medical terminology is required for this course.

HIM 2260
Medical Billing and Reimbursement (3)

Vocational hours: 45

Prerequisite: CGS 1100

Classification: Occupational

This course serves as an introduction to health insurance claims processing, carrier requirements, and applicable state and federal regulations. It acquaints students with the billing procedures used in physician offices, hospital and ambulatory surgery services. Emphasis is on electronic billing, managed care systems, worker's compensation, Medicare, Medicaid, third-party payers, ethics and confidentiality. The students will have the opportunity to apply their knowledge in a laboratory setting utilizing billing software.

HIM 2442
Pharmacology for HIM Professionals (2)

Prerequisite: HSC 2531 and HIM 1453C

Corequisite: HIM 1430 and HIM 1454C

Classification: Occupational

The purpose of this course is to provide students with introductory knowledge and familiarity with pharmacology, with an emphasis on medications as therapeutic options for various disease states. It will present a basic rationale for understanding drug therapy as it relates to medical record documentation.

HIM 2510
HIM Management Principles (3)

Vocational hours: 45

Prerequisite: HIM 1949 and HIM 1800

Classification: Occupational

This course is designed to introduce the student to supervision and management of the resources found in health information management settings, including staff, budget and equipment. Additionally, quality management, utilization review and risk management will be studied in depth. The basic management functions of planning, organizing, leading and controlling will be discussed as applied to health information management.

HIM 2722
ICD-10-CM Coding (3)

Vocational hours: 45

Prerequisite: CGS 1100 and HIM 2253 and HIM 1430 and HSC 2531 and HIM 1454C and HIM 1453C

Classification: Occupational

This course provides instruction in the basic principles and guidelines for using the International Classification of Diseases, Tenth Revision, Clinical Modification (ICD-10-CM) in the coding of diagnoses.

HIM 2723
ICD-10-PCS Coding (3)

Vocational hours: 45

Prerequisite: HIM 2722

Classification: Occupational

This course provides instruction in the basic principles and guidelines for using the International Classification of Diseases, Tenth Revision, Procedural Coding System (ICD-10-PCS) in the coding of medical procedures.

HIM 2949
Practicum II – Alternate Care Settings Co-op (3)

Vocational hours: 120

Prerequisite: HIM 1949 and HIM 2201

Classification: Occupational

This course provides students with supervised, practical experience in several of the health information departments at alternate care settings. Emphasis is placed on providing opportunities for students to relate classroom theory to the actual functions in settings other than acute care. Emphasis is on the unique regulatory requirements and record-keeping practices of these health facilities. The types of facilities in which students may gain this experience include public health departments, nursing facilities, large physician practices, hospice agencies, surgery centers, rehabilitation centers, prisons and mental health centers. This course also enables students to further develop critical thinking and problem solving skills in realistic situations.

HIS 2955
Studies Abroad in Civilization (3)

Prerequisite: ENC 1101

Classification: Parallel

An introduction to the political, intellectual and cultural history of foreign nations designed to provide a cross-cultural contact with people of other countries. Study and travel abroad are supplemented with readings and classroom lectures in Florida. May be repeated for credit. Permission of instructor or department chair is required. Gordon Rule applies.

HLP 1081
Personal Wellness Appraisal and Improvement (3)

Prerequisite: ENC 1101

Classification: Parallel

Designed to help students understand their current health status and provide them with the knowledge of a functional program for wellness. Gordon Rule applies.

HLP 1082
Wellness Applications (2)

Prerequisite: HLP 1081

Classification: Parallel

This course covers modules of the basic wellness concepts with concentration in cardiovascular fitness and personal lifestyle improvement.

HSC 2140
Drugs In Society (3)

Classification: Parallel

The course emphasizes the social, moral, psychological and physiological causes and effects of drug use and abuse in society.

HSC 2400
First Aid (3)

Classification: Parallel

Training in the immediate care given a victim of an injury or sudden illness. Emphasis is placed on skills, techniques and knowledge essential in the care of injury or illnesses. Certification in basic first aid, cardiopulmonary resuscitation (CPR) and AED is issued upon successful completion of the course.

HSC 2531
Medical Terminology (3)

Classification: Parallel

This course is designed to help develop comprehensive integrative skills in using medical terminology. Included in the course work are prefixes, suffixes, roots, and combining forms. Emphasis is on pronunciation, spelling, and definition of words as they relate to anatomy and physiology. Terms for diagnostic procedures, pathology and treatment in each body system, as well as the basic pharmacological terms, are included. Common medical abbreviations are covered.

HSC 2654
End of Life Ethics (3)

Classification: Parallel

Introduces the origins and development of death attitudes and behaviors. Topics include grief and mourning processes, coping strategies, resources, and ethical issues related to the end of life. Emphasis is on death as a normal developmental event. Offered upon request only.

HUM 1020
Introduction to the Humanities (3)

Classification: Parallel

An exploration of the arts, ideas and values in Western culture.

HUM 1020H
Honors Introduction to the Humanities (3)

Classification: Parallel

This is a beginning course in humanities, designed primarily for students admitted to the CF Community of Scholars Honors Program. Honors classes that do not have the requisite number of honors students may admit other students on a conditional basis, at the discretion of the instructor. In a small, seminar-style setting, emphasis will be placed on an in-depth analysis of the cultural and ethical values of our Western tradition, from pre-Classical to the present. Admission to the Community of Scholars program, 3.3 or higher GPA, or permission of instructor required. Gordon Rule applies.

HUM 1210
Introduction to the Humanities — To the Renaissance (3)

Classification: Parallel

A chronological exploration of the arts, literature and ideas in ancient and medieval Western and world culture. An emphasis will be given to the role of the humanities in expressing the dominant traits and ideas of cultural periods from prehistoric times to the Renaissance. This course may be offered online or as a hybrid.

HUM 1230
Introduction to the Humanities — Since the Renaissance (3)

Classification: Parallel

A chronological exploration of the arts, literature and ideas in modern Western and world culture. An emphasis will be given to the role of the humanities in expressing the dominant traits and ideas of cultural periods from the Renaissance to the present. This course may be offered online or as a hybrid.

HUM 2310
Mythology in Religion, Art, Literature and Music (3)

Prerequisite: ENC 1101

Classification: Parallel

An introduction to Eastern and Western mythologies and their influence on art, literature, philosophy, religion and music. Gordon Rule applies.

HUM 2310H
Honors Mythology in Art, Philosophy and Religion (3)

Prerequisite: ENC 1101

Classification: Parallel

An intensive study, specifically for honor students, into the identification, underlying meaning and dynamic relation of mythological symbols in art, philosophy and religion. Admission to the Community of Scholars program, a 3.3 or higher GPA, or permission of instructor is required. Gordon Rule applies.

HUM 2418
Islamic Civilization (3)

Prerequisite: ENC 1101

Classification: Parallel

A study of the arts, ideas, values and cultural institutions of the Islamic world from the birth of Muhammad to the present. This course is designed to increase awareness and understanding of an important culture outside of the Western tradition. Offered upon request only. Gordon Rule applies.

HUM 2450
American Humanities (3)

Prerequisite: ENC 1101

Classification: Parallel

An introductory course in the arts, literature and ideas of American culture. The emphasis is on the role of the humanities in the historical context of the American experience. Gordon Rule applies.

HUM 2520
Music in the Humanities (3)

Classification: Parallel

A study of Western music in relation to other disciplines in Western culture, including philosophy, religion, mathematics and the arts.

HUM 2532
Western Ideologies (3)

Prerequisite: ENC 1101

Classification: Parallel

Study of the leading ideas and doctrines that have shaped modern Western culture from the Middle Ages to the present. Gordon Rule applies.

HUM 2532H
Honors Western Ideologies (3)

Prerequisite: ENC 1101

Classification: Parallel

Designed for honors students, this course involves an in-depth study, analysis and discussion of the major writings from the Medieval period to the present that have shaped the thinking and expression of our Western culture. Admission to the Community of Scholars program, a 3.3 or higher GPA, or permission of instructor is required. Gordon Rule applies.

HUM 2930
Spanish Culture and Civilization (3)

Classification: Parallel

This is a survey course which includes Spanish geography, history, art, architecture, customs, music and cultural differences. The course presents an overall view of Spanish Culture and Civilization from 1,500 B.C. to the present time.

HUN 1201
Human Nutrition (3)

Corequisite: ENC 1101

Classification: Dual

Students will study the basic principles of nutrition and develop skills in applying the recommended dietary allowances to all age groups. The course emphasizes food nutrients, impact of diet on disease and healthy lifestyles across the life cycle. Cultural and economic factors related to food and consumer information regarding food safety are also major topics. Students will complete a personal diet analysis.

HUS 1001
Principles and Strategies for Human Services (3)

Classification: Parallel

This course reviews the history of human services with particular emphasis on the field of maternal and child services and health. Various models of service delivery will be investigated. The roles, functions and duties of human service professionals and maternal and child specialists will be explored. The development of a professional identity and the ethics of practice will be discussed. Personal qualities essential for being an effective helping professional will be considered.

HUS 1111
Strategies for Personal Effectiveness (3)

Classification: Parallel

This course will utilize student-centered learning activities and is designed to provide students with a foundation in practical applications of psychology, sociology, counseling and human services theories and skills through individual self exploration and collaborative activities. The course will assist students in developing positive management strategies to promote lifelong learning and personal success. Topics will include learning styles, psychology of childhood and adolescence, concepts of adulthood and autonomy, psychological and physical wellness, stress management, making a plan for change, positive relationships, interpersonal communication, dealing with life challenges, the role of culture in the development of values, ethics and decision making. This course may be available online or as a hybrid.

HUS 1551
Cultural Diversity and Implications for Practice (3)

Classification: Parallel

This course addresses cultural diversity and its implications for effective counseling and human service practice. It considers the psychological impact of factors such as sex, race, ethnicity and culture, religious preference, socioeconomic status, sexual orientation and physical disability. It explores common stereotypes and out-group prejudices and how to overcome them in counseling. Finally, it reviews counseling and teaching issues and strategies for diverse families and clients.

HUS 2540
Principles for Understanding and Working with Families (3)

Classification: Parallel

This course presents family theories most often used by human service workers as the framework for working with families. Three of these theories — the ecological model of human development, family systems theory and empowerment theory — will be used to help students understand the complexity of family development and adaptation, and the impact of stress on the family system. The student will learn how these theories can be used in the development of family/professional collaboration and application of family-centered practice. Students will learn and practice skills for empowering families to assess their strengths, concerns and priorities, and to plan for how to meet their needs.

HUS 2541
Working with Families in the Early Childhood Period (3)

Classification: Parallel

This course addresses three important issues of early childhood: health, development and parenting. Common health problems of infancy and early childhood are discussed along with important health promotion and disease prevention strategies for creating safe and nurturing environments. Content will address general social, environmental and biological influences and factors that collectively impede or facilitate individual and family development, the major periods and domains of child development, and the importance of early learning experiences that enhance brain development. Students will learn about characteristics and importance of parent-child interactions as well as other cultural and social influences on parenting skills. The depth of developmental knowledge provided is intended to enhance the skills of the family health and support worker, to increase their ability to provide anticipatory guidance and teaching, and to empower the parent-child relationship.

HUS 2542
Working with Families in the Perinatal Period (3)

Classification: Parallel

Pregnancy is an exciting and important time in the life of a woman, her unborn child, and family members. This course reviews central issues that affect the family, particularly mother and child, before conception through the end of the first month after birth. Students will learn information to enhance their ability to support a woman as she gets ready for pregnancy, undergoes many changes in her body and the way she feels while pregnant, while in labor, and following delivery. The student will learn what a woman should not do when pregnant, how to enable the pregnant woman to take care of herself to have a healthy baby, warning signs of problems, and care and feeding of the new baby. Students will practice skills for assessing a mother's emotional adjustment to the birth of her infant, the interactions and bonding behaviors with her child, and the infant's physical adaptations and social responsiveness.

IDH 2106
Honors Oratory: Speech, Argumentation and Debate (3)

Classification: Parallel

The purpose of this course is to elevate the basic skills of speaking and listening to a level appropriate for Honors students. While the course will satisfy the state requirements for preparing and delivering public speeches with clarity and variety and listening with literal and critical comprehension, the Honors level will focus on those skills in an advanced setting of the controversial arts, including critical thinking, dialectic, rhetoric and argumentation. The course may include but is not limited to study of original materials from Aristotle to current research in argumentation and debate.

IDS 1307
Interdisciplinary Studies Math, Science and the Arts (3)

Classification: Parallel

This interdisciplinary course is an exploration of the mathematical and scientific applications within the visual and performing arts. Sample topics include wave properties as applied to music, sound and holography, symmetry, fractals and chaos.

INR 2002
International Relations (3)

Prerequisite: ENC 1101

Classification: Parallel

This course is designed to introduce the student to the theories and major developments in world politics, with special reference to the place of the United States in the world community.

INR 2500
Model United Nations (3)

Classification: Parallel

An introduction to the study of the United Nations including its history, international issues under its consideration and its diplomatic roles within the global community. Emphasis is placed on research and experiential learning. Students assume the role of member states of the United Nations and participate in Model United Nations simulations.

ISC 1004
Integrated Natural Sciences I — Honors (3)

Classification: Parallel

This course is designed to explore the frontiers of science. Students examine current scientific research and developments in both the physical and biological sciences. In this course students will have an opportunity to work with many of the science faculty which will provide an optimum environment for scientific inquiry and understanding.

ISS 1013
Introduction to the Social Sciences (3)

Classification: Parallel

An introduction to the social sciences and to the major issues facing America today. Topics include population, minorities, cities, crime, poverty, health, the environment, values and international relations. This course may be available online or as a hybrid.

ISS 2930
Special Topics in Social Sciences (3)

Classification: Parallel

This course centers on topics of current interest or special interest to students or instructors. Topics or focus may vary from semester to semester. Topics will be identified by ISS 2930 title published in the course schedules for each semester that the course is offered. This course may include a study abroad component, depending on topic. This course may be repeated for credit. Special topics credit hours are not automatically transferable. Transfer credit is the prerogative of the receiving institution.

ISS 2936
Honors Colloquium in Contemporary Social Issues (1)

Classification: Parallel

An examination of contemporary social issues making use of a variety of experiences that include guest speakers and visiting experts. Admission to the Community of Scholars Program, a 3.3 or higher GPA, or permission of instructor is required.

JOU 2100
Introduction to Journalism and Newspaper Production (3)

Classification: Parallel

Permission of instructor is required. A course designed to provide fundamental instruction and practice in mass communication writing and production. This class produces the college newspaper, the Patriot Press. The course has a second equally important function, to teach students the principles and practices of good professional journalism through lectures, readings and hands-on experience. It is designed as a foundation course upon which all other studies in mass communications can be based. The focus in this course is on the development of critical thinking skills needed by today's journalists, with an emphasis on integrity and on protecting and preserving First Amendment press freedoms.(2 hours lecture and 3 hours laboratory per week)

JOU 2901
Independent Study in Journalism (1)

Classification: Parallel

This course is a companion course for journalism majors repeating JOU 2100 as editors and section editors of The Patriot Press. This independent study course requires study time in addition to JOU 2100 and allows students to intensify and broaden study in a particular field or aspect of journalism.

JOU 2902
Independent Study in Journalism (2)

Classification: Parallel

This course is a companion course for journalism majors repeating JOU 2100 as editors and section editors of The Patriot Press. This independent study course requires study time in addition to JOU 2100 and allows students to intensify and broaden study in a particular field or aspect of journalism.

JOU 2903
Independent Study in Journalism (3)

Classification: Parallel

This course is a companion course for journalism majors repeating JOU 2100 as editors and section editors of The Patriot Press. This independent study course requires study time in addition to JOU 2100 and allows students to intensify and broaden study in a particular field or aspect of journalism.

LAH 2020
Introduction to Latin American Civilization (3)

Classification: Parallel

A survey of Latin American history and culture from pre-Columbian times to the present, including developments in philosophy and the arts, as well as political and economic trends. Topics include pre-Columbian art, literature, and thought; the role of the church; the status of women; race relations; and Latin American relations with the United States.

LIN 2740
Applied Linguistics (3)

Prerequisite: ENC 1101 and ENC 1102

Classification: Parallel

Linguistics deals with the description and analysis of the constituents of language and languages, including meaning, structure, and processes, with the use and misuse of language and languages, as well as with its interaction with cognate disciplines, including but not limited to anthropology, classics, communications studies, computer science, education, English language and literature, English as a second/foreign language, mathematics, neurology and related sciences of the brain, psychology and sociology.

LIS 1002
Introduction to Library Research Skills (1)

Classification: Parallel

Students will be introduced to the core concepts of information retrieval and techniques for locating, analyzing, organizing and evaluating information resources both in print and electronic.

LIS 2004
Internet Research (1)

Classification: Parallel

This online course covers Internet search engines and research strategies including evaluating and citing Internet resources as well as Internet communication and protocols.

LIT 2110
World Literature I (Eighth Century BC-17th Century AD) (3)

Prerequisite: ENC 1101

Corequisite: ENC 1102

Classification: Parallel

This course develops understanding of the historical traditions of world literature from the Ancient World through the Renaissance. Emphasis is on development of Western literary attitudes through works, usually in translation, from the Old Testament and through such authors as Homer, Aeschylus, Euripides, Aristophanes, Virgil, Dante, Boccaccio, Chaucer, Rabelais, Cervantes, Donne and Milton. May be taken for credit without LIT 2120. Gordon Rule applies.

LIT 2120
World Literature II (17th-20th Century) (3)

Prerequisite: ENC 1101

Corequisite: ENC 1102

Classification: Parallel

This course develops understanding of the historical traditions of world literature from the Enlightenment to the present. Emphasis is on the development of Western literary attitudes and ideas through works, often in translation, by such authors as Moliere, Swift, Goethe, Tolstoy, Ibsen, Beaudelaire, Pirandello, Yeats, Kafka, Lorca and Solzhenitsyn. May be taken for credit without LIT 2110. Gordon Rule applies.

LIT 2330
Introduction to Children's Literature (3)

Prerequisite: ENC 1101

Corequisite: ENC 1102

Classification: Parallel

This course presents a survey of the field of children's literature, with analysis of the various genres, issues and formats. Gordon Rule applies.

MAC 1105
College Algebra (3)

Prerequisite: MAT 1033 or a CLM score of at least 40

Classification: Parallel

This course is designed as a foundational course for those students who must take additional mathematics in their chosen majors and do not yet have an appropriate background. The emphasis is the study of mathematics from a functional perspective, including linear, quadratic, rational, absolute value, radical, exponential and logarithmic functions. Systems of equations and inequalities and applications such as curve fitting, mathematical modeling, optimization and exponential growth and decay are included. Gordon Rule applies.

MAC 1105L
College Algebra Laboratory (1)

Corequisite: MAC 1105

Classification: Parallel

This laboratory course is designed to provide students with the opportunity to actively experience mathematics. Students will investigate relationships among variables through experimentation, data collection and research. The laboratory topics are aligned with the concepts and skills of the College Algebra course MAC 1105.

MAC 1114
Trigonometry (3)

Prerequisite: MAC 1105 or a CLM score of at least 70

Classification: Parallel

This course is designed to assist students in developing the trigonometric background for the calculus curriculum and/or other areas that require a trigonometry course. Graphing calculator and/or computer algebraic system work is required in this course. Gordon Rule applies.

MAC 1140
Precalculus (Algebra) (3)

Prerequisite: MAC 1105 or a CLM score of at least 70

Classification: Parallel

This course is designed for students who need to develop the appropriate background for the calculus curriculum. This course includes discussion of functions (from an analytical, numerical and graphical perspective) that are needed in upper mathematics courses, conic sections, matrices and determinants, sequences and series, mathematical induction and the Binomial Theorem. Graphing calculator and/or computer algebraic system work is required in the course. Gordon Rule applies.

MAC 1147
Precalculus Algebra/Trigonometry (5)

Prerequisite: MAC 1105 or a CLM score of at least 70

Classification: Parallel

This course is designed for students who need to develop the algebraic and trigonometric background for calculus curriculum. This course will be a combination of the courses MAC 1140 and MAC 1114. It will cover such topics as quadratics, polynomials, exponentials, logarithms, matrices, determinants, conic sections, sequences, series, the Binomial Theorem, trigonometric functions, the unit circle and trigonometric identities. Graphing calculators and/or computer algebra systems will be used and required in this course. Gordon Rule applies.

MAC 2233
Calculus for Business and Social Science (3)

Prerequisite: MAC 1140 or a CLM score of at least 103

Classification: Parallel

An introduction to calculus with applications to business and the social sciences. The course includes the study of functions, limits, continuity, differentiation and integration of algebraic, logarithmic and exponential functions, rates of change and curve sketching. Emphasis is on modeling and practical applications in solving business, economic and social science problems. Graphing calculator and/or computer algebraic system work is required in the course. Gordon Rule applies.

