

2022-2023



# COLLEGE CATALOG

CATALOG.CF.EDU



COLLEGE of  
CENTRAL  
FLORIDA

—an equal opportunity college—

# COLLEGE OF CENTRAL FLORIDA

## 2022-2023

## CATALOG

**Wilton Simpson Citrus Campus**

3800 S. Lecanto Highway  
Lecanto, FL 34461-9026  
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Fax: 352-249-1218

**Ocala Campus**

3001 S.W. College Road  
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352-873-5800  
Fax: 352-291-4450

**Jack Wilkinson Levy Campus**

15390 N.W. Highway 19  
Chiefland, FL 32626  
352-658-4077

**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

**Vintage Farm Campus**

4020 S.E. Third Ave.  
Ocala, FL 34480-4708  
352-873-5800  
Fax: 352-291-4450

MEMBER OF



<http://www.CF.edu>



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# About College of Central Florida

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## Mission Statement

We transform lives and enrich our community by providing a supportive, high-quality learning environment that prepares individuals to excel in work and life.

## Vision Statement

Your first choice for quality higher education.

## Values

### We Empower

- Cultivating individual and collective strength, value and responsibility
- Creating a caring and collaborative culture where faculty and staff are committed to the success of all
- Supporting each individual's potential and growth

### We Engage

- Being a responsive partner, fully focused on the success of our students, faculty, staff and community
- Taking initiative to achieve positive results
- Taking action to connect, learn and grow with the institution

### We Excel

- Delivering high-quality learning experiences
- Committing to the highest standards of education, service, accountability and organizational performance
- Leading with service excellence

## District Board of Trustees

Joyce Brancato  
Russell Branson, Vice Chair  
Robert Durrance  
William Edgar, Chair

## President's Message



I am delighted to welcome you to the 2022-2023 academic year. Congratulations on your decision to pursue higher education as a Patriot! Whether you are new or a returning student, we are invested in you and your future.

At CF, we are committed to your success, both academically and personally. We will help you get where you're going - whether it's into a high-skill, high-wage career or continuing your education. If you're like 95% of our graduates, you'll be working in your field or continuing your studies for an advanced degree within a year after graduation from CF. And, keep in mind that students who earn an associate degree can pursue a bachelor's degree at CF or seamlessly transfer to a state university.

We understand that our students juggle multiple demands on their time and finances. That's why keeping tuition costs low and offering a flexible class schedule are top priorities for us. In 2021-2022, about \$14 million was disbursed to students in grants, scholarships and other financial assistance, and we're proud of the fact that two-thirds of CF graduates leave the college with no student loan debt. We strive to continue our top ranking in the U.S. for quality and affordability.

Dr. Martin Luther King Jr. once said, "Intelligence plus character, that is the goal of true education." And there's way more to CF than just a formal education! I encourage you to get to know your fellow students and learn from their differences. You'll find many opportunities in person and virtually. We have events scheduled throughout the semester and clubs and organizations to help you build your network of connections. Whether you join a student organization to grow your leadership abilities or volunteer for service opportunities to make an impact, you will create lasting friendships and memories.

Thank you for making CF your first choice for quality higher education. On behalf of the District Board of Trustees, faculty and staff, we all wish you a happy and successful 2022-2023 academic year!

A handwritten signature in black ink, appearing to read "J. Henningsen".

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



# College Calendar

## Fall 2022

Class Schedule Available on the Web	March 21
Priority Registration - 40+ credits	April 4
Priority Registration - 20+ credits	April 11
Priority Registration - 10+ credits	April 18
Priority Registration - 1+ credits	May 2
Surgical Technology Application Deadline	June 1
Priority Registration - 0+ credits	June 6
Dual Enrollment - Application Deadline	July 31
Dual Enrollment - Registration Cutoff	Aug. 7

## Fall C (Aug. 15-Dec. 8)

Admissions Application Deadline	Aug. 4
General Registration (Transient and Adult Enrichment Student)	June 8
Last Admit	Aug. 11
Faculty Professional Development Days	Aug. 12-13
Classes Begin (Residency Deadline)	Aug. 15
Add/Drop Period	Aug. 15-18
Drop Only	Aug. 19
Last Date for refund	Aug. 19
<b>Labor Day Holiday</b> , College Closed	<b>Sept. 5</b>
Faculty Professional Development Day (No Day Classes; Classes After 4:30 p.m. Meet)	Oct. 4
Graduation Application Deadline	Oct. 14
Textbook Titles for Spring Semester Due to Bookstore	Oct. 21
Last Date to Withdraw with W	Oct. 25
<b>Veterans Day Holiday</b> , College Closed	<b>Nov. 11</b>
<b>Thanksgiving Holiday and Break</b>	<b>Nov. 23-Nov. 27</b>
Classes End	Dec. 4
Exam Week	Dec. 2-8
Graduation Ceremony	TBD
Grade Reports to Registrar by 10 a.m.	Dec. 12

**Mid-year Break, Students and Faculty****Dec. 19-Jan. 2, 2023**

Administrative Offices Closed

Dec. 19-Jan. 2

**Fall A (Aug. 15-Oct. 3)**

Admissions Application Deadline	Aug. 4
Last Admit	Aug. 11
General Registration (Transient and Adult Enrichment Students)	June 8
Classes Begin (Residency Deadline)	Aug. 15
Add/Drop Period	Aug. 16
Drop Only	Aug. 17
Last Date for Refund	Aug. 17
<b>Labor Day Holiday</b> , College Closed	<b>Sept. 5</b>
Last Date to Withdraw with W	Sept. 15
Faculty Professional Development Day (No Day Classes; Classes After 4:30 p.m. Meet)	Oct. 4
Classes End	Oct. 3
Grade Reports to Registrar by 10 a.m.	Oct. 5

**Fall B (Oct. 10-Dec. 1)**

Admissions Application Deadline	Oct. 4
Last Admit	Oct. 6
General Registration (Transient and Adult Enrichment Students)	June 8
Classes Begin (Residency Deadline)	Oct. 10
Add/Drop Period	Oct. 10-11
Drop Only	Oct. 12
Last Date for refund	Oct. 12
Textbook Titles for Spring Semester Due to Bookstore	Oct. 21
<b>Veterans Day Holiday</b> , College Closed	<b>Nov. 11</b>
Last Date to Withdraw with W	Nov. 10
<b>Thanksgiving Holiday and Break</b>	<b>Nov. 23-Nov. 27</b>
Classes End	Dec. 1
Grade Reports to Registrar by 10 a.m.	Dec. 12

## Spring 2023

Class Schedule Available on the Web	Sept. 5
Priority Registration - 40+ credits	Sept. 19
Priority Registration - 20+ credits	Sept. 26
Priority Registration - 10+ credits	Oct. 3
Priority Registration - 0+ credits	Oct. 10
Dual Enrollment - Application Deadline	Dec. 11
Dual Enrollment - Registration Cutoff	Jan. 1

## Spring C (Jan. 9-May 4)

General Registration (Transient and Adult Enrichment Students)	Oct. 12
Admissions Application Deadline	Dec. 15
Last Admit	Jan. 3
<b>New Year's Holiday</b> , College Closed	<b>Jan. 1, 2023</b>
Faculty Professional Development Days	Jan. 4-5
Classes Begin	Jan. 9
Add/Drop Period	Jan. 9-11
Drop Only	Jan. 13
Last Date for Refund	Jan. 13
<b>Martin L. King Jr. Holiday</b> , College Closed	<b>Jan. 16</b>
Faculty Professional Development Day (No Day Classes; Classes After 4:30 p.m. Meet)	Feb. 14
Textbook Titles for Summer Semester Due to Bookstore	Feb. 24
<b>Spring Break</b> , College Closed	March 13-19
Last Date to Withdraw with W	March 31
Graduation Application Deadline (Includes Summer Graduates Who Intend to March in the Spring Ceremony)	March 20
Classes End	May 4
Exam Week	April 28-May 4
Graduation Ceremony	TBD
Grade Reports to Registrar by 10 a.m.	May 8

## Spring A (Jan. 9-Feb. 28)

Admissions Application Deadline	Dec. 15
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**New Year's Holiday**, College Closed**Jan. 1, 2023**

Last Admit	Jan. 3
General Registration (Transient and Adult Enrichment Students)	Oct. 12
Classes Begin	Jan. 9
Add/Drop Period	Jan. 9-10
Drop Only	Jan. 11
Last Date for Refund	Jan. 11

**Martin L. King Jr. Holiday**, College Closed Jan**Jan. 16**

Last Date to Withdraw with W	Feb. 10
Faculty Professional Development Day (No Day Classes; Classes After 4:30 p.m. Meet)	Feb. 14
Textbook Titles for Summer Semester Due to Bookstore	Feb. 24
Classes End	Feb. 28
Grade Reports to Registrar by 10 a.m.	March 1
Graduation Application Deadline (Includes Summer Graduates Who Intend to March in the Spring Ceremony)	March 20

**Spring B (March 6-April 30)**

Admissions Application Deadline	Feb. 25
Last Admit	March 2
General Registration (Transient and Adult Enrichment Students)	Oct. 12
Classes Begin (Residency Deadline)	March 6
Add/Drop Period	March 6-7
Drop Only	March 8
Last Date for Refund	March 8
<b>Spring Break</b> , College Closed	March 13-19
Last Date to Withdraw with W	April 18
Classes End	April 30
Graduation Ceremony	TBD
Grade Reports to Registrar by 10 a.m.	May 8

**Summer 2023**

Class Schedule Available on the Web	Feb. 20
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Priority Registration for <b>All</b> Summer Terms: 40+ credits	March 8
Priority Registration - 20+ credits	March 22
Priority Registration - 10+ credits	March 29
Priority Registration - 0+ credits	April 5
Dual Enrollment - Application Deadline	April 30
Dual Enrollment - Registration Cutoff	May 7

## Summer C (May 15-Aug. 9)

Admissions Application Deadline	April 29
Last Admit	May 6
General Registration (Transient and Adult Enrichment Students)	April 10
Classes Begin (Residency Deadline)	May 15
Add/Drop Period	May 15-16
Drop Only	May 17-18
Last Date for Refund	May 18
Graduation Application Deadline ( <b>Not Eligible to March in Spring Ceremony</b> )	July 13
<b>Memorial Day Holiday</b> , College Closed	<b>May 29</b>
Surgical Technology Application Deadline	June 1
Textbook Titles for Fall Semester Due to Bookstore	May 31
<b>Independence Day Holiday</b> , College Closed	<b>July 4</b>
Last Date to Withdraw with W	July 12
Classes End	Aug. 9
Grade Reports to Registrar by 10 a.m.	Aug. 10

## Summer A (May 15-June 26)

Admissions Application Deadline	April 29
Last Admit	May 6
General Registration (Transient and Adult Enrichment Students)	April 10
Classes Begin (Residency Deadline)	May 15
Add/Drop Period	May 15-16
Drop Only	May 17
Last Date for Refund	May 17
<b>Memorial Day Holiday</b> , College Closed	<b>May 29</b>

Textbook Titles for Fall Semester Due to Bookstore	May 31
Last Date to Withdraw with W	June 8
Classes End	June 26
Grade Reports to Registrar by 10 a.m.	June 27

## Summer B (June 28-Aug. 9)

Admissions Application Deadline	June 16
Last Admit	June 22
General Registration (Transient and Adult Enrichment Students)	April 10
Classes Begin (Residency Deadline)	June 28
Add/Drop Period	June 28-29
Drop Only	June 29
Last Date for Refund	June 29
<b>Independence Day Holiday</b> , College Closed	<b>July 4</b>
Last Date to Withdraw with W	July 25
Classes End	Aug. 9
Grade Reports to Registrar by 10 a.m.	Aug. 10



## Accreditation and Memberships

The College of Central Florida is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate and baccalaureate degrees. Questions about the accreditation of the College of Central Florida may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by calling 404-679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

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.

The programs listed below are also accredited by the agencies listed. Please reference each program of study for additional information.

- The Dental Assisting Technology and Management, A.T.D. program 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/en/coda>.
- The Radiography, A.S. degree program is accredited by the Joint Review Committee on Education in Radiologic Technology, 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182, 312-704-5300, mail: [mail@jrcert.org](mailto:mail@jrcert.org)
- The Nursing, R.N. program, the Nursing - L.P.N. to A.D.N. Bridge program and the Registered Nurse to Bachelor of Science in Nursing program are approved by the Florida Board of Nursing and accredited by the Accrediting Commission for Education in Nursing Inc., 3390 Peachtree Road, NE, Suite 1400, Atlanta, Georgia 30326, telephone 404-975-5000.
- The Physical Therapist Assistant, A.S. degree program is accredited by the Commission on Accreditation in Physical Therapy Education, CAPTE, 3030 Potomac Ave., Suite 100, Alexandria, VA 22305-3085, Telephone 800-999-2782, email address [accreditation@apta.org](mailto:accreditation@apta.org), website <http://www.capteonline.org>.
- The Surgical Services, A.S. degree program is accredited by the Commission on Accreditation of Allied Health Education Programs, [www.caahep.org](http://www.caahep.org), upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting. Commission on Accreditation of Allied Health Education Programs; 9355 113th Street N, #7709, Seminole, FL 33775, telephone 727- 210-2350, fax 727-210-2354, [www.caahep.org](http://www.caahep.org).
- The Paramedic, College Credit Certificate program is accredited by the Commission on Accreditation of Allied Health Education Programs, [www.caahep.org](http://www.caahep.org), upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions, CoAEMSP, 1361 Park Street, Clearwater, FL 33756, telephone 727-210-2350, website [www.caahep.org](http://www.caahep.org). It also meets the standards of the 1998 EMT/Paramedic National Curriculum from U.S. Department of Transportation.

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 Correctional Officer, Career and Technical Certificate program and the Florida Law Enforcement Academy, Career and Technical Certificate are approved 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.

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.

## 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 has grown to include 140 acres. The attractive campus is at a crossroads, 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. The **Jack Wilkinson Levy Campus** opened for classes in Chiefland in Fall 2017.

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 **Wilton Simpson Citrus Campus**. The Learning and Conference Center opened at the Citrus Campus in Fall 2009 and was renamed the Charles S. Dean Sr. Educational Center in January 2022.

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 has operated the **Appleton Museum of Art** since 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.

The **Vintage Farm Campus** was added as a CF location in 2017, after an anonymous donor gifted the 103-acre hobby farm to the college. The beautiful site, just a few miles from the Ocala Campus, serves as a learning lab for students in Equine Studies and Agribusiness programs.

In recent years, the college has renovated several key buildings and added others that have changed the face of the Ocala Campus. The Ewers Century Center and Webber Center Gallery serve students and the community. Renovations to the C. Farris Bryant Student Union, Stearns Learning Resources Center, Health Sciences Simulation Center and the Charles R. Dassance 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.

CF has 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 and is designed for the student who plans to complete a bachelor's degree.

The **Associate in Science** degree varies from 60 to 88 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.

**Career and Technical Certificate** programs are clock-hour based noncredit programs that provide the student with broad entry-level skills in a chosen field of study.

**Baccalaureate degrees** provide advanced degree opportunities for students in a variety of fields. 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 Accounting, Agribusiness Management, Equine Studies, Health Care Management, Human Resources Management, Logistics and Supply Chain 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. The Registered Nurse to Bachelor of Science in Nursing program allows associate degree registered nurses to advance their careers to meet community demand for B.S.N. prepared nurses.

**Advanced Technical Certificate** programs are career and technical programs that vary in length from 9 to 45 credit hours and provide advanced, specialized instruction to supplement an associate or baccalaureate degree.

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

The college provides a wide range of **noncredit** courses. Educational and training courses that are offered through instructional departments include offerings in career and personal development, computers, business, child care and health.

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 **Paramedic** students. Through a cooperative agreement with the City of Ocala Fire Department, AdventHealth Ocala has an advanced life support ambulance that responds from this station.

Police and 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.

## 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 generously donated by individuals, organizations and companies in the community.

## 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 for more information.

## 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 exhibitions 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 built in summer 1995 to provide a nucleus of arts and cultural programs for students and faculty. The gallery, which was built to host Smithsonian traveling exhibitions, also presents an annual calendar of local, state and other national exhibitions. Gallery hours are Monday to Thursday from 10 a.m. to 4 p.m. The gallery is closed Fridays, Saturdays, Sundays and all college-observed holidays.

**Charles R. Dassance Fine Arts Center and Box Office:** 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. Students, staff and faculty receive free tickets to most college productions. The Box Office is open during the fall and spring semester from 1 to 4 p.m. Monday through Friday. Tickets to events are also available at [Tickets.CF.edu](http://Tickets.CF.edu).

## CF Conference Centers

From conferences and meetings to luncheons and weddings, the college's 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** at the Ocala Campus is ideal for receptions, meetings, banquets and other special events of up to 150 people. Our beautiful outdoor patio can be set for weddings and outdoor events. Full-service catering is available through the college's own Rosemary and Thyme Catering, or our outside preferred partner, a licensed caterer. The conference center is available to rent.

**The Klein Conference Center** at the Ocala Campus is host to a wide variety of trade shows, conventions, corporate meetings, weddings and social events for groups of 10 to 400. This versatile space includes audiovisual capabilities and an equipped catering kitchen. Full-service catering is available through the college's own

Rosemary and Thyme Catering, or our outside preferred partner, a licensed caterer. The conference center is available to rent.

**The Citrus Learning and Conference Center** at the Citrus Campus is a multipurpose venue that 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.

**The Vintage Farm**, CF's newest venue in the Ocala area, offers a beautiful air-conditioned barn that combines the charm of being on a farm, with the convenience of providing a memorable backdrop for weddings, fundraisers or other events for up to 150 people. Located just a few miles from the center of Ocala and Interstate 75, the venue is easily accessible. Full service catering is available through our outside preferred partner. The farm is available to rent.

## Wilton Simpson Citrus Campus

The Wilton Simpson 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. degree and bachelor's courses, 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. A student lounge, library, Learning Support Center and Testing Center are available to students at the Citrus Campus. In addition, the campus houses a bookstore branch that stocks textbooks and supply needs for courses offered at the campus. The campus has a Student Activities Board and a variety of clubs and student life activities. The Citrus Campus also offers conference services 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. The 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.

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 while serving as a clinical site for the CF Dental Assisting program.

## Jack Wilkinson Levy Campus

The Jack Wilkinson Levy Campus is located at 15390 N.W. Highway 19 in Chiefland. The campus offers college credit courses leading to associate degrees and credit and vocational certificates. High school students may earn both high school and college credit through the Dual Enrollment program at the Levy Campus. The campus is also home to the college's Applied Welding Technologies and Timber Harvesting Equipment programs. Adult general education programs leading to the General Education Diploma and continuing education courses are also offered.



The Levy Campus features a comprehensive student center with admissions, assessment, advising and enrollment services. Students also benefit from a tutoring and learning support center, a modern learning resources center, bookstore services, student lounge and a health and wellness facility. The campus offers fully equipped multi-purpose classrooms, computer labs, a multidiscipline science lab and 3,000 square feet of exhibit and conference space that will accommodate nearly 200 guests.

## Vintage Farm Campus

The College of Central Florida Vintage Farm Campus offers several degree and certificate programs to help students enter leading industries in the state of Florida. Ocala is proclaimed the Horse Capital of the World because the area supports a wide range of equine activities. Combined with agribusiness, both industries have been the lifeblood of the tricity region for decades. This campus serves as our teaching laboratory to ensure our Equine Studies and Agribusiness students are equipped with the best hands-on experiences to tackle workplace issues they will face in their chosen careers. This world-class resource facility houses classrooms, labs and in the future a covered arena training center that will be used for demonstrations, labs, and livestock judging events for both local primary and secondary schools.

## Appleton Museum of Art

The Appleton Museum of Art, College of Central Florida, is one of the south's premier visual art museums. 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 educational programs include a combination of lectures and presentations by scholars and artists, hands-on adult and children's classes, and docent-led tours.

The Appleton Museum of Art, Appleton Store and Artspace are open Tuesday through Saturday from 10 a.m. to 5 p.m., and Sunday from noon to 5 p.m. CF students, faculty and staff are admitted free during regular museum hours with their CF ID card. Visit [AppletonMuseum.org](http://AppletonMuseum.org) for more information.

## Continuous Notice of Nondiscrimination

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, pregnancy, age, marital status, national origin, genetic information, sexual orientation, gender identity, veteran status 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:

<b>Title IX Coordinator/Equity Officer</b>	Dr. Mary Ann Begley Ocala Campus, Building 3 Room 117H Telephone: 352-291-4410 Email: <a href="mailto:equity@cf.edu">equity@cf.edu</a>
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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:

<b>Americans with Disabilities Act Coordinator for Employees</b>	Dr. Henri Benlolo Ocala Campus, Bryant Student Union Room 205D Phone 352-854-2322, ext. 1430 Email: <a href="mailto:benlolo@cf.edu">benlolo@cf.edu</a>
<b>Americans with Disabilities Act Coordinator for Students</b>	Cindy Pfriender, LMHC Ocala Campus, Bryant Student Union Room 204F Ocala, FL 34474-2322, ext. 1580 Email: <a href="mailto:pfriencd@cf.edu">pfriencd@cf.edu</a>

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  
[CF.edu/Policies](#)
- Discrimination, Harassment, and Related Misconduct Policy No. 1.03  
[CF.edu/Policies](#)
- Discrimination, Harassment, and Related Misconduct Grievance Process for Employees and Students  
[CF.edu/Procedures](#)
- Equity Complaint Form for Discrimination, Harassment and/or Sexual Harassment is available at  
[CF.edu/Equity](#)
- Observance of Religious Holidays Policy No. 3.18  
[CF.edu/Policies](#)
- AIDS and Blood Borne Pathogens Policy No. 3.02  
[CF.edu/Policies](#)

Copies of policies and procedures are also available from the Equity Officer, located in Building 3, Room 117H, 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 [CF.edu/equity](http://CF.edu/equity).

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.

## Ombudsman

An ombudsman is a neutral third party who helps students address problems or concerns. At CF, you may contact the college ombudsman if you feel a policy or procedure is not being followed fairly by the college. The ombudsman is impartial, and considers the interests and concerns of all parties involved with the goal of achieving fair and equitable solutions. The ombudsman does not arbitrate, adjudicate, or participate in any internal or external processes.

<b>Ombudsman</b>	Dr. Charles McIntosh Ocala Campus, Building 31, Room 108G Telephone: 352-854-2322, ext. 1360 Email: mcintosc@cf.edu
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## Prohibition of Misrepresentation to Students and Others

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

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## Admissions Philosophy

Access to higher education is a concept held in high esteem at the 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 s. 1004.65, F.S., 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 s. 1002.41, F.S. or GED. Students who have completed more than 12 credits in a Dual Enrollment program may be admitted in conditional status and pay the required registration, tuition, and fees for enrolled courses prior to receiving their high school diploma. Once the diploma is awarded, a final complete high school transcript will be required. 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. 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 Student Recruitment.

**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 Student Recruitment 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 Campus, 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 Campus. 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.

**Conditional Admittance:** Students who are admitted to the college while certain information is being validated. Full admittance is dependent upon the individual meeting specified criteria to complete the admission process. Restrictions may be placed on the student's account if requested documents are not submitted.

**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 Campus. 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 courses 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 7 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 (p. 13) 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 30 or fewer credit hours have been earned, a **sophomore** if more than 30 but less than 60 credit hours have been earned but, a **junior** if the student has earned an associate degree and been admitted into a baccalaureate degree with less than 30 hours earned towards the baccalaureate degree and a **senior** if the student has earned an associate degree and been admitted into a baccalaureate degree with 30 hours or more earned towards the baccalaureate degree.

## 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 Accessibility and Counseling Services 352-854-2322, ext. 1580, or pfriencd@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 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 at any CF campus or center. The Office of Enrollment Services 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. An earned AA/AS degree or higher may be substituted for the high school transcript.

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 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. For transcript translation and/or evaluation, students must use International Education Evaluations, Inc. ([www.myiee.org/university/college-of-central-florida](http://www.myiee.org/university/college-of-central-florida)), Josef Silny & Associates ([www.jsilny.com](http://www.jsilny.com)), SpanTran ([www.spantran.com](http://www.spantran.com)), World Education Services ([www.wes.org](http://www.wes.org)) or any active member of NACES. These documents must be submitted prior to the first semester of enrollment. Transfer of credits can only be done during initial application. CF may no longer process or add credit to a student's record in the middle of study at CF.

## 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 webpage at [CF.edu/dual](http://CF.edu/dual). 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 at some high

school campuses and at the college's campuses. (See Career Pathways 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 student recruitment 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.

## State Authorization for Distance Learning

The U.S. Department of Education has specified that all colleges and universities offering distance education courses outside of their state must be authorized by each state in which they are offering courses. The U.S. DOE released the following: "If an institution is offering postsecondary education through distance or correspondence education to students in a state in which it is not physically located or in which it is otherwise subject to state jurisdiction as determined by the state, the institution must meet any state requirements for it to be legally offering postsecondary distance or correspondence education in that state. An institution must be able to document the secretary of the state's approval upon request" (Chapter 34, § 600.0(c) Higher Education Opportunity Act).

The State Authorization Reciprocity Agreement is a national initiative to ensure compliance standards are met when online courses are taken by students residing outside of the state in which the college is located. To learn more about SARA, please visit [www.nc-sara.org/sara-states-institutions](http://www.nc-sara.org/sara-states-institutions). Effective beginning spring term 2019, the College of Central Florida is a member of the National Council for State Authorization Reciprocity Agreements. As of January 2019, this agreement allows the college to offer online instruction to students in every US state, district and major territory, other than California, the Mariana Islands, American Samoa, Guam, the Marshall Islands, Micronesia, and Palau. A student who is a resident of CA, CNMI, AS, GU, MH, FM, or PW and is interested in taking courses at the College of Central Florida is encouraged to contact the College or visit <https://www.nc-sara.org/sara-states-institutions> to see if the state, district or territory's status has changed.

Although the College of Central Florida is authorized to offer online instruction in other states, the college's online programs are not automatically accepted to meet any professional licensure requirements of any other jurisdiction. The college does not design or intend for any of its online programs to meet such requirements in any specific jurisdiction. The college is in the process of determining licensure status for its various degrees and programs, both online and on campus. Further determinations are pending.

For students seeking a professional license in another state, it is important that the student seeks information about the requirements in their chosen state. A good place to start is the US Department of Education. The student should **not** assume that one of the college's programs will qualify them to seek licensure in any state, based on the program title, area of study or any other criteria. Please contact E-Learning at [DLHelp@cf.edu](mailto:DLHelp@cf.edu) for

assistance in making this determination.

All student complaints should first follow the college's complaint procedures. If the complaint cannot be resolved through the college's complaint procedures, the student may contact the Division of Florida Colleges for additional information. If neither of these resolves the complaint, distance education students may appeal non-instructional complaints to the Florida State Authorization Reciprocity Agreement Post Secondary Reciprocal Distance Education Coordinating Council. For additional information on the complaint process, please visit the FL-SARA complaint process page.

For any specific questions about state authorization for distance education, or state complaint procedures, please contact E-Learning at 352-854-2322, ext. 1317, or [DLhelp@cf.edu](mailto:DLhelp@cf.edu) or visit <https://www.cf.edu/academics/degrees-and-certificates/online-learning/state-authorization-information/>. For a student who resides outside of Florida and applies for or enrolls in a program that could reasonably be construed to lead to professional licensure, please make sure that the college has the correct email address on file as the college will contact the student regarding that program's licensure status in the relevant state, district or territory.

## International Students

The International Student Services Office assists international students in making the transition from their home countries to CF. The staff assists students with admissions, immigration regulations, academic planning, personal problems and other areas of concern. The International Student Services office is located in the Bryant Student Union, Room 102 and online at [www.cf.edu/international](http://www.cf.edu/international).

## Admission of International Students

The College of Central Florida is authorized by United States Citizenship and Immigration Services to enroll nonimmigrant alien students and to issue a Certificate of Eligibility (Form I-20) to qualified applicants who wish to apply for an F1 student visa. Applicants who wish to study at CF on an F1 student visa must submit the following items:

1. A completed online **International Student Application**, including a **\$30** nonrefundable application fee and a **Non- Florida Residency Declaration**.
2. An official document-by-document evaluation of the applicant's high school or secondary school transcripts and diploma/certificate from International Education Evaluations, Inc. (<https://myiee.org/university/college-of-central-florida>), Josef Silny & Associates ([www.jsilny.org](http://www.jsilny.org)), SpanTran ([www.spantran.com](http://www.spantran.com)), World Education Services Inc. ([www.wes.org](http://www.wes.org)) or any active member of NACES. If the documents are not in English, the applicant will also need to have an official English translation. The cost of the evaluation and translation are the responsibility of the applicant. If the applicant graduated from an accredited high school inside the United States, then an evaluation is not required and the official transcripts may be sent directly to CF.
3. A completed **Financial Statement Form** ([https://pr.cf.edu/files/SA-INT2\\_International\\_Financial\\_Support\\_Statement.pdf](https://pr.cf.edu/files/SA-INT2_International_Financial_Support_Statement.pdf).) Applicants must provide evidence of financial ability and have sufficient funds to pay for tuition and fees, textbooks, living expenses, and health insurance for one year. Applicants and/or sponsors must complete the Financial Statement Form and provide proof of financial ability such as bank documents or scholarship letters.

4. A photocopy of the applicant's valid **passport**.

Applicants who **previously attended a non-U.S. college or university** and want to have their postsecondary coursework considered for transfer to CF must submit an official course-by-course evaluation prior to the first semester of enrollment. If the documents are not in English, the applicant will also need to have an official English translation. The cost of the evaluation and translation are the responsibility of the applicant. CF accepts course-by-course evaluations from International Education Evaluations, Inc. (<https://myiee.org/university/college-of-central-florida>), Josef Silny & Associates ([www.jsilny.org](http://www.jsilny.org)), SpanTran ([www.spantran.com](http://www.spantran.com)), World Education Services Inc. ([www.wes.org](http://www.wes.org)) or any active member of NACES.

Applicants who are currently studying inside the U.S. on an F1 visa at a SEVP-certified school and wish to transfer to CF must submit all items listed above, as well as a copy of their valid F1 visa, copies of previous I-20s, official college transcripts and a completed **International Student Services Transfer Form** ([https://pr.cf.edu/files/SA-INT1\\_F1\\_International\\_Student\\_Transfer.pdf](https://pr.cf.edu/files/SA-INT1_F1_International_Student_Transfer.pdf)).

Applicants who are currently inside the U.S. with a valid visa that wish to change to an F1 student visa should contact the International Student Services Office for assistance with applying for a **Change of Status** (USCIS Form I-539).

**Deadlines:** Although CF accepts international student applications year-round, the following deadlines must be followed in order to ensure that the application is processed and the applicant receives their admissions packet in time to apply for an F1 student visa. Fall - July 1, Spring - Nov. 15 and Summer - April 1.

**New International Student Orientation** is mandatory for all new F1 students and is held on the days prior to the first day of class.

Students will be informed of their orientation date in their acceptance letter. During orientation, students will complete any required academic placement testing, receive a class schedule, and be required to pay tuition for one semester.

## Enrolled International Students

It is critical that F1 students maintain their legal status while in the United States. F1 Students must adhere to the following rules and regulations or they will be considered out-of-status and face serious consequences, up to and including deportation.

1. **Enroll full-time in an academic degree program.** F1 students must register for and attend at least 12 credit hours in the fall and spring semesters. For a 12-credit course load, they may only take one 3-credit online class. Summer semester is a vacation semester and taking classes is optional. However, students who begin their course of study during the summer must enroll full-time. F1 students must be degree seeking and be making progress towards completion of their degree.
2. **Maintain a valid I-20.** F1 students must be aware of the Program End Date on their I-20, and apply for an extension before that date if they need additional time to complete their degree. Extensions cannot be granted once the Program End Date has passed and the student must transfer schools or depart the U.S.
3. **Maintain a valid passport.** F1 students must have a valid, unexpired passport.
4. **Refrain from participation in unauthorized employment.** All employment must be approved by International Student Services. F1 students

cannot begin employment or accept employment until it has been approved. Accepting unauthorized employment could result in immediate termination of the F1 visa.

5. **Update contact information within 10 days.** F1 students must notify International Student Services of any address change within 10 days of moving. F1 students must provide up to date contact information including a phone number, email address and emergency contact information on the International Student Contact Information Form ([https://pr.cf.edu/files/SA-INT8\\_F-1\\_International\\_Student\\_Contact\\_Information\\_Form.pdf](https://pr.cf.edu/files/SA-INT8_F-1_International_Student_Contact_Information_Form.pdf))
6. **Maintain health and accident insurance coverage.** F1 students are required to be covered by health and accident insurance during their entire time at CF, including summer semesters and while on OPT. Students must purchase insurance, either from Insurance for College Students (IFCS) or an approved alternate policy. New students must provide proof of insurance at orientation. For current students, insurance will be verified each semester prior to registration.
7. **Know the tuition and fee payment responsibilities.** F1 students must pay their full tuition and fees by the due date specified on the course registration schedule each semester that they are enrolled. If they fail to pay their full tuition balance by the due date, they will be removed from all of their courses. F1 students not enrolled during the semester will be considered out of status, the I-20 will be immediately terminated and the student will be required to depart the U.S. All F1 students are considered non-Florida residents for tuition purposes and are not eligible for in-state tuition unless they attended a Florida public high school on an approved visa for the proceeding three years. This will be verified by the official high school transcript and subsequent completion of House Bill 851 Nonresident Tuition Waiver for Select High School Graduates. This must be completed prior to each semester for duration of enrollment and submitted to the Office of Enrollment Services.
8. **Have I-20 signed before traveling outside the U.S.** Before traveling outside the United States, F1 students must check their documents carefully. Before leaving the U.S., the student must bring their I-20 to International Student Services for an updated signature on page 2 to verify that they are currently in-status. Only a Designated School Official (DSO) may sign the I-20.
9. **Maintain academic standing.** F1 students must maintain an overall grade point average (G.P.A.) of 2.0 and make progress towards their academic degree program. F1 students who are placed on academic suspension or dismissal will be considered out-of-status, their I-20 will be terminated, and they must depart the U.S.
10. **Comply with all CF rules and regulations.** F1 students must comply with all rules and regulations while attending CF, including the Academic Integrity and Honor Code.
11. **Comply with all USCIS regulations.** F1 students must comply with all the federal regulations required of their visa, as listed on page 3 of their I-20. F1 students must sign their I-20 prior to entering the U.S. which acknowledges that they have read and agree with the terms and conditions of their I-20.

## 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.A.S., A.S. or A.A. and has 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.A.S., 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.A.S., A.S. or A.A. and has earned at least a 2.5 grade point average on a 4.0 scale and completed EDF 2005 Introduction to the Teaching Profession. 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.

Consideration for acceptance to the Bachelor of Science in Nursing requires that an applicant has already earned an Associate Degree in Nursing from a regionally accredited higher education institution and has earned at least a 2.5 grade point average on a 4.0 scale. Transfer students may be evaluated on an individual basis pursuant to the statewide articulation agreement for RN to BSN programs. Students can apply during their final semester in an Associate Degree in Nursing program, but acceptance will not be granted until the completion of the associate degree has been confirmed. An active, unencumbered Florida RN license must be submitted before beginning the second semester of classes. Students must also complete a CF baccalaureate program admissions application and pay the application fee prior to making application for acceptance into the RN to BSN program. Application to CF and application for acceptance into the nursing baccalaureate program are two separate forms.

Students articulating with an A.A.S. or 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 Commission on Colleges 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.

## Special Requirements

### Audit Students

Students will follow the regular registration and payment process. Students must 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 Policy and Withdrawal policies.

### Child Care Students

To comply with Florida law, Chapter 402.3055 2(a), each prospective student **must** be fingerprinted and undergo a Florida Department of Law Enforcement Level II background screening. 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 and Florida Law Enforcement Academy 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 or meet the exemption according to Senate Bill 1720. 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 who are not exempt 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 or the student has met the exemption according to Senate Bill 1720. 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 Wilton Simpson 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 advisor. See Petitions and Academic Review 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 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 non-degree seeking, full-time or part-time, are required to execute a Residency Declaration form if they claim in-state residence. If the applicant is under 24 years of age and unmarried, the declaration form must be completed by a parent or legal guardian. These guidelines implement s. 1009.21, F. S., 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. If a dependent child has been residing continuously with a legal resident adult relative other than the parent for at least three years immediately prior to the first day of classes of the term which Florida residency is sought, the dependent child may provide documentation from the adult relative or from the parent. Both the dependent child and the adult relative or the parent must meet the consecutive 12-month legal residence requirement [s. 1009.21 (2)(b), F.S.].
2. The legal residence of a dependent child whose parents are divorced, separated, or otherwise living apart will be considered Florida if either parent is a legal resident of this state - regardless of who claims the dependent individual for federal income tax purposes. [s. 1009.21(2)(c), F.S.]
3. For a dependent child, the legal residence of his/her parents is prima facie evidence (i.e., evidence that establishes a fact if uncontested) of the child's legal residence; however, the evidence may be reinforced or rebutted, relative to the age and general circumstances of the dependent child, by the other evidence of legal residence required of or presented by the dependent child. [s. 1009.21(4), F.S.]
4. For a dependent child, the legal residence of his/her parents who are domiciled outside this state is not prima facie evidence (i.e., evidence that establishes a fact if uncontested) of the child's legal residence if that child has lived in this state for five consecutive years prior to enrolling or reregistering at a higher education institution. [s. 1009.21(4), F.S.]
5. A person who physically resides in the state may be classified as a resident for tuition purposes if he or she marries a person who meets the 12-month requirement and who is a legal resident. [s. 1009.21(5), F.S.].
6. A person who is classified as a nonresident for tuition purposes and who marries a legal resident of the state or marries a person who becomes a legal resident of the state may, upon becoming a legal resident of the state, become eligible for reclassification as a resident for tuition purposes upon submitting evidence of his or her own legal residency in the state, evidence of his or her marriage to a person who is a legal resident of the state, and evidence of the spouse's legal residence in the state for at least 12 consecutive months immediately preceding the application for reclassification. [s.1009.21(6)(d), F.S.]
7. An individual shall not lose his or her resident status solely by reason of his/her service or parent's service in the Armed Forces outside this state. [s. 1009.21(7), F.S.]
8. For individuals who have been classified properly as residents for tuition purposes but who, while enrolled, lose resident tuition status because he/she or his/her parents establish domicile or legal residence elsewhere, shall have the benefit of in-state tuition for a 12-month grace period (extended to the end of the term in which the 12 months is reached). [s.1009.21(8), F.S.]
9. Persons who were enrolled as Florida residents for tuition purposes at a Florida public IHE, but who abandon Florida domicile and then re-enroll in Florida within 12 months of the abandonment - provided that he/she continuously maintains the re-established domicile in Florida during the period of enrollment. (This benefit only applies one time.) [s.1009.21(9), F.S.].
10. Active duty members of the Armed Services of the United States residing or stationed in Florida (and spouse/dependent children) and active drilling members of the Florida National Guard [s. 1009.21(10)(a), F.S.]; or military personnel not stationed in Florida whose home of record or state of legal residence certificate, DD Form 2058, is Florida (and spouse/dependent children). [s. 1009.21(2)(a), F.S.].
11. Active duty members of the Armed Services of the United States and their spouses/dependent children attending a public 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. [s.1009.21(10)(b), F.S.].
12. 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. [s. 1009.21(10)(c), F.S.].
13. Full time instructional and administrative personnel employed by the State of Florida public school system and Florida public IHE (and spouse/dependent children). See Appendix A, Frequently Asked Questions, for definition of instructional and administrative personnel. [s. 1009.21(10)(d), F.S.].
14. Students from Latin America and the Caribbean who receive scholarships from the federal or state government. The student must attend, on a fulltime basis, a Florida public IHE. See Section 7.0, Immigration and International Student Issues, for more information on the qualifying scholarships. [s.1009.21(10)(e), F.S.].
15. Southern Regional Education Board's Academic Common Market graduate students attending Florida's state universities. [s. 1009.21(10)(f), F.S.].
16. Full-time employees of state agencies or political subdivisions of the state when the student fees are paid by the state agency or political subdivision for the purpose of job-related law enforcement or corrections

training. [s.009.21(10)g), F.S.].

17. McKnight Doctoral Fellows and Finalists who are United States citizens. [s.1009.21(10)(h), F.S.].
18. United States citizens living outside the United States who are teaching at a Department of Defense Dependent School or in an American International School and who enroll in a graduate level education program which leads to a Florida teaching certificate. [s. 1009.21(10)(i), F.S.].
19. Active duty members of the Canadian military residing or stationed in this state under the North American Air Defense (NORAD) 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. [s. 1009.21(10)(j), F.S.].
20. Active duty members of a foreign nation's military who are serving as liaison officers and are residing or stationed in this state, and their spouses and dependent children attending a community college or state university within 50 miles of the military establishment where the foreign liaison officer is stationed. [s. 1009.21(10)(k), F.S.].
21. Qualified beneficiaries under the Stanley G. Tate Florida Pre-Paid College Program per s. 1009.98, F.S. (Pre-Paid ID Card Required). [s. 1009.98(2)(b)1, F.S.].
22. Linkage Institute participants receiving partial or full exemptions from s. 1009.21, F.S., based on criteria approved by the Florida Department of Education per s. 288.8175(5), F.S., which establishes linkage institutes between postsecondary institutions in this state and foreign countries. See Section 7.0, Immigration and International Student Issues, for more information on Linkage Institutes. [s.288.8175(5), F.S.]

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.

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

If an applicant does not qualify for a residency exception or qualification, he/she will have to submit documentation that he/she (or a parent if a dependent) has been a Florida resident for at least 12 consecutive months prior to the first day of classes for which the student is enrolling. At least two of the following documents must be submitted with dates that evidence the 12-month qualifying period. At least one of the documents must be from the First Tier. As some evidence is more persuasive than others, more than two may be requested. No single piece of documentation will be considered conclusive.

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

- d. 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 to a Florida resident, as defined by tuition purposes
    - 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.

Examples of documents that may **not** be used:

- Hunting/fishing licenses
- Library cards
- Shopping club/rental cards
- Birth certificate
- Passport
- Social Security Card
- Florida Concealed Weapons permit
- Insurance Card

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

## International/Eligible Non-Citizen Categories

**Permanent Resident** - A person who has been granted permanent resident status in the U.S. and has (or is waiting for) a Permanent Resident Card (identified as either Form I-151 or Form I- 551). Permanent residents are eligible to establish residency for tuition purposes in Florida.

**Non-Immigrant** - A foreign national seeking to enter the U.S. temporarily and for a specific purpose. Once in the U.S., they are restricted to the activity or reason for which their visa was issued. Individuals with certain non-immigrant visas are eligible to establish residency for tuition purposes in Florida.

**Unauthorized Aliens** - A foreign national who lives in the U.S. without the required documentation. An unauthorized alien is not eligible to establish residency for tuition purposes in Florida. However, a dependent child who is a United States citizen may not be denied classification as a resident for tuition purposes based solely upon the immigration status of his or her parents.

## 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.

## Reclassification Application

A student who is classified as out-of-state and wants to request "reclassification" to in-state status must complete a Residency Declaration at the Florida public IHE and submit to the appropriate office for consideration prior to the term for which reclassification is sought.

## Documentary Evidence

The evidentiary requirement for reclassification goes beyond that for an initial classification, because these individuals have previously been determined to be out-of-state residents. An individual who is initially classified as a nonresident for tuition purposes may become eligible for reclassification as a resident for tuition purposes only if that individual, or his or her parent if that individual is a dependent, presents clear and convincing documentation that supports permanent legal residency in this state for 12 consecutive months. A student, or his or her parent if that student is a dependent, may become eligible for reclassification by presenting a minimum of three (3) documents identified below. One of the three documents must come from the first tier.

### First Tier (at Least One of the Two Documents

#### Submitted Must be from this List)

1. a Florida voter's registration card.
2. a Florida driver's license.
3. a State of Florida identification card.
4. a Florida vehicle registration.
5. 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.
6. proof of a homestead exemption in Florida.
7. transcripts from a Florida high school for multiple years (2 or more years) if the Florida high school diploma or GED was earned within the last 12 months.
8. proof of permanent full-time employment in Florida for at least 30 hours per week for a consecutive 12-month period.

### Second Tier (May be Used in Conjunction with One Document from First Tier)

1. a declaration of domicile in Florida.
2. a Florida professional or occupational license.
3. Florida incorporation.
4. a document evidencing verifiable family ties to a Florida resident, as defined by tuition purposes.
5. proof of membership in a Florida-based charitable or professional organization.
6. 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.

### Examples of documents that may not be used

- Hunting/fishing licenses
- Library cards
- Shopping club/rental cards
- Birth certificate
- Passport
- Social Security Card
- Florida Concealed Weapons permit
- Insurance Card

The burden of providing clear and convincing documentation that justifies the Florida public IHE's classification of a student as a resident for tuition purposes rests with the student, or if the student is a dependent, his or her parent. For documentation to be "clear and convincing" it must be credible, trustworthy, and sufficient to persuade the Florida public IHE that the student or, if that student is a dependent, his or her parent, has established legal residency in Florida that is not solely for the purpose of pursuing an education and has relinquished residency in any other state for a minimum of 12 consecutive months prior to classification. Each Florida public IHE may establish submission deadlines for all documentation that will be used to determine residency for tuition purposes. S. 1009.21(6)(a), F.S. emphasizes the need for clear and convincing documentation that supports permanent legal residency in the state for at least 12 consecutive months rather than temporary residence for the purposes of education. The two examples provided are not intended to be the exclusive means under that subsection to permit reclassification of a student for tuition purposes. Not all potential circumstances which may be presented under that subsection will require a student to relinquish enrollment during the 12 month qualifying period. The primary objective of the section is to require students to submit documentation that clearly and convincingly demonstrates the establishment of permanent legal residency in Florida for at least 12 consecutive months and that such residency is not on a temporary basis for the purpose of obtaining an education.

An individual who is classified as a non-resident for tuition purposes and who marries a legal resident of the state and becomes a legal resident may become eligible for reclassification by submitting proof of his/her legal residency, evidence of his/her marriage to a legal resident, and evidence of his/her spouse's legal residence in Florida for at least 12 consecutive months immediately preceding the application for reclassification. The individual does not have to satisfy the requisite 12-month qualifying period. [s. 1009.21(6)(d), F.S.]

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

## Appeals

Students may appeal their residency or reclassification decision in accordance with s. 1009.21(11), F.S.

1. The student must appeal to the registrar or designee with the Office of Enrollment Services 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:

1. Complete a college application for admission.
2. Complete the Test of Adult Basic Education or the Postsecondary Education Readiness Test or meet the exemption requirement.
3. 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 an advisor at the appropriate campus. Students in the Welding Technology program should see an advisor at the Levy Campus. Students may pay fees by mail or at the Cashiers Office in the Bryant Student Union at the Ocala Campus, Citrus Campus or Levy Campus administrative offices

## Testing Information

The CF testing centers at the Ocala, Citrus, and Levy 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, industry certification tests and many others.

Details on all testing services such as testing dates, cost, test duration, retake policies and other testing requirements are available on the Testing Center web site: [CF.edu/Testing](http://CF.edu/Testing).

Appropriate disability-related accommodations are available for Testing Center services. For more information, visit the Accessibility Services office website at [CF.edu/Access](http://CF.edu/Access).

Placement cut scores for degree-seeking, first-time-in-college students, are approved by the State Board of Education (F.A.C. Rule 6A-10.0315, Common Placement Testing and Instruction, as amended).

## Placement Test Scores

### Reading

Course	ACT Reading	SAT Reading (after March 2016)	SATU Reading (prior to March 2016)	PERT Reading	Accuplacer Next Gen
REA 0007	13 and below	18 and below	320 and below	50-83	less than 200
REA 0017	14-18	19-23	330-429	84-105	200-225
College Level Courses	19 or higher	24 or higher	430 or higher	106-150	226-244

### English

Course	ACT English	SAT Writing (after March 2016)	SATU Writing (prior to March 2016)	PERT Writing	Accuplacer Next Gen
ENC 0015	12 and below	18 and below	329 and below	50-89	less than 200
ENC 0025	13-16	19-24	330-449	90-102	200-225
College Level Courses	17 or higher	25 or	450 or higher	103-150	226-244

### Mathematics

Courses	ACT Math	SAT Math (after March 2016)	SATU Math (prior to March 2016)	PERT Math	Accuplacer Next Gen	Advanced Algebra Functions AAF/CLM
MAT 0057	18 and below	23.5 and below	470 and below	50-113	200-241	
MAT 1033, MGF 1106, MGF 1107, STA 2023	19-24	24-26	480-520 (MAT1033)	114-122	242-257	200-249
			530 or higher			
MAC 1105	25 or higher	26.5 or higher	530 or higher	123 or higher	258-300	250-269
MAC 1114, MAC 1140, MAC 1147, MAE 2801	Must take AAF/CLM	Must take AAF/CLM	Must take AAF/CLM	Must take AAF/CLM	Must take AAF/CLM	270-279
MAC 2233, MAC 2311	Must take AAF/CLM	Must take AAF/CLM	Must take AAF/CLM	Must take AAF/CLM	Must take AAF/CLM	280-300

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. Refer to the Florida Department of Education common placement testing at <http://www.fldoe.org/schools/higher-ed/flcollege-system/common-placement-testing.shtml>. If a student chooses to take the AAF, these scores will be used as the first priority in determining math placement.

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

<i>CPT Individual scores in the skill areas below:</i>	<b>EAP Level 1 Courses</b>	<b>EAP Level 2 Courses</b>	<b>Degree Program Courses</b>
PERT Reading Comprehension and Sentence Skills	<b>83 or below</b> , student is placed in EAP level 1 courses	<b>Score of 84-105</b> , student is placed EAP level 2 courses	<b>Score of 106</b>
PERT Writing	<b>89 or below</b> , student is placed in EAP level 1 courses	<b>Score of 90-102</b> , student is placed EAP level 2 courses	<b>Score of 103</b>

## Accuplacer ESL Placement Test Scores for non-Native English Speakers and Enrollment in EAP and College Level Courses:

<i>Accuplacer ESL scores in the skill areas below:</i>	<b>EAP Level 1 Courses</b>	<b>EAP Level 2 Courses</b>	<b>College Level Courses**</b>
Reading	20-95	96-106	107-120
Sentence Meaning	20-95	96-106	107-120
Oral Interpretation (Listening)	0-69	70 or higher	N/A
Language Use	N/A	23-89	90-104
Writeplacer	N/		

**\*\* Requires PERT scores above 106 above reading and above 103 on writing, otherwise EAP level 2 is recommended.**

## English for Academic Purposes, EAP

English for Academic Purposes credit courses 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 college-level courses, including ENC 1101. EAP courses are an integral part of the degree program for non-Native English speakers. The EAP 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 EAP program.

## Alternative Placement Testing for Non-Native English Speakers

CF does not require a Test of English as a Foreign Language, TOEFL, for international student admission.

If a student has official TOEFL, International English Language Testing System, IELTS, or Society for Testing English Proficiency, STEP, scores, no older than 12 months, the following chart shows the minimum accepted scores for placement directly into ENC 1101. These test scores will only be accepted prior to the first day of class.

Students submitting alternative test scores that meet the minimum requirement as indicated in the graph below must still take the mathematics section of the PERT placement test.

	<b>TOEFL IBT</b>	<b>CBT</b>	<b>PBT</b>	<b>IELTS</b>	<b>STEP</b>
Degree credit courses	61 and above	173 and above	500 and above	535 and above	Grade 2A and above



## Admission Procedures

After the student's application is processed, the Office of Admissions and Student Recruitment 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 additional 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. s. 1007.27 (2), F. S., 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, AICE, 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 equivalences awarded are subject to change for any examination without prior notice.**

# AICE Policy

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

<b>Exams</b>	<b>Passing Score of A, B, C, D, E</b> (Grades not based on American A-F grading scale)	<b>General Education Credit for A.A. Degree</b>
Accounting (AS-level)	ACG X001 (min. 3 cr.)	Elective
Accounting (A-level)	ACG X001 and ACG XXXX (min. 6 cr.)	Elective
Art and Design (AS-level)	No number recommendation (min. 3 cr.)	
Art and Design (A-Level)	No number recommendations (min. 6 cr.)	
Applied ICT - Information Communication Technology (A-Level)	CGS 1060 or CGS 1100 (min. 3 cr.)	Elective, Computer Competency
Applied ICT - Information Communication Technology (AS-Level)	CGS 1060 and CGS 1100 (min. 6 cr.)	Elective, Computer Competency
Biology (AS-level)	BSC 1005 and BSC 1005L (min 4 cr.)	Natural Science, State Core
Biology (A-level)	BSC 2010 and BSC 2010L and BSC 1005 (min. 7 cr.)	Natural Science, State Core and Institutional Core
Business Studies (AS-level)	GEB 1011 (min 3 cr.)	Elective
Business Studies (A-level)	GEB 1011 and GEB XXXX (min 6 cr.)	Elective
Chemistry (AS-level)	CHM 1020 (4 cr.)	Physical Science
Chemistry (A-level)	CHM 1020 or CHM 2045 and CHM 2045L (min 8 cr.)	Physical Science
Classical Studies (AS-level)	CLA X010 (min 3 cr.)	Elective
Computing (AS-level)	CGS 1073 (min 3 cr.)	Elective
Computing (A-level)	CGS 1073 and CGS 1074 (min. 6 cr.)	Elective
Computing (AS-level)	COP X000 (min. 3 cr.)	
Computing (A-level)	COPX000 and COPX220 (min. 6 cr.)	
Design and Technology (AS-level)	ETI X482C (min 3 cr.)	
Design and Technology (A-level)	ETI X482C and ETI XXXX (min 3 cr.)	
Divinity (AS-level)	REL 2210	Elective
Divinity (A-level)	REL 2210 and REL 2240	Elective
Economics (AS-level)	ECO X000 (min 3 cr.)	Elective
Economics (A-level)	ECO 2013 and ECO 2023 (min. 6 cr.)	Social Science
English (AS-level) English Language or Language & Literature in English	ENC 1101 (3 cr.)	Communication, English State Core
English (AS-level) Literature in English	ENC 1101 or ENC 1102 (min 3 cr.) Awards credit for ENC 1102 only of student has credit for ENC 1101	Communication, English State Core and English Institutional Core

English (A-level)	ENC 1101 and either ENC 1102 or LIT 1000 (min 6 cr.)	Communication, English State Core and English Institutional Core
English (A-Level) Literature in English	ENC 1101 and either ENC 1102 or LIT 1000 (min. 6 cr)	Communication, English State Core and English Institutional Core
Environmental Management (AS-level)	EVR 1001 and EVR 1001L (min 3 cr.)	Natural Science, State Core
French Language (AS-level)	FRE 1120 (min. 4 cr.)	Foreign Language Competency, Elective
French Literature (AS-level)	One semester of literature survey credit (min. 3 cr.)	
French (A-level)	FRE 1120 and FRE 1121 (min. 8 cr.)	Foreign Language Competency, Elective
Further Mathematics (A-level)	MAC 2311 and MAC 2312 or STA 2023 (min. 8 cr.)	Mathematics, State Core and Institutional Core
General Paper	IDS X110 (min 3 cr.)	Elective
Geography (AS-level)	GEA 2000 (min. 3 cr.)	Physical Science
Geography (A-level)	GEO 2000 and GEO X400 (min. 8 cr.)	Physical Science
German Language (AS-level)	GER XXXX (min. 3 cr.)	Elective
German Language (A-level)	GER XXXX and GER XXXX (min. 6 cr.)	Elective
Global Perspectives 1 (AS-Level)	ISS 1013 (min. 3 cr.)	Elective
Global Perspectives Pre-U Independent Research II (A-Level)	ISS 1013 (min. 3 cr.)	Elective
History-The History of the USA c. 1840-1968	AMH X042 (min. 3 cr.)	Elective
History-Modern European History, 1789-1939	EUH X031 or EUH X0002 (min. 3 cr.)	Elective
History-International History, 1945-1991	HIS X206 or WOH X040 (min. 3 cr.)	Elective
History, US History, c. 1840-1941 (AS-Level)	AMH X029	
History, US History, c. 1840-1990 (A-Level)	AMH X029 and AMH X020 core (6 cr.)	
History, European History, c. 1789-1917 (AS-Level)	EUH X031 (3 cr.)	
History, European History, c. 1789-1941 (A-Level)	EUH X031 and EUH XXXX (6 cr.)	
History, International Relations/History, c. 1871-1945 (AS-Level)	WOH X040 (3 cr.)	
History, International Relations/History, c. 1871-1991 (A-Level)	WOH X040 and WOH X043 (6 cr.)	
Latin (AS-level)	LAT XXXX (min. 3 cr.)	Elective
Marine Science (AS-level)	OCE 1001 (min. 3 cr.)	Natural Science, Instructional Core
Marine Science (A-level)	OCE 1001 and OCB X000 (min. 6 cr.)	Natural Science, Instructional Core
Mathematics (AS-level)	MAC 1147 or MAC 1140 and MAC 1114 (min. 6 cr.)	Mathematics, Institutional Core
Mathematics (A-level)	MAC 2311 and MAC 1114 (min. 6 cr.)	Mathematics, State Core

Media Studies (AS-Level)	DIG X000 (min. 3 cr.)	Elective
Media Studies (A-Level)	DIG X000 and DIG X001 or DIG X030 (min. 6 cr.) (min. 3 cr.)	Elective
Music (AS-level)	MUH X001 (min. 3 cr.)	Elective
Music (A-level)	MUH X001 and MUH X011 (min. 6 cr.)	Elective
Physics (AS-level)	PHY 1020 (min 3 cr.)	Natural Science, State Core
Physics (A-level)	PHY 1053C and PHY 1054C (min. 8 cr.)	Natural Science, State Core
Psychology (AS-level)	PSY 2012 (min. 3 cr.)	Social Science, State Core
Psychology (A-level)	PSY 2012 and PSY XXXX (min. 6 cr.)	Social Science, State Core
Sociology (AS-level)	SYG 2000 (min. 3 cr.)	Social Science, State Core
Sociology (A-level)	SYG 2000 (min. 3 cr.)	Social Science, State Core
Spanish Language (AS-level)	SPN 1120 (min. 4 cr.)	Elective
Spanish Literature (AS-level)	SPN XXXX (min. 4 cr.)	Elective
Spanish (A-level)	SPN 1120 and SPN 1121 (min. 6 cr.)	Elective
Thinking Skills (AS-level)	PHI X103 or PHI X401 (min. 3 cr.)	Elective
Thinking Skills (A-level)	PHI X103 or PHI X401 and PHI 2010 (min. 6 cr.)	Elective
Travel and Tourism (AS-level)	HFT X000 or HFT X700 (min.3 cr.)	Elective
Travel and Tourism (A-level)	HFT X000 or HFT X700 and other Hospitality Management related credit (min. 6 cr.)	Elective

# AP Policy, AP

Course Credit Awarded for Advanced Placement Examinations.

Exam	Score of 3	Score of 4	Score of 5	General Education Credit for A.A. Degree
Art History	ARH 1000 (min. 3 cr.)	ARH 2050 and ARH 2051 (min. 6 cr.)	Same as 4	Score of 3: Humanities, State Core Score of 4 and 5: Humanities, Institutional Core
Biology	BSC 2005 and BSC 2005L (min. 4 cr.)	BSC 2010 and BSC 2010L (min. 4 cr.)	BSC 2010 and BSC 2010L and BSC 2011 and BSC 2011L (min. 8 cr.)	Score of 3: Natural Science, State Core Score of 4: Natural Science, State Core Score of 5: Natural Science, State Core and Institutional Core
Calculus AB	MAC 2311 (min. 5 cr.)	Same as 3	Same as 3	Mathematics, State Core
Calculus BC	MAC 2311 (min. 5 cr.)	MAC 2311 and MAC 2312 (min. 8 cr.)	Same as 4	Mathematics, State Core and Institutional Core
Capstone Research	IDS XXXX (min. 3 cr.)	Same as 3	Same as 3	Institutional discretion when applying equivalencies
Capstone Seminar	IDS 1350 (min. 3 cr.)	Same as 3	Same as 3	
Chemistry	CHM 1020 (min. 3 cr.)	CHM 2045 and CHM 2045L (min. 4 cr.)	CHM 2045 and CHM 2045L and CHM 2046 and CHM 2046L (min. 8 cr.)	Score of 3: Natural Science, State Core Score of 4: Natural Science, State Core Score of 5: Natural Science, State Core and Institutional Core
Chinese Language and Culture	One semester of intermediate-level language (min. 3 cr.)	Two semesters of intermediate-level language (min. 6 credits)	Same as 4	Score 3: Elective Score 4 or 5: Elective, Foreign Language Competency
Computer Science A	CGS X075 (min. 3 cr.)	Same as 3	Same as 3	Elective
Computer Science AB	CGS X076 (min. 3 cr.)	Same as 3	Same as 3	Elective
Computer Science Principles	COP X000 (min 3 cr.)	Same as 3	Same as 3	
Drawing	ART X300C (min. 3 cr.)	Same as 3	Same as 3	
Economics: Macro	ECO 2013 (min. 3 cr.)	Same as 3	Same as 3	Social Science, State Core
Economics: Micro	ECO 2023 (min. 3 cr.)	Same as 3	Same as 3	Elective
English Language and Composition	ENC 1101 (min. 3 cr.)	ENC 1101 and ENC 1102 (min. 6 cr.)	Same as 4	Score of 3: Communications, English State Core Score of 4 or 5: Communications, English State Core and English Institutional Core
Environmental Science	EVR 1001 (min. 3 cr.)	Same as 3	Same as 3	Natural Science, State Core

European History	EUH X009 (min. 3 cr.)	EUH X000 and EUH X001 (min 6 cr.)	Same as 4	Elective
French Language and Culture	One semester of intermediate-level language (min. 3 credits)	Two semesters of intermediate-level language (min. 6 credits)	Same as 4	Score 3: Elective Score 4 or 5: Elective, Foreign Language Competency
French Literature	One semester introductory literature (min. 3 cr.)	Two semesters introductory literature (min. 6 cr.)	Same as 4	Exam discontinued in 2011
German Language and Culture	One semester of intermediate-level language (min. 3 cr.)	Two semesters of intermediate-level language (min. 6 cr.)	Same as 4	Score 3: Elective Score 4 or 5: Elective, Foreign Language Competency
Government and Politics: Comparative	CPO X002 (min. 3 cr.)	Same as 3	Same as 3	Elective
Government and Politics: United States	POS 2041 (min. 3 cr.)	Same as 3	Same as 3	Social Science, State Core
Human Geography	GEO X400 (min. 3 cr.)	Same as 3	Same as 3	Score 3: Elective Score 4 or 5: Elective, Foreign Language Competency
Italian Language and Culture	One semester of intermediate-level language (min. 3 cr.)	Two semesters of intermediate-level language (min. 6 cr.)	Same as 4	Score 3: Elective Score 4 or 5: Elective, Foreign Language Competency
Japanese Language and Culture	One semester of intermediate-level language (min. 3 cr.)	Two semesters of intermediate-level language (min. 6 cr.)	Same as 4	Score 3: Elective Score 4 or 5: Elective, Foreign Language Competency
Latin: Latin Literature	LNW X700 (min. 3 cr.)	Same as 3	Same as 3	Elective
Latin: Vergil	LNW X321 (min. 3 cr.)	Same as 3	Same as 3	Elective
Latin	LNW X700 or LNW X321 (min. 3 cr.)	Same as 3	Same as 3	Elective
Music Theory	MUT 1001 if composite score is 3 or higher. MUT 1111 and MUT 1241 if both aural and nonaural subscores are 3 or higher. (min. 3 cr.)	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. (min. 3 cr.)	Same as 3	Elective
Physics 1	PHY 1053C (min. 4 cr.)	Same as 3	Same as 3	Natural Science, State Core
Physics 2	PHY 1054C (min. 4 cr.)	Same as 3	Same as 3	Natural Science, State Core
Physics B	PHY 1053C (min. 4 cr.)	PHY 1053C and PHY 1054C (min. 8 cr.)	Same as 4	Score of 3: Natural Science, State Core Score of 4 or 5: Natural Science, State Core and Institutional Core
Physics C: Electricity/Magnetism	PHY 1054C (min. 4 cr.)	PHY 2049C (min. 4 cr.)	Same as 4	Score of 3, 4 or 5: Natural Science, Institutional core
Physics C: Mechanics	PHY 1053C (min. 4 cr.)	PHY 2048C (min. 4 cr.)	Same as 4	Score of 3, 4 or 5: Natural Science, State Core

Psychology	PSY 2012 (min. 3 cr.)	Same as 3	Same as 3	Social Science, State Core
Research	IDS XXXX (min. 3 cr.)	Same as 3	Same as 3	Elective
Seminar	IDS 1350 (min. 3 cr.)	Same as 3	Same as 3	Elective
Spanish Language	SPN 2200 (min. 3 cr.)	SPN 2200 and SPN 2221 (min. 6 cr.)	Same as 4	Score 3: Elective Score 4 or 5: Elective, Foreign Language Competency
Spanish Literature	One semester introductory literature (min. 3 cr.)	Two semesters introductory literature (min. 6 cr.)	Same as 4	Score 3: Elective Score 4 or 5: Elective, Foreign Language Competency
Statistics	STA 2023 (min. 3 cr.)	Same as 3	Same as 3	Mathematics, State Core
Studio Art: Drawing Portfolio	ART 1300C (min. 3 cr.)	Same as 3	Same as 3	Elective
Studio Art: 2-D Design Portfolio	ART 1201C (min. 3 cr.)	Same as 3	Same as 3	Elective
Studio Art: 3-D Design Portfolio	ART 2203C (min. 3 cr.)	Same as 3	Same as 3	Elective
United States History	AMH 2010 (min. 3 cr.)	AMH 2010 and AMH 2020 (min. 6 cr.)	Same as 4	Score of 3: Elective Score of 4 or 5: Elective and Social Science, State Core
World History	WOH 2022 (3 cr.)	Same as 3	Same as 3	Social Science, Institutional Core



## CLEP Policy

The College-Level Examination Program (CLEP) provides an opportunity for students to demonstrate competency in certain subjects and thereby earn college credit for particular courses without enrolling in classes, is not built around a curriculum, but rather is designed to test students' knowledge on a variety of college-level subjects, regardless of where they may have learned the material. Developed by the College Board, CLEP is the most widely accepted credit-by-examination program, available at more than 2,900 colleges and universities. If the student has obtained knowledge outside the classroom, the CLEP gives the student an opportunity to demonstrate proficiency in the subject area and bypass undergraduate coursework.

Visit <https://www.cf.edu/go/assistance/testing/test-directory/> for more information. Students are strongly encouraged to meet with an academic advisor to ensure course credits will fulfill their degree requirements.

- CLEP credit meets all graduation requirements, including Gordon Rule mandates if applicable.
- The student will receive a copy of his or her unofficial scores immediately after testing; official test scores will be processed 4-6 weeks after the test date and any applicable credit entered into the student's record at that time.
- The student can earn a varying number of college credits with CLEP, depending on the particular test and the score earned.
- Students are able to retake a CLEP exam after a wait period of 3 months (90 days). Retaking a test before the wait period is over will invalidate the student's scores, and the student will forfeit any fees paid.
- Passing scores are for credit granting purposes only and do not compute into the student grade point average (GPA).
- Students may use CLEP credit under the repeat course policy for D or F grades only. However, CLEP does not apply in the guidelines of the repeat policy. If a student earns an acceptable CLEP score in a course in which they have earned a D or F, the previous grade will continue to be computed in the student's GPA. No letter grades or quality points are assigned for CLEP credits.
- If the student successfully CLEPs a class that has been previously attempted, the student may not petition to have the previous attempt removed from his or her record.

CLEP tests are administered throughout the year at any of the three campus testing centers at CF. CLEP credit cannot duplicate regular college course credit already earned, Dual Enrollment credit, or other credits earned through examination.

The College of Central Florida CLEP code number is 5127.

## 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 Scale Score of 50 for Passing	General Education Credit for A.A. Degree
Accounting, Principles of	ACG X001 (min. 3 cr.)	Effective July 1, 2007 this test is no longer administered-replaced by "Financial Accounting" exam
Algebra, College	MAC 1105 (min. 3 cr.)	Mathematics, Institutional Core
Algebra-Trigonometry, College	MAC 1147 (min. 3 cr.)	Effective July 1, 2006 this test is no longer administered-replaced by "Precalculus" exam
American Government	POS 2041 (min. 3 cr.)	Social Sciences, State Core
American Literature	AML 2010 (min. 3 cr.)	
Analyzing/Interpreting Literature	No Direct Equivalent. Recommend taking American or English Literature exam	Take American or English Literature exam
Biology, General	BSC 1005 (min. 3 cr.) no lab credit	Natural Science, State Core
Business Law, Introduction	BUL 2241 (min. 3 cr.)	Elective
Calculus	MAC 2233 (min. 3 cr.)	Mathematics, Institutional Core
Chemistry, General	CHM 1025 or CHM 1020 (min. 3 cr.) no lab credit	Natural Science, Institutional Core
College Composition	ENC 1101 and ENC 1102 (min. 6 cr.)	Communications, English State Core and English Institutional Core
College Composition Modular	College Composition Modular	Communications, English State Core and English Institutional Core

Educational Psychology, Introduction to	EDP X002 (min. 3 cr.)	
English Literature	ENL X000 (min. 3 cr.)	Elective
Financial Accounting	ACG 2021 (min. 3 cr.)	Elective
Financial Accounting	FRE 1120 (min. 4 cr.)	Elective
Freshman Composition	No direct equivalent. Recommend English Composition with Essay instead.	Replaced by College Composition Modular
German Language	One semester of Elementary Language I (min. 3 cr.)	Elective
History of the United States I: Early Colonizations to 1877	AMH 2010 (min. 3 cr.)	Elective
History of the United States II: 1865 to Present	AMH 2020 (min. 3 cr.)	Social Science, State Core
Human Growth and Development	DEP 2004 (min. 3 cr.)	Elective
Humanities	HUM X235 or HUM X250 (min. 3 cr.)	
Information Systems/Computer Applications	CGS X077 (min. 3 cr.)	Elective
Macroeconomics, Principles of	ECO 2013 (min. 3 cr.)	Social Science, State Core
Management, Principles of	MAN 2021 (min. 3 cr.)	Elective
Marketing, Principles of	MAR 2011 (min. 3 cr.)	Elective
Mathematics, College	MGF 1106 or MGF 1107 (min. 3 cr.)	Mathematics, Institutional Core
Microeconomics, Principles of	ECO 2023 (min. 3 cr.)	Elective
Natural Sciences	No direct equivalent. Recommend specific subject exams (Biology or Chemistry)	Take specific subject exams
Precalculus	MAC 1140 (min. 4 cr.)	Mathematics, Institutional Core
Psychology, Introductory	PSY 2012 (min. 3 cr.)	Social Science, State Core
Sociology, Introductory	SYG 2000 (min. 3 cr.)	Social Science, State Core
Social Sciences and History	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 (min. 3 cr.)	Elective SPN1120 and SPN 1121** **Score of 63 (min. 6 cr.)
Trigonometry	MAC 1114 (min. 3	Effective July 1, 2006 this test is no longer administered-replaced by "Precalculus" exam
Western Civilizations I: Ancient Near East to 1648	EUH X000 (min. 3 cr.)	Elective
Western Civilizations II: 1648 to Present	EUH X001 (min. 3 cr.)	Elective

# 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 (3 credits per exam)	Passing Score	Passing Score 2008 Revised Exams	General Education Credit for A.A. Degree
A History of the Vietnam War	AMH X059	44		Elective
Art of the Western World	ARH 1000 or ARH X010	48		Elective
Astronomy	AST 1002	48		Natural Science, State Core
Business Ethics and Society	GEB 2430	400		Elective
Business Law II	BUL 2242	44		Elective
Business Math	QMB 1001	48	400	
Computer and Information Technology	CGS X000 or CGS X060	45	400	
Criminal Justice	CCJ 1020	49	400	Elective
Drug and Alcohol Abuse	No course or credit recommendation	49		
Environment and Humanity	EVR 1017 or ISC X003 or ISC X143 or ISC 1147	46		Elective
Environmental Science	EVR X002 or ISC X003	400		Effective for exams taken after 5/16/2018
Ethics in America	PHI X630	46	400	Elective
Foundations of Education	EDF 2005	46		Social Science, Institutional Core
Fundamentals of College Algebra	MAT 1033	47	400	Elective
Fundamentals of College Algebra	MAC X105		400	Effective for exams taken after 5/16/2018
Fundamentals of Counseling	PCO X202	45		Elective
Fundamentals of Cyber Security	CIS X350 or CIS X354		400	Elective
General Anthropology	ANT 2000	47		Social Science, State Core
Here's to Your Health	HSC 2100	48	400	Elective
History of the Soviet Union	EUH X066	45	400	
Human Resource Management	MAN 2300	46		Elective
Human/Culture Geography	GEO X400	48		Elective
Introduction to Business	GEB 1011	46	400	Elective
Introduction to Computing	CET 1171	45	400	Elective

Introduction to Law Enforcement	CCJ 1100	45		Elective
Introduction to Modern Middle East	ASH X044	47		Elective
Introduction to World Religions	REL 2300	48	400	Humanities, Institutional Core
Lifespan Developmental Psychology	DEP 2004	46		Social Science, Institutional Core
Management Information Systems	ISM X000	46	400	Elective
Math for Liberal Arts	MGF X106		400	
Money and Banking	BAN X501	48		Elective
Organizational Behavior	INP X002	48		Elective
Personal Finance	FIN 2100	46		Elective
Physical Geology	GLY X000	46	400	Elective
Principles of Advanced English	ENC X101		400	
Principles of Finance	FIN X000	46		Elective
Principles of Financial Accounting	ACG 2021	47		Elective
Principles of Physical Science	PSC 1341	47		Science, Institutional Core
Principles of Public Speaking	SPC 2608	47		Communications, Institutional Core Oral Communications
Principles of Statistics	STA 2023	48	400	Mathematics, State Core
Principles of Supervision	MNA X345	46	400	Elective
Rise and Fall of Soviet Union	EUH X066	45		45
Substance Abuse	HSC X140	49	400	Elective
Technical Writing	ENC 221	46		Elective
The Civil War and Reconstruction	AMH X056	47		Elective
Western Europe Since 1947	No course or credit recommendation	45		Discontinued 12/31/2014

# 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 1005 and BSC 1005L	BSC 1005 and BSC 1005L and BSC 2010 and BSC 2010L	Natural Science, State Core
Biology (SL)	BSC 1005 and BSC 1005L	BSC 1005 and BSC 1005L	Effective for exams taken after 9/23/2020
Biology (HL)	BSC 1005 and BSC 1005L and BSC 2010 and BSC 2010L	BSC 1005 and BSC 1005L and BSC 2010 and BSC 2010L	Effective for exams taken after 9/23/2020
Business and Management	GEB 1011 or MAN X604 or MAN X652	GEB 1011 or MAN X604 or MAN X652 and MAN 2021	Elective
Chemistry	CHM 1020	CHM 1020 and CHM 2045 and CHM 2045L	Natural Science, State Core
Computer Science	CGS X1100	COP X000 and CGS 1100	Elective
Design Technology	ETI X410	ETI X410 and other Engineering Technologies course	Elective
Economics	ECO X000	ECO 2013 and ECO 2023	Elective
Ecosystems and Society	EVR X017 or EVR X018	VR X017 or EVR X018 and EVR1001	
English A1	ENC 1101	ENC 1101 and ENC 1102 or LIT 2110	Score of 4: Communications, English State Core Score of 5, 6 and 7: Communications, English State Core and English Institutional Core
English Language A: Literature	ENC X141 or LIT 1000	ENC X141 and LIT 1000	
Environmental Systems	EVR 1001	EVR 1001 and other environmental science course	Score of 4: Natural Science, State Core Score of 5, 6 and 7: Natural Science, State Core and Institutional Core
Film Studies	FIL X000	FIL X000 and FIL X002	Elective
French	FRE 1120	FRE 1120 and FRE 1121	Score of 4: Elective Score of 5, 6 and 7: Foreign Language Competency
Further Mathematics (Advanced Mathematics)	MHF X202	MHF X202 and MHF X209	Mathematics
Geography	GEA 2000	GEO X200 and GEO X400	GEA 2000: Social Science, Institutional Core GEO X400: Elective GEO X200: Elective

German	One semester of language at Elementary Language II Level	Two semester of language at Elementary Language II Level	Score of 4: Elective Score or 5, 6 and 7: Foreign Language Competency
Global Policy (SL)	INR X002	Same as 4	
Global Policy (HL)	INR X002	INR X002 and additional politics/government course (min. 6 cr.)	
History	WOH X030	WOH X030 and one semester of lower-level History elective depending on student's choice of specialized subject.	
History (SL)	WOH X030	Same as 4	Effective for exams taken after 5/16/2018
History (HL): History of Africa and the Middle East	WOH X030	WOH X030 and WOH X031	Effective for exams taken after 5/16/2018
History (HL): History of the Americas	WOH X030	WOH X030 and AMH X010 or AMH X020	Effective for exams taken after 5/16/2018
History (HL): History of Asia and Oceania	WOH X030	WOH X030 and WOH X031	Effective for exams taken after 5/16/2018
History (HL): History of Europe	WOH X030	WOH X030 and WOH X031	Effective for exams taken after 5/16/2018
Information and Technology for a Global Society	No direct equivalent	No direct equivalent	Elective
Islamic History	No direct equivalent	No direct equivalent	Elective
Italian	One semester of language at Elementary Language II Level (min. 3 cr.)	Two semesters of language at Elementary Language II Level (min. 6 cr.)	
Latin	One semester of language at Elementary Language II Level	Two semesters of language at Elementary Language II Level	Score of 4: Elective Score or 5, 6 and 7: Foreign Language Competency
Literature and Performance (SL)	THE X300 (min. 3 cr.)	Same as 4	
Marine Science	BSC X311C (BSC X311/ BSC X311L) or OCB X000C (OCB X000/ OCB X000L) or OCB X010C (OCB X010/ OCB X010L)	Same as Score of 4	Science, Institutional Core
Math Analysis and Approaches (SL)	MGF X106	MGF X106 and additional math course (min. 6 cr.)	
Math Analysis and Approaches (HL)	MAC X105	MAC X105 and additional math course (min. 6 cr.)	
Math Applications and Interpretations (SL)	MAC X105	MAC X105 and MGF X106	
Math Applications and Interpretations (HL)	MAC X140	MAC X147 and additional math course (min. 6 cr.)	MAC X147 can substitute for MAC X140 and MAC X114
Math Methods	MAC 1105	MAC 1105 and MAC 1140 or MAC 1140 and MAC 2233	Score of 4: Mathematics, State Core; Score of 5, 6 and 7: Mathematics,

			State Core and Institutional Core
Math Studies	MAT 1033	MAT 1033 and MGF 1106	MAT 1033: Elective MGF 1106: Mathematics, State Core
Mathematical Studies (SL)	MAC X105	Same as 4	
Mathematics	MAC 1147	MAC 1147 and MAC 2233 or MAC 2233 and MAC 2311	Score of 4: Mathematics, Institutional Core Score of 5, 6 and 7: Mathematics, State Core and Institutional Core
Music	MUL 1010	MUL 1010 and MUT 1001	MUL 1010: Humanities, State Core MUT 1121: Elective
Philosophy	PHI 2010	PHI 2010 and PHI 1100	Elective
Physics	PHY 1020	PHY 1053C and PHY 1054C	Score of 4: Natural Science, State Core Score of 5, 6 and 7: Natural Science, State Core and Institutional Core
Physics (SL)	PHY X020/X020L	PHY X020/X020L	Effective for exams taken after 9/23/2020
	PHY X020/X020L and PHY X053C or PHY X053C and PHY X054C	PHY X020/X020L and PHY X053C or PHY X053C and PHY X054C	Effective for exams taken after 9/23/2020
Psychology	PSY 2012	PSY 2012 and PSY XXXX	PSY 2012: Social Science, State Core PSY XXXX: Elective
Social and Cultural Anthropology	ANT 2410	ANT 2410 and ANT 2000	ANT 2410: Elective ANT XXXX: Elective
Spanish	SPN 1120	SPN 1120 and SPN 1121	Score of 4: Elective Score of 5, 6 and 7: Foreign Language Competency
Theatre Arts	THE 1000	THE 1000 and TPA 1200	THE 1000: Humanities, State Core TPA 1200: Elective
Theatre (SL)	THE X000 or THE X020	Same as 4	
Theatre (HL)	THE X000 or THE X020	THE X000 or THE X020 and one semester (min. 3 cr.) credit in THE, TPA or TPP depending on student's strengths	All students study core topics in dramatic literature, performance and stagecraft. Higher level students do an independent project in a Theatre Arts subject of their choice. Effective for exams taken after 5/16/2018
Visual Arts	ARH 1012	ARH 1012	Elective
World Religions (SL)	REL X300 (min. 3 cr.)	Same as 4	



## 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 the Office of 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 Enrollment Services. A grade of S will be submitted for passed departmental exam.
9. Upon receipt of the memo, the Office of Enrollment Services 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

- CET1278 - A+ Fundamentals *Credits: 3*
- CET2180 - Practical PC Technician *Credits: 3*

Total Credit Hours: 9

## Credit for Correctional Officer Training School

Students who successfully complete this academy, pass the state certification exam, and complete 12 college credit hours at CF may be eligible to receive up to 12 college credit hours toward the A.S. in Criminal Justice Technology as indicated:

## Credit Hours

- CJC1000 - Crime and Punishment *Credits: 3*
- CCJ1949 - Work Experience I *Credits: 3*
- CJL2130 - Criminal Law, Evidence and Procedures *Credits: 3*
- HSC2400 - First Aid *Credits: 3*

Total Credit Hours: 12

## Credit for Law Enforcement Officer Training School

Students who successfully complete this academy, pass the state certification exam, and complete 12 college credit hours at CF may be eligible to receive up to 15 college credit hours toward the A.S. in Criminal Justice Technology as indicated:

## Credit Hours

- CJL2130 - Criminal Law, Evidence and Procedures *Credits: 3*
- CCJ1949 - Work Experience I *Credits: 3*
- CCJ1020 - Introduction to Criminal Justice System *Credits: 3*
- CJE2600 - Introduction to Forensics and Criminal Investigation *Credits: 3*
- HSC2400 - First Aid *Credits: 3*

Total Credit Hours: 15

## 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

- CET2180 - Practical PC Technician *Credits: 3*
- CTS2134 - Networking Fundamentals *Credits: 3*
- CTS2120 - Security Fundamentals *Credits: 3*
- CTS2143 - Server Fundamentals *Credits: 3*

Total Credit Hours: 12

## 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

- CGS1100 - Microcomputer Applications *Credits: 3*

## Credit for MOS or MCAS Expert Certifications

## Credit Hours

- CGS2103 - Spreadsheet Applications *Credits: 3*
- OST1110 - Intermediate Word *Credits: 3*  
**OR**
- OST2717 - Advanced Word *Credits: 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

- CTS2134 - Networking Fundamentals *Credits: 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

- CTS2143 - Server Fundamentals *Credits: 3*

## 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 at CF.edu/advising. 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 in 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.**

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. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill).

**Orientation.** Online orientation is required for all degree seeking and certificate students. Once orientation is completed, students will meet with their assigned advisor for registration.

**Registering.** 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 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.

**Payment.** Fees may be paid online by credit card via the MyCF Web Portal or by check via regular mail (as long as the payment is received prior to the fee due date).

Students receiving financial aid should go to the Financial Aid Office or veteran's assistance should go to the Veterans Office 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, CareerSource, a government agency, etc.), the student must present a current form of authorization (letter, card, voucher, etc.) at the Cashiers 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 submit a valid Florida Prepaid Identification card and CF Florida Prepaid Form to the Cashiers 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

s. 1009.286, F. S., 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 (p. 3). 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 Enrollment Services, 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 (17 weeks: 16 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 for a three-credit course. 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 for a three-credit course). 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 - 9:15 a.m.  
9:30 - 10:45 a.m.  
11 a.m. - 12:15 p.m.  
12:30 - 1:45 p.m.\*  
2 - 3:15 p.m.  
3:30 - 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 an exception is approved. Lecture sessions 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 and correspond to the hybrid meeting requirements.

### Saturday

8 - 10:40 a.m.  
10:50 a.m. - 1:30 p.m.  
1:40 - 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 four days a week for 75 minutes for a three-credit course.

## 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. Most credit classes in Summer A or B will meet four days a week (Monday through Thursday) for 110 minutes per meeting, which includes a 10-minute break. For efficiency, most classes will be scheduled in the following manner:

8 - 9:50 a.m.

10 - 11:50 a.m.

Noon - 12:30 p.m. - Break - No classes scheduled

12:30 - 2:20 p.m.

2:30 - 4:20 p.m.

## Evening

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.

## 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

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## College Website

The college website, [www.CF.edu](http://www.CF.edu), is an excellent resource for current college information. CF faculty and staff contact information can be found at [www.CF.edu/directory](http://www.CF.edu/directory). Campus maps are available for each location at [www.CF.edu/locations](http://www.CF.edu/locations).

## Operating Hours

General college operating hours are 8 a.m. to 4:30 p.m., though some departments or offices may have varied schedules. Visit [www.CF.edu](http://www.CF.edu) or call 352-873-5800 for information.

## CF Foundation

### 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, voluntary action, 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. For more information, go to [CF.edu/alumni](http://CF.edu/alumni).

**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 each 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.

**CF Foundation's Night at the Farm** event is held at the Vintage Farm Campus. Festivities include live music and culinary delights. Night at the Farm raises scholarship funds for students.

**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 \$26 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 CareerSource.

### How To Find The CF Foundation

3001 S.W. College Road  
Enterprise Center, Room 202  
Ocala, FL 34474-4415  
phone: 352-873-5808  
fax: 352-291-GIVE (4483)  
email: [Foundation@cf.edu](mailto:Foundation@cf.edu)  
website: [CF.edu/Foundation](http://CF.edu/Foundation)

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. The Foundation is on the same work schedule as the College. Check the website for dates of closure and special hours of operation.

### 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, an organization or company. 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.