MAC 2311
Calculus I with Analytic Geometry (5)

Prerequisite: MAC 1140 and MAC 1114, or MAC 1147 or a CLM score of at least 103

Classification: Parallel

This course includes single variable calculus covering analytic geometry of the conics, differentiation and integration of the algebraic, logarithmic, trigonometric and exponential functions. Gordon Rule applies.

MAC 2312
Calculus II with Analytic Geometry (5)

Prerequisite: MAC 2311

Classification: Parallel

This course is designed to cover single variable calculus, differential equations, applications of integration, antiderivative techniques, indeterminate forms, sequences and series, analytic geometry, parametric equations and polar coordinates. Gordon Rule applies.

MAC 2313
Calculus III with Analytic Geometry (4)

Prerequisite: MAC 2312

Classification: Parallel

This course is designed to cover calculus topics in both two and three dimensions, including vector calculus, partial differentiation, multiple integrals, line and surface integrals. Gordon Rule applies.

MAE 2801
Mathematics for Educators (3)

Vocational hours: 45

Prerequisite: MAC 1105 or MGF 1106 or MGF 1107 or a CLM score of at least 70

Classification: Parallel

This course is designed to provide a study in mathematical ideas suitable for students in education fields and those needing course work for teacher re-certification. The topics covered include number sense, concepts and operations, measurement, geometry and spatial sense, algebraic thinking, data analysis, and probability. The topics are in alignment with the National Council of Teachers of Mathematics Standards and the State of Florida Common Core Standards.

MAN 2021
Principles of Management (3)

Classification: Dual

A study of the principles of management including planning, organizing, directing and controlling, with emphasis on the analytical framework for solving organizational problems.

MAN 2300
Introduction to Human Resources Management (3)

Classification: Occupational

The purpose of this course is to explore the theories and practices relating to the management of human resources. The role of the human resources department will be emphasized with particular attention being focused upon the importance of department supervisors and executives with respect of human resources management.

MAP 2302
Elementary Differential Equations (3)

Prerequisite: MAC 2312

Classification: Parallel

This is a first course in ordinary differential equations and applications. This course covers homogeneous and non-homogeneous equations, linear equations with constant coefficients, power series method, Laplace transform, systems of first order differential equations and numerical solutions. Gordon Rule applies.

MAR 2011
Principles of Marketing (3)

Classification: Dual

A study of the functions, institutions and methods of marketing goods and services. Relates marketing to the total economic structure and emphasizes the importance of the consumer.

MAT 0055
Developmental Mathematics Module 1.0 (1)

Classification: Prep

A developmental mathematics course designed for students scoring 109-112 on the PERT placement exam. The course will strengthen arithmetic, geometry, and algebra skills and address individual areas of need. Student course work will be determined by a diagnostic exam. Successful completion of this course requires mastery of all skills identified by the diagnostic exam. In addition, successful completion of this course requires a passing score on the Developmental Mathematics Departmental Final Exam.

MAT 0056
Developmental Mathematics Module 2.0 (2)

Classification: Prep

A developmental mathematics course designed for students scoring 104-108 on the PERT placement exam. The course will strengthen arithmetic, geometry, and algebra skills and address individual areas of need. Student course work will be determined by a diagnostic exam. Successful completion of this course requires mastery of all skills identified by the diagnostic exam. In addition, successful completion of this course requires a passing score on the Developmental Mathematics Departmental Final Exam.

MAT 0057
Developmental Mathematics (3)

Classification: Prep

A developmental mathematics course designed to strengthen arithmetic, geometry and algebra skills. Successful completion of this course requires mastery of the material in nine modules covering arithmetic, algebra through quadratic equations, radical expressions and graphing techniques. In addition, successful completion of this course requires a passing score on the Florida Exit Exam for Developmental Math. This course may be repeated.

MAT 1033
Intermediate Algebra (3)

Prerequisite: MAT 0057 or a PERT score of at least 113, or an SAT of at least 440, or an ACT of at least 19

Classification: Parallel

This course is intended to provide students with the opportunity to develop a mathematical foundation necessary to take College Algebra, Statistics and/or other Gordon Rule mathematics courses. This course counts as elective credit only. It does NOT count as mathematics credit.

MCB 2010C
Microbiology with Lab (4)

Prerequisite: BSC 2010 or BSC 2085C or CHM 1032 or CHM 1025 or CHM 2045 or CHM 2046 or CHM 2210 or CHM 2211

Classification: Parallel

A study of microbiology that emphasizes effects of microorganisms on human systems. Topics will include microbial cell structure, function and metabolism; requirements for and control of growth; genetics, mutations, and biotechnology; a survey of bacteria, viruses, algae, fungi, protozoa and helminthes; interactions with and impact of microbes on humans, including mechanisms of pathogenicity. (3 hours lecture and 2 hours laboratory per week)

MET 1010C
Introduction to Meteorology (4)

Classification: Parallel

Introduction to study of atmospheric phenomena. Includes study of atmospheric structure, heat budget, winds, air pollution, and local and regional weather forecasting. (3 hours lecture and 2 hours laboratory per week)

MGF 1106
Liberal Arts Mathematics I (3)

Prerequisite: MAT 1033 or a CLM score of at least 40

Classification: Parallel

This course is designed for students whose majors do not require courses in Statistics, College Algebra or Pre-Calculus. MGF 1106 is not designed as a prerequisite for other mathematics courses. This course covers many mathematical skills including systematic counting and probability, statistics, geometry, sets and logic. Some topics related to the history of mathematics are also included in the course. This course does count toward the Gordon Rule mathematics requirement for the A.A. degree. Gordon Rule applies.

MGF 1107
Liberal Arts Mathematics II (3)

Prerequisite: MAT 1033 or a CLM score of at least 40

Classification: Parallel

This course is designed for students whose majors do not require courses in Statistics, College Algebra or Pre-Calculus. MGF 1107 is not designed as a prerequisite for other mathematics courses. This course covers many mathematical skills including topics such as history of mathematics, number systems, financial mathematics, voting and appointment techniques, elementary number theory and graph theory. This course counts toward the Gordon Rule mathematics requirement for the A.A. degree. Gordon Rule applies.

MGF 1108
Fundamentals of Applied Mathematics (3)

Prerequisite: MAT 1033 or a CLM score of at least 40

Classification: Parallel

A survey of mathematical topics will include technical problem solving, set theory, logic, number theory, application of functions, modular arithmetic, graph theory, the mathematics of finance, and the application of statistical methods to process and quality control. Thus, a primary objective of the course is an emphasis on decision making when addressing technical issues that is based on skills and knowledge acquired in this and related courses. The course is also suitable for those students that require additional skills development before enrolling in precalculus or other mathematics courses required in their field of study. Gordon Rule applies.

MKA 2021
Sales, Marketing and Advertising (3)

Classification: Occupational

A study of the principles of effective selling, including an examination of the personal and economic aspects of selling, as well as a consideration of consumer motivation, knowledge of company and competitors' products, and techniques of successful sales presentations.

MMC 1000
Survey of Communications (3)

Classification: Parallel

This course introduces students to mass communications. The role of mass communications in society, controversial issues involving the media, the history of mass communications, and the responsibility of media journalists will be the focus of this course.

MMC 1101
Writing for Mass Communication (3)

Prerequisite: ENC 1101

Classification: Parallel

This course is an introductory course designed to provide basic instruction in writing for print, broadcast and online media, advertising and public relations. Exploration of the role of mass media in today's world and its impact on our daily lives will be included in the course curriculum. When possible, experiences with media professionals and hands-on learning will be provided. Gordon Rule applies.

MNA 2141
Basic Leadership/Supervisory Skills (3)

Classification: Dual

A study of practical applications of supervisory principles needed in a modern organizational environment including leadership techniques, communication, motivation, employee training and development, decision making and performance appraisal.

MSL 1001C
Foundations of Officership (2)

Classification: Dual

This course examines the purpose and organization of the Army Reserve Officer Training Corps and the United States Army. The course also introduces the unique duties and responsibilities of officers, organization and role of the army, review skills pertaining to fitness and communication, analyze army values and expected ethical behavior. Each student must register for and attend a two hour weekly leadership laboratory. Laboratory consist of a two-hour block of instruction which directly supports classroom instruction. Participation in at least one weekend field training session, one community service project and two army physical fitness tests are required.

MSL 1002C
Basic Leadership (2)

Classification: Dual

This course examines the purpose and organization of the Army Reserve Officer Training Corps and the United States Army. The course also presents fundamental leadership concepts and doctrine, practice basic skills that underlie effective problem solving, and examine the officer experience. Each student must register for and attend a two hour weekly leadership laboratory. Laboratory consist of a two-hour block of instruction which directly supports classroom instruction. Participation in at least one weekend field training session, one community service project and two army physical fitness tests are required.

MSL 2101C
Individual Leadership Studies (2)

Prerequisite: MSL 1001C or MSL 1002C

Classification: Dual

This course presents the future leader, through a combination of classroom instruction and laboratory practical application, an in-depth look at basic troop/organization leadership principles and skills. Provides training on the basics of rifle marksmanship and instruction on the principles of modern warfare and effective writing. Students must register for and attend a two-hour, weekly leadership laboratory. Laboratory consists of a two-hour block of instruction which directly supports sophomore classroom instruction. Participation in at least one weekend field training session, one community service project and two Army physical fitness tests are required.

MSL 2102C
Leadership and Teamwork Techniques (2)

Prerequisite: MSL 1001C or MSL 1002C

Classification: Dual

A continuation of MSL 2101C, this course further presents the future leader, through a combination of classroom instruction and laboratory practical application, an in-depth look at basic troop/organization leadership principles and skills. Provides additional training on the basics of rifle marksmanship and further instruction on the principles of modern warfare and effective writing. Students must register for and attend a two-hour, weekly leadership laboratory. Laboratory consists of a two-hour block of instruction which directly supports sophomore classroom instruction. Participation in at least one weekend field training session, one community service project and two Army physical fitness tests are required.

MTB 1321
Technical Mathematics (3)

Classification: Dual

This course is designed for students who wish to study in a technical field. Topics include algebra, concepts in graphing and applied geometry. This course is not recommended for transfer students.

MUC 1101
Introduction to Music Composition (2)

Classification: Parallel

Introduction to Music Composition for the serious student of music. The material will encompass basic compositional terms and techniques and enable the student to progress into MUC 1102, a repeatable course of basic/intermediate composition.

MUC 1102
Music Composition (2)

Prerequisite: MUC 1101

Classification: Parallel

Music Composition for the serious student of music. The material will encompass more advanced compositional terms and techniques and enable the student to repeat MUC 1102, a course of basic/intermediate composition. May be repeated for credit.

MUE 2040
Introduction to Music Education (3)

Classification: Parallel

This course introduces education students to the music education profession. It is the first course in the music education curriculum for students working toward a vocal, general or instrumental K-12 teaching certificate in Florida. The organization and curriculum of American music education in the total program of the school will be explored. Observation in a variety of school settings will enrich class discussion.

MUE 2450
Woodwind Techniques (2)

Classification: Parallel

Group instruction in woodwind instruments with emphasis upon basic skills of performance, as well as the appropriate teaching techniques, methods and materials necessary for public school pedagogy.

MUL 1010
Music Appreciation (3)

Prerequisite: ENC 1101

Classification: Parallel

This course includes discussions of the musical elements, forms, historical periods, and major composers' lives, styles and representative works. Gordon Rule applies.

MUN 1012
Wind Symphony (1)

Classification: Parallel

This ensemble of wind, percussion, and string instruments performs traditional wind band repertoire as well as transcriptions and arrangements of symphonic literature. Repertoire will represent various periods of western European history (Renaissance-Modern) and include also select popular styles. Membership is open to all students. Audition required. Chair placement is based on audition at the beginning of the semester.

MUN 1270
College Band (1)

Classification: Parallel

Audition and permission of instructor are required. This large ensemble studies and performs standard band repertoire. The group performs public concerts each semester. The course may be repeated for credit.

MUN 1310
Musical Theatre Ensemble (2)

Corequisite: MUN 1340

Classification: Parallel

Audition and permission of instructor required. An entertainment-oriented choral ensemble that represents the college through performance of a varied repertoire of choral music, often with choreography. Membership by audition only. The course may be repeated for credit.

MUN 1340
Concert Choir (1)

Classification: Parallel

Audition and permission of instructor required. This course includes the study and performance of works representative of a wide spectrum of literature designed for a small vocal ensemble. It is open to all students through audition and by permission of the instructor. The course may be repeated for credit and is designed for the student who enjoys serious choral literature and possesses musicianship skills.

MUN 1410
String Ensemble (1)

Classification: Parallel

This course is designed for students who desire to rehearse and perform in a string ensemble (orchestra) without winds and percussion. Until such time as there are significant numbers of strings to form a chamber orchestra, the string students will be assigned this ensemble as their major performing group. Permission of instructor is required. May be repeated for credit.

MUN 1420
Woodwind Ensemble (1)

Classification: Parallel

This small ensemble studies and performs chamber music for woodwind instruments. The course may be repeated for credit.

MUN 1430
Brass Ensemble (1)

Classification: Parallel

This small ensemble studies and performs chamber music for brass instruments. The course may be repeated for credit. Permission of instructor required.

MUN 1710
Jazz Band (1)

Classification: Parallel

Audition and permission of instructor are required. This ensemble studies and performs Big Band jazz arrangements from the 1930s to the present. Improvisation will be studied. The group performs both on and off campus each semester. The course may be repeated for credit.

MUN 1770
Jazz/Pop Combo Ensemble (1)

Classification: Parallel

Audition and permission of instructor are required. This select combo performs with Variations show choir in a wide variety of popular musical styles. The group performs both on and off campus, touring occasionally. The course may be repeated for credit.

MUT 1001
Fundamentals of Music (3)

Classification: Parallel

This course introduces the basics of music, including clefs, pitch, rhythm, scales, keys and intervals. The course is open to all students and is required for music majors with little or no previous music theory background.

MUT 1111
Music Theory I (3)

Prerequisite: MUT 1001

Concurrent: MUT 1241

Classification: Parallel

The course begins with written and analytical study of diatonic musical materials, including scales, keys, intervals, triads, seventh chords, chord progressions and non-harmonicism. Skills needed: reading music, piano or instrument training.

MUT 1112
Music Theory II (3)

Prerequisite: MUT 1111

Corequisite: MUT 1242

Classification: Parallel

The course continues written and analytical study of diatonic musical materials, including four-voice part writing triads, seventh chords, chord progressions, modulation and non-harmonicism.

MUT 1241
Sightsinging and Eartraining I (1)

Prerequisite: MUT 1001

Corequisite: MUT 1111

Classification: Parallel

Students begin development of eartraining, sightsinging, and dictation skills using diatonic materials.

MUT 1242
Sightsinging and Eartraining II (1)

Prerequisite: MUT 1241

Corequisite: MUT 1112

Classification: Parallel

Students continue development of eartraining, sightsinging, and dictation skills using diatonic materials.

MUT 2116
Music Theory III (3)

Prerequisite: MUT 1112

Corequisite: MUT 2246

Classification: Parallel

The course continues written and analytical study of musical materials, including chromatic material, binary and ternary forms, diatonic seventh chords and chromatic sixth chords.

MUT 2117
Music Theory IV (3)

Prerequisite: MUT 2116

Corequisite: MUT 2247

Classification: Parallel

The course continues written and analytical study of musical materials, including chromatic, impressionistic, and 20th century music, 9th, 11th, and 13th chords, and chords and progressions in special situations.

MUT 2246
Sightsinging and Eartraining III (1)

Prerequisite: MUT 1242

Corequisite: MUT 2116

Classification: Parallel

Students continue development of eartraining, sightsinging, and dictation skills including chromatic materials and modulation.

MUT 2247
Sightsinging and Eartraining IV (1)

Prerequisite: MUT 2246

Corequisite: MUT 2117

Classification: Parallel

Students continue development of eartraining, sightsinging, and dictation skills including chromatic and atonal music.

Applied Music Secondary Level (1)
One half-hour private lesson per week.

This course is designed for students who desire applied music instruction at the collegiate level and for music majors who must study a secondary instrument for degree requirements. Pupils study scales, chords, etudes, and standard repertoire for their respective instruments. Vocal students complete exercises and standard repertoire for each type of voice. The college charges a lab fee in addition to registration fees. The 1000-level courses are for first-year instruction. The 2000-level courses are for second-year instruction.

MVB 1211-2221	Trumpet
MVB 1212-2222	Horn
MVB 1213-2223	Trombone
MVB 1214-2224	Baritone Horn
MVB 1215-2225	Tuba
MVP 1211-2221	Percussion
MVW 1211-2221	Flute
MVW 1212-2222	Oboe
MVW 1213-2223	Clarinet
MVW 1214-2224	Bassoon
MVW 1215-2225	Saxophone
MVK 1211-2221	Piano
MVV 1211-2221	Voice
MVO 2220-2221	Other Instruments
MVS 1211-2221	Violin
MVS 1212-2222	Viola
MVS 1213-2223	Violoncello
MVS 1214-2224	Double Bass
MVS 1216-2226	Guitar

Applied Music Principal Level (2)
One-hour private lesson per week.

This course is designed for students who desire applied music instruction at the collegiate level and for music majors who must study a secondary instrument for degree requirements. Pupils study scales, chords, etudes, and standard repertoire for their respective instruments. Vocal students complete exercises and standard repertoire for each type of voice. The college charges a lab fee in addition to registration fees. The 1300-level courses are for first-year instruction. The 2300-level courses are for second-year instruction.

MVB 1311-2321	Trumpet
MVB 1312- 2322	Horn
MVB 1313-2323	Trombone
MVB 1314-2324	Baritone Horn
MVB 1315-2325	Tuba
MVP 1311-2321	Percussion
MVW 1311-2321	Flute
MVW 1312-2322	Oboe
MVW 1313-2323	Clarinet
MVW 1314-2324	Bassoon

MVW 1315-2325	Saxophone
MVK 1311-2321	Piano
MVV 1311-2321	Voice
MVO 2320-2321	Other Instruments
MVS 1311-2321	Violin
MVS 1312-2322	Viola
MVS 1313-2323	Violoncello
MVS 1314-2424	Double Bass
MVS 1316-2326	Guitar

MVK 1111
Class Piano I (1)

Classification: Parallel

Class instruction. This course is designed to teach piano skills and competencies to students in nonpiano areas of interest. It includes keyboard familiarization, note and rhythmic reading, finger techniques, ensembles and easy literature. This course is open to all students. May be repeated for credit.

MVK 1112
Class Piano II (1)

Prerequisite: MVK 1111

Classification: Parallel

Class instruction. A continuation of MVK 1111, the course includes continued work in finger technique, scales, harmonization of melodies, ensembles, and intermediate literature. The course is open to all students. May be repeated for credit.

MVK 2121
Class Piano III (1)

Prerequisite: MVK 1112

Classification: Parallel

Class instruction. For students in music fields other than keyboard principals. Sight-reading, harmonizing, transposing, improvising, accompanying, intermediate keyboard technique, repertoire and further musicianship will be accomplished.

MVK 2122
Class Piano IV (1)

Prerequisite: MVK 2121

Classification: Parallel

Class instruction. A continuation of MVK 2121. For students in music fields other than keyboard principals. Continued work in technique, scales, transposing, harmonizing, sight-reading, improvisation, accompanying and late intermediate repertoire.

MVS 1816
Class Guitar (1)

Classification: Parallel

Class Instruction. This course is designed to teach beginning guitar students to learn the fundamentals of acoustic guitar musicianship. It includes posture, note and rhythmic reading, fingerings, chords and beginning literature. This course is open to all students.

MVV 1111
Class Voice (1)

Classification: Parallel

This is a one-semester class instruction in voice designed to help the nonmusic and music major student in developing fundamental vocal and musicianship skills. Open to all students.

NUR 1003
Socialization into Nursing for LPN to ADN Bridge (2)

Corequisite: NUR 1004C

Classification: Parallel

This course builds on the education, knowledge and experience of practical nurses to increase understanding of the components of the AD nurse's role. This course includes management components as they pertain to situations involving clients having difficulty meeting human needs. The five aspects of management in Nursing discussed in the series of Socialization to Nursing classes are decision making/prioritization, time management, delegation, communication and evaluation. In this course, emphasis will be placed on communication techniques useful in management situations and the nursing roles in the context of nursing practice and legal and ethical aspects of nursing. Application of the role components addressed in the course will be evaluated during Bridge Nursing testing and clinical experiences. (4 hours per week for 8 weeks)

NUR 1004C
Bridge Nursing (7)

Prerequisite: HUN 1201 and PSY 2012 and BSC 2085C and DEP 2004 and ENC 1101 and MCB 2010C and BSC 2086C, and either MAC 1105 or STA 2023

Corequisite: NUR 1003

Classification: Occupational

Admission to the LPN to ADN Bridge Program required. Students will complete 5 hours of class per week (6.7 hours Summer C) and 6 hours of clinical lab per week (8 hours Summer C). Bridge Nursing is designed to facilitate the transition of the Licensed Practical Nurse to the role of the Associate Degree Nurse and to build on the PN curriculum. Nursing III and IV build on and expand from this course. In this course students gain beginning knowledge about Associate Degree Nursing and the Neuman Systems Model. The model includes client and environmental systems affected by five variables: physiological, psychological, developmental, sociocultural and spiritual. It addresses health as a continuum. The faculty designed the nursing curriculum with the Neuman Systems Model as the conceptual basis. The other major concepts are basic needs as adapted from Maslow, the nursing process, and core components of the AD nurse's role. Students learn about holistic health care across the life span and application of the nursing process to clients and families needing primary prevention and those whose normal lines of defense have been invaded to the extent secondary and tertiary preventions are necessary. Faculty designs learning experiences to assist students to identify stressors and commonly occurring responses to stress affecting clients' abilities to meet needs for oxygen, perception/mobility, physiological and psychological safety, self-esteem, and/or love and belonging. Students expand learning about pharmacology, pathophysiology,

communication and teaching. Through laboratory and clinical experiences, students expand assessment and intervention skills with emphasis on primary prevention for the well child and secondary prevention for the adult client. Students provide care in ambulatory pediatric, community, psychiatric, and acute care facilities.

NUR 1011
Socialization into Nursing I (1)

Prerequisite: ENC 1101 and PSY 2012 and HUN 1201 and BSC 2085C, and either MAC 1105 or STA 2023

Corequisite: NUR 1024C

Classification: Occupational

This course introduces the student to the core components and competencies of the Associate Degree Nurse. It is the first of three courses in which these components are explored and expanded as the student's nursing experience grows. In this course the student is introduced to collaboration and career management and will concentrate on the components of managing care and professional behavior, including ethical and legal aspects. The student will investigate the scope of practice of the associate degree nurse, and will begin the process of socialization into the role of associate degree nurse. This course introduces health care delivery systems, managed care, and the five aspects of management in nursing: decision-making/prioritization, time management, delegation, communication and evaluation. Application of the course content will be evaluated in the clinical component and testing of Nursing I.

NUR 1012
Socialization into Nursing II (2)

Prerequisite: NUR 1011 and NUR 1024C

Classification: Occupational

This course builds on NUR 1011 Socialization into Nursing I and the student's understanding of the components and competencies of the AD nurse. Emphasis will be placed on the components of professional behavior and communication techniques useful in management situations and the nurse's role in the context of changes in health care delivery systems. Students will address standards of nursing practice and legal and ethical aspects of nursing in greater depth. The student will consider application of the aspects of nursing management, identifying leadership traits and behaviors as they pertain to situations involving clients having difficulty meeting human needs. Students will learn about lifelong learning and career planning. Application of course content will be evaluated in the clinical component and testing of Nursing II and Nursing IIB.

NUR 1022C
Introduction to Nursing (4)

Prerequisite: MCB 2010C and PSY 2012 and BSC 2086C and BSC 2085C and ENC 1101, and either MAC 1105 or STA 2023

Corequisite: HUN 1201 and NUR 1142 and NUR 1011

Classification: Occupational

Prior to entry to the ADN program, students have completed all General Education prerequisite courses described in the ADN Information Session. All of the nursing courses build on and expand from Introduction to Nursing. In this course, students gain beginning knowledge about nursing and the Neuman Systems Model. The model includes client and environmental systems affected by the five variables: physiological, psychological, developmental, sociocultural and spiritual. It addresses health as a continuum. The faculty designed the nursing curriculum with the Neuman Systems Model as the conceptual basis. The other major concepts are needs as adapted from Maslow and the nursing process. Students are introduced to the nurse's role through the core components and competencies of assessment, clinical decision-making, communication, caring interventions, and teaching and learning. Students learn basic nursing skills in the simulation laboratory setting. (4 hours of class and 12 hours of clinical lab per week)

NUR 1024C
Nursing I (3)

Prerequisite: NUR 1022C

Corequisite: NUR 1142 and NUR 1011

Classification: Occupational

In this course, students begin to apply knowledge about nursing and the Neuman Systems Model. Students continue learning related to needs as adapted from Maslow, including basic human needs, psychological needs, self-esteem needs, developmental needs, and spiritual needs. Students apply the nursing process in community, extended, and subacute care facilities. Students care for diverse clients across the life span with emphasis on the geriatric client. Clinical application of learning accomplished in Socialization into Nursing, I will be evaluated as part of the clinical component of Nursing I. (2 hours class; 12 hours clinical or lab per week for 8 weeks)

NUR 1142
Introduction to Pharmacology (2)

Prerequisite: MAC 1105 or STA 2023

Classification: Parallel

This course is a required course for students in the Associate Degree Nursing program. It introduces pharmacology concepts that are used in the care of clients of all ages. Students will learn dosage calculation, as well as factors that affect the absorption, metabolism, distribution, and excretion of drugs, actions of drugs, drug uses, adverse effects and interactions. Within a nursing process framework, students will study classifications of drugs affecting all body systems and learn nursing considerations for those groups of drugs and their prototypes.

NUR 1210C
Nursing IIA (5)

Prerequisite: NUR 1142 and NUR 1011 and NUR 1024C and HUN 1201

Classification: Occupational

Nursing II builds on the knowledge and skills acquired in Nursing I. In the course, the student learns about holistic health care across the life span and application of the nursing process to diverse clients needing primary, secondary and tertiary preventions. Faculty designs learning experiences to assist students to identify stressors and commonly occurring responses to stressors affecting clients' abilities to meet needs for pain management, cellular function, healing after surgery, oxygen, perception, mobility, and physiological safety.

Through laboratory and clinical experiences, students continue to develop assessment and intervention skills with emphasis on primary prevention for the well child and secondary prevention for the adult client. Students learn additional nursing skills, and provide care in ambulatory pediatric, community and acute care facilities (average of 11 class and clinical hours per week, but hours per week will vary).

NUR 1730C
Nursing II (9)

Prerequisite: NUR 1142 and NUR 1011 and NUR 1024C and HUN 1201

Corequisite: NUR 1012 and DEP 2004

Classification: Occupational

Nursing II builds on the knowledge and skills acquired in Nursing I. In the course, the student learns about holistic health care across the life span and application of the nursing process to diverse clients needing primary, secondary and tertiary preventions. Faculty designs learning experiences to assist students to identify stressors and commonly occurring responses to stressors affecting clients' abilities to meet needs for pain management, cellular function, healing after surgery, oxygen, perception, mobility, physiological and psychological safety, self-esteem, love and belonging. Through laboratory and clinical experiences, students continue to develop assessment and intervention skills with emphasis on primary prevention for the well child and secondary prevention for the adult client. Students learn additional nursing skills, and provide care in ambulatory pediatric, community, psychiatric, and acute care facilities. Clinical application of learning accomplished in Socialization into Nursing II, will be evaluated as part of the clinical component of Nursing II (4 hours of class and 15 hours of clinical/lab per week).

NUR 1733C
Nursing IIB (5)

Prerequisite: NUR 1210C

Corequisite: NUR 1012

Classification: Occupational

Nursing IIB builds on the knowledge and skills acquired in Nursing I and IIA. In this course, students learn about holistic health care across the life span and the application of the nursing process to diverse clients needing primary prevention and those whose normal lines of defense have been invaded to the extent that secondary and tertiary preventions are necessary. Faculty design learning experiences to assist students to identify stressors and commonly occurring responses to stressors affecting the clients' abilities to meet needs for psychological safety, self-esteem and/or love and belonging, oxygen, nutrition and elimination. Through laboratory and clinical experiences, students continue to develop assessment and intervention skills with emphasis on primary prevention for the well child and secondary preventions for the adult client. Students learn additional skills and provide care in ambulatory pediatric, community, psychiatric and acute care facilities. (average of 11 class and clinical hours per week, but hours per week will vary)

NUR 1830
Socialization into Nursing III (2)

Prerequisite: NUR 1012 or NUR 1003

Classification: Occupational

This course builds on NUR 1012 and further expands the student's understanding of the components and competencies of the ADN, with emphasis on managing care, communication, and professional behavior. Students will consider applications of the five aspects of management and further study of the ethical and legal implications of nursing practice. The nurse's professional behavior will be considered in the context of nursing history, changes in health care delivery systems, and transition from student to practitioner of nursing. Students will plan for lifelong learning and for entering the job market. Applications of the content of this course will be evaluated in the clinical component and testing of Nursing III and Nursing IV.

NUR 2713C
Nursing IVA (8)

Prerequisite: NUR 2752C

Classification: Occupational

Nursing IVA builds on the knowledge and skills acquired in previous nusing courses. Students learn to apply the nursing process in providing all levels of prevention to diverse clients across the life span and their support systems and who are experiencing responses affecting their abilities to meet complex needs for fluid and electrolytes, oxygen and/or perception and mobility. Students focus on commonly occurring responses to stressors and the interaction of problems in these need areas. Students provide care in community and acute care facilities for both pediatric and adult clients. Clinical application of learning accomplished in the Socialization into Nursing courses will be evaluated as part of the clinical component of Nursing IVA. In the role transition from student to graduate nurse, students use nursing process to manage care for selected groups of clients. Upon successful completion of this course the student is eligible to apply for licensure as a registered nurse and to take the National Council Licensure Examination for Registered Nurses. (hours per week will vary from 5 to 19; 72 hour perceptorship completed in the last few weeks)

NUR 2732C
Nursing III (9)

Prerequisite: NUR 1730C or NUR 1004C

Corequisite: NUR 1830 and either HUM 1020 or HUM 1210 or HUM 1230

Classification: Occupational

Nursing III builds on the knowledge and skills acquired in Nursing II. In this course students focus on application of the nursing process to providing all levels of prevention to the childbearing family and to diverse clients and their support systems for whom commonly occurring responses to stressors are having an impact on the ability to meet the needs for nutrition, elimination, sexuality, physiological and psychological safety, self-esteem, and love and belonging. Through laboratory and clinical experiences students learn new nursing skills including those related to the childbearing family. Students provide nursing care in community, psychiatric and acute care facilities. Clinical application of learning

accomplished in Socialization into Nursing, III will be evaluated as part of the clinical component of Nursing III. (4 hours of class, 3 hours lab and 12 hours of clinical per week)

NUR 2734C
Nursing IV (10)

Prerequisite: NUR 1830 and NUR 2732C

Classification: Occupational

Nursing IV builds on the knowledge and skills acquired in Nursing I, Nursing II and III. Students learn to apply the nursing process in providing all levels of prevention to diverse clients across the life span and their support systems, and who are experiencing responses affecting their abilities to meet complex needs for fluid and electrolytes, oxygen and/or perception/mobility. Students focus on commonly occurring responses to stressors and the interaction of problems in these need areas. Students provide care in community and acute care facilities for pediatric and adult clients. Clinical application of learning accomplished in the Socialization into Nursing courses will be evaluated as part of the clinical component of Nursing IV. In the transition from student to graduate nurse, students use the nursing process to manage care for selected groups of clients. Upon successful completion of this course the student is eligible to apply for licensure as a registered nurse and to take the National Council Licensure Examination for Registered Nurses. (6 hours of class for 13 weeks and 14 hours of clinical lab per week except 72 hours in the last two weeks)

NUR 2751C
Nursing IIIA (5)

Prerequisite: NUR 1733C

Corequisite: NUR 1830

Classification: Occupational

Nursing IIIA builds on the knowledge and skills acquired in Nursing IIA and B. In this course students focus on the use of the nursing process to provide all levels of prevention to the childbearing family and to diverse clients and their support systems for whom commonly occurring responses to stressors are having an impact on the ability to meet the need for self-esteem, and/or love and belonging. Through laboratory and clinical experiences students learn new nursing skills including those related to the childbearing family. Students provide nursing care in community, psychiatric, and acute care facilities. (average of 15 class and clinical hours per week, but hours per week will vary)

NUR 2752C
Nursing IIIB (5)

Prerequisite: NUR 2751C

Classification: Occupational

Nursing IIIB builds on the knowledge and skills acquired in Nursing I, Nursing IIA, Nursing B and Nursing IIIA. In this course students focus on the use of the nursing process to provide all levels of prevention to diverse clients and their support systems for whom commonly occurring responses to stressors are having an impact on the ability to meet the need for safety, sexuality, love and belonging, physiological safety and oxygenation. Through laboratory and clinical experiences students learn new nursing skills and continue to develop assessment and intervention skills with emphasis on primary, secondary and tertiary prevention for the adult client, and skills related to the childbearing family. Students provide nursing care in community and acute care facilities and are introduced to higher levels of specialized care. Clinical application of learning accomplished in Socialization to Nursing III will be evaluated as part of the clinical component of Nursing IIIB. (average of 13 class and clinical hours per week, but hours per week will vary)

OCB 1630
Introduction to Marine Ecology (3)

Classification: Parallel

This course examines marine ecology from an ecosystem perspective. We begin with an overview of oceanographic dynamics that impact the formation and maintenance of marine habitats. We then focus on ecological processes and adaptations of marine organisms, and examine marine communities throughout the world ocean. Topics include oceanographic principles, food webs and trophic relationships, and human impact on the oceans.

OCE 1001
Introductory Oceanography (3)

Classification: Parallel

This course seeks to give the student an acquaintance with 71 percent of the planet we live on, and provides the student with an overview of the field of oceanography. Attention is paid to the sub-disciplines of geological, chemical, physical and biological oceanography. Upon completion, the student should have an understanding of the physical and biological dynamics in operation in that hidden world beneath the waves. This course is structured into four units. Unit One covers geological oceanography, including planet formation and plate tectonics, commonly known as continental drift. Unit Two introduces the student to sediment geology and chemical oceanography or, water chemistry, and examines the basics of physical oceanography, atmospheric dynamics and water circulation. Unit Three completes the study of physical oceanography, waves, tides and the physical dynamics of coastal regions. Unit Four covers marine habitats and the diversity of life found within our oceans. This course may be counted toward either biological or physical science credit.

ORH 1000C
Introduction to Horticulture (3)

Classification: Occupational

An introduction to the disciplines involved in the broad field of horticulture, plant and animal taxonomy, morphology, anatomy and their fundamental processes as they relate to plant growth, pests, production, maintenance and planting. Plant propagation, pest and disease control, and design are also included. This class is offered online and in the classroom.

ORH 1020C
Household Plants (3)

Classification: Occupational

Emphasis is placed on propagation and care of the more common household plants. Information is also presented on proper environmental conditions necessary for decorative plants used in the home. Sources for materials and information will be stressed. A unique feature of the course is the study of

many poisonous plants found in and around the home. Interior annual and perennial plant identification make up a large portion of curriculum. This class is offered online and in the classroom.

ORH 1113C
Pest and Disease Control (3)

Classification: Occupational

Covers the identification, nature and eradication of ornamental plant pests and includes the development of a pest management program involving the proper selection and application of pesticides and herbicides. Provides technical treatment of the identification, nature and eradication of ornamental plant diseases and disorders; covers disease control management involving the proper selection and application of disease control practices. This course leads to state certification.

ORH 1234C
Exterior Plant Maintenance (3)

Classification: Occupational

This course identifies the basic principles and practices of plant maintenance within designed areas. Students will learn how to prune, shape and maintain landscape plants.

ORH 1260
Greenhouse Operations (3)

Classification: Occupational

This course is designed to orient students to the art of growing plants in the greenhouse. Greenhouse construction, heating and cooling, propagation of greenhouse plants, watering, shading, indoor disease and pest control, growing media preparation, hanging baskets, totems, use of growth regulators and dish gardens will be covered.

ORH 1260L
Greenhouse Operations Laboratory (2)

Classification: Occupational

Laboratory to accompany ORH 1260.

ORH 1301C
Introduction to Irrigation (3)

Classification: Occupational

An introduction to the history of irrigation and the analysis of the Florida water management governance system. Students will learn how to plan, install and maintain a landscape irrigation system.

ORH 1510
Ornamental Plant Identification (3)

Classification: Occupational

A practical course designed to assist those who are not trained botanists but want to know about the landscape plants they see every day. The identification of the more common grasses, flowers, shrubs and trees, along with their cultural requirements and landscape uses, is covered. Recommended for ornamental horticulture majors, nurserymen, nursery salespersons, landscapers and homeowners. This class is offered online and in the classroom.

ORH 1601C
Retail and Wholesale Nursery Operations (3)

Classification: Occupational

This course covers the history of the nursery industry, management, site selection, organization and development of a nursery. Other topics include a study of its laws and regulations, financial market, crop marketing, inventory control, and culture as related to crop production. This class is offered online and in the classroom.

ORH 1851
Landscape Design and Maintenance (3)

Classification: Occupational

A practical course designed to assist those who are not trained landscape architects but want to know about landscape design and maintenance. The principles of landscape design, including the study of exterior space as it relates to different environments, selection and use of plant materials in the landscape, installation, costing and landscape maintenance are included.

ORH 1851L
Landscape Design and Maintenance Laboratory (3)

Classification: Occupational

This is the lab for ORH 1851, which includes hands-on designing of landscape and irrigation for residential and commercial applications.

ORH 1872C
Interior Landscaping (3)

Classification: Occupational

Fundamentals of landscaping homes, businesses, commercial areas and malls. The course covers selection of plant materials, installation and maintenance. Environmental conditions, along with insect and disease control, contracts and plant leasing, will be covered.

ORH 2832C
Advanced Landscape Design (3)

Classification: Occupational

This course continues building skills in landscape design, emphasizing advanced elements in both residential and commercial landscape design.

ORH 2840C
Landscape Construction (4)

Classification: Occupational

A comprehensive study of the method and practices used to construct landscape projects. Students will design and construct horticulture facilities, irrigation systems and landscape projects.

OST 1100
Introduction to Word (3)

Classification: Dual

This course teaches students touch typing and the uses of Microsoft Word to produce common business-related documents. Students will create emails, letters, memos, tables, reports and various employment documents. File management, proofreading, spelling and professionalism are also covered. This course is required for office administration and paralegal studies majors and satisfies the College of Central Florida computer competency requirement.

OST 1110
Intermediate Word (3)

Prerequisite: OST 1100

Classification: Occupational

This course is a continuation of OST 1100 Introduction to Word that focuses on more advanced business communication. Students will utilize the Word program to create a variety of professional documents, including multi-page letters and memos, reports, templates, international correspondence, fliers, newsletters, Web pages and other business-related documents. This course is required for office administration and paralegal studies majors.

OST 1384
Customer Service (3)

Classification: Occupational

This course is an introduction to the basics of customer service technology with emphasis on enhancing customer relation skills. Students will learn how to focus on building rapport with customers and improving their communication negotiation skills. In addition, students will learn how to respond to customer requirements and efficiently handle difficult situations.

OST 2335
Business Communications (3)

Prerequisite: ENC 1101

Classification: Dual

This course is designed to help develop and refine the oral and written skills which are necessary to communicate effectively in today's business environment. This will be accomplished through planning, composing and evaluating various forms of common business communication. Emphasis is placed on the types and tones of common business correspondence (letters, memos, email, reports) and increasing the clarity of oral presentations.

OST 2401
Office Administration I (3)

Prerequisite: OST 1100 and CGS 1100

Classification: Occupational

To meet the demand for trained, competent office employees, this course in office administration provides students with assignments in a variety of activities performed by office employees. This course provides students with the experience of working in a simulated company and performing realistic duties assigned to an administrative assistant. This course requires students to have an intermediate knowledge of the current Microsoft Office (Word, Excel, PowerPoint, Outlook and Access) suite.

OST 2402
Office Administration II (3)

Prerequisite: OST 1100 and CGS 1100 and OST 2401

Classification: Occupational

This course provides the student with the experience of working in a simulated company and performing realistic duties assigned to an administrative assistant. The student will use word processing, spreadsheet, presentation, scheduling, and database functions in a software applications suite (Microsoft Office XP) to prepare integrated documents. The Internet and other research tools will be used.

OST 2717
Advanced Word (3)

Prerequisite: CGS 1100 or OST 1100

Classification: Occupational

Advanced (expert) Word course. Students will learn to use advanced aspects of formatting documents, including mail merging, sorting, graphics, creating and modifying paragraphs, managing documents, workgroup collaboration, customizing tables, customizing the current version of Word and various other skills necessary for current Microsoft Office certification (final exam).

PCB 1431C
Florida Waters Part I (1)

Classification: Parallel

This series of mini-classes focuses on the surface waters: types, organisms, function, sources, ecosystems, and value of water to the citizens in the state of Florida. The focus of this course is on aquifers and groundwater, surface water, water movement through the environment. This class includes lab activities to help the student better understand Florida's waters. The student may take any section of Florida Waters. Each section will count as one credit hour of biological or physical science credit. Only if the student takes all four modules will he or she receive four hours credit for lecture and laboratory credit.