### Scholarships

40 & 8 - Voiture 1219 Endowed Scholarship (in memory of Albert Woodington)

Aaron A. Weaver Chapter 776 Military Order of the Purple Heart Endowed Scholarship

Rob Adamiak Endowed Memorial Scholarship

AdventHealth Ocala Paramedic to ADN Bridge 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 (Bellevue) Endowed Nursing Scholarship

Bessie Mae Anderson Endowed Scholarship - FEC

Dr. and Mrs. William H. Anderson, Jr. Endowed 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  
 Anonymous (ETB) Endowed Scholarship  
 Martha Appleton Endowed Memorial Scholarship  
 Dr. Bea Atkinson Endowed Memorial Scholarship  
 Ausley Construction Endowed Retention Scholarship  
 The Deputy Renee D. Azure Endowed Memorial Scholarship  
 Louise Barnett Endowed Scholarship in Nursing  
 Eddie "Wolf" Barney Equine Studies Endowed 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  
 Robert Boissoneault Oncology Institute 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  
 Attie G. Branan - CF Foundation Patriot Fund 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 & Crabtree Endowed Memorial Scholarship  
 Cameron Brown Endowed Memorial Scholarship - FEC  
 Bill, Juli & Brittany Browder Family Endowed Scholarship  
 Jordan Bucy Endowed Memorial Scholarship  
 Alice H. Bugg Endowed Memorial Scholarship (Criminal Justice)  
 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  
 Campus USA Endowed Scholarship  
 Campus USA Health Sciences Endowed Scholarship  
 William L. and Audrey Caton Endowed Scholarship  
 Celebrate 2000 Endowed Scholarship  
 CenterState Bank Endowed Scholarship  
 Centurylink Endowed Scholarship  
 Rose and Manuel Cepeda Endowed Scholarship  
 Manuel and Rose Cepeda Endowed Scholarship  
 (Health Occupations No. 1)  
 Manuel and Rose Cepeda Endowed Scholarship  
 (Health Occupations No. 2)

The Manuel N. and Rose J. Cepeda, Manuel L. Cepeda, M.D.  
 and Carole Cepeda Pauw 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 Bachelor's Degree Endowed Scholarship  
 Citrus County Chamber of Commerce Endowed Scholarship  
 Citrus County Sheriff's Office Endowed Scholarship Fund  
 Citrus Memorial Health Foundation, Inc. Endowed Nursing  
 Scholarship  
 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  
 Criminal Justice Institute Fallen Officer Endowed Memorial  
 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  
 Senator Charles S. Dean Endowed Scholarship for Health  
 Sciences  
 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  
 Dorothy Rice-Cobbs Youth, Education, Scholarship Opportunities,  
 Inc. Endowed Scholarship (YES Opportunities, Inc.)  
 R.N. "Bert" Dosh Endowed Memorial Scholarship  
 Sally A. Drinkhouse Endowed Book Scholarship  
 Mary Jane Dudley Endowed Memorial Scholarship - FEC  
 Duke Energy Endowed 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  
Kathie T. Felder Endowed Memorial Scholarship  
Christopher L. Felix Endowed Scholarship  
Fine Arts for Ocala/Joel Reichard Endowed Scholarship  
First Federal Savings Bank of Citrus County Endowed Scholarship - FEC  
William S. "Bill" Fish Endowed Scholarship  
Kevin M. Fitzsimmons Endowed Memorial Scholarship  
Florida Native Plants Society Endowed Scholarship (in honor of Jim and Teddi Bierly)  
Florida Thoroughbred 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  
Tevyn D. Gadson Endowed Memorial Scholarship  
The Lynne Allison Garding Endowed Memorial Scholarship  
Cornelia I. Gardner Endowed Memorial Scholarship in Music  
Ike and Sarah Gaston Endowed Memorial Scholarship for Nursing  
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  
The Lawrence M. "Larry" Gerrell Endowed Scholarship (Criminal Justice)  
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. & Marjorie P. Griggs Endowed Memorial Scholarship in Nursing  
Julian and Carolyn Grissom Endowed Scholarship  
Julian C. and Carolyn Barton Grissom Endowed Scholarship  
Paula Grissom Endowed Memorial Scholarship (supported by FTB&OA)  
Elsie E. Guynn Endowed Memorial Book Scholarship  
Dr. Charles H. and Mildred M. Hamblen Endowed Memorial Scholarship Fund  
Sam and Irene Harris Endowed Scholarship  
HealthSouth Rehabilitation Hospital Endowed Nursing Scholarship  
Maria F. Heinrich Endowed Memorial Scholarship  
George Marshall Hitchcock Jr. Endowed Memorial Scholarship  
Dixie Hollins Endowed Scholarship in Agribusiness  
Homosassa Game Fish Club Endowment Scholarship (in memory of Judson B. Garvin)  
Frank Howell Endowed Memorial Scholarship  
Rose Hubbard Memorial Scholarship (Endowed)  
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)  
Jenkins Auto Group Endowed Scholarship  
Dorothea G. Jerome Endowed Memorial Scholarship (Returning Women)  
Chris L. and Gail A. Johnson Endowed Scholarship  
Clara Finley Johnson Endowed Scholarship  
Winston Conrad Johnson Endowed Memorial Scholarship  
Charles D. Joiner Jr. Endowed Memorial Scholarship  
The Junior League of Ocala Endowed Scholarship (in Memory of Lila Rebecca Norris)  
The Junior League of Ocala Sustainers Endowed Scholarship  
Janice E. Keitz Endowed Nursing 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 Auxiliary 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  
Betty Lefevers, RN Endowed 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  
 Frances M. Lowe Endowed Nursing Scholarship  
 Paul Lux Endowed Memorial Health Occupations Scholarship  
 Frances T & Frederick D H MacKenzie Endowed 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  
 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  
 Michael and Jean McDoniels and Associated Credit Bureaus of Florida Inc. Endowed Business Administration Scholarship  
 Michael and Jean McDoniels and Associated Credit Bureaus of Florida Inc. Endowed Nursing Scholarship  
 Jacqueline P. McGraw Endowed Memorial Scholarship  
 Lola and James McHale Memorial Scholarship  
 Jay G. McKenzie Endowed Scholarship  
 Van F. McKenzie Endowed Memorial Scholarship  
 Norton B. and Norma R. McNeal Endowed Scholarship in Nursing  
 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)  
 Neil Self Meffert-Swisher Endowed Scholarship  
 Bob Menard Endowed Scholarship  
 Justyn Auburn Meyer Memorial Scholarship  
 Edwin G. Minnerly Endowed Memorial Book Scholarship  
 Minority Endowed Scholarship  
 Mittal Family Endowed Scholarship  
 Mockingbird Ceramic Association Endowed Scholarship  
 Helena Marie Moffett Endowed Memorial Scholarship  
 Markley and Marion Morris Endowed Memorial Scholarship  
 Munroe Regional Medical Center Auxiliary Endowed Scholarship  
 Munroe Regional Medical Center Endowed Scholarship for Surgical Technology  
 The Needham Family Endowed Scholarship  
 Night at the Farm Accounting Scholarship

Night at the Farm 2021 Early Childhood Education Endowed Scholarship  
 Night at the Farm 2021 B.A.S. Endowed Scholarship  
 Night at the Farm 2022 Respiratory Care Endowed Scholarship  
 Night at the Farm 2022 Sonography 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 Human Resource Management Association in Memory of Robert A. Goldberg Endowed Scholarship  
 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  
 Rita Olson Nursing 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)  
 Thelma Parker Endowed Memorial Scholarship (Altrusa International Foundation of Ocala, Inc.)  
 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  
 The Frank S. Reed Endowed Scholarship - FEC Regions Endowed Scholarship  
 James A. and Liguoria A. Renaker Endowed Scholarship  
 Ross L. and Minerva B. Reynolds Endowed Memorial Scholarship  
 Mary Sue Rich Endowment  
 Robert F. "Bob" Ritterhoff Endowed Memorial Scholarship  
 Dr. William and Nancy J. Ritz Health Science 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)  
 Charlotte, Elyse, Rachel and Phil Rosenberg Endowed Honors Scholarship  
 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  
 John W. and Mary D. Seay Endowed Scholarship  
 Second Chance 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  
 Signature Brands LLC Endowed Scholarship - FEC  
 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  
 Hildreth Stalnaker Health Sciences Endowed Scholarship  
 The Sophie Stalzer Endowed Memorial Scholarship  
 Van Staton - Belk Lindsey Endowed Scholarship  
 Jefferson Davis Steagald Endowed Memorial Scholarship  
 Joan Stearns Endowed Scholarship  
 Stearns Family Endowed Scholarship  
 Mary B. Steddom Endowed Scholarship  
 Norman and Betty D. Straus Endowed Scholarship  
 Frank and Betty Striffler Endowed Scholarship  
 Student Nurses' Association Endowed Scholarship  
 SunTrust Bank - Nature Coast Endowed Scholarship  
 SunTrust - North Central Florida Endowed Scholarship  
 Taste at the Farm Bachelors in Business Endowed Scholarship  
 Taste of Citrus Endowed Scholarship (Ongoing since 1990)  
 Taste of Levy Endowed Scholarship  
 Taste of Ocala Endowed Scholarship (Ongoing since 1989)  
 Taste of Ocala 2017 Endowed Scholarship for Radiography Technologist  
 Taste of Ocala 2018 Endowed Agribusiness Scholarship  
 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  
 Jack Thursby Endowed Scholarship  
 Colonel S. Tooley Endowed Memorial Scholarship  
 Al and Beverly Topiol Endowed Scholarship  
 Jett Travolta Endowed Memorial Scholarship  
 Barbara Geiss Trow Endowed Scholarship  
 Truth and Reconciliation Endowed Scholarship  
 Turner Family 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  
 Paul Vogt Memorial Scholarship (Endowed)  
 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 - American Ex-POW (M. Flanagan) Endowed Scholarship  
 West Florida Natural Gas Endowed Scholarship - FEC  
 William "Bill" Whisenhunt Endowed Memorial Scholarship  
 Doris Vaughn Wilkerson Endowed Memorial Scholarship  
 Margaret M. Wilkerson Endowed Scholarship  
 Elisabeth G. Williams Endowed Memorial Scholarship  
 Dr. Stanley Williams Endowed Memorial Scholarship in Nursing  
 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 (Bellevue High School) Endowed Scholarship

Dr. Gary Wright Memorial Scholarship (ORMC)

Scholarship (in memory of Claude McDonald)

Stephen and Ellen Zane Endowed Scholarship

Gayle Zanetti Endowed Memorial Scholarship

Enrico and Carmela Zollo Endowed Memorial Scholarship

## Other Endowments

Carol Blakeman Clinical Excellence Award

CF Foundation Greatest Need Endowment

## Foundation Funded Programs

Athletics

College Brain Bowl

College Square

Gabor Employee Recognition Program

## STEPS to CF

Scholarships Taking Elementary Promising Students to CF (STEPS) is a college scholarship program that awards scholarships to elementary school students.

Each year donor-adopted schools and the Boys and Girls Club of Marion County select deserving fifth-grade students to receive a STEPS scholarship. Upon graduating from high school, having remained drug- and crime-free and demonstrating continued academic achievement, STEPS recipient can use their \$4,000 award for tuition, textbooks and fees for any program of study at the College of Central Florida.

## Citrus County Elementary Schools

Central Ridge Elementary, Black Diamond Foundation

Central Ridge Elementary, Stanley C. and Elizabeth M. Olsen

Citrus Springs Elementary, Black Diamond Foundation\*

Crystal River Primary, Bernard L. Little Jr. in honor of Betty Strifler

Crystal River Primary, Taste of CF 2014

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

Floral City Elementary, Chris Gangler Memorial

Floral City Elementary, Taste of CF 2013

Forest Ridge Elementary, Tom C. Franklin Memorial

Forest Ridge Elementary, Ted Williams Museum and Hitters Hall of Fame

Hernando Elementary, William J. and Debora A. Bachschmidt\*

Homosassa Elementary, Bernard L. Little Jr. in honor of Nevin C. Jenkins

Homosassa Elementary, Taste of CF 2012

Inverness Primary School, Citrus Memorial Health System

Inverness Primary School, Gary Maidof Memorial

Lecanto Primary School, Bernard L. Little Jr. in honor of Mari-Elain Ebitz

Lecanto Primary School, Linda A. and William S. Potter in honor of Mary S. Whaley

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

Pleasant Grove Elementary, Taste of CF 2011, 2012 and 2013

Rock Crusher Elementary, Crystal Automotive Group - Stephen D. and Jewel R. Lamb

Rock Crusher Elementary, Bernard L. Little Jr. in honor of Sandra Balfour

## Levy County Elementary Schools

Bronson Elementary, Bernard L. Little Jr.

Cedar Key School, Cedar Key Lions Club\*

Cedar Key School, Bernard L. Little Jr. in honor of Robert O. Hastings

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

Chiefland Elementary, Bernard L. Little Jr. in honor of Robert O. Hastings

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

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

Yankeetown School, Bernard L. Little Jr. in honor of Joyce Brancato

Yankeetown School, Bernard L. Little Jr. in honor of Carol Runnels-Sullivan

Yankeetown School, Jack Wilkinson, in honor of Eleanor Hutchinson

## Marion County Elementary Schools

Anthony Elementary, Anonymous Donor

Anthony Elementary, Carolyn Barton Grissom

Anthony Elementary, Seth Thomas Street Memorial

Bellevue Elementary, Church Without Walls in memory of Gardner Spencer

Bellevue Elementary, Carolyn Barton Grissom and Jeannette Meeks Barton

Bellevue-Santos Elementary, Michael and Melissa Bianculi

Bellevue-Santos Elementary, Church Without Walls in memory of Gardner Spencer

College Park Elementary, Appleton Potter Family Foundation

College Park Elementary, Arthur I. Appleton Foundation

Dr. N.H. Jones Elementary, Bernard L. Little Jr. in honor of Gabriel Bullaro

Dr. N.H. Jones Elementary, TBW Foundation\*

Dunnellon Elementary, Attie G. Branan Memorial

Dunnellon Elementary, Bernard L. Little Jr. in honor of Bobby L. James

East Marion Elementary, Linda A. and William S. Potter in honor of Bernard L. Little Jr.

East Marion Elementary, Mary Seamans Memorial

Eighth Street Elementary, Scotty and Diane Andrews

Eighth Street Elementary, Clark Properties - Jack and Dorothy Clark

Eighth Street Elementary, McBride Land and Development Co. - Sandy and Robin McBride

Emerald Shores Elementary, ClosetMaid\*

Fessenden Elementary, Church Without Walls in memory of Gardner Spencer

Fessenden Elementary, Kulbir Ghuman in memory of Nans Ghuman

Fessenden Elementary, Bernard L. Little Jr.

Fort McCoy School, Mary Brent Kraus\*

Fort McCoy School, Bernard L. Little, Jr. in honor of William Edgar

Greenway Elementary, Ronald L. and Phyllis E. Ewers

Greenway Elementary, Bernard L. Little Jr. in honor of Ronald L. and Phyllis E. Ewers

Greenway Elementary, Bernard L. Little Jr. in honor of Frank M. and Naida K. Rasbury

Hammett-Bowen Jr. Elementary, Church Without Walls in memory of Gardner Spencer

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

Harbour View Elementary, Ausley Construction Company

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

Horizon Academy at Marion Oaks, Virgil and Debbie Kapp

Horizon Academy at Marion Oaks, Ocala Eye

Legacy Elementary, Carolyn Barton Grissom

Legacy Elementary, Regions Bank

Madison Street Academy of Visual and Performing Arts, Regions Bank\*

Maplewood Elementary, Attie G. Branan Memorial

Maplewood Elementary, Bernard L. Little, Jr. in honor of Frank M. and Naida K. Rasbury

Marion Oaks Elementary, Juanita L. Entrekin Memorial\*

Oakcrest Elementary, Appleton Potter Family Foundation\*

Ocala Springs Elementary, Church Without Walls in memory of Gardner Spencer

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

Reddick-Collier Elementary, Bernard L. Little Jr.

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

Romeo Elementary, Mary Brent Kraus\*

Saddlewood Elementary, Bernard L. Little Jr. in honor of Frank E. Stafford Jr.

Saddlewood Elementary, The Eiland and Adams Families

Shady Hill Elementary, A Better U Healthcare Acupuncture and Eastern Medicine by Erica Olstein

Shady Hill Elementary, Stephen Albright Sr. Memorial

Shady Hill Elementary, Mary Brent Kraus in memory of Florida Bertha Counts Woods

Shady Hill Elementary, Bernard L. Little, Jr. in honor of Russell Branson

South Ocala Elementary, Church Without Walls in memory of Gardner Spencer

South Ocala Elementary, Dale Krazit Memorial

South Ocala Elementary, Bernard L. Little Jr. in honor of Cory Pool

Sparr Elementary, Foxfire Realty

Sparr Elementary, James Porter Street Memorial

Sparr Elementary, Linda A. and William S. Potter in honor of George G. Isaacs

Stanton-Weirsdale Elementary, Church Without Walls, in memory of Gardner Spencer

Stanton-Weirsdale Elementary, ClosetMaid

Ward-Highlands Elementary, Mary Brent Kraus\*

Wyomina Park Elementary, Signature Brands\*

## Boys and Girls Club of Marion County

Boys and Girls Club of Marion County, Bill and Debbie Browder

Boys and Girls Club of Marion County, ClosetMaid

Boys and Girls Club of Marion County, Taste of Ocala 2016

\*Donors with two scholarships

## 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, 78 endowed chairs/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 Chair (Business)
  - Charles P. (Chuck) Hiatt Endowed Chair
  - Dorothea G. Jerome Endowed 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)
  - Regions Business/Computer Science Endowed Chair - FEC
  - Regions Federal Endowment Challenge Endowed Chair
  - Nancy & Seymour B. Robinson Excellence in Teaching Endowed Chair in Biological Science - FEC
  - Mr. and Mrs. Seymour B. Robinson Endowed Chair (Any Discipline)
  - Robinson Federal Endowment Challenge Endowed Chair (One)
  - Robinson Federal Endowment Challenge Endowed Chair (Two)
  - Robinson Federal Endowment Challenge Endowed Chair (Three)
  - Frank Webber Endowed Memorial Chair (Any Discipline)
  - Gladys M. Webber Endowed 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 Endowment Fund
  - CF Foundation Health Occupations Endowed Chair
  - Citrus Memorial Hospital Endowed Chair (Health Occupations)
  - Dittman Endowed Chair for Music Education
  - Guy and Sophie Fifield Endowed Memorial Chair (Vocational Education)
  - Dorothea G. Jerome Endowed Chair (Learning Resources Center-Citrus)
  - Dorothea G. Jerome Endowed Chair (Learning Resources Center-Ocala)

Dorothea G. Jerome Endowed Chair (Science)  
 Markley and Marion Morris Endowed Chair (LRC/Ocala)  
 Ocala Regional Medical Center Endowed Chair  
 (Health Occupations)  
 Prof. Vincent E. Best Family Endowed Memorial  
 Chair (Science)  
 Richard B. Salsbury Endowed 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 (Cultural  
 Environment)  
 Dorothea G. Jerome Endowed Chair (Citrus Campus)  
 Dorothea G. Jerome Endowed Chair in the Cultural  
 Environment (Exhibit Center)  
 Dorothy G. Lee Endowed Chair in the Cultural  
 Environment/College Park  
 Richard B. Salsbury Endowed Chair in the Cultural  
 Environment  
 Leon J. Schmehl Endowed Memorial Chair (Collection,  
 Display and Maintenance)  
 Friends of Cliff Stearns Endowed Chair  
 Frank and Gladys Webber Endowed Chair (Cultural- Film  
 Series)  
 Frank M. Webber Endowed Chair (Cultural)  
 Gladys M. Webber Endowed Chair (Cultural)  
 Webber Center Endowed Chair

### IV. Excellence in the Educational Environment

CF Faculty/Staff/Trustees/Foundation Endowed Chair  
 Edna Sims Green Endowed Chair in Teaching Excellence

### V. New Initiative Endowment

Herbert J. and Nancy J. Booth Endowed Chair in Music  
 Central Florida Symphony Endowed Chair of Excellence  
 (Cultural Environment)  
 CF Botanical Garden Endowment  
 CF Foundation E-Learning Endowed Chair  
 CF Foundation New Initiative Endowed Grants (Career  
 Service, Professional, Administrative)  
 CF Foundation Performing Arts Series Endowed  
 Chair (Cultural)  
 CF Physical Education Endowed Chair  
 James L. Copeland Endowed Chair  
 Dr. Charles R. and Sara R. Dassance Endowed Chair for  
 Servant Leadership  
 Eloise L. Donaldson Endowed Chair for  
 Excellence Program  
 Endowment for Diversity and Global Understanding  
 Hellen B. King-Driggers and Walter J. Driggers III  
 Endowed Chair (Library)  
 Equine Studies Endowed Chair  
 Florida Thoroughbred Charities Endowed Chair (in  
 memory of Dr. Ronald Chak)  
 Sharon and Jerome Glassman Endowed Chair New  
 Initiative Grant (Innovative, College Wide)  
 Dorothea G. Jerome New Initiative Endowed Chair  
 Judith Kaplan Endowed Chair (Women's  
 History/Women's Studies/Library Support)  
 T.M. "Tom" Kilgore Endowed Chair  
 Marion County Dental Association Endowed Chair

Eddie and Lillian O'Brien Endowed Chair in Business  
 Ocala Royal Dames Endowment for Cancer-  
 Related Educational Resources  
 Promise for the Future Endowment to Support CF  
 Jack Wilkinson Levy Campus  
 John and Phyllis Sharpe Endowed Chair  
 William & Hildreth Stalnaker Health Sciences  
 Educational Endowed Chair  
 Elton and Gladys Stanaland Endowed Memorial Chair  
 The Debra A. Vazquez Endowed Chair in Poetry  
 The Gabor Company Inc. Endowment (Employee  
 Recognition)

### Appleton Museum of Art Endowments

Arthur Appleton Endowment  
 Appleton Museum of Art Advancement Endowment  
 Appleton Museum of Art Endowment for Instruction and  
 Library  
 Appleton Museum of Art Conservation Endowment  
 Appleton Museum of Art Curatorial and Exhibit Quasi-  
 Endowment  
 Edith Marie Appleton Endowed Memorial Chair  
 Ina Gotler-Colen and Gladys Shafran Kashdin Endowed  
 Acquisitions Fund for Florida Artists  
 Winthrop King Endowed Chair (Appleton Museum)  
 Daniel and Mary Brent Kraus Appleton Museum of  
 Art Educational Endowed Chair  
 Martha Appleton Endowed Memorial Chair

### Program Endowments

CF Promise for the Future Endowment Fund

### Other Endowments

CF Federal Technology Grant

## Non-Endowed Scholarships and Trusts

Anonymous CF Horticultural Trust  
 Black Diamond Foundation Scholarship Trust  
 Dr. Barbara J. Brooks Scholarship for R.A.M.A.L. Educational and  
 Social Services, Inc.  
 Citrus Hills Women's Club Scholarship  
 Edward K. Roberts Community College Fund  
 Miriam S. Fielding Memorial Arts Scholarship Trust  
 GFWC Greater Ocala Woman's Club Scholarship Trust  
 The Katherine Guyton Memorial Scholarship Trust  
 Albert J. Ingham Memorial Scholarship  
 Live Oak Properties Scholarship Trust  
 MEA - Retired Scholarship Trust  
 Mitchell Scholarship Trust  
 Myers Family Scholarship  
 Pioneer Garden Club Marge Hendon Scholarship  
 Rotary Club of Homosassa Springs Charitable Foundation, Inc.  
 Carlos Nessi Memorial Scholarship Trust  
 Gary and Eleanor Simons Scholarship  
 Wells Fargo First Generation Scholarship Trust  
 Yong A. Yue Memorial 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 Public Safety office to have a photograph taken and a card issued. Hours are listed at <https://www.cf.edu/student-life/about-our-campus/campus-safety>. Levy Campus students should inquire at the front desk in the lobby 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 at the front desk in the lobby at the Levy Campus. 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.

(CF Board Policy 8.00; CF Administrative Procedure "Disposition of Lost and Found Items")

## 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 or from the front desk in the lobby at the Levy Campus. 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 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 shall make 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 Florida Department of Law Enforcement. FDLE then is required to notify the local law enforcement agency where the offender resides, attends or is employed by an institution of higher learning. 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 <https://offender.fdle.state.fl.us/offender/sops/home.jsf>.

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 Dean of Student Services located at the Ocala Campus. Such individuals will be required to submit specific information to the Dean of Student Services 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 [https://pr.cf.edu/files/procedures/sexual\\_predator\\_offender.pdf](https://pr.cf.edu/files/procedures/sexual_predator_offender.pdf).

## 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://pr.cf.edu/files/procedures/AdmissionReadmissionStudentsViolentCriminalRecord.pdf>.

## 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 **may** be released to the public upon request, unless the student has **specifically requested that all of the information not be released**: name of student, date of registered attendance, major field of study, dates of degrees and awards received, participation in officially recognized activities and sports, and weight and height of members of athletic teams.

Students not wishing the dissemination of "directory information" without prior consent must submit a written notice to the Office of Enrollment Services 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

## Patriots E-Mail Account

Students are required to use their CF Patriots E-mail account to send and receive official communication from the college and to log in to the MyCF Portal. Failure to check and receive emails sent to the account could adversely affect the student's ability to be successful at CF.

The College of Central Florida provides students a required CF Patriots Mail account through Microsoft. Students have the free benefit of Microsoft Office 365 ProPlus, which includes Word, PowerPoint, Excel, Access and OneDrive in the Microsoft cloud. The tools are available for up to five devices per account, which allows a student to access from a personal computer, tablet, and/or cell phone on any browser.

## Photographs and Publications

The College of Central Florida photographs and videotapes students, faculty and staff, and posts photographs online, in viewbooks and other publications. If a student does not wish to have photographs and/or videotapes released, they must contact the director of Marketing and Public Relations, 3001 S.W. College Road, Ocala FL 34474-4415, brauckml@cf.edu, within the first 30 days of the semester enrolled. The college will then take every reasonable effort to ensure such photographs and videotapes will not be made public.

The College of Central Florida may use these photographs and videotapes for an indefinite period of time unless the director is notified at the above address. However, the college shall not be required to recall previously published images.

Surveillance equipment may be used in certain areas of the college at events for security and safety purposes. Student notice restricting photographs or videotapes does not apply to the use of surveillance equipment for safety, security and disciplinary procedures.

In addition, local media may come to campus with or without the college's permission to photograph or video students and college personnel. Student notice restricting photographs or videotapes does not apply to publication of photographs or videotapes taken by local media or the college newspaper.

## 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 American Opportunity 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, 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 Management Services); Worker's Compensation Claims (FCSRMC and Department of Labor); Federal and State Employee and Educational Reports; Direct Deposit Files (Truist, 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.

## Limited Access Health Sciences Programs

Limited access programs in Health Sciences collect Social Security numbers for the purpose of authorizing students and graduates to sit for state and/or national licensure or certification examinations. This information is shared directly with appropriate state and national licensure/certification boards through secure communication platforms as required by each individual licensure/certification board.

## Criminal Justice and Public Service Programs

Criminal Justice and Public Service programs collect Social Security numbers for the purpose of authorizing students and

graduates to sit for state and/or national licensure or certification examinations as authorized in Florida Statute "943.13 Officers' Minimum Qualifications for Employment or Appointment" and Florida Administrative Code "11B-27 Certification and Employment or Appointment" and "11B-35.0011 Training Programs."

## 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. A transcript fee of \$5 is required at the time of the request for each transcript and can be paid by credit or debit card. Students must be in good standing with the college (including all financial obligations and other holds) before the transcript request will be processed.

In accordance with F.S., 1009.95(5), "No individual borrower who has been determined to be in default in making legally required scholarship loan, student loan, or guaranteed loan repayments shall be furnished with his or her academic transcripts or other student records until such time as the loan is paid in full or the default status has been removed." A student record is any information or data recorded that is directly related to a student in any medium including, but not limited to, handwriting, print, tapes, film, microfilm, microfiche, and any electronic storage or retrieval media.

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 for the transcript to be picked up. Unofficial transcripts can be obtained from the Florida Academic Counseling and Tracking System at [www.floridashines.org](http://www.floridashines.org) or from the CF website through the MyCF portal.

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 1990).

## Veterans Information

Students who are using their Veterans Affairs education benefits for the first time must activate their benefits with the VA. It is recommended that veterans and/or dependents apply at <https://www.va.gov/education/how-to-apply/>. Hard copies of VA education benefit applications may also be downloaded from this website; however, according to the VA regional processing office, the processing of the hard copy application will delay the receipt of education benefits by approximately two to three months. **CF strongly suggests utilization of the online application form.** Computers are available for use in the Enrollment Services Center at each campus and the CF Veterans Services Office (Bldg. 11) at the Ocala Campus. Students may also pick up a VA Certification instruction sheet in the CF Veterans Services Office.

This document provides detailed step-by-step instructions for application and use of VA educational benefits.

Allow a minimum of three to 12 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, 31, 33, or 1606 veteran must also submit a copy of his/her DD-214 discharge papers to the Office of Enrollment Services to have HLP 1081 credits posted to his/her official CF transcript. By agreement between CF and the Veterans Affairs, each chapter 30, 31, 33, and 1606 veteran will receive HLP 1081 Personal Wellness credit with a grade of S. **Note:** Because of this agreement, Chapter 30, 31, 33, and 1606 students should NOT register for HLP 1081 because it is not covered by the GI Bill® VA benefits. Chapter 35 (spouse/dependent) students and dependents using Chapter 33 benefits are eligible to enroll in HLP 1081 at CF.

Students who have previously used their education benefits at another institution must file a VA Change of Program or Place of Training (form 22-1995) form prior to certification. These may be obtained in the CF Veterans Services Office and should be returned to the CF Veterans Services Office prior to enrollment certification.

After submission of the VA education benefit application, it generally takes 30-45 days processing time by the VA regional office before a benefit check is received.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill).

## Veterans Application Process for VA Benefits

1. Submit a Certificate of Eligibility, a VA form 22-1995 or VA form 22-5495, to the CF VETERANS SERVICES Office in Building 11 on the Ocala Campus. Students may also submit the forms to the Financial Aid Offices on the Ocala or Citrus Campuses.
  - a. The Certificate of Eligibility should be received in the mail from the VA after completing the online application. Students who have not received a Certificate of Eligibility after three months should call the VA directly at 888-442-4551.
  - b. VA form 22-1995 is used for Chapter 30, 33, and 1606 students who have collected VA education benefits at other institutions.
  - c. VA form 22-5495 is used for Chapter 35 students who have collected VA education benefits at other institutions.
2. Register for classes and submit class schedule and a Certification of Courses for VA Education Benefits Form to the CF Veterans Services Office each semester.
  - a. As a veteran, you are able to register during the 40+ priority registration period. Priority registration dates are posted on the MyCF student portal as well as in the college calendar (p. 3).
  - b. CF will report to the VA only those classes which are required for your current program of study. Required courses are indicated on your schedule as "fundable" hours. **Important:** Veterans are STRONGLY encouraged to see an advisor to determine if they are taking courses that apply to the degree or program being sought at CF. **ONLY THOSE COURSES THAT ARE REQUIRED**

FOR THE CURRENT DEGREE/PROGRAM WILL BE CERTIFIED TO THE VA. Independent study courses are eligible to be certified to the VA. Veterans will be responsible for all fees of courses that do not apply.

- c. If you are in your last semester of enrollment before graduation, you may take courses that are not "fundable" but which are within your declared program of study. You must notify the CF Veterans Services Office that you are graduating and submit the Round Out Acknowledgement Form. Note: For veterans who are receiving Federal Financial Aid in addition to veteran's education benefits, round out courses that are not fundable will not count toward Federal Financial Aid eligibility. Once the eligibility form and the schedule have been submitted, the CF Veterans Services Office will complete the rest of the certification process. If it is your first time using your VA education benefits, it may take up to three months before you receive your first payment.

## Pre-Certification of Coursework

This is a courtesy offered by CF in which a veteran can submit his or her schedule for the upcoming semester, and, the college will submit the information to the VA for early processing.

### **VETERANS ARE STRONGLY URGED TO TAKE ADVANTAGE OF PRE-CERTIFICATION.**

How does pre-certification help the veteran?

1. Initial processing of education benefits by the VA for the first-time user can be slow. Pre-certification reduces delays in the veteran receiving his or her eligible VA education benefits (housing or book stipend).
2. For returning veterans, pre-certification will help ensure there are no breaks in receiving education benefits due to delays of submitting the certification to the VA.

Once a pre-certification has been processed, no changes in enrollment status or course type (on campus or distance learning) will be made until the final certification after the drop/add period has ended unless directly requested by the veteran.

IMPORTANT: CF has no influence or control over the expediency of processing times by the VA.

## Responsibilities of Students Receiving VA Education Benefits

Students receiving VA education benefits have the responsibility to:

- Submit a copy of your course schedule to the CF Veterans Services Office each semester to complete the necessary paperwork to certify VA education benefits.
- Immediately report any changes, including withdrawals, to your term schedule to the CF Veterans Services Office.
- Verify your enrollment monthly. Chapter 30 and 1606 need to verify enrollment at the end of each month on VA WAVE ([www.gibill.va.gov/wave/index.do](http://www.gibill.va.gov/wave/index.do)) or call the attendance verification number, 888-823-2378. Chapter 33 uses text confirmation or by calling 888-GIBILL1. Chapter 31 and 35 receive a check every month once they are certified and are not required to verify enrollment. Chapter 35 NCD students are mailed a monthly verification form (VA Form 22-8979).
- Report a change of program of study. Chapters 30, 33, and 1606 are required to fill out and submit a VA form

22-1995 to the CF Veterans Services Office or Enrollment Services Center. Those who are Chapter 35 require a VA form 22-5495.

- Notify the DVA and the CF Veterans Services Office of any change of address.
- Meet all other standards required by the VA to receive payments. Visit the CF Veterans Services Office for more information.

## VA Deferments and Payment Policy

Students using Chapter 31 (Veterans Readiness and Employment) or Chapter 33 (the Post 9/11 GI Bill®) education benefits are permitted to attend or participate in the course of study beginning on the date on which the student provides to the CF Veterans Services Office a Certificate of Eligibility for entitlement to educational assistance under Chapter 31 or 33. CF will not impose any penalty, including the assessment of late fees or the denial of access to classes, libraries, or other college facilities. CF will not require any student who is using Chapter 31 or 33 to borrow additional funds due to the student's inability to meet his or her financial obligations to CF due to the delayed disbursement of funding from the Department of Veterans Affairs under Chapter 31 or 33.

Students must submit their Certificate of Eligibility for entitlement to educational assistance no later than the first day of a course of study for which they have indicated they would like to use their educational benefits and provide a copy of their schedule to the CF Veterans Services Office, building 11, at the Ocala Campus, or email the schedule and the Certification of Courses for VA Educational Benefits Form to [veterans@cf.edu](mailto:veterans@cf.edu). A student is then protected in his or her courses while the VA processes payment to CF. This benefit is afforded to the student as long as he or she is receiving benefits under Chapter 31 or 33.

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, 35, or 1606 will have, upon request, up to 90 days after the first day of classes to pay registration fees. Students using VA educational benefits 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 due date on their CF deferment contract. If the fees are not paid by the due date on the VA deferment contract, the following may occur:

- The student may be barred from class attendance.
- The student may be administratively withdrawn from current class enrollment and earn no grades or credits for the semester.
- No grades, transcripts or other academic records will be issued from the Office of Enrollment Services.
- The student's VA education 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.
- 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.
- The student will be barred from future registration until fees are paid.
- If fees remain unpaid, the student's account will be turned over for collection.



- The student will forfeit eligibility to receive any future VA deferments while attending CF.

Under Public Law 116.315, veterans cannot be certified to the VA by CF in any program in which Chapter 30, Chapter 33 and Chapter 35, and Chapter 1606 VA education benefit 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.

## Payment Policy

Many veterans receive additional types of aid other than VA benefits, such as a Federal Pell grant or Federal Direct Student Loans. Since final coursework certification is not submitted until after the drop/add period has ended, tuition payment from the VA may not have been received by the college at the time of disbursement of the additional aid. CF's policy is to deduct payments owed to the college from the funds that are available at the time of disbursement. Once the VA has submitted tuition payment to the college on the veteran's behalf, those funds, less any tuition or fees still owed to CF, will be disbursed to the student.

## VA Standards of Progress

A student receiving veteran's educational benefits is required to make satisfactory academic progress by meeting or exceeding the same minimum academic standards of progress required of other CF students. Please refer to the Academic Information Section of the catalog for information on Academic Warning, Probation, Suspension (p. 70). If these standards are not met, the college will request that the VA suspend educational benefits. Students not meeting standards for satisfactory progress will be so notified by the college Enrollment Services Office. This provision may be waived if there is a VA finding of mitigating or extenuating circumstances. Reinstatement for benefits will be made only if evidence indicates that improvement in academic performance may be expected.

Courses for which a grade of "W" is given are not included in determination of satisfactory progress, but such grades may result in an overpayment of benefits. The VA will recalculate benefits from the beginning of the term when the "W" creates a change in benefit status. In such cases, the VA requests a refund or adjustment unless the student shows mitigating circumstances which the VA finds satisfactory.

## VA Withdrawals

The college is required to notify the VA of changes in enrollment after the drop/add period has ended. Withdrawals will be reported as a reduction in certified credit hours with an effective date of the last date of attendance of the course(s). Withdrawals, as well as failed coursework or nonattendance, may affect a veteran's benefits (housing/book allowance) in future semesters. Also, if the student has received benefits that are not yet earned due to the change in enrollment status, the VA may request a refund of those unearned funds.

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

## Time Requirements

### Fall/Spring

Each term (A, B, C) within the fall and spring semesters is treated separately for the purpose of benefit payments from the VA.

Example:

	Term A	Term B	Term C	
	Only	Only	Only	
Full time	6	6	12+	credit hours
3/4 time	5	5	9	credit hours
1/2 time	3*	3*	6*	credit hours

\*Students receiving Chapter 33 VA education benefits must attend 51 percent or greater rate of pursuit to be eligible for VA housing allowance. For Term A and Term B, 51 percent or more is a minimum of 4 credit hours. For Term C, 51 percent or more is 7 credit hours. **Further, Chapter 31 or 33 VA students must take a minimum of one on-campus course to receive the full local housing allowance rate.** Students enrolled in only distance learning courses will be eligible for a monthly housing allowance equal to 50 percent of the national average of all basic housing allowance rates. Rates will be multiplied by the rate of pursuit rounded to the nearest multiple of 10.

### Summer

Each term (A, B, C) within the summer semester is treated separately for the purpose of benefit payments from the VA.

Example:

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

\*Students receiving Chapter 33 education benefits must attend 51 percent or greater rate of pursuit to be eligible for VA housing allowance. For Term A and Term B, 51 percent or more is a minimum of 3 credit hours. For Term C, 51 percent or more is 5 credit hours. **Further, Chapter 31 or 33 VA students must take a minimum of one on-campus course to receive the full local housing allowance rate.** Students enrolled in only distance learning courses will be eligible for a monthly housing allowance equal to 50 percent of the national average of all basic housing allowance rates. Rates will be multiplied by the rate of pursuit rounded to the nearest multiple of 10.

## Baccalaureate Students

Each term (A and B) within the semester is treated separately for the purpose of benefit payments from the VA.

Example:

	Term A	Term B	
	Only	Only	
Full time	6	6	credit hours
3/4 time	4	4	credit hours
1/2 time	3*	3*	credit hours

\*Students receiving Chapter 33 education benefits must attend 51 percent or greater rate of pursuit to be eligible for VA housing allowance. For Term A and Term B, 51 percent or more is a minimum of 4 credit hours. **Further, Chapter 31 or 33 VA students must take a minimum of one on-campus course to receive the full local housing allowance rate.** Students enrolled in only distance learning courses will be eligible for a monthly housing allowance equal to 50 percent of the national average of all basic housing allowance rates. Rates will be multiplied by the rate of pursuit rounded to the nearest multiple of 10.

### Calculation of Enrollment Status

To determine the enrollment status for students attending a combination of terms, add the credit hours together. This total will be the student's enrollment status for the duration of the combination of terms.

Example for fall/spring semesters:

A term = attending 3 credit hours

C term = attending 6 credit hours

The student will be enrolled as full time until the end of the A term. The student will then be considered in 1/2 time enrollment until the end of the C term UNLESS the student enrolls in another course for the B term. Students should contact the CF Veterans Services Office with questions regarding less than half time or other enrollment variations.

### Other Time Requirement Considerations:

- For students who are receiving Chapter 33 educational benefits, a course load of ALL online, hybrid or hi-flex courses may impact housing benefits. Contact the CF Veterans Services Office for more information.
- Any enrollment break of 30 or more days could result in an interruption of benefits.

## Return of Unearned Tuition Assistance Funds

In accordance with DoDI 1322.25 requirements, CF will return any unearned tuition assistance (TA) funds on a proportional basis. TA funds are earned proportionally during an enrollment period, with unearned funds returned based on when a student stops attending. The military service that provided the applicable TA will be refunded in accordance with the schedule that follows for a standard 16-week college term:

Days Registered | Proportional Refund of TA Funds

0 to 7 days | 100 percent

8 to 28 days | 75 percent

29 to 56 days | 50 percent

57 to 112 days | 0 percent

## Unsatisfactory Attendance in Vocational Programs

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

## Congressman C. W. Bill Young Veteran Tuition Waiver Program

The Congressman C.W. Bill Young Veteran Tuition Waiver Program (F.S., s. 1009.26 (13)(a) and (14)(b)) is a program that requires a state university, Florida College System institution, or career center to waive out-of-state fees for an honorably discharged veteran of the U.S. Armed Forces, the U.S. Reserve Forces or the National Guard or any other student who is entitled to and uses educational assistance provided by the United States Department of Veterans Affairs, and who physically resides in Florida while enrolled in the institution.

Further information about the Congressman C.W. Bill Young Veteran Tuition Waiver Program is available at [www.cf.edu/veterans](http://www.cf.edu/veterans).

## 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

The 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 the 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)

## Tobacco-free College

The College of Central Florida strives to promote the health and wellness of its students and employees as well as a safe, comfortable environment for all who work, study, conduct business, or visit the college. Therefore, it is the policy of the District Board of Trustees that the College of Central Florida shall be a tobacco-free college. CF.edu/Tobaccofree

1. Tobacco of any kind, in any form shall be prohibited at the College of Central Florida. This includes, but is not limited to, cigarettes, cigars, pipes, inhalers, vaporizers and electronic smoking-simulated instruments.\* Snuff, chewing tobacco, and other tobacco products are also prohibited.
2. The use of tobacco of any kind shall be prohibited on all college owned, operated, leased, and/or controlled properties and facilities such as: buildings, student housing, bridges, walkways, sidewalks, parking lots and garages, on-campus streets and driveways, grounds, and exterior open spaces including the Enterprise Center and the Appleton Museum of Art.
3. Tobacco use shall be prohibited in all college leased or owned vehicles both on and off college property.
4. Tobacco use shall be prohibited in all personal vehicles while on college property.
5. Smoking materials must be extinguished prior to entering upon any CF property without exception. All tobacco products in use must be disposed of appropriately prior to entering upon any CF property which includes enclosed vehicles.
6. The sale of cigarettes and other tobacco products, and the free distribution of tobacco products are prohibited.
7. This policy does not apply to off-campus facilities leased or used by the college for college events or functions. On those occasions, the tobacco policy of the facility shall be applicable.
8. The president or designee is authorized to develop procedures to implement this policy including provisions for notification, signage, compliance, and enforcement.

\*Electronic smoking simulated cigarettes (e-cigarettes) produce a vapor of undetermined and potentially harmful substances, which may appear similar to the smoke emitted by traditional

tobacco products. Their use in workplaces and public places where smoking of traditional tobacco products is prohibited creates concern and confusion and leads to difficulties in enforcing the smoking prohibitions.

(Florida Statute 386.201 et. seq. , 1001.64(5), 1001.65; Florida Administrative Code 6A-14.0261; CF Board Policy 3.28)

## Campus Environment

The campus environment will be conducive to learning. Thus, the president is authorized to establish rules which foster the learning environment, protect life and property, and promote the safety and security of campus buildings, property and occupants. Specific prohibitions on campus include:

1. Firearms or other dangerous weapons with the exception of:
  - a. Law enforcement officials legally authorized to carry such weapons.
  - b. Authorized classroom demonstrations of an unloaded weapon.
  - c. Firearms that are securely encased or otherwise not readily accessible for immediate use that are stored in vehicles owned by people age 18 or older.
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; animals to be used for previously approved instructional or special programs; and when college facilities are repurposed by a county's emergency operations center to be designated as a "pet friendly" shelter.
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. The use of tobacco of any kind on and in all college owned, operated, leased and/or controlled properties, facilities and vehicles.
8. Open burning or open flame including open flame devices of any kind on and in all college owned, operated, leased and/or controlled properties and facilities, unless authorized by the president or president's designee and in accordance with the Florida Fire Prevention Code and college procedure.
9. All minors that are not students shall not be allowed access to campus areas with the exceptions of:
  - a. Accompanied by adult guardian.
  - b. Sheltering for safety as dictated by emergency situations.
  - c. In attendance of college approved events, social functions, common areas, and not learning and teaching areas unless specifically granted approval by college administration.
  - d. Attending child care facilities.
10. 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 and Chapter 85-257, 386.204, 386.205, 633.202, 790.051, 790.10, 790.115, 790.251(7); CF Board Policy 3.20)

# The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified at 20 USC 1092 (f) as a part of the Higher Education Act of 1965, is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. All public and private institutions of postsecondary education participating in federal student aid programs are subject to the act. The Clery Act, originally enacted by the U.S. Congress and signed into law by President George Bush in 1990 as the Crime Awareness and Campus Security Act of 1990, was championed by Howard and Connie Clery after their daughter Jeanne was murdered at Lehigh University in 1986. Amendments to the Act in 1998 renamed it in memory of Jeanne Clery.

## Annual Report Requirement

The College of Central Florida publishes an annual report every year by October 1 that contains three years' worth of campus crime statistics and certain security policy statements including sexual assault policies that assure basic victims' rights, the law enforcement authority of campus police and where students should go to report crimes. The report is made available to all current students and employees while prospective students and employees are notified of its existence and afforded an opportunity to request a copy. A copy of the Campus Crime Report may be obtained in person at the Public Safety office on the Ocala and Citrus campuses, and the front desk in the lobby at the Levy campus, or by accessing the electronic version at [www.cf.edu/publicsafety](http://www.cf.edu/publicsafety). Campus crime data and disclosures are also provided to the U.S. Department of Education as required by law.

## Crime Statistics

The College of Central Florida must disclose crime statistics for the campus, unobstructed public areas immediately adjacent to or running through the campus, and certain non-campus facilities including but not limited to college owned property and remote classrooms. The statistics must be gathered from campus police or security, local law enforcement, and other school officials who have "significant responsibility for student and campus activities," such as student judicial affairs directors. Professional mental health and religious counselors are exempt from reporting obligations but may refer patients to a confidential reporting system, which the school has to indicate whether or not it has. Campus crime logs containing student right to know data are updated periodically and are located at [www.cf.edu/publicsafety](http://www.cf.edu/publicsafety).

## Title IX/Campus SaVE Act (Clery)/VAWA

Title IX of the Education Amendments of 1972 prohibits sex discrimination in any education program or activity receiving federal financial assistance. To learn more about Title IX, visit <https://www.knowyourix.org/college-resources/title-ix/>

The Campus Sexual Violence Elimination (Campus SaVE) Act, an amendment to the Clery Act, requires higher education institutions to increase transparency about crimes of sexual violence on campus, guarantee rights for victims of sexual violence and provide certain accommodations, provide certain standards in institutional conduct proceedings, and provide campus-wide prevention educational programming. To learn about the Campus SaVE Act

visit <https://www.stetson.edu/law/conferences/highered/archive/media/SaVE%20Summary.pdf>

The Violence Against Women Act (VAWA), reauthorized in 2022, creates and supports cost-effective responses to domestic violence, dating violence, sexual assault, and stalking. To learn more about VAWA, visit <https://www.whitehouse.gov/briefing-room/statements-releases/2022/03/16/fact-sheet-reauthorization-of-the-violence-against-women-act-vawa/>

Together, these three laws guide the college's efforts to respond to reports of sexual harassment, and provide ongoing education and prevention programming.

Should you ever find yourself in a situation where you are being sexually harassed (this includes sexual assault, domestic/dating violence, or stalking) do not hesitate to dial 911.

## CF Resources

Title IX Coordinator, 352-291-4410, [equity@cf.edu](mailto:equity@cf.edu)

Director of Accessibility and Counseling (Confidential Resource), 352-854-2322, Ext. 1580

Dean of Student Services, 352-854-2322, ext. 1430

Vice President, Regional Campuses, 352-249-1209, ext. 6109

Levy Campus Provost, 352-658-4077, ext. 2103

## Marion County Resources

Ocala Domestic Violence/Sexual Assault Center  
352-622-8495 - 24-hour hotline <https://ocaladvshelter.org/>

Ocala Police Department  
402 S. Pine Ave., Ocala, FL 34471, 352-369-7000

<https://www.ocalapd.com/resources/victim-services/domestic-violence>

Marion County Sheriff's Office  
692 N.W. 30th Ave., Ocala, FL 34475, 352-732- 9111

<https://www.marionso.com/dvunit>

Kimberly's Center for Child Protection  
2800 NE 14<sup>th</sup> St., Ocala, FL 34470, 352-873-4739

<https://kimberlyscenter.org/>

## Citrus County Resources

Citrus County Abuse Shelter Association Inc.  
352-344-8111 24-hour hotline  
<https://casaf1.org/>

Citrus County Children's Advocacy Center  
1410 S. Lecanto Hwy., Lecanto, FL 34461, 352-270-8814  
<https://www.jessiesplacecitrus.org/>

## Levy County Resources

Another Way Inc.  
1-866-875-7983 24-hour hotline  
Levy County Outreach  
624 N. Main St., Chiefland, FL 32626, 352-493-6810

<https://www.anotherwayinc.net/locations.html>

## 24/7 National Sexual Assault Hotline

1-800-656-4673

## 24/7 National Domestic Violence Hotline

1-800-799-7233 or text START to 88788

## 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.

There have been no reported cases of meningitis or hepatitis B at our college in recent years.

# Academic Information

## 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 institutional 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. They provide a framework for students to grow intellectually, socially and culturally.

1. Communications
2. Quantitative and Analytical Reasoning
3. Critical Reasoning
4. Computer and Information Skills
5. Global Socio-Cultural Responsibility

## General Education Core: A Statement of Purpose

The CF General Education basic core will consist of the following components: communications, humanities, mathematics, natural sciences and social sciences which address student achievement of learning outcomes. 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:

1. minimum level of adult literacy
2. foundation for advanced study
3. inquiry and scholarship through the improvement of basic and critical thinking skills
4. increased knowledge and appreciation of human experiences and achievements in the arts and sciences
5. better understanding of individuals and their cultures, both in the United States of America and abroad.

## Requirements

A State Core consists of 15 credit hours of courses from the following disciplines: Communications, Humanities, Mathematics, Natural Sciences and Social Sciences which address the Institutional Learning Outcomes. **All degree recipients of CF must successfully complete the State Core with a cumulative GPA of 2.0 or better.**

### Communications

Studies that improve student abilities to exchange information through written or spoken communication. **Completion of this course with a grade of "C" or better is linked to earning the Fundamentals of Written Communication digital badge.**

- ENC1101 - Freshman Composition Skills I *Credits: 3 \*\**

### Humanities

Interdisciplinary study of the world's cultural expressions.

- ARH1000 - Art Appreciation *Credits: 3*
- HUM1020 - Introduction to the Humanities *Credits: 3*
- HUM1020H - Honors Introduction to the Humanities *Credits: 3*
- LIT1000 - Introduction to Literature *Credits: 3*
- MUL1010 - Music Appreciation *Credits: 3*
- PHI2010 - Introduction to Philosophy *Credits: 3*
- THE1000 - Theatre Appreciation *Credits: 3*

### Social Sciences

Interdisciplinary study of society and the relationships among people within a society and between societies.

- AMH2020 - United States History Since 1877 *Credits: 3*
- ANT2000 - Introduction to Anthropology *Credits: 3*
- ECO2013 - Principles of Economics - Macro *Credits: 3*
- ECO2013H - Principles of Economics - Macro, Honors *Credits: 3*
- POS2041 - American National Government *Credits: 3*
- PSY2012 - General Psychology *Credits: 3*
- PSY2012H - Honors General Psychology *Credits: 3*
- SYG2000 - Introductory Sociology *Credits: 3*

### Natural Sciences

The systematic study of the structure and behavior of the physical and natural world through observation and experiment.

- AST1002 - Descriptive Astronomy *Credits: 3*
- BSC1005 - Introduction to Biology *Credits: 3*
- BSC1005H - Introduction to Biology Honors *Credits: 3*
- BSC2010 - Integrated Principles of Biology I *Credits: 3*
- BSC2085 - Human Anatomy and Physiology I *Credits: 3*
- CHM1020 - Chemistry for Liberal Studies *Credits: 4*
- CHM2045 - General Chemistry I *Credits: 3*
- ESC1000 - Earth Science *Credits: 3*
- EVR1001 - Introduction to Environmental Science *Credits: 3*
- EVR1001H - Introduction to Environmental Science Honors *Credits: 3*
- PHY1020 - Elementary Physics for the Nonscience Majors *Credits: 3*
- PHY1053C - General Physics I with Lab *Credits: 4*
- PHY2048C - General Physics with Calculus I with Lab *Credits: 5*
- PHY2048CH - General Physics with Calculus with Lab Honors *Credits: 5*

### Mathematics

Studies that teach students to represent, interpret and analyze quantitative information symbolically, numerically, verbally and graphically.

Note: Any student who successfully completes a mathematics course for which one of the general education core course options

in mathematics is an immediate prerequisite shall be considered to have completed the mathematics core.

- MAC1105 - College Algebra *Credits: 3 \*\**
- MAC1105H - Honors College Algebra *Credits: 3 \*\**
- MAC2311 - Calculus I with Analytic Geometry *Credits: 5 \*\**
- MAC2311H - Calculus I with Analytic Geometry Honors *Credits: 5 \*\**
- MGF1106 - Liberal Arts Mathematics *Credits: 3 \*\**
- MGF1107 - Mathematical Explorations *Credits: 3 \*\**
- STA2023 - Elementary Statistics *Credits: 3 \*\**
- STA2023H - Honors Elementary Statistics *Credits: 3 \*\**

### Note(s):

An Institutional Core of 21 credit hours of courses from the following disciplines: Communications, Humanities, Mathematics, Natural Sciences and Social Sciences which address the Institutional Learning Outcomes. All Associate in Arts degree recipients must complete the Institutional Core with a cumulative GPA of 2.0 or better. Gordon Rule coursework requires a passing grade of C or better. **Gordon Rule courses are noted with \*\* throughout the catalog.**

## 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)

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

1. 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.
2. Achieve a grade point average of at least 2.0 (C) in all college work and at CF.
3. 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.
4. 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).
5. To satisfy F.A.C. Rule 6A-10.30 (the Gordon Rule), complete six semester credit hours of mathematics at the level of MAC1105 - College Algebra, MGF1106 - Liberal Arts Mathematics, STA2023 - Elementary Statistics 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.
6. Complete 24 credit hours of elective courses, which include the required prerequisites for degree programs at the university. See your advisor for pathways 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. Courses used to satisfy foreign language requirements will count as electives.

7. Effective Fall 2014, F. S. s. 1007.262, requires demonstration of foreign language competency for Associate in Arts degree seeking students. Foreign language competency must be demonstrated through the completion of either two sequential courses in high school foreign language or the equivalent at the postsecondary level. Students enrolled in foreign language courses at CF must earn a grade of C or better before advancing to the next level. Students should consult with an advisor if they wish to satisfy this requirement with a CLEP exam score.
8. Effective Fall 2021, to satisfy F.A.C. 6A-10.02413, competency in civic literacy is a requirement for all students receiving an associate degree. Competency in civic literacy must be demonstrated in the following ways:
  - Successful completion of either POS2041 American National Government or AMH2020 United States History Since 1877, and
  - Achieving a standard score on an approved assessment. Current approved assessment options include the following:

Assessment	Standard Score
AP Government and Politics: United States	3
AP United States History	4
CLEP: American Government	50
Florida Civic Literacy Examination	60%

9. 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 a proficiency examination
  - satisfactory completion of one of the following industry certifications, **within the past five years:** Microsoft Word, IC3, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, A+, Network+, Security+ or Server+
  - satisfactory completion of an approved college computer course, **within the past five years** (See below for applicable courses)

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.

### Computer Competency Course Options

To take the computer competency proficiency exam contact the Assessment and Testing Center, Bryant Student Union, Room 205.

Credit courses that meet the computer competency requirement are:

- CET1171 - Introduction to Computer Technology *Credits: 3 (Occupational Course)*
- CGS1100 - Microcomputer Applications *Credits: 3*
- CGS1100H - Microcomputer Applications Honors *Credits: 3*
- CGS1062H - Computers in Society - Honors *Credits: 3 \*\**

- CGS2930 - Special Topics in Computers *Credits: 1* (*Introduction to Computer Skills sections only*)
- EME2040 - Introduction to Technology for Educators *Credits: 3*
- OST1100 - Introduction to Word *Credits: 3*
- SLS1122 - First Year Seminar *Credits: 3*
- SLS1501 - College and Career Success *Credits: 3*

### Computer Competency for Health Sciences Programs

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

- DEA1856 - Clinic III Seminar *Credits: 2*
- DES1502 - Dental Office Management *Credits: 2*
- EMS2658 - Paramedic Clinical Experience III *Credits: 5*
- NUR2244C - Clinical Concepts IV *Credits: 7*
- PHT2931 - Trends in Physical Therapy *Credits: 1*
- RTE1418C - Radiographic Imaging I *Credits: 4*

### Transfer Pathway: Education

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

- EDF2005 - Introduction to the Teaching Profession *Credits: 3*

### General Diversity Courses (Gordon Rule)

A minimum of 15 hours of supervised volunteer field experience in a school setting is required for EDF2005 - Introduction to the Teaching Profession.

Students interested in the education field should contact the teacher education advisor at 352-854-2322, 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:

- CGS1062H - Computers in Society - Honors *Credits: 3* \*\*
- ENL2000H - Honors English Literature *Credits: 3* \*\*
- ENL2012 - English Literature I *Credits: 3* \*\*
- ENL2022 - English Literature II *Credits: 3* \*\*
- GEA2000 - World Geography *Credits: 3* \*\*
- HUM2310 - Mythology and the Humanities *Credits: 3* \*\*
- HUM2310H - Honors Mythology and the Humanities *Credits: 3* \*\*
- INR2002 - International Relations *Credits: 3* \*\*
- LIT2110 - World Literature I (Eighth Century BC-17th Century AD) *Credits: 3* \*\*
- LIT2110H - World Literature I Honors (Eighth Century B.C.-17th Century A.D.) *Credits: 3* \*\*
- LIT2120 - World Literature II (17th-20th Century) *Credits: 3* \*\*
- LIT2120H - World Literature II Honors (17th-20th Century) *Credits: 3* \*\*
- LIT2330 - Introduction to Children's Literature *Credits: 3* \*\*
- REL2300 - Comparative Religions *Credits: 3* \*\*

- REL2300H - Honors Comparative Religions *Credits: 3* \*\*
- WOH2012 - World Civilizations I *Credits: 3* \*\*
- WOH2012H - Honors World Civilizations I *Credits: 3* \*\*
- WOH2022 - World Civilizations II *Credits: 3* \*\*
- WOH2022H - Honors World Civilizations II *Credits: 3* \*\*

### General Diversity Electives (Non-Gordon Rule)

- ANT2000 - Introduction to Anthropology *Credits: 3*
- AMH2091 - Introduction to African-American History *Credits: 3*
- ANT2140 - Introduction to Archaeology *Credits: 3*
- ECO2013 - Principles of Economics - Macro *Credits: 3*
- FIL2000 - Introduction to Film *Credits: 3* \*\*
- HIS2955 - Studies Abroad in Civilization *Credits: 3*
- HUM2930 - Spanish Culture and Civilization *Credits: 3*
- LAH2020 - Introduction to Latin American Civilization *Credits: 3*
- LIN2740 - Applied Linguistics *Credits: 3*

### General Education Course Requirement

In addition to the state General Education core courses, each A.A. degree-seeking student MUST complete the following requirements (21 credits).

A.A. degree-seeking students must select courses from the General Education Institutional core 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. Gordon Rule courses are noted with \*\* throughout the catalog.**

**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.

ENC1101 is a prerequisite for all courses used to satisfy the Gordon Rule writing requirement. Courses used to satisfy the Gordon Rule requirement must be passed with a grade of C or better.

#### English

9 Credit Hours Required

(3 hours from State Core, 3 hours from Institutional Core and 3 hours from Oral Communications)

#### Required State General Education Core Course

- ENC1101 - Freshman Composition Skills I *Credits: 3* \*\*

#### Institutional General Education Core Course

Choose One Communications Institutional General Education Core Course

- ENC1102 - Freshman Composition Skills II *Credits: 3* \*\*
- ENC2210 - Technical Communications *Credits: 3* \*\*



- OST2335 - Business Communications *Credits: 3 \*\**

## Oral Communications Requirement

Choose One Course to Satisfy Oral Communications Requirement

- IDH2106H - Honors Oratory: Speech, Argumentation and Debate *Credits: 1*
- SPC2594 - Intercollegiate Forensic Speech *Credits: 1*
- SPC2608 - Effective Speaking *Credits: 3*
- SPC2608H - Honors Effective Speaking *Credits: 3*
- SPC2601 - Intermediate Effective Speaking *Credits: 3*
- THE1925 - Play Production *Credits: 3*
- TPP2100 - Acting I *Credits: 3*

## Humanities

6 Credit Hours Required

(3 hours from State Core, 3 hours from Institutional Core)

### State General Education Core Course

Choose One Humanities State General Education Core Course

- ARH1000 - Art Appreciation *Credits: 3*
- HUM1020 - Introduction to the Humanities *Credits: 3*
- HUM1020H - Honors Introduction to the Humanities *Credits: 3*
- LIT1000 - Introduction to Literature *Credits: 3*
- MUL1010 - Music Appreciation *Credits: 3*
- PHI2010 - Introduction to Philosophy *Credits: 3*
- THE1000 - Theatre Appreciation *Credits: 3*

### Institutional General Education Core Course

Choose One Humanities Institutional General Education Core Course

- ARH2050 - The History of Art I (Prehistory to 1500 A.D.) *Credits: 3 \*\**
- ARH2051 - The History of Art II (1500 A.D. to 20th century) *Credits: 3 \*\**
- FIL2000 - Introduction to Film *Credits: 3 \*\**
- FIL2000H - Honors Introduction to Film *Credits: 3 \*\**
- HUM2310 - Mythology and the Humanities *Credits: 3 \*\**
- HUM2310H - Honors Mythology and the Humanities *Credits: 3 \*\**
- HUM2532 - Western Ideologies *Credits: 3 \*\**
- HUM2532H - Honors Western Ideologies *Credits: 3 \*\**
- LIT2110 - World Literature I (Eighth Century BC-17th Century AD) *Credits: 3 \*\**
- LIT2110H - World Literature I Honors (Eighth Century B.C.-17th Century A.D.) *Credits: 3 \*\**
- LIT2120 - World Literature II (17th-20th Century) *Credits: 3 \*\**
- LIT2120H - World Literature II Honors (17th-20th Century) *Credits: 3 \*\**
- LIT2330 - Introduction to Children's Literature *Credits: 3 \*\**
- REL2300 - Comparative Religions *Credits: 3 \*\**
- REL2300H - Honors Comparative Religions *Credits: 3 \*\**

## Social Sciences

9 Credit Hours Required

(3 hours from State Core, 3 hours from Institutional Core, 3 hours from Personal Development)

## State General Education Core Course

Choose One Social Sciences State General Education Core Course

- AMH2020 - United States History Since 1877 *Credits: 3*
- ANT2000 - Introduction to Anthropology *Credits: 3*
- ECO2013 - Principles of Economics - Macro *Credits: 3*
- ECO2013H - Principles of Economics - Macro, Honors *Credits: 3*
- POS2041 - American National Government *Credits: 3*
- PSY2012 - General Psychology *Credits: 3*
- PSY2012H - Honors General Psychology *Credits: 3*
- SYG2000 - Introductory Sociology *Credits: 3*

### Institutional General Education Core Course

Choose One Social Sciences Institutional General Education Core Course

- CCJ2010 - Criminology *Credits: 3 \*\**
- CPO2001 - Comparative Politics *Credits: 3*
- ECO2023 - Principles of Economics - Micro *Credits: 3 \*\**
- EDF2005 - Introduction to the Teaching Profession *Credits: 3*
- DEP2004 - Human Growth and Development *Credits: 3 \*\**
- INR2002 - International Relations *Credits: 3 \*\**
- ISS1013 - Introduction to the Social Sciences *Credits: 3 \*\**
- WOH2012 - World Civilizations I *Credits: 3 \*\**
- WOH2012H - Honors World Civilizations I *Credits: 3 \*\**
- WOH2022 - World Civilizations II *Credits: 3 \*\**
- WOH2022H - Honors World Civilizations II *Credits: 3 \*\**

### Personal Development Core Course

Choose One Personal Development Institutional General Education Core Course

- HLP1081 - Personal Wellness Appraisal and Improvement *Credits: 3*
- PHI1100 - Introduction to Logic *Credits: 3*
- PHI2600 - Introduction to Ethics *Credits: 3*
- PSY2861 - Positive Psychology: Strategies for Personal Effectiveness *Credits: 3*
- SLS1122 - First Year Seminar *Credits: 3*
- SLS1501 - College and Career Success *Credits: 3*
- SLS2261 - Leadership Development *Credits: 3*
- SLS2261H - Leadership Development Honors *Credits: 3*
- SOP2001 - Social Psychology *Credits: 3*

## Mathematics

6 Credit Hours Required

(3 hours from State Core and 3 hours from either State Core or Institutional Core)

*Note: Any Student who successfully completes a mathematics course for which one of the general education core course options in mathematics is an immediate prerequisite shall be considered to have completed the mathematics core.*

## State General Education Core Course

Choose One Mathematics State General Education Core Course

- MAC1105 - College Algebra *Credits: 3 \*\**
- MAC1105H - Honors College Algebra *Credits: 3 \*\**
- MAC2311 - Calculus I with Analytic Geometry *Credits: 5 \*\**
- MAC2311H - Calculus I with Analytic Geometry Honors *Credits: 5 \*\**
- MGF1106 - Liberal Arts Mathematics *Credits: 3 \*\**
- MGF1107 - Mathematical Explorations *Credits: 3 \*\**
- STA2023 - Elementary Statistics *Credits: 3 \*\**
- STA2023H - Honors Elementary Statistics *Credits: 3 \*\**

## Institutional General Education Core Course

Choose One Mathematics Institutional General Education Core Course

- MAC1114 - Trigonometry *Credits: 3 \*\**
- MAC1140 - Precalculus (Algebra) *Credits: 3 \*\**
- MAC1147 - Precalculus Algebra/Trigonometry *Credits: 5 \*\**
- MAC2233 - Calculus for Business and Social Science *Credits: 3 \*\**
- MAC2233H - Calculus for Business and Social Sciences Honors *Credits: 3 \*\**
- MAC2312 - Calculus II with Analytic Geometry *Credits: 5 \*\**
- MAC2312H - Calculus II with Analytic Geometry Honors *Credits: 5 \*\**
- MAC2313 - Calculus III with Analytic Geometry *Credits: 4 \*\**
- MAC2313H - Calculus III with Analytic Geometry Honors *Credits: 4 \*\**
- MAD2104 - Discrete Mathematics *Credits: 3 \*\**
- MAP2302 - Elementary Differential Equations *Credits: 3 \*\**
- MAP2302H - Elementary Differential Equations Honors *Credits: 3 \*\**

## Natural Sciences

6 Credit Hours Required

(3 hours from State Core and 3 hours either State Core or Institutional Core)

## State General Education Core Course

Choose One Natural Sciences State General Education Core Course

- AST1002 - Descriptive Astronomy *Credits: 3*
- BSC1005 - Introduction to Biology *Credits: 3*
- BSC1005H - Introduction to Biology Honors *Credits: 3*
- BSC2010 - Integrated Principles of Biology I *Credits: 3*
- BSC2085 - Human Anatomy and Physiology I *Credits: 3*
- CHM1020 - Chemistry for Liberal Studies *Credits: 4*
- CHM2045 - General Chemistry I *Credits: 3*
- ESC1000 - Earth Science *Credits: 3*
- EVR1001 - Introduction to Environmental Science *Credits: 3*
- EVR1001H - Introduction to Environmental Science Honors *Credits: 3*
- PHY1020 - Elementary Physics for the Nonscience Majors *Credits: 3*

- PHY1053C - General Physics I with Lab *Credits: 4*
- PHY2048C - General Physics with Calculus I with Lab *Credits: 5*
- PHY2048CH - General Physics with Calculus with Lab Honors *Credits: 5*

## Institutional General Education Core Course

Choose One Natural Sciences Institutional General Education Core Course

- BSC1080 - Basic Anatomy and Physiology *Credits: 3*
- BSC2011 - Integrated Principles of Biology II *Credits: 3*
- BSC2086 - Human Anatomy and Physiology II *Credits: 3*
- BOT1000 - Plant Science *Credits: 3*
- CHM1025 - Introductory Chemistry *Credits: 3*
- CHM1032 - Chemistry for the Health-Related Fields *Credits: 3*
- CHM2046 - General Chemistry II *Credits: 3*
- CHM2210 - Organic Chemistry I *Credits: 3*
- CHM2210H - Organic Chemistry I Honors *Credits: 3*
- CHM2211 - Organic Chemistry II *Credits: 3*
- CHM2211H - Organic Chemistry II Honors *Credits: 3*
- ESC1200C - Earth Science for Educators *Credits: 4*
- EVR1264 - Environmental Health *Credits: 3*
- GLY1102 - Age of Dinosaurs *Credits: 3*
- ISC1004H - Integrated Natural Sciences I - Honors *Credits: 3*
- MCB2010 - Microbiology *Credits: 3*
- MCB2010H - Microbiology Honors *Credits: 3*
- OCB1630 - Introduction to Marine Ecology *Credits: 3*
- OCE1001 - Introductory Oceanography *Credits: 3*
- PHY1054C - General Physics II With Lab *Credits: 4*
- PHY2049C - General Physics with Calculus II with Lab *Credits: 5*
- PHY2049CH - General Physics with Calculus II with Lab Honors *Credits: 5*

## 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.

## Summary of Associate in Arts Degree

<b>GENERAL EDUCATION:</b>	<b><u>36 HOURS</u></b>
English	9 Hours
Humanities	6 Hours
Social Science	9 Hours
Mathematics	6 Hours
Natural Science	6 Hours
<b>ELECTIVES:</b>	<b><u>24 HOURS</u></b>
<b>TOTAL CREDIT HOURS</b>	<b>60 HOURS</b>

## 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. 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. Gordon Rule courses require a passing grade of C or better.

### Art and Digital Media (Non-Gordon Rule)

- ART1201C - Basic Design I *Credits: 3*
- ART1300C - Freehand Drawing I *Credits: 3*
- ART1400 - Printmaking I *Credits: 3*
- ART1500C - Painting I *Credits: 3*
- ART2750C - Ceramics I *Credits: 3*
- ART2751C - Ceramics II *Credits: 3*
- ART2203C - Basic Design II *Credits: 3*
- ART2301C - Freehand Drawing II *Credits: 3*
- ART2401 - Printmaking II *Credits: 3*
- ART2501C - Painting II *Credits: 3*
- ART2701C - Sculpture I *Credits: 3*
- ART2702C - Sculpture II *Credits: 3*
- DIG2000 - Introduction to Digital Media *Credits: 3*
- DIG2109C - Digital Imaging and Fundamentals *Credits: 3*
- DIG2280C - Digital Video and Sounds *Credits: 3*
- DIG2500 - Fundamentals of Interactive Media and Web Design *Credits: 3*
- GRA2120C - Paper Design and Layout (Adobe InDesign) *Credits: 3*
- GRA2150C - Raster Based Image Editing (Adobe Photoshop) *Credits: 3*
- GRA2156C - Digital Illustration Vector Based (Adobe Illustrator) *Credits: 3*
- GRA2751C - Visual Design for Web *Credits: 3*

### Business (Non-Gordon Rule)

- ACG2021 - Financial Accounting *Credits: 3*
- ACG2071 - Managerial Accounting *Credits: 3*
- BUL2241 - Business Law I *Credits: 3*
- FIN2100 - Business Finance *Credits: 3*
- GEB1011 - Introduction to Business *Credits: 3*
- GEB1011H - Introduction to Business Honors *Credits: 3*
- GEB2350 - Introduction to International Business *Credits: 3*
- MAN2021 - Principles of Management *Credits: 3*
- MAR2011 - Principles of Marketing *Credits: 3*
- OST1100 - Introduction to Word *Credits: 3*

### Child Development and Education (Non-Gordon Rule)

- CHD1440C - Child Care Practicum I *Credits: 3*
- CHD1441C - Child Care Practicum II *Credits: 3*
- EEC2200 - Curriculum in Childhood Education *Credits: 3*
- EEC2930 - Seminar in Childhood Education *Credits: 3*
- EEC2001 - Introduction to Administration in Early Childhood Education *Credits: 3*
- EEC1000 - Introduction to Child Development and Education *Credits: 3*
- EEC1603 - Child Guidance *Credits: 3*

- EEC2401 - Home and Community *Credits: 3*
- EEC1921 - Preschool Workshop *Credits: 3*
- EEC1907 - Observing and Recording Behavior *Credits: 3*
- EEX2010 - Survey of Disabling Conditions *Credits: 3*

### Communications

- ASL1140 - Introduction to American Sign Language I *Credits: 4*
- ASL1150 - Introduction to American Sign Language II *Credits: 4*
- CHI1120 - Elementary Chinese I, Concentrated *Credits: 4*
- CHI1121 - Elementary Chinese II, Concentrated *Credits: 4*
- CRW2001 - Creative Writing I *Credits: 3*
- CRW2002 - Advanced Creative Writing *Credits: 3*
- FRE1120 - Elementary French I *Credits: 4*
- FRE1121 - Elementary French II *Credits: 4*
- JOU2345 - Writing for Online Media *Credits: 3*
- MMC1000 - Survey of Communications *Credits: 3*
- MMC1101 - Writing for Mass Communication *Credits: 3\*\**
- SPC2300 - Interpersonal Communication *Credits: 3*
- SPN1120 - Elementary Spanish I *Credits: 4*
- SPN1120H - Elementary Spanish I Honors *Credits: 4*
- SPN1121 - Elementary Spanish II *Credits: 4*
- SPN1121H - Elementary Spanish II Honors *Credits: 4*
- SPN2220 - Intermediate Spanish I *Credits: 4*
- SPN2221 - Intermediate Spanish II *Credits: 4*

### Computer and Information Science

- CTS2134 - Networking Fundamentals *Credits: 3*
- CGS1062H - Computers in Society - Honors *Credits: 3\*\**
- CGS1100 - Microcomputer Applications *Credits: 3*
- CGS1100H - Microcomputer Applications Honors *Credits: 3*
- CGS2103 - Spreadsheet Applications *Credits: 3*
- CGS2540 - Database Management Systems *Credits: 3*
- OST1100 - Introduction to Word *Credits: 3*
- COP2250 - Java Programming *Credits: 3*

### Criminal Justice

- CCJ1020 - Introduction to Criminal Justice System *Credits: 3*
- CJC1000 - Crime and Punishment *Credits: 3*
- CJJ1002 - Juvenile Delinquency *Credits: 3*
- CCJ2013 - Criminal Victimization *Credits: 3*
- CJE2061 - Policing in America *Credits: 3*
- CJL2130 - Criminal Law, Evidence and Procedures *Credits: 3*
- CJE2330 - Ethics in Criminal Justice *Credits: 3*
- CJE2600 - Introduction to Forensics and Criminal Investigation *Credits: 3*

### Humanities

- AML2010 - Survey of American Literature I *Credits: 3\*\**
- AML2010H - Honors Survey of American Literature I *Credits: 3\*\**

- AML2020 - Survey of American Literature II (19th-20th Centuries) *Credits: 3\*\**
- ENL2000H - Honors English Literature *Credits: 3\*\**
- ENL2012 - English Literature I *Credits: 3\*\**
- ENL2022 - English Literature II *Credits: 3\*\**
- PHI2631 - Ethics and Business *Credits: 3*
- PHI2930 - Special Topics in Philosophy *Credits: 3*
- REL2210 - The Old Testament *Credits: 3*
- REL2240 - The New Testament *Credits: 3*
- REL2930 - Special Topics in Religion *Credits: 3*

### Mathematics (Non-Gordon Rule)

*See courses in General Education section.*

- MAT1033 - Intermediate Algebra *Credits: 3*
- MAE2801 - Mathematics for Educators *Credits: 3*

### Music, Dance and Theatre

- DAA1000 - Introduction to Dance *Credits: 2*
- DAA1100 - Modern Dance Techniques and Performance *Credits: 2*
- DAA1101 - Modern Dance Techniques and Performance II *Credits: 2*
- DAA1200 - Ballet I *Credits: 2*
- DAA1201 - Ballet II *Credits: 2*
- DAA1680 - Patriot Dance Ensemble *Credits: 1*
- MUE2040 - Introduction to Music Education *Credits: 3*
- MUE2450 - Woodwind Techniques *Credits: 2*
- MUN1012 - Wind Symphony *Credits: 1*
- MUN1270 - Concert Band *Credits: 1*
- MUN1310 - Musical Theatre Ensemble *Credits: 2*
- MUN1340 - Concert Choir *Credits: 1*
- MUN1420 - Woodwind Ensemble *Credits: 1*
- MUN1430 - Brass Ensemble *Credits: 1*
- MUN1710 - Jazz Band *Credits: 1*
- MUN1770 - Jazz/Pop Combo Ensemble *Credits: 1*
- MUT1111 - Music Theory I *Credits: 3*
- MUT1112 - Music Theory II *Credits: 3*
- MUT2116 - Music Theory III *Credits: 3*
- MUT2117 - Music Theory IV *Credits: 3*
- MVK1111 - Class Piano I *Credits: 1*
- MVK1112 - Class Piano II *Credits: 1*
- MVV1111 - Class Voice *Credits: 1*
- THE2925 - Production and Performance *Credits: 1*
- THE2927 - Advanced Play Production *Credits: 3*
- TPA1200C - Basic Stagecraft *Credits: 3*
- TPA1290 - Technical Theatre Lab *Credits: 1*
- TPA2070 - Scene Painting *Credits: 3*
- TPA2220 - Stage Lighting *Credits: 3*
- TPA2212 - Sound Production for the Theatre *Credits: 3*
- TPP2111 - Acting II *Credits: 3*

### Natural Sciences

*Also see courses in General Education section*

- BSC2010L - Integrated Principles of Biology Laboratory I *Credits: 1*
- BSC2011L - Integrated Principles of Biology Laboratory II *Credits: 1*
- BSC2085L - Human Anatomy and Physiology I Lab

*Credits: 1*

- BSC2086L - Human Anatomy and Physiology II Lab *Credits: 1*
- CHM1025L - Introductory Chemistry Lab *Credits: 1*
- CHM1032L - Chemistry for the Health-Related Fields Lab *Credits: 1*
- CHM2045L - General Chemistry I Lab *Credits: 1*
- CHM2046L - General Chemistry II Lab *Credits: 1*
- CHM2210L - Organic Chemistry I Lab *Credits: 1*
- CHM2211L - Organic Chemistry II Lab *Credits: 1*
- ESC1000L - Earth Science Lab *Credits: 1*
- MCB2010L - Microbiology Lab *Credits: 1*

### Social Sciences

- AMH2010 - United States History To 1877 *Credits: 3*
- AMH2070 - History of Florida *Credits: 3*
- AMH2091 - Introduction to African-American History *Credits: 3*
- ANT2140 - Introduction to Archaeology *Credits: 3*
- ANT2825 - Anthropology Field School *Credits: 6*
- EDF2085 - Introduction to Diversity *Credits: 3*
- EME2040 - Introduction to Technology for Educators *Credits: 3*
- EDP2002 - Educational Psychology *Credits: 3*
- HIS2955 - Studies Abroad in Civilization *Credits: 3*
- HUS1551 - Cultural Diversity and Implications for Practice *Credits: 3*
- INR2500 - Model United Nations *Credits: 3*
- ISS2936H - Honors Colloquium in Contemporary Social Issues *Credits: 1*
- LAH2020 - Introduction to Latin American Civilization *Credits: 3*
- POS2112 - State and Local Government *Credits: 3*
- PSY2930 - Special Topics *Credits: 1*
- SYG2340 - Human Sexuality and Society *Credits: 3*
- SYG2430 - Marriage and the Family *Credits: 3*

### Wellness/Fitness

- HSC1171 - Stress Management and Emotional Health *Credits: 3*
- HSC2140 - Drugs In Society *Credits: 3*
- HSC2400 - First Aid *Credits: 3*
- HUN1201 - Human Nutrition *Credits: 3*
- PEL1011 - Team Sports I *Credits: 1*
- PEL1012 - Team Sports II *Credits: 1*
- PEL2013 - Team Sports III *Credits: 1*
- PEL2014 - Team Sports IV *Credits: 1*
- PEO1004 - Contemporary Coaching Concepts *Credits: 3*
- PEO2621 - Basketball Fundamentals *Credits: 3*
- PET1000 - Introduction to Physical Education *Credits: 3*
- PET2622C - Care and Prevention of Athletic Injuries *Credits: 3*

## Developmental Education Courses

The developmental education program promotes and supports student success through a variety of courses, specialized services and curriculum innovations through the college's Liberal Arts and Sciences division. These courses 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 and students are encouraged to take advantage of the academic and TRIO Student Support Services program offered through the division to enhance college success. As part of the college's enrollment process, students will be determined eligible for either our Elective Pathway or Prescribed Pathway. This determination is based on a number of factors including date of high school graduation, type of high school diploma, and military status. Details about each pathway are provided below:

**Elective Pathway** students are not required to submit common placement test scores or enroll in developmental education. The Elective Pathway provides students the option of taking the Postsecondary Education Readiness Test (PERT) to help identify skill areas in need of additional preparation and the option of enrolling in developmental education courses as pre- or corequisites. First-Year Success Specialists can provide additional information on the developmental education options and strategies available.

**Prescribed Pathway** students are required to take a common placement test (PERT) to determine placement into college-level courses in English and mathematics. 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. The developmental education curriculum has been streamlined for maximum effectiveness and efficiency. Courses are delivered in accelerated, modularized, and co-requisite formats to ensure students who need developmental education can complete these courses in one term or less.

All students recommended 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. First-Year Success Specialists can provide additional information on the developmental education options and strategies available.

### DEVELOPMENTAL EDUCATION COURSES

Developmental Education or 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.

#### Nontransferable Electives

College credit is not given for these courses:

- EAP0300C - English as a Second Language - Speech/Listening *Credits: 4*
- EAP0383C - English as a Second Language - Combined Skills *Credits: 4*
- EAP0384C - English as a Second Language - Grammar and Writing I *Credits: 4*

- EAP0480C - English as a Second Language - Intermediate Combined Skills II *Credits: 4*
- EAP0484C - English as a Second Language - Grammar and Writing II *Credits: 4*
- ENC0015 - Introduction to College Writing I *Credits: 3*
- ENC0017 - Introduction to College Reading and Writing I *Credits: 4*
- ENC0025 - Introduction to College Writing II *Credits: 3*
- ENC0027 - Introduction to College Reading and Writing II *Credits: 4*
- MAT0057 - Introduction to College Math (Module 3.0) *Credits: 3*
- REA0007 - Introduction to College Reading I *Credits: 3*
- REA0017 - Introduction to College Reading II *Credits: 3*

### Student Life Skill 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. SLS1501 - College and Career Success and SLS1122 - First Year Seminar may be used to satisfy the computer competency requirement.

All new students are encouraged to enroll in either SLS1122 - First Year Seminar or SLS1501 - College and Career Success in their first semester.

- SLS1122 - First Year Seminar *Credits: 3*
- SLS1501 - College and Career Success *Credits: 3*

## 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:

1. 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.
2. Upon transferring to a state university, A.A. degree graduates will be awarded 60 credit hours toward the baccalaureate degree.
3. 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.
4. 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.

- 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.
- 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

A limited-access program is one in which both program admission and course registration are restricted to a certain number of students meeting predetermined criteria. Limited-access status is justified when student demand exceeds available resources or accreditation requirements (i.e., student/faculty ratios, instructional facilities and equipment, clinical sites) or the nature of the program calls for specific admission requirements.

Limited-access programs have admissions processes and criteria beyond general college admissions. While any student meeting the minimum criteria is encouraged to apply, not all applicants may be accepted for the desired term.

CF Health Science and Law Enforcement programs are limited-access programs with special entrance requirements that vary by program. Please see the college catalog, academic program page of the website, printed program cards or information packet of each program for complete information. Limited-access program criteria may include:

- Application specific to the program
- Specialized testing
- Prerequisite courses
- Criminal background check
- Physical examination
- CPR certification
- Minimum age
- U.S. Citizenship
- No criminal history

Please note that admissions requirements may change occasionally. Consult with your advisor for the most current information.

The College of Central Florida offers the following limited-access programs.

### BACHELOR'S DEGREE PROGRAMS

- Bachelor of Science in Early Childhood Education
- RN to BSN

### ASSOCIATE DEGREE PROGRAMS

- Nursing
- Emergency Medical Services
- Physical Therapist Assistant
- Radiography
- Nursing-Licensed Practical Nurse to Associate Degree Nurse Bridge
- Nursing-Paramedic to Associate Degree Nurse Bridge
- Surgical Services

### COLLEGE CREDIT CERTIFICATE

- Emergency Medical Technician
- Paramedic

### APPLIED TECHNOLOGY DIPLOMA

- Dental Assisting

### CAREER AND TECHNICAL CERTIFICATE PROGRAMS

- Correctional Officer
- Law Enforcement Officer

## 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:

1. The state college student will have the same opportunity to enroll in a university limited access program as the native university student.
2. 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:

1. a copy of the letter of denial
2. a copy of the student's transcripts
3. a copy of the page(s) from the counseling manual or catalog outlining the program requirements
4. 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:

1. 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.
2. 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.
3. 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.
4. 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 under General Education Core, Associate in Science degree students must:

1. Complete the specified number of hours of credit in an approved course of study as outlined for the program.
2. Achieve a cumulative grade point average of at least 2.0 (C).
3. Complete at least 25 percent of semester hours in residence at CF.
4. Effective Fall 2022, to satisfy F.A.C. 6A-10.02413, competency in civic literacy is a requirement for all students receiving an associate degree. Competency in civic literacy must be demonstrated in the following ways:
  - o Successful completion of either POS2041 American National Government or AMH2020 United States History Since 1877, and
  - o Achieving a standard score on an approved assessment. Current approved assessment

options include the following:

Assessment	Standard Score
AP Government and Politics: United States	3
AP United States History	4
CLEP: American Government	50
Florida Civic Literacy Examination	60%

5. 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:
  1. satisfactory completion of a proficiency examination
  2. satisfactory completion of one of the following industry certifications, **within the past five years**: Microsoft Word, IC3, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, A+, Network+, Security+ or Server+
  3. satisfactory completion of an approved college computer course, **within the past five years** (See below for applicable courses)

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.

### Computer Competency Course Options

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

Credit courses that meet the computer competency requirement are:

- CET1171 - Introduction to Computer Technology *Credits: 3 (Occupational Course)*
- CGS1100 - Microcomputer Applications *Credits: 3*
- CGS1100H - Microcomputer Applications Honors *Credits: 3*
- CGS1062H - Computers in Society - Honors *Credits: 3* \*\*
- CGS2930 - Special Topics in Computers *Credits: 1 (Introduction to Computer Skills sections only)*
- EME2040 - Introduction to Technology for Educators *Credits: 3*
- OST1100 - Introduction to Word *Credits: 3*
- SLS1122 - First Year Seminar *Credits: 3*
- SLS1501 - College and Career Success *Credits: 3*

### Computer Competency for Health Sciences Programs

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

- DEA1856 - Clinic III Seminar *Credits: 2*
- DES1502 - Dental Office Management *Credits: 2*
- EMS2658 - Paramedic Clinical Experience III *Credits: 5*
- NUR2244C - Clinical Concepts IV *Credits: 7*
- PHT2931 - Trends in Physical Therapy *Credits: 1*
- RTE1418C - Radiographic Imaging I *Credits: 4*

# 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:

1. 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.
2. Fulfill all obligations, financial and other, to the college.
3. 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.
4. Complete at least 30 semester hours in residence at CF (minimum 25 percent of semester hours) and attend during the semester that the degree is earned.
5. 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.
6. Effective Fall 2021, to satisfy F.A.C. 6A-10.02413, competency in civic literacy is a requirement for all students receiving an associate degree. Competency in civic literacy must be demonstrated in the following ways:
  - Successful completion of either POS2041 American National Government or AMH2020 United States History Since 1877, and
  - Achieving a standard score on an approved assessment. Current approved assessment options include the following:

Assessment	Standard Score
AP Government and Politics: United States	3
AP United States History	4
CLEP: American Government	50
Florida Civic Literacy Examination	60%

## 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.

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) mid-June-first week in August

Summer C (12 weeks) first week in May-first week in August

## Academic Warning, Probation and Suspension

### Academic Warning

A student is placed on academic warning at the end of any semester that his/her cumulative 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 13 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 readmission.

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

All transfer students will be evaluated by the 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 progress may appeal his or her suspension status to the Academic Exceptions and Petitions 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 reenroll 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, for specific information.

## Academic Integrity and Honor Code

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

**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.

Policy Manual, Rule 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 the 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
- 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 of Regional Campuses, and the provost at Levy Campus 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.

Procedure for Policy No. 4.14

## 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 [CF.edu/LimitedAccess](http://CF.edu/LimitedAccess) 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 Enrollment Services 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	0.00 (x 3) = 0.0
<b>Total Credits: 12</b>		<b>Total Grade Points: 29.3</b>	

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-	3.75 grade points

	89)	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 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 and Dental Assisting programs will use the following grading scale:

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

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 Enrollment Services 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 to initiate a written appeal (i.e., submit a Grade Appeal Form).

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. 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.

### Level III

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.

## Course Repeat Policy

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 add/drop period. Withdrawals will not be used to increase a GPA.

1. 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).]
2. 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 add/drop period for the semester in which the student is enrolled in the third attempt.
3. 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.]
4. 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.
5. 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).]

## 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. On the transcript, "repeated" shows the initial attempts and "replaces prior course" indicates the last attempt.

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 two repeat attempts per course. [F.A.C. 6A-14.0301 2(b).] A fourth attempt will be an additional grade calculated in the GPA.
3. 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.
4. 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 breaching 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 Enrollment Management and 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 Campus. 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 Enrollment Management and Student Affairs to file a letter of grievance.

## Student Complaints

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.

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

The 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, pregnancy, age, marital status, national origin, genetic information, sexual orientation, gender identity, veteran status or disability status.

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 admission 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 Regional Campuses, or designee.  
Levy County: provost, Levy Campus, 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 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 Enrollment

Management and Student Affairs at the Ocala Campus. If the complaint involves the vice president for Enrollment Management and 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 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 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 Enrollment Management and Student Affairs at the Ocala Campus. The vice president for Enrollment Management and Student Affairs will serve as the lead administrator to investigate the petition. In the event that the complaint is against the vice president for Enrollment Management and 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 10 working days after receipt of the informal report. The vice president for Enrollment Management and Student Affairs has 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, and the respondent (if the complaint is about an individual) 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 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.

Students are encouraged to resolve grievances locally with the College of Central Florida. However, students also have the option to contact the Florida Colleges System at <http://www.fldoe.org/schools/higher-ed/fl-college-system/about-us/complaints.shtml> regarding any grievances.

### Out of State Distance Education Students

Out of state distance education students, who have completed both the College of Central Florida's grievance process and the Florida College System's grievance process, may appeal non-instructional complaints to the Florida State Authorization Reciprocity Agreement (FLSARA) Postsecondary Reciprocal Distance Education Coordinating (PRDEC) Council. For additional information on the complaint process, please visit the FL-SARA Complaint Process page at <http://www.fldoe.org/sara/complaint-process.shtml>.