PCB 1432C
Florida Waters Part II (1)

Classification: Parallel

This series of mini-classes focuses on the surface waters: types, organisms, function, sources, ecosystems and value of water to the citizens in the state of Florida. The focus of this course water chemistry, water pollution and micro-organisms found in water. This class includes lab activities to help the student better understand Florida's waters. The student may take any section of Florida Waters. Each section will count as one credit hour of biological or physical science credit. Only if the student takes all four modules will he or she receive four hours credit for lecture and laboratory credit.

PCB 1433C
Florida Waters Part III (1)

Classification: Parallel

This series of mini-classes focuses on the surface waters: types, organisms, function, sources, ecosystems, and value of water to the citizens in the state of Florida. The focus of this course is surface waters: types, organisms, function, sources, ecosystems and freshwater ecology. This class includes lab activities to help the student better understand Florida's waters. The student may take any section of Florida Waters. Each section will count as one credit hour of biological or physical science credit. Only if the student takes all four modules will he or she receive four hours credit for lecture and laboratory credit.

PCB 1434C
Florida Waters Part IV (1)

Classification: Parallel

This series of mini-classes focuses on the surface waters: types, organisms, function, sources, ecosystems, and value of water to the citizens in the state of Florida. The focus of this course is water management, allocation, treatment, reuse and determining the value of water to agraculture, business and industry. This class includes lab activities to help the student better understand Florida's waters. The student may take any section of Florida Waters. Each section will count as one credit hour of biological or physical science credit. Only if the student takes all four modules will he or she receive four hours credit for lecture and laboratory credit.

PCB 1440C
Florida Landscape Part I (1)

Classification: Parallel

The student may take any module in a credit or noncredit mode. Each module will give one hour of science credit. Only if the student takes all four modules will he/she receive four credit hours for lecture/laboratory combinations. This series of mini-classes focuses on basic ecological concepts: biotic and abiotic factors, energy flow, succession, influences of fire on Florida's ecosystems, and identification of plants and animals common to the ecosystems of central Florida. Each module is comprised of 12 hours of lecture and six hours of laboratory/field experience. Part I is Ecosystems of Florida. This course may be counted as either a biological or physical science credit.

PCB 1448C
Florida Landscape Part II (1)

Classification: Parallel

The student may take any module in a credit or noncredit mode. Each module will give one hour of science credit. Only if the student takes all four modules will he/she receive four credit hours for lecture/laboratory combinations. This series of mini-classes focuses on basic geological concepts evident in Florida: soil types and formation, caves, and sinkholes. Special emphasis placed on the hydrologic cycle and the Florida aquifer. Each module is comprised of 12 hours of lecture and six hours of laboratory/field experience. Part II is The Geology of Florida. This course may be counted as either a biological or physical science credit.

PCB 1449C
Florida Landscape Part III (1)

Classification: Parallel

The student may take any module in a credit or noncredit mode. Each module will give one hour of science credit. Only if the student takes all four modules will he or she receive four hours credit for lecture/laboratory combinations. This series of mini-classes introduces the relationship between weather and climate and how it influences ecosystems. Special emphasis is placed on local and regional weather/climatic conditions. Each module is comprised of 12 hours of activities and six hours of laboratory/field experience. Part III is Florida's Climate and Weather. This course may be counted as either a biological or physical science credit.

PCB 1450C
Florida Landscape Part IV (1)

Classification: Parallel

The student may take any module in a credit or noncredit mode. Each module will give one hour of science credit. Only if the student takes all four modules will he or she receive four hours credit for lecture/laboratory combinations. This series of mini-classes focuses on pests and pesticides, with special emphasis on health issues related to exposure to pesticides. Each module is comprised of 12 hours of activities and six hours of laboratory/field experience. Part IV is Pests and Pesticides. This course may be counted as either a biological or physical science credit.

PEL 1011
Team Sports I (1)

Classification: Parallel

Skills in team sports. Development of academic, organizational and management skills. Emphasis on present and carryover values for physical, social and academic fitness.

PEL 1012
Team Sports II (1)

Classification: Parallel

A continuation of PEL 1011. Skills in team sports. Development of academic, organizational and management skills. Emphasis on present and carryover values for physical, social and academic fitness.

PEL 2013
Team Sports III (1)

Classification: Parallel

Skills in teaching techniques. Emphasis on present and carryover values for physical, social and academic fitness.

PEL 2014
Team Sports IV (1)

Classification: Parallel

Skills in teaching techniques. Emphasis on present and carryover values for physical, social and academic fitness.

PEM 1101
Fitness and Resistance Training Theory and Application (3)

Classification: Parallel

This course is designed to develop advanced understanding of fitness and conditioning principles, and provide practice in developing sound training programs. The course includes discussion and application of exercise science fundamentals including aerobic capacity and resistance training through participation in activities demonstrating these principles.

PEM 1141
Aerobics I (1)

Classification: Parallel

An introduction to aerobics with the emphasis on a variety of exercises that will stimulate heart and lung activity for healthful longevity.

PEM 1142
Aerobics II (1)

Prerequisite: PEM 1141

Classification: Parallel

An advanced course in aerobics with emphasis on varied exercises that will stimulate heart and lung activity. Emphasis placed on diagnostic testing, evaluation of progress and a study of concepts involved.

PEO 1004
Contemporary Coaching Concepts (3)

Classification: Parallel

This course offers instruction in the concepts of contemporary coaching techniques and methods. This includes the organizational, administrative and motivational aspects of coaching.

PEO 2121
Skills and Practices in Golf (3)

Classification: Occupational

This course is aimed at the improvement of performance skills, techniques and knowledge in golf turf maintenance and teaching of such skills for students who are planning a career in agribusiness with golf specialization.

PEO 2621
Basketball Fundamentals (3)

Classification: Parallel

This is a course that deals with all aspects of the game of basketball. An overall knowledge of offensive and defensive basketball will be covered, as well as off-court related activities.

PET 1000
Introduction to Physical Education (3)

Classification: Parallel

This is an introductory course designed to present the history, background and development of physical education. This course interprets physical education for the prospective education and recreation major and gives an understanding and overview of the field.

PET 2622C
Care and Prevention of Athletic Injuries (3)

Classification: Parallel

This is an introductory course that explores the art and science of effectively preventing and managing athletic-related injuries. The course is designed to facilitate the student's understanding for the principles related to appropriate prevention, treatment and rehabilitation in order to maximize the proper care of athletes and athletic injuries. The course includes recognition, care, use of treatment modalities and techniques for taping and stabilizing injuries. Practical experience will be offered through the Marion County high schools and various clinic sites. (3 lecture hours and 1 laboratory hour per week)

PGY 1401C
Photography I (3)

Classification: Parallel

This is an introductory course that will cover camera parts and operation, properties of film, photographic composition and lighting, and darkroom procedures. History of photography, photojournalism, photography as an art and shooting for publication will be part of the course. Students must supply their own 35mm camera with adjustable lens.

PGY 2801C
Digital Photography I (3)

Classification: Parallel

This course is intended to introduce students to the basic concerns in digital photography as a fine art medium, and the computer as a darkroom. Topics include digital imaging techniques of scanning, color correction, retouching, composition, content and more. Hardware, image input, output processes and software are also discussed.

PHH 2403
Survey of Modern Philosophy (3)

Prerequisite: PHI 2010 or PHI 2600 or HUM 2532

Classification: Parallel

Course covers a survey of major philosophers of the Early Modern period (17th and 18th centuries), including Descartes, Hobbes, Locke, Spinoza, Leibniz, Berkeley, Hume and Kant. Offered only upon request.

PHI 1100
Introduction to Logic (3)

Prerequisite: ENC 1101

Classification: Parallel

This is a beginning course in logic placing major emphasis on the practical application of critical and creative principles of reasoning to everyday problems of judgment and decisions. Both formal and informal methods of inference (including deduction, induction and abduction) will be introduced. Gordon Rule applies.

PHI 2010
Introduction to Philosophy (3)

Prerequisite: ENC 1101

Classification: Parallel

This is a beginning course for students having no previous college training in the study of philosophy. Readings from classical and contemporary thinkers will be used to discuss issues such as: Does God exist? Are we free? What is the nature of reality? What is truth? Is the mind separate from the brain? This course may be offered online or as a hybrid. Gordon Rule applies.

PHI 2600
Introduction to Ethics (3)

Classification: Parallel

This class is an introductory course in ethics, emphasizing the application of classical, medieval and modern ethical theories to contemporary moral issues such as abortion, euthanasia, punishment and the death penalty, sexual ethics, pornography and censorship, equality of the sexes and population, hunger and the environment.

PHI 2631
Ethics and Business (3)

Prerequisite: ENC 1101

Classification: Parallel

An introductory course in ethics, focusing on moral issues arising in the workplace especially for business students. Discussions of ethical theories will be used to clarify and provide approaches to practical issues faced by employers and employees. This course may be offered online or as a hybrid. Gordon Rule applies.

PHT 1000
Introduction to Physical Therapy (2)

Corequisite: ENC 1101

Classification: Occupational

Introduces the history of the physical therapy profession, the American Physical Therapy Association and the role of the physical therapist assistant as well as other health care providers. Addresses organizational perspectives, communication skills, and practice issues related to both the Guide to Physical Therapy Practice and the Clinical Performance Instrument for the PTA. Key concepts related to the practice of physical therapy are also presented.

PHT 1014
Documentation for the Physical Therapist Assistant (1)

Classification: Occupational

Presents information, theories and guidelines for documenting and writing progress or interim notes in the medical record, incorporating the language of the Guide to Physical Therapist Practice. Focuses on the needs of PTAs, emphasizes the role of the PTA within the PT team, and covers major types of records including incident reports, telephone conversations, reimbursement, legal issues, functional outcomes and goals. Admission to the Physical Therapist Assistant program is required.

PHT 1130C
Data Collection Skills for the PTA (3)

Classification: Occupational

Introduces processes and procedures used to gather information through observation, measurement, and subjective, objective and functional findings. Includes range of motion, muscle strength, skin and sensory integrity, vital signs (including respiratory status), postural alignment, body mechanics and pain assessments. Admission to the Physical Therapist Assistant program is required.

PHT 1175C
Functional Anatomy and Kinesiology (3)

Classification: Occupational

This course covers the relationships between the systems that relate to functional movements of the human body. Covers all functional body movements such as mechanisms, muscle actions, planes and other relationships to body movements. Includes the upper extremities, lower extremities, face and trunk. Admission into the Physical Therapist Assistant program is required.

PHT 1210C
Therapeutic Modalities I (3)

Classification: Occupational

Admission into the Physical Therapist Assistant program for Phase II is required. Introduces patient care techniques including patient preparation and the theories, and practical application of physical therapy modalities. The physiological effects and indications/contraindications of heat, cold, radiant therapy, traction, intermittent compression, and massage are emphasized. Ethical and legal aspects will be included. (2 hours lecture and 4 hours laboratory per week)

PHT 1212C
Therapeutic Modalities II (3)

Prerequisite: PHT 1801L and PHT 1014 and PHT 1210C and PHT 1000 and PHT 1130C and PHT 1175C

Classification: Occupational

Provides a study of the rationale, contraindications, and application techniques of various electrical stimulation equipment.

PHT 1225C
Therapeutic Procedures (3)

Prerequisite: PHT 1175C and PHT 1801L and PHT 1130C and PHT 1014 and PHT 1210C and PHT 1000

Classification: Occupational

Introduces the rationale and skills for patient therapeutic procedures. Includes traditional exercise routines such as passive, active-assistive, active and resistive ranges of motion, gait training, and other skills necessary for patient treatment.

PHT 1300
Survey of Pathological Deficits (4)

Prerequisite: PHT 1175C and PHT 1130C and PHT 1210C and PHT 1000 and PHT 1014 and PHT 1801L

Classification: Occupational

Introduces the patho-physiology of selected medical, surgical, orthopedic and neurological conditions commonly treated in physical therapy.

PHT 1801L
PTA Clinical Laboratory I (2)

Classification: Occupational

Introduces actual patient care utilizing beginning physical therapy techniques under the supervision of a licensed physical therapist. Designed to parallel classroom skills learned during concurrent and/or previous courses. The college laboratory will be utilized. Admission to the Physical Therapist Assistant program is required.

PHT 1802L
PTA Clinical Laboratory II (2)

Prerequisite: PHT 1014 and PHT 1175C and PHT 1000 and PHT 1210C and PHT 1130C and PHT 1801L

Classification: Occupational

A continuation of patient care utilizing physical therapy assessments and interventions under the supervision of a licensed physical therapist. Emphasis is on interpreting the physical therapy initial evaluation and on selecting appropriate therapeutic exercises/functional activities for assigned patients with guidance. The college laboratory will be utilized. Admission into the Physical Therapist Assistant program is required.

PHT 2162C
Rehabilitation Procedures (4)

Prerequisite: PHT 1225C and PHT 1212C and PHT 1300 and PHT 1802L

Classification: Occupational

Introduces neurological principles, pathology and specialized rehabilitation techniques for adult and pediatric conditions. Admission to the Physical Therapist Assistant program is required.

PHT 2227C
Disabilities and Therapeutic Procedures II (3)

Prerequisite: PHT 1212C and PHT 1300 and PHT 1225C and PHT 1802L

Classification: Occupational

Provides a study of the rationale, contraindications and exercise skills needed to develop appropriate exercise programs for geriatric, orthopedic and surgical conditions.

PHT 2342
Medical Terminology for the Physical Therapist Assistant (2)

Prerequisite: BSC 2086C and BSC 2085C

Classification: Occupational

This course is a supervised self-study of medical terminology and abbreviations that describe the pathology of the body systems used in relationship to the practice of physical therapy. Terms associated with diagnostics, surgery, laboratory tests, pharmacology, medical orders, reports and patient care will be included.

PHT 2810
Clinical Practice II (6)

Prerequisite: PHT 2162C and PHT 2931 and PHT 2227C

Classification: Occupational

Includes treatment of patients under the supervision of a licensed physical therapist in various types of delivery systems. Problem-solving techniques are employed in the evaluation and execution of patient care plans. Various agencies in the tricounty and central Florida area that provide physical therapy services will be utilized. Students are responsible for making their own transportation arrangements for assigned clinical rotations. Admission to the Physical Therapist Assistant program is required. (40 hours clinical per week for 7 weeks)

PHT 2820
Clinical Practice III (6)

Prerequisite: PHT 2931 and PHT 2227C and PHT 2162C

Classification: Occupational

Focuses on advanced clinical experiences in selected agencies under the supervision of a licensed physical therapist. Emphasis is on critical thinking and problem solving in patient care. Various agencies in the tricounty and central Florida area that provide physical therapy services will be utilized. Students are responsible for making their own transportation arrangements for assigned clinical rotations. Admission to the Physical Therapist Assistant program is required. (40 hours clinical per week for 7 weeks)

PHT 2931
Trends in Physical Therapy (1)

Prerequisite: PHT 1212C and PHT 1802L and PHT 1300 and PHT 1225C

Classification: Occupational

Introduces other allied health and physical therapy specialties, issues and current trends. Develops topics of special interest to students or instructors.

PHY 1001
Physics in Industry (4)

Classification: Parallel

This course is tailored for students pursuing a non-engineering technical program. It provides an introduction to the several traditional divisions of classical physics. These include mechanics, heat, material properties, molecular and atomic structure, electricity and magnetism, wave motion (including light and sound) and optics. Note: Credit will not be given for both PHY 1001 and PHY 1020.

PHY 1020
Elementary Physics for the Nonscience Majors (3)

Classification: Parallel

This course provides a basic introduction to the several traditional divisions of classical physics. These include mechanics, heat, material properties, molecular and atomic structure, electricity and magnetism, wave motion, including light and sound, optics, radioactivity and nuclear physics.

PHY 1053C
General Physics I with Lab (4)

Prerequisite: MAC 1105 or MAC 1140 or MAC 1147

Classification: Parallel

PHY 1053C is the first of a two-semester survey of non-calculus based physics for science and pre-professional majors. This course presents mechanics, heat, and mechanical waves. Topics covered include: measurements, accelerated motion, Newton's laws, work and energy, momentum, conservation laws, gas laws, one- and two-dimensional motion, rotational motion, motion of rigid bodies, mechanical properties of matter, temperature, thermal properties of matter, thermodynamics, wave motion, sound. The laboratory experiences are designed to enhance the lecture part of the course, as well as to cover various laboratory techniques. Some prior knowledge of trigonometry is strongly recommended.(3 hours lecture, 2 hours laboratory, and 1-hour problem-solving session per week)

PHY 1054C
General Physics II With Lab (4)

Prerequisite: PHY 1053C

Classification: Parallel

PHY 1054 is the second of a two-semester survey of non-calculus based physics for science and pre-professional majors. This course presents electricity, magnetism, light, and some modern physics. Topics covered include electric charge and electric field, electric potential and capacitance, electric current and resistance, magnetism, electromagnetic induction, geometrical optics, optical instruments, wave optics, relativity, atomic structure, quantum mechanics, atomic nuclei. The laboratory experiences are designed to enhance the lecture part of the course, as well as to cover various laboratory techniques.(3 hours lecture, 2 hours laboratory and 1-hour problem-solving session per week)

PHY 2048C
General Physics with Calculus I with Lab (5)

Prerequisite: MAC 2311

Corequisite: MAC 2312

Classification: Parallel

This course is a combined lecture/laboratory course designed primarily to meet the requirements for students in engineering and/or the physical science fields. Topics include static and dynamic mechanics, energy and power, relativity, material properties and continuum mechanics, and heat and thermodynamics. (4 hours lecture, 2 hours laboratory and 1-hour problem-solving session per week)

PHY 2049C
General Physics with Calculus II with Lab (5)

Prerequisite: PHY 2048C and MAC 2312

Classification: Parallel

This course is a combined lecture/laboratory course designed primarily to meet the requirements for majors in engineering or the physical sciences, as a continuation of the classical physics topics initiated in PHY 2048C General Physics I with Calculus. The major topics introduced in the second semester are electricity and magnetism, electromagnetic waves, geometrical optics, and selected topics in atomic and nuclear physics, quantum theory and solid state physics, as time permits.(4 hours lecture, 2 hours laboratory and 1-hour problem-solving session per week)

PLA 1003
Introduction to the Paralegal Field (3)

Classification: Occupational

This course is designed to provide an overview of the training and purpose of legal assistants. The course surveys the structure of the legal system and various fields of law, and discusses the ethical and professional standards that apply to legal assistants and lawyers. The course emphasizes legal procedures and terminology and introduces basic legal research and writing.

PLA 1104
Legal Research and Writing I (3)

Prerequisite: OST 1100 and PLA 1003 and OST 2335

Corequisite: PLA 2201

Classification: Occupational

This course provides the student with an in-depth examination of the law library and the processes of legal research. It also provides information on how to write interoffice legal memoranda.

PLA 2114
Legal Research and Writing II (3)

Prerequisite: PLA 1003 and PLA 2201 and PLA 1104

Classification: Occupational

An advanced course in legal writing and research intended to familiarize the practicing and potential legal assistant with the problems and procedures in legal drafting, writing and research. It also provides information on how to prepare memorandums of law.

PLA 2201
Litigation Procedures (3)

Prerequisite: PLA 1003 and OST 1100

Classification: Occupational

This course covers the Florida rules of civil procedures. It also includes preparation for pleadings, motions and discovery documents, as well as for trial and appeals.

PLA 2273
Torts (3)

Prerequisite: PLA 1003 and PLA 2201 and PLA 1104

Classification: Occupational

This course presents the fundamental principle of tort law. It includes negligence, strict liability and other special liability theories (including products liability and non-physical harm). Emphasis is placed on damages and tort defenses.

PLA 2600
Wills, Trusts and Probate Administration (3)

Prerequisite: PLA 1003

Classification: Occupational

This is a study of the legal aspects of the preparation of wills and trusts, as well as the probating of estates. It also covers the procedures involved in accounting, administrations, gifts, life insurances and estate planning.

PLA 2610
Real Estate Law and Property Transactions (3)

Prerequisite: PLA 1003

Classification: Occupational

This course is designed to familiarize the practicing and potential legal assistant with the problems and procedures in real estate law and property transactions, and includes the drafting of various kinds of real estate contracts and agreements.

PLA 2800
Laws of Family Relations (3)

Prerequisite: PLA 1003

Classification: Occupational

This course is designed to familiarize the practicing and potential legal assistant with problems and procedures related to the laws of domestic relations and covers such topics as divorce, separation, adoption, guardianship and support.

PLS 1220
Propagation of Nursery Plants (3)

Classification: Occupational

Basic instruction that prepares individuals to propagate nursery plant materials. Covers sexual and asexual procedures; emphasizes special methods appropriate to region and/or plant groups; covers basic plant nutrition, tissue culture with emphasis on nutritional requirements and development of a fertilization program for nursery plant propagation. Course includes planning for nursery crop production.