## 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.

A staff member who speaks Spanish is available to provide information and answer questions about grievance procedures at the College of Central Florida. Please call 352-873-5800 or email [espanol@cf.edu](mailto:espanol@cf.edu).

Un miembro del equipo de trabajo que habla español está disponible para brindar información y respuestas a las preguntas sobre procedimientos de quejas en el College of Central Florida. Por favor llame al 352-873-5800 o envíe un email a [espanol@cf.edu](mailto:espanol@cf.edu).

## 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 [CF.edu/graduation](http://CF.edu/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. Caps and gowns must be purchased through the bookstore.
4. Students must submit a graduation application for each degree or certificate. For subsequent graduations, prospective graduates must also submit a graduation application for each degree or certificate.

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

1. Completion of the required courses and number of credits.
2. Graduation catalog- Any full- or part-time student has five calendar years of continuous enrollment of complete degree requirements under the catalog in effect upon application and/or degree/certificate declaration.
3. Minimum of a 2.0 cumulative GPA and CF GPA.
4. 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.)
5. Passing test scores (if applicable for certificate programs).
6. 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.

**Cum Laude** graduates must have a cumulative GPA between 3.2 and 3.49. **Magna Cum Laude** graduates must have a cumulative

GPA between 3.5 and 3.79. **Summa Cum Laude** graduates must have a cumulative GPA between 3.8 and 4.0. These graduates are recognized at graduation ceremonies and have these distinctions noted on their permanent records.

## 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, a one-credit Honors Colloquium and a one-credit interdisciplinary Independent Studies course.

## 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 credit 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. Contact information is in the Student Handbook.

Graduates who have earned a 3.2 or above overall GPA in all work taken at CF and an overall 3.2 or above GPA on all college work attempted will be graduated with one of three honors distinctions, Cum Laude, Magna Cum Laude or Summa Cum Laude. These graduates are recognized at graduation ceremonies and have these distinctions noted on their permanent records.

## CF Honors Institute

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

The Honors Institute focuses attention on these areas of study: language and literature, humanities, history, science, social sciences, mathematics and technology.

In addition to the courses listed below, 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 Honors Institute. 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 1,050 might prove acceptable for a student with demonstrated successes in other areas.

1. a composite score of 25 on the ACT or a total of 1,100 on the SAT
2. 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
3. a minimum 3.3 grade point average at CF
4. outstanding scores on CF placement tests, such as the ACT, SAT and/or PERT and demonstration of special

talents or abilities through portfolios, projects, papers, awards, auditions, etc.

The institute 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. A limited number of full-tuition scholarships are awarded yearly.

The Honors Institute invites outstanding CF scholars into a second track, designed to include students who **did not** articulate directly into the honors program from high school. These students must earn a minimum of 12 honors credits. Track 2 students may be eligible for partial tuition scholarships pending academic performance.

## These Honors Seminars are Currently Offered:

- AML2010H - Honors Survey of American Literature I *Credits: 3\*\**
- BSC1005H - Introduction to Biology Honors *Credits: 3*
- CGS1062H - Computers in Society - Honors *Credits: 3\*\**
- CGS1100H - Microcomputer Applications Honors *Credits: 3*
- CHM2210H - Organic Chemistry I Honors *Credits: 3*
- CHM2211H - Organic Chemistry II Honors *Credits: 3*
- ECO2013H - Principles of Economics - Macro, Honors *Credits: 3*
- ENL2000H - Honors English Literature *Credits: 3\*\**
- EVR1001H - Introduction to Environmental Science Honors *Credits: 3*
- FIL2000H - Honors Introduction to Film *Credits: 3\*\**
- GEB1011H - Introduction to Business Honors *Credits: 3*
- HUM1020H - Honors Introduction to the Humanities *Credits: 3*
- HUM2310H - Honors Mythology and the Humanities *Credits: 3\*\**
- HUM2532H - Honors Western Ideologies *Credits: 3\*\**
- IDH2106H - Honors Oratory: Speech, Argumentation and Debate *Credits: 1*
- IDH2930H - Interdisciplinary Honors: Special Topics *Credits: 1*
- ISS2936H - Honors Colloquium in Contemporary Social Issues *Credits: 1*
- LIT2110H - World Literature I Honors (Eighth Century B.C.-17th Century A.D.) *Credits: 3\*\**
- LIT2120H - World Literature II Honors (17th-20th Century) *Credits: 3\*\**
- MAC1105H - Honors College Algebra *Credits: 3\*\**
- MAC2233H - Calculus for Business and Social Sciences Honors *Credits: 3\*\**
- MAC2311H - Calculus I with Analytic Geometry Honors *Credits: 5\*\**
- MAC2312H - Calculus II with Analytic Geometry Honors *Credits: 5\*\**
- MAC2313H - Calculus III with Analytic Geometry Honors *Credits: 4*
- MAP2302H - Elementary Differential Equations Honors *Credits: 3\*\**
- MCB2010H - Microbiology Honors *Credits: 3*
- PHY2048CH - General Physics with Calculus with Lab Honors *Credits: 5*
- PSY2012H - Honors General Psychology *Credits: 3*
- PHY2049CH - General Physics with Calculus II with Lab Honors *Credits: 5*
- REL2300H - Honors Comparative Religions *Credits: 3\*\**
- SLS2261H - Leadership Development Honors *Credits: 3*
- SPC2608H - Honors Effective Speaking *Credits: 3*
- SPN1120H - Elementary Spanish I Honors *Credits: 4*
- SPN1121H - Elementary Spanish II Honors *Credits: 4*
- STA2023H - Honors Elementary Statistics *Credits: 3*
- WOH2012H - Honors World Civilizations I *Credits: 3\*\**
- WOH2022H - Honors World Civilizations II *Credits: 3\*\**



# Financial Information

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## Fees and Refunds

College fees and tuition assessments are based on the applicant's residence. Fees may be paid by 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 who 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 15 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 more than twice 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.

Complete information regarding the college's refund policy can be found in the Refund Policy section.

## Financial Responsibility Agreement

All students are bound by the College of Central Florida's Financial Responsibility Agreement upon course registration. The agreement outlines the financial terms and conditions associated with a student's course registration. By allowing charges to be applied to a student account, the student will be bound by this agreement.

**Use of Account** - The student authorizes the College of Central Florida to add to their account all tuition, fees and other charges incurred by the student as a result of enrolling in the college.

**Promise to Pay** - The student understands that when they register for any class at the College of Central Florida or receive any service from the College of Central Florida, the student accepts full responsibility to pay all tuition, fees and other associated costs assessed as a result of the student's registration and/or receipt of services. The student further understands and agrees that their registration and acceptance of these terms constitutes a promissory note agreement (i.e., a financial obligation in the form of an educational loan as defined by the U.S. Bankruptcy Code at 11 U.S.C. §523(a)(8)) in which the College of Central Florida is providing me educational services, deferring some or all of my payment obligation for those services, and I promise to pay for all assessed tuition, fees and other associated costs by the published or assigned due date.)

The student understands and agrees that if the student drops or withdraws from some or all of their classes for which they have registered, the student will be responsible for paying all or a portion of tuition and fees in accordance with the published tuition refund schedule at the College of Central Florida. Student further understands that if the student fails to attend class or receive a bill, this does not absolve the student of their financial responsibility.

**Student Account and Billing Statement** - Student account activity and statements are available electronically via the student portal.

**Billing Errors** - The student understands that administrative, clerical or technical billing errors do not absolve the student of his or her financial responsibility to pay the correct amount of tuition and fees as a result of registration at the College of Central Florida.

**Payment Due Date** - Billed tuition, fees and other charges are due in full by the 10th business day following registration or immediately following registration if classes have started.

**Removal from Classes** - The college reserves the right to drop a student's enrollment in class for failure to abide by this agreement or any other payment agreement the student has entered into with the college.

**Payment Deferrals** - Florida Statute 1009.27 allows deferments when a student is awarded aid for a given term or if a student is eligible for a veteran's educational benefits. In accordance with Florida State Board of Education Rule 6A-14.054, the college has elected to limit the deferral of fees to one per term, which is due 60 calendar days after the first day of class, regardless of any pending financial aid. Students are responsible for payment of any outstanding balance on their student account even if they do not receive or are not eligible for financial aid or veteran's educational benefits for a given term/course.

**Payment Methods** - If the student account is not paid through financial aid or a third party agency, the College of Central Florida offers four methods for paying student account balances:

- Utilize our NelNet payment plan.
- Pay online with a credit card (we accept Visa, MasterCard, Discover and American Express). A 2.75% credit card convenience fee will be applied.
- Mail a check made payable to College of Central Florida to:  
Attention Department of Student Accounts, College of Central Florida, 3001 S.W. College Road, Ocala, FL 34474-4415.
- Use Florida Prepaid. Students must send requests or changes each term to studentaccounts@cf.edu from their Patriots mail account.
- Please Note: Students who have previously provided payment that was dishonored by their financial institution (returned check or EFT or disputed credit card charge) are required to pay with other certified funds. Also, students who have previously filed bankruptcy are required to pay all fees in full.

**Returned Check Fee** - A returned check fee of up to \$40 will be added to the student's account for any check returned by the student's financial institution. The college reserves the right to pursue all legal remedies available to collect on a returned check.

**Past Due Accounts** - If the student's account is delinquent for 60 calendar days the student will receive a first notice. If the student does not respond within 14 calendar days from the mailing date of the letter, a second notice will be sent. If the matter is not resolved within another 14 calendar days, the student's account will be turned over to a collection agency. Once the student's account has been turned over to the collection agency, the student may only pay at the collection agency.

**Collection Agency Fees** - The student understands and accepts that if they fail to pay their student account bill or any monies due and owing to the College of Central Florida by the scheduled due date, the College of Central Florida may refer the student's delinquent account to a collection agency. The student further understands that if the College of Central Florida refers their student account balance to a third party for collection, a collection fee will be assessed and will be due in full at the time of the referral to the third party. The collection fee will be calculated at the maximum amount permitted by applicable law, but not to exceed 35 percent of the amount outstanding. For purposes of this provision, the third party may be a debt collection company or an attorney. If a lawsuit is filed to recover an outstanding balance, the student shall also be responsible for any costs associated with the lawsuit such as court costs or other applicable costs. Finally, the student understands that their delinquent account may be reported to one or more of the national credit bureaus.

**Write-off** - If the student's account resides with our collection agency for 90 calendar days and the student fails to pay at least one third of the account balance, including collection fees, the account will be written off. A write-off only refers to the accounting treatment. The student's financial obligation continues. The student will still have to pay the debt before the student may reenroll or request transcripts.

**Bankruptcy** - Enrollment in (a) class(es) constitutes a financial obligation between the student and the College of Central Florida. Any and all services received by the student under this agreement are for educational purposes and constitute an educational loan pursuant to 11 U.S.C. § 523(a)(8) that is non-dischargeable in bankruptcy.

**Financial Hold** - The student understands and agrees that if the student fails to pay the student account bill or any monies due the College of Central Florida by the scheduled due date, the College of Central Florida will place a financial hold on the student's account, preventing the student from registering for future classes, requesting transcripts, or receiving a diploma.

**Financial Aid** - The student agrees to allow any financial aid received to pay any and all charges assessed to the student's account at the College of Central Florida. The student understands that any federal Title IV financial aid that the student receives, except for Federal Work Study wages, will first be applied to any outstanding balance on the student's account, including but not limited to: tuition, fees, parking fines, service fees, bookstore charges, and any other amount, in accordance with the terms of the aid. Title IV financial aid includes aid from the Pell Grant, Supplemental Educational Opportunity Grant (SEOG), Direct Loan, PLUS Loan, Perkins Loan, and TEACH Grant programs.

Federal financial aid regulations do not permit the college to automatically apply a student's upcoming financial aid refund to a past due balance from a previous term. The student will need to personally receive the refund and then use it to pay the balance due.

- Please be advised that a student's financial aid award is contingent upon continued enrollment and attendance in each class upon which financial aid eligibility was calculated. Dropping a class before completion may reduce a student's financial aid eligibility and some or all of the aid awarded to the student may be revoked. Should this occur, the student agrees to repay all revoked aid that was disbursed to the student account and resulted in a credit being refunded to the student.
- Student understands that aid described as "estimated" on their Financial Aid Award does not represent actual or guaranteed payment, but is an estimate of the aid the student may receive if the student meets all requirements stipulated by that aid program.

**Method of Communication** - The student understands and agrees that the College of Central Florida uses Patriot email as the official method of communication with the student, and that the student is, therefore, responsible for reading the Patriot emails received from the college on a timely basis.

**Updating Contact Information** - The student understands and agrees that the student is responsible for keeping the College of Central Florida records up to date with a current physical address, email addresses, and phone number. Upon leaving the College of Central Florida for any reason, it is the responsibility of the student to provide the college with updated contact information for purposes of continued communication regarding any amounts that remain due and owed to the College of Central Florida.

**Contact** - The student authorizes the College of Central Florida and its agents and contractors to contact the student at current and any future cellular phone number(s), email address(es) or wireless device regarding any debt owed to the college. The student authorizes the College of Central Florida and its agents and contractors to use automated telephone dialing equipment, artificial or pre-recorded voice or text messages, and personal calls and emails, in their efforts to contact the student.

**IRS Form 1098-T** - The student agrees to provide a Social Security number or taxpayer identification number to the College of Central Florida as required by Internal Revenue Service regulations for Form 1098-T reporting purposes. If the student fails to provide a SSN or TIN to the college, the student agrees to pay any and all IRS fines assessed as a result of the missing SSN/TIN. The student agrees to receive the student's IRS tax form

1098T electronically via MyCF portal in lieu of a mailed copy. To receive a mailed copy, this consent may be revoked by submitting a 1098T Tuition Statement Request Form to the college bursar.

**Change of Terms** - The College of Central Florida may change the terms of this agreement at any time. The college will provide notice of such change on the student's portal account and allow the student the opportunity to pay his or her account in full if the student disputes the change. It is the student's responsibility to ensure that the student is aware of any changes, including changes to any and all tuition and fees.

## General College Fees

### Advanced and Professional, Postsecondary Vocational and College Preparatory

	<b>Resident</b>	<b>Nonresident</b>
Tuition	\$82.78	\$82.78
Out-of-State	N/A	248.34
Financial Aid	4.14	16.56
Technology	4.14	16.56
Student Activity	8.28	8.28
Capital Improvement	13.58	65.68
<b>Total per credit hour</b>	<b>\$112.92</b>	<b>\$438.20</b>

### Career and Technical Certificate

	<b>Resident</b>	<b>Nonresident</b>
Tuition	\$73.40	\$73.40
Out-of-State	N/A	220.19
Financial Aid	7.34	29.36
Technology	3.67	14.68
Capital Improvement	3.67	14.68
<b>Total per vocational credit hour*</b>	<b>\$88.08</b>	<b>\$352.31</b>

\*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 \$88.08 = \$176.16 as the charge for the course.

## Baccalaureate Degree

(3000 and 4000 Level Courses)

	<b>Resident</b>	<b>Nonresident</b>
Tuition	\$95.45	\$95.45
Out-of-State	N/A	353.16
Financial Aid	4.77	22.42
Technology	4.77	22.42
Student Activity	9.54	9.54
Capital Improvement	14.74	88.4
<b>Total per credit hour</b>	<b>\$129.27</b>	<b>\$591.39</b>

## Adult Education and Vocational Preparatory

	<b>Resident</b>	<b>Nonresident</b>
Tuition	\$30/term	\$30/term
<b>Total per credit hour</b>	<b>\$30/term</b>	<b>\$30/term</b>

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 that equal at least 100 percent of 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.

Fees to the public are subject to change without notice. Student fees embedded in the cost of tuition may vary from semester to semester.

## Special Fees and Charges

### General Fees

Admission Application Fee	\$30 <sup>1</sup>
International Education Application Fee	\$30
Transcript Fee (each request)	\$6.50
Credit by Examination/Experiential Learning (departmental exam)	\$100
Distance Learning Course User Fee (per credit hour)	\$10
Parking Decal (additional and replacement)	\$5
ID Card Replacement	\$5
Pre-Admission Background Check Health Care, Law Enforcement/Corrections, Education	\$55 <sup>2</sup>
Background Screening for Licensure	\$79
Substance Screening for Health Sciences Programs	\$29
Health Science Pre-Clinical Compliance Screening	\$99
Duplicate Diploma	\$25
Community Library Borrower's ID Card	\$10
Online Proctoring and Verification of Student Identity (paid through Honorlock)	Varies <sup>3</sup>

<sup>1</sup>The president has authority and discretion to waive, but not to raise, user fees and fines enumerated in Section 1009.43, Florida Statutes, in unique situations or circumstances in which it is deemed a waiver to be in the best interest of the College.

<sup>2</sup>Payable before registration; subject to change without notice.

<sup>3</sup>Fee based number of exams.

## Fines and Penalties

Stop Payment on CF Check	\$25
Stop Payment Individual Check	\$25

#### Non-Sufficient Funds Checks as per Florida Statute 68.065(2):

Amount of Check \$.01 to \$50	\$25
Amount of Check \$50.01 to \$300	\$30
Amount of Check over \$300	\$40
Credit Card Charge Back	\$20
Credit Card Convenience Fee	2.75%
BankMobile Vibe Replacement Card	\$10
Parking and Other Citations	\$15
Handicap Parking Citation	\$50
Vehicle Immobilization Device (boot)	\$50
Towing	Charges determined by tow truck operator
Lost/Damaged Library Materials	Replacement Costs
Appleton Museum Trip Cancellations (if canceled within 10 business days of trip)	\$50

## 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 - not sold at bookstore and price varies)	Varied
Nursing Skills, Surgical Technology, Physical Therapist Assistant, Nursing Pins	Varied
Cap and Gown bundle (sold at bookstore)	Varied

## Learning Support Center

CF Students	No charge
University Partners	No charge
Vocational Preparatory Students (VPI)	No charge
Adult Education Students (GED)	No charge

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

Effective fiscal year 2022-2023

Child Care Registration Fee	\$100/\$150 Annually <sup>1,2</sup>
Child Care Bill Late Fee (assessed after due date)	\$20 per week or portion thereof <sup>3</sup>
Late Pick-up Fee	\$10 first five minutes, \$1 each minute thereafter
Toddler (under 2) - Full-Time Student	\$31 Daily/\$155 Week <sup>3</sup>

Toddler (under 2) - CF Employee	\$32 Daily/\$160 Week <sup>3</sup>
Toddler (under 2) - All Others	\$34 Daily/\$170 Week <sup>3</sup>
2-Year-Old Child - Full-Time Student	\$30 Daily/\$150 Week <sup>3</sup>
2-Year-Old Child - CF Employee	\$31 Daily/\$150 Week <sup>3</sup>
2-Year-Old Child - All Others	\$33 Daily/\$160 Week <sup>3</sup>
3-Year-Old Child - Full-Time Student	\$28 Daily/\$140 Week <sup>3</sup>
3-Year-Old Child - CF Employee	\$29 Daily/\$145 Week <sup>3</sup>
3-Year-Old Child - All Others	\$31 Daily/\$155 Week <sup>3</sup>
4-Year-Old Child - Full-Time Student	\$27 Daily/\$135 Week <sup>3</sup>
4-Year-Old Child - CF Employee	\$28 Daily/\$140 Week <sup>3</sup>
4-Year-Old Child - All Others	\$30 Daily/\$150 Week <sup>3</sup>
5-Year-Old Child - Full-Time Student	\$27 Daily/\$135 Week <sup>3</sup>
5-Year-Old Child - CF Employee	\$28 Daily/\$140 Week <sup>3</sup>
5-Year-Old Child - All Others	\$30 Daily/\$150 Week <sup>3</sup>
VPK Wrap Around - Full-Time Student	\$14.89 Daily/\$74.45 Week <sup>4</sup>
VPK Wrap Around - CF Employee	\$14.89 Daily/\$74.45 Week <sup>4</sup>
VPK Wrap Around - All others	\$16.89 Daily/\$84.45 Week <sup>4</sup>

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

Child in VPK Program - Full-Time Student	Varies based on state rate <sup>4</sup>
Child in VPK Program - CF Employee	Varies based on state rate <sup>4</sup>
Child in VPK Program - All others	Varies based on state rate <sup>4</sup>

<sup>1</sup>Single child/multiple children

<sup>2</sup>Payable before registration

<sup>3</sup>Subject to change without notice

<sup>4</sup>VPK Rate is set by the State of Florida, Office of Early Learning [www.floridaearlylearning.com](http://www.floridaearlylearning.com)

# Appleton Museum of Art Membership and Admission Charges - Effective July 1, 2022- June 30, 2023

## Admission Charge/Fee

### General Admission

Members - General, Director's Circle	No Charge
Adult	\$10
Children - age 0 - 5	No Charge
Youth - age 6 - 17	\$5
Student - University - Students age 18 and over with ID	\$8
Educator	\$8
Senior - age 55 and over	\$8
AAA Member Discount	\$8
Active Military	No Charge
Veterans	No Charge
Family passes (2 adults and 3 children ages 0 -17)	\$25
Reciprocal Members	No Charge
Appleton Store Only	No Charge

### Admission for Special Events and Exhibits

Marquis Events and Exhibitions (separate ticket required as approved by the president)	varies
Classes	Fees established as approved by the president or designee

### Group Tour Admission (15 or more persons)

Adult	\$8
Senior - age 55 and over	\$6
Educator	\$5
Student-University - Students age 18 and over with ID	\$3
Students K-12 (Marion, Citrus and Levy counties)	No Charge
Bus driver for group	No Charge
Chaperone (1 per 10 students)	\$8
Members	No Charge

### General Membership

Student/Educator with ID	\$20
Individual Senior - age 55 and over	\$30
Individual	\$35
Dual Senior - age 55 and over	\$50
Dual/Family - two adults and any children age 17 and under	\$60

## Director's Circle Memberships

Friend	\$125
Associate	\$250
Fellow	\$500
Colleague	\$1,000
Partner	\$2,500
Sustainer	\$5,000

## College of Central Florida

CF Faculty, Staff, Students, Retirees and CF Alumni Association members with CF ID receive free admission only to the Appleton year round. To receive additional benefits, a membership fee is required as follows:

Receive a 10 percent discount at the Appleton CF Individual \$10 store, discount on classes and free admission to events. CF Dual/Family \$20

## Visual Artists' Society

Annual Membership (Jan. 1 - Dec. 31)	\$40
Student Membership (with current CF ID)	No charge

## Other Fees Related to Noncredit Classes

CPR Card (after satisfactory completion of course)	No charge
CPR card replacement	\$5
Certificates (for any courses that certificates are issued)	No charge
Certificate replacement	\$7

## Corporate College Fees

Certificates of Completion Replacements	\$5
OSHA Card Replacements	\$12
Forklift Card Replacements	\$5

## Assessment and Testing Fees

Fees to the public are subject to change without notice. Student fees embedded in the cost of tuition may vary from semester to semester.

CompTIA A+ Essentials Certification	\$268
CF Proctoring Fee	\$25
Accuplacer Next Generation	
First-time Student	\$10
Retake Per Section	\$5
Non-students	\$25
ACT, American College Test	
No Writing	\$63
With Writing	\$88

ANAT, Anatomy Pretest	No charge	Education Support	
ASE, Automotive Service Excellence	Exam price varies; Fee paid by vendor.	(nonrefundable CF fee per test in addition to DSST fees)	\$25 to CF
ASVAB, Armed Services Vocational Aptitude Battery	No charge	CJ-BAT, Florida Basic Abilities Test	\$39 Pearson Vue
AUTOCAD, Certified User	\$76.50 + CF Proctoring Fee \$101.50 w/voucher retake	FCB, Florida Certification Board	Exam price varies CF Fee \$30
AWS, American Welding Society Certification Exam	\$150 Levy	FCLE, Florida Civic Literacy Exam (CF Students Only)	
BEST, Barriers to Success Employment Inventory		First time	\$10
Student	No Charge	Retake per section	\$5
Others	\$5	FLATS, Foreign Language Achievement Testing Service	
CAS, College Adjustment Scale	\$10	Electronic	\$50
Castle, Certification Exams	Exam price varies; Fee paid by vendor	CF Proctoring Fee	\$25
CDS, Career Decision Scale		GAMA, General Ability Measure for Adults	\$15
Students	No charge	GED, General Educational Development Tests	No CF Fees
Others	\$5	<b>(Account must be created at <a href="http://www.ged.com">www.ged.com</a> with a valid username. To schedule an exam, a candidate must schedule through their GED.com account)</b>	
CEI, The Career Exploration Inventory		Full battery	\$128
Students	No charge	RLA (Reasoning through Language Arts)	\$32
Others	\$5	Social Studies	\$32
CELT, Comprehensive English Language Test for Learners of English	\$10	Science	\$32
Certiport, Certiport Certification	\$25 CF Proctoring Fee Plus cost of exam voucher	Mathematics	\$32
CIC, Crane Institute	\$25	GED OPT, Official Practice Test GED Ready	\$6 per subject unless recommended by an instructor. If recommended, a voucher is given to cover the cost.
CLEP, College Level Examination Program	\$89 to CLEP	<b>(Administered at Levy Campus only; can be taken online through GED.com account)</b>	
(non-refundable CF Proctoring Fee per test in addition to CLEP fees)	\$25 CF Proctoring Fee	GOE, Guide for Occupational Exploration Inventory	
CLM/AAF, College Level Math/Advanced Algebra and Functions		Students	No Charge
First-time	\$10	Others	\$5
Retake	\$5	GSD, Gregoric Style Delineator	\$15
Comira, Certification Exams	Exam price varies; Fee paid by vendor	HESI A2, Health Education Systems Inc. Entrance Exam	\$46
CCAI, Cross Cultural Adaptability Inventory	\$27 CF Proctoring Fee	CF Proctoring Fee	\$25
CS, CareerScope (Assessment)		HESI Exit Exam, Exam - Nursing Students preparation for professional license	\$64
CF Students	No charge	CF Proctoring Fee	\$25
Others	\$41	HSDS, Holland Self-Directed Search	
CSSI, Customer Service Skills Inventory	\$10	Students	No Charge
CTI, Career Thoughts Inventory		Others	\$5
Students	No Charge		
Others	\$6		
DSST, Defense Activity for Nontraditional	\$100 to DSST		

HSRT, Health Sciences Reasoning Test		NCCT, National Center for Competency Testing	Exam price varies
Students	\$25	CF Proctoring Fee	\$25
Non-students (with voucher)	\$25	Nebosh, Technical Certifications	Exam price varies
IC3-GGS6 Level II, Internet and Computing Core Certification Exam - three modules		CF Proctoring Fee	\$25
CF Cost: includes the cost of the test voucher and proctoring fee (no retakes)	\$51.01	CompTIA Network+ Certification	
Vouchers purchased via Certiport (no retakes)	Exam price varies; \$25 CF Proctoring Fee	Per exam	\$163
IQT, International Organization for Standardization-Information Qualification Test	Exam price varies; Fee paid by vendor	CF Proctoring Fee	\$25
JOB O A, Job-O Career Test		NREMT, National Registry of Emergency Medical Technicians	Exam price varies; Fee paid by vendor
Students	No Charge	PAI, Personality Assessment Inventory	\$15
Others	\$5	Pearson Vue, Pearson Vue Tests	Exam price varies; Fee paid by vendor
JSS, Job Stress Survey	\$10	PERT, Postsecondary Education Readiness Test	
Kryterion, Cells Force Certification Exam	Exam price varies; Fee paid by vendor	First time	\$10
LISRES, Life Stressors and Social Resources Inventory	\$12	Retake per section	\$5
Littauer, Personality Plus Test	No charge	Proctoring fee for non-students	\$25
LSI, Leisure/Work Search Inventory		PET, Professional Employment Test	\$15
Students	No Charge	PMMI, Packing Machinery Manufactures Institute	
Others	\$5	CF students	\$100
MAB II, Multidimensional Aptitude Battery	\$15	CF Proctoring Fee	\$25
MOS, Microsoft Office Specialist (Word, Excel, Access, Outlook or PowerPoint)		Participation Fee	\$1 (Total PMMI Exam: \$126)
With retake (each)	\$90	PSB-RAD, Psychological Services Bureau Radiology Exam	Exam price varies
CF Proctoring Fee	\$25	PSB-RN, Psychological Services Bureau Registered Nurse	Exam price varies
MSSC, Manufacturing Skills Standards Council Assessment		Proctoring, Outside Proctoring	\$25 for each test proctored
On Campus	\$130.00 total (\$45.00 + \$25.00 CF Proctoring Fee + \$60.00 other fees)	CompTIA Project+ Certification	
Proctor-U	\$148.00 total (\$63.00 + \$25.00 CF Proctoring Fee + \$60.00 other fees)	Per exam	\$334
MTA, Microsoft Technology Associate		CF Proctoring Fee	\$25
Each with retake	\$61	PROV, Contractor Certifications	Exam price varies; Fee paid by vendor
CF Proctoring Fee	\$25	PST, Public Safety Testing	Exam price varies
NALA, National Association of Legal Assistants		CF Proctoring Fee	\$25
NALA Members	\$250	QuickBooks, Certiport Competency Exam	
Non-members	\$275	Per exam	\$102.99
CF Proctoring Fee	\$25	CF Proctoring Fee	\$25
NBDHMT, National Board of Diving and Hyperbaric Medicine Technology	Exam price varies	RvTrade Testing	Exam price varies
CF Proctoring Fee	\$25	Proctoring fee paid by vendor (No charge to candidates)	\$25
		Remote Testing	
		(please contact testing@cf.edu for remote proctoring. Additional fees apply.)	\$30.00 CF Student and Non-CF Students
		Reprints, reprints of any scores	\$5 for all students

CompTIA Security+ Certification for beginners	
Per exam	\$240
CF Proctoring Fee	\$25
Solidworks, Solid Modeling Computer Aided Design- Certified Solidworks Associate (CSWA)	Exam price varies
SOCE, State Officers Certification Exam	\$100 Fee paid to vendor
TABE, Test of Adult Basic Education	
First time	\$15
Retake	\$15
Teamwork-KSA (Knowledge, Skills, Abilities) Test	\$15
T.E.A.S., Test of Essential Academic Skills acceptance for Nursing Program	
CF Students	\$68
Proctoring fee for non-students	\$25
Remote T.E.A.S. for CF students	\$75
Remote T.E.A.S. for non-students	\$100
TOMAL, Test of Memory and Learning	\$20
WPT, Wonderlic Personnel Test	\$15
Retake	\$15

ART2701C	Sculpture I	\$40
ART2702C	Sculpture II	\$40
ART2750C	Ceramics I	\$58
ART2751C	Ceramics II	\$58
BSC1005L	Introduction to Biology Lab	\$20
BSC2010L	Integrated Principles of Biology Laboratory I	\$20
BSC2011L	Integrated Principles of Biology Laboratory II	\$20
BSC2085L	Human Anatomy and Physiology I Lab	\$30
BSC2086L	Human Anatomy and Physiology II Lab	\$30
CCJ1949	Criminal Justice Co-op I	\$14.24
CET1114	Digital Circuits	\$30
CET1278	A+ Fundamentals	\$25
CET2180	Practical PC Technician	\$268
CGS1949	Computer Information Co-op	\$14.24
CGS2103	Spreadsheet Applications	\$124
CGS2540	Database Management Systems	\$124
CHM1025L	Introductory Chemistry Laboratory	\$30
CHM1032L	Chemistry for Health-Related Fields Lab	\$30
CHM2045L	General Chemistry I Lab	\$30
CHM2046L	General Chemistry II Lab	\$30
CHM2210L	Organic Chemistry I Lab	\$30
CHM2211L	Organic Chemistry II Lab	\$30
CJK0002	Introduction to Law Enforcement	\$61
CJK0018	Legal	\$1
CJK0019	Interviewing and Report Writing	\$1
CJK0020	Vehicle Operations	\$184
CJK0031	First Aid for Criminal Justice Officers	\$65
CJK0040	Firearms	\$415
CJK0051	Defensive Tactics	\$150
CJK0063	Fundamentals of Patrol	\$1
CJK0065	Calls for Service	\$1
CJK0403	DUI Traffic Stops	\$89
CJK0401	Traffic Stops	\$95
CJK0402	Traffic Crash Investigations	\$13
CJK0093	Critical Incidents	\$125
CJK0096	Physical Fitness for Law Enforcement	\$1
CJK0393	Crossover Program Updates	\$1
CJK0300	Introduction to Corrections	\$25
CJK0305	Communications	\$2

## Laboratory and Special Course Fees

Fees to the public are subject to change without notice.  
Student fees embedded in the cost of tuition may vary from semester to semester.

COURSE NUMBER	TITLE	LAB FEE
ACG1949	Accounting Co-op I	\$14.24
ACG2450	Integrated Accounting	\$128
AEB1949	Agribusiness Internship	\$14.24
AGR1234	Forage Science and Range Management	\$19
ANS1949	Equine Co-op I	\$14.24
ANS3950	Equine Practicum	\$14.24
ANS4218	Equine Learning Theory	\$14.24
ANT2825	Anthropology Field School	\$30
AOM2316	Agricultural Machinery and Equipment	\$23
ART1201C	Basic Design I	\$20
ART1300C	Freehand Drawing I	\$4.50
ART1400	Printmaking I	\$90
ART1500C	Painting I	\$23
ART2203C	Basic Design II	\$47
ART2301C	Freehand Drawing II	\$33
ART2401	Printmaking II	\$80
ART2501C	Painting II	\$60



CJK0310	Officer Safety	\$1	EMS1431	EMT Field Experience	\$137.91
CJK0315	Facilities and Equipment	\$1	EMS2611L	Paramedic Fundamentals Skills Lab	\$108
CJK0320	Intake and Release	\$2	EMS2612L	Paramedic Airway Management Lab	\$12
CJK0325	Supervising in a Correctional Facility	\$2	EMS2613L	Paramedic Patient Assessment Lab	\$12
CJK0330	Supervising Special Populations	\$1	EMS2614L	Trauma Emergency Skills Lab	\$12
CJK0335	Responding to Incidents and Emergencies	\$1	EMS2615L	Medical Emergencies Lab I	\$80
CJK0340	Officer Wellness and Physical Abilities	\$29	EMS2619L	Medical Emergencies Lab II	\$91
CJK0421	Dart Firing Stun Gun	\$44	EMS2628L	Paramedic OB/GYN Neonatal Emergency Skills Lab	\$12
CTS2120	Security Fundamentals	\$272	EMS2645	Paramedic Clinical Experience II	\$27
CTS2134	Network Fundamentals	\$193	EMS2656	Paramedic Clinical I	\$141.91
DEA1805L	Dental Clinical Seminar	\$250	EMS2658	Paramedic Clinical Experience III	\$125
DEA1806L	Clinic Practice I	\$354.91	ESC1000L	Earth Science Lab	\$10
DEA1855L	Clinic Practice II	\$75	ESC1200C	Earth Science for Educators	\$10
DEA1856	Clinical Seminar III	\$250	ETI1151	Instrument Techniques and Measurement	\$107
DEA1949	Dental Internship Co-op I	\$15	ETI1411	Manufacturing Processes I	\$90
DES1100L	Dental Materials Lab	\$60	ETI1720C	Industrial Safety	\$90
DES1200L	Dental Radiology Lab	\$345	ETI1843	Motors and Controls	\$128.32
DES1502	Dental Office Management	\$20	ETM2401	Mechanical Devices and Systems	\$106
DES1806L	Introduction to Clinical Procedures Lab	\$50	ETS1535	Automated Process Control	\$25
DES2832C	Expanded Functions with Lab	\$45	ETS1540	Industrial applications Using PLCs and Robots	\$126
DIG1949	Digital Media Co-Op I	\$6	ETS1542	Introduction to PLCs	\$183.34
DIG1950	Digital Media Co-Op II	\$14.24	ETS1700	Hydraulics and Pneumatics	\$205.22
DIG2109C	Digital Imaging and Fundamentals	\$81	GRA2120C	Page Design and Layout (Adobe InDesign)	\$70
DIG2280C	Digital Video and Sounds	\$22	GRA2156C	Digital Illustration Vector-Based (Adobe Illustrator)	\$70
EDP4503	Assessment, Evaluation and Diagnosis of the Young Child	\$135	HIM1940	Professional Practice Experience (PPE)	\$14.24
EEC4219	Integrated Math and Science for Young Children	\$135	HIM2941	Coding Professional Practice Experience	\$238.24
EEC4940	Internship in Early Childhood Education	\$52	HLP1081	Personal Wellness Appraisal and Improvement	\$10
EET1015	DC Circuits	\$34	HSC2400	First Aid	\$10
EET1025	AC Circuits	\$34	LAE4416	Children's Literature for Educators	\$179.16
EET1082	Introduction to Electronics	\$34	MAN1949	Management Co-op	\$14.24
EET1084	Survey of Electronics	\$12	MAN4940	Internship in Business and Organizational Management	\$14.24
EET1140	Electronic Devices and Circuits	\$44	MCB2010L	Microbiology Lab	\$30
EET1155	Linear Integrated Circuits	\$41	MUC1101	Introduction to Music Composition	\$480
EET1610	High Liability Soldering	\$123	MUC1102	Music Composition	\$480
EET1620	Advanced Surface Mount Soldering	\$123	MVB1211-2221	Trumpet	\$240
EGS1949	Engineering Technology Co-op I	\$14.24			
EGN1111	Engineering Graphics	\$101.50			
EMS1119L	Fundamentals EMT Skills Lab	\$72			

MVB1212-2222	Horn	\$240	NUR1052C	Clinical Concepts I	\$20
MVB1213-2223	Trombone	\$240	NUR1241C	Clinical Concepts II	\$368
MVB1214-2224	Baritone Horn	\$240	NUR1520C	Behavioral Concepts in Nursing	\$20
MVB1215-2225	Tuba	\$240	NUR2243C	Clinical Concepts III	\$286.91
MVB1311-2321	Trumpet	\$480	NUR2244C	Clinical Concepts IV	\$615
MVB1312-2322	Horn	\$480	NUR2440C	Developmental Concepts in Nursing	\$20
MVB1313-2323	Trombone	\$480	NUR3066C	Advanced Nursing Health Assessment with Lab	\$34
MVB1314-2324	Baritone Horn	\$480	NUR4636C	Community Nursing with Lab	\$21
MVB1315-2325	Tuba	\$480	ORH1000C	Introduction to Horticulture	\$66
MVK1111	Class Piano I	\$15	ORH1260	Greenhouse Operations	\$46
MVK1211-2221	Piano	\$240	ORH1301C	Introduction to Irrigation	\$33
MVK1311-2321	Piano	\$480	ORH1601C	Nursery Management	\$66
MVK2121	Class Piano III	\$15	OST1100	Introduction to Word	\$115
MVO2220-2221	Other Instruments	\$240	OST1110	Intermediate Word	\$115
MVO2320-2321	Other Instruments	\$480	OST1949	Office Administration Co-op	\$14.24
MVP1211-2221	Percussion	\$240	OST2401	Office Administration: Procedures	\$115
MVP1311-2321	Percussion	\$480	OST2402	Office Administration: Simulation	\$115
MVS1211-2221	Violin	\$240	OST2717	Advanced Word	\$115
MVS1212-2222	Viola	\$240	PEL1011	Team Sports I	\$5
MVS1213-2223	Violoncello	\$240	PEL1012	Team Sports II	\$5
MVS214-2224	Double Bass	\$240	PEL2121	Golf	\$5
MVS1216-2226	Guitar	\$240	PET1000	Introduction to Physical Education	\$5
MVS1311-2321	Violin	\$480	PET2622C	Care and Prevention of Athletic Injuries	\$10
MVS1312-2322	Viola	\$480	PGY1401C	Photography I	\$30
MVS1313-2323	Violoncello	\$480	PHT1130C	Data Collection Skills for the PTA	\$73.50
MVS1314-2424	Double Bass	\$480	PHT1175C	Functional Anatomy and Kinesiology	\$20
MVS1316-2326	Guitar	\$480	PHT1210C	Therapeutic Modalities I	\$16
MVS1816	Class Guitar	\$15	PHT1212C	Therapeutic Modalities II	\$43
MVV1111	Class Voice	\$15	PHT1801L	PTA Clinical Lab I	\$30
MVV1211-2221	Voice	\$240	PHT1802L	PTA Clinical Lab II	\$10
MVV1311-2321	Voice	\$480	PHT2810L	Clinical Practice II	\$56
MVW1211-2221	Flute	\$240	PHY1053C	General Physics I	\$20
MVW1212-2222	Oboe	\$240	PHY1054C	General Physics II with Lab	\$20
MVW1213-2223	Clarinet	\$240	PHY2048C	General Physics with Calculus I	\$20
MVW1214-2224	Bassoon	\$240	PHY 2049C	General Physics with Calculus II	\$20
MVW1215-2225	Saxophone	\$240	PLA1949	Legal Assisting Co-op I	\$14.24
MVW1311-2321	Flute	\$480	PMT0102	Introduction to Welding	\$250
MVW1312-2322	Oboe	\$480	PMT0111	Oxyacetylene Welding	\$50
MVW1313-2323	Clarinet	\$480	PMT0121	Shielded Metal Arc Welding	\$50
MVW1314-2324	Bassoon	\$480	PMT0131	Gas Tungsten Arc Welding	\$50
MVW1315-2325	Saxophone	\$480	PMT0134	Gas Metal Arc Welding	\$50
NUR1004C	Bridge Clinical Concepts	\$456.91			
NUR1006C	Transition to Nursing Concepts	\$456.91			
NUR1021C	Foundations in Nursing	\$359.91			

PMT0161	Pipe Welding	\$50
PMT0165	Shielded Metal Arc Pipe Welding	\$250
PMT0168	Gas Tungsten Arc Pipe Welding	\$50
PMT0172	Heavy Wall Pipe Welding	\$50
PMT0175	Pipe Fitting	\$50
PMT0185	Pipe Welding Certification	\$50
PMT0186	Stainless Pipe Welding	\$200
PMT0930L	Welding Skills Development Lab	\$50
RTE1111L	Patient Care Procedures L	\$26
RTE1503	Radiographic Procedures I	\$190
RTE1503L	Radiographic Procedures I Lab	\$26
RTE1513L	Radiographic Procedures II La	\$26
RTE1804	Clinical Education I	\$281.21
RTE1814	Clinical Education II	\$37.67
RTE1824	Clinical Education III	\$37.67
RTE2061	Radiography Seminar	\$265
RTE2130	Pharmacology in Radiography	\$9
RTE2523L	Radiographic Procedures III Lab	\$26
RTE2834	Advanced Clinical Education IV	\$102.17
RTE2844	Advanced Clinical Education V	\$51.26
SBM2000	Small Business Management	\$95
SOS2006	Introduction to Soil Science	\$4
STS1302	Introduction to Surgical Technology	\$179.06
STS1327C	Principles and Practices of Surgical Technology with Lab	\$15.12
STS2323	Surgical Procedures I	\$257
STS2329	Advanced Surgical Techniques, Procedures and Professional Skills	\$10

## 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 Career and Technical 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.

## Tuition and Fee Waivers

### 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, Career Source, 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 submit this authorization to the Department of Student Accounts. The document must be sent via email to studentaccounts@cf.edu 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 addressed to the CF Bookstore that must be presented to the bookstore manager.

### Florida Prepaid Tuition Plan

Students who participate in the Florida Prepaid Tuition Plan must email their Florida Prepaid Identification Card to studentaccounts@cf.edu each semester they register for classes as well as whenever they make a change during the add/drop period of each semester. The email must contain their name, student ID#, semester they would like to apply their FLPP to, and the amount of credits. 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 (6) 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

## 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 semester. 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 (6) credits, (lab fees are not covered). Waiver is for college credit courses including Career and Technical Certificate 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, the 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 available in the financial aid forms section of the Financial Aid tab in the MyCF student portal 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 Enrollment Services.
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. (CF Board Policy 5.08; CF Administrative Procedure Fee Waivers)

## Military Honoree Tuition Waiver

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

1. is enrolled as a full-time, part-time, or summer school student in an undergraduate program that terminates in a degree or certificate
2. 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
3. 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 the Financial Aid tab in the MyCF student portal. (CF Board Policy 5.08; CF Administrative Procedure Fee Waivers)

## Disabled Veterans Tuition Waiver

Per House Bill 45, disabled veterans who receive GI Bill education assistance, but who do not qualify for the 100 percent eligibility tier federally will receive a waiver in the amount that is the difference between the portion of tuition and fees authorized under federal law and the full amount of tuition and fees.

## Homeless Youth Tuition Waiver

Per House Bill 1577 and 7065, students who meet McKinney-Vento Homeless Assistance Act definitions may be eligible to receive a waiver of tuition and fees only.

## Former Foster Youth Tuition Waiver

Per Senate Bill 7034, a student who was subject of a shelter, dependency, or a termination of parental rights proceeding, and who was/is in out-of-home care, adopted, in permanent guardianship may be eligible to receive a waiver of tuition and fees.

## Refund Policy

For credit and vocational workforce education classes, petitions for withdrawal with a refund from the college are available in the office of Enrollment Services, Enrollment Management, the Office of the Vice President for Enrollment Management and Student Affairs, and the Citrus Campus Enrollment Management Office. It is the student's responsibility to initiate the withdrawal petition and the official date of withdrawal will be determined by the date the completed form is returned to one of these offices. 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 one of the offices listed above 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 cancellation, 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 Enrollment Management and Student Affairs.

The refund process does not begin each session until after the add/drop period has passed and attendance has been verified.

CF has partnered with BankMobile Disbursements (formerly Higher One), to process refund disbursements to our students. Financial aid and tuition refunds are disbursed to CF students according to your refund preference selection. Once the awards are posted on your account, barring any unforeseen circumstances, your refund will be sent to BankMobile Disbursements.

Students choose one of two ways to receive refunds and disbursements:

1. **ELECTRONIC DEPOSIT TO ANOTHER ACCOUNT** - Money is transferred to another account the same business day BankMobile receives funds from CF. Typically, it takes one to two business days for the receiving bank to credit the money to your account.
2. **ELECTRONIC DEPOSIT TO BANKMOBILE VIBE ACCOUNT** - If you open a BankMobile Vibe account (upon identity verification), money is deposited the same business day BankMobile receives funds from CF.

To set up your BankMobile account and refund/disbursement selection:

- Log in to your student portal.
- Click the Finances tab.
- Scroll down to Refunds and click on the BankMobile logo.

If a refund is credited to your CF account, BankMobile will have it within three business days. The BankMobile student support phone number is 1-877-327-9515.

For noncredit classroom continuing education 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 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 noncredit schedule or online.

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

## Withdrawals and Repayment of Title IV Funds

A Return to Title IV (R2T4) calculation is required when a student does not attend all of the days the student was scheduled to complete within a payment period or period of enrollment. A student who does not complete his/her payment period is considered to have withdrawn whether or not any credits were earned. The R2T4 calculation is done to determine the amount

of aid earned by the student.

Federal regulations require institutions to calculate the amount of federal financial aid a student earned if the student withdraws from all of his/her 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 then 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, all Title IV aid is considered earned and the student does not owe a repayment. However, withdrawing may affect a student's satisfactory academic progress and eligibility for future financial aid.

## Minimester Courses and Return to Title IV

A student who withdraws from a minimester course (A term or B term) within the semester is considered to be withdrawn, even if registered for future classes starting in the same semester, unless one of the following criteria is met:

- The student, at the time of withdrawal from a minimester class, is attending another class.
- The student has successfully completed course work in 49 percent of the countable days within the semester. Calculations cannot be rounded up to achieve 49 percent.
- The student has successfully completed courses that constitute half-time (6 credit hours) enrollment in the semester.
- The student has completed graduation requirements in a clock hour program.
- The student provides documentation to the college indicating the intent to attend a future class within that semester.

If none of these criteria is met, the student is considered withdrawn and a Return to Title IV calculation must be completed. If the student provides documentation but doesn't actually attend that future class, a Return to Title IV calculation is still required.

## Return to Title IV Calculation

1. The amount of aid that must be returned is calculated using the last date of attendance as documented by faculty records (not student self-certification). The institution will determine the total number of calendar days completed in the payment period and the number of days the student was scheduled to complete in the payment period. Days attended are divided by the number of days scheduled to complete to determine that percentage completed. To determine the amount of aid earned, the percentage completed is multiplied by the total aid for which the student is eligible.
2. The institution will then determine the total institutional charges (tuition, fees, and books and supplies charged at the bookstore) and multiply the total institutional charges by the percentage determined in step 1 above in order to calculate the earned charges. The **institution** must return the amount of unearned aid, up to the maximum received, to each of the Title IV programs in the following order:

Unsubsidized Federal Direct Loan  
Subsidized Federal Direct Loan  
Federal Direct PLUS Loan  
Federal Pell Grant  
Iraq and Afghanistan Service Grant  
Federal Supplemental Educational Opportunity Grant

3. The school determines the amount of unearned aid the student is responsible for returning by subtracting the amount returned by the school from the total amount which is unearned.

Example A: A student enrolled in 10 credit hours was awarded a \$2,180 Pell Grant, a \$1,691 Subsidized Federal Direct Loan and a \$959 Unsubsidized Federal Direct Loan. The student officially withdrew from all courses after attending 52.3 percent of the semester. The student did not earn \$813 of the unsubsidized loan, so \$813 was returned to the Federal Unsubsidized Direct Loan program and the student owes that amount to CF.

Example B: The student in example A does not withdraw from any courses, but stops attending class and receives an F in all courses. Based on the attendance report from the instructor, the student is determined to have attended 52.3 percent of the semester and has not earned \$813 of the unsubsidized loan. As in the example above, the unearned funds are returned to the Federal Unsubsidized Direct Loan program and the student owes CF \$813.

Example C: A student enrolled in 12 credit hours fails all courses in the semester (F, N or I grades). Attendance verification from the instructor shows that the student attended 83 percent of the semester. Because the student attended more than 60 percent of the semester, all Title IV funds are determined to be earned and no repayment is due.

Once the institution determines the amount the student owes, CF will notify the student via USPS mail. Funds that must be returned by the student to the loan programs can be paid in accordance with the normal loan repayment terms. For grant funds that must be repaid, the amount due from the student is limited to half of the total Title IV grant funds received by the student. A student has 45 days to make repayment and does not have to repay a grant overpayment of \$50 or less. Unpaid balances will be reported to the National Student Loan Data System, and reported to the U. S. Department of Education for collection. *A student who owes an overpayment will be ineligible for further Title IV aid at any institution.*

Note: This policy is separate from the institutional refund policy. The student is responsible for paying any balances due to CF. See CF Financial Responsibility Agreement.

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

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. Aid offers may come from any combination of grants, scholarships, loans or part-time employment. The financial aid offered 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 online at studentaid.gov.

**Priority Dates.** To be given full consideration for all aid programs, FAFSAs should be completed online by **Jan. 1** and

supporting documentation submitted prior to July 15 for the academic year that begins in the fall semester. If the student financial aid file is not complete by **July 15**, the student will be considered to be in a late applicant pool and should be prepared to pay all tuition and fees until an aid determination is made.

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.

A staff member who speaks Spanish is available to provide information and answer questions about financial aid at the College of Central Florida. Please call 352-873-5800 or email [espanol@cf.edu](mailto:espanol@cf.edu).

Un miembro del equipo de trabajo que habla español está disponible para brindar información y respuestas a las preguntas sobre ayuda financiera en el College of Central Florida. Por favor llame al 352-873-5800 o envíe un email a [espanol@cf.edu](mailto:espanol@cf.edu).

## 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 Career and Technical Certificate program. Students who are conditionally admitted to a degree or certificate program are not eligible for financial aid until all admissions criteria have been met and they are fully admitted to the program.
3. Make 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. Have a standard high school diploma or GED. If enrolling in higher education for the first time on or after July 1, 2012, in order to be eligible for federal student aid, the student must have either a high school diploma or a recognized equivalent (such as a General Educational Development certificate, GED, or have been home schooled).
9. 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.

## Rights and Responsibilities of the Financial Aid Recipient

As a financial aid consumer, the student has the right to:

- Be informed about financial aid application procedures, cost of attendance, aid available and renewal requirements.
- Have confidential protection of the student's financial aid records. The contents of a 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 the student's situation in detail should be submitted to the director of Financial Aid.

The student has the responsibility to:

- Complete applications correctly and on time.
- Read and understand all materials sent to the student from the Office of Financial Aid and other financial aid agencies by mail and electronic communication; keep copies of all forms and materials submitted.
- Know and comply with the rules governing aid program(s).
- Notify the Financial Aid Office of all financial assistance not listed on your aid notification as your offered assistance may have to be adjusted. Students will be responsible for any overpayment occurring as a result of receipt of outside resources.
- Comply with the provisions of any promissory notes and all other agreements that are signed.
- Register for the appropriate number of credits for the aid program and maintain Satisfactory Academic Progress.
- Register only for courses required for the student's current program of study.
- Request personal assistance if the student has questions or does not understand the information provided.
- View the student's financial aid status for up-to-date information at the Financial Aid page of the MyCF student portal.

## Financial Aid Application Instructions

At CF, a student must apply for financial aid for each academic year in which they attend school, as well as:

1. Be degree-seeking or certificate-seeking in an eligible program at CF.
2. Provide the Office of Enrollment Services with an official copy of the student's high school transcript or GED and, if the student is a college transfer student, provide an official copy of your transcript from each institution attended. Transfer course work must be evaluated before an award can be made.
3. After Oct. 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 a student's financial aid, this school code must be included on the FAFSA. The student may submit the FAFSA online at [studentaid.gov](https://studentaid.gov) (allow at least two weeks for processing). Students who are submitting a FAFSA for the first time will need to create an account (FSA ID) at [studentaid.gov](https://studentaid.gov) prior to completing the FAFSA.
4. Research and apply for CF and other local and national scholarships.

**Verification:** The U.S. Department of Education requires that some applications be reviewed for accuracy through a process called verification. If a student is selected for this process it will be specified on the Student Aid Report that is sent to the student from the federal processor. The student will also be notified by the college on the MyCF student portal and through the mail or by email. If selected for this process the student will be required to turn in additional documentation. The student's financial aid file will not be considered complete and ready for verifying until all missing eligibility information has been received and processed. The student will not receive aid notification until verification is completed. This process can take from one to four

weeks depending upon how quickly the student submits accurate and complete information and documents. Students are strongly encouraged to use the IRS Data Retrieval Tool to report income information, since usage of the tool can significantly streamline the verification processing time.

**Federal eligibility matches:** The federal processor matches a student's 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, Veterans Administration and the National Student Loan Data System. If any discrepancies or questions about a student's information occur, the student will be asked to provide additional documents or take additional action to confirm eligibility for federal assistance. The federal processor will notify the student on the Student Aid Report of the results of these matches and whether additional information is required in order for the student's application to be processed. The institution notifies the student by requesting documentation.

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

## Determining Need for Financial Aid

After the student submits the FAFSA, the U.S. Department of Education will analyze the information provided on the FAFSA and will send out a Student Aid Report. The SAR may request additional information and/or will assign a number called an Expected Family Contribution. The EFC is the amount the student and his or her family should be able to pay toward the cost of education. Family contribution consists of expected parental contribution and/or student contribution, depending upon the student's classification as dependent or independent. The federal need analysis formula used by the federal processor to determine the amount of each applicant's expected family contribution takes into account the family's/student's income and assets, employment costs, living expenses, taxes, family size, and the number of family members in college. Dependent students must also help pay their educational costs from their resources, such as savings, prior-year income, benefits, and/or employment.

The Financial Aid Office will use the EFC to determine the amount of financial assistance. Review the SAR and if changes are necessary, the student should make corrections electronically using the student's FSA ID at: <https://studentaid.gov>. The corrected SAR will be used to determine the student's award for the Federal Pell Grant and other need-based aid.

Cost of Attendance - Expected Family Contribution = Financial Need

## Average Cost of Attendance

Cost of attendance includes tuition and fees, books and supplies, housing, meals, transportation and personal items. A student's EFC and the resulting financial need are used to determine the student's eligibility for financial aid offers. The estimated expenses below are based on the average cost of most CF credit programs at 12 credit hours per semester for two semesters.

College Credit Coursework	
In-State Living With Parents	
Tuition/Fees*	\$2,888
Books and Supplies	\$1,400
Room and Board	\$1,098

Transportation	\$2,527
Personal/Miscellaneous	\$1,971
Total Budget	\$9,884
<b>In-State Living Away From Parents</b>	
Tuition/Fees*	\$2,888
Books and Supplies	\$1,400
Room and Board	\$10,863
Transportation	\$2,527
Personal/Miscellaneous	\$1,971
Total Budget	\$19,649
<b>Out-of-State Living With Parents</b>	
Tuition/Fees*	\$10,688
Books and Supplies	\$1,400
Room and Board	\$1,098
Transportation	\$2,527
Personal/Miscellaneous	\$1,971
Total Budget	\$17,684
<b>Out-of-State Living Away From Parents</b>	
Tuition/Fees*	\$10,688
Books and Supplies	\$1,400
Room and Board	\$10,863
Transportation	\$2,527
Personal/Miscellaneous	\$1,971
Total Budget	\$27,449

<b>Vocational Coursework</b>	
<b>In-State Living With Parents</b>	
Tuition/Fees*	\$2,312
Books and Supplies	\$1,400
Room and Board	\$1,098
Transportation	\$2,527
Personal/Miscellaneous	\$1,971
Total Budget	\$9,308
<b>In-State Living Away From Parents</b>	
Tuition/Fees*	\$2,312
Books and Supplies	\$1,400
Room and Board	\$10,863
Transportation	\$2,527
Personal/Miscellaneous	\$1,971
Total Budget	\$19,073

<b>Out-of-State Living With Parents</b>	
Tuition/Fees*	\$8,744
Books and Supplies	\$1,400
Room and Board	\$1,098
Transportation	\$2,527
Personal/Miscellaneous	\$1,971
Total Budge	\$15,740
<b>Out-of-State Living Away From Parents</b>	
Tuition/Fees*	\$8,744
Books and Supplies	\$1,400
Room and Board	\$10,863
Transportation	\$2,527
Personal/Miscellaneous	\$1,971
Total Budget	\$25,505

\*Includes distance learning and loan origination fees. Tuition and Fees are subject to change. Additional fees will apply for baccalaureate level courses.

## Financial Aid Programs Available Grants

Grants may be offered if a student is 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 Expected Family Contribution is below the amount designated by the United States Department of Education. The annual Federal Pell Grant award amount is determined by the student's EFC and enrollment status.

Initial aid offers are estimated based on full-time status (12 credit hours of fundable coursework) and on the evaluation of information submitted on the FAFSA. Estimates will change if any criteria used to determine the student's 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 in fundable coursework at the census date (please see the definition of census date for clarification) listed in the college calendar.

The amount paid to the student from the Federal Pell Grant listed in the student's aid notification will be prorated if the student enrolls for less than 12 credit hours in a given semester. **The student must begin attending all of his or her classes before disbursements of any funds are made. If the student's attendance is not confirmed for one or more classes, aid will be adjusted to the enrollment level of the fundable credit hours that have been confirmed.**

Federal Pell Grant aid may be used for the equivalent of three fulltime semesters each academic year. Students who attend full-time in fall and spring and at least half-time (six credit hours) in the summer may have Pell Grant funds available for the summer



semester, depending on annual funding from the U.S. Department of Education. Students who attended part-time in fall and/or spring semester(s) may use their remaining eligibility in the summer semester with no minimum enrollment level.

## Federal Pell Grant Program - Duration of Eligibility

Students may receive a Federal Pell Grant for up to 600 percent of their lifetime eligibility. Attending full-time for two semesters utilizes 100 percent of this eligibility. Students who attend full-time in fall, spring and summer with the availability of year-round Pell will utilize 150 percent of their lifetime eligibility. If a student has met or exceeded the 600 percent maximum, the student will lose eligibility for additional Federal Pell Grants. Equivalences are calculated by adding together the percentage of a student's Pell eligibility that is received each year to determine whether the total amount meets or exceeds 600 percent. Students may view their Federal Pell Grant usage at [studentaid.gov](http://studentaid.gov).

## Federal Supplemental Educational Opportunity Grant

The FSEOG is a need-based federal grant offered to students seeking an undergraduate degree in an eligible program who have exceptional financial need, enroll in at least six credit hours and are eligible for Federal Pell grants. Priority is given to students with an Expected Family Contribution of zero. Limited funding is available in this program, and funding is offered on a first-come, first-served basis.

Initial aid offered is estimated based on the results of the FAFSA. Estimates may change if any criteria used to determine eligibility, such as program of study or area of interest, fundable coursework, 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 the student from the FSEOG will be prorated if the student enrolls for three-quarter time or half time in a given semester. The student must begin attending all classes before disbursement of any funds are made. If attendance is not confirmed for one or more classes, the aid offer will be adjusted to the enrollment level of the fundable credit hours that have been confirmed or nullified.

## Federal Iraq Afghanistan Service Grant

The Federal IASG Grant is non-need-based offered to students who are not eligible for the Federal Pell Grant on the basis of their Expected Family Contribution, but meet all other Title IV aid eligibility requirements. It is offered to undergraduate dependents of deceased veterans who died as a result of military service in Iraq or Afghanistan after Sept. 11, 2001. At the time of the veteran's death, the student must have been enrolled at an institution of higher education or have been 23 years of age or younger. The student must complete a Free Application for Federal Student Aid. A student may not receive both a Federal Pell Grant and an IASG grant at the same time.

## 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, a student must have exceptional need, be seeking a first undergraduate degree, enroll in an associate or baccalaureate degree program and meet Federal Pell Grant eligibility requirements. A student is eligible for aid for 110 percent of the number of credit hours required to complete the program in

which enrolled. The offered amount varies per year for a full-time student and is prorated based on enrollment status. Limited funding is available in this program, and funding is offered on a first-come, first-served basis.

Initial aid offers are estimated based on the results of the FAFSA. Estimates will change if any criteria used to determine eligibility, such as residency, program of study or area of interest, fundable coursework, 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, including renewal criteria for prior grant recipients, visit [www.floridastudentfinancialaid.org](http://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. A student is eligible for the award for 110 percent of the number of clock hours required to complete the program in which enrolled. Priority is given to early applicants. Aid amounts vary depending on each student's need and enrollment level. This program has very limited funding. The grant will be offered on a first-come, first-served basis.

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

## College of Central Florida and CF Foundation Scholarships and Talent Grants

Students who receive a CF need-based scholarship or talent/merit grant must complete a Free Application for Federal Student Aid for the academic year in which the scholarship is offered.

Students are able to apply for Foundation endowed scholarships by completing a scholarship application available on the Financial Aid tab of the MyCF student portal. 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, Citrus and Levy campuses, and on the CF website ([refer to CF.edu/scholarships](http://refer.to/CF.edu/scholarships)).

CF has a scholarship application priority deadline of May

1. Applications will be accepted after that date but aid offers may be reduced for applications received after the priority deadline.

**Talent Grants:** CF 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, theatre, publications, Student Activities Board, Student Ambassadors, Brain Bowl, forensics and more. Learn more at [CF.edu/studentlife](http://CF.edu/studentlife).

**CF Admissions Scholarship:** CF has established scholarships that will be offered to seniors in high school in Citrus, Levy and Marion counties. Attempts will be made to offer scholarships to 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 Student Recruitment by the announced spring deadline. Each scholarship is offered over a two-

semester fall/spring period commencing after high school graduation. The student must enroll full time in order to receive the scholarship. To be eligible for renewal, a student must maintain a cumulative CF grade point average of 2.5 or higher.

**Community of Scholars Scholarship:** CF has established scholarships for eligible students in the Honors Institute. Eligible students must meet the requirements to participate in the Honors Institute. Recommendations for scholarship offers are made by the program advisor to the Office of Financial Aid. See Honors Programs for additional information about the Honors Institute.

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. The offered amount must be used only for tuition, fees and books. Priority is given to students who apply early. Funding is limited for this program.

## Career and Technical Certificate Grant

The Career and Technical Certificate Grant is a need-based grant for students who meet Florida residency requirements and are enrolled in an eligible Career and Technical certificate program. To qualify, the student must have completed the Free Application for Federal Student Aid. The offered 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 offered on a first-come, first-served basis.

## Florida Bright Futures Scholarship Program

- Other Scholarships Offered by the Florida Department of Education
- Outside Private Scholarships

This is a state scholarship offered to Florida high school graduates who demonstrate high academic achievement. Florida Bright Futures funds are issued by the state of Florida directly to the eligible institution.

Applications, eligibility criteria and renewal criteria are available at high school guidance counselor offices or from the Florida Department of Education website at: [www.floridastudentfinancialaid.org](http://www.floridastudentfinancialaid.org).

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

- be a Florida resident and a U.S. citizen or eligible noncitizen,
- 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.

Bright Futures scholarships are available for fall and spring semesters. Bright Futures awards for summer courses, as well as for other educational expenses, are dependent on the Bright Futures award level and may change from year to year based on funding from the Florida Department of Education. For

the most current funding information, consult the Bright Futures website at: [www.floridastudentfinancialaid.org](http://www.floridastudentfinancialaid.org).

CF receives electronic notification about eligible CF student scholars from the Florida Department of Education and includes the scholarship in their aid offer. Actual payment depends upon the program regulations and the amount of tuition and fees assessed for the semester. 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.

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. A student who is initially eligible prior to the 2010-2011 academic year and is enrolled in a program that terminates in an associate degree or a baccalaureate degree may receive funding for a maximum of 110 percent of the number of credit or clock hours required to complete the program. A student who is initially eligible in the 2010-2011 academic year and after may receive funding for a maximum of 100 percent of the number of credit or clock hours required to complete the program.

Each Bright Futures level has different academic criteria for eligibility. A student may receive only one scholarship:

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

**Florida Academic Scholars:** Pays 100 percent of tuition and applicable fees.

**Florida Medallion Scholarship:** Pays 100 percent of tuition and applicable fees for students in associate in arts and associate in science programs. Pays 75 percent of tuition and applicable fees for all other programs.

**Florida Gold Seal CAPE Scholars:** Pays per credit/of tuition and applicable vocational clock hour of program tuition. Recipients can use the funds toward an Applied Technology Diploma, career certificate program or a technical degree program (Associate of Applied Science degree or Associate of Science degree). A recipient of a Gold Seal CAPE scholarship who completes a technical degree program may also receive additional funding for up to 60 credit hours toward an eligible Bachelor of Science degree or a Bachelor of Applied Science degree program.

**Florida Gold Seal Vocational Scholars Award:** Pays per credit hour of vocation program tuition. Students may be funded for up to the maximum hours of their program of study 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 Career and Technical Certificates/CTC).

**Dropped or Withdrawn Hours:** Students will be required to repay 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 Bright Futures 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 amount per credit hour. For information regarding current scholarship requirements and funding amounts, go to <http://www.floridastudentfinancialaid.org/SSFAD/bf/bfmain.htm>.

## Other Scholarships Offered by the Florida Department of Education

The Florida Department of Education offers a number of scholarships for Florida residents. Learn more at [www.floridastudentfinancialaid.org](http://www.floridastudentfinancialaid.org).

## Outside Private Scholarships

Many clubs and organizations offer scholarships to college students. Students can obtain information about these offers from high school guidance counselor offices, libraries or from free Internet scholarship search services such as [www.fastweb.com](http://www.fastweb.com)

If a student or the student's family belongs 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

Students may be offered work-study as part of the overall financial aid offer in their aid notification letter; however, if work-study was not offered, the student may wish to inquire about eligibility by visiting the Office of Financial Aid.

## 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 and be paid the Florida minimum wage amount. Students must be enrolled at least half-time, work an average 10 to 15 hours a week and meet Standards of Academic Progress.

## Florida Work Experience Program

This is a state work program for students with financial need. Students may be employed at a CF campus or in a community service position. Students must be a Florida resident, enrolled at least half-time, work an average of 10 to 15 hours a week and meet Standards of Academic Progress.

## 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 Loan Program

CF students are eligible to participate in the William D. Ford Federal Direct Loan Program, including the Subsidized Stafford Loan, the Unsubsidized Stafford Loan and the Parent Loan for Undergraduate Students, PLUS.

Applicants must apply by completing the Free Application for Federal Student Aid, FAFSA. All borrowers must complete a **Master Promissory Note** before their loan can be processed. This can be done online at [studentaid.gov/mpn/](http://studentaid.gov/mpn/).

First-time borrowers at CF must complete **Entrance Counseling** in order to receive a Federal Direct Stafford Loan. Loans will not be processed until entrance counseling is completed. This can be done online at [studentaid.gov/entrance-counseling](http://studentaid.gov/entrance-counseling). 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 Satisfactory Academic Progress, and not have a previously defaulted loan(s). First-time borrowers are subject to a 30-day delay of their first loan disbursement.

In order for the loan to remain in school deferment, the student must enroll in at least six fundable credit hours (not including summer). Once the student has stopped attending at least six fundable 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 [studentaid.gov/exit-counseling](http://studentaid.gov/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.

## Loan Limits

**Loan Amounts:** The annual loan amount will be disbursed in two equal payments over two semesters. If the student will only attend one semester, the student may be entitled to half of the annual loan amount. A one term loan will be prorated based on enrollment status and disbursed in two payments. Loan disbursements will begin each semester after attendance has been confirmed in a minimum of six fundable credit hours. For some students, this means that loans will not disburse until after the B term attendance has been noted.

In addition to annual loan limits, students are subject to aggregate loan limits. The maximum undergraduate dependent student aggregate borrowing is \$31,000 (up to \$23,000 may be subsidized) and the maximum undergraduate independent student aggregate borrowing is \$57,500 (up to \$23,000 may be subsidized).

**Loan proration** is a reduction of the standard annual loan limit for an undergraduate student. Proration of the loan amount is required if the student's program, or the remainder of the student's program, is less than a full academic year (24 credits) in length.

### Example maximum loan amounts:

	Maximum Fall Loan Amount	Maximum Spring Loan Amount
Dependent Student who has completed less than 30 credit hours toward current program of study	\$1,750 Subsidized \$1,000 Unsubsidized	\$1,750 Subsidized \$1,000 Unsubsidized
Dependent Student who is enrolled and has completed 30 or more credit hours toward current two-year program	\$2,250 Subsidized \$1,000 Unsubsidized	\$2,250 Subsidized \$1,000 Unsubsidized
Dependent Student who is enrolled and has completed 60 or more credit hours toward current bachelor's program	\$2,750 Subsidized \$1,000 Unsubsidized	\$2,750 Subsidized \$1,000 Unsubsidized
Independent Student who has completed less than 30 credit hours toward current program of study	\$1,750 Subsidized \$3,000 Unsubsidized	\$1,750 Subsidized \$3,000 Unsubsidized
Independent Student who is enrolled and has completed 30 or more credit hours toward current two-year program	\$2,250 Subsidized \$3,000 Unsubsidized	\$2,250 Subsidized \$3,000 Unsubsidized
Independent Student who is enrolled and has completed 60 or more credit hours toward current bachelor's program	\$2,750 Subsidized \$3,500 Unsubsidized	\$2,750 Subsidized \$3,500 Unsubsidized
Independent Student who is graduating in fall with a two-year degree (amounts will be pro-rated upon enrollment)	\$2,250 Subsidized \$3,000 Unsubsidized	0

**Expected enrollment status:** Students must maintain enrollment of at least six semester hours for each semester of the loan period. The most common loan period is fall/spring. If the student's loan period does not include summer, he or she may take the summer off without penalty. If the loan is canceled or enrollment drops below half time, exit counseling is required and a one-time grace period may be used.

**Loan Process:** Loans will be awarded and students will have 14 days to cancel the loans and/ or change the loan amounts. If a student does not respond in writing to cancel or change the loan, the loan will be processed.

**Please note:** Borrowing money for college is a serious financial obligation. In addition to principal borrowed, interest is charged for the student's use of the funds. We strongly urge students to carefully consider the amount of debt incurred, and we

strongly advise against double borrowing (multiple loan types - subsidized and unsubsidized). Students may be required to complete Financial Awareness Counseling. First-time borrowers at CF must complete a Master Promissory Note and a loan entrance counseling session before any loan funds are disbursed. Master Promissory Notes, Loan Entrance Counseling, and Loan Exit Counseling are available at [www.studentaid.gov](http://www.studentaid.gov). A student's complete aid history is available at [nslds.ed.gov](http://nslds.ed.gov).

### Direct Subsidized 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 subsidize the interest while the student is enrolled in at least six credit hours. 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.

### Direct Unsubsidized 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.

### Parent Loan for Undergraduate Students (PLUS)

Parents of dependent students may borrow on behalf of their children. The student must first apply for aid by completing the FAFSA. Parents must also apply at [studentaid.gov](http://studentaid.gov). The student must be enrolled at least half time and meeting standards of Satisfactory Academic Progress. Loan amounts must not exceed the cost of education less other financial aid.

### Repaying Student Loans

After a student graduates, leaves school or drops below half-time (six credit hours) enrollment, the student will have six months of grace period before repayment begins. Direct PLUS loans do not have a grace period and must begin repayment within 60 days after the loan is fully disbursed. There is a choice of repayment plans. Monthly payments will depend on the size of the debt and the length of the repayment period. The chart below includes examples of monthly payments for different loan amounts. For more information about repaying direct student loans, go to [studentaid.gov](http://studentaid.gov).

Direct Loan Example One	
Amount:	\$3,500
Interest Rate:	6.0%
Monthly Payment:	\$50
Total Interest in Repayment:	\$818.59
Total Paid:	\$4,318.59
Total Months	87

Direct Loan Example Two	
Amount:	\$5,500
Interest Rate:	6.8%
Monthly Payment:	\$51.79
Total Interest in Repayment:	\$1,714.80
Total Paid:	\$6,214.80
Total Months:	120
Direct Loan Example Three	
Amount:	\$9,500
Interest Rate:	6.8%
Monthly Payment:	\$109.33
Total Interest in Repayment:	\$3,619.60
Total Paid:	\$13,119.60
Total Months:	120
PLUS Loan Example One	
Amount:	\$5,000
Interest Rate:	7.9%
Monthly Payment:	\$60.40
Total Interest in Repayment:	\$2,248
Total Paid:	\$7,248
Total Months:	120
PLUS Loan Example Two	
Amount:	\$11,000
Interest Rate:	7.9%
Monthly Payment:	\$132.88
Total Interest in Repayment:	\$4,945.60
Total Paid:	\$16,945.60
Total Months:	120

## Payment of Financial Aid

Financial aid offer amounts may be adjusted based on the student's enrollment status as determined by fundable coursework and terms of attendance. 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 Federal and State grant 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. Also, students attending courses in only the A term or B term may see their aid adjusted to reflect a lower cost of attendance. All students should refer to the college calendar (p. 3) 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 BankMobile Disbursements. Visit <https://www.cf.edu/admissions/paying-for-college/student-accounts> for additional information.

If receiving a financial aid disbursement after the semester is completed, aid eligibility is dependent on the courses completed, as well as the requirements determined by the funding sources.

## Attendance

CF requires faculty to take attendance during the first two weeks of classes and confirm the student has engaged in academic activity. Academic engagement is defined as active participation by a student in an instructional activity related to the student's course of study that includes but is not limited to:

- Attending a synchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the instructor and students
- Submission of an academic assignment
- Taking an assessment or an exam
- Participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction
- Participating in a study group, group project, or an online discussion that is assigned by the institution
- Interacting with an instructor about academic matters

Students reported as not attending will have their financial assistance adjusted based on the enrollment status of attended courses.

Note: This policy is separate from the institutional refund policy. The student is responsible for paying any balances due to CF.

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.

## Definition of Award Year

For credit hour programs, the financial aid year starts in the beginning of the fall semester and continues to the end of the summer semester. CTC/Clock hour year definitions are determined by individual program cohorts. 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 should **register for all classes up front 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 for the purpose of qualifying for federal and state grants. 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.

## Satisfactory Academic Progress for Financial Aid Purposes (Required for Federal Title IV Aid, State Aid and Institutional Aid)

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

- Students must maintain at least a 2.0 grade point average (GPA), and;
- Students must successfully complete at least 67 percent of all CF credits taken including transfer courses accepted by the institution (measures the pace of progress toward completion), and;
- Students may attempt no more than 150 percent of the total credit hours in their degree or certificate program.

### How are the above calculations made?

If students attended other colleges, the attempted courses that are accepted as transfer credit by the College of Central Florida will be considered in the evaluation of academic progress. For financial aid purposes, being enrolled in a course for credit beyond the official drop/refund deadline counts as an attempt. Attempts include withdrawals and nonattendance (student is enrolled and fails to attend class.) 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 a student's 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 (grades of F, I, W, and N) are considered unsuccessful completions and will impact a student's progress determination.

**GPA:** Students must be in satisfactory academic standing consistent with the institution's requirements for graduation; therefore, they must have a minimum of a 2.0 GPA in both the cumulative GPA and the CF GPA.

**Completion Ratio:** The completion ratio is defined as the rate at which students are progressing through their program of study. It is calculated by dividing the cumulative number of credit hours they have successfully completed by the cumulative number of credit hours they have attempted. The resulting percentage must be 67 percent or greater (66.5 percent or higher may be rounded to 67.) In the event of Academic Grade Forgiveness, the course would be counted as an attempt each time the student attempted the course and counted as a completion once.

**Maximum Time Frame:** Students must complete their degree or certificate within 150 percent of their program length. Coursework beyond the 150 percent timeframe is referred to as excess hours. The maximum time frame includes all attempted credit hours, excluding remedial hours, and compares the number of attempts to the number completed. If students have attempted 150 percent of the hours needed for their current declared program (e.g., 90 hours for an associate's degree, 180 hours for a bachelor's degree, etc.) they will no longer be eligible for financial aid. In addition, when it becomes mathematically impossible for a student to complete the program within 150 percent of the maximum program length, the student is not meeting Satisfactory Academic

Progress.

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

Satisfactory Academic Progress will be evaluated when a FAFSA is received by the College of Central Florida each academic year and at the end of every term. The financial aid standards of progress apply to all semesters or enrollment periods regardless of whether a student received financial aid during a given semester, payment period, or enrollment period.

## What happens if the student is not meeting SAP?

Failure to meet the minimum standards of progress will result in one of the following actions:

**Financial Aid Warning:** This occurs at the end of the semester/payment period for which satisfactory progress is measured and a student fails to meet all of the measurements outlined above. Students in this status continue to receive financial aid without penalty for one semester. If a student has zero cumulative earned credit hours at the end of the semester/payment period, the student will be suspended with no warning period.

**Financial Aid Suspension:** This occurs at the end of the subsequent semester/payment period of enrollment for which satisfactory progress is measured and the student failed to meet the minimum standards. A student suspended from aid for not meeting standards of progress may submit an appeal to be considered for future eligibility. (See appeal guidelines below).

**Financial Aid Probation:** This status occurs when a student has been granted an appeal. The student will receive aid during the probationary period. If the student does not meet the standards of Satisfactory Academic Progress after the probationary term, he or she will be placed on Financial Aid Suspension. Students on suspension may continue to enroll and attend classes as long as all tuition/fees and any other charges are paid in full.

**Financial Aid Academic Improvement Plan:** If a student's appeal has been granted and it is not possible to meet the minimum standards at the end of the probationary term, the student will remain on probation provided the student completes all of their attempted credits in a given term with a C or better. A student will not be required to appeal if they are meeting the conditions of probation.

**Financial Aid Academic Improvement Agreement:** In some extenuating circumstances, students may be placed on an Academic Improvement Agreement. Students in this status may be assigned a variety of interventions (i.e. mandatory tutoring, reduced course load, less online coursework, meetings with student support specialists, etc.) and will be able to receive financial assistance as long as they meet the conditions of their Financial Aid Academic Improvement Agreement (FAAIA) each term. The Financial Aid Academic Improvement Agreement is designed to ensure that the student will be meeting SAP or graduating by a specific point in time. Although each plan is reviewed at the end of every term, the plan itself may be in effect for multiple terms. Students who fail to meet the conditions of their FAAIA will not be eligible for future appeals unless profound mitigating circumstances existed during the period of enrollment the student was on the FAAIA.

## Can the student appeal the SAP suspension?

Students have the right to appeal a financial aid suspension if they had extenuating circumstances beyond their control which affected

their ability to meet the satisfactory progress requirements. The appeal must include an explanation of why the student failed to make satisfactory progress and what has changed in the student's situation that will allow the student to complete coursework successfully in the future. Appeal forms are available on the Financial Aid tab on the student portal under Financial Aid Forms. The appeal must include documentation of mitigating circumstances and how the previous issue(s) have been resolved. Appeals will not be granted after the end of the term for which the student is appealing. For best results, the appeal request should be submitted to Financial Aid no later than 30 days before the end of the term. The Financial Aid office will communicate its final decision to each student on the student portal and in writing or by email.

Extenuating circumstances beyond a student's control include, but are not limited to:

- Student's documented illness/injury which is an emergency or severe in nature
- Death of a relative (parent, child) of the student
- Personal tragedy or natural disaster
- Involuntary call to active duty
- Documented domestic violence
- Change in program of study (for maximum timeframe appeals)
- Other mitigating circumstances that are not every day occurrences of life and beyond your control. (Lack of childcare, pregnancies, divorce, eviction, and financial stress are not mitigating circumstances within themselves.)

If a student does not appeal or the appeal is denied, the student will remain in Financial Aid Suspension. If a student submits an appeal request and the appeal is granted, the student will be placed on probation for the next semester that he or she enrolls in classes. Students will be eligible for financial aid for the probationary period provided all eligibility and compliances have been met for their chosen academic programs. If students do not meet SAP requirements during their probation semester, they will be placed back on suspension and will not be eligible for further financial aid at the College of Central Florida until SAP standards have been met.

## Documentation

Attach date-specific documentation from a disinterested third party. Documentation should be kept to the minimum amount needed to provide sufficient proof of what is written in an appeal. CF reserves the right to require a student to reduce the number of pages if there is an abundance of documentation not needed for an approval.

Documentation includes, but is not limited to:

- Letter from a physician or counselor on letterhead indicating the dates a student was under their care.
- Copy of a death certificate, obituary or third party documentation of death.
- Accident reports, police records, court records, etc.

Do not submit original documents - they will not be returned. Make sure all copies are legible.

Letters from family, relatives, and friends are not recommended. If this is the only information that can be provided, students may submit it but it may be considered insufficient to grant the appeal.

Appeals submitted without documentation will be denied or returned without review.

Documents must be submitted according to the requirements listed above; however, this DOES NOT GUARANTEE approval.

## Reinstatement

If a student is placed on Financial Aid Suspension, eligibility may be regained when he or she is meeting the minimum Satisfactory Academic Progress Standards outlined above. Students will be made aware of meeting standards by viewing their status on the MyCF portal. It is best to contact the Financial Aid Office to determine next steps if the student was previously suspended but later became eligible.

## Remedial, English as a Second Language, Incompletes, Repeated Courses, Transient Courses

### Remedial and English as a Second Language (ESL) Credit Hours:

All attempts of Remedial and ESL credit hours attempted are included in the Financial Aid GPA. As it is important for students to successfully progress through their coursework, remedial courses are included in the pace of completion; however they are excluded from the determination of maximum time frame.

Financial aid only will pay up to 30 remedial credit hours. Example: Student previously attempted 31 remedial credit hours in prior terms. Student is currently enrolled in 12 credits, of which 6 are remedial and 6 are college-level. The student's financial aid will be awarded based on the six college-level credit hours.

Please note that on a case-by-case basis the required prerequisite MAT 1033 can be paid with financial aid and is treated as a remedial course when considering the 30 credit hour limit described above; this course will be counted when calculating Completion Ratio and Maximum Timeframe for SAP purposes.

Incomplete Courses: An "I" grade will be considered an "F" during the Satisfactory Academic Progress evaluation. If the student is not meeting standards and the "I" grade has been changed to a successful grade, the student must request their minimum standards be reevaluated during the following semester of enrollment.

Repeat Courses: Students will be eligible for financial aid if they repeat courses they previously did not pass, provided other SAP criteria are met. If the student takes a class for the first time and fails it, the student may retake the class using financial aid. There are however, instances where a student cannot use financial aid to cover a course that is being repeated. The following examples illustrate how this is determined:

Example 1: A student takes MAT 1033 and fails the course. The student retakes the course to get a passing grade. The student uses financial aid to cover the cost of the course. If the student then fails the course again, the student can again retake the course and use financial aid to cover the cost. There is no limit on how many times a student can retake the course using financial aid as long as the student has not received a passing grade, providing satisfactory academic progress requirements are met.

Example 2: A student takes MAT 1033 and gets a D in the class, which is passing by the US Department of Education standards. The student wants to improve the grade and retakes the class. The student can use financial aid to cover retaking the class. Unfortunately, the student does not improve the grade in the class, but instead fails the class. The student cannot retake the class using financial aid, due to the fact that he or she has already received a passing grade for the class. In this situation, the student is limited to retaking the class one time using financial aid.

It is important to check with the Financial Aid Office regarding Satisfactory Academic Progress requirements and the impact of

repeat coursework and completion rates on financial aid eligibility. It is also important to know that in addition to the Federal guidelines on repeating coursework, CF's Enrollment Services Office has internal policies which govern a student's ability to retake courses. Students should check with their academic advisor on how the repeat coursework may impact their specific situation.

Transient: Courses funded through a consortium agreement for transient students are included in determining academic progress.

### **Career and Technical Certificate Programs (CTC)**

Students in CTC programs must successfully complete the clock hour coursework with a 2.0 GPA for each course funded before additional payment can be made.

Students will only be funded for the published length of the program.

Students must complete their program of study within 150 percent of the published length of the program.

## **College Preparatory (Remedial) Courses**

Recommended 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 takes 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.

ESL credit hours can be counted in the student's enrollment for financial aid purposes, but are not subject to the 30 hour limit. EAP 0300C is not eligible for financial aid.

## **Eligible/ Fundable Coursework and Repeat Coursework**

Coursework not required for a student's current 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. Independent study courses are not eligible for federal financial aid.

Fundable coursework for a given semester will be evaluated on the A/C census date (see definition of census date) of that semester. If a student is enrolled only in B term courses, fundable coursework will be evaluated on the B term census date.

Students may only receive federal financial aid funding for one additional attempt of a previously passed course. If a student fails a course, federal financial aid funding may be available for additional attempts until a grade is received, at which time the student has one additional attempt. Any repeated course(s), including the original attempt, must be counted toward maximum time frame and hours completion ratio requirements for Satisfactory Academic Progress purposes, which can impact a student's financial aid eligibility.

In addition to the federal guidelines on repeating coursework, CF's Enrollment Services Office has internal policies which govern a student's ability to retake courses. Students should check with their academic advisor on how the repeat coursework may impact their specific situation.

## **Purchasing Textbooks with Financial Aid**

If a student has been offered aid for a semester and is enrolled in courses for that same term, the student may be able to charge the cost of their textbooks against their pending financial aid. Students should log in to the MyCF student portal and select the Financial Aid tab to determine if they meet the guidelines for charging textbooks. Book charge dates for each term are also available on MyCF.

The following guidelines apply to charging textbooks:

- The student must be registered for classes in the term for which aid has been offered
- The student must have enough financial aid offered to cover outstanding financial obligations to the college (tuition, etc.) and have enough remaining to cover the cost of books.

Students must submit a one-time authorization to have CF deduct payments from Financial Aid for all non-tuition and fee charges. This includes books, course materials and supplies charged at the Barnes and Noble Bookstore at CF. Financial Aid recipients will be prompted on MyCF to authorize their book charges. Students are not required to submit the authorization. However, if they do not submit one, they will not be eligible to charge towards their Financial Aid at the Bookstore. The authorization will remain in effect for the duration of the students' enrollment at CF. Once a student has authorized charging, if a student wishes to unselect financial aid charging, they must do so in person at the Financial Aid Office in building 5- 106.

Students will be limited to only charging textbooks and required materials against their financial aid. There are limitations to what is allowed to be charged. Allowable items include textbooks, rental of textbooks, supplies, and required digital materials. Students will not be permitted to charge non-essential items including, but not limited to, clothing, food, drinks, and convenience items.

When charging books, the student is responsible for payment of the books. If, for any reason, the student does not receive financial aid, any unpaid bookstore charge owed to the college is subject to being turned over to outside collection agencies and the credit bureau. Additional collection costs owed to the collection agencies are the student's responsibility.

## **Transient Students**

### **Students Who Are Admitted and Degree Seeking at the College of Central Florida and Attending a Host Institution (CF is Considered the Home Institution):**

Transient students who wish to attend another Florida public institution for a particular term are eligible to receive financial aid from CF upon the following:

- Student must be approved as a transient student with Advising and Records. Students may receive this approval by completing the transient application at <https://www.floridashines.org/>.
- The Financial Aid Office will determine the students' eligibility and send the appropriate information to the host institution.
- If no aid has been offered, the student will be offered aid for the upcoming term. Students are not eligible to receive institutional scholarships or miscellaneous loans



as a transient student. In addition, some state aid may be limited for transient students. Students should plan to receive their federal aid only.

- The Financial Aid Office begins processing disbursements approximately two weeks after the last day to drop with a refund when electronic confirmation of the student's attendance at the host institution is received via Florida Shines. Disbursements for students attending another institution may take at least an additional week.
- Students are eligible to receive a book voucher against their aid if they are offered aid and if transient approval is finalized prior to the bookstore charging dates established by CF. The book voucher is for the Barnes and Noble Bookstore at CF only. Students should obtain the required book ISBN from their host institution and contact the CF bookstore to order the book. If the book is not in stock, it will take approximately one week for the order to be received.
- Students are responsible for paying all tuition, fees and other charges at the host institution by the host institution's posted due date. CF will not forward any financial aid disbursements to another institution.
- If there is any change in the students' enrollment status once financial aid has disbursed, the student must notify the CF Financial Aid Office. We will contact the host school for enrollment confirmation.
- Return to Title IV policies apply for students that do not attend the course(s), do not satisfactorily complete the course(s), or are unable to produce a transcript from the host institution within 30 days after the end of the term.
- Students are responsible for ensuring the transcript is sent from the host institution to CF. Failure to produce a transcript from the host institution at the end of the term

will result in the suspension of future aid.

## **Students Who Are Transient Students at CF (CF is Considered the Host Institution):**

Students coming to CF as a transient student from a Florida public institution should check with their home institution regarding eligibility for financial aid while attending CF.

CF will be notified of an approved transient student from the home institution through <https://www.floridashines.org/>. In order for the student to receive financial aid at their home institution, the procedure is as follows:

- Students complete the transient/ application process at <https://www.floridashines.org/> as appropriate. The student may only register for courses that are approved on the home institution consortium agreement/ transient form.
- Students need to make arrangements to pay their tuition and fees at CF by the fee payment due date.
- At least one week after the last day to drop with a refund, the necessary enrollment and cost of attendance information will be electronically sent to the home institution.
- Students should check with their home institution regarding the status of their financial aid disbursement.
- If there is any change in a student's enrollment status once financial aid has disbursed, the home institution will be notified electronically.

The Financial Aid Office at CF will not enter in to a Consortium Agreement as the home institution with any in-state private schools or out-of-state schools (public or private).

# College Resources

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## Programs

### Continuing Education, Corporate Training

The College of Central Florida is committed to meeting community learning needs through continuing career education and adult personal development course offerings.

The college provides noncredit courses 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 early childhood education and manufacturing-related careers. Customized corporate training is available through the Corporate College to meet the needs of local businesses and their employees. Additional noncredit and career classes are offered through an extensive list of online offerings for students who prefer to learn at their own pace.

Continuing education courses are offered through these CF departments:

- Customized training, online noncredit, and career training classes - Corporate College, 352-873-5855, CF.edu/CorporateCollege
- Early Childhood classes - Teacher Education, 352-854-2322, ext. 1405
- Health classes - Health Sciences, 352-873-5817
- Academic Integrity classes - Humanities and Social Sciences, 352-854-2322, ext. 1502
- CPR and EMT refresher classes - Emergency Medical Services, 352-291-4411
- Art classes - Appleton Museum of Art, 352-291-4455

### Career and Technical Certificate 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, Agribusiness Management, Business Administration, Computer Information Technology, Criminal Justice, Dental Assisting, Digital Media Technology, Early Childhood Education, Engineering Technology, Equine Studies, Health Information Technology, Logistics, Nursing, Office Administration, Physical Therapist Assistant and Welding Technology. 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 Career and Technical certificate.

## Services

### Child Care

Students are eligible and welcome to enroll their children in the Learning Lab School at the Ocala Campus. See child care fees, 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 90 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 and e-learning support.

### Writing Center

The Writing Center, located in the Ocala Learning Support Center, offers writing support for 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 either synchronously, asynchronously, or a combination of both via the Internet. Some on-campus or live online 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.

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, Monday through Friday, 8 a.m.-4:30 p.m. during the fall and spring semesters and Monday through Thursday, 8 a.m.-4:30 p.m. during the summer semesters.

Courses which require proctored assessments through an approved proctoring service may necessitate a fee of approximately \$5 per assessment or \$10 per course. Alternately, students may take their proctored assessment on campus by appointment. Online proctoring will also require a webcam and microphone.

**Online Courses:** Asynchronous 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 and 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.

**Live Online Courses:** Live online courses are distributed synchronously, in whole or part, through an online conferencing platform such as Zoom. Students who enroll in live online classes must have access to a computer with Internet access, a camera and microphone. The course meets online at a regularly scheduled time, listed in the course schedule. 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.

**Hybrid-Flexible Courses:** Hybrid-flexible courses make all course content available for both face-to-face and live online experiences. Students may choose to participate using face-to-face methods, online methods, or a combination of both methods based on preference. If choosing to participate in part or entirely online, students must have access to a computer with Internet access, a camera, and a microphone.

For a current list of e-learning opportunities, visit the MyCF web portal. For more information on e-learning, visit [www.cf.edu/ELearning](http://www.cf.edu/ELearning). Information is available regarding our learning management system Canvas, our available fully online degrees and certificates, and a self-test to help students decide if online learning is right for them.

## Student Advising

The mission of academic advising at CF is to provide students with comprehensive advising that supports academic achievement, retention, graduation, university transfer, employment and personal success. Each student - whether seeking Certificates, or Associate in Science, Associate in Arts, Bachelor of Applied Science, Bachelor of Science, or Bachelor of Science Nursing degrees - is assigned an academic advisor upon admission to the college. The advisors are either First Year Success Specialists or Meta-Major advisors.

### First-Year Student Advising

First Time in College students are assigned to a First Year Success Specialist. They are able to schedule an advising appointment after the completion of the online orientation, the MyCareerShines assessment, and the Student Success Survey. MyCareerShines assessment and the Student Success Survey results are reviewed in the initial session, and used to place students on the appropriate academic pathway. Also during the initial session, an advising syllabus is given, student learning outcomes are discussed and the student's first schedule is completed. Upon successful completion of 24 credit hours, students will transition to Meta-Major Advisors who will assist them and monitor their progress on their academic pathway to graduation, transfer or a career. Learn more at [CF.edu/StartSmart](http://CF.edu/StartSmart).

A complete list of Academic Pathways can be found at [CF.edu/AcademicPathways](http://CF.edu/AcademicPathways)

### Meta-Major Advising

Students who have transitioned from First-Year advising, who transfer to CF or who are not First Time in College students are

assigned to a Meta-Major Advisor. Students admitted for the time or readmitted must meet with their assigned advisor to complete the first course registration after admission. At this appointment, students receive an advising syllabus which helps to define student and advisor roles and responsibilities. Associate in Arts degree seeking students will be required to submit a transfer plan to their advisor at the completion of 30 credit hours. Students may also receive assistance with a question or problem concerning course selection, registration, academic progress, a graduation check, questions or requests for assistance in transferring to a four-year institution. Students planning to transfer to four-year programs should begin early to work with their advisor in planning their coursework to include prerequisites for transfer and any other admission requirements. Go to [CF.edu/Advising](http://CF.edu/Advising) for additional information.

A variety of student support services is available through the advising department at the Citrus and Levy campuses, including academic advisement, testing, career exploration, academic support, transfer assistance and personal counseling referrals.

An online advising service is also available to prospective and current students. This service is provided to assist students who have a quick question or concern that would not require an in-person appointment. The email is monitored during business hours and most inquiries receive a response within 24 hours. Full educational plans, degree audits and graduation checks cannot be provided through this service. Send an e-mail to [eadvise@cf.edu](mailto:eadvise@cf.edu).

## Food Services

The Ocala Campus Patriot Café in our Bryant Union offers made-to-order breakfasts, hot luncheon selections, freshly prepared subs and salads and a large selection of bakery and snack items. Cliff's Cyber Café at the Ocala Campus in our Learning Resource Center offers specialty coffee drinks, ice cream, salads, sandwiches, and a variety of bakery items. This space offers wireless Internet and is a great place for interacting with friends.

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:

Patriot Café: Monday-Friday, 8 a.m. - 2 p.m. (Hours vary depending on time of year.)

Cliff's Cyber Café: Monday-Thursday, 8 a.m. - 2:30 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 on the Ocala Campus, The Vintage Farm in Ocala, the Appleton Museum of Art Auditorium and Café, the Citrus Learning and Conference Center on the Citrus Campus, and the Levy Conference Center on the Levy 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 352-291-4441 (Ocala), 352-291-4455 (Appleton) 352-249-1210 (Citrus) or 352-658-4077 (Levy). Additional information is available at [CF.edu/Conferences](http://CF.edu/Conferences).

## Health Services

Serious illness, accident or need of emergency medical attention should be reported immediately to the Public Safety Office at the Ocala Campus, Citrus Campus, Levy Campus, Hampton Center, Vintage Farm Campus or Appleton Museum of Art. Individuals needing assistance should use the nearest campus telephone and dial 911 (if need warrants) and the corresponding campus where they are located:

<b>Ocala Campus:</b>	352-873-5800 or 352-854-2322, ext. 1422 or 1472 during regular business hours;  352-789-5001 after business hours, holidays or weekends
<b>Citrus Campus:</b>	352-746-6721, ext. 6135, or 352-302-6081
<b>Levy Campus:</b>	352-678-4077, ext. 2143 during regular hours; 352-274-4452 after business hours
<b>Hampton Center:</b>	352-854-2322, ext. 5043 during regular business hours; calls are forwarded to Ocala Campus  Public Safety after business hours
<b>Vintage Farm:</b>	352-843-6006
<b>Appleton Museum:</b>	352-291-4455, ext. 1848 from 7 a.m. - 6 p.m.; 352-427-4618 after 6 p.m.

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 Director of Accessibility and Counseling 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 reenter the workforce, the disabled, homemakers entering or reentering the workforce, and local companies and industries.

**Assessment:** A wide variety of evaluative tools are available, from computer software to mechanical devices at the Career Center. These tools measure abilities, aptitudes, interests and educational development to determine which occupational fields are best suited to the test taker. Also, these tools are used for employers in applicant or employee selection and promotion.

Career counseling and career assessment are available at the Career Center on the CF Ocala Campus by calling 352-854-2322, ext. 1721, to schedule an appointment or stop by the Bryant Student Union, Room 205; and at the CF Citrus Campus building C, ext. 6168.

## Talent Center

**The Talent Center at the College of Central Florida** is an affiliate of CareerSource Citrus Levy Marion and a partner of the College of Central Florida. The Talent Center offers no cost professional placement services to CF graduates and soon to be graduates. In addition to individualized coaching, the staff works with candidates to: create job specific resumes; review their social media footprint and shape a digital game plan to enhance their marketing; establish a job search strategy; and finally prepare individuals for today's interviews. Candidates may also choose to visit with one of our business development representatives to discuss local employment opportunities in their field of interest.

Students and graduates can connect with the Talent Center by visiting our office in The Enterprise Center, Suite 101, or online at [TalentCenter.org](http://TalentCenter.org). The Talent Center and [TalentCenter.org](http://TalentCenter.org) are the bricks and clicks location for career insight and employment opportunities.

## Accessibility Services

Accessibility Services offers a wide range of services and resources for students; counseling, career counseling, life skills coaching, academic advising, and personal support programs and resources. We help students overcome obstacles, build confidence, self-advocate and attain success.

We are committed to providing equal educational opportunity and full participation in all college activities, programs, and services for students. The college fully supports and ensures compliance of the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and all other pertinent federal, state, and local disability anti-discrimination laws. Our services include, but are not limited to: appropriate classroom and testing accommodations, American Sign Language interpreters and adapted computer access.

Students with disabilities are encouraged to contact the Office of Accessibility Services. Accommodations are custom designed to meet the needs of the student. Accommodations may relate to physical access, auxiliary learning aids or programmatic and classroom academic adjustments. Auxiliary learning aids may include American Sign Language interpreters, scribes, CCTV, and various adaptive hardware and software including large screen monitors and computers with enlarging software, screen reading software and dictation software. Course substitutions may be granted.

When a student borrows assistive technology from the Office of Accessibility Services, the student understands that the Office of Accessibility Services is allowing him or her to borrow the device with the understanding that they will return it at the end of the semester. The student also understands that, if they do not return the device, the College of Central Florida can add the amount to their account and the student will be responsible for paying for the device. If they do not pay for the device, their transcripts will not be released.

The American with Disabilities Act requires state and local government entities that provide services and goods to the public to make reasonable modifications in their policies, procedures and practices in order to accommodate individuals with disabilities; this includes the use of service animals. For more

information on the College of Central Florida policy regarding the use of service animals go to <https://pr.cf.edu/files/policies/3-29.pdf>.

The Office of Accessibility Services is located in the Bryant Student Union, Room 204, on the Ocala Campus. For more information, visit the Accessibility Services office, email [disabilities@cf.edu](mailto:disabilities@cf.edu) or call 352-854-2322, ext. 1209, ext. 1395 or ext. 1430. Arrangements can be made to meet with students at any of the college's locations.

## Counseling

Student Services provides professional counseling services to all students who are experiencing anxiety, bullying, family issues, self-esteem and other life challenges.

For more information about student services, counseling and assistance, visit [CF.edu/Assistance](http://CF.edu/Assistance), Student Services at the Ocala Campus, Bryant Student Union, call 352-873-2322, ext. 1580, or email [counseling@cf.edu](mailto:counseling@cf.edu).

### OFF CAMPUS STUDENT ASSISTANCE PROGRAM:

The CF Student Assistance Program (SAP) is a confidential resource for assisting students who may have personal problems which could affect their school, work or home lives and would prefer the professional counseling services to be provided from an outside of the college source. **Services are free to all active CF students.**

The SAP is managed by Bay Care Life Management. 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.

The SAP program offers services to address a broad spectrum of behavioral health needs, including mental health and other 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.

**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.

## Early Support Program

CF's Early Support Program strategy helps students gain the knowledge and skills necessary to overcome barriers to their academic success. The program targets students enrolled in developmental, gateway and other high enrollment first-year courses, but is also available to all students at CF. As part of the college's collaborative retention efforts, faculty teaching these targeted courses are prompted to assess students early in each semester based on identified risk factors. Faculty are encouraged to reach out first to the student, but to quickly follow-

up with an ESP. First-Year Success and meta-major advisors review and respond to these assessments to ensure students are connected to appropriate support resources as soon as possible. A feedback loop between the students, their advisors, specific campus resources (i.e. Accessibility Services, Academic Support, Financial Aid, etc.) and the students' faculty member provides at risk students with support and guidance on their academic pathway.

Reasons for a faculty or staff referral to the ESP system:

- 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
- financial aid concerns
- personal financial concerns
- health issues
- academic integrity
- social or emotional concerns

Students can also self-refer if they are having difficulty in a class or difficulty adjusting to college in general by visiting the Office of Student Services in the Bryant Student Union, Ocala Campus, or by reaching out to their faculty member or program advisor.

## CF Suicide Prevention

The College of Central Florida is raising awareness of the issue of suicide among college students and initiating activities to help students understand the importance of mental health in developing the coping skills needed to address the stressors of life.

While suicide is the second leading cause of death among young adults (age 15-24) in the United States, it is preventable. We can encourage those struggling with depression and anxiety to seek help early. For assistance, please call 352-854-2322, ext. 1580.

## CF Foundation Patriot Fund

This program 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 help and are often directed to additional resources to help them with other life challenges they may face. All students receiving CF Foundation Patriot Fund assistance are linked to a financial literacy resource Web portal that was designed to help these 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 2.5 or higher
- must be taking at least 6 credit hours during the current semester

Students may apply for CF Foundation Patriot Fund assistance at [CF.edu/PatriotFund](http://CF.edu/PatriotFund), visit Student Services in the Bryant Student Union, Ocala Campus, or call 352-854-2322, ext. 1250.

## 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. A small book collection is located at the Levy Campus. 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 approximately 223,000 items. The libraries provide inter-campus delivery, which allows students to pick up and return materials at each 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 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 and the Reed Fishing Collection.

Information about these resources can be accessed through the library website, [library.cf.edu](http://library.cf.edu). CF students also have access to the resources of the 27 other Florida state and college libraries and the 12 state university libraries. Items can be obtained directly from any of these libraries through a reciprocal borrowing program or students can use the LRC's inter-library loan service to have materials delivered to CF. Adaptive technology is available.

For questions about these or other services, ask a reference librarian. The librarians will help students find information quickly and efficiently and will show them how to use the equipment and resources. Call the Reference Desk at 352-854-2322, ext. 1345, or send an email to [library@cf.edu](mailto: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 involved, stop by Student Life on each campus or call 352-291-4416.

### 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 [CF.edu/StudentLife](http://CF.edu/StudentLife).

## Service Learning and Community Engagement Opportunities

Community Engagement and Service Learning is a teaching and learning strategy, which integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen community connections. For students, it is also a way to explore potential careers, network, enhance course learning and gain personal enrichment through the experiential learning process.

Engaging in servant leadership with various organizations provides an environment to engage in learning opportunities in order to develop the knowledge, understanding and competencies required for lifelong participation within the broader community and workforce.

Many courses at CF offer Service Learning. For more information on these and volunteer opportunities, visit the Office of Service, Civic and Community Engagement to find out about community projects and opportunities available in the surrounding area.

## Student Support Services

Student Support Services is one of the Federal TRIO programs funded through the U.S. Department of Education. At CF, the SSS program provides a variety of supportive services to at least 227 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.

Contact Student Support Services, Ocala Campus Building 2, Room 205, 352-854-2322, ext. 1761 to learn more.

## Student Support Services Summer Program

Student Support Services conducts a summer bridge program to assist students in preparing to take college level classes in math and English. 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 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 352-854-2322, 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. The program services include, helping students determine their educational goals: 4-year degree, 2 year degree, vocational-technical degree, or General Education Diploma (GED), assistance in completing financial aid applications, help with applying to the college, university, or vocational-technical program of their choice, college/university tours, and referrals to other agencies, institutions, and programs for services. Participants in the CF EOC program may receive these free services: College Success workshops, college grant and scholarship information, and assistance enrolling in classes to prepare for the GED. For more complete information, visit or call one of the EOC offices:

- Ocala Campus, Bryant Student Union, Room 204B, 352-854- 2322, ext. 1369
- Citrus Campus, Building C2, Room 112D, 352-746-6721, ext. 6147
- Hampton Center, Room 106C, 352-854-2322, ext. 1801
- Levy Campus, Room 108A, 352-658-4077, 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 Campus.

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, Citrus and Levy 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; DANTES 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 certification exam, MOS, a variety of industry certification 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, 352-291-4419; the Citrus Campus Testing Center is located in the Citrus Learning and Conference Center, Room 109, 352-249-1213; the Levy Campus Testing Center is located in Room 108, 352-658-4077. No testing appointments are needed for the Ocala Campus or Citrus Campus. Testing appointments may be made for the Levy Campus testing center by calling 352-854-2322, ext. 2100.

# Programs of Study

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## 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 here. See the Student Advising Department for articulation sheets. A complete list of Academic Pathways can be found at [CF.edu/AcademicPathways](http://CF.edu/AcademicPathways).

## Associate in Science Degree, Applied Technology Diploma, College Credit Certificate and Career and Technical 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.

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](http://www.bls.gov/oes/current/oes_nat.htm#13-0000) for the most current wage information for these programs. 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.

## Baccalaureate Degrees

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 seven specializations, the Bachelor of Science in Early Childhood Education and the Registered Nurse to Bachelor of Science in Nursing.

## Program Pathways

A complete list of program pathways is available on the Academic Pathways page.



# Associate in Science

## Accounting Technology, A.S.

**2210:** A.S. Degree in Accounting Technology (60 Credit Hours)

**CIP:** 52.0302

**FL CIP:** 1552030201

**SOC:** 43-3031

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.

This program is eligible for federal and state financial aid. Contact the Financial Aid Office for further information about your individual eligibility.

The Economic Security Report provides students, parents, and others with employment, earnings, and other outcome information on graduates of Florida's public institutions of higher education, e.g., State University System, Florida College System, and District Technical Centers. To view the report, please go to <https://www.pr.cf.edu/files/community/economic-security-report.pdf>.

## Requirements

### Program Core Courses

- ACG2021 - Financial Accounting *Credits: 3*
- CGS1100 - Microcomputer Applications *Credits: 3*
- ECO2013 - Principles of Economics - Macro *Credits: 3*
- TAX2010 - Corporate Income Tax *Credits: 3*
- OST2335 - Business Communications *Credits: 3* \*\*  
**OR**
- ENC1102 - Freshman Composition Skills II *Credits: 3* \*\*
- ACG2450 - Integrated Accounting *Credits: 3*
- GEB1011 - Introduction to Business *Credits: 3*
- ECO2023 - Principles of Economics - Micro *Credits: 3* \*\*
- CGS2103 - Spreadsheet Applications *Credits: 3*
- MAN2021 - Principles of Management *Credits: 3*
- TAX2000 - Individual Income Tax *Credits: 3*
- ACO1807 - Payroll Accounting *Credits: 3*
- ACG2071 - Managerial Accounting *Credits: 3*
- BUL2241 - Business Law I *Credits: 3*
- ACG1949 - Work Experience I *Credits: 3*

### General Education Courses

- ENC1101 - Freshman Composition Skills I *Credits: 3* \*\*

One of the Following:

- MAC1105 - College Algebra *Credits: 3* \*\*
- MAC1105H - Honors College Algebra *Credits: 3* \*\*
- MAC2311 - Calculus I with Analytic Geometry *Credits:*

5 \*\*

- MAC2311H - Calculus I with Analytic Geometry Honors *Credits: 5* \*\*
- MGF1106 - Liberal Arts Mathematics *Credits: 3* \*\*
- MGF1107 - Mathematical Explorations *Credits: 3* \*\*
- STA2023 - Elementary Statistics *Credits: 3* \*\*
- STA2023H - Honors Elementary Statistics *Credits: 3* \*\*

One of the Following:

- ARH1000 - Art Appreciation *Credits: 3*
- HUM1020 - Introduction to the Humanities *Credits: 3*
- HUM1020H - Honors Introduction to the Humanities *Credits: 3*
- LIT1000 - Introduction to Literature *Credits: 3*
- MUL1010 - Music Appreciation *Credits: 3*
- PHI2010 - Introduction to Philosophy *Credits: 3*
- THE1000 - Theatre Appreciation *Credits: 3*

One of the Following:

- AMH2020 - United States History Since 1877 *Credits: 3*
- POS2041 - American National Government *Credits: 3*

One of the Following:

- AST1002 - Descriptive Astronomy *Credits: 3*
- BSC1005 - Introduction to Biology *Credits: 3*
- BSC1005H - Introduction to Biology Honors *Credits: 3*
- BSC2010 - Integrated Principles of Biology I *Credits: 3*
- BSC2085 - Human Anatomy and Physiology I *Credits: 3*
- CHM1020 - Chemistry for Liberal Studies *Credits: 4*
- CHM2045 - General Chemistry I *Credits: 3*
- ESC1000 - Earth Science *Credits: 3*
- EVR1001 - Introduction to Environmental Science *Credits: 3*
- EVR1001H - Introduction to Environmental Science Honors *Credits: 3*
- PHY1020 - Elementary Physics for the Nonscience Majors *Credits: 3*
- PHY1053C - General Physics I with Lab *Credits: 4*
- PHY2048C - General Physics with Calculus I with Lab *Credits: 5*
- PHY2048CH - General Physics with Calculus with Lab Honors *Credits: 5*

**Total Credit Hours: 60**

\*\* This course may be used to satisfy the Gordon Rule requirement.

## Agribusiness Management, A.S.

**2299:** A.S. Degree in Agribusiness Management (60 Credit Hours)

**CIP:** 01.0102

**FL CIP:** 1101010100

**SOC:** 11-9013

The Agribusiness Management 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.

This program is eligible for federal and state financial aid. Contact the Financial Aid Office for further information about your individual eligibility.

The Economic Security Report provides students, parents, and others with employment, earnings, and other outcome information on graduates of Florida's public institutions of higher education, e.g., State University System, Florida College System, and District Technical Centers. To view the report, please go to <https://pr.cf.edu/files/community/economic-security-report.pdf>.

## Requirements

### Program Courses

- CGS1100 - Microcomputer Applications *Credits: 3*  
**OR**
- OST1100 - Introduction to Word *Credits: 3*
- ANS1003 - Introduction to Animal Science *Credits: 3*
- SOS2006 - Introduction to Soil Science *Credits: 3*
- AOM2316 - Agricultural Machinery and Equipment *Credits: 3*
- ECO2013 - Principles of Economics - Macro *Credits: 3*  
**OR**
- ECO2013H - Principles of Economics - Macro, Honors *Credits: 3*
- AEB2102 - Principles of Agribusiness Management *Credits: 3*
- AEB2192 - Farm Records and Accounts *Credits: 3*
- AGG2001 - Introduction to Food Science *Credits: 3*
- AEB1949 - Agribusiness Internship **Credits: 3**
- OST2335 - Business Communications *Credits: 3* \*\*  
**OR**
- ENC2210 - Technical Communications *Credits: 3* \*\*

### General Education Courses

- ENC1101 - Freshman Composition Skills I *Credits: 3* \*\*

One of the Following:

- MAC1105 - College Algebra *Credits: 3* \*\*
- MAC1105H - Honors College Algebra *Credits: 3* \*\*
- MAC2311 - Calculus I with Analytic Geometry *Credits: 5* \*\*
- MAC2311H - Calculus I with Analytic Geometry Honors *Credits: 5* \*\*
- MGF1106 - Liberal Arts Mathematics *Credits: 3* \*\*
- MGF1107 - Mathematical Explorations *Credits: 3* \*\*
- STA2023 - Elementary Statistics *Credits: 3* \*\*
- STA2023H - Honors Elementary Statistics *Credits: 3* \*\*

One of the Following:

- ARH1000 - Art Appreciation *Credits: 3*
- HUM1020 - Introduction to the Humanities *Credits: 3*
- HUM1020H - Honors Introduction to the Humanities *Credits: 3*
- LIT1000 - Introduction to Literature *Credits: 3*

- MUL1010 - Music Appreciation *Credits: 3*
- PHI2010 - Introduction to Philosophy *Credits: 3*
- THE1000 - Theatre Appreciation *Credits: 3*

One of the Following:

- AMH2020 - United States History Since 1877 *Credits: 3*
- POS2041 - American National Government *Credits: 3*

One of the Following:

- AST1002 - Descriptive Astronomy *Credits: 3*
- BSC1005 - Introduction to Biology *Credits: 3*
- BSC1005H - Introduction to Biology Honors *Credits: 3*
- BSC2010 - Integrated Principles of Biology I *Credits: 3*
- BSC2085 - Human Anatomy and Physiology I *Credits: 3*
- CHM1020 - Chemistry for Liberal Studies *Credits: 4*
- CHM2045 - General Chemistry I *Credits: 3*
- ESC1000 - Earth Science *Credits: 3*
- EVR1001 - Introduction to Environmental Science *Credits: 3*
- EVR1001H - Introduction to Environmental Science Honors *Credits: 3*
- PHY1020 - Elementary Physics for the Nonscience Majors *Credits: 3*
- PHY1053C - General Physics I with Lab *Credits: 4*
- PHY2048C - General Physics with Calculus I with Lab *Credits: 5*
- PHY2048CH - General Physics with Calculus with Lab Honors *Credits: 5*

### Program Electives

(select 15 credits)

- ORH1301C - Introduction to Irrigation *Credits: 3*
- ORH1113C - Pest and Disease Control *Credits: 3*
- ORH1000C - Introduction to Horticulture *Credits: 3*
- ORH1260 - Greenhouse Operations *Credits: 3*
- ORH1601C - Nursery Management *Credits: 3*
- BUL2241 - Business Law I *Credits: 3*
- MAN2021 - Principles of Management *Credits: 3*
- ACG2021 - Financial Accounting *Credits: 3*
- AGR1234 - Forage Science and Range Management *Credits: 3*
- ANS1041 - Livestock Growth, Development and Behavior *Credits: 3*
- ANS1400 - Principles of Food Animal Nutrition *Credits: 3*

**Total Credit Hours: 60**

\*\* This course may be used to satisfy the Gordon Rule requirement.

## Business Administration, A.S.

**2305:** A.S. Degree in Business Administration (60 Credit Hours)

**CIP:** 52.0201

**FL CIP:** 1552020102

**SOC:** 11-1021

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.

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.

This program is eligible for federal and state financial aid. Contact the Financial Aid Office for further information about your individual eligibility.

The Economic Security Report provides students, parents, and others with employment, earnings, and other outcome information on graduates of Florida's public institutions of higher education, e.g., State University System, Florida College System, and District Technical Centers. To view the report, please go to <https://pr.cf.edu/files/community/economic-security-report.pdf>.

## Requirements

### Program Courses

- CGS1100 - Microcomputer Applications *Credits: 3*
- OST2335 - Business Communications *Credits: 3\*\**
- OR**
- ENC1102 - Freshman Composition Skills II *Credits: 3\*\**
- GEB1011 - Introduction to Business *Credits: 3*
- OST1384 - Customer Service *Credits: 3*
- BUL2241 - Business Law I *Credits: 3*
- CGS2103 - Spreadsheet Applications *Credits: 3*
- MAN2021 - Principles of Management *Credits: 3*
- ECO2023 - Principles of Economics - Micro *Credits: 3\*\**
- ACG2021 - Financial Accounting *Credits: 3*
- MAR2011 - Principles of Marketing *Credits: 3*
- ACG2071 - Managerial Accounting *Credits: 3*
- FIN2100 - Business Finance *Credits: 3*
- ACG2450 - Integrated Accounting *Credits: 3*
- ECO2013 - Principles of Economics - Macro *Credits: 3*
- OR**
- ECO2013H - Principles of Economics - Macro, Honors *Credits: 3*

### Program Electives

Choose an additional 3 credit hours from the courses listed below:

- MAN2304 - Introduction to Human Resources *Credits: 3*
- MAN1949 - Co-op Work Experience *Credits: 3*
- MAN2582 - Introduction to Project Management *Credits: 3*
- ENT1000 - Introduction to Entrepreneurship *Credits: 3*
- ENT2112 - Entrepreneurship Opportunities *Credits: 3*
- SBM2000 - Small Business Management *Credits: 3*
- MKA2021 - Sales, Marketing and Advertising *Credits: 3*
- GEB2350 - Introduction to International Business *Credits: 3*

- GEB2430 - Ethics in Management *Credits: 3*

### General Education Courses

- ENC1101 - Freshman Composition Skills I *Credits: 3\*\**

One of the Following:

- MAC1105 - College Algebra *Credits: 3\*\**
- MAC1105H - Honors College Algebra *Credits: 3\*\**
- MAC2311 - Calculus I with Analytic Geometry *Credits: 5\*\**
- MAC2311H - Calculus I with Analytic Geometry Honors *Credits: 5\*\**
- MGF1106 - Liberal Arts Mathematics *Credits: 3\*\**
- MGF1107 - Mathematical Explorations *Credits: 3\*\**
- STA2023 - Elementary Statistics *Credits: 3\*\**
- STA2023H - Honors Elementary Statistics *Credits: 3\*\**

One of the Following:

- ARH1000 - Art Appreciation *Credits: 3*
- HUM1020 - Introduction to the Humanities *Credits: 3*
- HUM1020H - Honors Introduction to the Humanities *Credits: 3*
- LIT1000 - Introduction to Literature *Credits: 3*
- MUL1010 - Music Appreciation *Credits: 3*
- PHI2010 - Introduction to Philosophy *Credits: 3*
- THE1000 - Theatre Appreciation *Credits: 3*

One of the Following:

- AMH2020 - United States History Since 1877 *Credits: 3*
- POS2041 - American National Government *Credits: 3*

One of the Following:

- AST1002 - Descriptive Astronomy *Credits: 3*
- BSC1005 - Introduction to Biology *Credits: 3*
- BSC1005H - Introduction to Biology Honors *Credits: 3*
- BSC2010 - Integrated Principles of Biology I *Credits: 3*
- BSC2085 - Human Anatomy and Physiology I *Credits: 3*
- CHM1020 - Chemistry for Liberal Studies *Credits: 4*
- CHM2045 - General Chemistry I *Credits: 3*
- ESC1000 - Earth Science *Credits: 3*
- EVR1001 - Introduction to Environmental Science *Credits: 3*
- EVR1001H - Introduction to Environmental Science Honors *Credits: 3*
- PHY1020 - Elementary Physics for the Nonscience Majors *Credits: 3*
- PHY1053C - General Physics I with Lab *Credits: 4*
- PHY2048C - General Physics with Calculus I with Lab *Credits: 5*
- PHY2048CH - General Physics with Calculus with Lab Honors *Credits: 5*

### Total Credit Hours: 60

MAR2011 and ENC1102 are recommended for students planning to enroll in the college's baccalaureate degree programs.

\*\* This course may be used to satisfy the Gordon Rule requirement.

# Computer Information Technology, A.S.

**2295:** A.S. Degree in Computer Information Technology (60 Credit Hours)

**CIP:** 11.0103

**FL CIP:** 1511010307

**SOC:** 15-1151, 15-1121

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 [CF.edu/business](http://CF.edu/business) for additional information about this program.

This program is eligible for federal and state financial aid. Contact the Financial Aid Office for further information about your individual eligibility.

The Economic Security Report provides students, parents, and others with employment, earnings, and other outcome information on graduates of Florida's public institutions of higher education, e.g., State University System, Florida College System, and District Technical Centers. To view the report, please go to <https://pr.cf.edu/files/community/economic-security-report.pdf>.

## Requirements

### Program Courses

- CGS1100 - Microcomputer Applications *Credits: 3*
- CET1278 - A+ Fundamentals *Credits: 3*
- CGS2557 - Internet Technologies *Credits: 3*
- CGS2103 - Spreadsheet Applications *Credits: 3*
- CET2180 - Practical PC Technician *Credits: 3*
- CIS2321 - Introduction to Systems Analysis and Design *Credits: 3*
- CGS2540 - Database Management Systems *Credits: 3*
- CTS2651 - Router Fundamentals *Credits: 3*
- CTS2134 - Networking Fundamentals *Credits: 3*
- CTS2136 - PC Desktop Support *Credits: 3*
- COP1030 - Fundamental Programming Concepts *Credits: 3*
- CTS2143 - Server Fundamentals *Credits: 3*
- CGS1949 - Work Experience I *Credits: 3*
- CTS2120 - Security Fundamentals *Credits: 3*

### Program Electives

Choose 3 credit hours from the courses listed below:

- CET1171 - Introduction to Computer Technology *Credits: 3*

- CGS1820 - Web Programming *Credits: 3*
- COP2250 - Java Programming *Credits: 3*
- OST2335 - Business Communications *Credits: 3 \*\**
- CGS2930 - Special Topics in Computers *Credits: 1* (Introduction to Computer Skills)
- CGS2930 - Special Topics in Computers *Credits: 1* (Overview of Microsoft Office)

### General Education Courses

- ENC1101 - Freshman Composition Skills I *Credits: 3 \*\**

One of the Following:

- MAC1105 - College Algebra *Credits: 3 \*\**
- MAC1105H - Honors College Algebra *Credits: 3 \*\**
- MAC2311 - Calculus I with Analytic Geometry *Credits: 5 \*\**
- MAC2311H - Calculus I with Analytic Geometry Honors *Credits: 5 \*\**
- MGF1106 - Liberal Arts Mathematics *Credits: 3 \*\**
- MGF1107 - Mathematical Explorations *Credits: 3 \*\**
- STA2023 - Elementary Statistics *Credits: 3 \*\**
- STA2023H - Honors Elementary Statistics *Credits: 3 \*\**

One of the Following:

- ARH1000 - Art Appreciation *Credits: 3*
- HUM1020 - Introduction to the Humanities *Credits: 3*
- HUM1020H - Honors Introduction to the Humanities *Credits: 3*
- LIT1000 - Introduction to Literature *Credits: 3*
- MUL1010 - Music Appreciation *Credits: 3*
- PHI2010 - Introduction to Philosophy *Credits: 3*
- THE1000 - Theatre Appreciation *Credits: 3*

One of the Following:

- AMH2020 - United States History Since 1877 *Credits: 3*
- POS2041 - American National Government *Credits: 3*

One of the Following:

- AST1002 - Descriptive Astronomy *Credits: 3*
- BSC1005 - Introduction to Biology *Credits: 3*
- BSC1005H - Introduction to Biology Honors *Credits: 3*
- BSC2010 - Integrated Principles of Biology I *Credits: 3*
- BSC2085 - Human Anatomy and Physiology I *Credits: 3*
- CHM1020 - Chemistry for Liberal Studies *Credits: 4*
- CHM2045 - General Chemistry I *Credits: 3*
- ESC1000 - Earth Science *Credits: 3*
- EVR1001 - Introduction to Environmental Science *Credits: 3*
- EVR1001H - Introduction to Environmental Science Honors *Credits: 3*
- PHY1020 - Elementary Physics for the Nonscience Majors *Credits: 3*
- PHY1053C - General Physics I with Lab *Credits: 4*
- PHY2048C - General Physics with Calculus I with Lab *Credits: 5*

## Total Credit Hours: 60

\*\* This course may be used to satisfy the Gordon Rule requirement.

# Criminal Justice Technology, A.S.

**2277:** A.S. Degree in Criminal Justice Technology (60 Credit Hours)

**CIP:** 43.0103

**FL CIP:** 1743010302

**SOC:** 33-1012

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.

This program is eligible for federal and state financial aid. Contact the Financial Aid Office for further information about your individual eligibility.

The Economic Security Report provides students, parents, and others with employment, earnings, and other outcome information on graduates of Florida's public institutions of higher education, e.g., State University System, Florida College System, and District Technical Centers. To view the report, please go to <https://pr.cf.edu/files/community/economic-security-report.pdf>.

## Requirements

### Program Courses

- CJJ1002 - Juvenile Delinquency *Credits: 3*
- CCJ1020 - Introduction to Criminal Justice System *Credits: 3*
- CJC1000 - Crime and Punishment *Credits: 3*
- CJE2600 - Introduction to Forensics and Criminal Investigation *Credits: 3*
- CJL2130 - Criminal Law, Evidence and Procedures *Credits: 3*
- CJE2061 - Policing in America *Credits: 3*
- CCJ2010 - Criminology *Credits: 3\*\**
- CCJ2013 - Criminal Victimization *Credits: 3*
- CCJ1949 - Work Experience I *Credits: 3*

### Program Electives

- CGS1100 - Microcomputer Applications *Credits: 3*
- ENC1102 - Freshman Composition Skills II *Credits: 3\*\**
- CJE2330 - Ethics in Criminal Justice *Credits: 3*
- DSC1212 - Introduction to Emergency Management Systems *Credits: 3*
- Elective *Credits: 3*

### General Education Courses

- SPC2608 - Effective Speaking *Credits: 3*
- ENC1101 - Freshman Composition Skills I *Credits: 3\*\**

One of the Following:

- MAC1105 - College Algebra *Credits: 3\*\**
- MAC1105H - Honors College Algebra *Credits: 3*
- MAC2311 - Calculus I with Analytic Geometry *Credits: 5\*\**
- MAC2311H - Calculus I with Analytic Geometry Honors *Credits: 5*
- MGF1106 - Liberal Arts Mathematics *Credits: 3\*\**

- MGF1107 - Mathematical Explorations *Credits: 3\*\**
- STA2023 - Elementary Statistics *Credits: 3\*\**
- STA2023H - Honors Elementary Statistics *Credits: 3\*\**

One of the Following:

- ARH1000 - Art Appreciation *Credits: 3*
- HUM1020 - Introduction to the Humanities *Credits: 3*
- HUM1020H - Honors Introduction to the Humanities *Credits: 3*
- LIT1000 - Introduction to Literature *Credits: 3*
- MUL1010 - Music Appreciation *Credits: 3*
- PHI2010 - Introduction to Philosophy *Credits: 3*
- THE1000 - Theatre Appreciation *Credits: 3*

One of the Following:

- AMH2020 - United States History Since 1877 *Credits: 3*
- POS2041 - American National Government *Credits: 3*

One of the Following:

- AST1002 - Descriptive Astronomy *Credits: 3*
- BSC1005 - Introduction to Biology *Credits: 3*
- BSC1005H - Introduction to Biology Honors *Credits: 3*
- BSC2010 - Integrated Principles of Biology I *Credits: 3*
- BSC2085 - Human Anatomy and Physiology I *Credits: 3*
- CHM1020 - Chemistry for Liberal Studies *Credits: 4*
- CHM2045 - General Chemistry I *Credits: 3*
- ESC1000 - Earth Science *Credits: 3*
- EVR1001 - Introduction to Environmental Science *Credits: 3*
- EVR1001H - Introduction to Environmental Science Honors *Credits: 3*
- PHY1020 - Elementary Physics for the Nonscience Majors *Credits: 3*
- PHY1053C - General Physics I with Lab *Credits: 4*
- PHY2048C - General Physics with Calculus I with Lab *Credits: 5*
- PHY2048CH - General Physics with Calculus with Lab Honors *Credits: 5*

## Total Credit Hours: 60

\*Students taking advantage of the Criminal Justice Articulation Agreement must take MGF1106 - Liberal Arts Mathematics 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.

\*\* This course may be used to satisfy the Gordon Rule requirement.

## Digital Media Technology Web Design Specialization, A.S.

**2350:** A.S. Degree in Digital Media Technology Web Design Specialization Technology (60 Credit Hours)

**CIP:** 11.0801

**FL CIP:** 1611080103

**SOC:** 27-4099

The Associate of Science Degree in Digital Media Technology with a Web Design Specialization provides students with cutting edge

skills that meet a global industry demand in the field of web design and development. The program balances aspects of artistry, technology and business principles, giving students the adaptability required to succeed in this dynamic field. Students learn universal design theory and principles, balance, symmetry, lighting, composition, visual and aesthetic appeal. Students address business and marketing concerns by understanding effective communication, page layout and storytelling to enhance usability and interactivity in User Interface design. They are able to integrate that knowledge into a digital multimedia environment, using the latest industry standard hardware, software, and techniques.

Students advance their skills by exploring a variety of media such as imagery, sound, video and integrating that media into a web environment. Students are introduced to front-end web development skills such as web programming, scripting, database connectivity and the fundamentals of data driven interactive web development. These skills prepare students to understand customer requirements.

Through hands on projects and practical exercises, students develop the ability to use critical thinking, creative thinking and problem solving to progress from concept to production and to effectively communicate throughout the process. They experience scenarios that require effective teaming, exceptional individual effort, and the ability to succeed in true to life, high demand, and high pressure situations. Students have many opportunities to develop a portfolio, build their resume, and begin networking in the industry. This program offers students the ability to earn two college credit certificates in digital media core skills and in digital media web design skills as a part of the Associate of Science degree.

This program is eligible for federal and state financial aid. Contact the Financial Aid Office for further information about your individual eligibility.

The Economic Security Report provides students, parents, and others with employment, earnings, and other outcome information on graduates of Florida's public institutions of higher education, e.g., State University System, Florida College System, and District Technical Centers. To view the report, please go to <https://pr.cf.edu/files/community/economic-security-report.pdf>.

## Requirements

### General Education Courses

- ENC1101 - Freshman Composition Skills I *Credits: 3* \*\*
- ARH1000 - Art Appreciation *Credits: 3*

One of the Following:

- AMH2020 - United States History Since 1877 *Credits: 3*
- POS2041 - American National Government *Credits: 3*

One of the Following:

- AST1002 - Descriptive Astronomy *Credits: 3*
- BSC1005 - Introduction to Biology *Credits: 3*
- BSC1005H - Introduction to Biology Honors *Credits: 3*
- BSC2010 - Integrated Principles of Biology I *Credits: 3*
- BSC2085 - Human Anatomy and Physiology I *Credits: 3*
- CHM1020 - Chemistry for Liberal Studies *Credits: 4*
- CHM2045 - General Chemistry I *Credits: 3*
- ESC1000 - Earth Science *Credits: 3*

- EVR1001 - Introduction to Environmental Science *Credits: 3*
- EVR1001H - Introduction to Environmental Science Honors *Credits: 3*
- PHY1020 - Elementary Physics for the Nonscience Majors *Credits: 3*
- PHY1053C - General Physics I with Lab *Credits: 4*
- PHY2048C - General Physics with Calculus I with Lab *Credits: 5*
- PHY2048CH - General Physics with Calculus with Lab Honors *Credits: 5*

One of the Following:

- MAC1105 - College Algebra *Credits: 3* \*\*
- MAC1105H - Honors College Algebra *Credits: 3* \*\*
- MGF1106 - Liberal Arts Mathematics *Credits: 3* \*\*
- STA2023 - Elementary Statistics *Credits: 3* \*\*
- STA2023H - Honors Elementary Statistics *Credits: 3* \*\*

### Program Core Courses

- CGS1100 - Microcomputer Applications *Credits: 3*
- DIG2000 - Introduction to Digital Media *Credits: 3*
- DIG2100 - Web Design I *Credits: 3*
- ART1201C - Basic Design I *Credits: 3*
- DIG2109C - Digital Imaging and Fundamentals *Credits: 3*
- GRA2120C - Paper Design and Layout (Adobe InDesign) *Credits: 3*
- DIG2101 - Web Design II *Credits: 3*
- GRA2751C - Visual Design for Web *Credits: 3*
- DIG2280C - Digital Video and Sounds *Credits: 3*
- DIG1949 - Digital Media Co-Op I *Credits: 2*
- PGY2801C - Digital Photography I *Credits: 3*
- GRA2150C - Raster Based Image Editing (Adobe Photoshop) *Credits: 3*
- GRA2156C - Digital Illustration Vector Based (Adobe Illustrator) *Credits: 3*
- DIG2500 - Fundamentals of Interactive Media and Web Design *Credits: 3*
- DIG2592 - Advanced Web Design *Credits: 3*
- DIG1950 - Digital Media Co-Op II *Credits: 1*

### Total Credit Hours: 60

\*\* This course may be used to satisfy the Gordon Rule requirement.

## Early Childhood Education, A.S.

**2259:** A.S. Degree in Early Childhood Education (60 Credit Hours)

**CIP:** 13.1210

**FL CIP:** 1413121004

**SOC:** 25-2011

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 Advising Department.

To comply with Florida state law, Chapter 402.305 2(a), each

prospective student must be fingerprinted and undergo an FDLE Level II background screening. The cost of these procedures is the responsibility of the student. Information received is confidential and is required to determine the prospective student's eligibility to work with children. Additional information about this program can be found at [CF.edu/Education](http://CF.edu/Education).

This program is eligible for federal and state financial aid. Contact the Financial Aid Office for further information about your individual eligibility.

The Economic Security Report provides students, parents, and others with employment, earnings, and other outcome information on graduates of Florida's public institutions of higher education, e.g., State University System, Florida College System, and District Technical Centers. To view the report, please go to <https://pr.cf.edu/files/community/economic-security-report.pdf>.

## Requirements

### Program Courses

*CHD1440C, CHD1441C: FDLE Level II background screening required prior to course term.*

- EEC1000 - Introduction to Child Development and Education *Credits: 3*
- EEC2930 - Seminar in Childhood Education *Credits: 3*
- EEC2200 - Curriculum in Childhood Education *Credits: 3*
- EEC1603 - Child Guidance *Credits: 3*
- CHD1440C - Child Care Practicum I *Credits: 3*
- EEC1921 - Preschool Workshop *Credits: 3*
- CHD1339 - Learning Through Play *Credits: 3*
- CHD1441C - Child Care Practicum II *Credits: 3*
- EEX2010 - Survey of Disabling Conditions *Credits: 3*
- EEC2401 - Home and Community *Credits: 3*
- EEC2001 - Introduction to Administration in Early Childhood Education *Credits: 3*
- EEC1907 - Observing and Recording Behavior *Credits: 3*

### Program Electives

- Elective *Credits: 3*

### General Education Courses

- EME2040 - Introduction to Technology for Educators *Credits: 3*
- ENC1101 - Freshman Composition Skills I *Credits: 3*  
\*\*

One of the following:

SPC 2608 Effective Speaking is preferred. However, students may select one of the following courses to fulfill this requirement:

- SPC2608 - Effective Speaking *Credits: 3*
- SPC2608H - Honors Effective Speaking *Credits: 3*
- SPC2300 - Interpersonal Communication *Credits: 3*
- SPC2594 - Intercollegiate Forensic Speech *Credits: 1*
- SPC2601 - Intermediate Effective Speaking *Credits: 3*
- MMC1101 - Writing for Mass Communication *Credits: 3*  
\*\*
- THE1925 - Play Production *Credits: 3*
- OR**
- TPP2100 - Acting I *Credits: 3*

One of the Following:

- MAC1105 - College Algebra *Credits: 3*  
\*\*
- MAC1105H - Honors College Algebra *Credits: 3*  
\*\*
- MAC2311 - Calculus I with Analytic Geometry *Credits: 5*  
\*\*
- MAC2311H - Calculus I with Analytic Geometry Honors *Credits: 5*  
\*\*
- MGF1106 - Liberal Arts Mathematics *Credits: 3*  
\*\*
- MGF1107 - Mathematical Explorations *Credits: 3*  
\*\*
- STA2023 - Elementary Statistics *Credits: 3*  
\*\*
- STA2023H - Honors Elementary Statistics *Credits: 3*  
\*\*

One of the Following:

- ARH1000 - Art Appreciation *Credits: 3*
- HUM1020 - Introduction to the Humanities *Credits: 3*
- LIT1000 - Introduction to Literature *Credits: 3*
- MUL1010 - Music Appreciation *Credits: 3*
- PHI2010 - Introduction to Philosophy *Credits: 3*
- THE1000 - Theatre Appreciation *Credits: 3*
- HUM1020H - Honors Introduction to the Humanities *Credits: 3*

One of the Following:

- AMH2020 - United States History Since 1877 *Credits: 3*
- POS2041 - American National Government *Credits: 3*

One of the Following:

- AST1002 - Descriptive Astronomy *Credits: 3*
- BSC1005 - Introduction to Biology *Credits: 3*
- BSC1005H - Introduction to Biology Honors *Credits: 3*
- BSC2010 - Integrated Principles of Biology I *Credits: 3*
- BSC2085 - Human Anatomy and Physiology I *Credits: 3*
- CHM1020 - Chemistry for Liberal Studies *Credits: 4*
- CHM2045 - General Chemistry I *Credits: 3*
- ESC1000 - Earth Science *Credits: 3*
- EVR1001 - Introduction to Environmental Science *Credits: 3*
- EVR1001H - Introduction to Environmental Science Honors *Credits: 3*
- PHY1020 - Elementary Physics for the Nonscience Majors *Credits: 3*
- PHY1053C - General Physics I with Lab *Credits: 4*
- PHY2048C - General Physics with Calculus I with Lab *Credits: 5*
- PHY2048CH - General Physics with Calculus with Lab Honors *Credits: 5*

## Total Credit Hours: 60

\*\* This course may be used to satisfy the Gordon Rule requirement.

# Emergency Medical Services, A.S.

**2234:** A.S. Degree in Emergency Medical Services (73 Credit Hours)

**CIP:** 51.0904

**FL CIP:** 1351090402

**SOC:** 29-2041

**This is a limited-access program.** Please consult [CF.edu/LimitedAccess](http://CF.edu/LimitedAccess) for information on limited-access programs.

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.

For additional information on this program, please consult [CF.edu/EMS](http://CF.edu/EMS).

This program is eligible for federal and state financial aid. Contact the Financial Aid Office for further information about your individual eligibility.

The Economic Security Report provides students, parents, and others with employment, earnings, and other outcome information on graduates of Florida's public institutions of higher education, e.g., State University System, Florida College System, and District Technical Centers. To view the report, please go to <https://pr.cf.edu/files/community/economic-security-report.pdf>.

## Requirements

### General Education Courses

- ENC1101 - Freshman Composition Skills I *Credits: 3* \*\*

One of the Following:

- MAC1105 - College Algebra *Credits: 3* \*\*
- MAC1105H - Honors College Algebra *Credits: 3* \*\*
- MAC2311 - Calculus I with Analytic Geometry *Credits: 5* \*\*
- MAC2311H - Calculus I with Analytic Geometry Honors *Credits: 5* \*\*
- MGF1106 - Liberal Arts Mathematics *Credits: 3* \*\*
- MGF1107 - Mathematical Explorations *Credits: 3* \*\*

- STA2023 - Elementary Statistics *Credits: 3* \*\*
- STA2023H - Honors Elementary Statistics *Credits: 3* \*\*

One of the Following:

- ARH1000 - Art Appreciation *Credits: 3*
- HUM1020 - Introduction to the Humanities *Credits: 3*
- HUM1020H - Honors Introduction to the Humanities *Credits: 3*
- LIT1000 - Introduction to Literature *Credits: 3*
- MUL1010 - Music Appreciation *Credits: 3*
- PHI2010 - Introduction to Philosophy *Credits: 3*
- THE1000 - Theatre Appreciation *Credits: 3*

One of the Following:

- AMH2020 - United States History Since 1877 *Credits: 3*
- POS2041 - American National Government *Credits: 3*

One of the Following:

- AST1002 - Descriptive Astronomy *Credits: 3*
- BSC1005 - Introduction to Biology *Credits: 3*
- BSC1005H - Introduction to Biology Honors *Credits: 3*
- BSC2010 - Integrated Principles of Biology I *Credits: 3*
- BSC2085 - Human Anatomy and Physiology I *Credits: 3*
- CHM1020 - Chemistry for Liberal Studies *Credits: 4*
- CHM2045 - General Chemistry I *Credits: 3*
- ESC1000 - Earth Science *Credits: 3*
- EVR1001 - Introduction to Environmental Science *Credits: 3*
- EVR1001H - Introduction to Environmental Science Honors *Credits: 3*
- PHY1020 - Elementary Physics for the Nonscience Majors *Credits: 3*
- PHY1053C - General Physics I with Lab *Credits: 4*
- PHY2048C - General Physics with Calculus I with Lab *Credits: 5*
- PHY2048CH - General Physics with Calculus with Lab Honors *Credits: 5*

One of the Following:

- HLP1081 - Personal Wellness Appraisal and Improvement *Credits: 3*
- ENC2210 - Technical Communications *Credits: 3* \*\* Or an additional State Core Social Sciences course

### Program Electives

Choose one elective credit from the following:

- EMS1335 - Emergency Vehicle Operators Course *Credits: 1*
- Any Elective *Credits: 1*

## Total Credit Hours: 73

\* EMS2010 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), College Credit Certificate and Paramedic, College Credit Certificate.

\*\* This course may be used to satisfy the Gordon Rule requirement.



# Engineering Technology - Advanced Manufacturing Specialization, A.S.

**2380:** A.S. Degree in Engineering Technology - Advanced Manufacturing Specialization (60 Credit Hours)

**CIP:** 15.0000

**FL CIP:** 1615000001

**SOC:** 17-3027

This degree prepares students for engineering technology support positions dealing with PLCs, automation, and control systems in high tech production, manufacturing, distribution, and engineering research and development facilities.

This program is eligible for federal and state financial aid. Contact the Financial Aid Office for further information about your individual eligibility.

The Economic Security Report provides students, parents, and others with employment, earnings, and other outcome information on graduates of Florida's public institutions of higher education, e.g., State University System, Florida College System, and District Technical Centers. To view the report, please go to <https://pr.cf.edu/files/community/economic-security-report.pdf>.

## Requirements

### Advanced Manufacturing Specialization Courses

- ETM2401 - Mechanical Devices and Systems *Credits: 3*
- ETS1700 - Hydraulics and Pneumatics *Credits: 3*
- ETS1540 - Industrial Applications Using PLCs and Robotics *Credits: 3*
- ETI1843 - Motors and Controls *Credits: 3*
- ETS1542 - Introduction to PLCs *Credits: 3*
- ETS1535 - Automation Process Control *Credits: 3*

### Program Core Courses

- CGS1100 - Microcomputer Applications *Credits: 3*
- EGN1111 - Engineering Graphics *Credits: 3*
- ETI1411 - Manufacturing Processes I *Credits: 3*
- EET1084 - Survey of Electronics *Credits: 3*
- ETI1117 - Introduction to Quality Control *Credits: 3*
- ETI1720C - Industrial Safety *Credits: 3*
- ETI1151 - Instrument Techniques and Measurement *Credits: 3*

### Program Electives

Choose 6 credits from the courses listed below:

- EET1082 - Introduction to Electronics *Credits: 3*
- CGS2103 - Spreadsheet Applications *Credits: 3*
- EGS1949 - Work Experience I *Credits: 3*
- ETI1622 - Concepts of Lean Manufacturing and Six Sigma *Credits: 3*
- ETI1628 - Developing and Coaching Self-Directed Work Teams *Credits: 3*
- ETI2610 - Six Sigma for the Expert *Credits: 3*
- ETI2623 - Lean Enterprise for the Expert *Credits: 3*
- MAN2021 - Principles of Management *Credits: 3*
- MAN2582 - Introduction to Project Management *Credits: 3*
- MAC1105 - College Algebra *Credits: 3\*\**

- MAC1114 - Trigonometry *Credits: 3*
- MAC1140 - Precalculus (Algebra) *Credits: 3\*\**
- MAC1147 - Precalculus Algebra/Trigonometry *Credits: 5\*\**
- MAC2311 - Calculus I with Analytic Geometry *Credits: 5\*\**
- MAC2312 - Calculus II with Analytic Geometry *Credits: 5\*\**
- OST1100 - Introduction to Word *Credits: 3*
- ETD2364 - 3D Modeling with Solid Works *Credits: 3*
- EGS1006 - Introduction to the Engineering Profession *Credits: 1*
- EGN1007C - Engineering Concepts and Measures *Credits: 1*

### General Education Courses

- ENC1101 - Freshman Composition Skills I *Credits: 3\*\**

One of the Following:

- MAC1105 - College Algebra *Credits: 3\*\**
- MAC1105H - Honors College Algebra *Credits: 3\*\**
- MAC2311 - Calculus I with Analytic Geometry *Credits: 5\*\**
- MAC2311H - Calculus I with Analytic Geometry Honors *Credits: 5\*\**
- MGF1106 - Liberal Arts Mathematics *Credits: 3\*\**
- MGF1107 - Mathematical Explorations *Credits: 3\*\**
- STA2023 - Elementary Statistics *Credits: 3\*\**
- STA2023H - Honors Elementary Statistics *Credits: 3\*\**

One of the Following:

- ARH1000 - Art Appreciation *Credits: 3*
- HUM1020 - Introduction to the Humanities *Credits: 3*
- HUM1020H - Honors Introduction to the Humanities *Credits: 3*
- LIT1000 - Introduction to Literature *Credits: 3*
- MUL1010 - Music Appreciation *Credits: 3*
- PHI2010 - Introduction to Philosophy *Credits: 3*
- THE1000 - Theatre Appreciation *Credits: 3*

One of the Following:

- AMH2020 - United States History Since 1877 *Credits: 3*
- POS2041 - American National Government *Credits: 3*

One of the Following:

- PHY1020 - Elementary Physics for the Nonscience Majors *Credits: 3*
- PHY1053C - General Physics I with Lab *Credits: 4*
- PHY2048C - General Physics with Calculus I with Lab *Credits: 5*
- PHY2048CH - General Physics with Calculus with Lab Honors *Credits: 5*

### Total Credit Hours: 60

\*\* This course may be used to satisfy the Gordon Rule requirement.

# Engineering Technology - Electronics Specialization, A.S.

**2385:** A.S. Degree in Engineering Technology - Electronics Specialization (60 Credit Hours)  
**CIP:** 15.0000  
**FL CIP:** 1615000001  
**SOC:** 17-3023

The Associate in Science program in Engineering Technology - Electronics Specialization prepares students for initial employment with an occupational title as Electronics or Electronics Test Technician in various specialized areas, or to provide supplemental training for persons previously or currently employed in these occupations.

This program is eligible for federal and state financial aid. Contact the Financial Aid Office for further information about your individual eligibility.

The Economic Security Report provides students, parents, and others with employment, earnings, and other outcome information on graduates of Florida's public institutions of higher education, e.g., State University System, Florida College System, and District Technical Centers. To view the report, please go to <https://pr.cf.edu/files/community/economic-security-report.pdf>.

## Requirements

### Electronics Specialization Courses

- EET1015 - DC Circuits *Credits: 3*
- EET1025 - AC Circuits *Credits: 3*
- EET1140 - Electronic Devices and Circuits *Credits: 3*
- EET1155C - Linear Integrated Circuits *Credits: 3*
- EET1610 - High Reliability Soldering *Credits: 3*
- CET1114 - Digital Circuits *Credits: 3*

### Program Core Courses

- CGS1100 - Microcomputer Applications *Credits: 3*
- EGN1111 - Engineering Graphics *Credits: 3*
- EET1084 - Survey of Electronics *Credits: 3*
- ETI1411 - Manufacturing Processes I *Credits: 3*
- ETI1117 - Introduction to Quality Control *Credits: 3*
- ETI1720C - Industrial Safety *Credits: 3*
- ETI1151 - Instrument Techniques and Measurement *Credits: 3*

### Program Electives

Choose 6 credits from the courses listed below:

- ETI1622 - Concepts of Lean Manufacturing and Six Sigma *Credits: 3*
- ETI1628 - Developing and Coaching Self-Directed Work Teams *Credits: 3*
- ETI2610 - Six Sigma for the Expert *Credits: 3*
- ETI2623 - Lean Enterprise for the Expert *Credits: 3*
- ETS1542 - Introduction to PLCs *Credits: 3*
- ETI1843 - Motors and Controls *Credits: 3*
- ETM2401 - Mechanical Devices and Systems *Credits: 3*
- ETS1700 - Hydraulics and Pneumatics *Credits: 3*
- MAC1105 - College Algebra *Credits: 3\*\**
- MAC1140 - Precalculus (Algebra) *Credits: 3\*\**

- MAC2311 - Calculus I with Analytic Geometry *Credits: 5\*\**
- MAC2312 - Calculus II with Analytic Geometry *Credits: 5\*\**
- PHY2048C - General Physics with Calculus I with Lab *Credits: 5*
- EET1620 - Advanced Surface Mount Technology *Credits: 3*
- EET1082 - Introduction to Electronics *Credits: 3*
- EGN1007C - Engineering Concepts and Measures *Credits: 1*
- EGS1006 - Introduction to the Engineering Profession *Credits: 1*
- COP1030 - Fundamental Programming Concepts *Credits: 3*
- ETD2364 - 3D Modeling with Solid Works *Credits: 3*
- OST1100 - Introduction to Word *Credits: 3*
- CGS2103 - Spreadsheet Applications *Credits: 3*

### General Education Courses

- ENC1101 - Freshman Composition Skills I *Credits: 3\*\**

One of the Following:

- MAC1105 - College Algebra *Credits: 3\*\**
- MAC1105H - Honors College Algebra *Credits: 3\*\**
- MAC2311 - Calculus I with Analytic Geometry *Credits: 5\*\**
- MAC2311H - Calculus I with Analytic Geometry Honors *Credits: 5\*\**
- MGF1106 - Liberal Arts Mathematics *Credits: 3\*\**
- MGF1107 - Mathematical Explorations *Credits: 3\*\**
- STA2023 - Elementary Statistics *Credits: 3\*\**
- STA2023H - Honors Elementary Statistics *Credits: 3\*\**

One of the Following:

- ARH1000 - Art Appreciation *Credits: 3*
- HUM1020 - Introduction to the Humanities *Credits: 3*
- HUM1020H - Honors Introduction to the Humanities *Credits: 3*
- LIT1000 - Introduction to Literature *Credits: 3*
- MUL1010 - Music Appreciation *Credits: 3*
- PHI2010 - Introduction to Philosophy *Credits: 3*
- THE1000 - Theatre Appreciation *Credits: 3*

One of the Following:

- AMH2020 - United States History Since 1877 *Credits: 3*
- POS2041 - American National Government *Credits: 3*

One of the Following:

- PHY1020 - Elementary Physics for the Nonscience Majors *Credits: 3*
- PHY1053C - General Physics I with Lab *Credits: 4*
- PHY2048C - General Physics with Calculus I with Lab *Credits: 5*
- PHY2048CH - General Physics with Calculus with Lab Honors *Credits: 5*

### Total Credit Hours: 60

\*\* This course may be used to satisfy the Gordon Rule requirement.

# Engineering Technology - Quality Specialization, A.S.

**2298:** A.S. Degree in Engineering Technology - Quality Specialization (60 Credit Hours)  
**CIP:** 15.0000  
**FL CIP:** 1615000001  
**SOC:** 17-3027

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.

This program is eligible for federal and state financial aid. Contact the Financial Aid Office for further information about your individual eligibility.

The Economic Security Report provides students, parents, and others with employment, earnings, and other outcome information on graduates of Florida's public institutions of higher education, e.g., State University System, Florida College System, and District Technical Centers. To view the report, please go to <https://pr.cf.edu/files/community/economic-security-report.pdf>.

## Requirements

### Quality Specialization Courses

- CGS2103 - Spreadsheet Applications *Credits: 3*
- MAN2582 - Introduction to Project Management *Credits: 3*
- ETI1622 - Concepts of Lean Manufacturing and Six Sigma *Credits: 3*
- ETI2623 - Lean Enterprise for the Expert *Credits: 3*
- ETI1628 - Developing and Coaching Self-Directed Work Teams *Credits: 3*
- ETI2610 - Six Sigma for the Expert *Credits: 3*

### Program Core Courses

- CGS1100 - Microcomputer Applications *Credits: 3*
- EGN1111 - Engineering Graphics *Credits: 3*
- ETI1411 - Manufacturing Processes I *Credits: 3*
- ETI1117 - Introduction to Quality Control *Credits: 3*
- EET1084 - Survey of Electronics *Credits: 3*
- ETI1720C - Industrial Safety *Credits: 3*
- ETI1151 - Instrument Techniques and Measurement *Credits: 3*

### Program Electives

Choose 6 credits from the courses listed below:

- EET1082 - Introduction to Electronics *Credits: 3*
- MAN2021 - Principles of Management *Credits: 3*
- EGS1949 - Work Experience I *Credits: 3*
- ETI1843 - Motors and Controls *Credits: 3*
- ETM2401 - Mechanical Devices and Systems *Credits: 3*
- ETS1535 - Automation Process Control *Credits: 3*
- ETS1540 - Industrial Applications Using PLCs and Robotics *Credits: 3*

- ETS1542 - Introduction to PLCs *Credits: 3*
- ETS1700 - Hydraulics and Pneumatics *Credits: 3*
- TRA2154 - Introduction to Supply Chain Management *Credits: 3*
- TRA2010 - Transportation and Distribution *Credits: 3*
- TRA2131 - Purchasing and Inventory Management *Credits: 3*
- TRA2230 - Warehouse Management *Credits: 3*
- MAC1105 - College Algebra *Credits: 3\*\**
- MAC1114 - Trigonometry *Credits: 3*
- MAC1140 - Precalculus (Algebra) *Credits: 3\*\**
- MAC1147 - Precalculus Algebra/Trigonometry *Credits: 5\*\**
- MAC2311 - Calculus I with Analytic Geometry *Credits: 5\*\**
- MAC2312 - Calculus II with Analytic Geometry *Credits: 5\*\**
- PHY2048C - General Physics with Calculus I with Lab *Credits: 5*
- ENC1102 - Freshman Composition Skills II *Credits: 3\*\**
- OST1100 - Introduction to Word *Credits: 3*
- ETD2364 - 3D Modeling with Solid Works *Credits: 3*
- EGS1006 - Introduction to the Engineering Profession *Credits: 1*
- EGN1007C - Engineering Concepts and Measures *Credits: 1*

### General Education Courses

- ENC1101 - Freshman Composition Skills I *Credits: 3\*\**

One of the Following:

- MAC1105 - College Algebra *Credits: 3\*\**
- MAC1105H - Honors College Algebra *Credits: 3\*\**
- MAC2311 - Calculus I with Analytic Geometry *Credits: 5\*\**
- MAC2311H - Calculus I with Analytic Geometry Honors *Credits: 5\*\**
- MGF1106 - Liberal Arts Mathematics *Credits: 3\*\**
- MGF1107 - Mathematical Explorations *Credits: 3\*\**
- STA2023 - Elementary Statistics *Credits: 3\*\**
- STA2023H - Honors Elementary Statistics *Credits: 3\*\**

One of the Following:

- ARH1000 - Art Appreciation *Credits: 3*
- HUM1020 - Introduction to the Humanities *Credits: 3*
- HUM1020H - Honors Introduction to the Humanities *Credits: 3*
- LIT1000 - Introduction to Literature *Credits: 3*
- MUL1010 - Music Appreciation *Credits: 3*
- PHI2010 - Introduction to Philosophy *Credits: 3*
- THE1000 - Theatre Appreciation *Credits: 3*

One of the Following:

- AMH2020 - United States History Since 1877 *Credits: 3*
- POS2041 - American National Government *Credits: 3*

One of the Following:

- AST1002 - Descriptive Astronomy *Credits: 3*
- BSC1005 - Introduction to Biology *Credits: 3*

- BSC1005H - Introduction to Biology Honors *Credits: 3*
- BSC2010 - Integrated Principles of Biology I *Credits: 3*
- BSC2085 - Human Anatomy and Physiology I *Credits: 3*
- CHM1020 - Chemistry for Liberal Studies *Credits: 4*
- CHM2045 - General Chemistry I *Credits: 3*
- ESC1000 - Earth Science *Credits: 3*
- EVR1001 - Introduction to Environmental Science *Credits: 3*
- EVR1001H - Introduction to Environmental Science Honors *Credits: 3*
- PHY1020 - Elementary Physics for the Nonscience Majors *Credits: 3*
- PHY1053C - General Physics I with Lab *Credits: 4*
- PHY2048C - General Physics with Calculus I with Lab *Credits: 5*
- PHY2048CH - General Physics with Calculus with Lab Honors *Credits: 5*

**Total Credit Hours: 60**

\*\* This course may be used to satisfy the Gordon Rule requirement.

## Equine Studies - Business Management Specialization, A.S.

**2292:** A.S. Degree in Equine Studies - Business Management Specialization (60 Credit Hours)

**CIP:** 01.0507

**FL CIP:** 1101050701

**SOC:** 45-1011

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. Additional information about this program can be found at [CF.edu/Equine](http://CF.edu/Equine) or by calling 352-854-2322, ext.1516.

This program is eligible for federal and state financial aid. Contact the Financial Aid Office for further information about your individual eligibility.

The Economic Security Report provides students, parents, and others with employment, earnings, and other outcome information on graduates of Florida's public institutions of higher education, e.g., State University System, Florida College System, and District Technical Centers. To view the report, please go to <https://pr.cf.edu/files/community/economic-security-report.pdf>.

## Requirements

### Program Core Courses

*Note: ENC1102 recommended for A.A. degree*

- ANS1073C - Equine Anatomy and Physiology *Credits: 3*
- CGS1100 - Microcomputer Applications *Credits: 3*

- ANS1238C - Equine Behavior and Psychology *Credits: 3*
- ANS1237C - Equine Health Care *Credits: 3*
- OST2335 - Business Communications *Credits: 3* \*\*  
**OR**
- ENC1102 - Freshman Composition Skills II *Credits: 3* \*\*
- ANS2403 - Equine Nutrition *Credits: 3*
- ANS1016 - Basic Horse Handling and Safety *Credits: 3*  
**OR**
- ANS2232C - Advanced Horse Handling Skills *Credits: 3*
- ANS1949 - Work Experience I *Credits: 3*

### Business Management Specialization

- ANS1223 - Equine Conformation Analysis *Credits: 3*
- ANS1315 - Equine Reproduction *Credits: 3*
- ANS1222 - Equine Sales and Marketing *Credits: 3*
- AEB2137C - Equine Business Management *Credits: 3*

### Equine Electives (9 Credits)

- ANS1236 - Introduction to Equine Science *Credits: 3*
- ANS1220 - Equine Sport and Competition *Credits: 3*
- SPN1120 - Elementary Spanish I *Credits: 4*
- ATE2623 - Equine First Aid *Credits: 3*
- Additional Equine credits (maximum of 9 credits from other Equine specialization)

### General Education Courses

- ENC1101 - Freshman Composition Skills I *Credits: 3* \*\*

### One of the Following:

- MAC1105 - College Algebra *Credits: 3* \*\*
- MAC1105H - Honors College Algebra *Credits: 3* \*\*
- MAC2311 - Calculus I with Analytic Geometry *Credits: 5* \*\*
- MAC2311H - Calculus I with Analytic Geometry Honors *Credits: 5* \*\*
- MGF1106 - Liberal Arts Mathematics *Credits: 3* \*\*
- MGF1107 - Mathematical Explorations *Credits: 3* \*\*
- STA2023 - Elementary Statistics *Credits: 3* \*\*
- STA2023H - Honors Elementary Statistics *Credits: 3* \*\*

### One of the Following:

- ARH1000 - Art Appreciation *Credits: 3*
- HUM1020 - Introduction to the Humanities *Credits: 3*
- HUM1020H - Honors Introduction to the Humanities *Credits: 3*
- LIT1000 - Introduction to Literature *Credits: 3*
- MUL1010 - Music Appreciation *Credits: 3*
- PHI2010 - Introduction to Philosophy *Credits: 3*
- THE1000 - Theatre Appreciation *Credits: 3*

### One of the Following:

- AMH2020 - United States History Since 1877 *Credits: 3*
- POS2041 - American National Government *Credits: 3*

One of the Following:

- AST1002 - Descriptive Astronomy *Credits: 3*
- BSC1005 - Introduction to Biology *Credits: 3*
- BSC1005H - Introduction to Biology Honors *Credits: 3*
- BSC2010 - Integrated Principles of Biology I *Credits: 3*
- BSC2085 - Human Anatomy and Physiology I *Credits: 3*
- CHM1020 - Chemistry for Liberal Studies *Credits: 4*
- CHM2045 - General Chemistry I *Credits: 3*
- ESC1000 - Earth Science *Credits: 3*
- EVR1001 - Introduction to Environmental Science *Credits: 3*
- EVR1001H - Introduction to Environmental Science Honors *Credits: 3*
- PHY1020 - Elementary Physics for the Nonscience Majors *Credits: 3*
- PHY1053C - General Physics I with Lab *Credits: 4*
- PHY2048C - General Physics with Calculus I with Lab *Credits: 5*
- PHY2048CH - General Physics with Calculus with Lab Honors *Credits: 5*

**Total Credit Hours: 60**

\*\* This course may be used to satisfy the Gordon Rule requirement.

## Equine Studies - Equine Exercise Physiology, A.S.

**2309:** A.S. Degree in Equine Studies - Equine Exercise Physiology (60 Credit Hours)

**CIP:** 01.0507

**FL CIP:** 1101050701

**SOC:** 45-1011

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. Additional information about this program can be found at [CF.edu/Equine](http://CF.edu/Equine) or by calling 352-854-2322, ext. 1516.

This program is eligible for federal and state financial aid. Contact the Financial Aid Office for further information about your individual eligibility.

The Economic Security Report provides students, parents, and others with employment, earnings, and other outcome information on graduates of Florida's public institutions of higher education, e.g., State University System, Florida College System, and District Technical Centers. To view the report, please go to <https://pr.cf.edu/files/community/economic-security-report.pdf>.

## Requirements

### Program Core Courses

*Note: ENC1102 is recommended for A.A. degree*

- ANS1073C - Equine Anatomy and Physiology *Credits: 3*

- ANS1016 - Basic Horse Handling and Safety *Credits: 3*  
**OR**
- ANS2232C - Advanced Horse Handling Skills *Credits: 3*
- CGS1100 - Microcomputer Applications *Credits: 3*
- ANS1238C - Equine Behavior and Psychology *Credits: 3*
- ENC1102 - Freshman Composition Skills II *Credits: 3*  
**\*\***  
**OR**
- OST2335 - Business Communications *Credits: 3*  
**\*\***
- ANS2403 - Equine Nutrition *Credits: 3*
- ANS1237C - Equine Health Care *Credits: 3*
- ANS1949 - Work Experience I *Credits: 3*

### Exercise Physiology Specialization

- ANS2072C - Equine Manual Therapies *Credits: 3*
- ANS2075 - Equine Locomotion *Credits: 3*
- ANS2074C - Injury and Rehabilitation of Horses *Credits: 3*
- ANS2076C - Physiology of Equine Exercise *Credits: 3*

### Equine Electives (9 Credits)

- ANS1236 - Introduction to Equine Science *Credits: 3*
- ANS1220 - Equine Sport and Competition *Credits: 3*
- SPN1120 - Elementary Spanish I *Credits: 4*
- ATE2623 - Equine First Aid *Credits: 3*
- Additional Equine credits (maximum of 9 credits from other Equine specialization)

### General Education Courses

- ENC1101 - Freshman Composition Skills I *Credits: 3*  
**\*\***

One of the Following:

- MAC1105 - College Algebra *Credits: 3*  
**\*\***
- MAC1105H - Honors College Algebra *Credits: 3*  
**\*\***
- MAC2311 - Calculus I with Analytic Geometry *Credits: 5*  
**\*\***
- MAC2311H - Calculus I with Analytic Geometry Honors *Credits: 5*  
**\*\***
- MGF1106 - Liberal Arts Mathematics *Credits: 3*  
**\*\***
- MGF1107 - Mathematical Explorations *Credits: 3*  
**\*\***
- STA2023 - Elementary Statistics *Credits: 3*  
**\*\***
- STA2023H - Honors Elementary Statistics *Credits: 3*  
**\*\***

One of the Following:

- ARH1000 - Art Appreciation *Credits: 3*
- HUM1020 - Introduction to the Humanities *Credits: 3*
- HUM1020H - Honors Introduction to the Humanities *Credits: 3*
- LIT1000 - Introduction to Literature *Credits: 3*
- MUL1010 - Music Appreciation *Credits: 3*
- PHI2010 - Introduction to Philosophy *Credits: 3*
- THE1000 - Theatre Appreciation *Credits: 3*

One of the Following:

- AMH2020 - United States History Since 1877 *Credits: 3*
- POS2041 - American National Government *Credits: 3*

One of the Following:

- AST1002 - Descriptive Astronomy *Credits: 3*
- BSC1005 - Introduction to Biology *Credits: 3*
- BSC1005H - Introduction to Biology Honors *Credits: 3*
- BSC2010 - Integrated Principles of Biology I *Credits: 3*
- BSC2085 - Human Anatomy and Physiology I *Credits: 3*
- CHM1020 - Chemistry for Liberal Studies *Credits: 4*
- CHM2045 - General Chemistry I *Credits: 3*
- ESC1000 - Earth Science *Credits: 3*
- EVR1001 - Introduction to Environmental Science *Credits: 3*
- EVR1001H - Introduction to Environmental Science Honors *Credits: 3*
- PHY1020 - Elementary Physics for the Nonscience Majors *Credits: 3*
- PHY1053C - General Physics I with Lab *Credits: 4*
- PHY2048C - General Physics with Calculus I with Lab *Credits: 5*
- PHY2048CH - General Physics with Calculus with Lab Honors *Credits: 5*

**Total Credit Hours: 60**

\*\* This course may be used to satisfy the Gordon Rule requirement.

## Medical Office Administration, A.S.

**2247:** A.S. Degree in Medical Office Administration (60 Credit Hours)

**CIP:** 51.0705

**FL CIP:** 1551070500

**SOC:** 43-1011

This two-year program prepares students to work in the medical office environment. In virtually every type of business, administrative assistants help offices run effectively and efficiently. The program also emphasizes records management, insurance, billing and coding, and other front office activities.

This program is eligible for federal and state financial aid. Contact the Financial Aid Office for further information about your individual eligibility.

The Economic Security Report provides students, parents, and others with employment, earnings, and other outcome information on graduates of Florida's public institutions of higher education, e.g., State University System, Florida College System, and District Technical Centers. To view the report, please go to <https://pr.cf.edu/files/community/economic-security-report.pdf>.

## Requirements

### Program Courses

- OST1100 - Introduction to Word *Credits: 3*
- CGS1100 - Microcomputer Applications *Credits: 3*
- HIM1800 - Introduction to Health Information Technology *Credits: 3*
- OST2335 - Business Communications *Credits: 3\*\**
- OST1110 - Intermediate Word *Credits: 3*
- HSC2531 - Medical Terminology *Credits: 3*
- OST1384 - Customer Service *Credits: 3*
- HIM2260 - Medical Billing and Reimbursement *Credits: 3*

- OST1949 - Work Experience I *Credits: 3*
- OST2401 - Office Administration: Procedures *Credits: 3*
- ACG2021 - Financial Accounting *Credits: 3*
- OST2461 - Medical Office Procedures *Credits: 3*
- OST2717 - Advanced Word *Credits: 3*
- OR**
- OST2402 - Office Administration: Simulation *Credits: 3*

### Program Electives

Choose an additional 6 credit hours from the courses listed below:

- HIM1430 - Concepts of Disease *Credits: 3*
- ECO2013 - Principles of Economics - Macro *Credits: 3*
- GEB2350 - Introduction to International Business *Credits: 3*
- MAN2021 - Principles of Management *Credits: 3*
- HIM2012 - Legal Aspects of Medical Records *Credits: 3*
- GEB2430 - Ethics in Management *Credits: 3*
- GEB1011 - Introduction to Business *Credits: 3*
- CGS2540 - Database Management Systems *Credits: 3*
- CET1171 - Introduction to Computer Technology *Credits: 3*
- CGS2103 - Spreadsheet Applications *Credits: 3*
- ACG2450 - Integrated Accounting *Credits: 3*

### General Education Courses

- ENC1101 - Freshman Composition Skills I *Credits: 3*
- \*\***

One of the Following:

- MAC1105 - College Algebra *Credits: 3\*\**
- MAC1105H - Honors College Algebra *Credits: 3\*\**
- MAC2311 - Calculus I with Analytic Geometry *Credits: 5\*\**
- MAC2311H - Calculus I with Analytic Geometry Honors *Credits: 5\*\**
- MGF1106 - Liberal Arts Mathematics *Credits: 3\*\**
- MGF1107 - Mathematical Explorations *Credits: 3\*\**
- STA2023 - Elementary Statistics *Credits: 3\*\**
- STA2023H - Honors Elementary Statistics *Credits: 3\*\**

One of the Following:

- ARH1000 - Art Appreciation *Credits: 3*
- HUM1020 - Introduction to the Humanities *Credits: 3*
- HUM1020H - Honors Introduction to the Humanities *Credits: 3*
- LIT1000 - Introduction to Literature *Credits: 3*
- MUL1010 - Music Appreciation *Credits: 3*
- PHI2010 - Introduction to Philosophy *Credits: 3*
- THE1000 - Theatre Appreciation *Credits: 3*

One of the Following:

- AMH2020 - United States History Since 1877 *Credits: 3*
- POS2041 - American National Government *Credits: 3*

One of the Following:

- BSC2085 - Human Anatomy and Physiology I *Credits: 3*

## Total Credit Hours: 60

\*\* This course may be used to satisfy the Gordon Rule requirement.

## Nursing - L.P.N to A.D.N. 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

**This is a limited-access program.** Please consult [CF.edu/LimitedAccess](http://CF.edu/LimitedAccess) for information on limited-access programs.

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 Accrediting Commission for Education in Nursing, Inc., 3390 Peachtree Road NE, Suite 1400, Atlanta, Georgia 30326, telephone 404-975-5000.

The Associate in Science Degree Nursing LPN-ADN Bridge Option is a **limited-access program**.

A limited-access program is one in which both program admission and course registration are restricted to a certain number of students meeting predetermined criteria. Limited access status is justified when student demand exceeds available resources or accreditation requirements (i.e., student/faculty ratios, instructional facilities and equipment, clinical sites) or the nature of the program calls for specific admission requirements. Limited-access programs have admissions processes and criteria beyond general college admissions. While any student meeting the minimum criteria is encouraged to apply, not all applicants may be accepted.

### Criteria for Application

- Be admitted to CF in good standing.
- Completion of online information session.
- At the time the bridge application is submitted, the student must have completed or be currently enrolled in the last of the prerequisite courses required for the program.
- Minimum 2.0 college GPA and minimum 2.5 GPA for nursing curriculum courses.
- Placement testing, including the Psychological Services Bureau - RN School Aptitude exam and Health Sciences Reasoning Test - Numeracy exam.
- Preference is given to residents of the CF service area: Marion, Citrus and Levy county.
- Current Florida LPN License.
- Current American Heart Association Basic Life Support for Health Care Provider certification.

#### **Additional Criteria Apply Once Admitted to the Program:**

- Criminal background check.
- ADN online orientation.
- Nursing orientation.
- Physical Examination Form, Current Immunization Form, Personal History Form and minimum 10 Panel Drug

Screening.

- Professional liability insurance, retained by the college and included in tuition and fees.

Application directions are explained in the required online information session. Go to [CF.edu/LimitedAccess](http://CF.edu/LimitedAccess) for additional information.

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.

This program is eligible for federal and state financial aid. Contact the Financial Aid Office for further information about your individual eligibility.

The Economic Security Report provides students, parents, and others with employment, earnings, and other outcome information on graduates of Florida's public institutions of higher education, e.g., State University System, Florida College System, and District Technical Centers. To view the report, please go to <https://pr.cf.edu/files/community/economic-security-report.pdf>.

## Requirements

### General Education Courses

Criteria for Required Sciences (Human Anatomy and Physiology I with lab, Human Anatomy and Physiology II with lab, and Microbiology with lab):

- Must be fewer than seven years old at the time of starting the first semester of nursing.
- For science courses older than seven years applicants may choose to:
  - Retake the course(s); or
  - Pass an appropriate exam administered by the Science Department. If the applicant chooses to take an exam, he or she must make the arrangements in the Science Department. Exam is \$100 per course. For both of these options, the applicant must see a Health Sciences advisor.
- All other general education courses required for the program have no time limitation.

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.

- ENC1101 - Freshman Composition Skills I *Credits: 3* \*\*
- HUN1201 - Human Nutrition *Credits: 3*
- PSY2012 - General Psychology *Credits: 3*
- MCB2010 - Microbiology *Credits: 3*
- MCB2010L - Microbiology Lab *Credits: 1*
- BSC2085 - Human Anatomy and Physiology I *Credits: 3*
- BSC2085L - Human Anatomy and Physiology I Lab *Credits: 1*
- BSC2086 - Human Anatomy and Physiology II *Credits: 3*
- BSC2086L - Human Anatomy and Physiology II Lab *Credits: 1*
- DEP2004 - Human Growth and Development *Credits: 3* \*\*

- MAC1105 - College Algebra *Credits: 3\*\**  
**OR**
- STA2023 - Elementary Statistics *Credits: 3\*\**
- AMH2020 - United States History Since 1877 *Credits: 3*  
**OR**
- POS2041 - American National Government *Credits: 3*

One of the Following:

- ARH1000 - Art Appreciation *Credits: 3*
- HUM1020 - Introduction to the Humanities *Credits: 3*
- HUM1020H - Honors Introduction to the Humanities *Credits: 3*
- LIT1000 - Introduction to Literature *Credits: 3*
- MUL1010 - Music Appreciation *Credits: 3*
- PHI2010 - Introduction to Philosophy *Credits: 3*
- THE1000 - Theatre Appreciation *Credits: 3*

#### Program Core Courses

- NUR1004C - Bridge Clinical Concepts *Credits: 7*
- NUR1520C - Behavioral Concepts in Nursing *Credits: 2*
- NUR2243C - Clinical Concepts III *Credits: 4*
- NUR2440C - Developmental Concepts in Nursing *Credits: 3*
- NUR2010 - Professional Issues in Nursing *Credits: 2*
- NUR2244C - Clinical Concepts IV *Credits: 7*
- NUR2811C - Capstone Clinical *Credits: 2*

**Total Credit Hours: 60**

\*\* This course may be used to satisfy the Gordon Rule requirement.

Note:

- The required General Education course sequencing is explained in the online information session.
- 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.

## Nursing - Paramedic to A.D.N. Bridge

**2140:** A.S. Degree in Nursing - Paramedic to Associate Degree Nursing Bridge (60 Credit Hours)

**CIP:** 51.1699

**FL CIP:** 1351380100

**SOC:** 29-1141

**This is a limited-access program.** Please consult

CF.edu/LimitedAccess for information on limited-access programs.

The bridge option is designed to build upon the paramedic'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 Accrediting Commission for Education in Nursing, Inc., 3390 Peachtree Road NE, Suite 1400, Atlanta, Georgia 30326, telephone 404-975-5000.

The Associate in Science Degree Nursing Paramedic-ADN Bridge Option is a **limited-access program**.

A limited-access program is one in which both program admission and course registration are restricted to a certain number of students meeting predetermined criteria. Limited access status is justified when student demand exceeds available resources or accreditation requirements (i.e., student/faculty ratios, instructional facilities and equipment, clinical sites) or the nature of the program calls for specific admission requirements. Limited-access programs have admissions processes and criteria beyond general college admissions. While any student meeting the minimum criteria is encouraged to apply, not all applicants may be accepted.

#### Criteria for Application

- Be admitted to CF in good standing.
- Completion of online information session.
- At the time the bridge application is submitted, the student must have completed or be currently enrolled in the last of the prerequisite courses required for the program.
- Minimum 2.0 college GPA and minimum 2.5 GPA for nursing curriculum courses.
- Placement testing, including the TEAS - RN.
- Preference is given to residents of the CF service area: Marion, Citrus and Levy county.
- Current Florida State or National Registry Paramedic certificate.
- Current American Heart Association Basic Life Support for Health Care Provider certification.

#### **Additional Criteria Apply Once Admitted to the Program:**

- Criminal background check.
- ADN online orientation.
- Nursing orientation.
- Physical Examination Form, Current Immunization Form, Personal History Form and minimum 10 Panel Drug Screening.
- Professional liability insurance, retained by the college and included in tuition and fees.