PLS 1220L
Propagation of Nursery Plants Laboratory (3)

Classification: Occupational

Practical application of principles and practices of working in and ultimately supervising a nursery operation including, but not limited to, producing, processing and marketing nursery plants used principally for interior and exterior landscapes.

POS 2041
American National Government (3)

Prerequisite: ENC 1101

Classification: Parallel

Particular attention is devoted to the United States Constitution and political culture, political institutions, political behavior and current issues. This course may be offered online or as a hybrid. Gordon Rule applies.

POS 2112
State and Local Government (3)

Classification: Parallel

The course is a study of the chief political problems facing these governments, the functions of the governments, and the services they provide.

PSY 2012
General Psychology (3)

Prerequisite: ENC 1101

Classification: Parallel

This course introduces the student to the study of behavior as a science, the design of experiments, statistical analysis of data, basic vocabulary, classical experiments, major contributors, and current trends in the discipline. This course may be available online or as a hybrid. Gordon Rule applies.

PSY 2012H
Honors General Psychology (3)

Prerequisite: ENC 1101

Classification: Parallel

This course is designed for students capable of intensive investigation into the study of behavior, classical experiments, major contributors, and current trends in psychology. Course includes computer simulations, requires research and completion of a Gordon Rule requirement. Admission to the Community of Scholars program, a 3.3 or higher GPA, or permission of instructor is required. Offered upon request only. Gordon Rule applies.

PSY 2930
Special Topics (3)

Prerequisite: PSY 2012

Classification: Parallel

This course centers on topics of current interest or of special interest to students or instructors. Topics or focus may vary from semester to semester. Topics will be identified by the PSY 2930 title published in the course schedule for each semester that the course is offered. The course may be repeated for credit with different topics. Special topic credit hours are not automatically transferable. Transfer credit is the prerogative of the receiving institution.

QMB 1001
College Business Mathematics (3)

Classification: Dual

A study of practical application of mathematics to everyday business transactions and calculations such as percentages, interest income, interest on loans, discounts, markup, commissions, pricing, payrolls, depreciation, inventory turnover, and costing. This course provides a student with a solid foundation for other business courses.

REA 0007
Developmental Reading I (3)

Corequisite: SLS 1501

Classification: Prep

This reading course is a requirement for a student scoring 59 or below on the CPT. It focuses on reading comprehension with emphasis on literal comprehension, vocabulary skills, and study skills. The course does not satisfy any degree requirements in communications. No student may enroll in this course more than three times without paying the full cost of instruction.

REA 0017
Developmental Reading II (3)

Corequisite: SLS 1501

Classification: Prep

This reading course is a requirement for a student scoring between 60 and 82 on the CPT. Students of REA 0007, the first-level reading course, are also required to take this course with the exception of those whose exit score is equivalent to a CPT score of 83 or higher. This course focuses on expanding reading skills and strategies introduced in the first prep reading course for improvement in comprehension, vocabulary, critical thinking skills, and study skills. The second-level college prep reading course does not satisfy any degree requirement in communications. No student may enroll in this course more than three times without paying the full cost of instruction.

RED 1010
Introduction to Reading Education (3)

Classification: Parallel

This course is designed to provide a study in reading concepts and strategies suitable for education majors needing course work for teacher re-certification or paraprofessional training. The topics covered will include reading foundations, phonics, vocabulary, comprehension, fluency, classroom organization, and professional collaboration. The topics are in alignment with the Sunshine State Standards, the reading curricula of Marion, Citrus, and Levy counties, and the No Child Left Behind Act.

REL 2124
Church and State (3)

Classification: Parallel

A comprehensive overview of the formal and legal relations between religious movements and institutions and the branches and agencies of government in the United States. Special attention will be paid to the constitutional period of American history, the intentions of the framers, religious pluralism, constitutional guarantees of religious freedom as well as its limitation as set out in significant Supreme Court decisions, and contemporary church/state issues.

REL 2210
The Old Testament (3)

Classification: Parallel

This course is an introduction to the Old Testament. It deals with the literature of the Hebrew Scriptures and the history, geography, religion and important personalities of ancient Israel and its surrounding peoples.

REL 2240
The New Testament (3)

Classification: Parallel

An introduction to the New Testament, which involves a study of the Greco-Roman and Jewish background of early Christianity, the personality and teachings of Jesus, the work and thought of Paul, and the development of the church.

REL 2300
Comparative Religions (3)

Prerequisite: ENC 1101

Classification: Parallel

A beginning course for students having no previous college training in the comparative study of religion. The major features of world religious traditions are studied as the means for obtaining an insight into the nature and expression of people's religious aspirations. Gordon Rule applies.

REL 2300H
Honors Comparative Religions (3)

Prerequisite: ENC 1101

Classification: Parallel

An introduction to the major religions of the world, designed especially for honors students. Careful readings of primary texts will be emphasized. Admission to the Community of Scholars program, a 3.3 or higher GPA, or permission of instructor is required. Gordon Rule applies.

RTE 1000
Fundamentals of Radiologic Technology (3)

Classification: Occupational

This course is comprised of several units dealing with various topics such as: an overview of radiography and its role in health care delivery, a fundamental background in ethics and ethical behavior in a health care setting, and the biological damage produced by radiation and necessary radiation protection as it relates to patients and personnel. The student will be prepared to assume the role of a practitioner in the health care delivery system and the radiology profession as a whole. Principles, practices and policies of the health care organizations(s) will be examined and discussed within the framework of professional practice for the Radiologic Technologist. Legal terminology, concepts and principles will be presented and topics will include misconduct, malpractice, legal and professional standards and the American Society of Radiologic Technologists scope of practice. The importance of proper documentation and informed consent will be emphasized.

RTE 1418C
Radiographic Imaging I (4)

Classification: Occupational

The purpose of this course is to provide the student with an introduction to radiographic, fluoroscopic, mobile and tomographic equipment requirements and design. The content also provides a basic knowledge of quality control, and is designed to provide a basis for analyzing radiographic images, including but not limited to: density, contrast, recorded detail and distortion. Included are the importance of minimum imaging standards, discussion of a problem-solving technique for image evaluation and the factors that can affect image quality.

RTE 1457C
Radiographic Imaging II (4)

Classification: Occupational

The purpose of this course is to provide the student with an understanding of the components, principles and operation of digital imaging systems found in diagnostic radiology. This content will be compared to a knowledge-base in factors that govern the image production process in film-screen imaging. Factors that impact image acquisition, display, archiving and retrieval are discussed. Guidelines for selecting exposure factors and evaluating images within a digital system assist students to bridge between film-based and digital imaging systems. Principles of digital system quality assurance and maintenance are presented. Actual images will be included for analysis including image artifacts.

RTE 1503C
Radiographic Procedures I (4)

Classification: Occupational

The purpose of this course is to provide students with the knowledge and skills necessary to perform standard imaging procedures including proper patient positioning, basic computed tomography (CT) and special studies. To successfully achieve this purpose, comprehensive didactic lessons are taught in conjunction with laboratory practicums in patient positioning. Consideration is given to the evaluation of optimal diagnostic images. This course prepares students for competency-based clinical education in correlation with American Society of Radiologic Technologists guidelines and American Registry of Radiologic Technologists content specifications.

RTE 1513C
Radiographic Procedures II (4)

Prerequisite: RTE 1503C

Classification: Occupational

The purpose of this course is to provide students with the knowledge and skills necessary to perform proper patient positioning, an understanding of anatomical structures, methods of x-ray tube alignment and beam-part-film alignment, technical standards and radiation safety measures. Students will achieve success in applying these combined skills in order to produce diagnostic quality radiographs. To successfully achieve this purpose, comprehensive didactic lessons are taught in conjunction with laboratory practicums in patient positioning and clinical preceptor instruction within the clinical arenas.

RTE 1523C
Radiographic Procedures III (3)

Classification: Occupational

The purpose of this course is to provide students with the knowledge and skills necessary to perform standard imaging procedures including proper patient positioning, basic computed tomography (CT) and special studies. To successfully achieve this purpose, comprehensive didactic lessons are taught in conjunction with laboratory practicums in patient positioning. Consideration is given to the evaluation of optimal diagnostic images. This course prepares students for competency-based clinical education in correlation with American Society of Radiologic Technologists guidelines and American Registry of Radiologic Technologists content specifications.

RTE 1804
Clinical Education I (2)

Classification: Occupational

This course offers students the opportunity to gain experience in the elementary aspects of radiology with clinical orientation to the radiology department/hospital and actual clinical education.

RTE 1814
Clinical Education II (3)

Prerequisite: RTE 1804

Classification: Occupational

Affiliation agreements with a variety of clinical education centers enable radiography students to gain valuable clinical experience in departments of radiology. During this clinical rotation students will observe and perform under direct and indirect supervision the application of those skills learned in the classroom and laboratory.

RTE 1824
Clinical Education III (1)

Prerequisite: RTE 1814

Classification: Occupational

Students will be applying positioning skills as in the previous practicum courses, including image critique of the studies submitted for interpretation. Students attend one of the program's clinical affiliates for a designated period of time and work under the supervision of a radiographer.

RTE 2061
Radiography Seminar (3)

Classification: Occupational

The purpose of this course is to provide the student a systematic opportunity to review the entire curriculum in a structured and organized fashion. This will further assure the faculty and the student that each student is prepared to write the registry with success.

RTE 2385C
Radiation Biology (3)

Classification: Occupational

The purpose of this course is to provide the student with principles of radiation protection, and of cell radiation interaction. The student will demonstrate an awareness of his/her responsibility as a radiographer for radiation protection to patients, personnel and the public. Effective dose limits and regulatory involvement will be discussed along with radiation effects on cells and factors affecting cell response. The student will be made aware of the acute and chronic effects of radiation. Radiation Physics is recommended prior to this course. The course is a hybrid course that combines face to face instruction with Mosby's Radiography Online.

RTE 2613
Radiation Physics I (4)

Classification: Occupational

This course will introduce the student to the fundamental principles of radiologic physics including atomic and subatomic theory. The interactions of electrons an photons with matter will be applied to radiology. Through classroom exercises, lectures and a four-unit audio-visual presentation, the student will develop a working knowledge of radiation physics.

RTE 2623
Radiation Physics II (3)

Classification: Occupational

Radiation Physics II will cover advanced imaging modalities including fluoroscopy, interventional radiology, multi-slice CT and digital imaging to include computer science, computed radiography, digital radiography and fluoroscopy, the digital image; viewing the digital image, digital display quality control and digital artifacts. Conventional tomography will be discussed very briefly.

RTE 2782
Radiographic Pathology (4)

Prerequisite: RTE 2613 and RTE 2623

Classification: Occupational

The course content is designed to provide the student with an introduction to the causation and concept of diseases with particular emphasis on the pathology commonly presented in diagnostic radiography. The brief review of anatomy and physiology, as well as medical terminology, will be presented in the study of body systems. Etiology, pathophysiological responses, clinical manifestation and radiographic appearance will be discussed. In the degenerative and additive pathologies studied, the effects on the image and technical considerations will be discussed.

RTE 2834
Advanced Clinical Education IV (3)

Prerequisite: RTE 1824

Classification: Occupational

This course is a continuation of Clinical Education III. The student is expected to continue to refine skills related to objectives listed in clinical practicums I, II and III. The student will gain experience and develop clinical competence in general radiographic procedures such as the cranium and specialized contrast studies. Advanced patient care skills, imaging and exposure techniques, radiation protection application and film processing will also be included. It covers clinical experience in all phases of fundamental radiologic procedures and image critique. Students will rotate through ancillary departments in this course.

RTE 2844
Advanced Clinical Education V (4)

Prerequisite: RTE 2834

Classification: Occupational

A continuation of Clinical Education IV, with emphasis placed on advanced radiographic procedures. The student is encouraged to spend time in areas such as mammography, ultrasound, nuclear medicine and vascular imaging.

RTE 2854
Advanced Clinical Education VI (4)

Prerequisite: RTE 2844

Classification: Occupational

In this clinical experience, students are assigned advanced procedures. Students are encouraged to perfect their procedures and to gain speed in performance.

RTE 2864
Advanced Clinical Education VII (1)

Prerequisite: RTE 2854

Classification: Occupational

This course is a continuation of RTE 2854, and the final compoment of the clinical sequence. Computed radiography procedures are introduced. Students further refine their knowledge of the basic procedures for head, thorax and abdomen in clinical rotations.

SBM 2000
Small Business Management (3)

Classification: Occupational

A study of the management concepts underlying the operation of a small business including planning, locating, operating, evaluating and controlling the enterprise. Fundamentals of financing, budgeting, marketing, promotion and profit analysis are examined.

SLS 1501
College and Career Success (3)

Classification: Parallel

This course is designed to build and reinforce skills necessary for college and career success. Topics include learning styles, time management, learning skills (reading, note-taking, critical thinking and writing), people skills (understanding diversity and relationships), and career/education planning.

SLS 1502
Essential Study Skills (3)

Classification: Parallel

This interactive course will utilize student-centered learning activities and is designed to aid students in developing and utilizing a strong foundation in academic success skills for lifelong learning. Topics will include discovering and using learning styles, 12 principles of memory, time management, self management, strengthening reading skills, using college textbooks, developing strong note-taking skills, developing visual notes and study tools, developing objective and essay test taking skills, developing study skills for math and science, and creative and critical thinking skills. (This course is open to CF students who do not have two or more college preparatory course needs.) This course may be offered online or as a hybrid.

SLS 2261
Leadership Development (3)

Prerequisite: ENC 1101

Classification: Parallel

This course is for individuals who wish to develop their leadership skills. It is designed to aid students in increasing their understanding of themselves and the theories and techniques of leadership and group processes. Topics include using logic and creativity in decision-making, resolving conflict, time management and leadership ethics. Gordon Rule applies.

SOW 1031
Introduction to Social Work (3)

Classification: Dual

An introduction to the field of social work for those interested in careers in the social welfare or related human service fields. Topics include the history of social welfare, values and ethics, the profession of social work, and current issues in social work.

SPC 2300
Interpersonal Communication (3)

Classification: Parallel

A survey of the field of interpersonal communication that includes a review of the theory, research and skills students can use to improve the quality of their relationships. Includes units on the communication process, conversation, self-concept, perception, language, nonverbal communication, intercultural communication, listening, expressing emotions and thoughts, relationship maintenance, communication climate and conflict management.

SPC 2594
Intercollegiate Forensic Speech (1)

Classification: Parallel

With admission by permission of instructor, SPC 2594 is a speech course designed for intercollegiate competition stressing understanding and using effective platform interpretive speaking techniques, including debate and oral interpretation. Students will compete in tournaments against other colleges. Class activities are comprised of weekly laboratory sessions during which students prepare for competition. Course may be repeated for credit.

SPC 2601
Intermediate Effective Speaking (3)

Classification: Parallel

This course continues the study and application of communication strategies in speaking extemporaneously. The student will develop informative and persuasive expertise, learn modes and techniques of delivery, use guidelines for special occasions and motivational appeals, and practice answering questions from the audience. Permission of instructor is required.

SPC 2608
Effective Speaking (3)

Classification: Parallel

The nature and basic principles of speech, with emphasis on improving speaking and listening skills common to all forms of communication through a variety of experiences in public speaking. The course will include such activities as group discussion, videotaping and student speeches to inform, to introduce, to persuade and to commemorate special occasions.

SPC 2608H
Honors Effective Speaking (3)

Classification: Parallel

This course is designed for students capable of intensive study into the historical aspects of speech communication, preparation of speeches addressing principles of argumentation and debate, and preparation and delivery of speeches that investigate the principles of reasoning and motivating, as well as the analytical skills needed to construct arguments and refutation. Acceptance into the Community of Scholars Honors program, a 3.3 or higher GPA, or permission of instructor is required.

SPN 1120
Elementary Spanish I (4)

Classification: Parallel

This course stresses fundamentals of grammar and drills in pronunciation and reading, with special emphasis on oral expression in Spanish. The student is required to attend a minimum of two hours of laboratory per week in addition to classroom work. (3 hours lecture and 2 hours laboratory per week)

SPN 1121
Elementary Spanish II (4)

Prerequisite: SPN 1120

Classification: Parallel

A continuation of SPN 1120. The course continues to stress fundamentals of grammar and drills in pronunciation and reading, with special emphasis on oral expression in Spanish. The student is required to attend a minimum of two hours of laboratory per week in addition to classroom work. (3 hours lecture and 2 hours laboratory per week)

SPN 2220
Intermediate Spanish I (4)

Prerequisite: SPN 1121

Classification: Parallel

This course is designed to develop ability to read with comprehension from materials dealing with the Spanish and Spanish-American civilization. Oral practice continues in the discussion of materials. The student is required to attend a minimum of two hours of laboratory per week in addition to classroom work. Offered on a limited basis. (3 hours lecture and 2 hours laboratory per week)

SPN 2221
Intermediate Spanish II (4)

Prerequisite: SPN 2220

Classification: Parallel

This course continues to develop ability to read with comprehension from materials dealing with the Spanish and Spanish-American civilization. Oral practice continues in the discussion of materials. The student is required to attend a minimum of two hours of laboratory per week in addition to classroom work. Offered on a limited basis. (3 hours lecture and 2 hours laboratory per week)

STA 2023
Elementary Statistics (3)

Prerequisite: MAT 1033 or a CLM score of at least 40

Classification: Parallel

A study of descriptive statistics, probability theory, random variables, hypothesis tests, confidence intervals, correlation, simple linear regression, and nonparametric statistics. Students will be required to show a proficiency in interpreting and relating a set of data or circumstances to a definition, equation or mathematical concept. This course fulfills the requirement for a college level mathematics course. Gordon Rule applies.

STA 2023H
Honors Elementary Statistics (3)

Prerequisite: MAT 1033 or a CLM score of at least 40

Classification: Parallel

A study of descriptive statistics, probability theory, random variables, hypothesis tests, confidence intervals, correlation, simple linear regression, and nonparametric statistics. This is a beginning course in statistics, designed primarily for students admitted to the CF Community of Scholars honors program. Students will be required to show a proficiency in interpreting and relating a set of data or circumstances to a definition, equation or mathematical concept. A statistical study project is required. Honors classes that do not have the requisite number of honors students may admit other students on a conditional basis, at the discretion of the instructor. This course fulfills the requirement for a college level mathematics course. Gordon Rule applies.

SYG 2000
Introductory Sociology (3)

Prerequisite: ENC 1101

Classification: Parallel

A course to help students better understand the evolution, structures and functions of our current society, as well as predicted trends in various social institutions, such as family, education and religion. This course helps students make connections between the larger society and their own life experiences. This course may be available online or as a hybrid. Gordon Rule applies.

SYG 2340
Human Sexuality and Society (3)

Classification: Parallel

A study of the physiological, psychological and cultural factors that affect the sexual behavior of human beings. Topics include historical and cross-cultural perspectives, research methodology, sexuality as communication and an expression of love, sexuality and the mass media, gender roles, sexual development, sexual arousal and response, sexual orientation, birth control, pregnancy, childbirth, sexual dysfunctions, sexual violence, sexual harassment and sexually transmitted infections. This course maybe available online and hybrid.

SYG 2430
Marriage and the Family (3)

Classification: Parallel

An exploration of the diversity and complexity of intimate relationships addressing dating, courtship and marriage, sexual values and behaviors, communication and conflict resolution, parenting, alternative family forms and families in transition. This course may be available online and as a hybrid.

TAX 2000
Federal Income Tax I (3)

Classification: Occupational

This course enables students to recognize and understand the impact of taxation as a major factor for both individual and business planning. Topics covered include sources of federal tax law, the concept of income realization and recognition, timing of income recognition, timing and possibility of income tax deductions, tax accounting methods and reporting periods. A tax software program is utilized.

TAX 2010
Federal Income Tax II (3)

Classification: Occupational

This course provides a broad overview of how the Internal Revenue Code taxes corporations and compares it to other forms of doing business (i.e., proprietorships, partnerships, limited liability companies and S corporations). The course will cover the tax aspects of a corporation's life-cycle, including a corporation's organization, financing, capital structure, distributions, redemptions and ultimate liquidation.

THE 1000
Introduction to the Theatre (3)

Prerequisite: ENC 1101

Classification: Parallel

Offers the student an appreciation of the theatre as a group art form through study of its historical development, literature and theory, with attention placed on dramatic structure, techniques and various forms and modes of dramatic composition. Gordon Rule applies.

THE 1925
Play Production (3)

Classification: Parallel

Practical, hands-on study of theatre from the perspective of the technician, the actor and the director. Students will perform in a one-act play. Course requires limited work outside of class.

THE 2925
Production and Performance (1)

Classification: Parallel

Participation in the production program of the curriculum with work in technical or performance aspects of major theatre productions and one-act plays. This course may be repeated for credit. Assignments and grades are based on contract with instructor.