Application directions are explained in the required online information session. Go to CF.edu/LimitedAccess for additional information.

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.

The Economic Security Report provides students, parents, and others with employment, earnings, and other outcome information on graduates of Florida's public institutions of higher education, e.g., State University System, Florida College System, and District



## Requirements

### General Education Courses

Criteria for Required Sciences (Human Anatomy and Physiology I with lab, Human Anatomy and Physiology II with lab, and Microbiology with lab):

- Must be fewer than seven years old at the time of starting the first semester of nursing.
- For science courses older than seven years applicants may choose to:
  - Retake the course(s); or
  - Pass an appropriate exam administered by the Science Department. If the applicant chooses to take an exam, he or she must make the arrangements in the Science Department. Exam is \$100 per course. For both of these options, the applicant must see a Health Sciences advisor.
- All other general education courses required for the program have no time limitation.

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.

- ENC1101 - Freshman Composition Skills I *Credits: 3* \*\*
- HUN1201 - Human Nutrition *Credits: 3*
- PSY2012 - General Psychology *Credits: 3*
- MCB2010 - Microbiology *Credits: 3*
- MCB2010L - Microbiology Lab *Credits: 1*
- BSC2085 - Human Anatomy and Physiology I *Credits: 3*
- BSC2085L - Human Anatomy and Physiology I Lab *Credits: 1*
- BSC2086 - Human Anatomy and Physiology II *Credits: 3*
- BSC2086L - Human Anatomy and Physiology II Lab *Credits: 1*
- DEP2004 - Human Growth and Development *Credits: 3* \*\*
- AMH2020 - United States History Since 1877 *Credits: 3*  
OR
- POS2041 - American National Government *Credits: 3*
- MAC1105 - College Algebra *Credits: 3* \*\*  
OR
- STA2023 - Elementary Statistics *Credits: 3* \*\*

One of the Following:

- ARH1000 - Art Appreciation *Credits: 3*
- HUM1020 - Introduction to the Humanities *Credits: 3*
- HUM1020H - Honors Introduction to the Humanities *Credits: 3*
- LIT1000 - Introduction to Literature *Credits: 3*
- MUL1010 - Music Appreciation *Credits: 3*
- PHI2010 - Introduction to Philosophy *Credits: 3*
- THE1000 - Theatre Appreciation *Credits: 3*

### Program Core Courses

- NUR1006C - Transitions to Nursing Concepts *Credits: 7*
- NUR1520C - Behavioral Concepts in Nursing *Credits: 2*
- NUR2243C - Clinical Concepts III *Credits: 4*
- NUR2440C - Developmental Concepts in Nursing *Credits: 3*
- NUR2010 - Professional Issues in Nursing *Credits: 2*
- NUR2244C - Clinical Concepts IV *Credits: 7*
- NUR2811C - Capstone Clinical *Credits: 2*

### Total Credit Hours: 60

\*\* This course may be used to satisfy the Gordon Rule requirement.

Note:

- The required General Education course sequencing is explained in the online information session.
- 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 6 a.m. and 10 p.m. Monday through Saturday.
- 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.

## Nursing, R.N.

**2137:** A.S. Degree in Nursing, R.N. (72 Credit Hours)

**CIP:** 51.1699

**FL CIP:** 1351380100

**SOC:** 29-1141

**This is a limited-access program.** Please consult [CF.edu/LimitedAccess](http://CF.edu/LimitedAccess) for information on limited-access programs.

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 Accrediting Commission for Education in Nursing, Inc., 3390 Peachtree Road, NE, Suite 1400, Atlanta, Georgia 30326, telephone 404-975-5000.

Application directions are explained in the required online information session. Go to [CF.edu/Nursing](http://CF.edu/Nursing) for additional information.

The Associate Degree Nursing program may be completed through either the full-time or the part-time track. In the full-time track, nursing courses are completed over four semesters. The student may take specific General Education courses along with the nursing courses.

In the part-time track, students must complete ALL nursing curriculum General Education courses PRIOR to beginning Foundations in Nursing and Clinical Concepts I. Part-time students enter the nursing program in the spring semester only. The student completes fewer nursing credits per semester, but takes nursing courses over summer as well as fall and spring semesters.

See the comparison of nursing courses for full- and part-time tracks within the online Information Session.

This program is eligible for federal and state financial aid. Contact the Financial Aid Office for further information about your individual eligibility.

The Economic Security Report provides students, parents, and others with employment, earnings, and other outcome information on graduates of Florida's public institutions of higher education, e.g., State University System, Florida College System, and District Technical Centers. To view the report, please go to <https://pr.cf.edu/files/community/economic-security-report.pdf>.

## Full-Time Track

Students in the Full-Time track may complete general education courses prior to beginning NUR courses, but may take them as corequisites for financial aid purposes. Students may take one of the listed alternatives in place of HUM1020.

### First Clinical Semester - Spring

*The full-time program also begins First Clinical Semester in Fall.*

- NUR1021C - Foundations in Nursing *Credits: 5*
- NUR1052C - Clinical Concepts I *Credits: 4*
- NUR1142 - Introduction to Pharmacology *Credits: 3*

Total Credit Hours: 12

### Second Clinical Semester - Fall

- NUR1520C - Behavioral Concepts in Nursing *Credits: 2*
- NUR1241C - Clinical Concepts II *Credits: 7*
- DEP2004 - Human Growth and Development *Credits: 3\*\**

Total Credit Hours: 12

### Third Clinical Semester - Spring

- NUR2243C - Clinical Concepts III *Credits: 4*
- NUR2440C - Developmental Concepts in Nursing *Credits: 3*
- NUR2010 - Professional Issues in Nursing *Credits: 2*
- AMH2020 - United States History Since 1877 *Credits: 3*  
OR
- POS2041 - American National Government *Credits: 3*

Total Credit Hours: 12

### Fourth Semester - Fall

- NUR2244C - Clinical Concepts IV *Credits: 7*
- NUR2811C - Capstone Clinical *Credits: 2*
- HUM1020 - Introduction to the Humanities *Credits: 3*

Total Credit Hours: 12

## Part-Time Track

### First Clinical Semester - Spring

- NUR1021C - Foundations in Nursing *Credits: 5*
- NUR1142 - Introduction to Pharmacology *Credits: 3*

Total Credit Hours: 8

### Second Clinical Semester - Summer

- NUR1052C - Clinical Concepts I *Credits: 4*

Total Credit Hours: 4

### Third Clinical Semester - Fall

- NUR1241C - Clinical Concepts II *Credits: 7*

Total Credit Hours: 7

### Fourth Clinical Semester - Spring

- NUR2243C - Clinical Concepts III *Credits: 4*
- NUR1520C - Behavioral Concepts in Nursing *Credits: 2*

Total Credit Hours: 6

### Fifth Semester - Summer

- NUR2010 - Professional Issues in Nursing *Credits: 2*
- NUR2440C - Developmental Concepts in Nursing *Credits: 3*

Total Credit Hours: 5

### Sixth Semester - Fall

- NUR2244C - Clinical Concepts IV *Credits: 7*
- NUR2811C - Capstone Clinical *Credits: 2*

Total Credit Hours: 9

## Requirements

### General Education Courses

Criteria for Required Sciences (Human Anatomy and Physiology I with lab, Human Anatomy and Physiology II with lab, and Microbiology with lab):

- Must be fewer than seven years old at the time of starting the first semester of nursing.
- For science courses older than seven years applicants may choose to:
  - Retake the course(s); or
  - Pass an appropriate exam administered by the Science Department. If the applicant chooses to take an exam, he or she must make the arrangements in the Science Department. Exam is \$100 per course. For both of these options, the applicant must see a Health Sciences advisor.
- All other general education courses required for the program have no time limitation.

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.

- ENC1101 - Freshman Composition Skills I *Credits: 3\*\**
- HUN1201 - Human Nutrition *Credits: 3*

- PSY2012 - General Psychology *Credits: 3*
- MCB2010 - Microbiology *Credits: 3*
- MCB2010L - Microbiology Lab *Credits: 1*
- BSC2085 - Human Anatomy and Physiology I *Credits: 3*
- BSC2085L - Human Anatomy and Physiology I Lab *Credits: 1*
- BSC2086 - Human Anatomy and Physiology II *Credits: 3*
- BSC2086L - Human Anatomy and Physiology II Lab *Credits: 1*
- DEP2004 - Human Growth and Development *Credits: 3\*\**
- MAC1105 - College Algebra *Credits: 3\*\**  
**OR**
- STA2023 - Elementary Statistics *Credits: 3\*\**
- AMH2020 - United States History Since 1877 *Credits: 3*  
**OR**
- POS2041 - American National Government *Credits: 3*

One of the Following:

- ARH1000 - Art Appreciation *Credits: 3*
- HUM1020 - Introduction to the Humanities *Credits: 3*
- HUM1020H - Honors Introduction to the Humanities *Credits: 3*
- LIT1000 - Introduction to Literature *Credits: 3*
- MUL1010 - Music Appreciation *Credits: 3*
- PHI2010 - Introduction to Philosophy *Credits: 3*
- THE1000 - Theatre Appreciation *Credits: 3*

**Total Credit Hours: 72**

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 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.
- The ADN program policies including attendance, grading, progression, clinical behaviors and readmission

guidelines are found in the student handbook that each student obtains upon beginning the program.

- 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.

## Office Administration - Legal Office Specialization, A.S.

**2250:** A.S. Degree in Office Administration - Legal Office Specialization (60 Credit Hours)

**CIP:** 52.0204

**FL CIP:** 1552020401

**SOC:** 43-6011

The Office Administration Associate in Science Legal Office Specialization option at the College of Central Florida is a two-year program that prepares students for office positions where knowledge of legal terminology and related communications are essential. Training includes emphasis on specialized skills in keyboarding and transcribing, as well as legal office procedures, accounting and business law.

This program is eligible for federal and state financial aid. Contact the Financial Aid Office for further information about your individual eligibility.

The Economic Security Report provides students, parents, and others with employment, earnings, and other outcome information on graduates of Florida's public institutions of higher education, e.g., State University System, Florida College System, and District Technical Centers. To view the report, please go to <https://pr.cf.edu/files/community/economic-security-report.pdf>.

## Requirements

### Program Courses

- OST1100 - Introduction to Word *Credits: 3*
- CGS1100 - Microcomputer Applications *Credits: 3*
- PLA1003 - Introduction to the Paralegal Field *Credits: 3*
- BUL2241 - Business Law I *Credits: 3*
- PLA2201 - Litigation Procedures *Credits: 3*
- OST1384 - Customer Service *Credits: 3*
- OST2335 - Business Communications *Credits: 3\*\**
- OST1110 - Intermediate Word *Credits: 3*
- ACG2021 - Financial Accounting *Credits: 3*
- OST2401 - Office Administration: Procedures *Credits: 3*
- OST1949 - Work Experience I *Credits: 3*
- OST2717 - Advanced Word *Credits: 3*  
**OR**
- OST2402 - Office Administration: Simulation *Credits: 3*

### Program Electives

Choose an additional 9 credit hours from the courses listed below:

- PLA1104 - Legal Research and Writing *Credits: 3*
- MAN2021 - Principles of Management *Credits: 3*

- CGS2557 - Internet Technologies *Credits: 3*
- CGS2103 - Spreadsheet Applications *Credits: 3*
- CGS2540 - Database Management Systems *Credits: 3*
- CET1171 - Introduction to Computer Technology *Credits: 3*
- ACG2450 - Integrated Accounting *Credits: 3*
- ECO2013 - Principles of Economics - Macro *Credits: 3*

#### General Education Courses

- ENC1101 - Freshman Composition Skills I *Credits: 3*  
\*\*

#### One of the Following:

- MAC1105 - College Algebra *Credits: 3* \*\*
- MAC1105H - Honors College Algebra *Credits: 3* \*\*
- MAC2311 - Calculus I with Analytic Geometry *Credits: 5* \*\*
- MAC2311H - Calculus I with Analytic Geometry Honors *Credits: 5* \*\*
- MGF1106 - Liberal Arts Mathematics *Credits: 3* \*\*
- MGF1107 - Mathematical Explorations *Credits: 3* \*\*
- STA2023 - Elementary Statistics *Credits: 3* \*\*
- STA2023H - Honors Elementary Statistics *Credits: 3* \*\*

#### One of the Following:

- ARH1000 - Art Appreciation *Credits: 3*
- HUM1020 - Introduction to the Humanities *Credits: 3*
- HUM1020H - Honors Introduction to the Humanities *Credits: 3*
- LIT1000 - Introduction to Literature *Credits: 3*
- MUL1010 - Music Appreciation *Credits: 3*
- PHI2010 - Introduction to Philosophy *Credits: 3*
- THE1000 - Theatre Appreciation *Credits: 3*

#### One of the Following:

- AMH2020 - United States History Since 1877 *Credits: 3*
- POS2041 - American National Government *Credits: 3*

#### One of the Following:

- AST1002 - Descriptive Astronomy *Credits: 3*
- BSC1005 - Introduction to Biology *Credits: 3*
- BSC1005H - Introduction to Biology Honors *Credits: 3*
- BSC2010 - Integrated Principles of Biology I *Credits: 3*
- BSC2085 - Human Anatomy and Physiology I *Credits: 3*
- CHM1020 - Chemistry for Liberal Studies *Credits: 4*
- CHM2045 - General Chemistry I *Credits: 3*
- ESC1000 - Earth Science *Credits: 3*
- EVR1001 - Introduction to Environmental Science *Credits: 3*
- EVR1001H - Introduction to Environmental Science Honors *Credits: 3*
- PHY1020 - Elementary Physics for the Nonscience Majors *Credits: 3*
- PHY1053C - General Physics I with Lab *Credits: 4*
- PHY2048C - General Physics with Calculus I with Lab *Credits: 5*
- PHY2048CH - General Physics with Calculus with Lab Honors *Credits: 5*

## Total Credit Hours: 60

\*\* This course may be used to satisfy the Gordon Rule requirement.

## Office Administration - Office Management, A.S.

**2249:** A.S. Degree in Office Administration - Office Management (60 Credit Hours)

**CIP:** 52.0204

**FL CIP:** 1552020401

**SOC:** 43-6011

This two-year program prepares the student to work in a business office environment. In virtually every type of business, office support personnel are needed to help offices run effectively and efficiently. This program is designed to prepare incoming students or allow current office professionals to update/obtain new skills in keyboarding, software applications, business communications and accounting.

This program is eligible for federal and state financial aid. Contact the Financial Aid Office for further information about your individual eligibility.

The Economic Security Report provides students, parents, and others with employment, earnings, and other outcome information on graduates of Florida's public institutions of higher education, e.g., State University System, Florida College System, and District Technical Centers. To view the report, please go to <https://pr.cf.edu/files/community/economic-security-report.pdf>.

## Requirements

### Program Courses

- OST1100 - Introduction to Word *Credits: 3*
- CGS1100 - Microcomputer Applications *Credits: 3*
- MAN2021 - Principles of Management *Credits: 3*
- OST1384 - Customer Service *Credits: 3*
- OST2335 - Business Communications *Credits: 3* \*\*
- OST1110 - Intermediate Word *Credits: 3*
- ACG2021 - Financial Accounting *Credits: 3*
- OST1949 - Work Experience I *Credits: 3*
- OST2401 - Office Administration: Procedures *Credits: 3*
- CGS2103 - Spreadsheet Applications *Credits: 3*
- GEB1011 - Introduction to Business *Credits: 3*
- OST2717 - Advanced Word *Credits: 3*  
**OR**
- OST2402 - Office Administration: Simulation *Credits: 3*

### Program Electives

Choose an additional 9 credit hours from the courses listed below:

- CGS2557 - Internet Technologies *Credits: 3*
- CGS2540 - Database Management Systems *Credits: 3*
- CET1171 - Introduction to Computer Technology *Credits: 3*
- BUL2241 - Business Law I *Credits: 3*
- ECO2013 - Principles of Economics - Macro *Credits: 3*
- ACG2450 - Integrated Accounting *Credits: 3*

## General Education Courses

- ENC1101 - Freshman Composition Skills I *Credits: 3* \*\*

One of the Following:

- MAC1105 - College Algebra *Credits: 3* \*\*
- MAC1105H - Honors College Algebra *Credits: 3* \*\*
- MAC2311 - Calculus I with Analytic Geometry *Credits: 5* \*\*
- MAC2311H - Calculus I with Analytic Geometry Honors *Credits: 5* \*\*
- MGF1106 - Liberal Arts Mathematics *Credits: 3* \*\*
- MGF1107 - Mathematical Explorations *Credits: 3* \*\*
- STA2023 - Elementary Statistics *Credits: 3* \*\*
- STA2023H - Honors Elementary Statistics *Credits: 3* \*\*

One of the Following:

- ARH1000 - Art Appreciation *Credits: 3*
- HUM1020 - Introduction to the Humanities *Credits: 3*
- HUM1020H - Honors Introduction to the Humanities *Credits: 3*
- LIT1000 - Introduction to Literature *Credits: 3*
- MUL1010 - Music Appreciation *Credits: 3*
- PHI2010 - Introduction to Philosophy *Credits: 3*
- THE1000 - Theatre Appreciation *Credits: 3*

One of the Following:

- AMH2020 - United States History Since 1877 *Credits: 3*
- POS2041 - American National Government *Credits: 3*

One of the Following:

- AST1002 - Descriptive Astronomy *Credits: 3*
- BSC1005 - Introduction to Biology *Credits: 3*
- BSC1005H - Introduction to Biology Honors *Credits: 3*
- BSC2010 - Integrated Principles of Biology I *Credits: 3*
- BSC2085 - Human Anatomy and Physiology I *Credits: 3*
- CHM1020 - Chemistry for Liberal Studies *Credits: 4*
- CHM2045 - General Chemistry I *Credits: 3*
- ESC1000 - Earth Science *Credits: 3*
- EVR1001 - Introduction to Environmental Science *Credits: 3*
- EVR1001H - Introduction to Environmental Science Honors *Credits: 3*
- PHY1020 - Elementary Physics for the Nonscience Majors *Credits: 3*
- PHY1053C - General Physics I with Lab *Credits: 4*
- PHY2048C - General Physics with Calculus I with Lab *Credits: 5*
- PHY2048CH - General Physics with Calculus with Lab Honors *Credits: 5*

**Total Credit Hours: 60**

\*\* This course may be used to satisfy the Gordon Rule requirement.

## Paralegal Studies, A.S

**2278:** A.S. Degree in Paralegal Studies (64 Credit Hours)

**CIP:** 22.0302

**FL CIP:** 1722030200

**SOC:** 23-2011

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.

This program is eligible for federal and state financial aid. Contact the Financial Aid Office for further information about your individual eligibility.

The Economic Security Report provides students, parents, and others with employment, earnings, and other outcome information on graduates of Florida's public institutions of higher education, e.g., State University System, Florida College System, and District Technical Centers. To view the report, please go to <https://pr.cf.edu/files/community/economic-security-report.pdf>.

## Requirements

### Program Core Courses

*PLA1949 prerequisites: ENC1101 - Freshman Composition Skills I, PLA1003 - Introduction to the Paralegal Field, PLA1104 - Legal Research and Writing.*

- PLA1003 - Introduction to the Paralegal Field *Credits: 3*
- OST1100 - Introduction to Word *Credits: 3*
- OST2335 - Business Communications *Credits: 3* \*\*
- PLA2800 - Laws of Family Relations *Credits: 3*
- OST1110 - Intermediate Word *Credits: 3*
- BUL2241 - Business Law I *Credits: 3*
- PLA1104 - Legal Research and Writing *Credits: 3*
- PLA2610 - Real Estate Law and Property Transactions *Credits: 3*
- PLA2201 - Litigation Procedures *Credits: 3*
- PLA1949 - Work Experience I *Credits: 3*
- OST2401 - Office Administration: Procedures *Credits: 3*
- CGS1100 - Microcomputer Applications *Credits: 3*
- CGS2103 - Spreadsheet Applications *Credits: 3*

### Program Electives (select 10 credits)

- OST1384 - Customer Service *Credits: 3*
- OST2717 - Advanced Word *Credits: 3*
- MAN2021 - Principles of Management *Credits: 3*
- ACG2071 - Managerial Accounting *Credits: 3*
- CET1171 - Introduction to Computer Technology *Credits: 3*
- OST2402 - Office Administration: Simulation *Credits: 3*
- ACO1807 - Payroll Accounting *Credits: 3*
- ACG2021 - Financial Accounting *Credits: 3*
- CJL2130 - Criminal Law, Evidence and Procedures *Credits: 3*
- CGS2557 - Internet Technologies *Credits: 3*

- PLA2273 - Torts *Credits: 3*
- PLA2600 - Wills, Trusts and Probate Administration *Credits: 3*
- PLA2114 - Legal Research and Writing II *Credits: 3*
- BUL2242 - Business Organizations and Debtor/Creditor Relations *Credits: 3*
- GEB2430 - Ethics in Management *Credits: 3*
- ENC1102 - Freshman Composition Skills II *Credits: 3* \*\*
- ECO2023 - Principles of Economics - Micro *Credits: 3* \*\*
- GEB1011 - Introduction to Business *Credits: 3*
- MAR2011 - Principles of Marketing *Credits: 3*
- COP1030 - Fundamental Programming Concepts *Credits: 3*
- CGS1820 - Web Programming *Credits: 3*
- CTS2120 - Security Fundamentals *Credits: 3*
- CGS2540 - Database Management Systems *Credits: 3*
- CIS2321 - Introduction to Systems Analysis and Design *Credits: 3*

#### General Education Courses

- ENC1101 - Freshman Composition Skills I *Credits: 3* \*\*

#### One of the Following:

- MAC1105 - College Algebra *Credits: 3* \*\*
- MAC1105H - Honors College Algebra *Credits: 3* \*\*
- MAC2311 - Calculus I with Analytic Geometry *Credits: 5* \*\*
- MAC2311H - Calculus I with Analytic Geometry Honors *Credits: 5* \*\*
- MGF1106 - Liberal Arts Mathematics *Credits: 3* \*\*
- MGF1107 - Mathematical Explorations *Credits: 3* \*\*
- STA2023 - Elementary Statistics *Credits: 3* \*\*
- STA2023H - Honors Elementary Statistics *Credits: 3* \*\*

#### One of the Following:

- ARH1000 - Art Appreciation *Credits: 3*
- HUM1020 - Introduction to the Humanities *Credits: 3*
- HUM1020H - Honors Introduction to the Humanities *Credits: 3*
- LIT1000 - Introduction to Literature *Credits: 3*
- MUL1010 - Music Appreciation *Credits: 3*
- PHI2010 - Introduction to Philosophy *Credits: 3*
- THE1000 - Theatre Appreciation *Credits: 3*

#### One of the Following:

- AMH2020 - United States History Since 1877 *Credits: 3*
- POS2041 - American National Government *Credits: 3*

#### One of the Following:

- AST1002 - Descriptive Astronomy *Credits: 3*
- BSC1005 - Introduction to Biology *Credits: 3*
- BSC1005H - Introduction to Biology Honors *Credits: 3*
- BSC2010 - Integrated Principles of Biology I *Credits: 3*
- BSC2085 - Human Anatomy and Physiology I *Credits: 3*
- CHM1020 - Chemistry for Liberal Studies *Credits: 4*
- CHM2045 - General Chemistry I *Credits: 3*

- ESC1000 - Earth Science *Credits: 3*
- EVR1001 - Introduction to Environmental Science *Credits: 3*
- EVR1001H - Introduction to Environmental Science Honors *Credits: 3*
- PHY1020 - Elementary Physics for the Nonscience Majors *Credits: 3*
- PHY1053C - General Physics I with Lab *Credits: 4*
- PHY2048C - General Physics with Calculus I with Lab *Credits: 5*
- PHY2048CH - General Physics with Calculus with Lab Honors *Credits: 5*

Total Credit Hours: 64

## Physical Therapist Assistant, A.S.

**2232:** A.S. Degree in Physical Therapist Assistant (74 Credit Hours)

**CIP:** 51.0806

**FL CIP:** 1351080601

**SOC:** 31-2021

**This is a limited-access program.** Please consult CF.edu/LimitedAccess for information on limited-access programs.

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 a **limited-access program**. A limited-access program is one in which both program admission and course registration are restricted to a certain number of students meeting predetermined criteria. Limited-access status is justified when student demand exceeds available resources or accreditation requirements (i.e., student/faculty ratios, instructional facilities and equipment, clinical sites) or the nature of the program calls for specific admission requirements. Limited access programs have admissions processes and criteria beyond general college admissions. While any student meeting the minimum criteria is encouraged to apply, not all applicants may be accepted.

#### Criteria for Application

- Attend a mandatory PTA program information session.
- Be admitted to CF in good standing.
- Grade of C or higher and 2.75 GPA or higher in required general education courses.
- Completion of the PSB Health Occupations Reading Comprehension Aptitude Examination with 40th percentile rank or above on the reading comprehension portion.
- Completion of 16 hours of observation in two different physical therapy settings: 8 hours in a long-term care/subacute care setting and 8 hours in an outpatient physical therapy setting.
- A reflective journal on the observation experience.

Once a student is accepted into the program these additional criteria apply:

- Criminal background check.
- Physical examination, student health history form, student immunization record and proof of drug screen.

- American Heart Association Heart Code Basic Life Support Certification for the Healthcare Provider.
- HIV/ AIDS Education and domestic violence education.
- Attendance at a PTA program new student orientation.

The Physical Therapist Assistant program is accredited by the Commission on Accreditation in Physical Therapy Education, CAPTE, 3030 Potomac Ave., Alexandria, VA 22305-3085, Telephone 703-706-3245, email address [accreditation@apta.org](mailto:accreditation@apta.org), website <http://www.capteonline.org>. 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.

Application directions are explained at the required information sessions. Call 352-873-5817 for dates and times of information sessions or view at [CF.edu/Health](http://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.

This program is eligible for federal and state financial aid. Contact the Financial Aid Office for further information about your individual eligibility.

The Economic Security Report provides students, parents, and others with employment, earnings, and other outcome information on graduates of Florida's public institutions of higher education, e.g., State University System, Florida College System, and District Technical Centers. To view the report, please go to <https://pr.cf.edu/files/community/economic-security-report.pdf>.

## Requirements

### General Education Courses

Criteria for Required Sciences (Human Anatomy and Physiology I with lab, Human Anatomy and Physiology II with lab):

- Must be fewer than ten years old at the time of enrollment in Phase II Technical Courses of the physical therapist assistant program.
- For science courses older than ten years applicants may choose to:
  - Retake the course(s); or
  - Pass an appropriate exam administered by the Science Department. If the applicant chooses to take an exam, he or she must make the arrangements in the Science Department. Exam is \$100 per course. For both of these options, the applicant must see a Health Sciences advisor.
- All other general education courses required for the program have no time limitation.
- ENC1101 - Freshman Composition Skills I *Credits: 3* \*\*
- PSY2012 - General Psychology *Credits: 3*
- PHT2342 - Medical Terminology for the Physical Therapist Assistant *Credits: 2*
- DEP2004 - Human Growth and Development *Credits: 3* \*\*
- BSC2085 - Human Anatomy and Physiology I *Credits:*

3

- BSC2085L - Human Anatomy and Physiology I Lab *Credits: 1*
- BSC2086 - Human Anatomy and Physiology II *Credits: 3*
- BSC2086L - Human Anatomy and Physiology II Lab *Credits: 1*

- AMH2020 - United States History Since 1877 *Credits: 3*  
OR

- POS2041 - American National Government *Credits: 3*

One of the Following:

- STA2023 - Elementary Statistics *Credits: 3* \*\*
- STA2023H - Honors Elementary Statistics *Credits: 3* \*\*

One of the Following:

- ARH1000 - Art Appreciation *Credits: 3*
- HUM1020 - Introduction to the Humanities *Credits: 3*
- HUM1020H - Honors Introduction to the Humanities *Credits: 3*
- LIT1000 - Introduction to Literature *Credits: 3*
- MUL1010 - Music Appreciation *Credits: 3*
- PHI2010 - Introduction to Philosophy *Credits: 3*
- THE1000 - Theatre Appreciation *Credits: 3*

### Program Core Courses

- PHT1000 - Introduction to Physical Therapy *Credits: 2*
- PHT1014 - Documentation for the Physical Therapist Assistant *Credits: 1*
- PHT1175C - Functional Anatomy and Kinesiology *Credits: 3*
- PHT1130C - Data Collection Skills for the PTA *Credits: 3*
- PHT1210C - Therapeutic Modalities I *Credits: 3*
- PHT1801L - PTA Clinical Laboratory I *Credits: 2*
- PHT1225C - Therapeutic Procedures *Credits: 3*
- PHT1300 - Survey of Pathological Deficits *Credits: 4*
- PHT1212C - Therapeutic Modalities II *Credits: 3*
- PHT1802L - PTA Clinical Laboratory II *Credits: 2*
- PHT2227C - Disabilities and Therapeutic Procedures II *Credits: 3*
- PHT2162C - Rehabilitation Procedures *Credits: 4*
- PHT2931 - Trends in Physical Therapy *Credits: 1*
- PHT2810 - Clinical Practice II *Credits: 6*
- PHT2820 - Clinical Practice III *Credits: 6*

### Total Credit Hours: 74

\*\* This course may be used to satisfy the Gordon Rule requirement.

**Note:** It is necessary that students have reliable transportation to the assigned hospitals and clinical facilities.

# Radiography, A.S.

**2320:** A.S. Degree in Radiography (77 Credit Hours)

**CIP:** 51.0911

**FL CIP:** 1351091100

**SOC:** 29-2034

The program is designed to provide students with the knowledge and skills necessary to become a radiologic technologist providing medical imaging of human anatomy for the diagnosis and treatment of pathology and injury. 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 is a limited-access program.** Please consult CF.edu/LimitedAccess for information on limited-access programs.

## Criteria for Application

- Be admitted to CF in good standing.
- Completion of online information session.
- Minimum 2.0 college GPA and minimum 2.5 GPA for Radiography required general education courses.
- PSB-RAD admissions exam.
- At the time of application, all required prerequisites courses must be successfully completed.

## Additional Criteria Apply Once Admitted to the Program:

- Criminal background check.
- Radiography new student orientation.
- CPR certification.
- Physical Examination Form, Current Immunization Form, Personal History Form and minimum 10 Panel Drug Screening.
- Professional liability insurance, retained by the college and included in tuition and fees.

This program is eligible for federal and state financial aid. Contact the Financial Aid Office for further information about your individual eligibility.

The Economic Security Report provides students, parents, and others with employment, earnings, and other outcome information on graduates of Florida's public institutions of higher education, e.g., State University System, Florida College System, and District Technical Centers. To view the report, please go to <https://pr.cf.edu/files/community/economic-security-report.pdf>.

## Requirements

### General Education Courses

Criteria for Required Sciences (Human Anatomy and Physiology I with lab, Human Anatomy and Physiology II with lab):

- Must be fewer than seven years old at the time of starting the first semester of the radiography program.
- For science courses older than seven years applicants may choose to:
  - Retake the course(s); or
  - Pass an appropriate exam administered by the Science Department. If the applicant chooses to take an exam, he or she must make the arrangements in the Science Department. Exam is \$100 per course. For both of these

options, the applicant must see a Health Sciences advisor.

- All other general education courses required for the program have no time limitation.

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.

- ENC1101 - Freshman Composition Skills I *Credits: 3\*\**
- BSC2085 - Human Anatomy and Physiology I *Credits: 3*
- BSC2085L - Human Anatomy and Physiology I Lab *Credits: 1*
- BSC2086 - Human Anatomy and Physiology II *Credits: 3*
- BSC2086L - Human Anatomy and Physiology II Lab *Credits: 1*

### One of the Following:

- AMH2020 - United States History Since 1877 *Credits: 3*
- POS2041 - American National Government *Credits: 3*

### One of the Following:

- ARH1000 - Art Appreciation *Credits: 3*
- HUM1020 - Introduction to the Humanities *Credits: 3*
- HUM1020H - Honors Introduction to the Humanities *Credits: 3*
- LIT1000 - Introduction to Literature *Credits: 3*
- MUL1010 - Music Appreciation *Credits: 3*
- PHI2010 - Introduction to Philosophy *Credits: 3*
- THE1000 - Theatre Appreciation *Credits: 3*

### One of the Following:

- MAC1105 - College Algebra *Credits: 3\*\**
- MAC1105H - Honors College Algebra *Credits: 3\*\*\**
- MAC2311 - Calculus I with Analytic Geometry *Credits: 5\*\**
- MAC2311H - Calculus I with Analytic Geometry Honors *Credits: 5\*\*\**
- MGF1106 - Liberal Arts Mathematics *Credits: 3\*\**
- MGF1107 - Mathematical Explorations *Credits: 3\*\**
- STA2023 - Elementary Statistics *Credits: 3\*\**
- STA2023H - Honors Elementary Statistics *Credits: 3\*\**

### Program Core Courses

- RTE1000 - Fundamentals of Radiologic Technology *Credits: 3*
- RTE1503 - Radiographic Procedures I *Credits: 3*
- RTE1503L - Radiographic Procedures I Lab *Credits: 1*
- RTE1804 - Clinical Education I *Credits: 2*
- RTE1111 - Patient Care Procedures *Credits: 2*
- RTE1111L - Patient Care Procedures Lab *Credits: 1*
- RTE1513 - Radiographic Procedures II *Credits: 3*
- RTE1513L - Radiographic Procedures II Lab *Credits: 1*
- RTE1418C - Radiographic Imaging I *Credits: 4*
- RTE1814 - Clinical Education II *Credits: 2*
- RTE1457C - Radiographic Imaging II *Credits: 4*
- RTE2613 - Radiation Physics I *Credits: 4*
- RTE2130 - Pharmacology in Radiology *Credits: 2*



- RTE1824 - Clinical Education III *Credits: 3*
- RTE2385 - Radiation Biology *Credits: 3*
- RTE2523 - Radiographic Procedures III *Credits: 3*
- RTE2523L - Radiographic Procedures III Lab *Credits: 1*
- RTE2834 - Advanced Clinical Education IV *Credits: 3*
- RTE2563 - Special Radiographic Procedures *Credits: 3*
- RTE2782 - Radiographic Pathology *Credits: 3*
- RTE2061 - Radiography Seminar *Credits: 3*
- RTE2844 - Advanced Clinical Education V *Credits: 3*

**Total Credit Hours: 77**

\*\* This course may be used to satisfy the Gordon Rule requirement.

## Supply Chain Management, A.S

**2315:** A.S. Degree in Supply Chain Management (60 Credit Hours)

**CIP:** 52.0209

**FL CIP:** 1652020901

**SOC:** 53-1031

The College of Central Florida offers Associate of Science program content that is broad-based to reflect the cross-functional relationships prevalent in supply chain management. Students are exposed to related business practices such as standard operating procedures, negotiation techniques, planning, organizing, and accounting concepts, purchasing, sustainability, warehousing, project management, quality control, import/export, and asset management theory. Emphasis is placed on understanding the planning, acquisition, flow, and distribution of goods and services while managing the complexity of operational linkages in a fast paced global supply chain. Learning is promoted via teamwork, case studies, practitioner guest lectures, and visits to work sites.

This program is eligible for federal and state financial aid. Contact the Financial Aid Office for further information about your individual eligibility.

The Economic Security Report provides students, parents, and others with employment, earnings, and other outcome information on graduates of Florida's public institutions of higher education, e.g., State University System, Florida College System, and District Technical Centers. To view the report, please go to <https://pr.cf.edu/files/community/economic-security-report.pdf>.

## Requirements

### Program Courses

- CGS1100 - Microcomputer Applications *Credits: 3*
- GEB1011 - Introduction to Business *Credits: 3*
- OST2335 - Business Communications *Credits: 3* \*\*  
**OR**
- ENC1102 - Freshman Composition Skills II *Credits: 3* \*\*
- MAN2021 - Principles of Management *Credits: 3*
- ETI1117 - Introduction to Quality Control *Credits: 3*
- ACG2021 - Financial Accounting *Credits: 3*
- MAR2011 - Principles of Marketing *Credits: 3*
- ECO2023 - Principles of Economics - Micro *Credits: 3* \*\*
- TRA2154 - Introduction to Supply Chain Management *Credits: 3*

- TRA2010 - Transportation and Distribution *Credits: 3*
- BUL2241 - Business Law I *Credits: 3*
- MAN2582 - Introduction to Project Management *Credits: 3*
- TRA2131 - Purchasing and Inventory Management *Credits: 3*
- TRA2230 - Warehouse Management *Credits: 3*
- FIN2100 - Business Finance *Credits: 3*

### General Education Courses

- ENC1101 - Freshman Composition Skills I *Credits: 3* \*\*

One of the Following:

- MAC1105 - College Algebra *Credits: 3* \*\*
- MAC1105H - Honors College Algebra *Credits: 3* \*\*
- MAC2311 - Calculus I with Analytic Geometry *Credits: 5* \*\*
- MAC2311H - Calculus I with Analytic Geometry Honors *Credits: 5* \*\*
- MGF1106 - Liberal Arts Mathematics *Credits: 3* \*\*
- MGF1107 - Mathematical Explorations *Credits: 3* \*\*
- STA2023 - Elementary Statistics *Credits: 3* \*\*
- STA2023H - Honors Elementary Statistics *Credits: 3* \*\*

One of the Following:

- ARH1000 - Art Appreciation *Credits: 3*
- HUM1020 - Introduction to the Humanities *Credits: 3*
- HUM1020H - Honors Introduction to the Humanities *Credits: 3*
- LIT1000 - Introduction to Literature *Credits: 3*
- MUL1010 - Music Appreciation *Credits: 3*
- PHI2010 - Introduction to Philosophy *Credits: 3*
- THE1000 - Theatre Appreciation *Credits: 3*

One of the Following:

- AMH2020 - United States History Since 1877 *Credits: 3*
- POS2041 - American National Government *Credits: 3*

One of the Following:

- AST1002 - Descriptive Astronomy *Credits: 3*
- BSC1005 - Introduction to Biology *Credits: 3*
- BSC1005H - Introduction to Biology Honors *Credits: 3*
- BSC2010 - Integrated Principles of Biology I *Credits: 3*
- BSC2085 - Human Anatomy and Physiology I *Credits: 3*
- CHM1020 - Chemistry for Liberal Studies *Credits: 4*
- CHM2045 - General Chemistry I *Credits: 3*
- ESC1000 - Earth Science *Credits: 3*
- EVR1001 - Introduction to Environmental Science *Credits: 3*
- EVR1001H - Introduction to Environmental Science Honors *Credits: 3*
- PHY1020 - Elementary Physics for the Nonscience Majors *Credits: 3*
- PHY1053C - General Physics I with Lab *Credits: 4*
- PHY2048C - General Physics with Calculus I with Lab *Credits: 5*
- PHY2048CH - General Physics with Calculus with Lab Honors *Credits: 5*

## Total Credit Hours: 60

\*\* This course may be used to satisfy the Gordon Rule requirement.

## Surgical Services, A.S.

**2355:** A.S. Degree in Surgical Services (64 Credit Hours)

**CIP:** 51.0909

**FL CIP:** 1351090901

**SOC:** 29-2055

This program is accredited by the Commission on Accreditation of Allied Health Education Programs, [www.caahep.org](http://www.caahep.org), upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting. Commission on Accreditation of Allied Health Education Programs; 9355 113th Street N, #7709, Seminole, FL 33775, telephone 727-210-2350, fax 727-210-2354, [www.caahep.org](http://www.caahep.org).

The Surgical Services program prepares students to work in the operating room as a Surgical Technologist. Skills are applied in the perioperative, operative and postoperative settings. Students will be introduced to the school's program, philosophy, and requirements. Interpersonal relationship techniques, medical terminology and weights and measurements 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 medications, 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, assemble and handle 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. 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. The student will also understand and use principles of sanitation, sterilization and disinfection. After successful completion and passing of an instrument exam, the student will have demonstrated a basic understanding of surgical instrumentation. Laboratory practice is an integral part of this course and the student must pass a skills performance test to successfully complete this course. Microorganisms as agents of disease and host-parasites 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. The student will also actively participate as a scrub person during the surgical procedures with emphasis on skills developed and learned in skill laboratory.

## Requirements

### Program Courses

- STS1302 - Introduction to Surgical Technology *Credits: 6*
- STS1307 - Operating Room Techniques and Instrumentation *Credits: 3*
- STS1308 - Perioperative Patient Care Concepts *Credits: 3*
- STS1327C - Principles and Practices of Surgical Technology with Lab *Credits: 4*
- STS1340 - Pharmacology and Anesthesia *Credits: 2*
- STS2323 - Surgical Procedures I *Credits: 3*
- STS2324 - Surgical Procedures II *Credits: 3*
- STS2944 - Clinical Practice I *Credits: 7*
- STS2329 - Advanced Surgical Techniques, Procedures and Professional Skills *Credits: 4*
- STS2945 - Clinical Practice II *Credits: 6*

### General Education Courses

- HSC2531 - Medical Terminology *Credits: 3*
- ENC1101 - Freshman Composition Skills I *Credits: 3*

#### One of the Following:

- MAC1105 - College Algebra *Credits: 3\*\**
- MAC1105H - Honors College Algebra *Credits: 3\*\**
- MAC2311 - Calculus I with Analytic Geometry *Credits: 5\*\**
- MAC2311H - Calculus I with Analytic Geometry Honors *Credits: 5\*\**
- MGF1106 - Liberal Arts Mathematics *Credits: 3\*\**
- MGF1107 - Mathematical Explorations *Credits: 3\*\**
- STA2023 - Elementary Statistics *Credits: 3\*\**
- STA2023H - Honors Elementary Statistics *Credits: 3\*\**

#### One of the Following:

- ARH1000 - Art Appreciation *Credits: 3*
- HUM1020 - Introduction to the Humanities *Credits: 3*
- HUM1020H - Honors Introduction to the Humanities *Credits: 3*
- LIT1000 - Introduction to Literature *Credits: 3*
- MUL1010 - Music Appreciation *Credits: 3*
- PHI2010 - Introduction to Philosophy *Credits: 3*
- THE1000 - Theatre Appreciation *Credits: 3*

#### One of the Following:

- AMH2020 - United States History Since 1877 *Credits: 3*
- POS2041 - American National Government *Credits: 3*

#### All of the Following:

- BSC2085 - Human Anatomy and Physiology I *Credits: 3*
- BSC2085L - Human Anatomy and Physiology I Lab *Credits: 1*
- BSC2086 - Human Anatomy and Physiology II *Credits: 3*
- BSC2086L - Human Anatomy and Physiology II Lab *Credits: 1*

#### Criteria for Required Science Courses Listed Above:

- If taken prior to acceptance in the surgical services

program, these classes must be fewer than seven years old at the time of starting the first semester of the surgical services program.

- For science courses older than seven years applicants may choose to:
  - Retake the course(s); or
  - Pass an appropriate exam administered by the Science Department. If the applicant chooses to take an exam, he or she must make the

arrangements in the Science Department. Exam is \$100 per course. For both of these options, the applicant must see a Health Sciences advisor.

- All other general education courses required for the program have no time limitation.

**Total Credit Hours: 64**

# Applied Technology Diploma

## Dental Assisting Technology and Management, A.T.D.

**5510:** Applied Technology Diploma in Dental Assisting Technology and Management (50 Credit Hours)

**CIP:** 51.0601

**FL CIP:** 0351060108

**SOC:** 31-9091

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 at [CF.edu/Health](http://CF.edu/Health).

Dental Assisting programs are limited access. A limited access program is one in which both program admission and course registration are restricted to a certain number of students meeting predetermined criteria. Limited-access status is justified when student demand exceeds available resources or accreditation requirements (i.e., student/faculty ratios, instructional facilities and equipment, clinical sites) or the nature of the program calls for specific admission requirements. Limited-access programs have admissions processes and criteria beyond general college admissions. While any student meeting the minimum criteria is encouraged to apply, not all applicants may be accepted. To learn more about limited-access programs, please go to [CF.edu/LimitedAccess](http://CF.edu/LimitedAccess).

### Criteria for Application

- High school diploma.
- Admission to the College of Central Florida.
- Application to the Dental Assisting program.
- Minimum scores of 10 in each area (language, reading and math) of the TABE, Test of Adult Basic Education.
- Completion of Psychological Services Bureau (PSB-RN) exam.
- Completion and documentation of eight hours of chairside observation with a dental assistant.
- One-page paper on observation experience.
- The Associate in Science also requires the CPT/PERT test for General Educational courses.

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/en/coda>.

For more information, view the Dental Assisting Information Packet at [CF.edu/health](http://CF.edu/health).

This program is eligible for federal and state financial aid. Contact the Financial Aid Office for further information about your individual eligibility.

## Requirements

### Program Courses

#### Semester 1

- DES1020 - Head and Neck Anatomy *Credits: 2*
- DES1022 - Dental Anatomy *Credits: 2*
- DES1030 - Histology and Embryology *Credits: 1*
- DEA1805L - Dental Clinic Seminar *Credits: 1*
- DEA1806L - Clinic Practice I *Credits: 2*
- DES1600 - Dental Office Emergencies *Credits: 1*
- BSC2085 - Human Anatomy and Physiology I *Credits: 3*
- DES1800 - Introduction to Clinical Procedures *Credits: 3*
- DES1806L - Introduction to Clinical Procedures Lab *Credits: 1*

Total Credit Hours: 16

#### Semester II

- DES1200 - Dental Radiology *Credits: 2*
- DES1200L - Dental Radiology Lab *Credits: 1*
- DES1100 - Dental Materials *Credits: 2*
- DES1100L - Dental Materials Lab *Credits: 1*
- DES1029 - Dental Specialties *Credits: 1*
- DEA1855L - Clinic Practice II *Credits: 6*
- DEA1151 - Dental Psychology and Communications *Credits: 1*
- DEA1135 - Dental Microbiology *Credits: 1*
- DES1840 - Preventive Dentistry *Credits: 2*

Total Credit Hours: 17

#### Semester III

- DES2832C - Expanded Functions with Lab *Credits: 2*
- DEA2033 - Oral Pathology *Credits: 2*
- DES1502 - Dental Office Management *Credits: 2*
- DES1050 - Dental Pharmacology *Credits: 2*
- DEA1856 - Clinic III Seminar *Credits: 2*
- DEA1856L - Clinic Practice III *Credits: 7*

**Total Credit Hours: 50**

#### Note:

- When more qualified students apply than can be accepted, those not accepted may reapply for future classes.
- It is necessary that students have reliable transportation to the assigned dental offices.
- The student must be prepared to pay additional fees and purchase uniforms as mandated by program of learning.

# Career and Technical Certificate

## Correctional Officer, Career and Technical Certificate

**7245:** Career and Technical Certificate (420 Clock Hours)

**CIP:** 43.0102

**FL CIP:** 0743010200

**SOC:** 33-3012

This program is designed for students who seek certification as correctional 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 [CF.edu/PublicService](http://CF.edu/PublicService).

This program is upward compatible with an Associate in Science degree. Contact the Financial Aid Office for clarification of financial aid eligibility.

### 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 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

## Requirements

### Program Courses

- CJK0300 - Introduction to Corrections *Credits: 1, Clock Hrs: 32*
- CJK0305 - Communications *Credits: 1, Clock Hrs: 40*
- CJK0310 - Officer Safety *Credits: 0.5, Clock Hrs: 16*
- CJK0315 - Facilities and Equipment *Credits: 0.5, Clock Hrs: 8*
- CJK0320 - Intake and Release *Credits: 0.5, Clock Hrs: 18*
- CJK0325 - Supervising in a Correctional Facility *Credits: 1, Clock Hrs: 40*
- CJK0330 - Supervising Special Populations *Credits: 1, Clock Hrs: 20*
- CJK0335 - Responding to Incidents and Emergencies *Credits: 0.5, Clock Hrs: 16*
- CJK0340 - Officer Wellness and Physical Abilities *Credits: 1, Clock Hrs: 30*
- CJK0031 - First Aid for Criminal Justice Officers *Credits: 1, Clock Hrs: 40*
- CJK0040 - Criminal Justice Firearms *Credits: 3, Clock Hrs: 80*
- CJK0051 - Defensive Tactics *Credits: 3, Clock Hrs: 80*

Total Credit Hours: 420

## Crossover from Corrections to Law Enforcement, Career and Technical Certificate

**7248:** Career and Technical Certificate (518 Clock Hours)

**CIP:** 43.0107

**FL CIP:** 0743010702

**SOC:** 33-3051

This program is designed for a student who has a Florida correctional officer's certification and seeks to become a Florida law enforcement officer. Students who successfully complete this program and pass the State Officer Certification Examination typically work as municipal, county, or state law enforcement officers.

This program is upward compatible with an Associate in Science degree. Contact the Financial Aid Office for clarification of financial aid eligibility.

### 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 Crossover from Correctional Officer to 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 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 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

## Requirements

### Program Courses

- CJK0002 - Introduction to Law Enforcement *Credits: 1, Clock Hrs: 12*
- CJK0018 - Legal *Credits: 2, Clock Hrs: 64*
- CJK0016 - Communication *Credits: 1, Clock Hrs: 24*
- CJK0019 - Interviewing and Report Writing *Credits: 2, Clock Hrs: 56*
- CJK0063 - Fundamentals of Patrol *Credits: 1, Clock Hrs: 40*
- CJK0021 - Serving Your Community *Credits: 1, Clock Hrs: 34*
- CJK0072 - Crimes Against Persons *Credits: 1, Clock Hrs: 48*
- CJK0079 - Crime Scene Follow-Up Investigations *Credits: 1, Clock Hrs: 34*
- CJK0093 - Critical Incidents *Credits: 1, Clock Hrs: 44*
- CJK0401 - Traffic Stops *Credits: 1, Clock Hrs: 24*
- CJK0403 - DUI Traffic Stops *Credits: 1, Clock Hrs: 24*
- CJK0402 - Traffic Crash Investigations *Credits: 1, Clock Hrs: 30*
- CJK0393 - Crossover Program Updates *Credits: 1, Clock Hrs: 8*
- CJK0020 - Law Enforcement Vehicle Operations *Credits: 1, Clock Hrs: 48*
- CJK0421 - Conducted Electrical Weapon/ Dart Firing Stun Gun *Credits: 1, Clock Hrs: 4*
- CJK0073 - Crimes Involving Property and Society *Credits: 0.5, Clock Hrs: 12*
- CJK0400 - Traffic Incidents *Credits: 0.5, Clock Hrs: 12*

Total Credit Hours: 518

## Crossover from Law Enforcement to Corrections, Career and Technical Certificate

**7249:** Career and Technical Certificate (198 Clock Hours)

**CIP:** 43.0102

**FL CIP:** 0743010205

**SOC:** 33-3012

This program is designed for a student who has a Florida Law Enforcement officer's certification and seeks to become a Florida correctional officer. Students who successfully complete this program and pass the State Officer Certification Examination typically work as municipal, county, or state correctional officers.

This program is upward compatible with an Associate in Science degree. Contact the Financial Aid Office for clarification of financial aid eligibility.

### 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 Crossover from Correctional Officer to 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

## Requirements

### Program Courses

- CJK0300 - Introduction to Corrections *Credits: 1, Clock Hrs: 32*
- CJK0305 - Communications *Credits: 1, Clock Hrs: 40*
- CJK0310 - Officer Safety *Credits: 0.5, Clock Hrs: 16*
- CJK0315 - Facilities and Equipment *Credits: 0.5, Clock Hrs: 8*
- CJK0320 - Intake and Release *Credits: 0.5, Clock Hrs: 18*
- CJK0325 - Supervising in a Correctional Facility *Credits: 1, Clock Hrs: 20*
- CJK0330 - Supervising Special Populations *Credits: 1, Clock Hrs: 20*
- CJK0335 - Responding to Incidents and Emergencies *Credits: 0.5, Clock Hrs: 16*
- CJK0393 - Crossover Program Updates *Credits: 1, Clock Hrs: 8*

Total Credit Hours: 198

## Florida Law Enforcement Academy, Career and Technical Certificate

**7298:** Career and Technical Certificate (770 Clock Hours)

**CIP:** 43.0107

**FL CIP:** 0743010700

**SOC:** 33-3051

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 [CF.edu/PublicService](http://CF.edu/PublicService) for updated information regarding this program.

This program is eligible for federal and state financial aid. Contact the Financial Aid Office for further information about your individual eligibility.

### 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

## Requirements

### Program Courses

- CJK0002 - Introduction to Law Enforcement *Credits: 1, Clock Hrs: 12*
- CJK0018 - Legal *Credits: 2, Clock Hrs: 64*
- CJK0016 - Communication *Credits: 1, Clock Hrs: 24*
- CJK0019 - Interviewing and Report Writing *Credits: 2, Clock Hrs: 56*
- CJK0063 - Fundamentals of Patrol *Credits: 1, Clock Hrs: 40*
- CJK0021 - Serving Your Community *Credits: 1, Clock Hrs: 34*
- CJK0072 - Crimes Against Persons *Credits: 1, Clock Hrs: 48*
- CJK0073 - Crimes Involving Property and Society *Credits: 0.5, Clock Hrs: 12*
- CJK0093 - Critical Incidents *Credits: 1, Clock Hrs: 44*
- CJK0401 - Traffic Stops *Credits: 1, Clock Hrs: 24*
- CJK0403 - DUI Traffic Stops *Credits: 1, Clock Hrs: 24*
- CJK0402 - Traffic Crash Investigations *Credits: 1, Clock Hrs: 30*
- CJK0020 - Law Enforcement Vehicle Operations *Credits: 1, Clock Hrs: 48*
- CJK0031 - First Aid for Criminal Justice Officers *Credits: 1, Clock Hrs: 40*
- CJK0040 - Criminal Justice Firearms *Credits: 3, Clock Hrs: 80*
- CJK0051 - Defensive Tactics *Credits: 3, Clock Hrs: 80*
- CJK0421 - Conducted Electrical Weapon/ Dart Firing Stun Gun *Credits: 1, Clock Hrs: 4*
- CJK0096 - Criminal Justice Officer Physical Fitness Training/Law Enforcement *Credits: 2, Clock Hrs: 60*
- CJK0079 - Crime Scene Follow-Up Investigations *Credits: 1, Clock Hrs: 34*
- CJK0400 - Traffic Incidents *Credits: 0.5, Clock Hrs: 12*

Total Credit Hours: 770

## Welding Technology - Advanced, Career and Technical Certificate

**7297:** Career and Technical Certificate (750 Clock Hours)

**CIP:** 48.0508

**FL CIP:** 0648050806

**SOC:** 51-4121

Welding Technologies - Advanced is offered exclusively at our Jack Wilkinson Levy Campus. For information contact the Levy Campus at 352-658-4077.

This program offers a sequence of courses that provide rigorous and relevant technical skills needed to prepare for careers in the welding industry. This certificate allows students to continue their skill development beyond the current Applied Welding Technologies certificate program with an additional 750 contact hours focused primarily on pipe welding techniques. Upon completion of the Welding Technology -Advanced certificate program, graduates will be prepared for high-level welding positions within the industry. Successful completion of a welding technology program is required prior to enrollment in this program.

This program is eligible for federal and state financial aid. Contact the Financial Aid Office for further information about your individual eligibility.

### Requirements

#### Program Courses

- PMT0165 - Shield Metal Arc Pipe Welding *Credits: 5, Clock Hrs: 125*
- PMT0168 - Gas Tungsten Arc Pipe Welding *Credits: 5, Clock Hrs: 125*
- PMT0172 - Heavy Wall Pipe Welding *Credits: 5, Clock Hrs: 125*
- PMT0175 - Pipe Fitting *Credits: 5, Clock Hrs: 125*
- PMT0186 - Stainless Pipe Welding *Credits: 5, Clock Hrs: 125*
- PMT0185 - Pipe Welding Certification *Credits: 5, Clock Hrs: 125*

**Total Credit Hours: 750**

## Welding Technology, Career and Technical Certificate

**7281:** Career and Technical Certificate (1,050 Clock Hours)

**CIP:** 48.0508

**FL CIP:** 0648050805

**SOC:** 51-4121, 51-9198

Welding Technology is offered exclusively at our Jack Wilkinson Levy Campus. For information contact the Levy Campus at 352-658-4077.

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.

This program is eligible for federal and state financial aid. Contact the Financial Aid Office for further information about your individual eligibility.

### Requirements

#### Program Courses

- PMT0102 - Introduction to Welding *Credits: 4, Clock Hrs: 120*
- PMT0111 - Oxyacetylene Welding *Credits: 4, Clock Hrs: 120*
- PMT0121 - Shielded Metal Arc Welding *Credits: 4, Clock Hrs: 120*
- PMT0121 - Shielded Metal Arc Welding *Credits: 4, Clock Hrs: 120*
- PMT0134 - Gas Metal Arc Welding *Credits: 4, Clock Hrs: 120*
- PMT0930L - Welding Skills Development Lab *Credits: 2, Clock Hrs: 60*
- PMT0131 - Gas Tungsten Arc Welding *Credits: 4, Clock Hrs: 120*
- PMT0161 - Pipe Welding *Credits: 3, Clock Hrs: 90*
- PMT0161 - Pipe Welding *Credits: 3, Clock Hrs: 90*
- PMT0161 - Pipe Welding *Credits: 3, Clock Hrs: 90*

**Total Credit Hours: 1050**



# Baccalaureate Degrees

## Bachelor of Applied Science

### Business and Organizational Management, B.A.S.

**B101:** Bachelor of Applied Science in Business and Organizational Management

**CIP:** 52.0299

**FL CIP:** 1105202991

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 Accounting, Agribusiness Management, Equine Studies, Management Information Systems, Health Care Management, Public Safety Administration and Logistics and Supply Chain Management will prepare graduates for administrative/managerial positions in agriculture, business, information technology, equine, health services, logistics, 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 should work closely with their advisor to ensure that all program requirements are met.

This program develops the skills needed to work in varying businesses, government and nonprofit organizations. Students learn how to apply management theory to practical situations within the business world.

A grade of C or better is required in all technical, program core and program specialization courses, and all courses used to satisfy the Gordon Rule requirement. Students transferring into baccalaureate programs with an A.A. degree or higher do not need to meet our General Education requirements with the exception of college level English and Gordon Rule math. These students must have successfully completed, with a grade of C or better, at least one college level English and one Gordon Rule math course. General Education courses must total 36 credits. The A.A. or higher degree must be from an accredited institution but can be public, private and/or out of state. Additional coursework may be required for students transferring into B.A.S. programs with an A.S. or A.A.S. degree.

This program is eligible for federal and state financial aid. Contact the Financial Aid Office for further information about your individual eligibility.

## Requirements

### Required Technical Specialization Courses

- GEB1011 - Introduction to Business *Credits: 3*
- ECO2023 - Principles of Economics - Micro *Credits: 3*  
\*\*
- CGS1100 - Microcomputer Applications *Credits: 3*
- BUL2241 - Business Law I *Credits: 3*
- ACG2021 - Financial Accounting *Credits: 3*
- MAN2021 - Principles of Management *Credits: 3*
- MAR2011 - Principles of Marketing *Credits: 3*

- CGS2103 - Spreadsheet Applications *Credits: 3*
- MAN2582 - Introduction to Project Management *Credits: 3*
- MAN2304 - Introduction to Human Resources *Credits: 3*

Total Credit 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.*

## Core and Specialization

### Program Core Courses

- MAN3303 - Management and Leadership *Credits: 3*
- COM3120 - Organizational Communications *Credits: 3*
- ACG3024 - Financial Statement Analysis for Managers *Credits: 3*
- BUL3130 - The Legal and Ethical Environment of Business *Credits: 3*
- MAN4940 - Internship in Business and Organizational Management *Credits: 3*

### Program Specialization Courses

- MAN4162 - Customer Relations for Managers *Credits: 3*
- ISM3011 - Introduction to Information Systems Management *Credits: 3*
- MAN3240 - Applied Organizational Behavior *Credits: 3*
- MAR3802 - Marketing for Managers *Credits: 3*
- ENT4003 - Principles of Entrepreneurship *Credits: 3*  
**OR**
- MAN3860 - Nonprofit Organizational Management *Credits: 3*  
**OR**
- MAN3600 - International Business *Credits: 3*
- GEB4891 - Strategic Management and Decision Making *Credits: 3*
- MAN4301 - Human Resource Management *Credits: 3*
- MAN4900 - Capstone in Organizational Management *Credits: 3*

Total Credit Hours: 39

Credit Hours from Associate Degree: 60

**Total Credit Hours: 120**

\*\* This course may be used to satisfy the Gordon Rule requirement.

## Business and Organizational Management - Accounting Specialization, B.A.S.

**B108:** Bachelor of Applied Science in Business and Organizational Management - Accounting Specialization

**CIP:** 52.0299

**FL CIP:** 1105202991

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 Accounting, Agribusiness Management, Equine Studies, Management Information Systems, Health Care Management, Public Safety Administration and Logistics and Supply Chain Management will prepare graduates for administrative/managerial positions in agriculture, business, information technology, equine, health services, logistics, 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 should work closely with their advisor to ensure that all program requirements are met.

The Accounting specialization provides the opportunity for students to develop skills and knowledge for professional management careers in accounting and finance environments. These include manufacturing, banking, services and non-profit sectors. The program is designed for students who have an A.S. degree in Accounting Technology.

A grade of C or better is required in all technical, program core and program specialization courses, and all courses used to satisfy the Gordon Rule requirement. Students transferring into baccalaureate programs with an A.A. degree or higher do not need to meet our General Education requirements with the exception of college level English and Gordon Rule math. These students must have successfully completed, with a grade of C or better, at least one college level English and one Gordon Rule math course. General Education courses must total 36 credits. The A.A. or higher degree must be from an accredited institution but can be public, private and/or out of state. Additional coursework may be required for students transferring into B.A.S. programs with an A.S. or A.A.S. degree.

This program is eligible for federal and state financial aid. Contact the Financial Aid Office for further information about your individual eligibility.

### Requirements

#### Required Technical Specialization Courses

- ACG2021 - Financial Accounting *Credits: 3*
- ACG2071 - Managerial Accounting *Credits: 3*
- GEB1011 - Introduction to Business *Credits: 3*
- ECO2023 - Principles of Economics - Micro *Credits: 3*  
\*\*
- OST2335 - Business Communications *Credits: 3*\*\*
- BUL2241 - Business Law I *Credits: 3*
- MAN2021 - Principles of Management *Credits: 3*

Total Credit 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.*

#### Core and Specialization:

##### Program Core Courses

- MAN3303 - Management and Leadership *Credits: 3*
- COM3120 - Organizational Communications *Credits: 3*
- ACG3024 - Financial Statement Analysis for Managers *Credits: 3*
- BUL3130 - The Legal and Ethical Environment of Business *Credits: 3*
- MAN4940 - Internship in Business and Organizational Management *Credits: 3*

##### Program Specialization Courses

- MAN3240 - Applied Organizational Behavior *Credits: 3*
- MAN4900 - Capstone in Organizational Management *Credits: 3*
- ACG3041 - Applied Financial Accounting *Credits: 3*
- ACG3131 - Accounting Theory *Credits: 3*
- ACG3401 - Accounting Information Systems *Credits: 3*
- TAX4001 - Federal Income Tax *Credits: 3*
- ACG4341 - Cost Accounting *Credits: 3*
- ACG4631 - Auditing *Credits: 3*

Total Credit Hours: 39

Credit Hours from Associate Degree: 60

Total Credit Hours: 120

\*\* This course may be used to satisfy the Gordon Rule requirement.

## Business and Organizational Management - Agribusiness Management Specialization, B.A.S.

**B102:** Bachelor of Applied Science in Business and Organizational Management - Agribusiness Management Specialization

**CIP:** 52.0299

**FL CIP:** 1105202991

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 Accounting, Agribusiness Management, Equine Studies, Management Information Systems, Health Care Management, Public Safety Administration and Logistics and Supply Chain Management will prepare graduates for administrative/managerial positions in agriculture, business, information technology, equine, health services, logistics, 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 should work closely with their advisor to ensure that all program requirements are met.

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.

A grade of C or better is required in all technical, program core and program specialization courses, and all courses used to satisfy the Gordon Rule requirement. Students transferring into baccalaureate programs with an A.A. degree or higher do not need to meet our General Education requirements with the exception of college level English and Gordon Rule math. These students must have successfully completed, with a grade of C or better, at least one college level English and one Gordon Rule math course. General Education courses must total 36 credits. The A.A. or higher degree must be from an accredited institution but can be public, private and/or out of state. Additional coursework may be required for students transferring into B.A.S. programs with an A.S. or A.A.S. degree.

This program is eligible for federal and state financial aid. Contact the Financial Aid Office for further information about your individual eligibility.

## Requirements

### Required Technical Specialization Courses

- ANS1003 - Introduction to Animal Science *Credits: 3*
- ANS1236 - Introduction to Equine Science *Credits: 3*
- AEB2192 - Farm Records and Accounts *Credits: 3*
- ANS1238C - Equine Behavior and Psychology *Credits: 3*
- AEB2102 - Principles of Agribusiness Management *Credits: 3*
- AEB2137C - Equine Business Management *Credits: 3*
- SOS2006 - Introduction to Soil Science *Credits: 3*
- ANS1223 - Equine Conformation Analysis *Credits: 3*
- ANS1222 - Equine Sales and Marketing *Credits: 3*
- ANS2403 - Equine Nutrition *Credits: 3*
- AEB2104 - Principles of Agricultural Economics *Credits: 3*
- ANS1237C - Equine Health Care *Credits: 3*
- ECO2013 - Principles of Economics - Macro *Credits: 3*
- ECO2023 - Principles of Economics - Micro *Credits: 3*
- \*\*
- CGS2103 - Spreadsheet Applications *Credits: 3*
- AGG2001 - Introduction to Food Science *Credits: 3*
- ORH1000C - Introduction to Horticulture *Credits: 3*
- ORH1260 - Greenhouse Operations *Credits: 3*
- ORH1301C - Introduction to Irrigation *Credits: 3*
- ORH1601C - Nursery Management *Credits: 3*
- ORH1113C - Pest and Disease Control *Credits: 3*
- AOM2316 - Agricultural Machinery and Equipment *Credits: 3*
- AGR1234 - Forage Science and Range Management *Credits: 3*
- ANS1041 - Livestock Growth, Development and Behavior *Credits: 3*
- ANS1400 - Principles of Food Animal Nutrition *Credits: 3*

Total Credit 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.*

## Core and Specialization

### Program Core Courses

- MAN3303 - Management and Leadership *Credits: 3*
- COM3120 - Organizational Communications *Credits: 3*
- ACG3024 - Financial Statement Analysis for Managers *Credits: 3*
- BUL3130 - The Legal and Ethical Environment of Business *Credits: 3*
- MAN4940 - Internship in Business and Organizational Management *Credits: 3*

### Program Specialization Courses

- AOM3073 - Safety in Agriculture *Credits: 3*
- AEB4223 - Agricultural Policy and Regulations *Credits: 3*
- AEB3015 - Economic Development and Growth in Agribusiness *Credits: 3*
- AEB3146 - Financial Planning for Agribusiness *Credits: 3*
- AEB3300 - Agribusiness Marketing and Sales *Credits: 3*
- AOM4015 - Agricultural Operations and Systems *Credits: 3*
- MAN4900 - Capstone in Organizational Management *Credits: 3*
- AEB3933 - Special Topics in Agribusiness *Credits: 3* OR
- GEB4891 - Strategic Management and Decision Making *Credits: 3*

Credit Hours from Associate Degree: 60

Total Credit Hours: 120

\*\* This course may be used to satisfy the Gordon Rule requirement.

## Business and Organizational Management - Equine Studies Specialization, B.A.S.

**B107:** Bachelor of Applied Science in Business and Organizational Management - Equine Studies Specialization  
**CIP:** 52.0299  
**FL CIP:** 1105202991

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 Accounting, Agribusiness Management, Equine Studies, Management Information Systems, Health Care Management, Public Safety Administration and Logistics and Supply Chain Management will prepare graduates for administrative/managerial positions in agriculture, business, information technology, equine, health services, logistics,

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 should work closely with their advisor to ensure that all program requirements are met.

The Equine Studies Specialization under the Business and Organizational Management Bachelor of Applied Science degree prepares students for a career in the horse industry of tomorrow. Coursework focuses on emerging trends in the equine industry and vital business skills for an equine professional. Several internships create opportunity for immersion in equine industries and are customized to the specific discipline of the candidate.

A grade of C or better is required in all technical, program core and program specialization courses, and all courses used to satisfy the Gordon Rule requirement. Students transferring into baccalaureate programs with an A.A. degree or higher do not need to meet our General Education requirements with the exception of college level English and Gordon Rule math. These students must have successfully completed, with a grade of C or better, at least one college level English and one Gordon Rule math course. General Education courses must total 36 credits. The A.A. or higher degree must be from an accredited institution but can be public, private and/or out of state. Additional coursework may be required for students transferring into B.A.S. programs with an A.S. or A.A.S. degree.

This program is eligible for federal and state financial aid. Contact the Financial Aid Office for further information about your individual eligibility.

## Requirements

### Required Technical Specialization Courses

- AEB2137C - Equine Business Management *Credits: 3*
- ANS1238C - Equine Behavior and Psychology *Credits: 3*
- ANS1222 - Equine Sales and Marketing *Credits: 3*
- ANS2403 - Equine Nutrition *Credits: 3*
- ANS1237C - Equine Health Care *Credits: 3*
- ANS1220 - Equine Sport and Competition *Credits: 3*  
**OR**
- ANS1223 - Equine Conformation Analysis *Credits: 3*
- BUL2241 - Business Law I *Credits: 3*

Total Credit 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.*

## Core and Specialization

### Program Core Courses

- MAN3303 - Management and Leadership *Credits: 3*
- COM3120 - Organizational Communications *Credits: 3*
- ACG3024 - Financial Statement Analysis for Managers *Credits: 3*

- BUL3130 - The Legal and Ethical Environment of Business *Credits: 3*
- MAN4940 - Internship in Business and Organizational Management *Credits: 3*

### Program Specialization Courses

- ANS4218 - Equine Learning Theory *Credits: 3*
- ANS3210 - Equitation Science *Credits: 3*
- ANS3215 - Integrated Horse Management *Credits: 3*
- ANS3219 - Logistics for the Horse Industry *Credits: 3*
- ANS3950 - Equine Practicum *Credits: 3*
- GEB4891 - Strategic Management and Decision Making *Credits: 3*
- ENT4003 - Principles of Entrepreneurship *Credits: 3*  
**OR**
- MAN3860 - Nonprofit Organizational Management *Credits: 3*
- ANS4941 - Equine Capstone *Credits: 3*  
**OR**
- MAN4900 - Capstone in Organizational Management *Credits: 3*

Total Credit Hours: 39

Credit Hours from Associate Degree: 60

Total Credit Hours: 120

## Business and Organizational Management - Health Care Management Specialization, B.A.S.

**B104:** Bachelor of Applied Science in Business and Organizational Management - Health Care Management Specialization

**CIP:** 52.0299

**FL CIP:** 1105202991

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 Accounting, Agribusiness Management, Equine Studies, Management Information Systems, Health Care Management, Public Safety Administration and Logistics and Supply Chain Management will prepare graduates for administrative/managerial positions in agriculture, business, information technology, equine, health services, logistics, 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 should work closely with their advisor to ensure that all program requirements are met.

The Health Care Management Specialization enables students to develop skills and knowledge for health organizations such as hospitals and all other health care providers. 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.

A grade of C or better is required in all technical, program core and program specialization courses, and all courses used to satisfy the Gordon Rule requirement. Students transferring into baccalaureate programs with an A.A. degree or higher do not need to meet our General Education requirements with the exception of college level English and Gordon Rule math. These students must have successfully completed, with a grade of C or better, at least one college level English and one Gordon Rule math course. General Education courses must total 36 credits. The A.A. or higher degree must be from an accredited institution but can be public, private and/or out of state. Additional coursework may be required for students transferring into B.A.S. programs with an A.S. or A.A.S. degree.

This program is eligible for federal and state financial aid. Contact the Financial Aid Office for further information about your individual eligibility.

## Requirements

### 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. The Health Care Management Specialization requires students to take 21 credits of technical courses. The technical course options include: any business course, any course with a prefix of HIM, HSA or HSC, or any health care course leading to licensure (DEA, EMS, DES, PHT, NUR or STS).

Total Credit Hours: 21

### Core and Specialization

#### Program Core Courses

- MAN3303 - Management and Leadership *Credits: 3*
- COM3120 - Organizational Communications *Credits: 3*
- ACG3024 - Financial Statement Analysis for Managers *Credits: 3*
- BUL3130 - The Legal and Ethical Environment of Business *Credits: 3*
- MAN4940 - Internship in Business and Organizational Management *Credits: 3*

#### Program Specialization Courses

- HSA3111 - Survey of American Health Care Systems *Credits: 3*
- HSC3652 - Health Care Ethics *Credits: 3*
- HSA3170 - Health Care Financial Management *Credits: 3*
- HSA3340 - Human Resource Management for Health Care *Credits: 3*  
OR
- MAN4301 - Human Resource Management *Credits: 3*
- HSA4110 - Management Foundations for Health Care Administration *Credits: 3*
- HSA4421 - Policy and Legal Aspects of Health Care *Credits: 3*
- MAN4900 - Capstone in Organizational Management *Credits: 3*

- HSA4922 - Health Care Management Practicum *Credits: 3*  
OR
- GEB4891 - Strategic Management and Decision Making *Credits: 3*

Total Credit Hours: 39

Credit Hours from Associate Degree: 60

Total Credit Hours: 120

## Business and Organizational Management - Human Resources Management Specialization, B.A.S.

**B109:** Bachelor of Applied Science in Business and Organizational Management - Human Resources Management Specialization

**CIP:** 52.0299

**FL CIP:** 1105202991

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 Accounting, Agribusiness Management, Equine Studies, Human Resources Management, Management Information Systems, Health Care Management, Public Safety Administration and Logistics and Supply Chain Management will prepare graduates for administrative/managerial positions in agriculture, business, information technology, equine, health services, human resources, logistics, 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 should work closely with their advisor to ensure that all program requirements are met.

The Human Resource Management Specialization prepares students to work in the ever-growing field of human resource professionals, including HR generalists, compensation and benefits analysts, trainers, HR business partners, succession planners, and corporate recruiters.

A grade of C or better is required in all technical, program core and program specialization courses, and all courses used to satisfy the Gordon Rule requirement. Students transferring into baccalaureate programs with an A.A. degree or higher do not need to meet our General Education requirements with the exception of college level English and Gordon Rule math. These students must have successfully completed, with a grade of C or better, at least one college level English and one Gordon Rule math course. General Education courses must total 36 credits. The A.A. or higher degree must be from an accredited institution but can be public, private and/or out of state. Additional coursework may be required for students transferring into B.A.S. programs with an A.S. or A.A.S. degree.

This program is eligible for federal and state financial aid. Contact the Financial Aid Office for further information about your individual eligibility.

## Requirements

### Required Technical Specialization Courses

Choose 21 credit hours from the following:

- GEB1011 - Introduction to Business *Credits: 3*
- ECO2013 - Principles of Economics - Macro *Credits: 3*
- ECO2023 - Principles of Economics - Micro *Credits: 3*
- CGS1100 - Microcomputer Applications *Credits: 3*
- BUL2241 - Business Law I *Credits: 3*
- ACG2021 - Financial Accounting *Credits: 3*
- MAN2021 - Principles of Management *Credits: 3*
- MAR2011 - Principles of Marketing *Credits: 3*
- CGS2103 - Spreadsheet Applications *Credits: 3*
- MAN2304 - Introduction to Human Resources *Credits: 3*
- MAN2582 - Introduction to Project Management *Credits: 3*

Total Credit 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.*

### Core and Specialization:

#### Program Core Courses

- ACG3024 - Financial Statement Analysis for Managers *Credits: 3*
- BUL3130 - The Legal and Ethical Environment of Business *Credits: 3*
- COM3120 - Organizational Communications *Credits: 3*
- MAN3303 - Management and Leadership *Credits: 3*
- MAN4940 - Internship in Business and Organizational Management *Credits: 3*

#### Program Specialization Courses:

- MAN4301 - Human Resource Management *Credits: 3*
- MAN3240 - Applied Organizational Behavior *Credits: 3* OR
- MAN4162 - Customer Relations for Managers *Credits: 3*
- GEB4891 - Strategic Management and Decision Making *Credits: 3*
- MAN4900 - Capstone in Organizational Management *Credits: 3*
- MAN4320 - Human Resource Recruitment and Selection *Credits: 3*
- MAN4330 - Compensation Management *Credits: 3*
- MAN4402 - Employment Law and Regulations *Credits: 3*
- MAN4720 - Strategic Human Resource Management *Credits: 3*

Total Credit Hours: 39

Credit Hours from Associate Degree: 60

Total Credit Hours: 120

## Business and Organizational Management - Logistics and Supply Chain Management, B.A.S.

**B106:** Bachelor of Applied Science in Business and Organizational Management - Logistics and Supply Chain Management Specialization

**CIP:** 52.0299

**FL CIP:** 1105202991

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 Accounting, Agribusiness Management, Equine Studies, Management Information Systems, Health Care Management, Public Safety Administration and Logistics and Supply Chain Management will prepare graduates for administrative/managerial positions in agriculture, business, information technology, equine, health services, logistics, 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 should work closely with their advisor to ensure that all program requirements are met.

The Logistics and Supply Chain Management Specialization under the Business and Organizational Management Bachelor of Applied Science degree prepares students for entry into a career in procurement, warehouse management, logistics, or the supply chain workforce. The program develops knowledge, skills and abilities that help students to understand management, finance and budgets in the supply chain industry.

A grade of C or better is required in all technical, program core and program specialization courses, and all courses used to satisfy the Gordon Rule requirement. Students transferring into baccalaureate programs with an A.A. degree or higher do not need to meet our General Education requirements with the exception of college level English and Gordon Rule math. These students must have successfully completed, with a grade of C or better, at least one college level English and one Gordon Rule math course. General Education courses must total 36 credits. The A.A. or higher degree must be from an accredited institution but can be public, private and/or out of state. Additional coursework may be required for students transferring into B.A.S. programs with an A.S. or A.A.S. degree.

This program is eligible for federal and state financial aid. Contact the Financial Aid Office for further information about your individual eligibility.

## Requirements

### Required Technical Specialization Courses

College-level coursework used to satisfy this requirement may have the following prefixes: ACG, BUL, BUS, CET, CGS, CIS, COP, CTS, ECO, ENT, GEB, LOG, MAN, MAR, MGT, MNA, SBM or TRA, in addition to the select courses listed below. 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.

- ETI1117 - Introduction to Quality Control *Credits: 3*
- ETI1151 - Instrument Techniques and Measurement *Credits: 3*
- ETI1411 - Manufacturing Processes I *Credits: 3*
- ETI1720C - Industrial Safety *Credits: 3*
- ETI1622 - Concepts of Lean Manufacturing and Six Sigma *Credits: 3*
- ETI1628 - Developing and Coaching Self-Directed Work Teams *Credits: 3*
- ETI2610 - Six Sigma for the Expert *Credits: 3*
- ETI2623 - Lean Enterprise for the Expert *Credits: 3*
- EET1084 - Survey of Electronics *Credits: 3*
- EGN1007C - Engineering Concepts and Measures *Credits: 1*
- EGN1111 - Engineering Graphics *Credits: 3*
- EGS1006 - Introduction to the Engineering Profession *Credits: 1*
- ETM2401 - Mechanical Devices and Systems *Credits: 3*
- ETD2364 - 3D Modeling with Solid Works *Credits: 3*
- ETS1700 - Hydraulics and Pneumatics *Credits: 3*

Total Credit Hours: 21

## Core and Specialization

### Program Core Courses

- MAN3303 - Management and Leadership *Credits: 3*
- COM3120 - Organizational Communications *Credits: 3*
- ACG3024 - Financial Statement Analysis for Managers *Credits: 3*
- BUL3130 - The Legal and Ethical Environment of Business *Credits: 3*
- MAN4940 - Internship in Business and Organizational Management *Credits: 3*

### Program Specialization Courses

- TRA4202 - Logistics Systems Management *Credits: 3*
- GEB4891 - Strategic Management and Decision Making *Credits: 3*
- TRA4721 - International Logistics and Transportation *Credits: 3*
- TRA4155 - Supply Chain Management *Credits: 3*
- ISM4314 - IT Project Management *Credits: 3*
- ISM3011 - Introduction to Information Systems Management *Credits: 3*
- TRA4234 - Warehouse Management *Credits: 3*
- MAN4900 - Capstone in Organizational Management *Credits: 3*

Total Credit Hours: 39

Credit Hours from Associate Degree: 60

Total Credit Hours: 120

## Business and Organizational Management - Management Information Systems Specialization, B.A.S.

**B103:** Bachelor of Applied Science in Business and Organizational Management - Management Information Systems Specialization

**CIP:** 52.0299

**FL CIP:** 1105202991

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 Accounting, Agribusiness Management, Equine Studies, Management Information Systems, Health Care Management, Public Safety Administration and Logistics and Supply Chain Management will prepare graduates for administrative/managerial positions in agriculture, business, information technology, equine, health services, logistics, 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 should work closely with their advisor to ensure that all program requirements are met.

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.

A grade of C or better is required in all technical, program core and program specialization courses, and all courses used to satisfy the Gordon Rule requirement. Students transferring into baccalaureate programs with an A.A. degree or higher do not need to meet our General Education requirements with the exception of college level English and Gordon Rule math. These students must have successfully completed, with a grade of C or better, at least one college level English and one Gordon Rule math course. General Education courses must total 36 credits. The A.A. or higher degree must be from an accredited institution but can be public, private and/or out of state. Additional coursework may be required for students transferring into B.A.S. programs with an A.S. or A.A.S. degree.

This program is eligible for federal and state financial aid. Contact the Financial Aid Office for further information about your individual eligibility.

## Requirements

### Required Technical Specialization Courses

- CGS1100 - Microcomputer Applications *Credits: 3*
- COP1030 - Fundamental Programming Concepts *Credits: 3*

- CET1278 - A+ Fundamentals *Credits: 3*
- CTS2120 - Security Fundamentals *Credits: 3*
- CGS2540 - Database Management Systems *Credits: 3*
- CET2180 - Practical PC Technician *Credits: 3*
- CGS2103 - Spreadsheet Applications *Credits: 3*

Total Credit 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.*

## Core and Specialization

### Program Core Courses

- MAN3303 - Management and Leadership *Credits: 3*
- COM3120 - Organizational Communications *Credits: 3*
- ACG3024 - Financial Statement Analysis for Managers *Credits: 3*
- BUL3130 - The Legal and Ethical Environment of Business *Credits: 3*
- MAN4940 - Internship in Business and Organizational Management *Credits: 3*

### Program Specialization Courses

- ISM3011 - Introduction to Information Systems Management *Credits: 3*
- ISM3113 - Applied Systems Analysis *Credits: 3*
- ISM4212 - Database Management Systems *Credits: 3*
- ISM4314 - IT Project Management *Credits: 3*
- COP3375 - Advanced Programming Concepts *Credits: 3*
- ISM4382 - Global Information System *Credits: 3*  
**OR**
- ISM3321 - Cyber Security Fundamentals *Credits: 3*
- CNT3104 - Computer Networks for Business Users *Credits: 3*
- MAN4900 - Capstone in Organizational Management *Credits: 3*

Total Credit Hours: 39

Credit Hours from Associate Degree: 60

Total Credit Hours: 120

## Business and Organizational Management - Public Safety Administration Specialization, B.A.S.

**B105:** Bachelor of Applied Science in Business and Organizational Management - Public Safety Administration Specialization

**CIP:** 52.0299

**FL CIP:** 1105202991

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 Accounting, Agribusiness Management, Equine Studies, Management Information Systems, Health Care

Management, Public Safety Administration and Logistics and Supply Chain Management will prepare graduates for administrative/managerial positions in agriculture, business, information technology, equine, health services, logistics, 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 should work closely with their advisor to ensure that all program requirements are met.

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.

A grade of C or better is required in all technical, program core and program specialization courses, and all courses used to satisfy the Gordon Rule requirement. Students transferring into baccalaureate programs with an A.A. degree or higher do not need to meet our General Education requirements with the exception of college level English and Gordon Rule math. These students must have successfully completed, with a grade of C or better, at least one college level English and one Gordon Rule math course. General Education courses must total 36 credits. The A.A. or higher degree must be from an accredited institution but can be public, private and/or out of state. Additional coursework may be required for students transferring into B.A.S. programs with an A.S. or A.A.S. degree.

This program is eligible for federal and state financial aid. Contact the Financial Aid Office for further information about your individual eligibility.

## Requirements

### Required Technical Specialization Courses

- CCJ1020 - Introduction to Criminal Justice System *Credits: 3*
- CJL2130 - Criminal Law, Evidence and Procedures *Credits: 3*
- CJC1000 - Crime and Punishment *Credits: 3*
- CCJ2010 - Criminology *Credits: 3\*\**
- CJJ1002 - Juvenile Delinquency *Credits: 3*
- DSC1212 - Introduction to Emergency Management Systems *Credits: 3*
- CJE2600 - Introduction to Forensics and Criminal Investigation *Credits: 3*

Total Credit 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.**

## Core and Specialization

### Program Core Courses

- MAN3303 - Management and Leadership *Credits: 3*
- COM3120 - Organizational Communications *Credits: 3*
- ACG3024 - Financial Statement Analysis for Managers *Credits: 3*
- BUL3130 - The Legal and Ethical Environment of Business *Credits: 3*
- MAN4940 - Internship in Business and Organizational Management *Credits: 3*

### Program Specialization Courses

- DSC3079 - Foundations of Public Safety *Credits: 3*
- DSC3215 - Emergency Planning *Credits: 3*
- DSC4226 - National Incident Management *Credits: 3*
- DSC4755 - National Security: Threats, Challenges and Solutions *Credits: 3*
- DSC4931 - Selected Topics in Public Safety *Credits: 3*
- CJL3510 - Prosecution and Adjudication *Credits: 3*
  
- DSC4013 - Capstone Thesis Project in Public Safety *Credits: 6*  
OR
- GEB4891 - Strategic Management and Decision Making *Credits: 3*  
AND
- MAN4900 - Capstone in Organizational Management *Credits: 3*

Total Credit Hours: 39

Credit Hours from Associate Degree: 60

Total Credit Hours: 120

\*\* This course may be used to satisfy the Gordon Rule requirement.

## Bachelor of Science

### Early Childhood Education, B.S.

**B201:** Bachelor of Science in Early Childhood Education

**CIP:** 13.1210

**FL CIP:** 1101312101

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 be eligible to apply for teacher certification in prek-primary education and endorsements in reading (K-12), English for Speakers of Other Languages (ESOL, K-12)\* and prekindergarten disabilities.

**This is a limited access program.** Please consult [CF.edu/LimitedAccess](http://CF.edu/LimitedAccess) for information on limited access programs.

Students accepted for this program 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 and

show successful completion of EDF2005 - Introduction to the Teaching Profession and either AMH2020 - United States History Since 1877 or POS2041 - American National Government. 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.

A grade of C or better is required in all technical, program core and program specialization courses, and all courses used to satisfy the Gordon Rule requirement. Students transferring into baccalaureate programs with an A.A. degree or higher do not need to meet our General Education requirements with the exception of college level English and Gordon Rule math. These students must have successfully completed, with a grade of C or better, at least one college level English and one Gordon Rule math course. General Education courses must total 36 credits. The A.A. or higher degree must be from an accredited institution but can be public, private and/or out of state.

Successful completion of courses with assigned observation or field placement components includes, but is not necessarily limited to, completion of all paperwork, meeting timelines, and professional responsibilities associated with field/clinical experiences. Students may be required to obtain and pass an FDLE Level II background screening, and any other site-based requirements, prior to beginning field experience. Any student who does not pass required background screenings may choose to withdraw from the course and forfeit all fees.

\*The ESOL endorsement is partially infused and requires two stand-alone courses: LIN2740 - Applied Linguistics and EDF2085 - Introduction to Diversity; which are program requirements. The reading and prekindergarten disabilities endorsements are infused into the 36 credits.

Graduation requirements for this program are a GPA of 2.5, passing of all professional courses with a grade of C or better and passing scores on the Florida Teacher Certification Examinations (General Knowledge, Professional Education, and Prek-Primary Education).

Questions should be directed to the advisor for teacher education or the Associate Vice President for Career and Professional Programs.

This program is eligible for federal and state financial aid. Contact the Financial Aid Office for further information about your individual eligibility.