THE 2927
Advanced Play Production (3)

Classification: Parallel

The principles of dramatic interpretation and stagecraft are applied in laboratory production of plays. May be repeated for credit. Assignments and grades are based on contract with the instructor. Permission of instructor is required.

TPA 1200C
Basic Stagecraft (3)

Corequisite: TPA 1290

Classification: Parallel

This course will explore the fundamentals of production stagecraft and shop management which are the foundation for theatrical electricians, properties artists and set production personnel. Through a survey of typical production issues students will be introduced to construction, installation, maintenance and management of scenic and lighting elements in theatrical production. Students will complete workshop assignments using standard carpentry techniques and tools and with theatrical lighting equipment.

TPA 1290
Technical Theatre Lab (1)

Classification: Parallel

This course is designed to compliment technical theatre elective courses by giving students the opportunity for hands-on interaction in a structured lab setting. Students will be assigned duties appropriate for their skills that will synthesize the classroom experience. Development of practical skills are needed for working in the theatre. Course participants will work on the production aspects of the main theatre performance for that semester.

TPA 2070
Scene Painting (3)

Corequisite: TPA 1290

Classification: Parallel

This course includes the study and application of stage scenery painting technique involving equipment, preparation, mixing and layout. This course includes lab work on actual stage productions. Permission of instructor required.

TPA 2212
Sound Production for the Theatre (3)

Corequisite: TPA 1290

Classification: Parallel

This course includes the practical use of sound on the stage, including the properties of microphones, speakers, amplifiers and control systems. It also incorporates hands-on experience in sound for stage productions. The course includes a lab. Permission of instructor is required. Offered as needed.

TPA 2220
Stage Lighting (3)

Corequisite: TPA 1290

Classification: Parallel

The practical use of lighting on stage, including the properties of light and color, instruments and control systems, plus hands-on experience in lighting and designing stage productions. This course includes lab work on actual stage productions. Permission of instructor is required.

TPA 2232
Beginning Costume and Makeup (3)

Corequisite: TPA 1290

Classification: Parallel

This course is an introduction to costuming for the theatre. Subjects to be covered include safety and health issues for the costumer; job descriptions and positions in the costuming field; fabric identification; overview of patterning options; basic hand and machine-sewing techniques; measurements, fitting and alterations; costume research; preproduction and production period and budget; stage makeup (basic, old age and specialty); and portfolio development. Students will be involved in building the fall and spring shows and will be expected to work outside of class when necessary.

TPP 2100
Acting I (3)

Classification: Parallel

This course includes movement, voice and acting, with primary emphasis on the performance of monologues, scenes and class exercises. Students will also read and analyze plays and study various theories of acting.

TPP 2111
Acting II (3)

Prerequisite: TPP 2100

Classification: Parallel

This course is a continuation of TPP 2100 Acting I, with emphasis on in-depth textual analysis, advanced techniques of character development, and competent breakdown of scene structure, to be developed through monologues and scene study.

WOH 2012
World Civilizations I (3)

Classification: Parallel

A survey of the past, emphasizing the intellectual, cultural, military, political and economic history of Mesopotamia, Egypt, Greece, Rome, Medieval Christendom, Islam, Africa and the Far East. This course may be available online or as a hybrid.

WOH 2012H
Honors World Civilizations I (3)

Prerequisite: ENC 1101

Classification: Parallel

An interpretive introduction to the events, ideas, movements and literature of the ancient and medieval world, this course will be conducted in seminar form, and students are expected to read and write extensively. Admission to this course is selective. Admission to the Community of Scholars program, a 3.3 or higher GPA, or permission of instructor is required.

WOH 2022
World Civilizations II (3)

Classification: Parallel

A survey of the major civilizations of the modern world. Topics include the Renaissance, the Protestant Reformation, the Age of Reason, the French Revolution, the Industrial Revolution, liberalism and socialism, European nationalism, imperialism, World War I, the Russian Revolution, fascism, national socialism, totalitarianism, World War II, nationalism in Africa and Asia, the Cold War and the post-Cold War world. This course may be available online or as a hybrid.

WOH 2022H
Honors World Civilizations II (3)

Prerequisite: ENC 1101

Classification: Parallel

An interpretive introduction to the events, ideas, movements and literature of modern world history, this course is conducted in seminar form, and students are expected to read and write extensively. Admission to this course is selective. Admission to the Community of Scholars program, a 3.3 or higher GPA, or permission of instructor is required.

WOH 2040
Twentieth Century World History (3)

Classification: Parallel

This course examines the major political, economic, diplomatic, military, social, and intellectual developments of the 20th century. Emphasis will be placed on the impact of two world wars; the Russian and Chinese revolutions, the decline of European dominance and the resulting political independence of countries in the developing world; the Cold War; and the problems confronting the post-Cold War period. This course may be offered in an online or hybrid format, in addition to a face-to-face traditional format.

WST 2010
Introduction to Women's Studies (3)

Prerequisite: ENC 1101

Classification: Parallel

An interdisciplinary study of the experiences and perceptions of women in Western culture. Readings from literature, philosophy, history, psychology and other academic disciplines will be used to examine topics such as women and politics, women in the work force, women and sexuality, and women in the arts. Gordon Rule applies.

Vocational Courses

ACR 0000
Introduction to Air Conditioning and Heating Theory (4)

Vocational hours: 120

Classification: PSAV

An orientation to air conditioning, refrigeration and heating techniques emphasizing general safety, tool utilization, work organization and systems. An introduction to air conditioning and refrigeration — the history, the refrigeration cycle, tools of the trade and principles of work management. Covers the fundamental theory of all types of conventional soldering and brazing, including the proper selection of soldering and brazing materials. (4 vocational credits/120 clock hours)

ACR 0001
Air Conditioning and Heating Fundamentals (4)

Vocational hours: 120

Classification: PSAV

A course designed to teach the physical principles of refrigeration, including the understanding of matter and heat behavior, temperature, pressure, volume, enthalpy, state and condition of refrigerant, refrigerant oil, contaminants and dehydration. Also communicates a working knowledge of heating, air conditioning and refrigeration systems, their components and accessories. (4 vocational credits/120 clock hours)

ACR 0100C
Basic Electrical Theory for Air Conditioning and Heating (4)

Vocational hours: 120

Classification: PSAV

A course designed to teach the physical principles of electricity and practices in air conditioning, heating and refrigeration systems, the laws of energy, energy equivalents, electrical components and circuits. (4 vocational credits/120 clock hours)

ACR 0106
Applied Electricity and Troubleshooting (4)

Vocational hours: 120

Classification: PSAV

A course designed to teach the advanced principles of electricity and practices in air conditioning, heating and refrigeration systems. Focuses on troubleshooting air conditioning, heating and refrigeration electrical control systems and their components along with wiring and troubleshooting electrical motors and their components. (4 vocational credits/120 clock hours)

ACR 0202
Electrical Components and Operations (3)

Vocational hours: 90

Classification: PSAV

This course presents the operation of air conditioning, heating and refrigeration testing equipment and instruments as pertaining to the testing and servicing of systems. Focuses on troubleshooting valves, regulators and metering devices used in the air conditioning, heating and refrigeration systems. (3 vocational credits/90 clock hours)

ACR 0600
Advanced Air Conditioning and Heating Operations (3)

Vocational hours: 90

Classification: PSAV

A course designed to provide training in installation, maintaining, troubleshooting, servicing and repairing the latest designed air conditioning, heating and refrigeration systems. Focuses on understanding and determining the properties of air and the measurement and testing of the same. The use of a pressure/enthalpy chart to diagram a refrigeration cycle is also presented. (3 vocational credits/90 clock hours)

ACR 0930L
Air Conditioning and Heating Skills Development Lab (3)

Vocational hours: 90

Classification: PSAV

This course is designed for students to acquire practical, hands-on experience in a laboratory setting, and may be repeated as needed. (3 vocational credits/90 clock hours)

AER 0190C
Engine Repair (3)

Vocational hours: 90

Classification: PSAV

This course is designed to teach the principles necessary to rebuild an automotive engine. It provides training in cylinder head repair, lower block repair, and front engine repair. It also provides diagnosis and repair of other engine subsystems. (3 vocational credits/90 clock hours)

AER 0299
Automatic Transmissions/ Transaxles (3)

Vocational hours: 90

Classification: PSAV

This course is designed to teach the principles and operation of automatic transmissions/transaxles. It provides practical experience in diagnosing, removing, maintaining and repairing transmissions/ transaxles as they relate to both front and rear wheel drive vehicles. (3 vocational credits/90 clock hours)

AER 0399
Manual Transmission/Drive Lines (3)

Vocational hours: 90

Classification: PSAV

This course is designed to teach the principles, operation, maintenance and repair of the automotive drive line including clutches, transmissions/transaxles, front and rear drive systems, and differential units. (3 vocational credits/90 clock hours)

AER 0499
Steering, Suspension and Alignment (3)

Vocational hours: 90

Classification: PSAV

This course is designed to teach the principles of steering systems, suspension systems and wheel alignment. It provides practical experience in the diagnosis, repair and replacement of steering and suspension components. The course also includes tire repair, balancing, safety restraint systems and the electrical circuitry associated with each system. (3 vocational credits/90 clock hours)

AER 0593C
Brake Systems (3)

Vocational hours: 90

Classification: PSAV

This course covers the theory of operation, diagnosis, repair and replacement of the brake system and its components. It also covers the physics of hydraulics, drum brakes, disc brakes,

parking brakes, power assist units, lines and hydraulic components, electrical brake components and circuitry, and anti-lock systems. (3 vocational credits/90 clock hours)

AER 0691C
Automotive Electrical/Electronic Systems (3)

Vocational hours: 90

Classification: PSAV

This course covers electron theory, components, symbols, basic electrical circuits, Ohm's Law, series, parallel and complex circuits. It provides experience in the testing and diagnosis of batteries, lighting systems, warning devices, horns, wipers, switches, relays, solenoid, motors and other accessory components and wiring circuits. (3 vocational credits/90 clock hours)

AER 0692C
Advanced Automotive Electrical/ Electronic Systems (3)

Vocational hours: 90

Classification: PSAV

This course covers the operational theory, diagnosis, repair and replacement of the automotive battery, cranking motor and related starting components, the alternator and related charging system components. It also covers the ignition systems and related components from the points/condenser system to the direct induction systems of today. (3 vocational credits/90 clock hours)

AER 0797C
Air Conditioning and Heating Systems (3)

Vocational hours: 90

Classification: PSAV

This course teaches the operational principles, diagnosis, repair and replacement of both air conditioning and heating systems. It covers the environmental impact that refrigerants have on the atmosphere. It also covers the proper refrigerant recovery techniques needed to meet Environmental Protection Agency regulations. The student will also study the essentials of converting the R-12 system to a retrofitted R134A air conditioning system. (3 vocational credits/90 clock hours)

AER 0891C
Engine Performance I (3)

Vocational hours: 90

Classification: PSAV

This course covers the integrated systems that make the engine a performance power plant. It covers basic engine testing in regard to compression, fuel and spark delivery. The importance of a well-balanced emission system is stressed. It also covers the basic testing techniques for the ignition, fuel, electrical and emission system components of the engine. (3 vocational credits/90 clock hours)

AER 0892C
Engine Performance II (3)

Vocational hours: 90

Classification: PSAV

This course teaches the student the proper techniques of testing sensors, controllers and other related components of the computerized fuel injected systems of today. This course concentrates on the use of diagnostic test equipment such as the DDM, scanners, ignition analyzers, lab scopes and emission testers. (3 vocational credits/90 clock hours)

AER 0930
Automotive Technology Skills Development Lab (3)

Vocational hours: 90

Classification: PSAV

This course is designed for students to continue to further develop their practical skills. It may be repeated each semester to allow students to continue their skill development in any one of eight, or a combination of eight areas. (3 vocational credits/60 clock hours)

AER 0932
Automotive Skills Development Lab (2)

Vocational hours: 60

Classification: PSAV

This course is designed for students to continue to further develop their practical skills. It may be repeated each semester to allow students to continue their skill development in any one of eight automotive areas. (2 vocational credits/60 clock hours)

ARR 0001
Introduction to Automotive Collision Repair (3)

Vocational hours: 90

Classification: PSAV

Course covers auto body construction, basic hand and power tools, damage assessment, shop safety and procedures, metal straightening, shrinking sheet metal, filling dents. Also includes principles of metal repair using hammers, dolly blocks, and picks; principles of oxyacetylene welding equipment; setup and use of equipment and welding safety procedures. (3 vocational credits/90 clock hours)

ARR 0121
Automotive Body Refinishing (6)

Vocational hours: 180

Classification: PSAV

Course covers surface preparation for painting, metal straightening, filling dents, sanding, masking, preparing paint, matching colors, spray painting equipment, advanced techniques of sanding, seating and applying paint.

ARR 0122
Automotive Body Refinishing II (6)

Vocational hours: 180

Classification: PSAV

Course covers advanced spot repair methods, base coat/clear and tri-coat refinishing, custom finishing and advanced color match techniques.

ARR 0125L
Repair and Refinishing Skill Development Lab I (3)

Vocational hours: 90

Classification: PSAV

Covers overall refinishing preparation, color-coat/clear-coat refinishing, acrylic-enamel and polyurethane preparation and application, auto detailing, troubleshooting the paint finish, color matching, paint formulation, fillers and their application. Course allows students to acquire practical, hands-on experience in a laboratory setting, and may be repeated as needed.

ARR 0126L
Repair and Refinishing Skill Development Lab II (5)

Vocational hours: 160

Classification: PSAV

Covers overall refinishing preparation, color-coat/clear-coat refinishing, acrylic-enamel and polyurethane preparation and application, auto detailing, troubleshooting the paint finish, color matching, paint formulation, fillers and their application. Course allows students to acquire practical, hands-on experience in a laboratory setting, and may be repeated as needed.

ARR 0292
Automotive Body Repair II (6)

Vocational hours: 180

Classification: PSAV

Course includes damage assessment, straightening panels, replacing fenders and panels, cutting and welding, auto body maintenance, and shop safety procedures.

ARR 0293
Automotive Repair III (6)

Vocational hours: 180

Classification: PSAV

A course designed to teach replacement and repair of body panels, auto glass, hoods and deck lids, doors, door hardware, interior strip and weather strip, seats and windows, moveable roof panels, and convertible and vinyl tops.

ARR 0330
Unibody and Frame Straightening (6)

Vocational hours: 180

Classification: PSAV

Course designed to teach repairing and straightening damaged vehicles frames, front suspension alignment, and associated tasks.

BSC 0070
Anatomy and Physiology for Health Occupations (3)

Vocational hours: 45

Classification: PSAV

Anatomy and Physiology for Health Occupations is a non-lab course which essentially covers the basic elements of human anatomy and physiology. Students will learn to name, locate and describe all organs, and describe the functions of body systems and their organs.

CJK 0007
Introduction to Law Enforcement (1)

Vocational hours: 11

Classification: PSAV

This is a basic course which provides an introductory overview of the criminal justice system, ethics and criminal justice values. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJK 0008
Legal (2)

Vocational hours: 69

Classification: PSAV

This is a basic course in which the U. S. Constitutional Law and its application to public and officers are examined. Law, including evidence procedures, arrest law, search and seizure, and various statutory laws that are common to police, is studied. Various civil law applications are covered. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJK 0011
Human Issues (1)

Vocational hours: 40

Classification: PSAV

This is a basic course in which the student will be provided with information about mental retardation and mental illness and how to deal with these illnesses. The student will also be provided information concerning alcohol and substance abuse, persons with physical disabilities, dealing with the elderly population, dealing with juveniles, and crisis intervention techniques. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJK 0017
Communications (3)

Vocational hours: 79

Classification: PSAV

This is a basic course in which the student will be introduced to report writing, interviewing, taking statements, and the use of telecommunications. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJK 0020
Vehicle Operations (1)

Vocational hours: 48

Classification: PSAV

This is a basic course in which the components of the police driving environment are explored, and practical exercises on the driving range are conducted. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJK 0031C
First Aid for Criminal Justice Officers (1)

Vocational hours: 40

Classification: PSAV

This course prepares the student to apply basic first aid knowledge and techniques to emergencies.

CJK 0040
Firearms (3)

Vocational hours: 80

Classification: PSAV

This course will introduce the student in the use of firearms including handguns and shotguns. Safety procedures and ammunition use are covered in lecture format. Instruction includes the practical exercises. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJK 0051
Defensive Tactics (3)

Vocational hours: 80

Classification: PSAV

This is a basic course which includes the techniques used for an officer's personal safety and those necessary to subdue and then transport resisting individuals. The use of restraining devices, impact weapons, and pressure points are covered. In addition the student will receive instruction in the use of chemical agents, with practical exercises included. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJK 0061
Patrol I (1)

Vocational hours: 58

Classification: PSAV

This is a basic course which addresses the daily skills and techniques that are necessary for officers to do patrol tactics and respond to various types of calls. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJK 0062
Patrol II (1)

Vocational hours: 40

Classification: PSAV

This is a basic course which is a continuation of Patrol I which includes techniques that are necessary for officers to respond to various types of calls, to include criminal street gangs, extremist groups, hazmat, and bombs and weapons of mass destruction. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJK 0071
Criminal Investigations (2)

Vocational hours: 56

Classification: PSAV

This is a basic course which includes methods and skills for conducting an initial investigation of crimes against persons and property; interviewing witnesses, victims and suspects and preparing investigation reports; identifying the causes and effects of domestic violence, referral procedures; court procedures including testifying in court. The objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJK 0076
Crime Scene Investigations (1)

Vocational hours: 24

Classification: PSAV

This is a basic course which includes methods and skills for conducting a crime scene investigation, scene protection, evidence collection and handling. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJK 0082
Traffic Stops (1)

Vocational hours: 24

Classification: PSAV

This is a basic course which includes methods and skills for stopping a vehicle for violation or lawful reason, procedures for making a felony stop, and legal issues regarding traffic laws. The objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJK 0083
DUI Traffic Stops (1)

Vocational hours: 24

Classification: PSAV

This is a basic course which includes methods and skills for stopping a vehicle for a possible DUI violation, procedures for making a DUI stop and administering standardized field sobriety exercises. The objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJK 0086
Traffic Crash Investigations (1)

Vocational hours: 32

Classification: PSAV

This is a basic course in which the student will study the concepts of traffic crash investigation, scene management, and reporting procedures. The objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJK 0095
Criminal Justice Special Topics (1)

Vocational hours: 20

Classification: PSAV

This course is for students to demonstrate skills that were learned in law enforcement or corrections modules.

CJK 0096
Physical Fitness Training for Law Enforcement (2)

Vocational hours: 60

Classification: PSAV

This is a basic course in which the student will be exposed to the benefits of being physically fit and the importance of proper nutrition. The student will participate in a physical fitness training program.

CJK 0290
Crossover to Law Enforcement, Introduction and Legal (1)

Vocational hours: 48

Classification: PSAV

This course studies the importance of ethics, values and professionalism, both in an officer's personal life and in their role as law enforcement officers, as well as legal concepts. Topics include values and ethics, sexual harassment, search and seizure, lawful arrests, interrogation, elements of a crime, legal rules and concepts of evidence, probable cause affidavits, use of force, civil and criminal liability, duties and options in civil incidents and legal considerations in dealing with juveniles.

CJK 0291
Crossover to Law Enforcement, Human Interaction and Communications (2)

Vocational hours: 56

Classification: PSAV

This course studies the importance of telecommunications, human interaction, interviewing and report writing. Topics include Florida Crime Information Center/National Crime Information Center, using Mobile Data Terminals, radio procedures equipment and codes, professional behavior in a diverse society, interviewing techniques, taking statements and police report writing.

CJK 0292
Crossover to Law Enforcement, Response to Human Issues (1)

Vocational hours: 24

Classification: PSAV

This course studies the importance of responding to a crisis situation using officer safety techniques, identifying and contributing factors, and determining the appropriate crisis management intervention for resolving a crisis. Topics include crisis intervention, disability awareness, mental illness and mental retardation, responding to the elderly, responding to suicide, and substance abuse and substance identification.

CJK 0294
Crossover to Law Enforcement, Patrol II (1)

Vocational hours: 20

Classification: PSAV

This course studies the importance of the Incident Command System and the National Incident Management System as well as local emergency response plans, law enforcement duty-to-act requirements and their role as first responders, describing methamphetamine, methamphetamine users, and methamphetamine paraphernalia and chemicals, responding to a bomb threat, assessing the scene, searching and evacuating a building or suspected bomb sight, identifying weapons of mass destruction and responding to a WMD incident. Topics include ICS, HAZMAT and bombs and weapons of mass destruction.