## Requirements

### Program Core Courses

- LAE4416 - Children's Literature for Educators *Credits: 3*
- EEC4301 - Cognitive Experiences for Young Children *Credits: 3*
- EEX4201 - Young Children with Special Needs *Credits: 3*
- EEC4219 - Integrated Math and Science for Young Children *Credits: 3*
- EEC3400 - Family Literacy and Young Children *Credits: 3*
- EEC4624 - Creative and Effective Experiences for Young Children *Credits: 3*
- EEX4231 - Assessing the Progress of Young Children with Special Needs *Credits: 3*
- EDP4503 - Assessment, Evaluation and Diagnosis of

the Young Child *Credits: 3*

- EEC4404 - Relations Across Family, School and Community *Credits: 3*
- EDG4410 - Classroom Management and Child Guidance *Credits: 3*
- EEC4940 - Internship in Early Childhood *Credits: 6*

Total Credit Hours: 36

## Prerequisite and Technical Courses

### State Required Prerequisite Course

- EDF2005 - Introduction to the Teaching Profession *Credits: 3*

### Required Technical Courses

- EDF2085 - Introduction to Diversity *Credits: 3*
- EME2040 - Introduction to Technology for Educators *Credits: 3*
- EEC1000 - Introduction to Child Development and Education *Credits: 3*
- CHD1440C - Child Care Practicum I *Credits: 3*
- EEC1907 - Observing and Recording Behavior *Credits: 3*
- EEC2001 - Introduction to Administration in Early Childhood Education *Credits: 3*
- EEC2200 - Curriculum in Childhood Education *Credits: 3*
- CHD1441C - Child Care Practicum II *Credits: 3*
- EEC2930 - Seminar in Childhood Education *Credits: 3*
- LIN2740 - Applied Linguistics *Credits: 3*

Total Credit Hours: 36

## Total Credit Hours: 123

Note: Total Program Hours also includes 60 credit hours of course work completed at the associate degree level.

LIN2740 - 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

General Education and Technical Specialization courses 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.

## Bachelor of Science in Nursing Registered Nurse to Bachelor of Science in Nursing

**B205:** Registered Nurse to Bachelor of Science in Nursing

**CIP:** 51.3801 (track 2 of 2)

**FL CIP:** 1105138012

This is a **limited access program**. Please consult [CF.edu/LimitedAccess](http://CF.edu/LimitedAccess) for information on limited access programs.

The Registered Nurse to Bachelor of Science in Nursing program is an articulated, generalist nursing degree which allows associate

degree registered nurses to advance their education to meet the demand in the community for BSN prepared nurses, and support job promotions and entry into graduate nursing programs. The program contributes to meeting the Institute for Medicine's call for 80 percent of nursing staffs to be BSN prepared by 2020. Nurses will prepare for advanced clinical positions and for nursing faculty positions, meeting additional needs for nurses in primary care and as nursing program faculty educating new nurses.

The College of Central Florida is accredited by the Southern Association of Colleges and Schools Commission on Colleges, SACSCOC. The College of Central Florida's RN-BSN program is accreditation by the Accreditation Commission for Education in Nursing, ACEN, 3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326, 404-975-5000.

Full- and part-time options are available. Florida RN unencumbered license must be attained prior to second semester of upper division nursing courses. Application directions are explained in the required online information session. Go to [CF.edu/Health](http://CF.edu/Health).

The Bachelor of Science in Nursing is a **limited access program**. A limited access program is one in which both program admission and course registration are restricted to a certain number of students meeting predetermined criteria. Limited access status is justified when student demand exceeds available resources or accreditation requirements (i.e., student/faculty ratios, instructional facilities and equipment, clinical sites) or the nature of the program calls for specific admission requirements. Limited access programs have admissions processes and criteria beyond general college admissions. While any student meeting the minimum criteria is encouraged to apply, not all applicants may be accepted.

This program is eligible for federal and state financial aid. Contact the Financial Aid Office for further information about your individual eligibility.

## Criteria for Application

- Be admitted to CF in good standing.
- 2.0 college GPA.
- 2.5 GPA or higher in general education and lower division courses specific to the nursing programs as well as the courses with the NUR prefix.
- All general education and lower division course requirements must be completed, or currently enrolled in, to have conditional acceptance. Applications can be submitted during the application period if currently enrolled in general education or lower division courses, but all must be completed with a grade of "C" or higher in order to have final acceptance to the program.
- Submit RN to BSN program application with a copy of an active unencumbered Florida RN license. Recent ADN graduates must attain an active, unencumbered Florida RN license prior to second semester of upper division nursing courses.
- CF service area: Marion, Citrus and Levy county applicants will have priority seating.
- A criminal background check and physical examination are required once a student is accepted into the program.

## Requirements

### Program Core Courses

- NUR3825 - Transitions and Role Development in Nursing *Credits: 3*

- NUR3846 - Nursing Theory and Philosophy *Credits: 3*
- NUR3066C - Advanced Nursing and Health Assessment with Lab *Credits: 5*
- NUR4667 - Global Health Care Issues and Trends in Professional Nursing *Credits: 4*
- NUR4827 - Nursing Leadership and Management *Credits: 4*
- NUR4837 - Health Care Policies and Economics *Credits: 3*
- NUR4776 - Informatics and Evidence Based Clinical Judgment *Credits: 4*
- NUR4165 - Introduction to Research in Nursing *Credits: 4*
- NUR4636C - Community Nursing with Lab *Credits: 5*
- NUR4950 - Baccalaureate Capstone Course *Credits: 4*

Total Credit Hours: 39

### General Education Courses

- ENC1101 - Freshman Composition Skills I *Credits: 3* \*\*
- MAC1105 - College Algebra *Credits: 3* \*\*  
**OR**
- MGF1106 - Liberal Arts Mathematics *Credits: 3* \*\*
- STA2023 - Elementary Statistics *Credits: 3* \*\*
- BSC2085 - Human Anatomy and Physiology I *Credits: 3*
- BSC2085L - Human Anatomy and Physiology I Lab *Credits: 1*
- BSC2086 - Human Anatomy and Physiology II *Credits: 3*
- BSC2086L - Human Anatomy and Physiology II Lab *Credits: 1*
- PSY2012 - General Psychology *Credits: 3*
- HUN1201 - Human Nutrition *Credits: 3*
- MCB2010 - Microbiology *Credits: 3*
- MCB2010L - Microbiology Lab *Credits: 1*
- DEP2004 - Human Growth and Development *Credits: 3* \*\*
- ENC1102 - Freshman Composition Skills II *Credits: 3* \*\*

One of the following:

- ARH1000 - Art Appreciation *Credits: 3*
- HUM1020 - Introduction to the Humanities *Credits: 3*
- LIT1000 - Introduction to Literature *Credits: 3*
- MUL1010 - Music Appreciation *Credits: 3*
- PHI2010 - Introduction to Philosophy *Credits: 3*
- THE1000 - Theatre Appreciation *Credits: 3*

Total Credit Hours: 36

### Prerequisite and Technical Courses

#### Program Prerequisite Courses

- CHM1032 - Chemistry for the Health-Related Fields *Credits: 3* Or any higher level Chemistry course
- AMH2020 - United States History Since 1877 *Credits: 3*  
**OR**
- POS2041 - American National Government *Credits: 3*

#### Foreign Language Competency

To graduate with a baccalaureate degree from the state of Florida, students must demonstrate competency in a foreign language (American Sign Language (ASL) counts toward this requirement). Proof of competency must be provided in the form of official transcripts or test scores.

To fulfill the foreign language competency, students must provide proof of successfully passing two years of the same foreign language (including American Sign Language) from high school or two semesters of the same foreign language (including American Sign Language) at the college/university level. Students are welcome to take the College-Level Examination Program (CLEP) to place out of one or more semesters of a foreign language.

Total Credit Hours: 45

### Required Technical Courses

Choose 39 credits from the following:

*The total number of credit hours may be higher if the student must take foreign language courses.*

- NUR1021C - Foundations in Nursing *Credits: 5*
- NUR1052C - Clinical Concepts I *Credits: 4*
- NUR1142 - Introduction to Pharmacology *Credits: 3*
- NUR1241C - Clinical Concepts II *Credits: 7*
- NUR1520C - Behavioral Concepts in Nursing *Credits: 2*
- NUR2010 - Professional Issues in Nursing *Credits: 2*
- NUR2243C - Clinical Concepts III *Credits: 4*
- NUR2244C - Clinical Concepts IV *Credits: 7*
- NUR2440C - Developmental Concepts in Nursing *Credits: 3*
- NUR2811C - Capstone Clinical *Credits: 2*

### Total Credit Hours: 120

- General education and prerequisite courses must be completed before beginning the program core courses.
- Required technical course credits will be awarded upon completion of program core courses representing completion of ADN nursing program.

\*\* This course may be used to satisfy the Gordon Rule requirement.

# Advanced Technical Certificate

## Basic Health Care Management, A.T.C

**C607:** Advanced Technical Certificate in Basic Health Care Management (15 Credit Hours)

**CIP:** 51.0107

**FL CIP:** 0351070166

This Advanced Technical Certificate program prepares students for working at the entry level of health care management. The program develops knowledge of basic skills and general knowledge to enter management positions in health care facilities. This program is a sequence of five courses providing intensive study for individuals who already hold an associate degree.

This program is upward compatible with a related Bachelor of Applied Science degree. Contact the Financial Aid Office for clarification of financial aid eligibility.

### Requirements

#### Program Courses

- HSA3111 - Survey of American Health Care Systems *Credits: 3*
- HSC3652 - Health Care Ethics *Credits: 3*
- HSA3170 - Health Care Financial Management *Credits: 3*
- HSA3340 - Human Resource Management for Health Care *Credits: 3*
- HSA4421 - Policy and Legal Aspects of Health Care *Credits: 3*

Total Credit Hours: 15

## Logistics and Supply Chain Management, A.T.C.

**C601:** Advanced Technical Certificate in Logistics and Supply Chain Management (15 Credit Hours)

**CIP:** 52.0209

**FL CIP:** 0652020966

**SOC:** 13-1080

This Advanced Technical Certificate in Logistics and Supply Chain Management is concerned with the organization, movement, and storage of material. This program is a sequence of five courses providing intensive study for individuals who already hold an associate degree.

This program is upward compatible with a related Bachelor of Applied Science degree. Contact the Financial Aid Office for clarification of financial aid eligibility.

### Requirements

#### Program Courses

- TRA4202 - Logistics Systems Management *Credits: 3*
- TRA4721 - International Logistics and Transportation *Credits: 3*
- TRA4234 - Warehouse Management *Credits: 3*
- TRA4155 - Supply Chain Management *Credits: 3*
- GEB4891 - Strategic Management and Decision Making *Credits: 3*

Total Credit Hours: 15

## Network Security, A.T.C.

**C603:** Advanced Technical Certificate in Network Security (12 Credit Hours)

**CIP:** 11.1003

**FL CIP:** 0511100367

This program prepares students for working in the network security field. The program develops knowledge of security policies, intrusion detection software, firewalls and virtual private networks. This program provides intensive study for individuals who already hold an associate degree.

This program is upward compatible with a related Bachelor of Applied Science degree. Contact the Financial Aid Office for clarification of financial aid eligibility.

### Requirements

#### Program Courses

- ISM3011 - Introduction to Information Systems Management *Credits: 3*
- ISM3321 - Cyber Security Fundamentals *Credits: 3*
- ISM4212 - Database Management Systems *Credits: 3*
- CNT3104 - Computer Networks for Business Users *Credits: 3*

Total Credit Hours: 12

# College Credit Certificate

## Accounting Technology Management, College Credit Certificate

**6245:** College Credit Certificate in Accounting Technology Management (27 Credit Hours)

**CIP:** 52.0302

**FL CIP:** 0552030205

**SOC:** 43-3031

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.

This program is eligible for federal and state financial aid. Contact the Financial Aid Office for further information about your individual eligibility.

### Requirements

#### Program Courses

- CGS1100 - Microcomputer Applications *Credits: 3*
- MGF1107 - Mathematical Explorations *Credits: 3\*\**
- ACG2021 - Financial Accounting *Credits: 3*
- ENC1101 - Freshman Composition Skills I *Credits: 3\*\**

#### OR

- OST2335 - Business Communications *Credits: 3\*\**
  - GEB1011 - Introduction to Business *Credits: 3*
  - ACG2071 - Managerial Accounting *Credits: 3*
  - ACG2450 - Integrated Accounting *Credits: 3*
  - ACO1807 - Payroll Accounting *Credits: 3*
  - TAX2000 - Individual Income Tax *Credits: 3*
- OR**
- TAX2010 - Corporate Income Tax *Credits: 3*

**Total Credit Hours: 27**

\*\* This course may be used to satisfy the Gordon Rule requirement.

## Accounting Technology Operations, College Credit Certificate

**6211:** College Credit Certificate in Accounting Technology Operations (18 Credit Hours)

**CIP:** 52.0302

**FL CIP:** 0552030203

**SOC:** 43-3031

The Accounting Technology Operations program is an 18-credit hour 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 program provides training for students with limited time to prepare for the job market who can devote daily, concentrated effort toward a career goal.

This program is upward compatible with an Associate in Science

degree. Contact the Financial Aid Office for clarification of financial aid eligibility.

### Requirements

#### Program Courses

- CGS1100 - Microcomputer Applications *Credits: 3*
- ACG2021 - Financial Accounting *Credits: 3*
- ACG2450 - Integrated Accounting *Credits: 3*
- ENC1101 - Freshman Composition Skills I *Credits: 3\*\**
- ACG2071 - Managerial Accounting *Credits: 3*
- TAX2010 - Corporate Income Tax *Credits: 3*

**Total Credit Hours: 18**

\*\* This course may be used to satisfy the Gordon Rule requirement.

## Accounting Technology Specialist, College Credit Certificate

**6210:** College Credit Certificate in Accounting Technology Specialist (12 Credit Hours)

**CIP:** 52.0302

**FL CIP:** 0552030204

**SOC:** 43-3031

The Accounting Technology Specialist program is a 12-credit-hour 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.

This program is upward compatible with an Associate in Science degree. Contact the Financial Aid Office for clarification of financial aid eligibility.

### Requirements

#### Program Courses

- CGS1100 - Microcomputer Applications *Credits: 3*
- ACG2021 - Financial Accounting *Credits: 3*
- ACG2450 - Integrated Accounting *Credits: 3*
- ENC1101 - Freshman Composition Skills I *Credits: 3\*\**

**Total Credit Hours: 12**

\*\* This course may be used to satisfy the Gordon Rule requirement.

## Automation, College Credit Certificate

**6297:** College Credit Certificate in Automation (12 Credit Hours)

**CIP:** 15.0406

**FL CIP:** 0615040601

**SOC:** 17-3027

Training for engineering technology positions dealing with PLCs, automation, and control systems in high tech production,

manufacturing, distribution, and engineering research and development facilities.

This program is upward compatible with an Associate in Science degree. Contact the Financial Aid Office for clarification of financial aid eligibility.

## Requirements

### Program Courses

- ETS1542 - Introduction to PLCs *Credits: 3*
- ETS1540 - Industrial Applications Using PLCs and Robotics *Credits: 3*
- EET1084 - Survey of Electronics *Credits: 3*
- ETI1843 - Motors and Controls *Credits: 3*

Total Credit Hours: 12

## Business Entrepreneurship, College Credit Certificate

**6290:** College Credit Certificate in Business Entrepreneurship (12 Credit Hours)

**CIP:** 52.0201

**FL CIP:** 0552070308

**SOC:** 11-1021, 11-2022

The Business 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.

This program is upward compatible with an Associate in Science degree. Contact the Financial Aid Office for clarification of financial aid eligibility.

## Requirements

### Program Courses

- ENT2112 - Entrepreneurship Opportunities *Credits: 3*
- SBM2000 - Small Business Management *Credits: 3*
- ENT1000 - Introduction to Entrepreneurship *Credits: 3*

### Program Electives

Choose an additional 3 credit hours from the courses listed below:

- BUL2241 - Business Law I *Credits: 3*
- MAN2021 - Principles of Management *Credits: 3*
- GEB2430 - Ethics in Management *Credits: 3*
- MAR2011 - Principles of Marketing *Credits: 3*
- ACG2021 - Financial Accounting *Credits: 3*
- GEB1011 - Introduction to Business *Credits: 3*
- ACG2450 - Integrated Accounting *Credits: 3*
- CGS1100 - Microcomputer Applications *Credits: 3*

Total Credit Hours: 12

## Business Management, College Credit Certificate

**6241:** College Credit Certificate in Business Management (24 Credit Hours)

**CIP:** 52.0701

**FL CIP:** 0552070101

**SOC:** 11-1021

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.

This program is eligible for federal and state financial aid. Contact the Financial Aid Office for further information about your individual eligibility.

## Requirements

### Program Courses

- ENC1101 - Freshman Composition Skills I *Credits: 3*  
\*\*
- CGS1100 - Microcomputer Applications *Credits: 3*
- GEB1011 - Introduction to Business *Credits: 3*
- CGS2103 - Spreadsheet Applications *Credits: 3*
- MAN2021 - Principles of Management *Credits: 3*
- ACG2021 - Financial Accounting *Credits: 3*  
**OR**
- ACG2450 - Integrated Accounting *Credits: 3*
- OST2335 - Business Communications *Credits: 3*  
**OR**
- ENC1102 - Freshman Composition Skills II *Credits: 3*  
\*\*

### One of the Following:

MAC1105 - College Algebra is recommended for students planning to enroll in the college's baccalaureate degree programs.

- MAC1105 - College Algebra *Credits: 3* \*\*
- MAC1105H - Honors College Algebra *Credits: 3* \*\*
- MAC2311 - Calculus I with Analytic Geometry *Credits: 5* \*\*
- MAC2311H - Calculus I with Analytic Geometry Honors *Credits: 5* \*\*
- MGF1106 - Liberal Arts Mathematics *Credits: 3* \*\*
- MGF1107 - Mathematical Explorations *Credits: 3* \*\*
- STA2023 - Elementary Statistics *Credits: 3* \*\*
- STA2023H - Honors Elementary Statistics *Credits: 3* \*\*

Total Credit Hours: 24

\*\* This course may be used to satisfy the Gordon Rule requirement.

## Business Operations, College Credit Certificate

**6271:** College Credit Certificate in Business Operations (18 Credit Hours)

**CIP:** 52.0499

**FL CIP:** 0552020104

**SOC:** 11-1021

This program is designed for students seeking specialized training to prepare for employment or to enhance their skills in the fields of management, business, 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.

This program is upward compatible with an Associate in Science degree. Contact the Financial Aid Office for clarification of financial aid eligibility.

## Requirements

### Program Courses

- ENC1101 - Freshman Composition Skills I *Credits: 3*  
\*\*
- GEB1011 - Introduction to Business *Credits: 3*
- CGS1100 - Microcomputer Applications *Credits: 3*
- MAN2021 - Principles of Management *Credits: 3*
- OST2335 - Business Communications *Credits: 3* \*\*  
**OR**
- ENC1102 - Freshman Composition Skills II *Credits: 3*  
\*\*

### One of the Following:

MAC1105 - College Algebra is recommended for students planning to enroll in the college's baccalaureate degree programs.

- MAC1105 - College Algebra *Credits: 3* \*\*
- MAC1105H - Honors College Algebra *Credits: 3* \*\*
- MAC2311 - Calculus I with Analytic Geometry *Credits: 5* \*\*
- MAC2311H - Calculus I with Analytic Geometry Honors *Credits: 5* \*\*
- MGF1106 - Liberal Arts Mathematics *Credits: 3* \*\*
- MGF1107 - Mathematical Explorations *Credits: 3* \*\*
- STA2023 - Elementary Statistics *Credits: 3* \*\*
- STA2023H - Honors Elementary Statistics *Credits: 3* \*\*

### Total Credit Hours: 18

\*\* This course may be used to satisfy the Gordon Rule requirement.

## Business Specialist, College Credit Certificate

**6291:** College Credit Certificate in Business Specialist (12 Credit Hours)

**CIP:** 52.0201

**FL CIP:** 0552020103

**SOC:** 11-1021

This program prepares students for employment in occupations such as customer service representative, company outreach, sales and service representative or specialist positions in a variety of other business environments. The coursework provides a strong foundation for problem resolution and business communication skills.

This program is upward compatible with an Associate in Science degree. Contact the Financial Aid Office for clarification of financial aid eligibility.

## Requirements

### Program Courses

- ENC1101 - Freshman Composition Skills I *Credits: 3*  
\*\*

- GEB1011 - Introduction to Business *Credits: 3*
- CGS1100 - Microcomputer Applications *Credits: 3*

### One of the Following:

MAC1105 - College Algebra is recommended for students planning to enroll in the college's baccalaureate degree programs.

- MAC1105 - College Algebra *Credits: 3* \*\*
- MAC1105H - Honors College Algebra *Credits: 3*  
\*\*
- MAC2311 - Calculus I with Analytic Geometry *Credits: 5* \*\*
- MAC2311H - Calculus I with Analytic Geometry Honors *Credits: 5*  
\*\*
- MGF1106 - Liberal Arts Mathematics *Credits: 3* \*\*
- MGF1107 - Mathematical Explorations *Credits: 3* \*\*
- STA2023 - Elementary Statistics *Credits: 3* \*\*
- STA2023H - Honors Elementary Statistics *Credits: 3*  
\*\*
- ACG2021 - Financial Accounting *Credits: 3*

### Total Credit Hours: 12

\*\* This course may be used to satisfy the Gordon Rule requirement.

## Child Care Center Management, College Credit Certificate

**6201:** College Credit Certificate in Child Care Center Management (12 Credit Hours)

**CIP:** 19.0709

**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.

This program is upward compatible with an Associate in Science degree. Contact the Financial Aid Office for clarification of financial aid eligibility.

## Requirements

### Program Courses

- EEC2930 - Seminar in Childhood Education *Credits: 3*
- EEC1000 - Introduction to Child Development and Education *Credits: 3*
- EEC2200 - Curriculum in Childhood Education *Credits: 3*
- EEC1603 - Child Guidance *Credits: 3*

### Total Credit Hours: 12

## Computer Information Data Specialist, College Credit Certificate

**6365:** College Credit Certificate in Computer Information Data Specialist (9 Credit Hours)

**CIP:** 11.0501

**FL CIP:** 0611050101

**SOC:** 15-1051

The Computer Information Data Specialist certificate prepares students for initial employment as a computer systems analyst. The courses in this certificate program are also part of the Associate in Science degree in Computer Information Technology.

This program is upward compatible with an Associate in Science degree. Contact the Financial Aid Office for clarification of financial aid eligibility.

### Requirements

#### Program Courses

- CGS1100 - Microcomputer Applications *Credits: 3*
- CET1278 - A+ Fundamentals *Credits: 3*
- CGS2540 - Database Management Systems *Credits: 3*

Total Credit Hours: 9

## Computer Programming Specialist, College Credit Certificate

**6217:** College Credit Certificate in Computer Programming Specialist (18 Credit Hours)

**CIP:** 11.0201

**FL CIP:** 0511020103

**SOC:** 15-1131

The Computer Programming Specialist college credit certificate prepares students to enter the field of computer programming and systems analysis and design. Students also learn how to code and implement activities as they relate to programming. The courses in this certificate program are also part of the Associate in Science degree in Computer Information Technology.

This program is upward compatible with an Associate in Science degree. Contact the Financial Aid Office for clarification of financial aid eligibility.

### Requirements

#### Program Courses

- CGS1100 - Microcomputer Applications *Credits: 3*
- CGS2540 - Database Management Systems *Credits: 3*
- COP1030 - Fundamental Programming Concepts *Credits: 3*
- CGS1820 - Web Programming *Credits: 3*
- CIS2321 - Introduction to Systems Analysis and Design *Credits: 3*
- COP2250 - Java Programming *Credits: 3*

Total Credit Hours: 18

## Criminal Justice Technology Specialist, College Credit Certificate

**6320:** College Credit Certificate in Criminal Justice Technology Specialist (24 Credit Hours)

**CIP:** 43.0103

**FL CIP:** 0743010304

**SOC:** 33-1012

This program prepares students to work in law enforcement, corrections, private/industry security, and other criminal justice, legal or public service related fields as criminal justice practitioners/supervisors/managers in law enforcement agencies, correctional institutions, juvenile courts, crime laboratories, and mobile units dealing with physical evidence, etc. It also provides supplemental training for persons previously or currently employed in these occupations. The program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in law, public safety and security.

This program is eligible for federal and state financial aid. Contact the Financial Aid Office for further information about your individual eligibility.

### Requirements

#### Program Courses

- CCJ1020 - Introduction to Criminal Justice System *Credits: 3*
- CJE2061 - Policing in America *Credits: 3*
- CJL2130 - Criminal Law, Evidence and Procedures *Credits: 3*
- CCJ2013 - Criminal Victimization *Credits: 3*
- CJJ1002 - Juvenile Delinquency *Credits: 3*
- CJC1000 - Crime and Punishment *Credits: 3*
- CJE2330 - Ethics in Criminal Justice *Credits: 3*
- CCJ2010 - Criminology *Credits: 3\*\**

Total Credit Hours: 24

\*\* This course may be used to satisfy the Gordon Rule requirement.

## Database and E-Commerce Security, College Credit Certificate

**6216:** College Credit Certificate in Database and E-Commerce Security (18 Credit Hours)

**CIP:** 11.1003

**FL CIP:** 0511100311

**SOC:** 15-1131

The Database and E-Commerce Security college credit certificate prepares students to install and configure network security software and utilities. Students also learn how to administer and manage security activities as they relate to e-commerce security. The courses in this certificate program are also part of the Associate in Science degree in Computer Information Technology.

This program is upward compatible with an Associate in Science degree. Contact the Financial Aid Office for clarification of financial aid eligibility.



## Requirements

### Program Courses

- CGS1100 - Microcomputer Applications *Credits: 3*
- CET1278 - A+ Fundamentals *Credits: 3*
- CGS2540 - Database Management Systems *Credits: 3*
- CTS2134 - Networking Fundamentals *Credits: 3*
- CGS1820 - Web Programming *Credits: 3*
- CTS2120 - Security Fundamentals *Credits: 3*

Total Credit Hours: 18

## Digital Media/Multimedia Authoring, College Credit Certificate

**6212:** College Credit Certificate in Digital Media/Multimedia Authoring (12 Credit Hours)

**CIP:** 09.0702

**FL CIP:** 0609070209

**SOC:** 27-4099

This certificate provides students fundamental skills in the application of digital and interactive media. These courses introduce students to a range of different digital fields, including graphic design and layout, digital photography and video, web design and animation. Students will learn the historical background of this field and how it has evolved. These courses teach the foundations for professional practice by focusing on the technical aspects of digital media production, including protocols, file formats and organization, image processing and work flow efficiency.

This program is upward compatible with an Associate in Science degree. Contact the Financial Aid Office for clarification of financial aid eligibility.

## Requirements

### Program Courses

- DIG2000 - Introduction to Digital Media *Credits: 3*
- DIG2109C - Digital Imaging and Fundamentals *Credits: 3*
- DIG2280C - Digital Video and Sounds *Credits: 3*
- DIG2500 - Fundamentals of Interactive Media and Web Design *Credits: 3*

Total Credit Hours: 12

## Digital Media/Multimedia Web Production, College Credit Certificate

**6330:** College Credit Certificate in Digital Media/Multimedia Web Production (15 Credit Hours)

**CIP:** 50.0102

**FL CIP:** 0650010208

**SOC Code:** 27-4099

This certificate provides students with a strong foundation in digital media that empowers them to adapt and respond to dynamic trends in web technologies. This program allows students to engage in practical, hands-on, realistic projects using the latest technologies, software, and equipment to produce innovative projects that communicate effectively and persuasively. Courses introduce students to web development using industry standards in design, development, security and interactivity. The curriculum

covers techniques using standard markup and scripting platforms for creating and editing web pages with multimedia content. It also includes basic visual principles for web design.

This program is upward compatible with an Associate in Science degree. Contact the Financial Aid Office for clarification of financial aid eligibility.

## Requirements

### Program Courses

- DIG2000 - Introduction to Digital Media *Credits: 3*
- DIG2100 - Web Design I *Credits: 3*
- DIG2101 - Web Design II *Credits: 3*
- GRA2751C - Visual Design for Web *Credits: 3*
- DIG2592 - Advanced Web Design *Credits: 3*

Total Credit Hours: 15

## Digital Music Production, College Credit Certificate

**6322:** College Credit Certificate in Digital Music Production (12 Credit Hours)

**CIP:** 10.0203

**FL CIP:** 0610020304

**SOC:** 27-4099

The purpose of this program is to prepare students for employment in music production occupations or to provide supplemental professional training for persons previously or currently employed in this field. The content includes, but is not limited to, instruction that prepares individuals for positions such as music production specialists, audio technicians, audio assistants, media and communication equipment workers, music editors, and archivists and related workers.

This program is upward compatible with an Associate degree. Contact the Financial Aid Office for clarification of financial aid eligibility.

## Requirements

### Program Courses

- MUS1360 - Introduction to Music Technology *Credits: 4*
- MUM2700 - Introduction to Music Business *Credits: 3*
- MUT1001 - Fundamentals of Music *Credits: 3*
- MVK1111 - Class Piano I *Credits: 1*
- MUN1021 - Electronic Music Ensemble *Credits: 1*

Total Credit Hours: 12

## E-Business Ventures, College Credit Certificate

**6215:** College Credit Certificate in E-Business Ventures (24 Credit Hours)

**CIP:** 52.120

**FL CIP:** 0552120105

**SOC:** 15-1199

Students completing this certificate program will understand issues related to e-business, as well as be able to identify the legal and ethical issues related to buying and selling goods and services online. The courses in this certificate program are also part of the

Associate in Science degree in Business Administration.

This program is upward compatible with an Associate in Science degree. Contact the Financial Aid Office for clarification of financial aid eligibility.

## Requirements

### Program Courses

- ENC1101 - Freshman Composition Skills I *Credits: 3*  
\*\*
- GEB1011 - Introduction to Business *Credits: 3*
- BUL2241 - Business Law I *Credits: 3*
- MAR2011 - Principles of Marketing *Credits: 3*
- MAN2021 - Principles of Management *Credits: 3*
- GEB2430 - Ethics in Management *Credits: 3*
- ECO2023 - Principles of Economics - Micro *Credits: 3*  
\*\*
- GEB2350 - Introduction to International Business *Credits: 3*

Total Credit Hours: 24

\*\* This course may be used to satisfy the Gordon Rule requirement.

## Early Childhood Development Specialization, College Credit Certificate

**6205:** College Credit Certificate in Early Childhood Development Specialization (36 Credit Hours)

**CIP:** 19.0709

**FL CIP:** 0419070904

**SOC:** 25-2011

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.

This program is eligible for federal and state financial aid. Contact the Financial Aid Office for further information about your individual eligibility.

## Requirements

### Program Courses

*To comply with Florida state law, Chapter 402.305 2(a), each prospective student must be fingerprinted and undergo an FDLE Level II background screening. The cost of these procedures is the responsibility of the student. Information received is confidential and is required to determine the prospective student's eligibility to work with children. Fingerprinting and background screening are required for CHD1440C.*

- EEC2930 - Seminar in Childhood Education *Credits: 3*
- EEC1000 - Introduction to Child Development and Education *Credits: 3*
- EEC2200 - Curriculum in Childhood Education *Credits: 3*
- EEC2001 - Introduction to Administration in Early Childhood Education *Credits: 3*

- EEC2401 - Home and Community *Credits: 3*
- EEC1603 - Child Guidance *Credits: 3*
- EEC1921 - Preschool Workshop *Credits: 3*
- EEC1907 - Observing and Recording Behavior *Credits: 3*
- EEX2010 - Survey of Disabling Conditions *Credits: 3*
- CHD1339 - Learning Through Play *Credits: 3*
- CHD1440C - Child Care Practicum I *Credits: 3*
- CHD1441C - Child Care Practicum II *Credits: 3*

Total Credit Hours: 36

## Emergency Medical Technician (Basic), College Credit Certificate

**6237:** College Credit Certificate in Emergency Medical Technician (Basic) (12 Credit Hours)

**CIP:** 51.0904

**FL CIP:** 0351090415

**SOC:** 29-2041

This program prepares students to provide pre-hospital emergency medical services including patient assessment and care of ill or injured patients.

**This is a limited-access program.** Please consult CF.edu/LimitedAccess for information on limited-access programs.

This program is upward compatible with an Associate in Science degree. Contact the Financial Aid Office for clarification of financial aid eligibility.

Prerequisite: admission to program.

## Requirements

### Courses

- EMS1119 - Fundamentals of Emergency Medical Technology *Credits: 7*
- EMS1119L - Fundamentals of Emergency Medical Technology Skills Laboratory *Credits: 2*
- EMS1431 - EMT Hospital/Field Experience *Credits: 2*
- EMS1354C - Emergency Field Operations *Credits: 1*

Total Credit Hours: 12

## Engineering Technology Support Specialist, College Credit Certificate

**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.

This program is upward compatible with an Associate in Science degree. Contact the Financial Aid Office for clarification of financial aid eligibility.

## Requirements

### Program Courses

- ETI1117 - Introduction to Quality Control *Credits: 3*
- ETI1720C - Industrial Safety *Credits: 3*
- EET1084 - Survey of Electronics *Credits: 3*
- ETI1411 - Manufacturing Processes I *Credits: 3*
- EGN1111 - Engineering Graphics *Credits: 3*
- ETI1151 - Instrument Techniques and Measurement *Credits: 3*

Total Credit Hours: 18

## Equine Assistant Management, College Credit Certificate

**6278:** College Credit Certificate in Equine Assistant Management (24 Credit Hours)

**CIP:** 01.0507

**FL CIP:** 0101050701

**SOC:** 45-1011

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.

This program is eligible for federal and state financial aid. Contact the Financial Aid Office for further information about your individual eligibility.

## Requirements

### Program Courses

- AEB2137C - Equine Business Management *Credits: 3*
- ANS1073C - Equine Anatomy and Physiology *Credits: 3*
- ANS1238C - Equine Behavior and Psychology *Credits: 3*
- ANS1237C - Equine Health Care *Credits: 3*
- ANS2403 - Equine Nutrition *Credits: 3*

### Three Equine Electives

Choose from:

- ANS1016 - Basic Horse Handling and Safety *Credits: 3*  
**OR**
- ANS2232C - Advanced Horse Handling Skills *Credits: 3*
- ANS1315 - Equine Reproduction *Credits: 3*
- ANS1222 - Equine Sales and Marketing *Credits: 3*
- ANS1223 - Equine Conformation Analysis *Credits: 3*
- ANS1220 - Equine Sport and Competition *Credits: 3*

Total Credit Hours: 24

## Equine Technician, College Credit Certificate

**6295:** College Credit Certificate in Equine Technician (15 Credit Hours)

**CIP:** 01.0507

**FL CIP:** 0101050703

**SOC:** 45-1011

The Equine Technician certificate is ideal for people new to horse ownership. Subjects such as pre-purchase examinations, nutrition, vaccination protocols, deworming, equine behavior and safe handling practices are addressed. All courses are taught in both online and classroom formats. All courses are a component of the Associate in Science degree in Equine Studies, enabling students to continue on for additional degrees.

This program is upward compatible with an Associate in Science degree. Contact the Financial Aid Office for clarification of financial aid eligibility.

## Requirements

### Program Courses

- ANS1237C - Equine Health Care *Credits: 3*
- ANS1236 - Introduction to Equine Science *Credits: 3*
- ANS1238C - Equine Behavior and Psychology *Credits: 3*
- ANS2403 - Equine Nutrition *Credits: 3*
- ANS1016 - Basic Horse Handling and Safety *Credits: 3*  
**OR**
- ANS2232C - Advanced Horse Handling Skills *Credits: 3*

Total Credit Hours: 15

## Graphic Design Support, College Credit Certificate

**6335:** College Credit Certificate in Graphic Design Support (15 Credit Hours)

**CIP:** 11.0803

**FL CIP:** 0611080302

**SOC Code:** 27-1024

The Graphic Design Support certificate provides students with a strong foundation in graphic design that empowers them to adapt and respond to dynamic trends in the design sector of multiple industries. This program allows students to engage in practical, hands-on exercises using the latest technologies, software and equipment to produce innovative projects that communicate effectively and persuasively.

The courses introduce students to fundamentals of digital imaging, digital photography techniques, image editing, digital illustration and page design and layout. Industry standard skills with Adobe Creative Cloud Software are taught.

This program is upward compatible with an Associate in Science degree. Contact the Financial Aid Office for clarification of financial aid eligibility.

## Requirements

### Program Courses

- PGY2801C - Digital Photography I *Credits: 3*
- GRA2120C - Paper Design and Layout (Adobe InDesign) *Credits: 3*
- DIG2109C - Digital Imaging and Fundamentals *Credits: 3*
- GRA2150C - Raster Based Image Editing (Adobe Photoshop) *Credits: 3*
- GRA2156C - Digital Illustration Vector Based (Adobe Illustrator) *Credits: 3*

Total Credit Hours: 15

## Guest Services Specialist, College Credit Certificate

**6380:** College Credit Certificate in Guest Services Specialist (15 Credit Hours)

**CIP:** 52.0904

**FL CIP:** 0252090403

**SOC:** 43-4081

This program is designed to prepare students for immediate employment in the hospitality industry in the guest services areas of hotels, resorts, and other hospitality-related sites. This program will be part of the State Recognized Apprenticeship Program in Hospitality Management. Apprentices in the program will be incumbent workers of participating hospitality employers.

## Requirements

### Program Courses

- HFT1000 - Introduction to the Hospitality and Tourism Industry *Credits: 3*
- HFT2223 - Hospitality Human Resource Management *Credits: 3*
- HFT2245 - Guest Service Management *Credits: 3*
- HFT2254 - Lodging Operations *Credits: 3*
- HFT2942 - Hospitality Internship *Credits: 3*

Total Credit Hours: 15

## Help Desk Support Technician, College Credit Certificate

**6289:** College Credit Certificate in Help Desk Support Technician (18 Credit Hours)

**CIP:** 11.0103

**FL CIP:** 0511010313

**SOC:** 11-3021, 15-1151

The certificate program in Help Desk Support Technician provides the student an understanding of an IT help desk. The student develops proficiency with assisting end-users with technical problems related to hardware, software, and mobile devices.

This program is upward compatible with an Associate in Science degree. Contact the Financial Aid Office for clarification of financial aid eligibility.

## Requirements

### Program Courses

- CGS1100 - Microcomputer Applications *Credits: 3*
- CET1278 - A+ Fundamentals *Credits: 3*
- CTS2651 - Router Fundamentals *Credits: 3*
- CET2180 - Practical PC Technician *Credits: 3*
- CGS2557 - Internet Technologies *Credits: 3*
- CTS2136 - PC Desktop Support *Credits: 3*

Total Credit Hours: 18

## Human Resources Administrator, College Credit Certificate

**6213:** College Credit Certificate in Human Resources Administrator (21 Credit Hours)

**CIP:** 52.0201

**FL CIP:** 0552020105

**SOC:** 11-3121

The Human Resource Administrator college credit certificate program prepares students for employment in the management of people and resources in any organization. The courses in this certificate program are also part of the Associate in Science degree in Business Administration.

This program is upward compatible with an Associate in Science degree. Contact the Financial Aid Office for clarification of financial aid eligibility.

## Requirements

### Program Courses

- CGS1100 - Microcomputer Applications *Credits: 3*
- ENC1101 - Freshman Composition Skills I *Credits: 3*  
\*\*
- GEB1011 - Introduction to Business *Credits: 3*
- BUL2241 - Business Law I *Credits: 3*
- MAN2021 - Principles of Management *Credits: 3*
- MAN2304 - Introduction to Human Resources *Credits: 3*
- OST1384 - Customer Service *Credits: 3*

Total Credit Hours: 21

\*\* This course may be used to satisfy the Gordon Rule requirement.

## Information Technology Analysis, College Credit Certificate

**6249:** College Credit Certificate in Information Technology Analysis (27 Credit Hours)

**CIP:** 11.0103

**FL CIP:** 0511010312

**SOC:** 15-1121

This program prepares students for employment as computer support specialists, user support analysts, office systems specialists, and a variety of other specialist positions in the field of information technology. Students learn how to design and implement information systems. This program is a certificate with the A.S. degree program, Computer Information Technology.

This program is eligible for federal and state financial aid. Contact the Financial Aid Office for further information about your individual eligibility.

## Requirements

### Program Courses

- CGS1100 - Microcomputer Applications *Credits: 3*
  - CET1278 - A+ Fundamentals *Credits: 3*
  - CGS2557 - Internet Technologies *Credits: 3*
  - CGS2103 - Spreadsheet Applications *Credits: 3*
  - CET2180 - Practical PC Technician *Credits: 3*
  - CTS2136 - PC Desktop Support *Credits: 3*
  - CTS2651 - Router Fundamentals *Credits: 3*
  - CTS2134 - Networking Fundamentals *Credits: 3*
  - CET1171 - Introduction to Computer Technology *Credits: 3*
- OR**
- any computer course *Credits: 3*

Total Credit Hours: 27

## Information Technology Support Specialist, College Credit Certificate

**6288:** College Credit Certificate in Information Technology Support Specialist (18 Credit Hours)

**CIP:** 11.0103

**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.

This program is upward compatible with an Associate in Science degree. Contact the Financial Aid Office for clarification of financial aid eligibility.

## Requirements

### Program Courses

- CGS1100 - Microcomputer Applications *Credits: 3*
  - CGS2557 - Internet Technologies *Credits: 3*
  - CET1278 - A+ Fundamentals *Credits: 3*
  - CET1171 - Introduction to Computer Technology *Credits: 3*
- OR**
- any computer course *Credits: 3*
- 
- CET2180 - Practical PC Technician *Credits: 3*
  - CTS2136 - PC Desktop Support *Credits: 3*
- OR**
- CTS2134 - Networking Fundamentals *Credits: 3*

Total Credit Hours: 18

## Landscape and Horticulture Professional, College Credit Certificate

**6310:** College Credit Certificate in Landscape and Horticulture Professional (18 Credit Hours)

**CIP:** 01.0605

**FL CIP:** 0101060504

**SOC:** 37-1012

The Landscape and Horticulture Professional Certificate program is designed for students to become proficient in hands-on skills in general horticulture knowledge, plant and pest/disease identification. Student will be introduced to best management practices, as outlined by industry, for landscape design, installation and maintenance. The certificate will prepare students to enter the higher skilled and higher wage level work force.

This program is upward compatible with an Associate in Science degree. Contact the Financial Aid Office for clarification of financial aid eligibility.

## Requirements

### Program Courses

- ORH1000C - Introduction to Horticulture *Credits: 3*
- ORH1113C - Pest and Disease Control *Credits: 3*
- ORH1601C - Nursery Management *Credits: 3*
- ORH1301C - Introduction to Irrigation *Credits: 3*
- ORH1260 - Greenhouse Operations *Credits: 3*
- SOS2006 - Introduction to Soil Science *Credits: 3*

Total Credit Hours: 18

## Lean Six Sigma Green Belt, College Credit Certificate

**6285:** College Credit Certificate in Lean Six Sigma Green Belt (12 Credit Hours)

**CIP:** 15.9999

**FL CIP:** 0615070203

**SOC:** 17-3026

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.

This program is upward compatible with an Associate in Science degree. Contact the Financial Aid Office for clarification of financial aid eligibility.

## Requirements

### Program Courses

- ETI1622 - Concepts of Lean Manufacturing and Six Sigma *Credits: 3*
- ETI2623 - Lean Enterprise for the Expert *Credits: 3*
- ETI1628 - Developing and Coaching Self-Directed Work Teams *Credits: 3*
- ETI2610 - Six Sigma for the Expert *Credits: 3*

Total Credit Hours: 12

## Livestock Production Management, College Credit Certificate

**6305:** College Credit Certificate in Livestock Production Management (30 Credit Hours)

**CIP:** 01.0302

**FL CIP:** 0101030200

**SOC:** 11-9013

The Livestock Production Management program is designed for students who wish to become proficient with hands-on skills in general livestock knowledge, including forage, animal physiology and behavior in agricultural production animals. Students will be introduced to best management practices, as outlined by industry, along with land and range management, herd well-being and current livestock industry business practices. The certificate will prepare students to enter the higher skilled and higher wage level work force in the animal industry.

This program is upward compatible with an Associate in Science degree. Contact the Financial Aid Office for clarification of financial aid eligibility.

### Requirements

#### Program Courses

- AGR1234 - Forage Science and Range Management *Credits: 3*
- ANS1041 - Livestock Growth, Development and Behavior *Credits: 3*
- ANS1400 - Principles of Food Animal Nutrition *Credits: 3*
- ANS1003 - Introduction to Animal Science *Credits: 3*
- SOS2006 - Introduction to Soil Science *Credits: 3*
- AOM2316 - Agricultural Machinery and Equipment *Credits: 3*
- AEB2102 - Principles of Agribusiness Management *Credits: 3*
- AEB2192 - Farm Records and Accounts *Credits: 3*
- ORH1113C - Pest and Disease Control *Credits: 3*
- AEB1949 - Agribusiness Internship *Credits: 3*

Total Credit Hours: 30

## Logistics and Transportation Specialist, College Credit Certificate

**6315:** College Credit Certificate in Logistics and Transportation Specialist (18 Credit Hours)

**CIP:** 52.0209

**FL CIP:** 0652020901

**SOC:** 11-3071

The purpose of the program is to prepare students for entry level employment in the transportation, distribution, and logistics industry. It exposes students to the business of supply chain including; operations, purchasing, warehousing and distribution, project management, legal concepts and import/export concepts. Learning is promoted by incorporating an array of educational opportunities including: group projects, case studies, quizzes/exams, practitioner guest lectures and work site visits.

This program is upward compatible with an Associate in Science degree. Contact the Financial Aid Office for clarification of financial aid eligibility.

### Requirements

#### Program Courses

- MAN2582 - Introduction to Project Management *Credits: 3*
- BUL2241 - Business Law I *Credits: 3*
- TRA2154 - Introduction to Supply Chain Management *Credits: 3*
- TRA2010 - Transportation and Distribution *Credits: 3*
- TRA2230 - Warehouse Management *Credits: 3*
- TRA2131 - Purchasing and Inventory Management *Credits: 3*

Total Credit Hours: 18

## Marketing Operations, College Credit Certificate

**6214:** College Credit Certificate in Marketing Operations (30 Credit Hours)

**CIP:** 52.1401

**FL CIP:** 0252140111

**SOC:** 11-1021

This certificate prepares students for employment in any business organization where customer focus is a priority. The courses in this certificate program are also part of Associate in Science degree in Business Administration.

This program is upward compatible with an Associate in Science degree. Contact the Financial Aid Office for clarification of financial aid eligibility.

### Requirements

#### Program Courses

- CGS1100 - Microcomputer Applications *Credits: 3*
- ENC1101 - Freshman Composition Skills I *Credits: 3*
- GEB1011 - Introduction to Business *Credits: 3*
- MKA2021 - Sales, Marketing and Advertising *Credits: 3*
- MAN2021 - Principles of Management *Credits: 3*
- MAN2304 - Introduction to Human Resources *Credits: 3*
- MAR2011 - Principles of Marketing *Credits: 3*
- ECO2023 - Principles of Economics - Micro *Credits: 3*
- OST1384 - Customer Service *Credits: 3*

#### One of the Following:

- MAC1105 - College Algebra *Credits: 3* \*\*
- MAC1105H - Honors College Algebra *Credits: 3* \*\*
- MAC2311 - Calculus I with Analytic Geometry *Credits: 5* \*\*
- MAC2311H - Calculus I with Analytic Geometry Honors *Credits: 5* \*\*
- MGF1106 - Liberal Arts Mathematics *Credits: 3* \*\*
- MGF1107 - Mathematical Explorations *Credits: 3* \*\*
- STA2023 - Elementary Statistics *Credits: 3* \*\*

- STA2023H - Honors Elementary Statistics *Credits: 3* \*\*

Total Credit Hours: 30

\*\* This course may be used to satisfy the Gordon Rule requirement.

## Mechanical Designer and Programmer, College Credit Certificate

**6361:** College Credit Certificate in Mechanical Designer and Programmer (12 Credit Hours)

**CIP:** 15.0805

**FL CIP:** 0615080503

**SOC:** 27-1021, 51-4012

Content in this college credit certificate program includes, but is not limited to, theory and application of solid modeling techniques used in product design and fabrication using CNC principles. At completion, students are qualified to take the certification exam offered by Solid Works. Students will also be introduced to computer aided drafting/design skills, technical communications, maintenance and operation of various industrial components, quality control and testing, material handling protocols and proper usage of tools and instrumentation. The program explores additive machine processes (rapid prototyping) which will enable a student to become proficient in technological advances within the industry such as 3-D printing.

This program is upward compatible with an Associate in Science degree. Contact the Financial Aid Office for clarification of financial aid eligibility.

### Requirements

#### Program Courses

- EGN1111 - Engineering Graphics *Credits: 3*
- ETD2364 - 3D Modeling with Solid Works *Credits: 3*
- ETI1414 - Introduction to CNC Machining *Credits: 3*
- ETI2412 - CNC Machining Processes *Credits: 3*

Total Credit Hours: 12

## Mechatronics, College Credit Certificate

**6358:** College Credit Certificate in Mechatronics (30 Credit Hours)

**CIP:** 15.0000

**FL CIP:** 0615000013

**SOC:** 17-3024, 17-3027

Students completing this certificate program will be prepared to support positions related to PLCs, automations, and control systems in high tech production, manufacturing, distribution, and engineering research and development facilities.

This program is upward compatible with an Associate in Science degree. Contact the Financial Aid Office for clarification of financial aid eligibility.

### Requirements

#### Program Courses

- EET1084 - Survey of Electronics *Credits: 3*
- EGN1111 - Engineering Graphics *Credits: 3*
- ETS1700 - Hydraulics and Pneumatics *Credits: 3*

- ETM2401 - Mechanical Devices and Systems *Credits: 3*
- ETS1542 - Introduction to PLCs *Credits: 3*
- ETI1843 - Motors and Controls *Credits: 3*
- ETI1411 - Manufacturing Processes I *Credits: 3*
- ETI1720C - Industrial Safety *Credits: 3*
- ETS1540 - Industrial Applications Using PLCs and Robotics *Credits: 3*
- ETS1535 - Automation Process Control *Credits: 3*

Total Credit Hours: 30

## Medical Information Coder/Biller, College Credit Certificate

**6345:** College Credit Certificate in Medical Information Coder/Biller (37 Credit Hours)

**CIP:** 51.0704

**FL CIP:** 0351070404

**SOC:** 29-2071

The Medical Information Coder/Biller program is a College Credit Certificate program designed to prepare students for entry-level employment with skills in reviewing health care documentation and properly assigning ICD-10 and/or CPT codes. In this program, special emphasis is given to training in health record fundamentals, medical terminology, disease processes, coding principles, coding software and a coding practicum. Graduates are eligible through American Health Information Management Association (AHIMA) to receive designated coding specialist certifications. Graduates are employed in various health care setting, including physician practices, clinics, and home health agencies, independent coding services and insurance companies.

This program is eligible for federal and state financial aid. Contact the Financial Aid Office for further information about your individual eligibility.

### Requirements

#### Program Courses

- HSC2531 - Medical Terminology *Credits: 3*
- HIM1800 - Introduction to Health Information Technology *Credits: 3*
- BSC2085 - Human Anatomy and Physiology I *Credits: 3*
- BSC2085L - Human Anatomy and Physiology I Lab *Credits: 1*
- HIM2442 - Pharmacology for HIM Professionals *Credits: 2*
- HIM2260 - Medical Billing and Reimbursement *Credits: 3*
- BSC2086 - Human Anatomy and Physiology II *Credits: 3*
- BSC2086L - Human Anatomy and Physiology II Lab *Credits: 1*
- HIM1430 - Concepts of Disease *Credits: 3*
- HIM2253 - CPT Coding *Credits: 3*
- HIM2722 - ICD-10-CM Coding *Credits: 3*
- HIM2723 - ICD-10-PCS Coding *Credits: 3*
- HIM2012 - Legal Aspects of Medical Records *Credits: 3*
- HIM2941 - Coding Professional Practice Experience *Credits: 3*

Total Credit Hours: 37

## Office Management, College Credit Certificate

**6240:** College Credit Certificate in Office Management (27 Credit Hours)

**CIP:** 52.0204

**FL CIP:** 0552020401

**SOC:** 43-6011

This program prepares students for entry-level employment in an office environment where skills in using modern office procedures and equipment are required, including Microsoft Word, accounting and business communications.

This program is eligible for federal and state financial aid. Contact the Financial Aid Office for further information about your individual eligibility.

### Requirements

#### Program Courses

- OST1100 - Introduction to Word *Credits: 3*
- ENC1101 - Freshman Composition Skills I *Credits: 3* \*\*
- CGS1100 - Microcomputer Applications *Credits: 3*
- OST1110 - Intermediate Word *Credits: 3*
- ACG2021 - Financial Accounting *Credits: 3*
- OST2335 - Business Communications *Credits: 3* \*\*

One of the Following:

- MAC1105 - College Algebra *Credits: 3* \*\*
- MAC1105H - Honors College Algebra *Credits: 3* \*\*
- MAC2311 - Calculus I with Analytic Geometry *Credits: 5* \*\*
- MAC2311H - Calculus I with Analytic Geometry Honors *Credits: 5* \*\*
- MGF1106 - Liberal Arts Mathematics *Credits: 3* \*\*
- MGF1107 - Mathematical Explorations *Credits: 3* \*\*
- STA2023 - Elementary Statistics *Credits: 3* \*\*
- STA2023H - Honors Elementary Statistics *Credits: 3* \*\*

#### Program Electives

Select 6 credits from the following:

- OST1384 - Customer Service *Credits: 3*
- OST2335 - Business Communications *Credits: 3* \*\*
- OST2401 - Office Administration: Procedures *Credits: 3*
- OST2402 - Office Administration: Simulation *Credits: 3*
- OST2717 - Advanced Word *Credits: 3*
- ACG2021 - Financial Accounting *Credits: 3*
- ACG2450 - Integrated Accounting *Credits: 3*
- PLA1003 - Introduction to the Paralegal Field *Credits: 3*
- HIM1800 - Introduction to Health Information Technology *Credits: 3*
- HIM2260 - Medical Billing and Reimbursement *Credits: 3*
- HSC2531 - Medical Terminology *Credits: 3*
- ECO2013 - Principles of Economics - Macro *Credits: 3*
- BUL2241 - Business Law I *Credits: 3*

- GEB1011 - Introduction to Business *Credits: 3*
- MAN2021 - Principles of Management *Credits: 3*
- CET1171 - Introduction to Computer Technology *Credits: 3*
- CGS2103 - Spreadsheet Applications *Credits: 3*
- CGS2557 - Internet Technologies *Credits: 3*

Total Credit Hours: 27

\*\* This course may be used to satisfy the Gordon Rule requirement.

## Office Specialist, College Credit Certificate

**6261:** College Credit Certificate in Office Specialist (18 Credit Hours)

**CIP:** 52.0407

**FL CIP:** 0552040704

**SOC:** 43-6011

This 18-hour College Credit Certificate prepares the student to work in a business office environment. Students can update/obtain new skills in keyboarding, software applications and business communications.

This program is upward compatible with an Associate in Science degree. Contact the Financial Aid Office for clarification of financial aid eligibility.

### Requirements

#### Program Courses

- OST1100 - Introduction to Word *Credits: 3*
- ENC1101 - Freshman Composition Skills I *Credits: 3* \*\*
- CGS1100 - Microcomputer Applications *Credits: 3*

One of the Following:

- MAC1105 - College Algebra *Credits: 3* \*\*
- MAC1105H - Honors College Algebra *Credits: 3* \*\*
- MAC2311 - Calculus I with Analytic Geometry *Credits: 5* \*\*
- MAC2311H - Calculus I with Analytic Geometry Honors *Credits: 5* \*\*
- MGF1106 - Liberal Arts Mathematics *Credits: 3* \*\*
- MGF1107 - Mathematical Explorations *Credits: 3* \*\*
- STA2023 - Elementary Statistics *Credits: 3* \*\*
- STA2023H - Honors Elementary Statistics *Credits: 3* \*\*

#### Program Electives

Select 6 credits from the following:

- OST1110 - Intermediate Word *Credits: 3*
- OST1384 - Customer Service *Credits: 3*
- OST2335 - Business Communications *Credits: 3* \*\*
- OST2401 - Office Administration: Procedures *Credits: 3*
- OST2402 - Office Administration: Simulation *Credits: 3*
- OST2717 - Advanced Word *Credits: 3*
- ACG2021 - Financial Accounting *Credits: 3*
- ACG2450 - Integrated Accounting *Credits: 3*



- PLA1003 - Introduction to the Paralegal Field *Credits: 3*
- HIM1800 - Introduction to Health Information Technology *Credits: 3*
- HIM2260 - Medical Billing and Reimbursement *Credits: 3*
- HSC2531 - Medical Terminology *Credits: 3*
- ECO2013 - Principles of Economics - Macro *Credits: 3*
- BUL2241 - Business Law I *Credits: 3*
- GEB1011 - Introduction to Business *Credits: 3*
- MAN2021 - Principles of Management *Credits: 3*
- CET1171 - Introduction to Computer Technology *Credits: 3*
- CGS2103 - Spreadsheet Applications *Credits: 3*
- CGS2557 - Internet Technologies *Credits: 3*

**Total Credit Hours: 18**

\*\* This course may be used to satisfy the Gordon Rule requirement.

## Office Support, College Credit Certificate

**6257:** College Credit Certificate in Office Support (12 Credit Hours)  
**CIP:** 52.0204  
**FL CIP:** 0552020403  
**SOC:** 43-6011

This 12-hour certificate is a one-semester program that prepares the student to work in a business office environment.

This program is upward compatible with an Associate in Science degree. Contact the Financial Aid Office for clarification of financial aid eligibility.

## Requirements

### Program Courses

- OST1100 - Introduction to Word *Credits: 3*
- ENC1101 - Freshman Composition Skills I *Credits: 3*  
\*\*
- CGS1100 - Microcomputer Applications *Credits: 3*

### Program Electives

Select 3 credits from the following:

- OST1110 - Intermediate Word *Credits: 3*
- OST1384 - Customer Service *Credits: 3*
- OST2335 - Business Communications *Credits: 3* \*\*
- OST2401 - Office Administration: Procedures *Credits: 3*
- OST2402 - Office Administration: Simulation *Credits: 3*
- OST2717 - Advanced Word *Credits: 3*
- ACG2021 - Financial Accounting *Credits: 3*
- ACG2450 - Integrated Accounting *Credits: 3*
- PLA1003 - Introduction to the Paralegal Field *Credits: 3*
- HIM1800 - Introduction to Health Information Technology *Credits: 3*
- HIM2260 - Medical Billing and Reimbursement *Credits: 3*
- HSC2531 - Medical Terminology *Credits: 3*

- ECO2013 - Principles of Economics - Macro *Credits: 3*
- BUL2241 - Business Law I *Credits: 3*
- GEB1011 - Introduction to Business *Credits: 3*
- MAN2021 - Principles of Management *Credits: 3*
- CET1171 - Introduction to Computer Technology *Credits: 3*
- CGS2103 - Spreadsheet Applications *Credits: 3*
- CGS2557 - Internet Technologies *Credits: 3*

**Total Credit Hours: 12**

\*\* This course may be used to satisfy the Gordon Rule requirement.

## Paramedic, College Credit Certificate

**6232:** College Credit Certificate in Paramedic (42 Credit Hours)  
**CIP:** 51.0904  
**FL CIP:** 0351090405  
**SOC:** 29-2041

This program prepares Florida-certified EMTs to provide life-saving emergency care for injured or ill patients.

**This is a limited-access program.** Please consult CF.edu/LimitedAccess for information on limited-access programs.

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, [www.caahep.org](http://www.caahep.org), upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Profession, CoAEMSP, 1361 Park Street, Clearwater, FL 33756, telephone 727-210-2350, website [www.caahep.org](http://www.caahep.org). It also meets the standards of the 1998 EMT/Paramedic National Curriculum from U.S. Department of Transportation.

This program is eligible for federal and state financial aid. Contact the Financial Aid Office for further information about your individual eligibility.

## Requirements

### Semester One

- EMS2010 - EMS Anatomy and Physiology *Credits: 3*
- EMS2610 - Introduction to Paramedic *Credits: 2*
- EMS2611 - Paramedic Fundamentals *Credits: 2*
- EMS2611L - Paramedic Fundamentals Skills Lab *Credits: 2*
- EMS2612 - Paramedic Airway Management and Ventilation *Credits: 1*
- EMS2612L - Paramedic Airway Management and Ventilation Lab *Credits: 1*
- EMS2613 - Paramedic Patient Assessment *Credits: 1*
- EMS2613L - Paramedic Patient Assessment Lab *Credits: 1*
- EMS2656 - Paramedic Clinical I *Credits: 4*

**Total Credit Hours: 17**

### Semester Two

- EMS2615 - Medical Emergencies I *Credits: 3*
- EMS2615L - Medical Emergencies Lab I *Credits: 2*
- EMS2619 - Medical Emergencies II *Credits: 3*
- EMS2619L - Medical Emergencies II Lab *Credits: 1*

- EMS2628 - Paramedic OB/GYN Neonatal Emergencies *Credits: 1*
- EMS2628L - Paramedic OB/GYN Neonatal Emergencies Lab *Credits: 1*
- EMS2630 - Behavioral Emergencies *Credits: 1*
- EMS2645 - Paramedic Clinical Experience II *Credits: 4*

Total Credit Hours: 16

### Semester Three

- EMS2614 - Trauma Emergencies *Credits: 2*
- EMS2614L - Trauma Emergencies Lab *Credits: 1*
- EMS2618 - EMS Operations *Credits: 1*
- EMS2658 - Paramedic Clinical Experience III *Credits: 5*

Total Credit Hours: 9

### 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:

- 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.

## Pneumatics, Hydraulics and Motors for Manufacturing, College Credit Certificate

**6359:** College Credit Certificate in Pneumatics, Hydraulics and Motors for Manufacturing (12 Credit Hours)

**CIP:** 15.0613

**FL CIP:** 0615061303

**SOC:** 17-3027

After successfully completing this program, the student will be able to demonstrate an understanding of industrial processes and material properties, demonstrate a fundamental understanding of electricity and electronics, and understand, operate, troubleshoot, and maintain pneumatic, hydraulic, and electromechanical components and/or systems.

This program is upward compatible with an Associate in Science degree. Contact the Financial Aid Office for clarification of financial aid eligibility.

## Requirements

### Program Courses

- EET1084 - Survey of Electronics *Credits: 3*
- ETI1843 - Motors and Controls *Credits: 3*
- ETS1542 - Introduction to PLCs *Credits: 3*
- ETS1700 - Hydraulics and Pneumatics *Credits: 3*

Total Credit Hours: 12

## Scientific Workplace Preparation, College Credit Certificate

**6325:** College Credit Certificate in Scientific Workplace Preparation (26 Credit Hours)

**CIP:** 41.0301

**FL CIP:** 0641030102

**SOC:** 19-4031

This Scientific Workplace certificate provides exposure to basic principles in biological sciences and chemistry as well as foundational skills in communication and mathematics necessary for success in a scientific work environment. Many of the courses contained within this certificate are also prerequisites for allied health and science, technology, engineering and mathematics (STEM) degree programs.

This program is eligible for federal and state financial aid. Contact the Financial Aid Office for further information about your individual eligibility.

## Requirements

### Program Courses

- HUM1020 - Introduction to the Humanities *Credits: 3*
- CHM1032 - Chemistry for the Health-Related Fields *Credits: 3*
- MCB2010 - Microbiology *Credits: 3*
- MCB2010L - Microbiology Lab *Credits: 1*
- BSC2085 - Human Anatomy and Physiology I *Credits: 3*
- BSC2085L - Human Anatomy and Physiology I Lab *Credits: 1*
- ENC1101 - Freshman Composition Skills I *Credits: 3*
- DEP2004 - Human Growth and Development *Credits: 3*
- MAC1105 - College Algebra *Credits: 3* \*\*
- STA2023 - Elementary Statistics *Credits: 3* \*\*
- PSY2012 - General Psychology *Credits: 3*
- SYG2000 - Introductory Sociology *Credits: 3*

Total Credit Hours: 26

\*\* This course may be used to satisfy the Gordon Rule requirement.

# Cooperative Education Program

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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 coordinator 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 with the educational advisors in the Advising Center located in the Bryant Student Union, Room 201. Note: Only an educational advisor can register you for co-op. You cannot register for co-op online. Call 352-854-2322, ext. 1489, to set up an appointment.
- Obtain the required instructional briefing and appropriate paperwork about co-op from the Cooperative Education coordinator (Anna Williams, [williaman@cf.edu](mailto: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.

*For B.A.S. internship information and placement assistance, contact Bonnie Hays, [haysb@cf.edu](mailto:haysb@cf.edu).*

## 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 area of interest and career objective. Grade determined by faculty facilitator. May be offered for variable credit.

- 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. May be offered for variable credit. 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.

**Developmental Education 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.

**CTC courses** only apply to Career and Technical 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 by participating nonpublic institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions. Students and administrators can use the online 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	(First Digit)	(Second Digit)	(Third Digit)	(Fourth Digit)	Lab Code
ENC	1	1	0	1	
English Composition	(Freshman) level at this institution	Freshman Composition	Freshman Composition Skills	Freshman Composition Skills I	No laboratory component in this course

## General Rule for Course Equivalencies

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

For example, a freshman composition skills course is offered by 84 different public and nonpublic postsecondary institutions. Each institution uses "ENC\_101" to identify its freshman composition skills course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, "ENC" means "English Composition," the century digit "1" represents "Freshman Composition," the decade digit "0" represents "Freshman Composition Skills," and the unit digit "1" represents "Freshman Composition Skills I."

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

example, 4.0 quarter hours often transfers as 2.67 semester hours.

## The Course Prefix

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or 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 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.

1. Courses not offered by the receiving institution.
2. For courses at nonregionally accredited institutions, courses offered prior to the established transfer date of the course in question.
3. Courses in the 900-999 series are not automatically transferable and must be evaluated individually. These include such courses as Special Topics, Internships, Apprenticeships, Practica, Study Abroad, Theses and Dissertations.
4. Applied academics for adult education courses.
5. Graduate courses.
6. Internships, apprenticeships, practica, clinical experiences and study abroad courses with numbers other than those ranging from 900-999.
7. 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 101, 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>.

# Accounting

## ACG2021 - Financial Accounting

*Credits:* 3

*Corequisites:* CGS 1100

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.

*Terms offered:* F, W, S

*Classification:* Parallel

## ACG2021L - Financial Accounting Lab

*Credits:* 1

*Corequisites:* ACG 2021

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.

*Classification:* Dual

## ACG2071 - Managerial Accounting

*Credits:* 3

*Prerequisites:* ACG 2021 and CGS 1100

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.

*Terms offered:* F, W, S

*Classification:* Parallel

## ACG2450 - Integrated Accounting

*Credits:* 3

*Prerequisites:* ACG 2021

*Corequisites:* CGS 1100

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. Completion of the course qualifies the student to sit for the Quickbooks Certification Exam.

*Terms offered:* F, W, S

*Classification:* Occupational

## ACO1807 - Payroll Accounting

*Credits:* 3

*Prerequisites:* ACG 2021

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.

*Terms offered:* F

*Classification:* Occupational

## TAX2000 - Individual Income Tax

*Credits:* 3

*Prerequisites:* ACG 2021

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.

*Terms offered:* F

*Classification:* Occupational

## TAX2010 - Corporate Income Tax

*Credits:* 3

*Prerequisites:* ACG 2021

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.

*Terms offered:* W

*Classification:* Occupational

# Agribusiness Management

## AEB2102 - Principles of Agribusiness Management

*Credits:* 3

This course provides an introduction to the principles of economics as applied to agribusiness management. It also provides the student with training in developing job skills, career planning, budgeting, recordkeeping and determining insurance needs as well as personnel.

*Terms offered:* W

*Classification:* Dual

## AEB2104 - Principles of Agricultural Economics

*Credits:* 3

*Prerequisites:* ECO 2013

General economic principles involving the principles and distribution of agricultural products.

*Terms offered:* W

*Classification:* Dual

## AEB2192 - Farm Records and Accounts

*Credits:* 3

*Prerequisites:* MAC 1105 or MAC 2311 or MGF 1106 or MGF 1107 or STA 2023 or STA 2023H

Farm records and their use in organizing and operating the farm business. Methods of taking inventories and preparing financial records; analysis of farm records and accounts.

*Terms offered:* F, W

*Classification:* Dual

## AGG2001 - Introduction to Food Science

*Credits:* 3

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.

*Terms offered:* F

*Classification:* Dual

## AGR1234 - Forage Science and Range Management

*Credits:* 3

Scientific, technological and practical developments in the selection, production and utilization of forage crops, and in the development and management of grazing areas in the Southeastern United States.

*Terms offered:* F

*Classification:* Dual

## ANS1041 - Livestock Growth, Development and Behavior

*Credits:* 3

An integration of the physiological, genetic, and nutritional bases of animal growth, development, and body composition with application to livestock production. Introduces basic principles and

applications of animal behavior, including approaches to improve animal welfare through an understanding of animal behavior. Also includes principles of reproduction in farm animals which includes factors related to the estrous cycle, pregnancy, lactation, semen-production, artificial insemination, pregnancy diagnosis and environmental factors affecting reproduction.

*Terms offered:* W

Classification: Dual

### **ANS1400 - Principles of Food Animal Nutrition**

*Credits:* 3

Studies the basic nutrient requirements of food animals, primarily beef cattle, small animal ruminant and poultry at specific stages of growth, production, and reproduction. Also focuses on the functions, interrelationships, and processes of efficient utilization, feedstuff composition and their use in diet and ration formulation.

*Terms offered:* W

Classification: Dual

### **AOM2316 - Agricultural Machinery and Equipment**

*Credits:* 3

Agricultural Machinery and Equipment addresses facilities and equipment essential to a successful agricultural enterprise. Topics include land preparation, facility layout, storage facilities, animal facilities, agricultural machinery, harvesting technology and safety around equipment.

*Terms offered:* W

Classification: Parallel

### **ORH1000C - Introduction to Horticulture**

*Credits:* 3

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.

*Terms offered:* F

Classification: Dual

### **ORH1113C - Pest and Disease Control**

*Credits:* 3

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.

*Terms offered:* F

Classification: Dual

### **ORH1260 - Greenhouse Operations**

*Credits:* 3

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.

*Terms offered:* W

Classification: Dual

### **ORH1301C - Introduction to Irrigation**

*Credits:* 3

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.

*Terms offered:* W

Classification: Dual

### **ORH1510 - Ornamental Plant Identification**

*Credits:* 3

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.

*Terms offered:* W

Classification: Dual

### **ORH1601C - Nursery Management**

*Credits:* 3

This course covers the regional nursery industry's management, site selection, organization and development of nursery plants by propagation techniques and seed. 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 in the classroom and laboratory.

*Terms offered:* W

Classification: Dual

### **SOS2006 - Introduction to Soil Science**

*Credits:* 3

This course will address topics in soil and water science, including soil physical characteristics, soil fertility and the influence of nutrients on growth in plants.

*Terms offered:* F

Classification: Dual

## **Art**

### **ARH1000 - Art Appreciation**

*Credits:* 3

This introductory course is designed for the non-art major for the purpose of giving students the knowledge, skills and tools necessary for understanding and critically assessing works of art and their role in the everyday world. It provides an appreciation and foundation in visual literacy with an emphasis on the analysis of formal aspects - such as composition, form, space, medium and technique - and a vocabulary of critical analysis and interpretation of masterworks of art. Classes are visually intensive and include viewing artwork in the Webber Center Gallery and the Appleton Museum of Art.

*Terms offered:* F, W, S

Classification: Parallel

### **ARH2050 - The History of Art I (Prehistory to 1500 A.D.)**

*Credits:* 3

Prerequisites: ENC 1101

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.

*Terms offered:* F, W

Gordon Rule Applies.

Classification: Parallel

### **ARH2051 - The History of Art II (1500 A.D. to 20th century)**

*Credits:* 3

Corequisites: ENC 1101

This course examines the art and architecture from the High Renaissance through the first half of the 19th century.

*Terms offered:* F, W

Gordon Rule Applies.

Classification: Parallel

### **ARH2930 - Special Topics in Art History**

*Credits: 3*

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.

*Terms offered: F, W*

This course may be repeated for credit. Classification: Parallel

### **ARH2942 - Internship in Museum Methods**

*Credits: 3*

Prerequisites: ENC 1101

This internship introduces students to the aspects of museum management and stewardship of collections. The course utilizes the facilities and staff at College of Central Florida's Appleton Museum of Art and 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.

*Terms offered: F, W*

Classification: Parallel

### **ART1201C - Basic Design I**

*Credits: 3*

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)

*Terms offered: F, W*

Classification: Parallel

### **ART1300C - Freehand Drawing I**

*Credits: 3*

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)

*Terms offered: F, W*

This course may be repeated for credit. Classification: Parallel

### **ART1400 - Printmaking I**

*Credits: 3*

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.

*Terms offered: F*

Classification: Parallel

### **ART1500C - Painting I**

*Credits: 3*

Prerequisites: ART 1300C

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.

*Terms offered: W*

This course may be repeated for credit. Classification: Parallel

### **ART2203C - Basic Design II**

*Credits: 3*

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.

*Terms offered: W*

Classification: Parallel

### **ART2301C - Freehand Drawing II**

*Credits: 3*

Prerequisites: ART 1300C

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.

*Terms offered: W*

This course may be repeated for credit. Classification: Parallel

### **ART2401 - Printmaking II**

*Credits: 3*

Prerequisites: ART 1400

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.

*Terms offered: F*

Classification: Parallel

### **ART2501C - Painting II**

*Credits: 3*

Prerequisites: ART 1500C

Continuation of ART 1500C, emphasizing individual exploration into painting techniques and interpretation of subject matter. May be repeated for credit.

*Terms offered: W*

This course may be repeated for credit. Classification: Parallel

### **ART2701C - Sculpture I**

*Credits: 3*

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.

*Terms offered: F*

This course may be repeated for credit. Classification: Parallel

### **ART2702C - Sculpture II**

*Credits: 3*

Prerequisites: ART 2701C

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.

*Terms offered: F*

This course may be repeated for credit. Classification: Parallel

### **ART2750C - Ceramics I**

*Credits: 3*

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.

*Terms offered: F, W*

This course may be repeated for credit. Classification: Parallel



## **ART2751C - Ceramics II**

*Credits: 3*

Prerequisites: ART 2750C

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.

*Terms offered: F, W*

This course may be repeated for credit. Classification: Parallel

## **PGY1401C - Photography I**

*Credits: 3*

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.

*Terms offered: F, W, S*

Classification: Parallel

## **PGY2801C - Digital Photography I**

*Credits: 3*

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.

*Terms offered: F, W, S*

Classification: Parallel

## **B.A.S. Program Courses**

### **ACG3024 - Financial Statement Analysis for Managers**

*Credits: 3*

Prerequisites: ACG 2021 and either MAC 1105 or a higher level mathematics course.

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.

*Terms offered: F, W, S*

Classification: Baccalaureate

### **ACG3041 - Applied Financial Accounting**

*Credits: 3*

Prerequisites: ACG 3024

This course helps students become skilled preparers and informed consumers of financial statement information. Emphasis is placed on understanding the environment in which financial reporting choices are made, what the options are and how accounting information is used for decision making. Included is the incorporation of FASB and IASB standards and their role in the decision making process.

*Terms offered: F, W, S*

Classification: Baccalaureate

### **ACG3131 - Accounting Theory**

*Credits: 3*

Prerequisites: ACG 3024

This course provides for the preparation and understanding of financial information. Topics include accounting theory and practice, the conceptual framework of United States' generally accepted accounting principles, recognition of economic transactions, the preparation and analysis of financial statements and the related disclosures. The course focuses on the role of accounting as an information system and the measurement,

recognition, presentation, and disclosure of economic transactions focusing on the following: basic financial statements, time value of money, cash and receivables, inventories, property, plant, and equipment, depreciation and impairment, and current liabilities and contingencies.

*Terms offered: F, W, S*

Classification: Baccalaureate

### **ACG3401 - Accounting Information Systems**

*Credits: 3*

Prerequisites: ACG 3024

This course provides a foundation in accounting information systems for a business organization. The course will cover business processes, risks, internal controls, and the design and implementation of an accounting information system.

*Terms offered: F, W, S*

Classification: Baccalaureate

### **ACG4341 - Cost Accounting**

*Credits: 3*

Prerequisites: ACG 3024

This course covers planning, control and analysis of production, administrative and selling costs using budgeting and standard cost accounting techniques including variance analysis, inventory management, activity-based costing, capital budgeting, and strategic planning.

*Terms offered: W*

Classification: Baccalaureate

### **ACG4631 - Auditing**

*Credits: 3*

Prerequisites: ACG 3024

This course provides an introduction to auditing and the audit process. Topics include professional ethics, audit evidence and documentation, internal control, business risks, and audit planning. Special emphasis is given to auditing procedures for cash, receivables, inventories, plant assets, liabilities, stockholders' equity, revenues, cost of goods sold, and other expenses.

*Terms offered: W*

Classification: Baccalaureate

### **AEB3015 - Economic Development and Growth in Agribusiness**

*Credits: 3*

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.

*Terms offered: W*

Classification: Baccalaureate

### **AEB3146 - Financial Planning for Agribusiness**

*Credits: 3*

This course is an introduction to basic financial and managerial decision-making for small agribusinesses.

*Terms offered: F*

Classification: Baccalaureate

### **AEB3300 - Agribusiness Marketing and Sales**

*Credits: 3*

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.

*Terms offered: W*

Classification: Baccalaureate

### **AEB3933 - Special Topics in Agribusiness**

*Credits: 3*

This course covers the current trends of food production and agribusiness, especially in regard to food safety, animal welfare, land management and biotechnology. Crop production, animal agriculture, and plant science produce products for direct human consumption, indirect human consumption through animals or for visual benefit. May be repeated for credit.

*Terms offered: W*

This course may be repeated for credit. Classification: Baccalaureate

### **AEB4223 - Agricultural Policy and Regulations**

*Credits: 3*

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.

*Terms offered: F*

Classification: Baccalaureate

### **ANS3210 - Equitation Science**

*Credits: 3*

Equitation Science is a new field within Equine Studies, examining the interface between humans and horses, both mounted and unmounted. Topics such as biomechanics of rider balance, management of stress due to training, horses as service animals and ethics of the industry will be addressed.

*Terms offered: F*

Classification: Baccalaureate

### **ANS3215 - Integrated Horse Management**

*Credits: 3*

Effective horse management involves integration of nutrition, disease prevention and stress reduction. This course pulls together topics taught individually at the A.S. level into an integrated approach to equine wellness.

*Terms offered: W*

Classification: Baccalaureate

### **ANS3219 - Logistics for the Horse Industry**

*Credits: 3*

This course takes concepts from the field of logistics and supply chain management into the horse industry to improve profitability and ensure success of the business venture. Topics addressed include customer value, customer service, cost analysis, supply/demand, risk management and distribution channels as they relate to the horse industry.

*Terms offered: F*

Classification: Baccalaureate

### **ANS3950 - Equine Practicum**

*Credits: 3*

Internships provide real-world experience and education for future equine professionals. Each internship is customized to the students' chosen sector within the horse industry. Sample sectors include Thoroughbred industry, show horse disciplines, horses as service animals, medical support, etc. This course must be taken twice.

*Terms offered: F, W, S*

This course may be repeated for credit. Classification: Baccalaureate

### **ANS4218 - Equine Learning Theory**

*Credits: 3*

Prerequisites: ANS 1238C

Effective equine management requires a detailed understanding of how equids learn and how to facilitate and modify behavior. This

course focuses on operant conditioning techniques to prepare horses for successful learning. The course also deals with detrainning unwanted behaviors and evaluating mental reasons for poor performance.

*Terms offered: W*

Classification: Baccalaureate

### **ANS4941 - Equine Capstone**

*Credits: 3*

Prerequisites: ANS 3215

This culmination course, intended to be taken in one of the last two semesters of the B.A.S. program, involves student planning and execution of a public event to educate local horse owners. Continuing education is a regular component of the equine industry, and many horse owners are lifetime learners. The organizational skills to offer such events are essential to equine professionals. These skills carry over to horse show management, fund raising and public relations.

*Terms offered: W*

Classification: Baccalaureate

### **AOM3073 - Safety in Agriculture**

*Credits: 3*

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.

*Terms offered: F*

Classification: Baccalaureate

### **AOM4015 - Agricultural Operations and Systems**

*Credits: 3*

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.

*Terms offered: W*

Classification: Baccalaureate

### **ASG3031 - Special Topics: Applied Animal Industries - Food Animal Production**

*Credits: 1*

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. May be repeated for credit.

*Terms offered: F, W, S*

This course may be repeated for credit. Classification: Baccalaureate

### **ASG3930 - Special Topics: Applied Animal Industries - Equine**

*Credits: 1*

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. May be repeated for credit.

*Terms offered: F, W, S*

This course may be repeated for credit. Classification: Baccalaureate

## **BUL3130 - The Legal and Ethical Environment of Business**

*Credits: 3*

Prerequisites: BUL 2241

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.

*Terms offered: F, W, S*

Classification: Baccalaureate

## **CJL3510 - Prosecution and Adjudication**

*Credits: 3*

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.

*Terms offered: F*

Classification: Baccalaureate

## **CNT3104 - Computer Networks for Business Users**

*Credits: 3*

The course includes discussions and readings on conceptual and practical foundations providing a comprehensive overview of network software and hardware selection considerations including routers, hubs, and couplers from a conceptual, needs-oriented perspective. Also included is an extensive discussion of network design concentrating on the physical environment and influences on design of applications goals. The focus is on supporting the organization's information system and the efficient movement of data.

*Terms offered: W*

Classification: Baccalaureate

## **COM3120 - Organizational Communications**

*Credits: 3*

Prerequisites: OST 2335

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.

*Terms offered: F, W, S*

Classification: Baccalaureate

## **COP3375 - Advanced Programming Concepts**

*Credits: 3*

Prerequisites: CGS 1100 and COP 1030

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.

*Terms offered: F*

Classification: Baccalaureate

## **COP3834 - Web IS Programming**

*Credits: 3*

Prerequisites: CGS 1100 and CGS 1820

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.

*Terms offered: F, W, S*

Classification: Baccalaureate

## **DSC3079 - Foundations of Public Safety**

*Credits: 3*

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.

*Terms offered: F*

Classification: Baccalaureate

## **DSC3215 - Emergency Planning**

*Credits: 3*

Prerequisites: DSC 1212

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.

*Terms offered: F*

Classification: Baccalaureate

## **DSC4013 - Capstone Thesis Project in Public Safety**

*Credits: 6*

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.

*Terms offered: W*

Classification: Baccalaureate

## **DSC4226 - National Incident Management**

*Credits: 3*

This course examines the standards and requirements for full implementation of National Incident Management standards and the development of National Response Plans.

*Terms offered: W*

Classification: Baccalaureate

## **DSC4755 - National Security: Threats, Challenges and Solutions**

*Credits: 3*

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.

*Terms offered: W*

Classification: Baccalaureate

## **DSC4931 - Selected Topics in Public Safety**

*Credits: 3*

This course provides advanced students an opportunity to examine current issues and themes in public safety administration.

*Terms offered: F*

Classification: Baccalaureate

## **ENT4003 - Principles of Entrepreneurship**

*Credits: 3*

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.

*Terms offered:* W

Classification: Baccalaureate

### **GEB4891 - Strategic Management and Decision Making**

*Credits:* 3

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.

*Terms offered:* F, W, S

Classification: Baccalaureate

### **HSA3111 - Survey of American Health Care Systems**

*Credits:* 3

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.

*Terms offered:* F, W

Classification: Baccalaureate

### **HSA3170 - Health Care Financial Management**

*Credits:* 3

Prerequisites: ACG 3024

Corequisites: HSA 3111

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.

*Terms offered:* F, W

Classification: Baccalaureate

### **HSA3340 - Human Resource Management for Health Care**

*Credits:* 3

Corequisites: HSA 3111

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.

*Terms offered:* W, S

Classification: Baccalaureate

### **HSA4110 - Management Foundations for Health Care Administration**

*Credits:* 3

Corequisites: HSA 3111

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.

*Terms offered:* W, S

Classification: Baccalaureate

### **HSA4421 - Policy and Legal Aspects of Health Care**

*Credits:* 3

Corequisites: HSA 3111

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.

*Terms offered:* F, W

Classification: Baccalaureate

### **HSA4922 - Health Care Management Practicum**

*Credits:* 3

Prerequisites: HSA 3170 and HSA 3340 and HSC 3652

Corequisites: HSA 4110 and HSA 4421

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.

*Terms offered:* F, S

Classification: Baccalaureate

### **HSC3652 - Health Care Ethics**

*Credits:* 3

Prerequisites: HSA 3111

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.

*Terms offered:* F, W

Classification: Baccalaureate

### **ISM3011 - Introduction to Information Systems Management**

*Credits:* 3

Prerequisites: CGS 1100

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.

*Terms offered:* F, W, S

Classification: Baccalaureate

### **ISM3113 - Applied Systems Analysis**

*Credits:* 3

Prerequisites: CGS 1100 and CGS 2540

The course introduces fundamental concepts and methods related to the management of information systems in organizations.

*Terms offered:* F

Classification: Baccalaureate

### **ISM3321 - Cyber Security Fundamentals**

*Credits:* 3

Prerequisites: CGS 1100 and CTS 2120

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.

*Terms offered:* F, W

Classification: Baccalaureate

### **ISM4212 - Database Management Systems**

*Credits:* 3

Prerequisites: CGS 1100 and CGS 2540

This course discusses the fundamentals and application of

database management in the management of information systems.

*Terms offered:* S

Classification: Baccalaureate

### **ISM4314 - IT Project Management**

*Credits:* 3

Prerequisites: CGS 1100

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.

*Terms offered:* W, S

Classification: Baccalaureate

### **ISM4382 - Global Information System**

*Credits:* 3

Prerequisites: CGS 1100 and CGS 2557

This course presents the role of information technology in global business organization systems to enable global operations.

*Terms offered:* F, W, S

Classification: Baccalaureate

### **MAN3240 - Applied Organizational Behavior**

*Credits:* 3

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.

*Terms offered:* F, W

Classification: Baccalaureate

### **MAN3303 - Management and Leadership**

*Credits:* 3

Prerequisites: MAN 2021

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.

*Terms offered:* F, W, S

Classification: Baccalaureate

### **MAN3600 - International Business**

*Credits:* 3

Prerequisites: MAN 2021

This course will provide an in-depth overview of business management practices from an international perspective. Topics will include an overview of global trade, the international monetary system, international business strategy, and challenges and opportunities that managers face in multinational/multicultural settings.

*Terms offered:* F

Classification: Baccalaureate

### **MAN3860 - Nonprofit Organizational Management**

*Credits:* 3

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.

*Terms offered:* F, W

Classification: Baccalaureate

### **MAN4162 - Customer Relations for Managers**

*Credits:* 3

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.

*Terms offered:* F, W

Classification: Baccalaureate

### **MAN4301 - Human Resource Management**

*Credits:* 3

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.

*Terms offered:* F, W, S

Classification: Baccalaureate

### **MAN4320 - Human Resource Recruitment and Selection**

*Credits:* 3

Prerequisites: MAN 4301

This course explores employment staffing models, job analysis, manpower forecasting and planning, internal and external recruitment, employment selection and staffing, and the hiring decision-making processes. Additional topics include staffing systems and manpower retention management.

*Terms offered:* F, W, S

Classification: Baccalaureate

### **MAN4330 - Compensation Management**

*Credits:* 3

Prerequisites: MAN 4301

This course provides a managerial perspective of compensation management to include strategic compensation, traditional basis for pay, designing compensation systems, employee benefits, and exploring contemporary issues and challenges for human resource management professionals.

*Terms offered:* F, W, S

Classification: Baccalaureate

### **MAN4402 - Employment Law and Regulations**

*Credits:* 3

Prerequisites: MAN 4301 and BUL 3130

This course addresses the legal issues for the stages of the employment process, from hiring to termination. Federal and state regulation of the employment relationship is explored, including wage and hour laws, the recruitment, hiring, promotion, and termination of employees. In addition, students will learn about managing a diverse workforce, including EEO and affirmative action programs. Regulatory compliance and case law impacting human resource practice is also covered.

*Terms offered:* F, W, S

Classification: Baccalaureate

## **MAN4720 - Strategic Human Resource Management**

*Credits:* 3

*Prerequisites:* MAN 4301

This course focuses on the planning involved with the alignment of strategic business goals of organizations with human resources, including fostering innovation, improving motivation, satisfaction, productivity, encouraging diversity and inclusion, evaluating metrics and overall performance. Topics include the facets of strategic human resource management and its implementation.

*Terms offered:* F, W, S

*Classification:* Baccalaureate

## **MAN4900 - Capstone in Organizational Management**

*Credits:* 3

*Prerequisites:* COM 3120 and MAN 3303

This course teaches the integration of knowledge, skills and abilities learned in the Organizational Management program through a capstone project.

*Terms offered:* F, W, S

*Classification:* Baccalaureate

## **MAN4940 - Internship in Business and Organizational Management**

*Credits:* 3

*Prerequisites:* COM 3120 and MAN 3303

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.

*Terms offered:* F, W, S

*Classification:* Baccalaureate

## **MAR3802 - Marketing for Managers**

*Credits:* 3

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.

*Classification:* Baccalaureate

## **TAX4001 - Federal Income Tax**

*Credits:* 3

*Prerequisites:* ACG 3024

This course provides an introduction to federal income taxation and is designed for the students pursuing a career in accounting. It develops a basic understanding of the federal income tax laws as they relate to individuals and businesses and provides a framework for integrating income tax planning into their decision-making process.

*Terms offered:* F

*Classification:* Baccalaureate

## **TRA4155 - Supply Chain Management**

*Credits:* 3

Successful supply chain management requires cross-functional integration of key business processes within the firm and across the network of businesses that comprise the supply chain. The distinction between logistics and supply chain management is identified and a framework for supply management is presented.