CJK 0295
Crossover to Law Enforcement, Officer Wellness (1)

Vocational hours: 35

Classification: PSAV

This course studies the physiological and psychological importance of an officer's physical fitness and its impact on their role as law enforcement officers. Topics include cardio-respiratory endurance, muscular strength, muscular endurance, flexibility and proper nutrition.

CJK 0300
Introduction to Corrections (1)

Vocational hours: 32

Classification: PSAV

This is a basic course in which the overview of the correctional officer training program, basic criminal justice values and ethics, ways to demonstrate professionalism when interacting with others, the command structure, state and federal laws, and agency policy and procedures are studied. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJK 0305
Communications (1)

Vocational hours: 40

Classification: PSAV

This is a basic course in which practical communication skills that will assist the new correctional officer in managing and supervising inmates, giving directions, answering questions, and interacting with others in a professional and safe manner are studied. Interpersonal communications, telecommunications, interviewing, note taking, and report writing are also studied. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJK 0310
Officer Safety (.5)

Vocational hours: 16

Classification: PSAV

This is a basic course in which the knowledge and understanding of the facilities policies and procedures as well as being prepared to respond appropriately to minimize safety and security concerns are studied. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJK 0315
Facilities and Equipment (.5)

Vocational hours: 8

Classification: PSAV

This is a basic course in which the use of standard equipment used including weapons, hazardous materials, and sensitive supplies are studied. The safe and efficient operation of this equipment to provide a safe environment for all staff and inmates is also studied. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJK 0320
Intake and Release (.5)

Vocational hours: 18

Classification: PSAV

This is a basic course in which the intake and release procedures for inmates are studied. Fingerprinting, photographing and classification of inmates are also studied. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJK 0325
Supervising in a Correctional Facility (1)

Vocational hours: 40

Classification: PSAV

This is a basic course in which the care, custody, and control of inmates is studied. The development of good observation skills, practicing officer safety guidelines, and following agency policy and procedures to ensure the safe operation of the facility are also studied. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJK 0330
Supervising Special Populations (1)

Vocational hours: 20

Classification: PSAV

This is a basic course in which the supervision of special population inmates is studied. The ability of the officer to categorize, approach, and redirect these inmates to ensure officer safety and effective communication is also studied. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJK 0335
Responding to Incidents and Emergencies (.5)

Vocational hours: 16

Classification: PSAV

This is a basic course in which the officer learns to apply knowledge, training, and reasonable judgment to assure the safety and security of all persons at the facility during an emergency. The officer's ability to recognize signs that an incident could develop into an emergency and how to appropriately respond to different types of emergencies is also discussed. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJK 0340
Officer Wellness and Physical Abilities (1)

Vocational hours: 30

Classification: PSAV

This is a basic course in which physical fitness and wellness is studied. The student will also be required to be physically evaluated using the physical fitness standards. Objectives are addressed as specified by the Criminal Justice Standards and Training Commission.

CJK 0392
Crossover Handgun Transition Course (1)

Vocational hours: 24

Classification: PSAV

This course provides training and transitions students from the use of a semiautomatic handgun to a revolver, or vice versa. Students must demonstrate proficiency for both handgun daytime and handgun nighttime. Topics include safe weapon handling, identification of weapons parts and ammunition, drawing and holstering, loading and unloading, basic shooting principles, weapon handling proficiency and proper intervention of weapon malfunctions.

CJK 0393
Crossover Program Updates (1)

Vocational hours: 8

Classification: PSAV

This course provides updated content from the applicable basic recruit training program. It is designed to deliver expanded or updated instruction on curriculum topics contained in the crossover program.

CJK 0422
Dart Firing Stun Gun (1)

Vocational hours: 8

Classification: PSAV

This is a basic course which will provide an introductory overview of the history, nomenclature, maintenance, care and storage of the dart-firing stun gun. The student will receive instruction on the deployment options and the proper verbal skill to de-escalate a situation.

PMT 0102
Introduction to Welding (4)

Vocational hours: 120

Classification: PSAV

An introduction to metal, industrial practices and procedures, various testing techniques, arc welding in the flat position, using various thickness of metal. Includes structure of the welding program and history of welding with emphasis on shop safety, welding safety, and oxyacetylene safety. Course also covers blueprint reading for welders. (4 vocational credits/120 clock hours)

PMT 0111
Oxyacetylene Welding (4)

Vocational hours: 120

Classification: PSAV

Course covers brazing, soldering, metalizing, and welding steel with the oxyacetylene torch; cutting steel of all thickness with oxy fuel equipment; plasma cutting process; and welding theory. (4 vocational credits/120 clock hours)

PMT 0121
Shielded Metal Arc Welding (4)

Vocational hours: 120

Classification: PSAV

Course covers welding processes, safety and terminology, electric welding in horizontal, vertical and overhead positions, using various thickness of metal and joint design. May be repeated for credit. (4 vocational credits/120 clock hours)

PMT 0131
Gas Tungsten Arc Welding (3)

Vocational hours: 90

Classification: PSAV

A course in the fundamentals of tungsten inert gas welding including setup and adjustment of the TIG welding machine, selection of proper tungsten electrodes, selection of filler metals, use of various shielding gases, practical experience in TIG welding basic welded joints on stainless and mild carbon steel, aluminum sheet and casting, and magnesium casting. (3 vocational credits/90 clock hours)

PMT 0134
Gas Metal Arc Welding (4)

Vocational hours: 120

Classification: PSAV

Introduction to metallic inert gas welding. Emphasizes the principles involved in the operating of MIG equipment. Covers MIG welding of steel and aluminum. (4 vocational credits/120 clock hours)

PMT 0161
Pipe Welding (3)

Vocational hours: 90

Classification: PSAV

This course teaches the student to fabricate and weld pipe joints and to perform fabrication using welding skills. The student will develop proficiency in welding pipes in all positions. This course may be repeated for credit. (3 vocational credits/90 clock hours)

PMT 0930L
Welding Skills Development Lab (2)

Vocational hours: 60

Classification: PSAV

This course allows students to acquire hands-on experience in a laboratory setting. It includes welding skill development in oxyacetylene welding, flux cored arc welding, shielded metal arc welding, gas metal arc welding and gas tungsten arc welding. This course may be repeated for credit. (2 vocational credits/60 clock hours)

SLS 0341
Successful Employment Techniques (3)

Vocational hours: 90

Classification: PSAV

This course is structured to enhance employability skills necessary for successful employment. It includes nontechnical, cross-occupational competency study related to getting and keeping a job.

STS 0003
Introduction to Surgical Technology (17)

Vocational hours: 510

Classification: PSAV

Acceptance to the Surgical Technology program and current CPR/BLS certification are required. The student will be introduced to the school's program, philosophy, and requirements. Interpersonal relationship techniques, medical terminology, and weights and measures are stressed. An understanding and appreciation for the role of a surgical technologist in the operating room, delivery room and related areas will be obtained. The student will be introduced to self, professional and workplace management skills. The student will become aware of the surgery patient's total needs and patient care concepts ethically, morally, legally for the surgical patients: physical, social, psychological, and spiritual. Surgical consent, pre-operative routine, and laboratory reports are covered and the student learns to interpret these reports. Pharmacology and principles of anesthesia administrations are stressed, with emphasis on the care and handling of drugs and solutions used in surgery, pre-operative meds, side effects, drug reactions and emergency measures used to counteract these reactions. The individuality and uniqueness of each patient is discussed. The student will learn to understand and use surgical skills in the peri-operative environment, including principles of aseptic technique and sterile technique. The student will identify, demonstrate care, assembly and handling of instruments, specialty equipment, and supplies used in the operating room. The student will also learn to set up a basic mayo stand, back table, and perform skills as a team member during skills lab practice. The student will learn the techniques and processes involved with sterile processing and decontamination of instruments, supplies, equipment, and the OR environment. All-hazard preparation is covered including preparation and planning, detection and communication, incident management and support systems, safety and security,

clinical/public health assessment and intervention, contingency, recovery, and public health law and ethics when dealing with disasters. After successful completion of 240 hours and passing an instrumentation test, the student will have demonstrated an occupational completion point of Central Supply Technician. Students must also pass a skills performance test to successfully complete this course. The student will also understand and use principles of sanitation, sterilization and disinfection. Laboratory practice is an integral part of this course. The student will obtain a basic understanding of anatomy, physiology and pathophysiology. Introduction to the structure and function of the body, anatomical positions and planes of the body, systems of the body and their interrelationships are studied. Principles of pathology and reaction of injury and pathogenesis of disease are discussed. Introduction to microbiology, the infectious process, body defenses against disease and wound healing are studied. Microorganisms as agents of disease and host-parasite are studied as they apply to the practice of surgery. Maintenance of health and prevention of disease are emphasized. The student will obtain clinical experience in the surgical environment. Students will actively participate as a scrub person during surgical procedures. Emphasis is on skills development learned in skills laboratory.

STS 0810
Surgical Technology I (18)

Vocational hours: 550

Prerequisite: STS 0003

Classification: PSAV

Satisfactory clinical evaluation in STS 0003, current CPR/BLS certification and OSHA/AIDS/Bloodborne Pathogens/TB/Infection Control and Biohazardous Waste Certificate are required. This course focuses on expanding the basic principles from STS 0003 to include specific patient preparation as related to each specialty. Information is obtained on operative procedures, pathology that indicates surgical intervention, methods of anesthesia, different types of incisions, special equipment, instruments and supplies. Also covered are diagnostic procedures and complications of each surgical procedure, and information associated with emergency situations and radiation. Information is obtained and discussed on employability skills. This course is designed to provide the student with standard level of competency in the clinical areas. Clinical practice is coordinated with didactic content. The student will demonstrate learned skills and practice safety in the operating room while scrubbing, assist circulating and second assisting in the following specialty areas: general surgery, obstetrics and gynecology, gastrointestinal, genitourinary, otorhinolaryngology, ophthalmology, orthopedic, plastic, oral, dental, maxillofacial, thoracic, peripheral vascular, cardiovascular, neurosurgery, pediatric, endoscopic, laser and transplant. The student will scrub in the first or second role as defined by the sixth edition core curriculum for Surgical Technology in a minimum of 120 surgical cases. Of the 120 surgical cases, 30 must be in general surgery with 20 of those cases having the student scrub in the first role; the remaining 90 surgical cases will be in various specialties with 60 of those cases having the student scrub in the first role.

STS 0820
Surgical Technology II (9)

Vocational hours: 270

Prerequisite: STS 0810

Classification: PSAV

Satisfactory clinical evaluation in STS 0810, current CPR/BLS certification and OSHA/AIDS/Bloodborne Pathogens/TB/Infection Control and Biohazardous Waste Certificate are required. This course focuses on continuance of surgical theory from STS 0810. The basic concepts of information technology including computers, physics, LASERs and electricity are taught.The principles and techniques of robotic surgery are introduced and discussed. Endoscopic (MIS or MAS) procedures are explored in greater depth. This course provides study of special problems which coordinate with the individual needs of students relating to trauma, death, transplants, and procurements. Preparation and review for the National Certification Exam will be covered. Clinical supervised practice is an integral part of this course. The student will complete the process of having scrubbed in the first or second role as defined by the sixth edition core curriculum for Surgical Technology in a minimum of 120 surgical cases. Students will be able to demonstrate competent, entry level clinical skills for employment. At the completion of the program, the student will have reached the occupation completion point, OCP, of surgical technologist. With successful completion of the program and passing of the National Certification Exam on the final week of class; the graduate will earn the title of Certified Surgical Technologist.

TRA 0081
Commercial Vehicle Driving (11)

Vocational hours: 320

Classification: PSAV

The purpose of this program is to prepare students for employment as tractor trailer/truck drivers. This program also provides supplemental training for persons previously or currently employed in these occupations. The course content includes operation of large semi-truck tractor vehicles, loading and unloading cargo, reporting delays or accidents on the road, verifying load against shipping papers, record keeping, and federal and state motor carrier and safety regulations. Note: Students entering this program must exhibit a safe driving record, be at least 21 years of age, and comply with state and federal licensing requirements. Applicants must pass the Florida Department of Transportation physical and drug screening.

Baccalaureate-Level Courses

ACG 3024
Accounting for Nonfinancial Majors (3)

Prerequisite: MAC 1105 or higher, or a CLM score of at least 40

Classification: Baccalaureate

This course addresses the use of accounting information by nonfinancial managers. Emphasis is placed on the interpretation of accounting information and the language of financial accounting to effectively participate in activities such as planning, investment, control, and managerial decision-making.

AEB 3015
Economic Development and Growth in Agribusiness (3)

Classification: Baccalaureate

This course emphasizes the role of agriculture and economics. The topics include the hows and whys of their influence on food prices and the world food situation, the environment, natural resources and government policy, and economic issues, including inflation and money.

AEB 3146
Financial Planning for Agribusiness (3)

Classification: Baccalaureate

This course is an introduction to basic financial and managerial decision-making for small agribusinesses.

AEB 3300
Agribusiness Marketing and Sales (3)

Classification: Baccalaureate

This course is an examination of agricultural and food marketing from both a system and individual firm perspective. Problems and issues associated with marketing functions and institutions at the industry level and with objectives and strategies of farms and agribusiness firms which market agricultural commodities and food products are explored.

AEB 3933
Special Topics: Applied Crop and Plant Production (1)

Classification: Baccalaureate

This course covers the current trends of crop and plant production, especially in regard to land management and biotechnology. Crop production and plant science produce products for direct human consumption, indirect human consumption through animals or for visual benefit.

AEB 4223
Agricultural Policy and Regulations (3)

Classification: Baccalaureate

This course helps develop an understanding of the basic concepts of common and statutory law. Topics include identity of current legal issues of importance at the personal and professional level; developing an understanding of risk and the solutions for managing risk; relating the concepts of risk management and law in limiting exposure to legal liability.

AOM 3073
Safety in Agriculture (3)

Classification: Baccalaureate

This course identifies safety concepts, principles, practices, rules and regulations as they relate to agriculture. Learning objectives include developing and conducting safety programs. Conducting safety inspections and accident investigations are other aspects of the course.

AOM 4015
Agricultural Operations and Systems (3)

Classification: Baccalaureate

This course examines the agricultural operations management, combines emerging technologies with business principles to improve the environment, agricultural production, technical sales and the constructed environment of facilities and operations.

ASG 3930
Special Topics: Applied Animal Industries – Equine (1)

Classification: Baccalaureate

While not classified as farm animals, horses contribute significantly to agricultural enterprises, through open space preservation, animal feed production, veterinary services and farm equipment. This course covers the current trends and topics relevant to the equine industry. Relevant and controversial topics such as unwanted horses, reproductive biotechnology, direct and indirect economic impact, and ethical use of horses are relevant and controversial subjects that will be discussed in this course.

ASG 3931
Special Topics: Applied Animal Industries – Food Animal Production (1)

Classification: Baccalaureate

Food producing animal species provide milk, eggs and meat for human nutrition. This course covers the current trends in the beef cattle, dairy cattle, poultry, swine and aquaculture industries. Topics such as food safety, animal welfare, resource needs, economic development and biotechnology will be discussed.

BUL 3130
The Legal and Ethical Environment of Business (3)

Prerequisite: BUL 2241

Classification: Baccalaureate

This course explores the legal and ethical environments of business. Emphasis is placed on the legal and ethical responsibilities to both external and internal groups in business. Topics include the legal, ethical and judicial environment, business and the Constitution, business torts, contracts, and employment law.

CGS 4854
Website Administration (3)

Classification: Baccalaureate

This course will cover the installation of Windows and Linux servers, the installation, configuration, and administration of Internet information services (IIS) and Apache Web server, Microsoft SQL server and MYSQL database management systems, and the Microsoft Exchange Server, and sending email.

CJL 3510
Prosecution and Adjudication (3)

Classification: Baccalaureate

This course is an examination of the structure and process involved in the prosecution, adjudication and sentencing of criminal defendants. The exercise of prosecutorial and judicial discretion is analyzed, with emphasis placed on understanding the influence of legal, organizational and environmental contexts on decision-making.

COM 3120
Organizational Communications (3)

Classification: Baccalaureate

This course will examine the process of communication within organizations. The topics of message dissemination, interpersonal communication, work group interaction, and nonverbal communication will be analyzed as to their impact on individuals and the organization. Emphasis will be placed on practical application techniques for diagnosing and resolving organizational communication problems. This course will also have a major writing requirement focusing on practical business writing techniques.

COP 3375
Advanced Programming Concepts (3)

Prerequisite: COP 1030 and CGS 1100

Classification: Baccalaureate

This hands-on class will teach students the basic concepts of an object-oriented programming language using a programming language such as python. Students will learn to create interactive programs using lists, dictionaries and tuples. Students will learn more advanced techniques of working with files. Finally students will learn about object oriented programming by manipulating functions and methods within object classes.

COP 3834
Web IS Programming (3)

Prerequisite: CGS 1100 and CGS 1820

Classification: Baccalaureate

This course will introduce students to server-side programming and covers the fundamentals of programming with the PHP language. The student will learn to access a MySQL database to create dynamic web pages and applications using HTML, CSS, javascript, PHP and SQL in connection with a MySQL database.

DSC 3079
Foundations of Public Safety (3)

Classification: Baccalaureate

This course emphasizes the importance of effective emergency communications ranging from a conflict to communications during a catastrophic event including reporting, writing, radio and alternative communications technologies, as well as effective public communications.

DSC 3215
Emergency Planning (3)

Prerequisite: DSC 1212

Classification: Baccalaureate

This course studies the process and implementation of comprehensive emergency management plans for incident management continuity of operations for all levels of government and all sectors of the community.

DSC 4013
Capstone Thesis Project in Public Safety (6)

Classification: Baccalaureate

This course focuses on the integration of knowledge, skills and abilities learned in the program through a capstone project. To be taken during the last semester of the program.

DSC 4226
National Incident Management (3)

Classification: Baccalaureate

This course examines the standards and requirements for full implementation of National Incident Management standards and the development of National Response Plans.

DSC 4755
National Security (3)

Classification: Baccalaureate

Examination and discussion of all aspects of national security and how strategic issues affect public safety administration and operations. Topics include national security preparedness, terrorism and counter-terrorism, critical infrastructure, disaster management and strategic communications for local and regional governments.

DSC 4931
Selected Topics in Public Safety (3)

Classification: Baccalaureate

This course provides advanced students an opportunity to examine current issues and themes in public safety administration.

EDG 4410
Classroom Management and Child Guidance (3)

Prerequisite: EEC 4404 and EEX 4231 and LAE 4416 and EEC 4624 and EDF 2085 and EDP 4503 and EEC 3400 and EDF 2005 and EEC 4219 and EEX 4201 and EEC 4301 and EME 2040

Corequisite: EEC 4940

Classification: Baccalaureate

This course examines classroom management as the interrelationship of appropriate curricula, methods, materials, student behavior, and the Teacher Behavior Continuum. Students in this course will examine appropriate and developmentally sensitive strategies for managing behavior in typically and atypically developing children ages 3 to 8 years old. In addition to class meetings, a minimum of 10 hours in an age-3 to grade-12 setting is required. This is a Florida ESOL endorsement (2010) infused class.

EDP 4503
Assessment, Evaluation and Diagnosis of the Young Child (3)

Prerequisite: EME 2040 and EDF 2005 and EDF 2085

Corequisite: EEX 4231

Classification: Baccalaureate

Students in this course will be introduced to a philosophic overview of the assessment process, including reading assessment, transdisciplinary assessment teams and provisions for appropriate information gathering techniques (formal and informal) which include the construction, selection, interpretation and evaluation of diagnostic instruments. The role of technology in testing and record maintenance will be discussed. Teachers will understand how to select and administer appropriate assessments and analyze data to inform reading instruction to meet the needs of all students. Teachers will engage in the systematic problem-solving process. In addition to class meetings, a minimum of 10 hours in an age-3 to grade-12 setting is required. This is an ESOL (2010) infused class, and satisfies Florida Reading Endorsement (2011) Competency Three (Foundations of Assessment).

EEC 3400
Family Literacy and Young Children (3)

Prerequisite: EME 2040 and EDF 2005 and EDF 2085

Classification: Baccalaureate

Students in this course will learn how to work with families and practice how to use materials in the home and community environment to foster development and the acquisition of disciplinary literacy skills. Students will engage in the systematic problem-solving process as they scaffold learning by applying the principles of research-based reading instruction and integrating the six components of reading across disciplines. In addition to class meetings, a minimum of 10 hours of field experience in a diverse clinical setting are required. Successful completion of this course is a grade of C or better. This is a Florida ESOL (2010) endorsement infused class. This course includes field experience at the Webber Gallery.