*Terms offered:* W

*Classification:* Baccalaureate

## **TRA4202 - Logistics Systems Management**

*Credits:* 3

Design, operations and control of logistics systems for producing

and servicing businesses. Emphasis placed on customer service in the management of all activities involved in moving products, services and information from point of origin to point of use and as a means of achieving a sustainable competitive edge.

*Terms offered:* W

*Classification:* Baccalaureate

## **TRA4234 - Warehouse Management**

*Credits:* 3

An introduction to the practical concepts of warehousing, including the types of equipment, storage processes and systems, the technologies used to identify and track units in a warehouse, and the regulations designed to ensure safety in warehouse operations.

*Terms offered:* F

*Classification:* Baccalaureate

## **TRA4721 - International Logistics and Transportation**

*Credits:* 3

International logistics concerns the flow of materials into, through and out of the international corporation as it relates to materials management, storage, inventory locations, physical distribution and documentation. This course will emphasize international transportation infrastructure and modes such as ocean, airfreight, intermodal movement, truck and rail. Choices among these modes will be explored considering such factors as transit time, packaging, risks, predictability and cost.

*Terms offered:* F

*Classification:* Baccalaureate

## **BS Early Childhood Education**

### **EDG4410 - Classroom Management and Child Guidance**

*Credits:* 3

*Prerequisites:* EDF 2005 and EEC 3400 and EEC 4219 and EEC 4301 and EEC 4404 and EEC 4624 and EEX 4201 and EEX 4231 and LAE 4416

*Corequisites:* EEC 4940

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 15 hours in an age 3 to grade 12 setting is required. This is a Florida ESOL endorsement (2010) infused class.

*Terms offered:* W

*Classification:* Baccalaureate

### **EDP4503 - Assessment, Evaluation and Diagnosis of the Young Child**

*Credits:* 3

*Prerequisites:* EDF 2005 and EEC 3400 and EEC 4219 and EEC 4301 and EEC 4624 and EEX 4201 and LAE 4416

*Corequisites:* EEX 4231

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 15 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).

*Terms offered:* F

Classification: Baccalaureate

### **EEC3400 - Family Literacy and Young Children**

*Credits:* 3

Prerequisites: EDF 2005 and EEC 4301 and EEX 4201 and LAE 4416

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 15 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.

*Terms offered:* W

Classification: Baccalaureate

### **EEC4219 - Integrated Math and Science for Young Children**

*Credits:* 3

Prerequisites: EDF 2005 and EEC 4301 and EEX 4201 and LAE 4416

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.

*Terms offered:* W

Classification: Baccalaureate

### **EEC4301 - Cognitive Experiences for Young Children**

*Credits:* 3

Prerequisites: EDF 2005

Corequisites: LAE 4416

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 15 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.

*Terms offered:* F

Classification: Baccalaureate

### **EEC4404 - Relations Across Family, School and Community**

*Credits:* 3

Prerequisites: EDF 2005

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 15 hours of field experience in a diverse age 3 to grade 3 setting is required. This is a Florida ESOL (2010) endorsement infused class.

*Terms offered:* F

Classification: Baccalaureate

### **EEC4624 - Creative and Effective Experiences for Young Children**

*Credits:* 3

Prerequisites: EDF 2005

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 15 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.

*Terms offered:* W

Classification: Baccalaureate

### **EEC4940 - Internship in Early Childhood**

*Credits:* 6

Prerequisites: EDF 2005 and EEC 3400 and EEC 4219 and EEC 4301 and EEC 4404 and EEC 4624 and EEX 4201 and EEX 4231 and LAE 4416 and a passing score on the General Knowledge Exam (GKE).

Corequisites: EDG 4410

This course offers a comprehensive review and practical application of educational philosophy, methods, and strategy through a 16-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).

*Terms offered:* W

Classification: Baccalaureate

### **EEX2010 - Survey of Disabling Conditions**

*Credits:* 3

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.

*Terms offered:* S

Classification: Dual

## **EEX4201 - Young Children with Special Needs**

*Credits:* 3

*Prerequisites:* EDF 2005

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 15 hours of field experience in a diverse age-3 to grade-3 setting are required. This is a Florida ESOL (2010) infused class.

*Terms offered:* F

*Classification:* Baccalaureate

## **EEX4231 - Assessing the Progress of Young Children with Special Needs**

*Credits:* 3

*Prerequisites:* EDF 2005

*Corequisites:* EDP 4503

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 15 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.

*Terms offered:* F

*Classification:* Baccalaureate

## **LAE4416 - Children's Literature for Educators**

*Credits:* 3

*Prerequisites:* EDF 2005

*Corequisites:* EEC 4301

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 15 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).

*Terms offered:* F

*Classification:* Baccalaureate

## **RN to BSN**

### **NUR3066C - Advanced Nursing and Health Assessment with Lab**

*Credits:* 5

*Corequisites:* NUR 3825

Advanced Nursing Health Assessment addresses the totality of the client including the spiritual aspects of health, disease/disability, and the individual client's perceptions of the health/illness continuum. The determination of the health/illness status of the client within the context of the client's socio-cultural values is essential in providing the framework for planning, implementing, communicating, and evaluating the outcomes of care. This laboratory course provides the knowledge, skills, interviewing and interactive techniques needed to obtain and communicate a systematic, culturally-appropriate, comprehensive health history and physical examination.

*Terms offered:* F, W, S

*Classification:* Baccalaureate

### **NUR3825 - Transitions and Role Development in Nursing**

*Credits:* 3

The registered nurse student will learn the background of historical professional development as well as the evolution of the overall health care system to the present day. Professional concepts will be explored and strategies that influence self-awareness, ethical behavior, critical thinking and motivation. Students will also learn how to write professional papers in APA format and be introduced to the skill of developing effective teaching presentations that address disease prevention, health maintenance and/or health promotion.

*Terms offered:* F, W, S

*Classification:* Baccalaureate

### **NUR3846 - Nursing Theory and Philosophy**

*Credits:* 3

*Corequisites:* NUR 3825

This course critically analyzes nursing theory, philosophy and foundations for reasoning in nursing practice. It focuses on the evolution and application of nursing knowledge. The concepts of nursing theory are explored. The nature and specific characteristics of nursing theory are discussed, including perspectives on essential elements of theories at various levels. The purpose of this examination is not to focus in detail on any one theorist, but to examine theory and its contribution to the advancement of nursing as a discipline.

*Terms offered:* F, W, S

*Classification:* Baccalaureate

### **NUR3930 - Special Topics in Baccalaureate Nursing**

*Credits:* 1

Examination of topics of current or special interest in Nursing. The course may be repeated for credit in different topic areas and content may vary. Current topic is an exploration of Nursing ethics with an emphasis on the American Nurses Association Code of Ethics for Nurses.

*Terms offered:* F, W, S

This course may be repeated for credit. *Classification:* Baccalaureate

### **NUR4165 - Introduction to Research in Nursing**

*Credits:* 4

*Corequisites:* NUR 3825

The focus of this course is an introduction to research processes and methods utilized in developing scientific knowledge to support nursing practice. This knowledge is applied to the practice of nursing to promote, maintain, restore, and support health and improve quality of life. The steps in the research process are



identified, discussed, and utilized to develop a limited research proposal. Emphasis is placed on the roles and responsibilities of the professional nurse as a producer and consumer of research. Students will apply critical thinking skills to the evaluation of published nursing research and recognition of ethical dilemmas in research studies.

*Terms offered:* F, W, S

Classification: Baccalaureate

### **NUR4636C - Community Nursing with Lab**

*Credits:* 5

Corequisites: NUR 3825

Concepts of community health nursing focusing on community as client and levels of prevention across the lifespan.

*Terms offered:* F, W, S

Classification: Baccalaureate

### **NUR4667 - Global Health Care Issues and Trends in Professional Nursing**

*Credits:* 4

Corequisites: NUR 3825

The purpose of this course is to introduce students to global health care systems and models, and their influence on health disparities and culturally sensitive delivery of healthcare. A major focus of this course is for students to critically think about and discuss health and health care within a global environment. Nursing students will be exposed to the health disparities that exist in the United States and countries around the world. In addition, students will collaborate in teams on class presentations highlighting a range of population health issues, health system economics, and cultural practices in selected countries.

*Terms offered:* F, W, S

Classification: Baccalaureate

### **NUR4776 - Informatics and Evidence Based Clinical Judgment**

*Credits:* 4

Corequisites: NUR 3825

This course provides an opportunity for increasing depth of knowledge and skill in the utilization of evidence-based practice and evaluation of outcomes in decision-making and clinical judgments. The course focuses on formulating clinical questions, performing database searches and appraising retrieved evidence, describing various EBP implementation models useful in translating evidence into practice, discussing strategies to educate staff about evidence-based practice, and articulating ethical issues related to evidence-based practice.

*Terms offered:* F, W, S

Classification: Baccalaureate

### **NUR4827 - Nursing Leadership and Management**

*Credits:* 4

Corequisites: NUR 3825

The registered nurse student will learn the theory and techniques of leadership to enable him/her to assume a leadership role in a health care facility. The registered nurse student will also learn skills that will enable him/her to collaborate with other members of a health care team.

*Terms offered:* F, W, S

Classification: Baccalaureate

### **NUR4837 - Health Care Policies and Economics**

*Credits:* 3

Corequisites: NUR 3825

This course is designed to provide an overview of development, challenge and opportunities of the nursing profession as related to policy and economics. Emphasis is on examining national and global health care needs and social justice in relationship to health care systems and policy. The utilization of informatics to manage and communicate data, information and knowledge to support

clients, nurses and other health care providers also is addressed.

*Terms offered:* F, W, S

Classification: Baccalaureate

### **NUR4927 - Nursing Leadership and Management**

*Credits:* 4

Corequisites: NUR 3825

The registered nurse student will learn the theory and techniques of leadership to enable him/her to assume a leadership role in a health care facility. The registered nurse student will also learn skills that will enable him/her to collaborate with other members of a health care team.

*Terms offered:* F, W, S

Classification: Baccalaureate

### **NUR4935 - Special Topics in Baccalaureate Nursing II**

*Credits:* 1

Examination of topics of current and/or special interest areas involving the profession of nursing. The course may be repeated for different topic areas and content may vary.

*Terms offered:* F, W, S

This course may be repeated for credit. Classification: Baccalaureate

### **NUR4950 - Baccalaureate Capstone Course**

*Credits:* 4

Prerequisites: NUR 3825

Corequisites: NUR 3066C and NUR 3846 and NUR 4165 and NUR 4636C and NUR 4667 and NUR 4776 and NUR 4827 and NUR 4837

The capstone in the BSN program concentrates on strategic planning concepts as they apply to professional nursing practice. The course will prepare the nurse leader on the integration of knowledge, skills and abilities learned from taking courses in the Bachelors of Science in Nursing program. This course will be taken in the last semester of the BSN program.

*Terms offered:* F, W, S

Classification: Baccalaureate

## **Business Administration**

### **ECO2013 - Principles of Economics - Macro**

*Credits:* 3

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.

*Terms offered:* F, W, S

Classification: Parallel

### **ECO2013H - Principles of Economics - Macro, Honors**

*Credits:* 3

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. Designed especially for honors students, the

course will be enhanced by special activities such as group projects, guest speakers, or field trips. Admission to the Community of Scholars or a 3.3 GPA or higher plus instructor permission is required.

*Terms offered: F*

Classification: Parallel

### **ECO2023 - Principles of Economics - Micro**

*Credits: 3*

Prerequisites: ENC 1101

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.

*Terms offered: F, W, S*

Gordon Rule Applies.

Classification: Parallel

### **ENT1000 - Introduction to Entrepreneurship**

*Credits: 3*

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.

*Terms offered: S*

Classification: Dual

### **ENT2112 - Entrepreneurship Opportunities**

*Credits: 3*

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.

*Terms offered: F*

Classification: Occupational

### **FIN2100 - Business Finance**

*Credits: 3*

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.

*Terms offered: F, W, S*

Classification: Dual

### **GEB1011 - Introduction to Business**

*Credits: 3*

Orientation to the study of business administration. Emphasis on the environment, structure and functions of business; current and emerging problems.

*Terms offered: F, W, S*

Classification: Dual

### **GEB1011H - Introduction to Business Honors**

*Credits: 3*

Orientation to the study of business administration. Emphasis on the environment, structure and functions of business; current and emerging problems. Designed especially for honors students, the

course will be enhanced by special activities such as group projects, guest speakers, or field trips. Admission to the Community of Scholars or a 3.3 GPA or higher plus instructor permission is required.

*Terms offered: W*

Classification: Dual

### **GEB2350 - Introduction to International Business**

*Credits: 3*

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.

*Terms offered: F, W, S*

Classification: Dual

### **GEB2430 - Ethics in Management**

*Credits: 3*

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.

*Terms offered: F, W, S*

Classification: Dual

### **HFT1000 - Introduction to the Hospitality and Tourism Industry**

*Credits: 3*

Introduction to many facets of hotel-motel and food services industries. Includes study of history, scope and innovations in industry as well as orientation visits to local establishments.

*Terms offered: F*

Classification: Dual

### **HFT2223 - Hospitality Human Resource Management**

*Credits: 3*

Provides basic skills and knowledge of supervision with specific examples in the hospitality industry. It details the characteristics and responsibilities of an efficient and effective supervisor with emphasis placed on such management skills as solving problems, motivating employees and improving employee performance.

*Terms offered: F*

Classification: Dual

### **HFT2245 - Guest Service Management**

*Credits: 3*

This course provides strategies and tactics for managing service expectations and experiences. Delivering consistent, quality service requires the training and retraining of employees about the role of service professionals in the design, staffing, marketing, and management of the service system. Students will learn how to create a favorable guest service climate that harnesses the natural talents of service professionals. This course offers unique and useful guidance on the hiring, training, supporting, retention, and empowerment of service professionals.

*Terms offered: F*

Classification: Dual

### **HFT2254 - Lodging Operations**

*Credits: 3*

This course will acquaint the student with Front Office and Housekeeping Management. The course encompasses theory plus classroom computerized property management system exercises and simulations including reservations, arrival and departure of guests, night audit reports and procedures, yield management and exception handling. Emphasis on the role of housekeeping department and understanding managerial skills

necessary to efficiently operate the department and laundry operations.

*Terms offered:* F

Classification: Dual

### **HFT2942 - Hospitality Internship**

*Credits:* 3

Prerequisites: HFT 1000 and HFT 2223 and HFT 2245 and HFT 2254

This course is a planned work-based experience that provides students with an opportunity to fine-tune skill sets learned in coursework and enhance workplace skills through supervised practical experiences related to their career objectives.

*Terms offered:* F

Classification: Dual

### **MAN2021 - Principles of Management**

*Credits:* 3

A study of the principles of management including planning, organizing, directing and controlling, with emphasis on the analytical framework for solving organizational problems.

*Terms offered:* F, W, S

Classification: Dual

### **MAN2304 - Introduction to Human Resources**

*Credits:* 3

An overview of the field of human resources management. The role of the human resources department will be emphasized with particular attention being focused upon the importance of the supervisors and executives.

*Terms offered:* W, S

Classification: Dual

### **MAN2582 - Introduction to Project Management**

*Credits:* 3

This introductory course in project management concepts is designed to prepare to utilize project management techniques in the workplace. Further, the course will prepare the student for further study in project management and related areas. The course will pay particular attention to the nine functional areas of project: scope, time, cost, quality, human resources, communication, risk procurement and integration and their relationship to initiation, planning, execution, controlling and closing. The course will introduce project management software using Microsoft Project.

*Terms offered:* F

Classification: Dual

### **MAR2011 - Principles of Marketing**

*Credits:* 3

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.

*Terms offered:* F, W, S

Classification: Dual

### **MKA2021 - Sales, Marketing and Advertising**

*Credits:* 3

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.

*Terms offered:* F

Classification: Occupational

### **SBM2000 - Small Business Management**

*Credits:* 3

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.

*Terms offered:* W

Classification: Occupational

## **Early Child Education**

### **CHD1339 - Learning Through Play**

*Credits:* 3

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.

*Terms offered:* W

Classification: Occupational

### **CHD1440C - Child Care Practicum I**

*Credits:* 3

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. To comply with Florida state law, Chapter 402.305 2(a), each prospective student must be fingerprinted and undergo an FDLE Level II background screening. The cost of these procedures is the responsibility of the student. Information received is confidential and is required to determine the prospective student's eligibility to work with children.

*Terms offered:* F, W, S

Classification: Dual

### **CHD1441C - Child Care Practicum II**

*Credits:* 3

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. To comply with Florida state law, Chapter 402.305 2(a), each prospective student must be fingerprinted and undergo an FDLE Level II background screening. The cost of these procedures is the responsibility of the student. Information received is confidential and is required to determine the prospective student's eligibility to work with children.

*Terms offered:* F, W, S

Classification: Dual

### **EEC1000 - Introduction to Child Development and Education**

*Credits:* 3

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.

*Terms offered:* F

Classification: Dual

### **EEC1603 - Child Guidance**

*Credits:* 3

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.

*Terms offered:* W

Classification: Dual

## **EEC1907 - Observing and Recording Behavior**

*Credits: 3*

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.

*Terms offered: W*

Classification: Dual

## **EEC1921 - Preschool Workshop**

*Credits: 3*

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.

*Terms offered: W*

Classification: Dual

## **EEC2001 - Introduction to Administration in Early Childhood Education**

*Credits: 3*

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.

*Terms offered: W, S*

Classification: Dual

## **EEC2200 - Curriculum in Childhood Education**

*Credits: 3*

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.

*Terms offered: W*

Classification: Dual

## **EEC2300 - Instructional Practices**

*Credits: 1*

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.

Classification: Dual

## **EEC2401 - Home and Community**

*Credits: 3*

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.

*Terms offered: W, S*

Classification: Dual

## **EEC2930 - Seminar in Childhood Education**

*Credits: 3*

Seminar to investigate and discuss selected topics in Early Childhood Education such as professionalism, collaboration and ethical conduct.

*Terms offered: F, W*

Classification: Dual

# **Computer Information Technology**

## **CET1171 - Introduction to Computer Technology**

*Credits: 3*

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.

*Terms offered: F, W, S*

Classification: Dual

## **CET1278 - A+ Fundamentals**

*Credits: 3*

Corequisites: CGS 1100

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 the preparation of the current A+ 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. In addition, students will be introduced to basic computer hardware, at the level of a beginning personal computer technician. Emphasis is placed on learning the proper name of features and components making up a PC system as well as understanding their function. This section will also address the professionalism and communication skills necessary for employment in the technology industry. The course is designed for individuals with little or no experience working inside a PC.

*Terms offered: F, W, S*

Classification: Dual

## **CET2180 - Practical PC Technician**

*Credits: 3*

Prerequisites: CET 1278

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.

*Terms offered: F, W, S*

Classification: Occupational

## **CGS1062H - Computers in Society - Honors**

*Credits: 3*

Prerequisites: ENC 1101

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.

Classification: Parallel

## **CGS1100 - Microcomputer Applications**

*Credits: 3*

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.  
*Terms offered: F, W, S*  
Classification: Dual

### **CGS1100H - Microcomputer Applications Honors**

*Credits: 3*

This course is designed to familiarize students with computers, operating systems, browsers, and applications software. Emphasis is on practical exercises using word processing, spreadsheets, database packaged programs, presentation software, and Internet browsers. Students will conduct scholarly research in the IT field. Admission to the Honors Institute, a 3.3 or higher GPA, or permission of instructor is required.

*Terms offered: W*  
Classification: Dual

### **CGS1820 - Web Programming**

*Credits: 3*

Prerequisites: CET 1171 or CGS 1100

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 sheets and scripts. Finally, students will create Web pages with multimedia content including sound and video.

*Terms offered: S*  
Classification: Occupational

### **CGS2103 - Spreadsheet Applications**

*Credits: 3*

Prerequisites: CGS 1100

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.

*Terms offered: F, W, S*  
Classification: Dual

### **CGS2540 - Database Management Systems**

*Credits: 3*

Corequisites: CGS 1100

This hands-on 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. Students learn to create macros to automate database functions for the end user. A final unit presents the basics of SQL table creation and manipulation using MySQL. This course is designed to prepare students to take the current Microsoft Access exam.

*Terms offered: F, W, S*  
Classification: Dual

### **CGS2557 - Internet Technologies**

*Credits: 3*

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.  
*Terms offered: F, W, S*  
Classification: Dual

### **CGS2930 - Special Topics in Computers**

*Credits: 1*

This course provides detailed instruction on a variety of topics pertaining to computers. Topics for this course vary.

*Terms offered: F, W, S*

This course may be repeated for credit. Classification: Dual

### **CIS2321 - Introduction to Systems Analysis and Design**

*Credits: 3*

Prerequisites: CGS 1100

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.

*Terms offered: F, S*  
Classification: Occupational

### **COP1030 - Fundamental Programming Concepts**

*Credits: 3*

Prerequisites: CGS 1100

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.

*Terms offered: F, S*  
Classification: Dual

### **COP2250 - Java Programming**

*Credits: 3*

Prerequisites: CGS 1100

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.

*Terms offered: W*  
Classification: Dual

### **COP2650 - Mobile Devices**

*Credits: 3*

Prerequisites: CGS 1100

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. Classification: Dual

### **CTS2120 - Security Fundamentals**

*Credits: 3*

Corequisites: CET 2180

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.

*Terms offered: F, W, S*

Classification: Dual

### **CTS2134 - Networking Fundamentals**

*Credits: 3*

Corequisites: CTS 2651

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.

*Terms offered: F, W*

Classification: Parallel

### **CTS2136 - PC Desktop Support**

*Credits: 3*

Prerequisites: CET 1278

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.

*Terms offered: F, S*

Classification: Parallel

### **CTS2143 - Server Fundamentals**

*Credits: 3*

Prerequisites: CTS 2134

This course is designed to prepare students for current industry certification exams. Topics covered include aspects of server planning, server placement and disaster planning.

*Terms offered: F, W*

Classification: Parallel

### **CTS2651 - Router Fundamentals**

*Credits: 3*

Prerequisites: CET 1278

This course introduces students to networking hardware. Topics include router configurations, routed and routing protocols, and introduction to LAN switching.

*Terms offered: F, W, S*

Classification: Parallel

## **CTC Criminal Justice**

### **CJK0002 - Introduction to Law Enforcement**

*Credits: 1, Clock Hrs: 12*

This is a basic course which provides an introductory overview of the officer training program and the criminal justice system, ethics and criminal justice values, sexual harassment and the chain of command.

*Terms offered: F, W, S*

Classification: CTC

Clock Hours: 12

### **CJK0016 - Communication**

*Credits: 1, Clock Hrs: 24*

This is a basic course in which the recruit will be taught some of the fundamental of communication in law enforcement as well as professional practices needed for the occupation.

*Terms offered: F, W, S*

Classification: CTC

Clock Hours: 24

### **CJK0018 - Legal**

*Credits: 2, Clock Hrs: 64*

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.

*Terms offered: F, W, S*

Classification: CTC

Clock Hours: 64

### **CJK0019 - Interviewing and Report Writing**

*Credits: 2, Clock Hrs: 56*

This is a basic course in which recruits will learn how to interview pertinent parties following an incident and prepare the applicable reports.

*Terms offered: F, W, S*

Classification: CTC

Clock Hours: 56

### **CJK0020 - Law Enforcement Vehicle Operations**

*Credits: 1, Clock Hrs: 48*

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.

*Terms offered: F, W, S*

Classification: CTC

Clock Hours: 48

### **CJK0021 - Serving Your Community**

*Credits: 1, Clock Hrs: 34*

This is a basic course in which recruits will learn about responding to calls that may involve people with unique challenges, people in crisis, and high-risk groups. This course provides an overview of how to respond safely to the diverse populations a recruit will encounter.

*Terms offered: F, W, S*

Classification: CTC

Clock Hours: 34

### **CJK0031 - First Aid for Criminal Justice Officers**

*Credits: 1, Clock Hrs: 40*

This course prepares the student to apply basic first aid knowledge and techniques to emergencies.

*Terms offered: F, W, S*

Classification: CTC

Clock Hours: 40

### **CJK0040 - Criminal Justice Firearms**

*Credits: 3, Clock Hrs: 80*

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.

*Terms offered: F, W, S*

Classification: CTC

Clock Hours: 80

### **CJK0051 - Defensive Tactics**

*Credits: 3, Clock Hrs: 80*

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.

*Terms offered:* F, W, S

Classification: CTC

Clock Hours: 80

### **CJK0063 - Fundamentals of Patrol**

*Credits:* 1, *Clock Hrs:* 40

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. These include electronic communications, community-oriented policing, and officer safety and survival.

*Terms offered:* F, W, S

Classification: CTC

Clock Hours: 40

### **CJK0072 - Crimes Against Persons**

*Credits:* 1, *Clock Hrs:* 48

This is a basic course in which recruits will learn how to respond to, investigate and decide on courses of actions for crimes that have been committed against one's person.

*Terms offered:* F, W, S

Classification: CTC

Clock Hours: 48

### **CJK0073 - Crimes Involving Property and Society**

*Credits:* 0.5, *Clock Hrs:* 12

This is a basic course in which recruits will learn how to respond to, investigate and decide on courses of actions for crimes that have been committed against property and the order of society.

*Terms offered:* F, W, S

Classification: CTC

Clock Hours: 12

### **CJK0079 - Crime Scene Follow-Up Investigations**

*Credits:* 1, *Clock Hrs:* 34

This is a basic course in which recruits will learn how to establish whether a crime has been committed, conduct an investigation and collect evidence in order to establish probable cause to make an arrest.

*Terms offered:* F, W, S

Classification: CTC

Clock Hours: 34

### **CJK0093 - Critical Incidents**

*Credits:* 1, *Clock Hrs:* 44

This is a basic course which includes techniques that are necessary for officers to respond to various types of critical incidents to include active shooters, hazardous materials, biological, radiological, nuclear and other weapons of mass destruction and explosive devices. This course also covers the Incident Command System.

*Terms offered:* F, W, S

Classification: CTC

Clock Hours: 44

### **CJK0096 - Criminal Justice Officer Physical Fitness Training/Law Enforcement**

*Credits:* 2, *Clock Hrs:* 60

This is a basic course which will provide recruits physical fitness training that is necessary for the profession.

*Terms offered:* F, W, S

Classification: CTC

Clock Hours: 60

### **CJK0300 - Introduction to Corrections**

*Credits:* 1, *Clock Hrs:* 32

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.

*Terms offered:* F, W, S

Classification: CTC

Clock Hours: 32

### **CJK0305 - Communications**

*Credits:* 1, *Clock Hrs:* 40

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.

*Terms offered:* F, W, S

Classification: CTC

Clock Hours: 40

### **CJK0310 - Officer Safety**

*Credits:* 0.5, *Clock Hrs:* 16

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.

*Terms offered:* F, W, S

Classification: CTC

Clock Hours: 16

### **CJK0315 - Facilities and Equipment**

*Credits:* 0.5, *Clock Hrs:* 8

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.

*Terms offered:* F, W, S

Classification: CTC

Clock Hours: 8

### **CJK0320 - Intake and Release**

*Credits:* 0.5, *Clock Hrs:* 18

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.

*Terms offered:* F, W, S

Classification: CTC

Clock Hours: 18

### **CJK0325 - Supervising in a Correctional Facility**

*Credits:* 1, *Clock Hrs:* 40

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.

*Terms offered:* F, W, S

Classification: CTC

Clock Hours: 40

### **CJK0330 - Supervising Special Populations**

*Credits:* 1, *Clock Hrs:* 20

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.

*Terms offered: F, W, S*

Classification: CTC

Clock Hours: 20

### **CJK0335 - Responding to Incidents and Emergencies**

*Credits: 0.5, Clock Hrs: 16*

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.

*Terms offered: F, W, S*

Classification: CTC

Clock Hours: 16

### **CJK0340 - Officer Wellness and Physical Abilities**

*Credits: 1, Clock Hrs: 30*

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.

*Terms offered: F, W, S*

Classification: CTC

Clock Hours: 30

### **CJK0393 - Crossover Program Updates**

*Credits: 1, Clock Hrs: 8*

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.

*Terms offered: F, W, S*

Classification: CTC

Clock Hours: 8

### **CJK0400 - Traffic Incidents**

*Credits: 0.5, Clock Hrs: 12*

This is a basic course in which recruits will learn traffic law and legal terms. Recruits will also learn how to respond to and resolve incidents involving motor vehicles.

*Terms offered: F, W, S*

Classification: CTC

Clock Hours: 12

### **CJK0401 - Traffic Stops**

*Credits: 1, Clock Hrs: 24*

This is a basic course which includes methods and skills for stopping a vehicle as a law enforcement officer.

*Terms offered: F, W, S*

Classification: CTC

Clock Hours: 24

### **CJK0402 - Traffic Crash Investigations**

*Credits: 1, Clock Hrs: 30*

This is a basic course in which the student will study the concepts of traffic crash investigation, scene management, and reporting procedures.

*Terms offered: F, W, S*

Classification: CTC

Clock Hours: 30

### **CJK0403 - DUI Traffic Stops**

*Credits: 1, Clock Hrs: 24*

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.

*Terms offered: F, W, S*

Classification: CTC

Clock Hours: 24

### **CJK0421 - Conducted Electrical Weapon/ Dart Firing Stun Gun**

*Credits: 1, Clock Hrs: 4*

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.

*Terms offered: F, W, S*

Classification: CTC

Clock Hours: 4

## **Criminal Justice Technology**

### **CCJ1020 - Introduction to Criminal Justice System**

*Credits: 3*

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 involvement, 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.

*Terms offered: F, W*

Classification: Dual

### **CCJ2010 - Criminology**

*Credits: 3*

Prerequisites: ENC 1101

A study of the causes and theories of crime and social processes in the development of the criminal. Consideration is given to the criminal act, the criminal offender, the victim, and the social context.

*Terms offered: F, W, S*

Gordon Rule Applies.

Classification: Dual

### **CCJ2013 - Criminal Victimization**

*Credits: 3*

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.

*Terms offered: F, W*

Classification: Parallel

### **CJC1000 - Crime and Punishment**

*Credits: 3*

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.

*Terms offered: F, W*

Classification: Dual

### **CJE2061 - Policing in America**

*Credits: 3*

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.

*Terms offered: F, W*

Classification: Dual

### **CJE2330 - Ethics in Criminal Justice**

*Credits: 3*

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.

*Terms offered: F, W*

Classification: Dual

### **CJE2600 - Introduction to Forensics and Criminal Investigation**

*Credits: 3*

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.

*Terms offered: F, W*

Classification: Dual

### **CJJ1002 - Juvenile Delinquency**

*Credits: 3*

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.

*Terms offered: F, W*

Classification: Dual

### **CJL2130 - Criminal Law, Evidence and Procedures**

*Credits: 3*

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.

*Terms offered: F, W*

Classification: Dual

### **DSC1212 - Introduction to Emergency Management Systems**

*Credits: 3*

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.

*Terms offered: F, W*

Classification: Dual

## **Dance**

### **DAA1000 - Introduction to Dance**

*Credits: 2*

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.

*Terms offered: F*

This course may be repeated for credit.

Classification: Parallel

### **DAA1100 - Modern Dance Techniques and Performance**

*Credits: 2*

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.

*Terms offered: F*

This course may be repeated for credit.

Classification: Parallel

### **DAA1101 - Modern Dance Techniques and Performance II**

*Credits: 2*

Prerequisites: DAA 1100

This course builds upon the techniques learned in Modern Dance Techniques and Performance. It is designed to deliver instruction in more complex choreography and techniques and to prepare a student for entry into the CF Dance Ensemble. Course content includes modern dance technique and preparation for performance through practice in learning choreography, both individual and group.

*Terms offered: W*

This course may be repeated for credit.

Classification: Parallel

## **DAA1200 - Ballet I**

*Credits: 2*

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. (0.5 hours of lecture and 2 hours of lab per week)

*Terms offered: F, W*

This course may be repeated for credit.

Classification: Parallel

## **DAA1201 - Ballet II**

*Credits: 2*

Prerequisites: DAA 1200

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.

*Terms offered: F, W*

This course may be repeated for credit.

Classification: Parallel

## **DAA1680 - Patriot Dance Ensemble**

*Credits: 1*

Prerequisites: DAA 1100

This course is designed to provide performing opportunities for dancers with previous 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.

*Terms offered: F, W*

This course may be repeated for credit.

Classification: Parallel

## **Digital Media**

### **COP2842 - Database Driven Web Development**

*Credits: 3*

Prerequisites: CGS 2540

This course introduces web server-side scripting skills and database interaction. Students, through hands on projects, create database-driven web sites using server-sided scripting languages. Topics include an introduction to PHP (hypertext preprocessor), working with data types and operators, building functions and control structures, manipulating data in arrays and strings. Students explore using scripting languages such as PHP to manipulate data in a relational database management system, such as MYSQL. Students are exposed to error handling and debugging using industry standard tools.

*Terms offered: F, W, S*

Classification: Parallel

### **DIG1950 - Digital Media Co-Op II**

*Credits: 1*

Prerequisites: DIG 1949

This course is intended to provide a work experience setting in which students in the digital media program can apply the material and concepts learned. Students may choose to work with a group of other students on a team-based project or to identify an individual work experience opportunity that closely reflects the digital media industry they are training specifically to work within. This experience may be paid or unpaid.

*Terms offered: W*

This course may be repeated for credit.

Classification: Dual

### **DIG2000 - Introduction to Digital Media**

*Credits: 3*

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.

*Terms offered: F, W, S*

Classification: Parallel

### **DIG2100 - Web Design I**

*Credits: 3*

Corequisites: CGS 1100

This hands-on class introduces the basics of Web coding and design using current standards in HTML, CSS, JavaScript and other emerging technologies. Students design and code Web pages with graphics, text, cascading style sheets, scripts and other technologies as well as designing and coding pages with multimedia content including sound and video.

*Terms offered: F*

Classification: Parallel

### **DIG2101 - Web Design II**

*Credits: 3*

Prerequisites: DIG 2100

In this course students will utilize research into client needs to construct web-based solutions with an emphasis on the development of a clear user interface (UI) and intuitive user experience (UX). The ever-changing landscape of final user resolutions and device capabilities will be examined as will the user-to-owner information flow. Emerging technologies will be explored as they become part of the web design landscape as will mobile-only and mobile-first design techniques.

*Terms offered: W*

Classification: Parallel

### **DIG2109C - Digital Imaging and Fundamentals**

*Credits: 3*

Prerequisites: DIG 2000

This course introduces students to industry standard practices and production pipelines for creating advanced digital images using Adobe Photoshop, Adobe Illustrator, Adobe InDesign and Adobe After Effects and Autodesk Maya. 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 of 2D design layout and 3D geometry.

*Terms offered: W*

Classification: Parallel

### **DIG2280C - Digital Video and Sounds**

*Credits: 3*

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.

*Terms offered: F*

Classification: Parallel

## **DIG2500 - Fundamentals of Interactive Media and Web Design**

*Credits: 3*

Prerequisites: DIG 2109C

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.

*Terms offered: W*

Classification: Parallel

## **DIG2592 - Advanced Web Design**

*Credits: 3*

Prerequisites: DIG 2101

In this course students continue to build upon previously gained skills to design and develop full working websites using a variety of technologies. Special attention is paid to developing a positive user experience through the design of an effective user interface, logical information architecture and visually appealing graphics. Finally, students will produce experimental websites that push the envelope on contemporary web and interactive design.

*Terms offered: W*

Classification: Parallel

## **GRA2120C - Paper Design and Layout (Adobe InDesign)**

*Credits: 3*

Corequisites: DIG 2000

This course provides a study of the placement of visual elements in page development. This includes the manipulation of images, text, color, and other graphic elements to create a finished product that incorporates the principles of good design, layout, and aesthetics. Students use systematic, cumulative, and conceptual design processes to develop effective and creative layout solutions. Industry-standard software is used for page layout and composition. Students explore theories of design, spatial relationships, idea representation, page elements, and visual and conceptual communication. Students integrate images, illustrations, typography, and display and other elements to create brochures, advertisements, flyers, menus, books, and other products for the printed and projected page.

*Terms offered: W*

Classification: Parallel

## **GRA2150C - Raster Based Image Editing (Adobe Photoshop)**

*Credits: 3*

Prerequisites: DIG 2109C

In this course, students create, edit, manipulate, retouch, restore, and enhance images, drawings, and photographs using pixel-based editing applications. Additionally, students employ advanced techniques to manipulate multi-layered images for the creation of visually compelling compositions. Industry standard software is used.

*Terms offered: F, W, S*

Classification: Parallel

## **GRA2156C - Digital Illustration Vector Based (Adobe Illustrator)**

*Credits: 3*

Prerequisites: DIG 2109C

This course provides students with the opportunity to advance their design skills by using vector illustration to explore visual, conceptual, and technical expressions of digital media. The course builds upon students' previous study of digital design and image editing to focus on vector-based media and concepts. The curriculum includes implementation of basic creative options such as image creation and manipulation, color usage, drawing, typography, and retouching through the use of layers and selection methods. Industry standard software is used.

*Terms offered: F*

Classification: Parallel

## **GRA2751C - Visual Design for Web**

*Credits: 3*

Corequisites: DIG 2100

This course provides a study of visual webpage design and internet architecture. Students are introduced to universal design concepts and procedures for planning visually appealing, functional websites.

*Terms offered: W*

Classification: Parallel

## **Dental Assisting**

### **DEA1135 - Dental Microbiology**

*Credits: 1*

Prerequisites: DEA 1806L

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.

*Terms offered: W*

Classification: Occupational

### **DEA1151 - Dental Psychology and Communications**

*Credits: 1*

Corequisites: DEA 1806L

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.

*Terms offered: W*

Classification: Occupational

### **DEA1805L - Dental Clinic Seminar**

*Credits: 1*

Corequisites: DES 1800

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.

*Terms offered: F*

Classification: Occupational

### **DEA1806L - Clinic Practice I**

*Credits: 2*

Corequisites: DES 1800 and DES 1806L

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.

*Terms offered: F*

Classification: Occupational

## **DEA1855L - Clinic Practice II**

*Credits: 6*

Prerequisites: DES 1800 and DES 1806L

Corequisites: DES 1029

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.

*Terms offered: W*

Classification: Occupational

## **DEA1856 - Clinic III Seminar**

*Credits: 2*

Prerequisites: DEA 1855L

Corequisites: DEA 1856L

This course is designed to allow students to reflect and share their experiences during DEA1856L 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.

*Terms offered: S*

Classification: Occupational

## **DEA1856L - Clinic Practice III**

*Credits: 7*

Prerequisites: DEA 1855L

Corequisites: DEA 1856

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.

*Terms offered: S*

Classification: Occupational

## **DEA2033 - Oral Pathology**

*Credits: 2*

Prerequisites: DEA 1855L and DES 1020

Corequisites: DEA 1856L

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.

*Terms offered: S*

Classification: Occupational

## **DEH1000 - Introduction to Dental Hygiene**

*Credits: 2*

Corequisites: DEH 1000L

Course topics include the dental hygiene profession, infection control procedures to prevent disease transmission, OSHA and CDC compliance, patient assessment skills, dental operator equipment operation and maintenance, data collection, moisture control and instrument identification and transfer. Emphasis will also be placed on oral health and disease, various dental deposits and the effects on oral health will be introduced for application in subsequent clinical courses.

*Terms offered: F, W, S*

Classification: Occupational

## **DEH1000L - Introduction to Dental Hygiene Lab**

*Credits: 1*

Corequisites: DEH 1000

Clinical application of information covered in DEH 1000. Students perform clinical assessment procedures on student partners to develop clinical skills and perform acceptable infection control

procedures to prevent disease transmission, patient assessment skills, dental operator equipment operation and maintenance, data collection, moisture control and instrument identification and transfer.

*Terms offered: F, W, S*

Classification: Occupational

## **DEH1003 - Fundamentals of Dental Hygiene and Instrumentation**

*Credits: 1*

Prerequisites: DEH 1000 and DES 1800 and DES 1806L

Corequisites: DEH 1003L

This course is designed to provide the student with knowledge of the basic principles of instrument design and instrumentation in the oral cavity. Continued study of dental deposits; introduction of prevention of dental caries and periodontal disease. The dental hygiene care plan, evaluation, and documentation will be discussed.

*Terms offered: F, W, S*

Classification: Occupational

## **DEH1003L - Fundamentals of Dental Hygiene and Instrumentation Lab**

*Credits: 1*

Prerequisites: DEH 1000 and DES 1800 and DES 1806L

Corequisites: DEH 1003

This course is designed for the student to apply basic principles of instrumentation, instrument design, and fundamental dental hygiene skills in the clinical setting. Students perform clinical procedures on student partners and mannequins to develop instrumentation and other clinical skills.

*Terms offered: F, W, S*

Classification: Occupational

## **DEH1602 - Periodontology I**

*Credits: 2*

Corequisites: DEH 1800 and DEH 1800L

This course presents the tissues of the periodontium and the effects of gingival and periodontal disease processes. Includes disease classification, clinical assessment and treatment planning for disease management with an emphasis on surgical and non-surgical therapies and related treatment.

*Terms offered: F, W, S*

Classification: Occupational

## **DEH1800 - Dental Hygiene I**

*Credits: 1*

Prerequisites: DEH 1003 and DEH 1003L

Corequisites: DEH 1800L

This course is a continuation of DEH 1003 with advanced topics including ultrasonic instrumentation, root debridement, treatment planning, recall, instrument sharpening, and desensitization of root surfaces, air abrasive polishing, placement of anesthesia and syringe preparation.

*Terms offered: F, W, S*

Classification: Occupational

## **DEH1800L - Dental Hygiene Clinic I**

*Credits: 3*

Prerequisites: DEH 1003 and DEH 1003L

Corequisites: DEH 1800

Students begin patient care in dental hygiene clinic with emphasis on patient assessment for completion of the dental hygiene diagnosis, care planning, and treatment. Time allotted for clinical seminar.

*Terms offered: F, W, S*

Classification: Occupational

## **DEH1802 - Dental Hygiene II**

*Credits: 1*

Prerequisites: DEH 1800 and DEH 1800L

Corequisites: DEH 1802L

This course is designed to further the student's knowledge of dental hygiene practice introduced in DEH 1800 including ultrasonic instrumentation, theory and technique of instrument sharpening, dental hygiene care planning, dental charting and patients with special needs, domestic violence and child abuse.

*Terms offered: F, W, S*

Classification: Occupational

## **DEH1802L - Dental Hygiene Clinic II**

*Credits: 4*

Prerequisites: DEH 1800 and DEH 1800L

Corequisites: DEH 1802

The course is designed to emphasize increasing skill in patient care, instrumentation, and radiographs. Students perform additional clinical services such as pit and fissure sealants and alginate impressions. Selected off-campus clinical sites may be used to enhance clinical experience with special patients. Time allotted for clinical seminar.

*Terms offered: F, W, S*

Classification: Occupational

## **DEH2702C - Community and Public Dental Health and Lab**

*Credits: 3*

Community and Public Dental Health provides the dental hygiene student with information and skills in oral hygiene education, statistics and community dental health. This course provides the student with information and skills for interpreting scientific research, and literature and educational and service program planning, implementation and evaluation on all ages. Additionally, information is provided about principles of epidemiology; needs, demands and utilization concepts, and the financing of dental care. The lab portion gives the student opportunity to apply the concepts and methods learned to a community project which students design and implement.

*Terms offered: F, W, S*

Classification: Occupational

## **DEH2804 - Dental Hygiene III**

*Credits: 1*

Prerequisites: DEH 1802 and DEH 1802L

Corequisites: DEH 2804L

Includes the study of case documentation and intraoral photography. Continue study of treatment considerations for medically compromised patients. Time allotted for case studies and clinical seminars.

*Terms offered: F, W, S*

Classification: Occupational

## **DEH2804L - Dental Hygiene III Clinic**

*Credits: 4*

Prerequisites: DEH 1802 and DEH 1802L

Corequisites: DEH 2804

Emphasizes increasing proficiency in oral prophylaxis, radiographic techniques, and patient care. Continued development of skills in root debridement, dietary analysis, diagnostic models, and use of chemotherapeutics. Students prepare case documentation on a selected clinical patient and participate in patient care at off-campus sites for enhancement of learning. Time allotted for Clinical Seminar.

*Terms offered: F, W, S*

Classification: Occupational

## **DEH2806 - Dental Hygiene Theory IV**

*Credits: 1*

Prerequisites: DEH 2804 and DEH 2804L

Corequisites: DEH 2806L

Classroom setting is a forum for discussion of treatment planning considerations as the student progresses in the curriculum which allows for the integration of theoretical knowledge and clinical treatment. Students are challenged with increasing case difficulty in the clinical setting. Topics include self and peer assessment, application of evidence-based dental research, motivational interviewing in patient counseling and case presentation. Schedule will remain flexible to accommodate guest speakers.

*Terms offered: F, W, S*

Classification: Occupational

## **DEH2806L - Dental Hygiene Clinic IV**

*Credits: 4*

Prerequisites: DEH 2804 and DEH 2804L

Corequisites: DEH 2806

Dental Hygiene Clinic IV is the final clinical component prior to graduation. Patient treatment continues in a variety of settings with an increasingly challenging group of patients. Students will be expected to utilize assessment skills and function with increasing independence and speed. A variety of clinical settings will be utilized to enhance clinical experiences. Students will provide oral health care to patients from the community.

*Terms offered: F, W, S*

Classification: Occupational

## **DEH2934 - Professional Development**

*Credits: 2*

Corequisites: DEH 2806L

This course is designed to assist the dental hygiene student in the transition from an academic environment to a work setting. Topics will include: career and degree completion options, resume and job interview, professional behavior, ethics, the law and jurisprudence, quality assurance, prevention of medical errors, and preparation for the DH National Board Exam, the ADEX DH Clinical Exam, The Florida Laws and Rules Exam and procedures for applying for Florida DH licensure and local anesthesia certification. Schedule will remain flexible to accommodate guest speakers. Taken the last semester prior to graduation.

*Terms offered: F, W, S*

Classification: Occupational

## **DES1020 - Head and Neck Anatomy**

*Credits: 2*

Corequisites: DES 1030 and DES 1800

This course is the study of skeletal, muscular, circulatory, nervous and glandular structures of the head, neck, and oral cavity.

*Terms offered: F*

Classification: Occupational

## **DES1022 - Dental Anatomy**

*Credits: 2*

Corequisites: DES 1030 and either DES 1800 or DEH 1000

This course is the study of macroscopic anatomy and morphology of the hard and soft tissues of the oral cavity.

*Terms offered: F*

Classification: Occupational

## **DES1029 - Dental Specialties**

*Credits: 1*

Prerequisites: DEA 1806L and DES 1800

Corequisites: DEA 1855L

The course introduces students to various types, functions and operations of dental operator and laboratory equipment, especially in areas of surgical, pediatric, prosthodontic, orthodontic, and endodontic and periodontic dental operations.

*Terms offered: W*

Classification: Occupational

### **DES1030 - Histology and Embryology**

*Credits: 1*

Corequisites: DES 1020

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.

*Terms offered: F*

Classification: Occupational

### **DES1050 - Dental Pharmacology**

*Credits: 2*

Prerequisites: BSC 1080 or BSC 2085

The course is designed to familiarize the student with the basic concepts of pharmacology. Topics include the use of Physician's Desk Reference and the use, administration, indications, contraindications, adverse reactions and precautions of pharmaceuticals used in dentistry.

*Terms offered: S*

Classification: Occupational

### **DES1051C - Dental Pain Control and Local Anesthesia with Lab**

*Credits: 2*

Prerequisites: DES 1050

This course covers pain control in dentistry, including topical and local anesthetics, nitrous oxide sedation, and the use of analgesics. Laboratory component will introduce local anesthetics on mannequins.

*Terms offered: F, W, S*

Classification: Occupational

### **DES1100 - Dental Materials**

*Credits: 2*

Prerequisites: DES 1800

Corequisites: DEA 1855L

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.

*Terms offered: W*

Classification: Occupational

### **DES1100L - Dental Materials Lab**

*Credits: 1*

Prerequisites: DEA 1806L and DES 1800

Corequisites: DES 1100

The laboratory course requires students to apply the principles learned in DES 1100 Dental Materials. Students will manipulate materials and demonstrate competency in the dental materials.

*Terms offered: W*

Classification: Occupational

### **DES1200 - Dental Radiology**

*Credits: 2*

Prerequisites: DES 1020 and DES 1800

Corequisites: DES 1200L

This theory course provides the student with the fundamental knowledge of physical and biological effects and safety methods exposing, processing, mounting and evaluating radiographs.

*Terms offered: W*

Classification: Occupational

### **DES1200L - Dental Radiology Lab**

*Credits: 1*

Prerequisites: DES 1020 and DES 1800

Corequisites: DES 1200

This course provides the student with laboratory experiences in

exposing, processing, mounting and evaluating diagnostic radiographs including digital radiographs.

*Terms offered: W*

Classification: Occupational

### **DES1502 - Dental Office Management**

*Credits: 2*

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.

*Terms offered: S*

Classification: Occupational

### **DES1600 - Dental Office Emergencies**

*Credits: 1*

Corequisites: DEA 1806L

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.

*Terms offered: F*

Classification: Occupational

### **DES1800 - Introduction to Clinical Procedures**

*Credits: 3*

Corequisites: DES 1806L

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.

*Terms offered: F*

Classification: Occupational

### **DES1806L - Introduction to Clinical Procedures Lab**

*Credits: 1*

Corequisites: DEA 1806L and DES 1800

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.

*Terms offered: F*

Classification: Occupational

### **DES1840 - Preventive Dentistry**

*Credits: 2*

Prerequisites: DEA 1806L

Corequisites: DEA 1855L

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.

*Terms offered: W*

Classification: Occupational

### **DES2832C - Expanded Functions with Lab**

*Credits: 2*

Prerequisites: DEA 1855L and DES 1100

Corequisites: DEA 1856L

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.

*Terms offered: S*

## Education

### EDF2005 - Introduction to the Teaching Profession

*Credits: 3*

Prerequisites: ENC 1101

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.

*Terms offered: F, W, S*

Gordon Rule Applies.

Classification: Parallel

### EDF2085 - Introduction to Diversity

*Credits: 3*

This class provides opportunity to explore various issues of diversity, including an understanding of the influence of exceptionalities, culture, family, gender, sexual orientation, socioeconomic status, religion, and language upon the socio-educational experience. Students will survey personal attitudes toward diverse populations and cultural barriers to understanding. A pre-approved field experience or service learning project of 15 hours in a culturally diverse setting is required.

*Terms offered: F, W, S*

Classification: Parallel

### EDG1413C - Classroom Management

*Credits: 3*

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.

*Terms offered: W*

Classification: Dual

### EDP2002 - Educational Psychology

*Credits: 3*

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.

*Terms offered: F, W, S*

Classification: Parallel

### EME2040 - Introduction to Technology for Educators

*Credits: 3*

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.

*Terms offered: F, W, S*

Classification: Parallel

## Emergency Medical Service

### EMS1119 - Fundamentals of Emergency Medical Technology

*Credits: 7*

Corequisites: EMS 1119L and EMS 1354C and EMS 1431

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.

*Terms offered: F, W, S*

Classification: Occupational

### EMS1119L - Fundamentals of Emergency Medical Technology Skills Laboratory

*Credits: 2*

Corequisites: EMS 1119 and EMS 1354C and EMS 1431

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.

*Terms offered: F, W, S*

Classification: Occupational

### EMS1335 - Emergency Vehicle Operators Course

*Credits: 1*

This course is designed to meet Florida state (Florida Statute 401.281, 316.003 (1) F.S.) and Florida Administrative Code 64J-1.013 requirements for safe emergency vehicle operations. This 16-hour class combines both didactic and practical (driver training) aspects of instruction in preparation for emergency vehicle operations. A valid Florida driver's license or equivalent is required.

*Terms offered: F, W, S*

Classification: Occupational

### EMS1354C - Emergency Field Operations

*Credits: 1*

Corequisites: EMS 1119 and EMS 1119L and EMS 1431

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.

*Terms offered: F, W, S*

Classification: Occupational

### EMS1431 - EMT Hospital/Field Experience

*Credits: 2*

Corequisites: EMS 1119 and EMS 1119L and EMS 1354C

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).

*Terms offered: F, W, S*

Classification: Occupational

## **EMS2010 - EMS Anatomy and Physiology**

*Credits: 3*

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.

*Terms offered: F, W, S*

Classification: Occupational

## **EMS2610 - Introduction to Paramedic**

*Credits: 2*

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.

*Terms offered: F, W, S*

Classification: Occupational

## **EMS2611 - Paramedic Fundamentals**

*Credits: 2*

Corequisites: EMS 2611L

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.

*Terms offered: F, W, S*

Classification: Occupational

## **EMS2611L - Paramedic Fundamentals Skills Lab**

*Credits: 2*

Corequisites: EMS 2611

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.

*Terms offered: F, W, S*

Classification: Occupational

## **EMS2612 - Paramedic Airway Management and Ventilation**

*Credits: 1*

Corequisites: EMS 2612L

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.

*Terms offered: F, W, S*

Classification: Occupational

## **EMS2612L - Paramedic Airway Management and Ventilation Lab**

*Credits: 1*

Corequisites: EMS 2612

In this lab, the 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.

*Terms offered: F, W, S*

Classification: Occupational

## **EMS2613 - Paramedic Patient Assessment**

*Credits: 1*

Corequisites: EMS 2613L

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.

*Terms offered: F, W, S*

Classification: Occupational

## **EMS2613L - Paramedic Patient Assessment Lab**

*Credits: 1*

Corequisites: EMS 2613

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.

*Terms offered: F, W, S*

Classification: Occupational

## **EMS2614 - Trauma Emergencies**

*Credits: 2*

Corequisites: EMS 2614L

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.

*Terms offered: F, W, S*

Classification: Occupational

## **EMS2614L - Trauma Emergencies Lab**

*Credits: 1*

Corequisites: EMS 2614

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.

*Terms offered: F, W, S*

Classification: Occupational

## **EMS2615 - Medical Emergencies I**

*Credits: 3*

Corequisites: EMS 2615L

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.

*Terms offered: F, W, S*

Classification: Occupational



## **EMS2615L - Medical Emergencies Lab I**

*Credits: 2*

Corequisites: EMS 2615

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.

*Terms offered: F, W, S*

Classification: Occupational

## **EMS2618 - EMS Operations**

*Credits: 1*

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.

*Terms offered: F, W, S*

Classification: Occupational

## **EMS2619 - Medical Emergencies II**

*Credits: 3*

Corequisites: EMS 2619L

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.

*Terms offered: F, W, S*

Classification: Occupational

## **EMS2619L - Medical Emergencies II Lab**

*Credits: 1*

Corequisites: EMS 2619

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.

*Terms offered: F, W, S*

Classification: Occupational

## **EMS2628 - Paramedic OB/GYN Neonatal Emergencies**

*Credits: 1*

Corequisites: EMS 2628L

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.

*Terms offered: F, W, S*

Classification: Occupational

## **EMS2628L - Paramedic OB/GYN Neonatal Emergencies Lab**

*Credits: 1*

Corequisites: EMS 2628

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.

*Terms offered: F, W, S*

Classification: Occupational

## **EMS2630 - Behavioral Emergencies**

*Credits: 1*

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.

*Terms offered: F, W, S*

Classification: Occupational

## **EMS2645 - Paramedic Clinical Experience II**

*Credits: 4*

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.

*Terms offered: F, W, S*

Classification: Occupational

## **EMS2656 - Paramedic Clinical I**

*Credits: 4*

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.

*Terms offered: F, W, S*

Classification: Occupational

## **EMS2658 - Paramedic Clinical Experience III**

*Credits: 5*

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.

*Terms offered: F, W, S*

Classification: Occupational

# **English Literature and Journalism**

## **AML2010 - Survey of American Literature I**

*Credits: 3*

Prerequisites: ENC 1101

Corequisites: ENC 1102

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.

*Terms offered:* F, W, S

Gordon Rule Applies.

Classification: Parallel

### **AML2010H - Honors Survey of American Literature I**

*Credits:* 3

Prerequisites: ENC 1101

Corequisites: ENC 1102

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.

*Terms offered:* F, W, S

Gordon Rule Applies.

Classification: Parallel

### **AML2020 - Survey of American Literature II (19th-20th Centuries)**

*Credits:* 3

Prerequisites: ENC 1101

Corequisites: ENC 1102

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.

*Terms offered:* F, W, S

Gordon Rule Applies.

Classification: Parallel

### **CRW2001 - Creative Writing I**

*Credits:* 3

Prerequisites: ENC 1101

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.

*Terms offered:* F, W

Gordon Rule Applies.

Classification: Parallel

### **CRW2002 - Advanced Creative Writing**

*Credits:* 3

Prerequisites: CRW 2001 and ENC 1101

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.

*Terms offered:* F, W, S

Gordon Rule Applies.

This course may be repeated for credit. Classification: Parallel

### **ENC0015 - Introduction to College Writing I**

*Credits:* 3

An English composition course designed to develop basic writing skills, word choice, parts of speech, sentence structure, sentence conventions, grammar and paragraphing. This course will help students develop the necessary writing skills for college-level writing. Students scoring 89 or below on the PERT or the equivalent to this score on the ACT or SAT are encouraged to enroll in this course. This is an accelerated eight week course.

*Terms offered:* F, W, S

Classification: Prep

### **ENC0017 - Introduction to College Reading and Writing I**

*Credits:* 4

An integrated reading and writing course that focuses on developing reading comprehension, vocabulary skills, grammar, and paragraphing. This course addresses the connection between reading and writing through reading response activities. 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 are encouraged to enroll in this course. This is an accelerated eight week course.

*Terms offered:* F, W, S

Classification: Prep

### **ENC0025 - Introduction to College Writing II**

*Credits:* 3

An English composition course designed to develop basic writing skills, word choice, parts of speech, sentence structure, sentence conventions, grammar and essay writing. This course will help students enhance the writing skills needed to be successful in ENC 1101 and other Gordon Rule courses. Students scoring 90 to 102 on the PERT or the equivalent to this score on the ACT or SAT are encouraged to enroll in this course. This is an accelerated eight week course.

*Terms offered:* F, W, S

Classification: Prep

### **ENC0027 - Introduction to College Reading and Writing II**

*Credits:* 4

An integrated reading and writing course that focuses on developing reading comprehension, vocabulary skills, grammar, and essay writing. This course addresses the connection between reading and writing through reading response activities. Students scoring 105 or below on the reading portion of the PERT exam and/or scoring 102 or below on the writing portion of the PERT exam are encouraged to enroll in this course. This is an accelerated eight week course.

*Terms offered:* F, W, S

Classification: Prep

### **ENC1101 - Freshman Composition Skills I**

*Credits:* 3

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. **Completion of this course with a grade of "C" or better is linked to earning the Fundamentals of Written Communication digital badge.**

*Terms offered:* F, W, S

Gordon Rule Applies.

Classification: Parallel

### **ENC1102 - Freshman Composition Skills II**

*Credits:* 3

Prerequisites: ENC 1101

This course builds upon the compositional skills (including grammar and rhetoric) introduced in ENC 1101 in writing expository and argumentative essays. Editing and revising techniques and MLA format are emphasized. The course is also an introduction to the basic concepts used in reading and thinking critically about primary texts.

*Terms offered:* F, W, S

Gordon Rule Applies.

Classification: Parallel

## **ENC2210 - Technical Communications**

*Credits:* 3

*Prerequisites:* ENC 1101

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.

*Terms offered:* F, W, S

Gordon Rule Applies.

Classification: Dual

## **ENL2000H - Honors English Literature**

*Credits:* 3

*Prerequisites:* ENC 1101

*Corequisites:* ENC 1102

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 Honors Institute or permission of instructor is required.

*Terms offered:* F, W, S

Gordon Rule Applies.

Classification: Parallel

## **ENL2012 - English Literature I**

*Credits:* 3

*Prerequisites:* ENC 1101

*Corequisites:* ENC 1102

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.

*Terms offered:* F, W, S

Gordon Rule Applies.

Classification: Parallel

## **ENL2022 - English Literature II**

*Credits:* 3

*Prerequisites:* ENC 1101

*Corequisites:* ENC 1102

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.

*Terms offered:* F, W, S

Gordon Rule Applies.

Classification: Parallel

## **IDH2106H - Honors Oratory: Speech, Argumentation and Debate**

*Credits:* 1

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.

*Terms offered:* F, W

This course may be repeated for credit.

Classification: Parallel

## **IDH2930H - Interdisciplinary Honors: Special Topics**

*Credits:* 1

This course is designed to emphasize a selected problem or issue that is meaningful to honors students and that addresses a specific topic not covered in current coursework. A variety of instructional approaches will be used. Topics will vary each semester.

*Terms offered:* F, W

This course may be repeated for a total of 2 credits. Classification:

Classification: Parallel

## **JOU2345 - Writing for Online Media**

*Credits:* 3

A course designed to provide fundamental instruction and practice in mass media online writing and design. This class produces the online college newspaper, the Patriot Press. Students will be expected to edit and post stories and photos on the Patriot Press website. The course has a second equally important function, to teach students the principles and practices of good professional mass media through lectures, readings and hands-on experience. It is designed as a foundation course upon which all other studies in mass media 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, correct online writing/design skills and Associated Press style.

*Terms offered:* F, W

This course may be repeated for credit.

Classification: Parallel

## **JOU2901 - Independent Study in Journalism**

*Credits:* 1

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.

*Terms offered:* F, W

Classification: Parallel

## **JOU2902 - Independent Study in Journalism**

*Credits:* 2

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.

*Terms offered:* F, W

Classification: Parallel

## **JOU2903 - Independent Study in Journalism**

*Credits:* 3

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.

*Terms offered:* F, W

Classification: Parallel

## **LIN2740 - Applied Linguistics**

*Credits:* 3

*Prerequisites:* ENC 1101 and ENC 1102

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.

*Terms offered:* S

Classification: Parallel

### **LIS1002 - Introduction to Library Research Skills**

*Credits:* 1

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.

*Terms offered:* F, W

Classification: Parallel

### **LIS2004 - Internet Research**

*Credits:* 1

This online course covers Internet search engines and research strategies including evaluating and citing Internet resources as well as Internet communication and protocols.

*Terms offered:* F, W, S

Classification: Parallel

### **LIT1000 - Introduction to Literature**

*Credits:* 3

This course is an introduction to the three principal literary genres, fiction, poetry and drama, and the terms that apply to an understanding of these genres. This course is also an introduction to the critical thinking components used in reading, writing and analyzing literature.

*Terms offered:* F

Classification: Parallel

### **LIT2110 - World Literature I (Eighth Century BC-17th Century AD)**

*Credits:* 3

Prerequisites: ENC 1101

Corequisites: ENC 1102

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.

*Terms offered:* F

Gordon Rule Applies.

Classification: Parallel

### **LIT2110H - World Literature I Honors (Eighth Century B.C.-17th Century A.D.)**

*Credits:* 3

Prerequisites: ENC 1101

Corequisites: ENC 1102

World Literature I Honors (8th Century B.C.-17th Century A.D.) develops understanding of the historical and cultural traditions of world literature from the Ancient World through the Renaissance. Emphasis is on development of literary sensibilities through works, usually in translation, from Gilgamesh through such authors as Homer, Sophocles, Confucius, Li Po, Catullus, Ovid, Dante, Boccaccio, Chaucer, Rabelais and Cervantes. May be taken for credit without LIT 2120. Admission to the Honors Institute, a 3.3 or higher GPA or permission of the instructor is required.

*Terms offered:* F

Gordon Rule Applies.

Classification: Parallel

### **LIT2120 - World Literature II (17th-20th Century)**

*Credits:* 3

Prerequisites: ENC 1101

Corequisites: ENC 1102

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.

*Terms offered:* W

Gordon Rule Applies.

Classification: Parallel

### **LIT2120H - World Literature II Honors (17th-20th Century)**

*Credits:* 3

Prerequisites: ENC 1101

Corequisites: ENC 1102

This course develops an in-depth understanding of the historical and cultural traditions of world literature from the Enlightenment to the present. Designed especially for honors students, the course will be enhanced by special activities such as group projects, guest speakers, or field trips. Emphasis is on the development of Western literary attitudes through works, often in translation, by such authors as Moliere, Swift, Goethe, Tolstoy, Ibsen, Baudelaire, Pirandello, Yeats, Kafka, Lorca and Solzhenitsyn. Admission to the Community of Scholars or a 3.3 GPA or higher plus instructor permission is required.

*Terms offered:* W

Gordon Rule Applies.

Classification: Parallel

### **LIT2330 - Introduction to Children's Literature**

*Credits:* 3

Prerequisites: ENC 1101

Corequisites: ENC 1102

This course presents a survey of the field of children's literature, with analysis of the various genres, issues and formats.

*Terms offered:* W

Gordon Rule Applies.

Classification: Parallel

### **MMC1000 - Survey of Communications**

*Credits:* 3

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.

*Terms offered:* F

Classification: Parallel

### **MMC1101 - Writing for Mass Communication**

*Credits:* 3

Prerequisites: ENC 1101

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.

*Terms offered:* W

Gordon Rule Applies.

Classification: Parallel

## **REA0007 - Introduction to College Reading I**

*Credits: 3*

This reading course focuses on reading comprehension with emphasis on literal comprehension, vocabulary skills and study skills. Students scoring 83 or below on the PERT or the equivalent to this score on the ACT or SAT are encouraged to enroll in this course. This is an accelerated eight week course.

*Terms offered: F, W, S*

Classification: Prep

## **REA0017 - Introduction to College Reading II**

*Credits: 3*

This reading course focuses on expanding reading comprehension, reading strategies and critical analysis. This course will prepare students for the demands of college reading and vocabulary in various college subjects. Students scoring between 84-105 on the PERT or the equivalent to this score on the ACT or SAT are encouraged to enroll in this course. This is an accelerated eight week course.

*Terms offered: F, W, S*

Classification: Prep

## **SPC2300 - Interpersonal Communication**

*Credits: 3*

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.

*Terms offered: F, W, S*

Classification: Parallel

## **SPC2594 - Intercollegiate Forensic Speech**

*Credits: 1*

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.

*Terms offered: F, W, S*

This course may be repeated for credit. Classification: Parallel

## **SPC2601 - Intermediate Effective Speaking**

*Credits: 3*

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.

*Terms offered: F, W, S*

Classification: Parallel

## **SPC2608 - Effective Speaking**

*Credits: 3*

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.

*Terms offered: F, W, S*

Classification: Parallel

## **SPC2608H - Honors Effective Speaking**

*Credits: 3*

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 Honors Institute, a 3.3 or higher GPA, or permission of instructor is required.

*Terms offered: F, W, S*

Classification: Parallel

## **Engineering Technology**

### **CET1114 - Digital Circuits**

*Credits: 3*

This course provides a comprehensive study of the theory, concepts and circuits of digital electronics. The design and use of digital integrated circuits in the applications of combinational and sequential logic, microprocessors, and interfacing are covered.

*Terms offered: F, W, S*

Classification: Occupational

### **EET1015 - DC Circuits**

*Credits: 3*

Prerequisites: EET 1084

This course provides the fundamental of DC circuits: theory of electrical current, voltage, and resistance in DC circuits, DC circuit analysis involving Ohm's law, Kirchhoff's laws, Thevenin's and Norton's theorems, and similar analysis techniques; mathematics necessary for the application of circuit analysis will be studied.

*Terms offered: F, W*

Classification: Occupational

### **EET1025 - AC Circuits**

*Credits: 3*

Prerequisites: EET 1015

Study of wave-forms with emphasis on sinusoidal waves and analysis of steady-state electrical circuits. Topical units of instruction include: sinusoidal alternating current phasors, series and parallel AC circuits and networks, power, transformers and resonance. Emphasis on the proper use of modern electronics measuring equipment is included.

*Terms offered: F, W*

Classification: Occupational

### **EET1082 - Introduction to Electronics**

*Credits: 3*

Students will explore and become familiar with basic tools and calculating devices, be able to identify electrical and electromechanical devices and follow household and other wiring diagrams. They will be cognizant of factors in electrical safety as well as the scope of activities involved in and the preparation needed for employment in communications, industrial controls, medical instruments and computers.

*Terms offered: F, W, S*

Classification: Occupational

### **EET1084 - Survey of Electronics**

*Credits: 3*

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.

*Terms offered: F, W*

Classification: Occupational

## **EET1140 - Electronic Devices and Circuits**

*Credits:* 3

*Prerequisites:* EET 1015

This course is a study of the characteristics in which active semiconductor devices are operated in their linear ranges. The areas of coverage include semiconductor diodes, bipolar junction transistors, field effect transistors, load lines and biasing, small signal analysis, hybrid parameters, amplifiers, complementary symmetry, Darlington pair, decibels, bode plots and feedback.

*Terms offered:* W, S

*Classification:* Occupational

## **EET1155C - Linear Integrated Circuits**

*Credits:* 3

A combined lecture and laboratory study of integrated circuits; differential, operational, and Norton amplifiers including power requirements, design considerations, characteristics, linear and non-linear applications.

*Terms offered:* F, S

*Classification:* Occupational

## **EET1610 - High Reliability Soldering**

*Credits:* 3

A course for electronic technicians which includes high reliability soldering techniques, wire-wrapping, potting, crimping, lacing and circuit board construction and repair.

*Terms offered:* S

*Classification:* Occupational

## **EET1620 - Advanced Surface Mount Technology**

*Credits:* 3

*Prerequisites:* EET 1610

Advanced hands-on surface mount soldering course focused on rework and repair techniques for electronic technicians.

*Terms offered:* F, W, S

*Classification:* Occupational

## **EGN1007C - Engineering Concepts and Measures**

*Credits:* 1

*Prerequisites:* MAC 1105

Introduction to computer software applications involving spreadsheets (Excel), and procedural programming (MATLAB) in order to solve a variety of engineering related problems.

*Terms offered:* F, W

*Classification:* Parallel

## **EGN1111 - Engineering Graphics**

*Credits:* 3

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.

*Terms offered:* F, W

*Classification:* Dual

## **EGN2312 - Engineering Analysis - Statics**

*Credits:* 3

*Prerequisites:* MAC 2311 and PHY 2048C

*Corequisites:* MAC 2312

Fundamental concepts of mechanics, including resultants of force systems, free-body diagrams, equilibrium of rigid bodies and analyses of structures.

*Terms offered:* W

*Classification:* Dual

## **EGN2322 - Engineering Analysis - Dynamics**

*Credits:* 3

*Prerequisites:* EGN 2312 and MAC 2313

*Corequisites:* MAP 2302

Students taking this course will learn the use and application of

kinematics and kinetics in practical engineering problems involving particle and planar rigid body motions. The course will help students develop the ability to visualize and model physical configurations of machines and structures.

*Terms offered:* S

*Classification:* Dual

## **EGN2440 - Probability and Statistics for Engineers**

*Credits:* 3

*Prerequisites:* MAC 2312

This course provides students with a working knowledge of fundamental probability and statistics principles.

*Terms offered:* S

*Classification:* Dual

## **EGS1006 - Introduction to the Engineering Profession**

*Credits:* 1

This course will introduce the student to the role of the engineer as a creative design professional. Emphasis will be on understanding the creative process and the factors that influence it. The student will participate in engineering orientation and participate in group engineering projects.

*Terms offered:* F, W

*Classification:* Parallel

## **EGS2004 - Electrical Networks**

*Credits:* 3

*Prerequisites:* PHY 2049C

*Corequisites:* MAP 2302

Analysis and design of linear DC and AC circuits.

*Terms offered:* S

*Classification:* Dual

## **ETD2364 - 3D Modeling with Solid Works**

*Credits:* 3

*Corequisites:* EGN 1111

This course teaches mechanical design utilizing advanced computer aided drafting techniques with the current Solid Works software. Three-dimensional coordinate systems, parametric modeling, wire frame development, surface generation, and multiple-part/assembly construction techniques will be among the topics covered as students complete a series of tutorials, exercises and drawings.

*Terms offered:* F, W

*Classification:* Dual

## **ETI1117 - Introduction to Quality Control**

*Credits:* 3

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.

*Terms offered:* F, W, S

*Classification:* Occupational

## **ETI1151 - Instrument Techniques and Measurement**

*Credits:* 3

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.

*Terms offered:* F

Classification: Parallel

### **ETI1411 - Manufacturing Processes I**

*Credits: 3*

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.

*Terms offered: W*

Classification: Dual

### **ETI1414 - Introduction to CNC Machining**

*Credits: 3*

Prerequisites: ETD 2364

History and development of CNC, including programming methods, set-up and operation of CNC drilling, milling, and turning machines. Manual and computer assisted programming are taught including specific topics such as coordinate systems, linear and circular interpolation, and trigonometric calculation of tool centers and part production. Course includes instruction in cam software for CNC process modeling.

*Terms offered: W, S*

Classification: Parallel

### **ETI1622 - Concepts of Lean Manufacturing and Six Sigma**

*Credits: 3*

This course provides an introduction to the basic principles and theories of lean manufacturing. Lean manufacturing involves identifying and eliminating non-value-adding activities in design, production, and supply chain management. The course introduces the concepts of Juran, 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.

*Terms offered: F*

Classification: Parallel

### **ETI1628 - Developing and Coaching Self-Directed Work Teams**

*Credits: 3*

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.

*Terms offered: F*

Classification: Parallel

### **ETI1720C - Industrial Safety**

*Credits: 3*

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.

*Terms offered: F, W, S*

Classification: Occupational

### **ETI1843 - Motors and Controls**

*Credits: 3*

Prerequisites: EET 1084

This course explores the theory and application of ac and dc motors. It covers how different types of motors operate and how electronic motor control systems are designed and can be used to

improve efficiency in a wide range of applications.

*Terms offered: W, S*

Classification: Occupational

### **ETI2412 - CNC Machining Processes**

*Credits: 3*

Prerequisites: ETI 1414

The methods and machines used to shape and form industrial products. Includes both hot and cold processing, compression, cutting, abrasive forming and automatic and numerical controlled machines.

*Terms offered: F, S*

Classification: Parallel

### **ETI2610 - Six Sigma for the Expert**

*Credits: 3*

Prerequisites: ETI 1622

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.

*Terms offered: W*

Classification: Parallel

### **ETI2623 - Lean Enterprise for the Expert**

*Credits: 3*

Prerequisites: ETI 1622

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.

*Terms offered: W*

Classification: Parallel

### **ETM2401 - Mechanical Devices and Systems**

*Credits: 3*

This course covers mechanical basics, measurement devices and lubricants in the industrial environment. This course introduces and emphasizes the basic skill necessary for mechanical maintenance personnel. Introduction to the basic physics concepts applicable to the mechanics of industrial production equipment, the application of mechanical principles with additional emphasis on power transmission, and specific mechanical components will be taught.

*Terms offered: F, W*

Classification: Occupational

### **ETS1535 - Automation Process Control**

*Credits: 3*

Prerequisites: ETS 1542

Modern Proportional-Integral-Derivative control, PID, control theory with the use of sensors, actuators, and Programmable Logic Controllers, PLC, are introduced. The student will be introduced to state of the art engineering level PLC control systems used in industry and the elements that comprise a closed-loop process.

*Terms offered: F, S*

Classification: Occupational

### **ETS1540 - Industrial Applications Using PLCs and Robotics**

*Credits: 3*

Prerequisites: ETS 1542

Provides advanced operational concepts common to Programmable Logic Controllers, PLC, focusing on PLC programming, programming of robots and integration with PLCs, and the fundamentals needed for more complex process control.

*Terms offered: F, S* Classification: Occupational

## **ETS1542 - Introduction to PLCs**

*Credits:* 3

*Prerequisites:* EET 1084

*Corequisites:* ETI 1843

Provides basic operational concepts common to programmable controllers, focusing on PLC principles, programming, and the fundamentals needed for simple process control.

*Terms offered:* W, S

*Classification:* Occupational

## **ETS1700 - Hydraulics and Pneumatics**

*Credits:* 3

Introduction to the theory and operation of hydraulic and pneumatic systems involving the principles, components, symbols and applications will be included from both a systems development and troubleshooting context. Special emphasis will be placed on hydraulic and pneumatic components; flow diagrams for particular applications, when used with computer integrated manufacturing techniques. This course also includes troubleshooting procedures for systems, system components and manufacturing assemblies, taught in a systematic manner.

*Terms offered:* S

*Classification:* Occupational

## **Equine Studies**

### **AEB2137C - Equine Business Management**

*Credits:* 3

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.

*Terms offered:* F, W

*Classification:* Dual

### **ANS1003 - Introduction to Animal Science**

*Credits:* 3

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.

*Terms offered:* F

*Classification:* Dual

### **ANS1016 - Basic Horse Handling and Safety**

*Credits:* 3

Horses are large animals that have a strong flight instinct. This behavior can create dangerous situations for humans working around them. This class will prepare students to work safely around horses and develop skills essential to employment on a horse farm. As a basic class, it is intended for students with limited horse handling skills. Students already having intermediate to advanced horse handling skills may take ANS 2232C Advanced Horse Handling Skills instead of this class. This class includes several opportunities for hands-on, experiential learning.

*Terms offered:* F

*Classification:* Dual

### **ANS1073C - Equine Anatomy and Physiology**

*Credits:* 3

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.

*Terms offered:* F, W

*Classification:* Dual

## **ANS1220 - Equine Sport and Competition**

*Credits:* 3

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.

*Terms offered:* F

*Classification:* Dual

## **ANS1222 - Equine Sales and Marketing**

*Credits:* 3

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.

*Terms offered:* W

*Classification:* Dual

## **ANS1223 - Equine Conformation Analysis**

*Credits:* 3

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.

*Terms offered:* F

*Classification:* Dual

## **ANS1236 - Introduction to Equine Science**

*Credits:* 3

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.

*Terms offered:* F, W

*Classification:* Dual

## **ANS1237C - Equine Health Care**

*Credits:* 3

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.

*Terms offered:* F, W

*Classification:* Dual

## **ANS1238C - Equine Behavior and Psychology**

*Credits:* 3

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.

*Terms offered:* F, W

*Classification:* Dual



## **ANS1315 - Equine Reproduction**

*Credits: 3*

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.

*Terms offered: W*

Classification: Dual

## **ANS1930 - Special Topics - Equine Studies**

*Credits: 1*

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.

This course may be repeated for credit. Classification: Occupational

## **ANS2072C - Equine Manual Therapies**

*Credits: 3*

Prerequisites: ANS 1073C

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.

*Terms offered: W*

Classification: Dual

## **ANS2074C - Injury and Rehabilitation of Horses**

*Credits: 3*

Prerequisites: ANS 1073C

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.

*Terms offered: F*

Classification: Dual

## **ANS2075 - Equine Locomotion**

*Credits: 3*

Prerequisites: ANS 1073C

This course examines equine locomotion through a study of both limb and hoof function. Students will study limb abnormalities and their effect on soundness and athletic function. Anatomy and balance of the horse hoof for various athletic endeavors, as well as shoes and corrective work will also be addressed.

*Terms offered: F*

Classification: Dual

## **ANS2076C - Physiology of Equine Exercise**

*Credits: 3*

Prerequisites: ANS 1073C

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.

*Terms offered: W*

Classification: Dual

## **ANS2221 - Equine Tack and Equipment**

*Credits: 1*

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.

Classification: Dual

## **ANS2232C - Advanced Horse Handling Skills**

*Credits: 3*

This course is appropriate for students with intermediate to advanced horse handling skills. Topics discussed in this course will prepare students for advanced employment opportunities, such as assistant trainer, show groom, or equine veterinary assistant. Tack fit, function and specialized equipment will be included. Safety around injured or young horses will be addressed. Students with limited experience handling horses or wanting hands-on practice handling horses should take ANS 1016 Basic Horse Handling and Safety.

*Terms offered: F, W*

Classification: Dual

## **ANS2403 - Equine Nutrition**

*Credits: 3*

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.

*Terms offered: F, W*

Classification: Dual

## **ATE2623 - Equine First Aid**

*Credits: 3*

This course will focus on critical and emergency care of horses, including vital signs, wound management, eye injuries, neurological examination, common medications and administration of medications. Additionally, students will complete an introduction to large animal technical rescue, including a weekend course with hands-on training in rescue techniques.

*Terms offered: W*

Classification: Dual

## **ESL Studies**

### **EAP0300C - English as a Second Language - Speech/Listening**

*Credits: 4*

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.

*Terms offered: F, W*

Classification: Prep

### **EAP0383C - English as a Second Language - Combined Skills**

*Credits: 4*

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.

*Terms offered:* F, W

Classification: Prep

### **EAP0384C - English as a Second Language - Grammar and Writing I**

*Credits:* 4

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.

*Terms offered:* F, W

Classification: Prep

### **EAP0480C - English as a Second Language - Intermediate Combined Skills II**

*Credits:* 4

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.

*Terms offered:* F, W

Classification: Prep

### **EAP0484C - English as a Second Language - Grammar and Writing II**

*Credits:* 4

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.

*Terms offered:* F, W

Classification: Prep

## **Health Information Technology**

### **HIM1430 - Concepts of Disease**

*Credits:* 3

Prerequisites: HSC 2531

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.

*Terms offered:* F, W, S

Classification: Occupational

### **HIM1800 - Introduction to Health Information Technology**

*Credits:* 3

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.

*Terms offered:* F, W

Classification: Dual

### **HIM1940 - Professional Practice Experience (PPE)**

*Credits:* 3

This course provides students with supervised, practical experience in an acute care facility and non-acute 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 data analysis; medicolegal procedures; information retention; release of information; 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.

*Terms offered:* F, W, S

Classification: Occupational

### **HIM1949 - Practicum I - Acute Care Settings**

*Credits:* 3

Prerequisites: HIM 1800 and HIM 2012

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. Instructor approval is required prior to enrolling in this course.

Classification: Occupational

### **HIM2012 - Legal Aspects of Medical Records**

*Credits:* 3

Prerequisites: HIM 1800

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.

*Terms offered:* W

Classification: Occupational

### **HIM2201 - Comparative Health Records**

*Credits:* 3

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.

*Terms offered:* F, W, S

Classification: Occupational

## **HIM2211 - Health Information Systems**

*Credits:* 3

*Prerequisites:* HIM 1800

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.

*Terms offered:* W

*Classification:* Occupational

## **HIM2214 - Health Care Statistics**

*Credits:* 3

*Prerequisites:* CGS 1100 and HIM 1800

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.

*Terms offered:* F

*Classification:* Occupational

## **HIM2253 - CPT Coding**

*Credits:* 3

*Prerequisites:* BSC 2085 and BSC 2085L and HSC 2531

*Corequisites:* BSC 2086 and BSC 2086L and HIM 1430

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.

*Terms offered:* W

*Classification:* Occupational

## **HIM2260 - Medical Billing and Reimbursement**

*Credits:* 3

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.

*Terms offered:* F

*Classification:* Occupational

## **HIM2442 - Pharmacology for HIM Professionals**

*Credits:* 2

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.

*Terms offered:* F, W, S

*Classification:* Occupational

## **HIM2510 - HIM Management Principles**

*Credits:* 3

*Prerequisites:* HIM 1800

This course is designed to introduce the student to supervision and management of the resources found in health information management settings, including staff, budget, space and equipment. Quality management, including process, collection

tools, data analysis and reporting techniques will be a focus.

Utilization review, risk management and the importance of patient safety will be studied in depth.

*Terms offered:* W

*Classification:* Occupational

## **HIM2722 - ICD-10-CM Coding**

*Credits:* 3

*Prerequisites:* BSC 2085 and BSC 2086 and HIM 1430 and HIM 2442 and HSC 2531

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.

*Terms offered:* F

*Classification:* Occupational

## **HIM2723 - ICD-10-PCS Coding**

*Credits:* 3

*Prerequisites:* HIM 2442 and HIM 2722

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.

*Terms offered:* W

*Classification:* Occupational

## **HIM2930 - Health Information Technology Special Topics**

*Credits:* 3

This course consists of special sessions centering on variable topics designed to enhance specific professional skills. Topics may vary. They will be selected on the basis of what is new or currently relevant in the field, what students may need to develop proficiency, or in response to the results of the registered health information technology examination. Instructor approval is required prior to enrolling in this course.

*Terms offered:* S

*Classification:* Occupational

## **HIM2941 - Coding Professional Practice Experience**

*Credits:* 3

*Prerequisites:* HIM 2253 and HIM 2722 and HIM 2723

This class and lab course provides the Health Information Technology student an opportunity to apply basic concepts and techniques for CPT/ICD-10 Coding using actual health records in both paper and electronic format from various health care facilities and/or from the AHIMA V lab. The student will also utilize the 3M Encoder software in the lab and in performing outpatient and inpatient coding. Each student will be responsible for completion of a professional practice experience binder. Traveling to clinical sites may be required.

*Terms offered:* S

*Classification:* Occupational

## **HSC2531 - Medical Terminology**

*Credits:* 3

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.

*Terms offered:* F, W, S

*Classification:* Parallel

# Humanities

## FIL2000 - Introduction to Film

*Credits:* 3

*Prerequisites:* ENC 1101

This course is an introduction to the study of motion pictures as an interdisciplinary art form emphasizing the history and aesthetics of cinema. Historically and culturally significant American and international films will be viewed and discussed. This course may be available online or as a hybrid.

*Terms offered:* F, W, S

Gordon Rule Applies.

Classification: Parallel

## FIL2000H - Honors Introduction to Film

*Credits:* 3

*Prerequisites:* ENC 1101

Designed for honors students, this course is an introduction to the study of motion pictures as an interdisciplinary art form emphasizing the history and aesthetics of cinema. Historically and culturally significant American and international films will be viewed and discussed in an experiential or service learning environment. Admission to the Honors Institute, a 3.3 or higher GPA, or permission of instructor is required.

*Terms offered:* F, W, S

Gordon Rule Applies.

Classification: Parallel

## HIS2955 - Studies Abroad in Civilization

*Credits:* 3

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.

*Terms offered:* F, W, S

This course may be repeated for credit.

Classification: Parallel

## HUM1020 - Introduction to the Humanities

*Credits:* 3

An exploration of the arts, ideas and values in Western culture.

*Terms offered:* F, W, S

Classification: Parallel

## HUM1020H - Honors Introduction to the Humanities

*Credits:* 3

This is a beginning course in humanities, designed primarily for students admitted to the CF Honors Institute. 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 Honors Institute, 3.3 or higher GPA, or permission of instructor required.

*Terms offered:* F, W, S

Classification: Parallel

## HUM2310 - Mythology and the Humanities

*Credits:* 3

*Prerequisites:* ENC 1101

An introduction to Eastern and Western mythologies and their influence on art, literature, philosophy, religion and music.

*Terms offered:* F, W, S

Gordon Rule Applies.

Classification: Parallel

## HUM2310H - Honors Mythology and the Humanities

*Credits:* 3

*Prerequisites:* ENC 1101

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 Honors Institute, a 3.3 or higher GPA, or permission of instructor is required.

*Terms offered:* F, W, S

Gordon Rule Applies.

Classification: Parallel

## HUM2532 - Western Ideologies

*Credits:* 3

*Prerequisites:* ENC 1101

Study of the leading ideas and doctrines that have shaped modern Western culture from the Middle Ages to the present.

*Terms offered:* F, W, S

Gordon Rule Applies.

Classification: Parallel

## HUM2532H - Honors Western Ideologies

*Credits:* 3

*Prerequisites:* ENC 1101

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 Honors Institute, a 3.3 or higher GPA, or permission of instructor is required.

*Terms offered:* F, W, S

Gordon Rule Applies.

Classification: Parallel

## HUM2930 - Spanish Culture and Civilization

*Credits:* 3

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 1500 B.C. to the present time.

*Terms offered:* F, W, S

Classification: Parallel

## HUM2935 - Special Topics in Humanities

*Credits:* 3

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 HUM2935 title published in the course schedule for each semester that the course is offered. Special topic credit hours are not automatically transferable. Transfer credit is the prerogative of the receiving institution. This course may be available online and hybrid.

*Terms offered:* F, W, S

This course may be repeated for credit with different topics.

Classification: Parallel

## PHI1100 - Introduction to Logic

*Credits:* 3

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. Deductive and inductive methods of inference, formal and informal fallacies, and abduction or creative hypothesis formation will be introduced.

*Terms offered:* F, W, S

Classification: Parallel

## PHI2010 - Introduction to Philosophy

*Credits:* 3

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? Do we have free will? What is the nature of reality? What constitutes knowledge? Is the mind separate from the brain? This course may be offered online or as a hybrid.

*Terms offered: F, W, S*

Classification: Parallel

### **PHI2600 - Introduction to Ethics**

*Credits: 3*

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, the death penalty, equality of the sexes, hunger and the environment.

*Terms offered: F, W, S*

Classification: Parallel

### **PHI2631 - Ethics and Business**

*Credits: 3*

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.

*Terms offered: F, W, S*

Classification: Parallel

### **PHI2930 - Special Topics in Philosophy**

*Credits: 3*

Prerequisites: PHI 2010

This course centers on topics of current interest or of special interest to students or instructors and is especially offered to benefit students who identify philosophy as their program of interest. Topics or focus may vary from semester to semester. Topics will be identified by the PHI 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.

*Terms offered: F, W, S*

Classification: Parallel

### **REL2210 - The Old Testament**

*Credits: 3*

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.

*Terms offered: F, W, S*

Classification: Parallel

### **REL2240 - The New Testament**

*Credits: 3*

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.