EEC 4219
Integrated Math and Science for Young Children (3)

Prerequisite: EME 2040 and EDF 2085 and EDF 2005

Classification: Baccalaureate

Students will focus on instruction and integration of mathematics and science content and methodology in the areas of emergent numeracy and mathematical and scientific principles. Students will scaffold student learning and engage in the systematic problem-solving process through disciplinary literacy by applying the principles of research-based reading instruction, integrating the six components of reading; and differentiate process, product and context. In addition to class meetings, a minimum of 15 hours of field experience in a diverse age-3 to grade-12 setting is required. Successful completion of this course is a grade of C or better. This course satisfies Florida Reading Endorsement (2011) Competency Four (Foundations and Applications of Differentiated Instruction) and is an ESOL (2010) infused course.

EEC 4301
Cognitive Experiences for Young Children (3)

Prerequisite: EME 2040 and EDF 2005 and EDF 2085

Corequisite: LAE 4416

Classification: Baccalaureate

Students will identify developmentally appropriate and integrated content and methodology in the area of emergent numeracy and mathematical thinking; physical development; science; social studies; the arts; and emergent and beginning literacy, developing substantive understanding of six components of reading as a process. Disciplinary texts and developmentally appropriate methods, materials, activities and assessment for each area will be introduced through practical applications and strategies that are based on current research. In addition to class meetings, a minimum of 10 hours of field experience in a diverse age-3 to grade-3 setting is required. Successful completion of this course is a grade of C or better. This course satisfies Florida Reading Endorsement (2011) Competency One and is a Florida ESOL (2010) endorsement infused class.

EEC 4404
Relations Across Family, School and Community (3)

Prerequisite: EME 2040 and EDF 2085 and EDF 2005

Classification: Baccalaureate

Students in this course will engage in the systematic problem-solving process as they study how to promote maximum growth and psychological safety of young children. Emphasis is placed on the indicators and procedures to ameliorate child abuse and neglect; social systems; and the supports to families to increase their child's reading skills. Sources of community support and resources to support prevention and family strength will be highlighted. Students will examine information that can create a vital link among school, community, and home in our multi-ethnic society. In addition to class meetings, a minimum of 10 hours of field experience in a diverse age-3 to grade-3 setting is required. This is a Florida ESOL (2010) endorsement infused class.

EEC 4624
Creative and Effective Experiences for Young Children (3)

Prerequisite: EME 2040 and EDF 2005 and EDF 2085

Classification: Baccalaureate

Students will select, create, organize and use materials, activities and environments that support developmentally appropriate practices. These practices will include arrangement of class environment, learning through play, facilitation of learning through technology, discovery learning and problem-solving, creative expression, and developing the abilities of all children to be reflective thinkers and lifelong learners. Teachers will have a broad knowledge of students from differing profiles in order to understand and apply research-based instructional practices by differentiating process, product and context. Teachers will engage in the systematic problem-solving process. In addition to class meetings, a minimum of 10 hours of observation and participation in a diverse age-3 to grade-3 setting are required. Successful completion of this course is a grade of C or better. This is a Florida ESOL (2010) endorsement infused class.

EEC 4940
Internship in Early Childhood (6)

Prerequisite: EEC 4301 and LAE 4416 and EME 2040 and EEC 4404 and EDF 2085 and EDF 2005 and EDP 4503 and EEC 4624 and EEC 3400 and EEC 4219 and EEX 4201

Corequisite: EDG 4410

Classification: Baccalaureate

This course offers a comprehensive review and practical application of educational philosophy, methods, and strategy through a 10-week full-time internship in a diverse setting where students implement all learned competencies and skills and the Florida Educator Accomplished Practices. This is a Florida ESOL (2010) infused class and satisfies Florida Reading Endorsement (2011) Competency Five (Demonstration of Accomplishment).

EEX 4201
Young Children with Special Needs (3)

Prerequisite: EME 2040 and EDF 2085 and EDF 2005

Classification: Baccalaureate

This course will guide students in determining a child's developmental readiness, learning styles and social-emotional needs. The history of exceptional education will be explored in conjunction with the educational and social issues relative to the field. Students will learn ways of adapting the classroom to meet the needs of children who have special requirements and will explore collaborative community services to meet the special needs of all children and their families. Students will have a broad knowledge of students from differing profiles in order to understand and apply research-based instructional practices by differentiating process, product and context. Students will engage in the systematic problem-solving process. In addition to class meetings, a minimum of 10 hours of field experience in a diverse age-3 to grade-3 setting are required. This is a Florida ESOL (2010) infused class.

EEX 4231
Assessing the Progress of Young Children with Special Needs (3)

Prerequisite: EDF 2085 and EME 2040 and EDF 2005

Corequisite: EDP 4503

Classification: Baccalaureate

This course will familiarize students to methods and instruments to assess young children with exceptionalities. Students learn to use assessment data to plan interventions and instruction. Topics include formal and informal evaluation techniques, as well as the interpretation, application and communication of results. The role of technology in testing, record maintenance and composition of IEP/IFPS will be discussed/modeled. Teachers will understand how to select and administer appropriate assessments and analyze data to inform reading instruction to meet the needs of all students. Teachers will engage in the systematic problem-solving process. In addition to class meetings, a minimum of 10 hours of observation and participation in a diverse age-3 to grade-3 setting is required. Successful completion of this course is a grade of C or better. This is a Florida ESOL (2010) endorsement infused class.

ENT 4003
Principles of Entrepreneurship (3)

Classification: Baccalaureate

This course provides an overview of the multiple elements associated with starting and operating a small business. There will be a wide range of fundamentals covered, including identifying needs of the marketplace, researching and assessing market opportunities, identifying and analyzing risk, creating a value proposition, designing an introductory marketing platform, obtaining financing, cash flow strategies, operating a small business, growing a small business and relevant best practices.

GEB 4891
Strategic Management and Decision Making (3)

Classification: Baccalaureate

This course teaches strategic planning and strategy implementation in an organization. Students learn how to perform internal and external audits, identify problems, and formulate goals and objectives, develop action plans, and evaluate the effectiveness of the plan. Case studies are used to develop decision-making abilities.

HSA 3111
Survey of American Health Care Systems (3)

Classification: Baccalaureate

An overview of American health care systems that includes an historical perspective of their growth and development, and an assessment and analysis of their current status and future prospects. It provides a basic understanding of diverse and complex subsystems; respective professional and allied health roles; conflicts and contributions in the political, legislative and economic domains, and their complex interdependencies.

HSA 3170
Health Care Financial Management (3)

Prerequisite: HSA 3111

Classification: Baccalaureate

For nonfinancial managers who need basic knowledge of financial management and health care finance, and also serves as an introductory course for those who will be more directly involved in the financial aspects of health care. It includes an overall explanation of financial accounting terminology and how it works, review of financial reports (e.g., income statements, balance sheets, budgets, subsidiary ledgers and cost reports), and the managerial component that is necessary for everyday management in a health care setting. The course uses actual examples from hospitals, long-term care facilities and home health agencies as well as case studies to prepare students to read, analyze, understand and use financial statements and budgets.

HSA 3340
Human Resource Management for Health Care (3)

Prerequisite: HSA 3111

Classification: Baccalaureate

Emphasizes principles, methods and procedures in human resource management and labor relations. Topics include job analysis, job description, employee motivations, performance appraisal, as well as coverage of the various personnel functions and the nature of union management relations as they evolve within the business organization. Internet access required.

HSA 4110
Management Foundations for Health Care Administration (3)

Prerequisite: HSA 3111

Classification: Baccalaureate

Integrates the current thinking about the management of health care organizations. It is a multidisciplinary approach covering leadership, motivation, work design, power, influence and organizational change.

HSA 4421
Policy and Legal Aspects of Health Care (3)

Prerequisite: HSA 3111

Classification: Baccalaureate

Provides an introduction to law and the legal process as it relates to health administration. It includes areas of public accountability; liability and health care providers; rights of patients; and administrative and business law for health care organizations.

HSA 4922
Health Care Management Practicum (3)

Prerequisite: HSA 3340 and HSA 3111 and HSA 3170 and HSA 4110 and HSC 3652 and HSA 4421

Classification: Baccalaureate

Requires that the student synthesize and integrate the knowledge gained through the health care administration curriculum. May include a practicum, project, and/or critical review of current literature for written and oral presentation.

HSC 3652
Health Care Ethics (3)

Prerequisite: HSA 3111

Classification: Baccalaureate

Addresses the application of ethics to various components of the health care delivery system, including health care providers as well as administration in institutions. It discusses codes of ethics and handling of ethical problems.

ISM 3011
Introduction to Information Systems Management (3)

Prerequisite: CGS 1100

Classification: Baccalaureate

This course provides an introduction to the use of information technology in the business environment. The language, concepts, structures, processes involved in management of information systems will be discussed. This course will have an applications component where software will be used to support managerial decision-making.

ISM 3113
Applied Systems Analysis (3)

Prerequisite: CGS 2540 and CGS 1100

Classification: Baccalaureate

The course introduces fundamental concepts and methods related to the management of information systems in organizations.

ISM 3321
Cyber Security Fundamentals (3)

Prerequisite: CTS 2120 and CGS 1100

Classification: Baccalaureate

This course will increase the knowledge and awareness of cyber security as it relates to the growing danger of attacks on digital information. The content of the course focuses on the design and maintenance of security plans and programs which define what security measures are important for an organization and the essential procedures for implementation.

ISM 3930
Special Topics in Management Information Systems (1)

Prerequisite: CGS 1100

Classification: Baccalaureate

This course covers the fundamental knowledge areas related to successful project management, security and emerging technologies. Topics include project selection and initial work breakdown structure and scope management, scheduling, budgeting and cost analysis, quality control, project communication plans, project risk analysis, resource leveling and procurement issues. Students will take the course three times to cover all topics.

ISM 4212
Database Management Systems (3)

Prerequisite: CGS 2540 and CGS 1100

Classification: Baccalaureate

This course discusses the fundamentals and application of database management in the management of information systems.

ISM 4233
Information Systems Interface Design (Visual Basic) (3)

Prerequisite: CGS 1100 and COP 1332

Classification: Baccalaureate

Fundamental concepts of human perception and cognition are studied in order to develop effective human-computer interfaces. Various types of interfaces are examined. Students will develop human-computer interfaces via state-of-the-art development language and systems.

ISM 4314
IT Project Management (3)

Prerequisite: CGS 1100

Classification: Baccalaureate

This course intends to build on introductory project management skills to form a solid grounding in the nine project management knowledge areas and five process groups as detailed by the Project Management Body of Knowledge. This industry independent learning within the project arena includes the following topics: initiating, planning, executing, monitoring and controlling, closing, integration management, scope management, time management, cost management, quality management, human resource management, communication management, risk management and procurement management. Cost, scope, quality and procurement receive special emphasis in this course. Students will align the topics to strive for the attainment of project objectives within the agreed limits of resources.

ISM 4382
Global Information System (3)

Prerequisite: CGS 2557 and CGS 1100

Classification: Baccalaureate

This course presents the role of information technology in global business organization systems to enable global operations.

LAE 4416
Children's Literature for Educators (3)

Prerequisite: EDF 2005 and EME 2040 and EDF 2085

Corequisite: EEC 4301

Classification: Baccalaureate

This course examines content and teaching strategies for teaching reading through the use of children's literature. Emphasis is on the identification of high-quality literature and the development of disciplinary literacy. Students will learn to scaffold student learning by applying the principles of research-based reading instruction and integrating the six components of reading. Students will engage in the systematic problem-solving and will plan for multilevel classrooms with learners from diverse backgrounds using researched based strategies aligned to standards. In addition to class meetings, a minimum of 10 hours of field experience in a diverse age-3 to grade-12 setting are required. Successful completion of this course is a grade of C or better. This is an ESOL (2010) infused class, and satisfies Florida Reading Endorsement (2011) Competency Two (Application of Research-Based Instructional Practices).

MAN 3240
Applied Organizational Behavior (3)

Classification: Baccalaureate

This course is a study of individual and group behavior in organizations. Students will develop an understanding of how organizations can be managed more effectively. Course content includes motivation, group dynamics, conflict resolution, goal-setting and rewards, job design, work stress, power/politics, and organizational change and development.

MAN 3303
Management and Leadership (3)

Classification: Baccalaureate

This course presents the basic concepts, principles and techniques of business leadership. Emphasis will be on the student developing a solid leadership foundation while entering them in the real themes, demands, and opportunities of an evolving and dynamic business workplace. This course will incorporate basic leadership skill development as it relates to the core aspects of management practice.

MAN 3860
Nonprofit Organizational Management (3)

Classification: Baccalaureate

This course will provide the student with an introduction to the principles of philanthropy and the history of the creation of not-for-profit organizations. Attention will be given to strategic planning as an essential executive management tool for the growth and survival of not-for-profit organizations. This includes the understanding of the purpose of a strong mission and vision statement. Also, students will be introduced to the role of a board of trustees and the importance of volunteer management. Attention will also be given to the executive manager's role in evaluating, setting and implementing financial goals for the organization's sustainability. This course includes a brief introduction to the most common types of fund development plans.

MAN 4162
Customer Relations for Managers (3)

Classification: Baccalaureate

This course examines relationship building for all customers of an organization. The impact of culture and diversity on business relationships, successful negotiation strategies, and promotion of the organization through media relations are discussed.

MAN 4301
Human Resource Management (3)

Classification: Baccalaureate

This course is a study of the functions of human resource management including recruitment, selection, benefits and compensation, performance evaluation, development of employees, and formulation of human resource procedures. The strategic role of human resources and current issues will be discussed.

MAN 4900
Capstone in Organizational Management (3)

Classification: Baccalaureate

This course teaches the integration of knowledge, skills and abilities learned in the Organizational Management program through a capstone project.

MAN 4940
Internship in Business and Organizational Management (3)

Classification: Baccalaureate

Field experiences that provide practical applications in appropriate work settings are the focus of this course. Internships require a time commitment equivalent to full-time employment, with credit allotted on the basis of one credit hour for each week of full-time involvement.

MAR 3802
Marketing for Managers (3)

Classification: Baccalaureate

This course helps develop the marketing knowledge and skills necessary for the successful manager of a technology organization. Students will understand marketing concepts, including the development of and execution of a marketing strategy. The course focuses on business-to-business and business-to-government marketing as well as the marketing of services.

Directory

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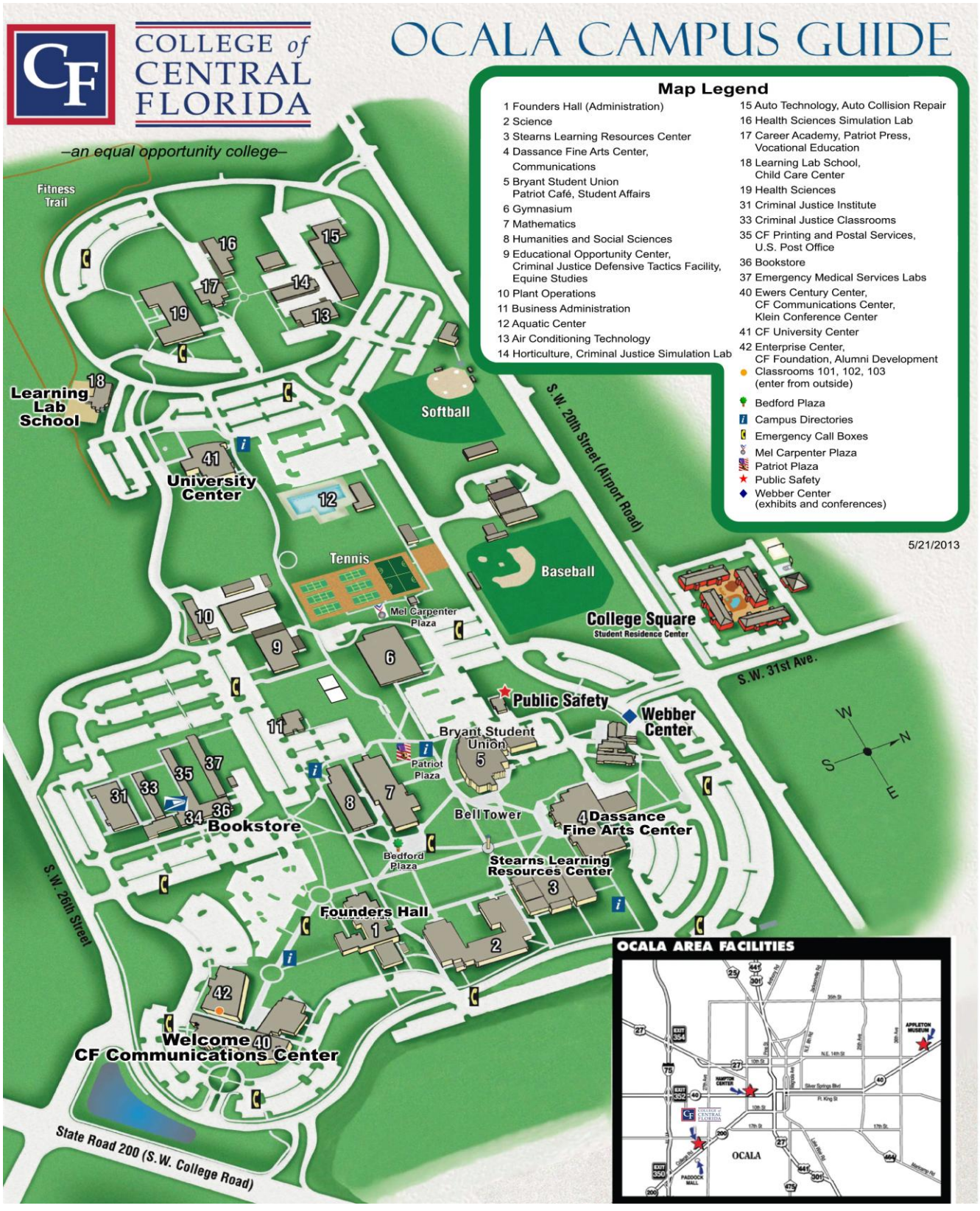
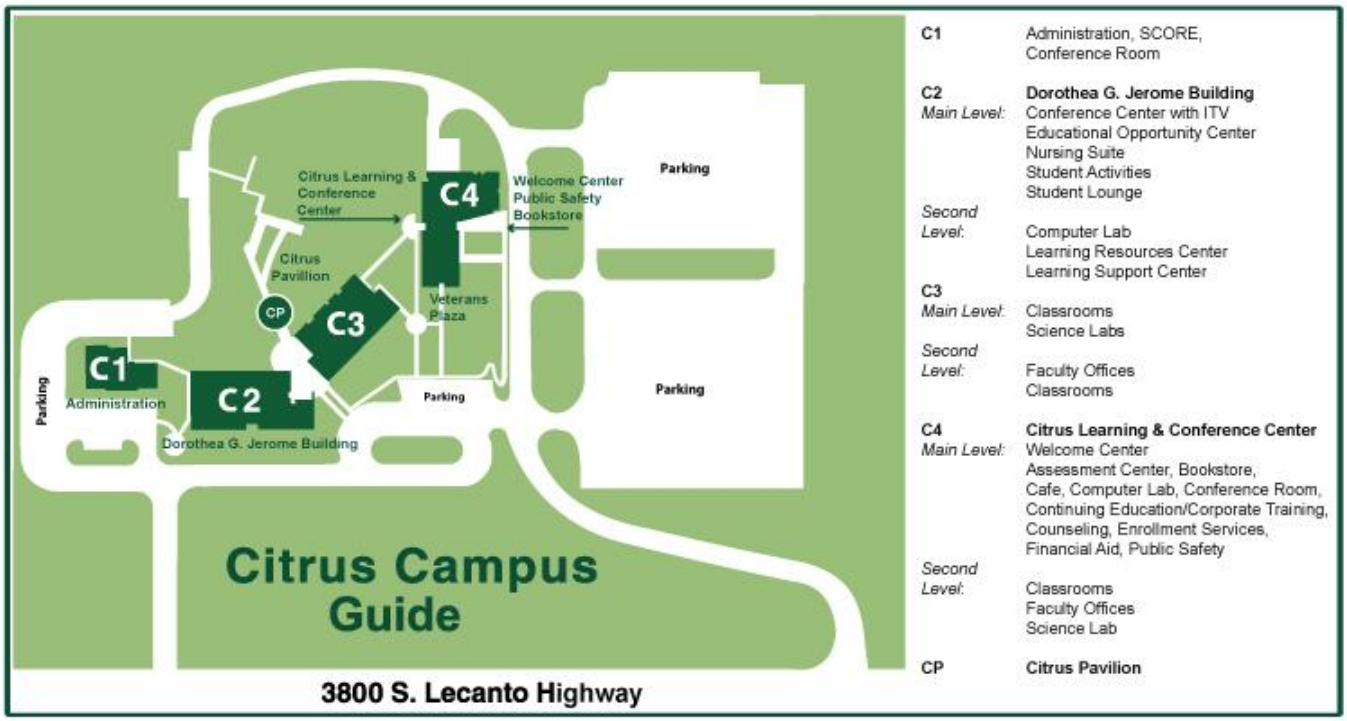
Ocala Campus Map



Citrus Campus Map



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