*Terms offered: F, W, S*

Classification: Parallel

### **REL2300 - Comparative Religions**

*Credits: 3*

Prerequisites: ENC 1101

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.

*Terms offered: F, W, S*

Gordon Rule Applies.

Classification: Parallel

### **REL2300H - Honors Comparative Religions**

*Credits: 3*

Prerequisites: ENC 1101

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 Honors Institute, a 3.3 or higher GPA, or permission of instructor is required.

*Terms offered: F, W, S*

Gordon Rule Applies.

Classification: Parallel

### **REL2930 - Special Topics in Religion**

*Credits: 3*

Prerequisites: REL 2300

This course centers on topics of current interest or of special interest to students or instructors and is especially offered to benefit students who identify religion as their program of interest. Topics or focus may vary from semester to semester. Topics will be identified by the REL 2930 title published in the course schedule for each semester that the course is offered. Special topic credit hours are not automatically transferable. Transfer credit is the prerogative of the receiving institution.

*Terms offered: F, W, S*

This course may be repeated for credit with different topics.

Classification: Parallel

## **Foreign Languages**

### **ASL1140 - Introduction to American Sign Language I**

*Credits: 4*

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.

*Terms offered: F, W*

Classification: Parallel

### **ASL1150 - Introduction to American Sign Language II**

*Credits: 4*

Prerequisites: ASL 1140

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.

*Terms offered: F, W, S*

Classification: Parallel

### **CHI1120 - Elementary Chinese I, Concentrated**

*Credits: 4*

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.

*Terms offered: F*

Classification: Parallel

### **CHI1121 - Elementary Chinese II, Concentrated**

*Credits: 4*

Prerequisites: CHI 1120

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.

*Terms offered:* W

Classification: Parallel

### **FRE1120 - Elementary French I**

*Credits:* 4

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)

*Terms offered:* F

Classification: Parallel

### **FRE1121 - Elementary French II**

*Credits:* 4

Prerequisites: FRE 1120

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)

*Terms offered:* W

Classification: Parallel

### **SPN1120 - Elementary Spanish I**

*Credits:* 4

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)

*Terms offered:* F, W, S

Classification: Parallel

### **SPN1120H - Elementary Spanish I Honors**

*Credits:* 4

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. The honors component consists of specialized vocabulary and an emphasis on business applications of Spanish language and culture. Admission to the Honors Institute, a 3.3 or higher GPA or permission of the instructor is required. (3 hours lecture and 2 hours laboratory per week)

*Terms offered:* F, W, S

Classification: Parallel

### **SPN1121 - Elementary Spanish II**

*Credits:* 4

Prerequisites: SPN 1120

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)

*Terms offered:* F, W, S

Classification: Parallel

### **SPN1121H - Elementary Spanish II Honors**

*Credits:* 4

Prerequisites: SPN 1120

This course continues SPN 1120 in stressing 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. The honors component consists of specialized vocabulary and an emphasis on business applications of Spanish language and culture. Admission to the Community of Scholars

program, a 3.3 or higher GPA or permission of the instructor is required. (3 hours lecture and 2 hours laboratory per week)

*Terms offered:* F, W, S

Classification: Parallel

### **SPN2220 - Intermediate Spanish I**

*Credits:* 4

Prerequisites: SPN 1121

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)

*Terms offered:* F

Classification: Parallel

### **SPN2221 - Intermediate Spanish II**

*Credits:* 4

Prerequisites: SPN 2220

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)

*Terms offered:* W

Classification: Parallel

## **Logistics**

### **TRA2010 - Transportation and Distribution**

*Credits:* 3

This course explores the role and importance of transportation in the distribution of goods. The focus of the course will be on the infrastructure of the freight transportation system, modes of transportation, transportation regulations and public policy. Students will be introduced to the carrier cost structures, operating characteristics and policy regulations regarding each of the transportation modes.

*Terms offered:* F

Classification: Occupational

### **TRA2131 - Purchasing and Inventory Management**

*Credits:* 3

Prerequisites: TRA 2154

This course provides a comprehensive introduction to the purchasing and supply chain management field. Cases cover purchasing and supply chain issues in a variety of settings, from process industries to high tech manufacturing and services as well as public institutions. Emphasis is on the purchasing process as it relates to such topics as inventory control procedures, price/cost analysis, laws and ethics, vendor selection and the development of vendor relationships.

*Terms offered:* W

Classification: Occupational

### **TRA2154 - Introduction to Supply Chain Management**

*Credits:* 3

This course provides a general knowledge of Supply Chain Management and the associated functions necessary for delivery of goods and services to customers. The course will focus on what employees and managers must do to ensure an effective supply chain exists in their organization. Students will be introduced to the following topics: overview of SCM functions such as order processing, transportation, warehousing, purchasing and inventory, E-Commerce, information flow and customer service.

*Terms offered: F*  
Classification: Occupational

### **TRA2230 - Warehouse Management**

*Credits: 3*  
This course provides an overview related to concepts of warehousing management including the types of equipment, storage processes and systems, the technologies used to identify and track units in a warehouse, and the regulations designed to ensure safety in warehouse operations.  
*Terms offered: W*  
Classification: Occupational

## **Mathematics**

### **MAC1105 - College Algebra**

*Credits: 3*  
Prerequisites: MAT 1033  
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. Students may be able to place into this course by attaining specific scores on state-approved common placement tests. Students should consult with their advisor if they would like to pursue this option.  
*Terms offered: F, W, S*  
Gordon Rule Applies.  
Classification: Parallel

### **MAC1105H - Honors College Algebra**

*Credits: 3*  
Prerequisites: MAT 1033 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. An in-depth course 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. Students may be able to place into this course by attaining specific scores on state-approved common placement tests. Students should consult with their advisor if they would like to pursue this option.  
*Terms offered: F, W, S*  
Gordon Rule applies.  
Classification: Parallel

### **MAC1114 - Trigonometry**

*Credits: 3*  
Prerequisites: MAC 1105  
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. Students may be able to place into this course by attaining specific scores on state-approved common placement tests. Students should consult with their advisor if they would like to pursue this option.  
*Terms offered: F, W, S*  
Gordon Rule Applies.  
Classification: Parallel

### **MAC1140 - Precalculus (Algebra)**

*Credits: 3*  
Prerequisites: MAC 1105  
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. Students may be able to place into this course by attaining specific scores on state-approved common placement tests. Students should consult with their advisor if they would like to pursue this option.  
*Terms offered: F, W, S*  
Gordon Rule Applies.  
Classification: Parallel

### **MAC1147 - Precalculus Algebra/Trigonometry**

*Credits: 5*  
Prerequisites: MAC 1105 or MAC 2233  
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. Students may be able to place into this course by attaining specific scores on state-approved common placement tests. Students should consult with their advisor if they would like to pursue this option.  
*Terms offered: F, W*  
Gordon Rule Applies.  
Classification: Parallel

### **MAC2233 - Calculus for Business and Social Science**

*Credits: 3*  
Prerequisites: MAC 1140  
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. Students may be able to place into this course by attaining specific scores on state-approved common placement tests. Students should consult with their advisor if they would like to pursue this option.  
*Terms offered: F, W, S*  
Gordon Rule Applies.  
Classification: Parallel

### **MAC2233H - Calculus for Business and Social Sciences Honors**

*Credits: 3*  
Prerequisites: MAC 1140  
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. Students may be able to place into this course by attaining specific scores on state-approved common placement tests. Students should consult with their advisor if they would like

to pursue this option.  
*Terms offered:* F, W, S  
Gordon Rule applies.  
Classification: Parallel

### **MAC2311 - Calculus I with Analytic Geometry**

*Credits:* 5  
Prerequisites: MAC 1114 and MAC 1140 or MAC 1147  
This course includes single variable calculus covering analytic geometry of the conics, differentiation and integration of the algebraic, logarithmic, trigonometric and exponential functions. Students may be able to place into this course by attaining specific scores on state-approved common placement tests. Students should consult with their advisor if they would like to pursue this option.  
*Terms offered:* F, W, S  
Gordon Rule Applies.  
Classification: Parallel

### **MAC2311H - Calculus I with Analytic Geometry Honors**

*Credits:* 5  
Prerequisites: MAC 1114 and MAC 1140, or MAC 1147  
This course includes single variable calculus covering analytic geometry of the conics, differentiation and integration of the algebraic, logarithmic, trigonometric and exponential functions. Students may be able to place into this course by attaining specific scores on state-approved common placement tests. Students should consult with their advisor if they would like to pursue this option.  
*Terms offered:* F, W, S  
Gordon Rule applies.  
Classification: Parallel

### **MAC2312 - Calculus II with Analytic Geometry**

*Credits:* 5  
Prerequisites: MAC 2311  
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.  
*Terms offered:* F, W  
Gordon Rule Applies.  
Classification: Parallel

### **MAC2312H - Calculus II with Analytic Geometry Honors**

*Credits:* 5  
Prerequisites: MAC 2311  
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.  
*Terms offered:* F, W, S  
Gordon Rule applies.  
Classification: Parallel

### **MAC2313 - Calculus III with Analytic Geometry**

*Credits:* 4  
Prerequisites: MAC 2312  
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.  
*Terms offered:* F, W  
Gordon Rule Applies.  
Classification: Parallel

### **MAC2313H - Calculus III with Analytic Geometry Honors**

*Credits:* 4  
Prerequisites: MAC 2312  
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. Designed for honors students (especially engineering and other STEM pathways), the course will be enhanced by special activities such as group projects, guest speakers, or field trips. Admission to the Community of Scholars or a 3.3 GPA (or higher) plus instructor permission is required.  
*Terms offered:* F, W  
Gordon Rule Applies.  
Classification: Parallel

### **MAD2104 - Discrete Mathematics**

*Credits:* 3  
Prerequisites: MAC 1105  
The main objective of this course is for students majoring in computer science, computer engineering, computer information technology and other related applications in computer studies. Students will learn the application of mathematics in computer studies. Topics will include graph theory and its application in computer networks, mathematical logic, recursion, binary operations, functions, number theory, modular arithmetic and algorithms which are the base foundation of computer science.  
*Terms offered:* F, W, S  
Gordon Rule Applies.  
Classification: Parallel

### **MAE2801 - Mathematics for Educators**

*Credits:* 3  
Prerequisites: MAC 1105 or MGF 1106 or MGF 1107  
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. Students may be able to place into this course by attaining specific scores on state-approved common placement tests. Students should consult with their advisor if they would like to pursue this option.  
*Terms offered:* S  
Classification: Parallel  
Clock Hours: 45

### **MAP2302 - Elementary Differential Equations**

*Credits:* 3  
Prerequisites: MAC 2312  
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.  
*Terms offered:* W, S  
Gordon Rule Applies.  
Classification: Parallel

### **MAP2302H - Elementary Differential Equations Honors**

*Credits:* 3  
Prerequisites: MAC 2312  
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. Designed for honors students (especially engineering and other STEM pathways), the course will be enhanced by special activities such as group projects, guest speakers, or field trips. Admission to the Community of Scholars or a 3.3 GPA (or higher) plus instructor permission is required.

*Terms offered:* W, S  
Gordon Rule Applies.  
Classification: Parallel

### **MAT0057 - Introduction to College Math (Module 3.0)**

*Credits:* 3

This modularized mathematics course focuses on strengthening 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. Students scoring between 50-113 on the PERT or the equivalent to this score on the ACT or SAT are encouraged to enroll in this course.

*Terms offered:* F, W, S

This course may be repeated for credit. Classification: Prep

### **MAT1033 - Intermediate Algebra**

*Credits:* 3

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.

*Terms offered:* F, W, S

Classification: Parallel

### **MGF1106 - Liberal Arts Mathematics**

*Credits:* 3

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.

*Terms offered:* F, W, S

Gordon Rule Applies.

Classification: Parallel

### **MGF1107 - Mathematical Explorations**

*Credits:* 3

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.

*Terms offered:* F, W, S

Gordon Rule Applies.

Classification: Parallel

### **STA2023 - Elementary Statistics**

*Credits:* 3

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.

*Terms offered:* F, W, S

Gordon Rule Applies.

Classification: Parallel

### **STA2023H - Honors Elementary Statistics**

*Credits:* 3

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 Honors Institute. 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.

*Terms offered:* W

Gordon Rule Applies.

Classification: Parallel

## **Music**

### **Applied-Music Courses - Applied Music - Principal Level**

*Credits:* 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 - MVB 2321	Trumpet
MVB 1312 - MVB 2322	Horn
MVB 1313 - MVB 2323	Trombone
MVB 1314 - MVB 2324	Baritone Horn
MVB 1315 - MVB 2325	Tuba
MVP 1311 - MVP 2321	Percussion
MVW 1311 - MVW 2321	Flute
MVW 1312 - MVW 2322	Oboe
MVW 1313 - MVW 2323	Clarinet
MVW 1314 - MVW 2324	Bassoon
MVW 1315 - MVW 2325	Saxophone
MVK 1311 - MVK 2321	Piano
MVV 1311 - MVV 2321	Voice
MVO 2320 - MVO 2321	Other Instruments
MVS 1311 - MVS 2321	Violin
MVS 1312 - MVS 2322	Viola
MVS 1313 - MVS 2323	Violoncello
MVS 1314 - MVS 2424	Double Bass
MVS 1316 - MVS 2326	Guitar

*Terms offered:* F, W, S

These courses may be repeated for credit. Classification: Parallel

## Applied-Music Courses - Applied Music - Secondary Level

### *Credits: 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 - MVB 2221	Trumpet
MVB 1212 - MVB 2222	Horn
MVB 1213 - MVB 2223	Trombone
MVB 1214 - MVB 2224	Baritone Horn
MVB 1215 - MVB 2225	Tuba
MVP 1211 - MVP 2221	Percussion
MVW 1211 - MVW 2221	Flute
MVW 1212 - MVW 2222	Oboe
MVW 1213 - MVW 2223	Clarinet
MVW 1214 - MVW 2224	Bassoon
MVW 1215 - MVW 2225	Saxophone
MVK 1211 - MVK 2221	Piano
MVV 1211 - MVV 2221	Voice
MVO 2220 - MVO 2221	Other Instruments
MVS 1211 - MVS 2221	Violin
MVS 1212 - MVS 2222	Viola
MVS 1213 - MVS 2223	Violoncello
MVS 1214 - MVS 2224	Double Bass
MVS 1216 - MVS 2226	Guitar

*Terms offered: F, W, S*

Courses may be repeated for credit. Classification: Parallel

## MUC1101 - Introduction to Music Composition

### *Credits: 2*

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.

*Terms offered: F*

Classification: Parallel

## MUC1102 - Music Composition

### *Credits: 2*

Prerequisites: MUC 1101

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.

*Terms offered: W*

This course may be repeated for credit.

Classification: Parallel

## MUE2040 - Introduction to Music Education

### *Credits: 3*

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.

*Terms offered: F*

Classification: Parallel

## MUE2450 - Woodwind Techniques

### *Credits: 2*

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.

*Terms offered: F, W*

Classification: Parallel

## MUL1010 - Music Appreciation

### *Credits: 3*

This course includes discussions of the musical elements, forms, historical periods, and major composers' lives, styles and representative works.

*Terms offered: F, W, S*

Classification: Parallel

## MUM2700 - Introduction to Music Business

### *Credits: 3*

An introduction to the history, principles and practices of the music industry. A systematic survey of the career options in the music industry. Topics include recording, publishing, licensing, copyrights, promotions, arts managements, music and instrument merchandising, contracts, music in mass communication, the internet and the music industry, live performance on a local and national basis, career options and career development with emphasis on commercial enterprise and basic website development.

*Terms offered: F, W*

Classification: Dual

## MUN1012 - Wind Symphony

### *Credits: 1*

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.

*Terms offered: F, W*

This course may be repeated for credit.

Classification: Parallel

## MUN1021 - Electronic Music Ensemble

### *Credits: 1*

This class is open to everyone. This course is designed to teach the fundamentals of music through performance on iPads. Students will deconstruct popular pieces of music from all genres to study the components that make them unique. Components such as time signature, key signatures, variety of instruments, rhythm, and pitch will be explored. Students will recreate the pieces of music through various apps on the iPad. iPads will be available to students to use during classes. MUN1021 allows non-musicians the opportunity to create and perform music.

*Terms offered: F, W*

This course may be repeated for credit.

Classification: Parallel

## MUN1270 - Concert Band

### *Credits: 1*

This large ensemble studies and performs standard concert band repertoire. The group performs public concerts each semester. Audition and permission of instructor are required.

*Terms offered: F, W*

This course may be repeated for credit.

Classification: Parallel

### **MUN1310 - Musical Theatre Ensemble**

*Credits: 2*

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.

*Terms offered: F, W*

This course may be repeated for credit.

Classification: Parallel

### **MUN1340 - Concert Choir**

*Credits: 1*

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 is designed for the student who enjoys serious choral literature and possesses musicianship skills.

*Terms offered: F, W*

This course may be repeated for credit.

Classification: Parallel

### **MUN1341 - Chamber Choir**

*Credits: 1*

The goals of this course are to prepare and perform appropriate choral literature at the highest possible level, and to represent the College of Central Florida in public performance. In the process, students will learn proper and healthy singing techniques, musical terms and choral concepts. This choir will serve as the primary travel choir and will represent the College at off campus and special events. Instructor approval is required.

*Terms offered: F, W*

This course may be repeated for credit.

Classification: Parallel

### **MUN1410 - String Ensemble**

*Credits: 1*

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.

*Terms offered: F, W*

This course may be repeated for credit.

Classification: Parallel

### **MUN1420 - Woodwind Ensemble**

*Credits: 1*

This small ensemble studies and performs chamber music for woodwind instruments.

*Terms offered: F*

This course may be repeated for credit.

Classification: Parallel

### **MUN1430 - Brass Ensemble**

*Credits: 1*

This small ensemble studies and performs chamber music for brass instruments. Permission of instructor required.

*Terms offered: W*

This course may be repeated for credit.

Classification: Parallel

### **MUN1440 - Percussion Ensemble**

*Credits: 1*

This small ensemble studies and performs chamber music for percussion instruments. Permission of instructor required.

*Terms offered: F, W*

This course may be repeated for credit.

Classification: Parallel

### **MUN1710 - Jazz Band**

*Credits: 1*

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.

*Terms offered: F, W*

This course may be repeated for credit.

Classification: Parallel

### **MUN1770 - Jazz/Pop Combo Ensemble**

*Credits: 1*

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.

*Terms offered: F, W*

This course may be repeated for credit.

Classification: Parallel

### **MUS1360 - Introduction to Music Technology**

*Credits: 4*

This course is aimed at teaching the basics of music specific technology and its application to a career in the music field. The course is designed to lay the foundation for a wide variety of topics and applications including use of music notation software, MIDI control and creation, sound recording and construction of digital audio workstations. Computer hardware and sound equipment will be analyzed and dissected.

*Terms offered: F, W*

Classification: Parallel

### **MUT1001 - Fundamentals of Music**

*Credits: 3*

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.

*Terms offered: F, W*

Classification: Parallel

### **MUT1111 - Music Theory I**

*Credits: 3*

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.

*Terms offered: F*

Classification: Parallel

### **MUT1112 - Music Theory II**

*Credits: 3*

Prerequisites: MUT 1111

Corequisites: MUT 1242

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.

*Terms offered: W*

Classification: Parallel

### **MUT1241 - Sight-singing and Eartraining I**

*Credits: 1*

Corequisites: MUT 1111

Students begin development of eartraining, sight-singing, and dictation skills using diatonic materials.

*Terms offered: F*

Classification: Parallel

### **MUT1242 - Sightsinging and Eartraining II**

*Credits: 1*

Prerequisites: MUT 1241

Corequisites: MUT 1112

Students continue development of eartraining, sightsinging, and dictation skills using diatonic materials.

*Terms offered: W*

Classification: Parallel

### **MUT2116 - Music Theory III**

*Credits: 3*

Prerequisites: MUT 1112

Corequisites: MUT 2246

The course continues written and analytical study of musical materials, including chromatic material, binary and ternary forms, diatonic seventh chords and chromatic sixth chords.

*Terms offered: F*

Classification: Parallel

### **MUT2117 - Music Theory IV**

*Credits: 3*

Prerequisites: MUT 2116

Corequisites: MUT 2247

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.

*Terms offered: W*

Classification: Parallel

### **MUT2246 - Sightsinging and Eartraining III**

*Credits: 1*

Prerequisites: MUT 1242

Corequisites: MUT 2116

Students continue development of eartraining, sightsinging, and dictation skills including chromatic materials and modulation.

*Terms offered: F*

Classification: Parallel

### **MUT2247 - Sightsinging and Eartraining IV**

*Credits: 1*

Prerequisites: MUT 2246

Corequisites: MUT 2117

Students continue development of eartraining, sightsinging, and dictation skills including chromatic and atonal music.

*Terms offered: W*

Classification: Parallel

### **MVK1111 - Class Piano I**

*Credits: 1*

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.

*Terms offered: F, W*

This course may be repeated for credit.

Classification: Parallel

### **MVK1112 - Class Piano II**

*Credits: 1*

Prerequisites: MVK 1111

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.

*Terms offered: W*

This course may be repeated for credit.

Classification: Parallel

### **MVK2121 - Class Piano III**

*Credits: 1*

Prerequisites: MVK 1112

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.

*Terms offered: F*

This course may be repeated for credit.

Classification: Parallel

### **MVK2122 - Class Piano IV**

*Credits: 1*

Prerequisites: MVK 2121

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.

*Terms offered: W*

This course may be repeated for credit.

Classification: Parallel

### **MVS1816 - Class Guitar**

*Credits: 1*

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.

*Terms offered: F, W*

This course may be repeated for credit.

Classification: Parallel

### **MVV1111 - Class Voice**

*Credits: 1*

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.

*Terms offered: F, W*

This course may be repeated for credit.

Classification: Parallel

## **Natural Sciences**

### **AST1002 - Descriptive Astronomy**

*Credits: 3*

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.

*Terms offered: W*

Classification: Parallel

### **BOT1000 - Plant Science**

*Credits: 3*

This introductory course is a basic study of plant science fundamentals. Topics include plant growth and development, plant structure, photosynthesis, respiration, and the influence of abiotic and biotic factors on plant growth. This course will emphasize implications and applications to crop production.

Classification: Parallel

### **BSC1005 - Introduction to Biology**

*Credits: 3*

BSC 1005 is an introductory biology course which covers basic biological concepts, concentrating on selected principles that help explain molecular biology, evolution, genetics, growth and disease. It is designed to stimulate interest in the variety of life that exists on

our planet, help students recognize the factors that provide order in this variety, and involve students in the processes of inquiry, observation and analysis of biological organization in order to give them a foundation for intelligently interpreting and evaluating biological topics.

*Terms offered:* F, W, S

Classification: Parallel

### **BSC1005H - Introduction to Biology Honors**

*Credits:* 3

A one-semester course dealing with biological principles and designed primarily for the non-major. Topics include organization of living matter, metabolism, reproduction, genetics, classification, disease and ecology. Designed especially for honors students, the course will be enhanced by special activities such as group projects, guest speakers or field trips. Admission to the Community of Scholars OR a 3.3 GPA (or higher) plus instructor permission is required.

*Terms offered:* S

Classification: Parallel

### **BSC1005L - Introduction to Biology Lab**

*Credits:* 1

Corequisites: BSC 1005

Laboratory experiments designed to reflect the topics presented in BSC 1005.

*Terms offered:* S

Classification: Parallel

### **BSC1080 - Basic Anatomy and Physiology**

*Credits:* 3

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.

*Terms offered:* F, W, S

Classification: Parallel

### **BSC2010 - Integrated Principles of Biology I**

*Credits:* 3

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.

*Terms offered:* F, W, S

Classification: Parallel

### **BSC2010L - Integrated Principles of Biology Laboratory I**

*Credits:* 1

Corequisites: BSC 2010

Laboratory experiments designed to accompany BSC 2010. Students should register for BSC 2010 and BSC2010L concurrently.

*Terms offered:* F, W, S

Classification: Parallel

### **BSC2011 - Integrated Principles of Biology II**

*Credits:* 3

Prerequisites: BSC 2010

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.

*Terms offered:* F, W, S

Classification: Parallel

### **BSC2011L - Integrated Principles of Biology Laboratory II**

*Credits:* 1

Prerequisites: BSC 2010L

Corequisites: BSC 2011

Laboratory experiments designed to accompany BSC 2011.

Students should register for BSC 2011 and BSC2011L concurrently.

*Terms offered:* F, W, S

Classification: Parallel

### **BSC2085 - Human Anatomy and Physiology I**

*Credits:* 3

An introduction to the human body. Examines the molecular, cellular and tissue levels of organization and these organ systems: integumentary, skeletal, muscular and nervous.

*Terms offered:* F, W, S

Classification: Parallel

### **BSC2085L - Human Anatomy and Physiology I Lab**

*Credits:* 1

Corequisites: BSC 2085

Laboratory experiments designed to accompany BSC 2085.

Students should register for BSC 2085 and BSC2085L concurrently.

*Terms offered:* F, W, S

Classification: Parallel

### **BSC2086 - Human Anatomy and Physiology II**

*Credits:* 3

Prerequisites: BSC 2085

A continuation of BSC 2085 that covers the following organ systems: endocrine, cardiovascular, lymphatic, respiratory, immune, digestive, urinary and reproductive. Metabolism, fluid balance and homeostatic mechanisms are included.

*Terms offered:* F, W, S

Classification: Parallel

### **BSC2086L - Human Anatomy and Physiology II Lab**

*Credits:* 1

Prerequisites: BSC 2085L

Corequisites: BSC 2086

Laboratory experiments designed to accompany BSC 2086.

Students should register for BSC 2086 and BSC2086L concurrently.

*Terms offered:* F, W, S

Classification: Parallel

### **CHM1020 - Chemistry for Liberal Studies**

*Credits:* 4

A course to familiarize the non-science major with the applications of chemistry in society. This course deals with the basic concepts and theories of chemistry and the practical application of chemical principles in air quality, global warming, alternative fuels, acid rain, polymers and genetic engineering.

Classification: Parallel

### **CHM1025 - Introductory Chemistry**

*Credits:* 3

Prerequisites: MAT 1033 or MAC 1105 or MAC 1140 or MAC 1147 or MAC 2311

This course provides the basic concepts of modern chemistry to include basic measurements, chemical bonding, atomic theory, chemical reactions, stoichiometry, concentration of solutions, and chemical nomenclature.

*Terms offered:* F, W Classification: Parallel

### **CHM1025L - Introductory Chemistry Lab**

*Credits: 1*

Prerequisites: MAT 1033 or MAC 1105 or MAC 1140 or MAC 1147 or MAC 2311

Corequisites: CHM 1025

Laboratory experiments designed to reflect the topics presented in CHM 1025. Students should register for CHM 1025 and CHM1025L concurrently.

*Terms offered: F, W*

Classification: Parallel

### **CHM1032 - Chemistry for the Health-Related Fields**

*Credits: 3*

Prerequisites: MAT 1033 or MAC 1105 or MGF 1106

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.

*Terms offered: F, W*

Classification: Parallel

### **CHM1032L - Chemistry for the Health-Related Fields Lab**

*Credits: 1*

Prerequisites: MAT 1033

Corequisites: CHM 1032

Laboratory experiments designed to reflect the topics presented in CHM 1032. Students should register for CHM 1032 and CHM 1032L concurrently.

*Terms offered: W*

Classification: Parallel

### **CHM2045 - General Chemistry I**

*Credits: 3*

Prerequisites: CHM 1025 and MAC 1105 or CHM 1025 and MAC 1140 or CHM 1025 and MAC 1147 or CHM 1025 and MAC 2311

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.

*Terms offered: F, W, S*

Classification: Parallel

### **CHM2045L - General Chemistry I Lab**

*Credits: 1*

Corequisites: CHM 2045

Laboratory experiments designed to reflect the topics presented in CHM 2045. Students should register for CHM 2045 and CHM 2045L concurrently.

*Terms offered: F, W*

Classification: Parallel

### **CHM2046 - General Chemistry II**

*Credits: 3*

Prerequisites: CHM 2045

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.

*Terms offered: F, W*

Classification: Parallel

### **CHM2046L - General Chemistry II Lab**

*Credits: 1*

Prerequisites: CHM 2045L

Corequisites: CHM 2046

Laboratory experiments designed to reflect the topics presented in CHM 2046. Students should register for CHM 2046 and CHM 2046L concurrently.

*Terms offered: F, W*

Classification: Parallel

### **CHM2210 - Organic Chemistry I**

*Credits: 3*

Prerequisites: CHM 2046

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.

*Terms offered: W*

Classification: Parallel

### **CHM2210H - Organic Chemistry I Honors**

*Credits: 3*

Prerequisites: CHM 2046

This is 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. Designed for honors students (especially on science pathways), the course will be enhanced by special activities such as group projects, guest speakers or field trips. Admission to the Community of Scholars OR a 3.3 GPA (or higher) plus instructor permission is required.

Classification: Parallel

### **CHM2210L - Organic Chemistry I Lab**

*Credits: 1*

Prerequisites: CHM 2046L

Corequisites: CHM 2210

Laboratory experiments designed to reflect the topics presented in CHM 2210. Students should register for CHM 2210 and CHM 2210L concurrently.

*Terms offered: W*

Classification: Parallel

### **CHM2211 - Organic Chemistry II**

*Credits: 3*

Prerequisites: CHM 2210

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 syntheses, which are important components of chemical life systems and chemical engineering. Includes the study of nomenclature, structure, physical and chemical properties and chemical behavior. May require the two-semester sequence to guarantee transfer.

*Terms offered: F*

Classification: Parallel

### **CHM2211H - Organic Chemistry II Honors**

*Credits: 3*

Prerequisites: CHM 2210

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 syntheses, which are important components of chemical life systems and chemical engineering. Includes the study of nomenclature, structure, physical and chemical properties and chemical behavior. May require the two-semester sequence to guarantee transfer. Designed for honors students (especially on science pathways), the course will be enhanced by special activities such as group projects, guest speakers, or field trips. Admission to the Community of Scholars OR a 3.3 GPA (or higher) plus instructor permission is required.

Classification: Parallel

## **CHM2211L - Organic Chemistry II Lab**

*Credits: 1*

Prerequisites: CHM 2210L

Corequisites: CHM 2211

Laboratory experiments designed to reflect the topics presented in CHM 2211. Students should register for CHM 2211 and CHM 2211L concurrently.

*Terms offered: F*

Classification: Parallel

## **ESC1000 - Earth Science**

*Credits: 3*

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.

*Terms offered: F, W*

Classification: Parallel

## **ESC1000L - Earth Science Lab**

*Credits: 1*

Corequisites: ESC 1000

Laboratory designed to accompany ESC 1000. Exercises designed to emphasize concepts and principles of Earth Science.

*Terms offered: W*

Classification: Parallel

## **ESC1200C - Earth Science for Educators**

*Credits: 4*

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.

Classification: Parallel

## **EVR1001 - Introduction to Environmental Science**

*Credits: 3*

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. This course will help students gain an understanding of, and solutions to, environmental problems.

*Terms offered: F, W, S*

Classification: Parallel

## **EVR1001H - Introduction to Environmental Science Honors**

*Credits: 3*

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. This project based course which will help students gain an understanding of, and solutions to, environmental problems. Students will participate in a local environmental project and assess the impact of the project.

*Terms offered: F*

Classification: Parallel

## **EVR1001L - Introduction to Environmental Science Lab**

*Credits: 1*

Corequisites: EVR 1001

This lab experience allows students the opportunity to perform exercises in ecology and environmental science. The goal of each laboratory is to evaluate human and environmental interactions.

*Terms offered: F, W, S*

Classification: Parallel

## **EVR1264 - Environmental Health**

*Credits: 3*

This course examines emerging human health issues due to air and water pollution, emerging infectious agents, mosquito vectored diseases and food borne 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.

*Terms offered: F, S*

Classification: Parallel

## **GLY1102 - Age of Dinosaurs**

*Credits: 3*

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.

*Terms offered: F*

Classification: Parallel

## **GLY2010C - Physical Geology with Lab**

*Credits: 4*

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.

*Terms offered: W*

Classification: Parallel

## **ISC1004H - Integrated Natural Sciences I - Honors**

*Credits: 3*

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.

Classification: Parallel

## **MCB2010 - Microbiology**

*Credits: 3*

Prerequisites: BSC 2010 or BSC 2085

A study of microbiology that emphasizes the effects of microorganisms on human systems. Topics will include, but not be limited to, the following: 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 helminths; and interactions with and impact of microbes on humans, including mechanisms of pathogenicity.

Terms offered: F, W, S  
Classification: Parallel

### **MCB2010H - Microbiology Honors**

*Credits: 3*

Prerequisites: BSC 2010 or BSC 2085

A study of microbiology that emphasizes the effects of microorganisms on human systems. Topics will include, but not be limited to, the following: 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 helminths; and interactions with and impact of microbes on humans, including mechanisms of pathogenicity. Designed for honors students (especially nursing), the course will be enhanced by special activities such as group projects, guest speakers, or field trips. Admission to the Community of Scholars or a 3.3 GPA (or higher) plus instructor permission is required.  
Classification: Parallel

### **MCB2010L - Microbiology Lab**

*Credits: 1*

Corequisites: MCB 2010

Laboratory experiments designed to accompany MCB 2010.

Terms offered: F, W, S

Classification: Classification: Parallel

### **OCB1630 - Introduction to Marine Ecology**

*Credits: 3*

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.

Terms offered: W, S

Classification: Parallel

### **OCE1001 - Introductory Oceanography**

*Credits: 3*

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.

Terms offered: W

Classification: Parallel

### **PHY1020 - Elementary Physics for the Nonscience Majors**

*Credits: 3*

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.

Terms offered: F, W

Classification: Parallel

### **PHY1053C - General Physics I with Lab**

*Credits: 4*

Prerequisites: MAC 1105 or MAC 1140 or MAC 1147

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)

Terms offered: F

Classification: Parallel

### **PHY1054C - General Physics II With Lab**

*Credits: 4*

Prerequisites: PHY 1053C

PHY1054 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)

Terms offered: W

Classification: Parallel

### **PHY2048C - General Physics with Calculus I with Lab**

*Credits: 5*

Prerequisites: MAC 2311

Corequisites: MAC 2312

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)

Terms offered: F

Classification: Parallel

### **PHY2048CH - General Physics with Calculus with Lab Honors**

*Credits: 5*

Prerequisites: MAC 2311

Corequisites: MAC 2312

This course is the first half of two-semester, combined lecture/laboratory course designed primarily to meet the requirements of students intending to major in engineering, computer science, and the physical sciences fields. Topics include kinematics, statics and dynamics, work, energy, power, momentum, conservation laws, rotational motion, mechanical properties of materials, fluid mechanics, periodic motion, properties of mechanical waves and wave motion, heat, heat transfer methods, and thermodynamics.

Terms offered: F, W

Classification: Parallel



## **PHY2049C - General Physics with Calculus II with Lab**

*Credits: 5*

Prerequisites: MAC 2312 and PHY 2048C

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)

*Terms offered: W*

Classification: Parallel

## **PHY2049CH - General Physics with Calculus II with Lab Honors**

*Credits: 5*

Prerequisites: PHY 2048C and MAC 2312

This course is the second part of two-semester, combined lecture/laboratory course designed primarily to meet the requirements of students intending to major in engineering, computer science, and the physical sciences fields. It expands upon and is a continuation of physics concepts initiated in PHY 2048C, General Physics I with Calculus. The major topics introduced in the second semester are electricity and magnetism, electrical and magnetic properties of matter, DC and AC circuits, electromagnetic induction, electromagnetic waves, geometric and wave optics, and selected topics in atomic and nuclear physics, and quantum theory, as time permits.

*Terms offered: F, W*

Classification: Parallel

## **Nursing**

### **HUN1201 - Human Nutrition**

*Credits: 3*

Corequisites: ENC 1101

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.

*Terms offered: F, W, S*

Classification: Dual

### **NUR1004C - Bridge Clinical Concepts**

*Credits: 7*

Prerequisites: BSC 2085 and BSC 2085L and BSC 2086 and BSC 2086L and DEP 2004 and ENC 1101 and HUN 1201 and MCB 2010 and MCB 2010L and PSY 2012 and either MAC 1105 or STA 2023, and either ARH 1000 or HUM 1020 or LIT 1000 or MUL 1010 or PHI 2010 or THE 1000.

Corequisites: NUR 1520C

Admission to the LPN to ADN Bridge Program required. The Bridge Clinical Concepts course is designed to facilitate the transition of the Licensed Practical Nurse, LPN, to the role of the Associate Degree Nurse (ADN) and to build on the PN curriculum. The faculty designed the ADN curriculum using a concept based framework. The Clinical Concepts III and IV courses build on and expand from this course. In Bridge Clinical Concepts, students gain beginning knowledge about Associate Degree nursing using a holistic, evidence-based approach. Students learn about holistic health care and application of the nursing process to clients and families focusing on concepts of immunity, metabolism, oxygen, perfusion, culture, and comfort, specifically comfort at end-of-life. Students expand learning about pharmacology, pathophysiology,

communication and teaching. Through laboratory and clinical experiences students expand assessment and intervention skills with emphasis on interventions for adult clients in acute care facilities. (5 hours of class and 2 hours of clinical lab per week)

*Terms offered: S*

Classification: Occupational

### **NUR1006C - Transitions to Nursing Concepts**

*Credits: 7*

Prerequisites: BSC 2085 and BSC 2085L and BSC 2086 and BSC 2086L and MCB 2010 and MCB 2010L and ENC 1101 and PSY 2012 and HUN 1201 and either MAC 1105 or STA 2023

This course is designed for paramedics entering the associate degree nursing program and expands upon knowledge and skills obtained in previous healthcare courses. In Transition to Nursing Concepts, students gain beginning knowledge about associate degree nursing using a holistic, evidence-based approach. Students learn about holistic health care and application of the nursing process to clients and families focusing on concepts of fluid and electrolytes, metabolism, oxygenation, perfusion, infection, culture, and comfort - specifically comfort at end-of-life. Students expand learning about pharmacology, pathophysiology, communication, and teaching. Through laboratory and clinical experiences, students expand assessment and intervention skills with emphasis on interventions for adult clients in acute care facilities.

*Terms offered: F, W, S*

Classification: Parallel

### **NUR1021C - Foundations in Nursing**

*Credits: 5*

Prerequisites: BSC 2085 and BSC 2085L and BSC 2086 and BSC 2086L and ENC 1101 and HUN 1201 and MCB 2010 and MCB 2010L and PSY 2012 and either MAC 1105 or STA 2023

Corequisites: NUR 1052C and NUR 1142

This course introduces concepts of nursing practice in preparation for safe, holistic, evidence-based care. Concepts introduced include health, nursing process, safety and communication with a focus on building patient-centered nursing skills essential for care of adults. Clinical laboratory hours are completed through on-campus activities and selected off-campus experiences incorporating the concepts identified in the course (3 credits theory, 2 credits lab.)

*Terms offered: F, W, S*

Classification: Parallel

### **NUR1052C - Clinical Concepts I**

*Credits: 4*

Corequisites: NUR 1021C and NUR 1142

This course utilizes conceptual learning which includes the application of facts and principles necessary for effective clinical decision-making in healthcare settings. Emphasis is placed on the acquisition of knowledge, clinical skills and professional attitude for health promotion and disease prevention in clients across the lifespan. Concepts introduced include oxygenation, perfusion, tissue integrity and beginning medication administration. Upon completion students will demonstrate the ability to provide holistic client-centered care (1 credit theory, 3 credits clinical lab.)

*Terms offered: F, W*

Classification: Parallel

### **NUR1142 - Introduction to Pharmacology**

*Credits: 3*

Corequisites: NUR 1021C and NUR 1052C

This course introduces pharmacological concepts that are used in the care of clients of all ages. Course content includes dosage calculation and basic pharmacokinetics. Within a nursing process framework, students will study classifications of drugs and nursing considerations for those classifications and their prototypes (3 credits theory.)

*Terms offered: F, W, S* Classification: Parallel

## **NUR1241C - Clinical Concepts II**

*Credits: 7*

Prerequisites: NUR 1052C and NUR 1142

Corequisites: DEP 2004

This course builds on the knowledge, skills and concepts presented in Foundations and Clinical Concepts I. Concepts such as oxygenation, perfusion and metabolism will be explored in greater depth. The concept of fluids and electrolytes will be introduced. Clinical experiences provide opportunities to apply the nursing process in the holistic care of adult patients (4 credits theory, 3 credits clinical lab.)

*Terms offered: F, W, S*

Classification: Parallel

## **NUR1520C - Behavioral Concepts in Nursing**

*Credits: 2*

This course examines the role of the professional nurse in providing safe, holistic, evidence-base care to clients with behavioral health disorders. Content includes psychosocial assessment skills, therapeutic approaches and specific skills to meet various psychosocial needs of clients and families, and crisis intervention. Clinical experience will include a continued emphasis on the nursing process within a variety of health care settings (1 credit theory, 1 credit clinical lab.)

*Terms offered: F, W, S*

Classification: Parallel

## **NUR2010 - Professional Issues in Nursing**

*Credits: 2*

Prerequisites: NUR 1241C and NUR 1520C

Corequisites: NUR 2243C and NUR 2440C

This course introduces the student to the professional competencies and the scope of practice of the Associate Degree Nursing. Emphasis will be placed on professional behaviors and communication techniques useful in management situations and the nurse's role within the ever-changing healthcare delivery systems (2 credits theory.)

*Terms offered: F, W, S*

Classification: Parallel

## **NUR2243C - Clinical Concepts III**

*Credits: 4*

Prerequisites: NUR 1241C

Corequisites: SYG 2000

This course builds on the knowledge, skills and concepts presented in Clinical Concepts II. The concept of cellular regulation will be introduced as it relates to oncological nursing care. The concepts of oxygenation and immunity will be explored in greater depth. Clinical experiences provide opportunities to apply the nursing process in the holistic care of adult patients (2 credits theory, 2 credits clinical lab.)

*Terms offered: F, W*

Classification: Parallel

## **NUR2244C - Clinical Concepts IV**

*Credits: 7*

Prerequisites: NUR 2243C

Corequisites: HUM 1020 or ARH 1000 or LIT 1000 or MUL 1010 or PHI 2010 or THE 1000

This course builds upon the knowledge acquired in Clinical Concepts I, II, and III, and focuses on the role of the nurse in providing safe, competent, and holistic evidenced-based care for clients with complex physiological imbalances. Emphasis is on the advanced application of the nursing process, and the successful completion of clinical experiences within acute care and community settings. Upon completion of this course, students will demonstrate the knowledge, skills and attitudes necessary to provide quality entry level nursing care (4 credits theory, 3 credits clinical lab.)

*Terms offered: F, W, S*

Classification: Parallel

## **NUR2440C - Developmental Concepts in Nursing**

*Credits: 3*

This course utilizes knowledge of human growth and development and focuses on the role of the nurse to provide safe, compassionate and holistic care to women and children. Concepts discussed include reproduction, sexuality, family, culture, immunity, infection, mobility, sensory perception, oxygenation and perfusion. Emphasis is placed on antepartum, intrapartum and postpartum care of pregnant women and developmentally appropriate care of newborns and children of all ages. Upon successful completion of this course, students will demonstrate knowledge, skills, and attitudes necessary to make effective decisions and provide quality nursing care to women and children (2 credits theory, 1 credit clinical lab.)

*Terms offered: F, W, S*

Classification: Parallel

## **NUR2811C - Capstone Clinical**

*Credits: 2*

Prerequisites: NUR 2244C

Successful completion of Clinical Concepts IV is a requirement for entry into this end-of-program course. This is a final practicum clinical course in which the student completes 90 hours of clinical experience at an assigned health care facility. The focus of this course is on the professional transition from student to graduate nurse. 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 Exam for Registered Nurses (2 credits clinical lab.)

*Terms offered: F, W, S*

Classification: Parallel

## **Office Administration**

### **OST1100 - Introduction to Word**

*Credits: 3*

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. At the conclusion of this course, students will be taking the national certification Microsoft Office Specialist (MOS) Word Associate Exam.

*Terms offered: F, W, S*

Classification: Dual

### **OST1110 - Intermediate Word**

*Credits: 3*

Prerequisites: OST 1100

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. At the conclusion of this course, students will be taking the national certification Microsoft Office Specialist (MOS) Word Expert Exam.

*Terms offered: W, S*

Classification: Dual

## **OST1384 - Customer Service**

*Credits: 3*

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.

*Terms offered: F, W, S*

Classification: Occupational

## **OST2335 - Business Communications**

*Credits: 3*

Prerequisites: ENC 1101

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 composing common business correspondence (letters, memos, e-mails, reports), editing and revising techniques, writing reports (emphasizing APA format), and increasing the clarity of oral presentations. This course is recommended for students who plan to enroll in the College of Central Florida's B.A.S. degree in Business and Organizational Management.

*Terms offered: F, W, S*

Gordon Rule Applies.

Classification: Dual

## **OST2401 - Office Administration: Procedures**

*Credits: 3*

Prerequisites: CGS 1100 or OST 1100 or instructor approval

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 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. At the conclusion of this course, students will be taking the national certification Microsoft Office Specialist (MOS) Outlook Associate Exam.

*Terms offered: W*

Classification: Occupational

## **OST2402 - Office Administration: Simulation**

*Credits: 3*

Prerequisites: CGS 1100 or OST 1100 or instructor approval

This course provides students with the experience of working in a simulated company and performing realistic duties assigned to an administrative assistant. Students will use word processing, spreadsheet, presentation, scheduling, and database functions using current Microsoft Office software to prepare integrated documents. The Internet and other research tools will be used. At the conclusion of this course, students will be taking the national certification Microsoft Office Specialist (MOS) PowerPoint Associate Exam.

*Terms offered: F*

Classification: Occupational

## **OST2461 - Medical Office Procedures**

*Credits: 3*

Prerequisites: HIM 1800

This course is designed to help students prepare to become a medical administrative assistant in a health care practice. Students will use a medical scheduling software program to input patient information, schedule appointments, perform billing and handle insurance claims. In addition, customer service and soft skills required for dealing with patients will be covered.

*Terms offered: W*

Classification: Occupational

## **OST2717 - Advanced Word**

*Credits: 3*

Prerequisites: CGS 1100 or OST 1100

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). At the conclusion of this course, students will be taking the national certification Microsoft Office Specialist (MOS) Word Expert Exam.

*Terms offered: F*

Classification: Occupational

# **Physical Therapist Assistant**

## **PHT1000 - Introduction to Physical Therapy**

*Credits: 2*

Corequisites: ENC 1101

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.

*Terms offered: W*

Classification: Dual

## **PHT1014 - Documentation for the Physical Therapist Assistant**

*Credits: 1*

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.

*Terms offered: F*

Classification: Occupational

## **PHT1130C - Data Collection Skills for the PTA**

*Credits: 3*

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.

*Terms offered: F*

Classification: Occupational

## **PHT1175C - Functional Anatomy and Kinesiology**

*Credits: 3*

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.

*Terms offered: F*

Classification: Occupational

### **PHT1210C - Therapeutic Modalities I**

*Credits: 3*

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)

*Terms offered: F*

Classification: Occupational

### **PHT1212C - Therapeutic Modalities II**

*Credits: 3*

Prerequisites: PHT 1014 and PHT 1130C and PHT 1175C and PHT 1210C and PHT 1801L

Provides a study of the rationale, contraindications, and application techniques of various electrical stimulation equipment.

*Terms offered: W*

Classification: Occupational

### **PHT1225C - Therapeutic Procedures**

*Credits: 3*

Prerequisites: PHT 1000 and PHT 1014 and PHT 1130C and PHT 1175C and PHT 1210C and PHT 1801L

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.

*Terms offered: W*

Classification: Occupational

### **PHT1300 - Survey of Pathological Deficits**

*Credits: 4*

Prerequisites: PHT 1014 and PHT 1130C and PHT 1175C and PHT 1210C and PHT 1801L

Introduces the patho-physiology of selected medical, surgical, orthopedic and neurological conditions commonly treated in physical therapy.

*Terms offered: W*

Classification: Occupational

### **PHT1801L - PTA Clinical Laboratory I**

*Credits: 2*

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.

*Terms offered: F*

Classification: Occupational

### **PHT1802L - PTA Clinical Laboratory II**

*Credits: 2*

Prerequisites: PHT 1014 and PHT 1130C and PHT 1175C and PHT 1210C and PHT 1801L

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.

*Terms offered: W*

Classification: Occupational

### **PHT2162C - Rehabilitation Procedures**

*Credits: 4*

Prerequisites: PHT 1212C and PHT 1225C and PHT 1300 and

### **PHT2227C - Disabilities and Therapeutic Procedures II**

*Credits: 3*

Prerequisites: PHT 1212C and PHT 1225C and PHT 1300 and PHT 1802L

Provides a study of the rationale, contraindications and exercise skills needed to develop appropriate exercise programs for geriatric, orthopedic and surgical conditions.

*Terms offered: S*

Classification: Occupational

### **PHT2342 - Medical Terminology for the Physical Therapist Assistant**

*Credits: 2*

Prerequisites: BSC 2085 and BSC 2085L and BSC 2086 and BSC 2086L

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.

*Terms offered: S*

Classification: Dual

### **PHT2810 - Clinical Practice II**

*Credits: 6*

Prerequisites: PHT 2162C and PHT 2227C and PHT 2931

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 tricity 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)

*Terms offered: F*

Classification: Occupational

### **PHT2820 - Clinical Practice III**

*Credits: 6*

Prerequisites: PHT 2162C and PHT 2227C and PHT 2931

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 tricity 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)

*Terms offered: F*

Classification: Occupational

### **PHT2931 - Trends in Physical Therapy**

*Credits: 1*

Prerequisites: PHT 1212C and PHT 1225C and PHT 1300 and PHT 1802L

Introduces other allied health and physical therapy specialties, issues and current trends. Develops topics of special interest to students or instructors.

*Terms offered: S*

Classification: Occupational

# Paralegal Studies

## BUL2241 - Business Law I

*Credits:* 3

*Corequisites:* ENC 1101

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.

*Terms offered:* F, W, S

*Classification:* Dual

## BUL2242 - Business Organizations and Debtor/Creditor Relations

*Credits:* 3

*Prerequisites:* BUL 2241 and PLA 1003

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.

*Terms offered:* F, W, S

*Classification:* Dual

## PLA1003 - Introduction to the Paralegal Field

*Credits:* 3

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.

*Terms offered:* F, W

*Classification:* Occupational

## PLA1104 - Legal Research and Writing

*Credits:* 3

*Prerequisites:* OST 1100 and OST 2335 and PLA 1003

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. Students are strongly encouraged to take OST 1100 and OST 2335 prior to taking this course.

*Terms offered:* F

*Classification:* Occupational

## PLA2114 - Legal Research and Writing II

*Credits:* 3

*Prerequisites:* PLA 1003 and PLA 1104 and PLA 2201

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.

*Terms offered:* F, W, S

*Classification:* Occupational

## PLA2201 - Litigation Procedures

*Credits:* 3

*Prerequisites:* OST 1100 and OST 2335 and PLA 1003 and PLA 1104

This course covers the federal and Florida rules of civil procedures. It also includes preparation of pleadings, motions and discovery documents. Students are strongly encouraged to complete OST 1100 and OST 2335 prior to taking this course.

*Terms offered:* W

*Classification:* Occupational

## PLA2273 - Torts

*Credits:* 3

*Prerequisites:* PLA 1003 and PLA 1104 and PLA 2201

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.

*Terms offered:* F, W, S

*Classification:* Occupational

## PLA2600 - Wills, Trusts and Probate Administration

*Credits:* 3

*Prerequisites:* PLA 1003

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.

*Terms offered:* F, W, S

*Classification:* Occupational

## PLA2610 - Real Estate Law and Property Transactions

*Credits:* 3

*Prerequisites:* PLA 1003

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.

*Terms offered:* F

*Classification:* Occupational

## PLA2800 - Laws of Family Relations

*Credits:* 3

*Prerequisites:* PLA 1003

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.

*Terms offered:* W

*Classification:* Occupational

# Radiography

## RTE1000 - Fundamentals of Radiologic Technology

*Credits:* 3

*Corequisites:* RTE 1804

This course provides 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 safety 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 ASRT scope of practice. The importance of proper documentation and informed consent will be emphasized.

*Terms offered:* F

*Classification:* Occupational

## RTE1111 - Patient Care Procedures

*Credits:* 2

*Prerequisites:* BSC 2085 and BSC 2086

*Corequisites:* RTE 1111L

Content is designed to provide the fundamental concepts of patient care and safety, infection control, patient assessment and communication, sterile and aseptic technique, transfer of patient, and vital signs and care of patient medical equipment. The care of the patient, neonate to geriatric, during routine and emergency care will be presented. An accompanying laboratory experience practicing general patient care procedures will occur.

*Terms offered:* W *Classification:* Occupational

## **RTE1111L - Patient Care Procedures Lab**

*Credits: 1*

Prerequisites: BSC 2085 and BSC 2086

Corequisites: RTE 1111

This course is designed to reinforce the course content presented in RTE 1111 Patient Care Procedures in a structured laboratory environment allowing the student to observe, practice, and demonstrate patient care procedures. Procedure competency skills testing pertaining to vital signs (blood pressure, temperature, pulse, respiration, and pulse oximetry), sterile and medical aseptic technique, transfer of patient, and care of patient medical equipment (e.g., oxygen tubing, IV tubing) will be conducted.

*Terms offered: W*

Classification: Occupational

## **RTE1418C - Radiographic Imaging I**

*Credits: 4*

Prerequisites: RTE 1000

The purpose of this course is to provide the student with an introduction to radiographic digital imaging. 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; brightness, grayscale, spatial resolution, and distortion. Factors that impact image acquisition, display, archiving and retrieval are discussed. 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.

*Terms offered: W*

Classification: Occupational

## **RTE1457C - Radiographic Imaging II**

*Credits: 4*

Prerequisites: RTE 1418C

Content is designed to expand on the base of knowledge gained from RTE 1418C Radiographic Imaging I. Imaging standards, recorded detail, beam restriction and filtration, grids, automatic exposure controls, and technique charts will be explored. Content is designed to establish a knowledge base in factors that govern the image production process. Didactic presentations and laboratory demonstrations reinforce application of theory.

*Terms offered: S*

Classification: Occupational

## **RTE1503 - Radiographic Procedures I**

*Credits: 3*

Prerequisites: BSC 2085 and BSC 2085L

Corequisites: RTE 1503L

Content is designed to provide the knowledge and skills necessary to perform standard radiographic imaging procedures.

Consideration is given to the evaluation of optimal diagnostic images. An in-depth discussion of radiographic procedures, including the abdomino-thoracic and appendicular skeleton, is the focus of this course. Anatomy, patient care, and terminology are correlated with radiographic procedures and safety. Appropriate methodologies regarding patient identification, clinical profiles, nomenclature, universal precautions, and radiographic critique/quality are presented. An accompanying laboratory experience analyzing radiographic evaluation and techniques will occur.

*Terms offered: F*

Classification: Occupational

## **RTE1503L - Radiographic Procedures I Lab**

*Credits: 1*

Prerequisites: BSC 2085 and BSC 2085L

Corequisites: RTE 1503

This course is designed to reinforce the course content presented in RTE 1503 Radiographic Procedures I in a structured laboratory environment allowing the student to observe, practice, and

demonstrate radiographic procedures. Procedure competency skills testing and image analysis pertaining to the abdominal-thoracic, appendicular skeleton will be conducted.

*Terms offered: F*

Classification: Occupational

## **RTE1513 - Radiographic Procedures II**

*Credits: 3*

Prerequisites: RTE 1503 and RTE 1503L

Corequisites: RTE 1513L

Content is designed to provide the knowledge and skills necessary to perform standard radiographic imaging procedures.

Consideration is given to the evaluation of optimal diagnostic images. An in-depth discussion of radiographic procedures including the humerus and shoulder girdle, femur and pelvic girdle, bony thorax and axial skeleton is the focus of this course.

Anatomy, patient care, and terminology are correlated with radiographic procedures. Appropriate methodologies regarding patient identification, clinical profiles, nomenclature, universal precautions, and radiographic critique/quality are presented. An accompanying laboratory experience analyzing radiographic evaluation and techniques will occur.

*Terms offered: W*

Classification: Occupational

## **RTE1513L - Radiographic Procedures II Lab**

*Credits: 1*

Prerequisites: RTE 1503 and RTE 1503L

Corequisites: RTE 1513

This course is designed to reinforce the course content presented in RTE 1513 Radiographic Procedures II in a structured laboratory environment allowing the student to observe, practice, and demonstrate radiographic procedures. Procedure competency skills testing and image analysis pertaining to the humerus and shoulder girdle, femur and pelvic girdle, bony thorax and axial skeleton will be conducted.

*Terms offered: W*

Classification: Occupational

## **RTE1804 - Clinical Education I**

*Credits: 2*

Prerequisites: BSC 2085 and BSC 2085L

Corequisites: RTE 1000 and RTE 1503 and RTE 1503L

This competency based clinical experience introduces learning opportunities in imaging technologies at various clinical agencies. Clinical Education I, the first in a series of courses providing students with opportunities to become competent in radiographic procedures includes: patient-technologist interaction, provide patient care and comfort, performance of radiographic examinations, provide radiation safety, and critically evaluate image quality. Student participation focused on cognitive, affective, and psychomotor skills in patient assessment and care and observing/performing medical imaging procedures under direct supervision will occur. 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.

*Terms offered: F*

Classification: Occupational

## **RTE1814 - Clinical Education II**

*Credits: 2*

Prerequisites: RTE 1804

Corequisites: RTE 1513 and RTE 1513L

Clinical Education II, the second in a series of courses providing students with opportunities to continue to become competent in radiographic procedures includes: patient-technologist interaction, provide patient care and comfort, performance of radiographic examinations, provide radiation safety, and critically evaluate image quality. Student participation focused on cognitive, affective, and psychomotor skills in patient assessment and care, and

observing/ performing medical imaging procedures under direct and/or indirect supervision will occur. Concentration on the abdomino-thoracic and the appendicular skeleton is emphasized.

*Terms offered:* W

Classification: Occupational

### **RTE1824 - Clinical Education III**

*Credits:* 3

Prerequisites: RTE 1814

Clinical Education III, the third in a series of courses providing students with opportunities to become competent in radiographic procedures includes: patient-technologist interaction, provide patient care and comfort, performance of radiographic examinations, provide radiation protection, and critically evaluate radiographic quality. Students will continue to participate in a competency based clinical experience in ancillary areas and imaging technologies at various clinical agencies. Student participation focused on cognitive, affective, and psychomotor skills in patient assessment and care, and observing/performing medical imaging procedures under direct/indirect supervision will occur. Concentration on the humerus and shoulder girdle, femur and pelvic girdle, bony thorax and axial skeleton is emphasized.

*Terms offered:* S

Classification: Occupational

### **RTE2061 - Radiography Seminar**

*Credits:* 3

Prerequisites: RTE 1111 and RTE 1457C and RTE 2385 and RTE 2523 and RTE 2613

Corequisites: RTE 2563 and RTE 2782 and RTE 2844

The content of this capstone course is designed to synthesize knowledge, skills, and abilities attained during the course of the radiography program. The student gains preparation for assimilation into the radiography profession and lifelong learning.

*Terms offered:* W

Classification: Occupational

### **RTE2130 - Pharmacology in Radiology**

*Credits:* 2

Prerequisites: RTE 1111

Content is designed to provide basic concepts of pharmacology for radiologic technologists. The theory and practice of basic techniques of venipuncture and administration of diagnostic contrast agents and/or intravenous medications is included. The appropriate delivery of patient care during these procedures is emphasized.

*Terms offered:* S

Classification: Occupational

### **RTE2385 - Radiation Biology**

*Credits:* 3

Prerequisites: BSC 2085 and BSC 2086

The purpose of this course is to provide the student with principles of radiation safety, and of cell radiation interaction. The student will demonstrate an awareness of responsibility as a radiographer for radiation safety to patients, personnel and the public. The radiation safety requirements of regulatory, accreditation, and healthcare agencies involvement will be discussed. The student will be made aware of the acute and chronic effects of radiation.

*Terms offered:* F

Classification: Occupational

### **RTE2523 - Radiographic Procedures III**

*Credits:* 3

Prerequisites: RTE 1513 and RTE 1513L

Corequisites: RTE 2523L

Content is designed to provide the knowledge and skills necessary to perform standard radiographic imaging procedures. Consideration is given to the evaluation of optimal diagnostic images. An in-depth discussion of radiographic procedures including the biliary tract and upper gastrointestinal system, lower

gastrointestinal system, and genitourinary system, cranium, pediatric, and trauma, mobile, and surgical radiography is the focus of this course. Anatomy, patient care, and terminology are correlated with radiographic procedures. Appropriate methodologies regarding patient identification, clinical profiles, nomenclature, universal precautions, and radiographic critique/quality are presented. An accompanying laboratory experience analyzing radiographic evaluation and techniques will occur.

*Terms offered:* F

Classification: Occupational

### **RTE2523L - Radiographic Procedures III Lab**

*Credits:* 1

Prerequisites: RTE 1513 and RTE 1513L

Corequisites: RTE 2523

This course is designed to reinforce the course content presented in RTE 2523 Radiographic Procedures III in a structured laboratory environment allowing the student to observe, practice, and demonstrate radiographic procedures. Procedure competency skills testing and image analysis pertaining to the biliary tract and upper gastrointestinal system, lower gastrointestinal system, and genitourinary system cranium, and trauma, mobile, and surgical radiography will be conducted.

*Terms offered:* F

Classification: Occupational

### **RTE2563 - Special Radiographic Procedures**

*Credits:* 3

Prerequisites: RTE 2523

Corequisites: RTE 2782 and RTE 2844

An in-depth discussion of current and developing imaging and therapeutic technologies are the focus of this course. Special radiographic procedures such as hysterosalpingography, myelography, sialography, and arthrography are presented. Diagnostic and therapeutic modalities found within the scope of medical imaging such as computed tomography (CT), magnetic resonance (MR), mammography (M), bone densitometry (BD), sonography (S), radiation therapy (T), nuclear medicine (NM), vascular-interventional (VI), and cardiac-interventional (CI) are discussed.

*Terms offered:* W

Classification: Occupational

### **RTE2613 - Radiation Physics I**

*Credits:* 4

Prerequisites: RTE 1418C

This course will introduce the student to the fundamental principles of radiologic physics including atomic and subatomic theory. The interactions of electrons and photons with matter will be applied to radiologic sciences. Emphasis is placed on equipment, generators and motors, x-ray circuitry, tubes and rectification, and image intensification. Didactic presentations and laboratory demonstrations reinforce application of theory.

*Terms offered:* S

Classification: Occupational

### **RTE2782 - Radiographic Pathology**

*Credits:* 3

Prerequisites: BSC 2085 and BSC 2086

Corequisites: RTE 2563

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. Etiology, patho-physiological 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. Scholarly paper objective is included allowing the student to explore a pathological disease process and develop a case study.

*Terms offered: W*  
Classification: Occupational

### **RTE2834 - Advanced Clinical Education IV**

*Credits: 3*  
Prerequisites: RTE 1824  
Corequisites: RTE 2523 and RTE 2523L  
Clinical Education IV, the fourth in a series of courses providing students with opportunities to become competent in radiographic procedures includes: patient-technologist interaction providing patient care and comfort, performance of radiographic examinations, provide radiation protection, and critically evaluate radiographic quality. During this course, students will continue to participate in a competency based clinical experience in ancillary areas and imaging technologies at various clinical agencies. Student participation focused on cognitive, affective, and psychomotor skills in patient assessment and care, and observing/performing medical imaging procedures under direct/indirect supervision will occur. Concentration on the biliary tract and upper gastrointestinal system, lower gastrointestinal system, and genitourinary system, cranium, trauma and mobile, and surgical radiography is emphasized. Concentration on patient types (inclusive of geriatric and pediatric) is emphasized.  
*Terms offered: F*  
Classification: Occupational

### **RTE2844 - Advanced Clinical Education V**

*Credits: 3*  
Prerequisites: RTE 2834  
Corequisites: RTE 2563  
Clinical Education V is the final course for the clinical education practicum. The student is expected to perform radiographic procedures in a professional and competent manner exemplary of their breadth and depth of educational training. The student performs more complex radiographic procedures and engages in more complicated aspects of radiography and patient care. Students perform procedures with direct/indirect supervision demonstrating competency of various radiography procedures requiring high levels of cognitive, affective, and psychomotor performance and becomes increasingly involved in more complicated aspects of radiography. Concentration on patient types (inclusive of geriatric and pediatric) is emphasized. The student shall complete any remaining competencies as mandated by the American Registry of Radiologic Technologists and the College of Central Florida Radiography Program. Concentration on completion of graduate competency studies is emphasized.  
*Terms offered: W*  
Classification: Occupational

## **Social Sciences**

### **AMH2010 - United States History To 1877**

*Credits: 3*  
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.  
*Terms offered: F, W, S*  
Classification: Parallel

### **AMH2020 - United States History Since 1877**

*Credits: 3*  
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.  
*Terms offered: F, W, S*  
Classification: Parallel

### **AMH2070 - History of Florida**

*Credits: 3*  
The course includes studies relating to explorations, Native Americans, imperial conflict, cultural heritages, Andrew Jackson, early statehood, tourism, agriculture, industry and contemporary problems.  
*Terms offered: F, W, S*  
Classification: Parallel

### **AMH2091 - Introduction to African-American History**

*Credits: 3*  
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.  
*Terms offered: F, W, S*  
Classification: Parallel

### **ANT2000 - Introduction to Anthropology**

*Credits: 3*  
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.  
*Terms offered: F, W, S*  
Classification: Parallel

### **ANT2140 - Introduction to Archaeology**

*Credits: 3*  
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.  
*Terms offered: F, W, S*  
Classification: Parallel

### **ANT2825 - Anthropology Field School**

*Credits: 6*  
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.  
*Terms offered: F, W, S*  
Classification: Parallel

### **CLP2140 - Abnormal Psychology**

*Credits: 3*  
Prerequisites: PSY 2012  
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.  
*Terms offered: F, W, S*  
Classification: Parallel



## **CPO2001 - Comparative Politics**

*Credits:* 3

*Prerequisites:* ENC 1101

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.

*Terms offered:* F, W, S

Gordon Rule Applies.

Classification: Parallel

## **DEP2004 - Human Growth and Development**

*Credits:* 3

*Prerequisites:* ENC 1101 and PSY 2012

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.

*Terms offered:* F, W, S

Gordon Rule Applies.

Classification: Parallel

## **GEA2000 - World Geography**

*Credits:* 3

*Prerequisites:* ENC 1101

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.

*Terms offered:* F, W, S

Gordon Rule Applies.

Classification: Parallel

## **HUS1551 - Cultural Diversity and Implications for Practice**

*Credits:* 3

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.

*Terms offered:* F, W, S

Classification: Parallel

## **INR2002 - International Relations**

*Credits:* 3

*Prerequisites:* ENC 1101

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.

*Terms offered:* F, W, S

Gordon Rule Applies.

Classification: Parallel

## **INR2500 - Model United Nations**

*Credits:* 3

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.

*Terms offered:* F, W, S

Classification: Parallel

## **ISS1013 - Introduction to the Social Sciences**

*Credits:* 3

*Prerequisites:* ENC 1101

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.

*Terms offered:* F, W, S

Gordon Rule Applies.

Classification: Parallel

## **ISS2930 - Special Topics in Social Sciences**

*Credits:* 3

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 ISS2930 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. Special topics credit hours are not automatically transferable. Transfer credit is the prerogative of the receiving institution.

*Terms offered:* F, W, S

This course may be repeated for credit. Classification: Parallel

## **ISS2936H - Honors Colloquium in Contemporary Social Issues**

*Credits:* 1

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.

*Terms offered:* F, W, S

Classification: Parallel

## **LAH2020 - Introduction to Latin American Civilization**

*Credits:* 3

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.

*Terms offered:* F, W, S

Classification: Parallel

## **POS2041 - American National Government**

*Credits:* 3

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.

*Terms offered:* F, W, S

Classification: Parallel

## **POS2112 - State and Local Government**

*Credits:* 3

The course is a study of the chief political problems facing these governments, the functions of the governments, and the services they provide.

*Terms offered:* F, W, S

Classification: Parallel

## **PSY2012 - General Psychology**

*Credits:* 3

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.  
*Terms offered:* F, W, S  
Classification: Parallel

### **PSY2012H - Honors General Psychology**

*Credits:* 3  
This course is designed for students who are prepared for an intensive introduction to the field of psychology, as a social science and a helping profession. Students will be provided with historical perspective on major developments in the field, from its origins to current trends. Students will demonstrate an understanding of the scientific method and the major contributions to the field. Admission to the Honors Institute, a 3.3 or higher GPA, or permission of instructor is required.  
*Terms offered:* F, W, S  
Classification: Parallel

### **PSY2861 - Positive Psychology: Strategies for Personal Effectiveness**

*Credits:* 3  
This course will utilize student-centered learning activities and is designed to provide students with a foundation in practical applications of personality and social psychology concepts. The course will address fundamentals of psychology as a means to develop positive personal self-management behaviors by providing students with strategies that support personal success and success in life-long learning. Topics will include: positive, social and personality psychology approaches; adjustment and self-management psychological concepts, decision making, critical thinking and problem solving, assessment and behavior change, social and cognitive learning theories and strategies; identifying maladaptive psychological processes; application strategies for success in positive outcomes for coping with stress, time management, health and wellness, effective studying, management of emotions, decision making, communication skills, interpersonal relationships, self-concept and self-efficacy. This course may be available in the on campus lecture and blended online/on campus instructional formats.  
*Terms offered:* F, W, S  
Classification: Parallel

### **PSY2930 - Special Topics**

*Credits:* 1  
Prerequisites: PSY 2012  
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. Special topic credit hours are not automatically transferable. Transfer credit is the prerogative of the receiving institution.  
*Terms offered:* F, W, S  
This course may be repeated for credit with different topics.  
Classification: Parallel

### **SLS1122 - First Year Seminar**

*Credits:* 3  
This course is designed for first time in college students in their first two semesters of enrollment at the College of Central Florida. Topics include: research skills, career planning, self-discovery, intellectual growth, time management, study skills, financial literacy, health/wellness and global awareness. Emphasis on experiential learning through peer collaboration, integration into college, civic engagement and utilization of campus resources. Successful completion of course fulfills the general education personal development requirement. It also meets the computer competency requirement for all degrees.  
*Terms offered:* F, W, S  
Classification: Parallel

### **SLS1501 - College and Career Success**

*Credits:* 3  
Student Life Skills is a three credit general education course. This course can be used to meet the 60 hour graduation requirement for either a personal development and/or computer competency. This course covers seven major areas of knowledge that are essential for success in college: college expectations, academic skill building, identify and utilize campus resources, self-discovery and intellectual growth, career pathway exploration, computer literacy and diversity.  
*Terms offered:* F, W, S  
Classification: Parallel

### **SLS1930 - Special Topics in Student Success**

*Credits:* 1  
This course introduces an area of interest regarding student success that is not given in-depth coverage in other courses. The specialized topics and course content vary by semester, instructor, and section. The class schedule specifies the content each semester.  
*Terms offered:* F, W, S  
This course may be repeated for credit with different topics.  
Classification: Parallel

### **SLS2261 - Leadership Development**

*Credits:* 3  
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.  
*Terms offered:* F, W, S  
Classification: Parallel

### **SLS2261H - Leadership Development Honors**

*Credits:* 3  
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.  
*Terms offered:* F, W, S  
Classification: Parallel

### **SOP2001 - Social Psychology**

*Credits:* 3  
This course features the scientific study of social factors that influence individual behavior and cognition. Course topics include concepts of social thinking, attitudes, decision making, strategies of social influence, such as conformity, obedience, persuasion, social facilitation and social relations concepts of prejudice, racism, ageism, polarization, deindividuation and applications of social psychology in various academic disciplines and career fields.  
*Terms offered:* F, W, S  
Classification: Parallel

### **SYG2000 - Introductory Sociology**

*Credits:* 3  
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.  
*Terms offered:* F, W, S  
Classification: Parallel

## **SYG2010 - Social Problems**

*Credits: 3*

An in-depth analysis into the scope and causes of major social problems from a local, national and international perspective with discussion of possible remedial approaches to each problem area.

*Terms offered: F, W, S*

Classification: Parallel

## **SYG2340 - Human Sexuality and Society**

*Credits: 3*

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 may be available online and hybrid.

*Terms offered: F, W, S*

Classification: Parallel

## **SYG2430 - Marriage and the Family**

*Credits: 3*

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.

*Terms offered: F, W, S*

Classification: Parallel

## **WOH2012 - World Civilizations I**

*Credits: 3*

Prerequisites: ENC 1101

A survey of the intellectual, cultural, political, military, religious and economic history of the world to the beginning of the modern era.

*Terms offered: F, W, S*

Gordon Rule Applies.

Classification: Parallel

## **WOH2012H - Honors World Civilizations I**

*Credits: 3*

Prerequisites: ENC 1101

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 Honors Institute, a 3.3 or higher GPA, or permission of instructor is required.

*Terms offered: F, W, S*

Gordon Rule Applies.

Classification: Parallel

## **WOH2022 - World Civilizations II**

*Credits: 3*

Prerequisites: ENC 1101

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.

*Terms offered: F, W, S*

Gordon Rule Applies.

Classification: Parallel

## **WOH2022H - Honors World Civilizations II**

*Credits: 3*

Prerequisites: ENC 1101

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 Honors Institute, a 3.3 or higher GPA, or permission of instructor is required.

*Terms offered: F, W, S*

Gordon Rule Applies.

Classification: Parallel

## **Surgical Technology**

### **STS1302 - Introduction to Surgical Technology**

*Credits: 6*

Corequisites: STS 1307 and STS 1308 and STS 1327C and STS 1340

This course introduces the discipline of surgical technique, introduction to the program and facilities, mental health/personal hygiene, professional ethics, the design of the surgical suite, the health care team, legal issues in patient care, affirmative impact statement, asepsis/infection control, instrument cleaning methods for prevention of infection, sterilization methods for prevention of infection, chemical disinfection and environmental sanitation. This course also includes an introduction to the sequence and principles of perioperative care as regards to the adult, pediatric, geriatric, bariatric and special needs patient care concepts. Discussion on types of consents, transportation and transfer of the surgical patient, perioperative patient routines, safety issues and death will be included. Students will be introduced to the skills necessary to function as a Surgical Technologist in the operating room including principles of aseptic technique, correct posture for scrubbing, gowning and gloving, draping and handling of specimens. The basic concepts of microbiology as they apply to the practice of surgery, including patient psychological needs and assessment and the process for obtaining consent for surgery will also be covered.

*Terms offered: F*

Classification: Occupational

### **STS1307 - Operating Room Techniques and Instrumentation**

*Credits: 3*

Corequisites: STS 1302 and STS 1308 and STS 1327C and STS 1340

This course will focus on the fundamental concepts of Surgical Technology in regards to instrumentation. This course focuses specifically on instrument classification, instrument names, instrument parts, instrument materials, instrument finishes and the use of the instrumentation themselves. During this course, the student will have the opportunity to learn relationships between type and usage. This course also focuses on the function, assembly and care of specialty and accessory equipment used in a surgical setting. Finally, this course will review the various supplies used in the operating room.

*Terms offered: F*

Classification: Occupational

### **STS1308 - Perioperative Patient Care Concepts**

*Credits: 3*

Corequisites: STS 1302 and STS 1307 and STS 1327C and STS 1340

This course introduces the student to adult, pediatric, geriatric, bariatric and special needs patient care concepts. Discussion on types of consents, transportation and transfer of the surgical patient, perioperative patient routines, safety issues and death will be included.

*Terms offered: F* Classification: Occupational

## **STS1327C - Principles and Practices of Surgical Technology with Lab**

*Credits: 4*

Corequisites: STS 1302 and STS 1307 and STS 1308 and STS 1340

This course is an introduction to the proper handling of instruments, equipment and supplies, including assembly and sterilization techniques and procedures will include surgical scrubbing prior to surgical procedures, counting instruments, sponges, needles and other items on the sterile field; performing initial steps of surgical procedures and handling sterile equipment and supplies during an operation.

*Terms offered: F*

Classification: Occupational

## **STS1340 - Pharmacology and Anesthesia**

*Credits: 2*

Corequisites: STS 1302 and STS 1307 and STS 1308 and STS 1327C

This course is designed to introduce students to the most commonly used perioperative pharmacological agents with emphasis on identification, handling and usage.

*Terms offered: F*

Classification: Occupational

## **STS2323 - Surgical Procedures I**

*Credits: 3*

Prerequisites: STS 1302 and STS 1307 and STS 1308 and STS 1327C and STS 1340

Corequisites: STS 2944

This course is designed to prepare students for surgical procedures including the review of surgical anatomy, physiology and pathophysiology and relevant equipment, supplies and techniques regarding cardiothoracic surgery, endoscopic surgery, general surgery, genitourinary surgery, neurological surgery, obstetrics/gynecological surgery, ophthalmic surgery, oral/maxillofacial surgery, otorhinolaryngological surgery (ear, nose and throat), orthopedic surgery, peripheral vascular surgery, plastic surgery and diagnostic procedures.

*Terms offered: W*

Classification: Occupational

## **STS2324 - Surgical Procedures II**

*Credits: 3*

Prerequisites: STS 1302 and STS 1307 and STS 1308 and STS 1327C and STS 1340

Corequisites: STS 2944

A continuation of STS 2323, this course further prepares students for surgical procedures including the review of surgical anatomy, physiology, pathophysiology, relevant equipment, supplies and techniques regarding cardiothoracic surgery, endoscopic surgery, general surgery, genitourinary surgery, neurological surgery, obstetrics/gynecological surgery, ophthalmic surgery, oral/maxillofacial surgery, otorhinolaryngological surgery (ear, nose and throat), orthopedic surgery, peripheral vascular surgery, plastic surgery and diagnostic procedures.

*Terms offered: W*

Classification: Occupational

## **STS2329 - Advanced Surgical Techniques, Procedures and Professional Skills**

*Credits: 4*

Prerequisites: STS 2323 and STS 2944

Corequisites: STS 2945

This course is a continuation of STS 2323 and STS 2324, designed to teach the skills necessary to function as a Surgical Technologist in the operating room including principles of aseptic technique, including a basic understanding of robotics and their use in the operating room setting. In addition, an understanding of the principles of physics and electricity as it relates to the operating

room environment will be covered. This course also includes a review of surgical anatomy, physiology, pathophysiology, relevant equipment, supplies and techniques regarding procurement and transplant procedures. Students will gain computer knowledge as it relates to the surgical application of computers, computer hardware, computer software, graphics and basic internet. This course will also expand the student employability skills, professional resume writing and participate in mock interviews. This course will also discuss the steps in becoming a CST, outlining procedures for applying and taking the National CST exam and review for the CST exam. The importance of maintaining credentials through continuing education is also discussed.

*Terms offered: S*

Classification: Occupational

## **STS2944 - Clinical Practice I**

*Credits: 7*

Prerequisites: STS 1302 and STS 1307 and STS 1327C and STS 1340

Corequisites: STS 2323

This course is the first in a series of two clinical courses. This course is an introduction to the clinical environment of surgery, implementation of principles of aseptic technique, identification and use of instruments, suture, and needles, transportation and positioning of patients, and the development of skill in hand scrubbing, gowning, and gloving procedures. Students begin to concentrate on clinical experience by circulating and scrubbing on all phases of surgery. Students will rotate through various agencies within the tri-county and Central Florida area. Students are responsible for making their own transportation arrangements (32 hours of clinical experience per week for 14 weeks.)

*Terms offered: W*

Classification: Occupational

## **STS2945 - Clinical Practice II**

*Credits: 6*

Prerequisites: STS 2323 and STS 2324 and STS 2944

Corequisites: STS 2329

This course is a continuation of STS 2944. In this course students will concentrate their clinical experience by circulating and scrubbing in on all phases of specialty surgery and assisting in the use of special instruments, procedures, and surgical equipment. Students will continue rotation through various agencies within the tri-county and Central Florida area. Students are responsible for making their own transportation arrangements (32 hours of clinical experience per week for 8 weeks.)

*Terms offered: S*

Classification: Occupational

# **Theatre**

## **THE1000 - Theatre Appreciation**

*Credits: 3*

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.

*Terms offered: F, W, S*

Classification: Parallel

## **THE1925 - Play Production**

*Credits: 3*

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.

*Terms offered: F*

Classification: Parallel

### **THE2304 - Script Analysis**

*Credits: 3*

This course attempts to study selected dramas in literature from a practical standpoint. Through the analysis of these plays actors, directors and designers can better understand the dramatic potential of the literature that they will be utilizing in performance. This practical approach to analysis is underpinned with a formalist methodology, a standard system of classification used in dramatic literature textbooks. Discussion of representative plays, watching videos of plays, and critiquing live performances will be utilized, in addition to lectures.

*Terms offered: F*

Classification: Parallel

### **THE2925 - Production and Performance**

*Credits: 1*

Participation in the production program of the curriculum with work in technical or performance aspects of major theatre productions and one-act plays. Assignments and grades are based on contract with instructor.

*Terms offered: F, W*

This course may be repeated for credit.

Classification: Parallel

### **THE2927 - Advanced Play Production**

*Credits: 3*

The principles of dramatic interpretation and stagecraft are applied in laboratory production of plays. Assignments and grades are based on contract with the instructor. Permission of instructor is required.

*Terms offered: F, W*

This course may be repeated for credit.

Classification: Parallel

### **TPA1200C - Basic Stagecraft**

*Credits: 3*

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.

*Terms offered: F*

Classification: Parallel

### **TPA1290 - Technical Theatre Lab**

*Credits: 1*

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.

*Terms offered: F, W*

This course may be repeated for credit.

Classification: Parallel

### **TPA2070 - Scene Painting**

*Credits: 3*

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.

*Terms offered: W*

Classification: Parallel

### **TPA2212 - Sound Production for the Theatre**

*Credits: 3*

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.

*Terms offered: W*

Classification: Parallel

### **TPA2220 - Stage Lighting**

*Credits: 3*

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.

*Terms offered: F*

Classification: Parallel

### **TPA2232 - Beginning Costume and Makeup**

*Credits: 3*

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.

*Terms offered: W*

Classification: Parallel

### **TPP2100 - Acting I**

*Credits: 3*

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.

*Terms offered: F, W, S*

Classification: Parallel

### **TPP2111 - Acting II**

*Credits: 3*

Prerequisites: TPP 2100

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.

*Terms offered: W*

Classification: Parallel

### **TPP2301 - Directing Theatre**

*Credits: 3*

Prerequisites: TPP 2100

Directing Theatre is designed to introduce students to the process of selection, research, conception, casting, rehearsing, and staging of a play. This is a lecture-laboratory course designed to give students theoretical knowledge and practical experience in theatre production and play directing. The students will experience directing scenes and one-acts for a student play festival.

*Terms offered: W*

Classification: Parallel

## Wellness and Athletics

### HLP1081 - Personal Wellness Appraisal and Improvement

*Credits: 3*

Designed to help students understand their current health status and provide them with the knowledge of a functional program for wellness.

*Terms offered: F, W, S*

Classification: Parallel

### HLP1082 - Wellness Applications

*Credits: 2*

Prerequisites: HLP 1081

This course covers modules of the basic wellness concepts with concentration in cardiovascular fitness and personal lifestyle improvement.

*Terms offered: F, W, S*

Classification: Parallel

### HSC1171 - Stress Management and Emotional Health

*Credits: 3*

This course reviews the definition of stress and the physiological response to stressors. The course will examine the stress response, sources of stress, and the negative impacts stress can have on health. Students will investigate healthy coping techniques and explore the hallmarks of emotional well-being. In this course, students can expect to evaluate their current stress levels and coping mechanisms and practice various relaxation techniques used to counter the negative effects stress can have on physiological health.

*Terms offered: F, W*

Classification: Parallel

### HSC2140 - Drugs In Society

*Credits: 3*

The course emphasizes the social, moral, psychological and physiological causes and effects of drug use and abuse in society.

*Terms offered: F, W*

Classification: Parallel

### HSC2400 - First Aid

*Credits: 3*

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.

*Terms offered: F, W, S*

Classification: Parallel

### PEL1011 - Team Sports I

*Credits: 1*

Skills in team sports. Development of academic, organizational and management skills. Emphasis on present and carryover values for physical, social and academic fitness.

*Terms offered: F, W, S*

Classification: Parallel

### PEL1012 - Team Sports II

*Credits: 1*

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.

*Terms offered: F, W, S*

Classification: Parallel

### PEL2013 - Team Sports III

*Credits: 1*

Skills in teaching techniques. Emphasis on present and carryover values for physical, social and academic fitness.

*Terms offered: F, W, S*

Classification: Parallel

### PEL2014 - Team Sports IV

*Credits: 1*

Skills in teaching techniques. Emphasis on present and carryover values for physical, social and academic fitness.

*Terms offered: F, W, S*

Classification: Parallel

### PEO1004 - Contemporary Coaching Concepts

*Credits: 3*

This course offers instruction in the concepts of contemporary coaching techniques and methods. This includes the organizational, administrative and motivational aspects of coaching.

*Terms offered: F, W, S*

Classification: Parallel

### PEO2621 - Basketball Fundamentals

*Credits: 3*

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.

*Terms offered: F, W, S*

Classification: Parallel

### PET1000 - Introduction to Physical Education

*Credits: 3*

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.

*Terms offered: F, W, S*

Classification: Parallel

### PET2622C - Care and Prevention of Athletic Injuries

*Credits: 3*

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)

*Terms offered: F, W*

Classification: Parallel

## Welding

### PMT0102 - Introduction to Welding

*Credits: 4, Clock Hrs: 120*

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)

*Terms offered: F, W, S*

Classification: CTC

Clock Hours: 120

### **PMT0111 - Oxyacetylene Welding**

*Credits: 4, Clock Hrs: 120*

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)

*Terms offered: F, W, S*

Classification: CTC

Clock Hours: 120

### **PMT0121 - Shielded Metal Arc Welding**

*Credits: 4, Clock Hrs: 120*

Course covers welding processes, safety and terminology, electric welding in horizontal, vertical and overhead positions, using various thickness of metal and joint design. (4 vocational credits/120 clock hours)

*Terms offered: F, W, S*

This course may be repeated for credit. Classification: CTC

Clock Hours: 120

### **PMT0131 - Gas Tungsten Arc Welding**

*Credits: 4, Clock Hrs: 120*

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. (4 vocational credits/120 clock hours)

*Terms offered: F, W, S*

This course may be repeated for credit. Classification: CTC

Clock Hours: 120

### **PMT0134 - Gas Metal Arc Welding**

*Credits: 4, Clock Hrs: 120*

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)

*Terms offered: F, W, S*

Classification: CTC

Clock Hours: 120

### **PMT0161 - Pipe Welding**

*Credits: 3, Clock Hrs: 90*

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. (3 vocational credits/90 clock hours)

*Terms offered: F, W, S*

This course may be repeated for credit. Classification: CTC

Clock Hours: 90

### **PMT0165 - Shield Metal Arc Pipe Welding**

*Credits: 5, Clock Hrs: 125*

This course will prepare students to perform open root groove welds using the SMAW process in all positions on carbon steel pipe. Oxygen-fuel and plasma cutting operations are utilized to cut and prepare materials.

*Terms offered: F, W, S*

Classification: CTC

Clock Hours: 125

### **PMT0168 - Gas Tungsten Arc Pipe Welding**

*Credits: 5, Clock Hrs: 125*

This course will prepare students to perform open root groove welds using the GTAW process in all positions on carbon steel pipe. Thermal and machine cutting operations are utilized to cut and prepare materials.

*Terms offered: F, W, S*

Classification: CTC

Clock Hours: 125

### **PMT0172 - Heavy Wall Pipe Welding**

*Credits: 5, Clock Hrs: 125*

In this course, students will utilize a combination of GTAW and SMAW processes to perform open root groove welds on heavy wall pipe. Students will also develop an understanding of and apply pre- and post-weld heat treatment.

*Terms offered: F, W, S*

Classification: CTC

Clock Hours: 125

### **PMT0175 - Pipe Fitting**

*Credits: 5, Clock Hrs: 125*

In this course, students will utilize pipe fitting specifications in conjunction with technical drawings to cut, fit, and weld a pipe assembly using GTAW and SMAW processes.

*Terms offered: F, W, S*

Classification: CTC

Clock Hours: 125

### **PMT0185 - Pipe Welding Certification**

*Credits: 5, Clock Hrs: 125*

In this course, students will select a specific qualified pipe welding procedure to perform based on their employment goals.

Laboratory exercises are focused on preparing the student for an industry standard welder qualification test at the end of the term.

*Terms offered: F, W, S*

Classification: CTC

Clock Hours: 125

### **PMT0186 - Stainless Pipe Welding**

*Credits: 5, Clock Hrs: 125*

In this course, students will develop an understanding of pipe purging techniques and apply these techniques to complete open root groove welds on stainless steel pipe in all positions.

*Terms offered: F, W, S*

Classification: CTC

Clock Hours: 125

### **PMT0930L - Welding Skills Development Lab**

*Credits: 2, Clock Hrs: 60*

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. (2 vocational credits/60 clock hours)

*Terms offered: F, W, S*

This course may be repeated for credit. Classification: CTC

Clock Hours: 60

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