»COLLEGE CATALOG

2018-2019

» CF.EDU/CATALOG

COLLEGE of CENTRAL FLORIDA

–an equal opportunity college–

College of Central Florida

2018-2019

Catalog

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

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

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

www.CF.edu

MEMBER OF THE Florida COLLEGE SYSTEM

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About College of Central Florida

Mission Statement

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

Vision Statement

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

Values

Empowerment

Cultivating individual and collective strength.

Engagement

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

Excellence

Committing to the highest standards of academic quality, performance and service.

Board of Trustees

Joyce Brancato, Levy County, Vice Chair

Russell Branson, Marion County, Chair

Robert Durrance, Levy County

William Edgar, Marion County

Randall Ewers, Marion County

Donald Taylor, Citrus County

President's Message

Welcome to the College of Central Florida!

At CF, you can find yourself, create yourself and be yourself. And we will help you get where you're going — whether it's into a high-skill, high-wage career or continuing your education. Students who earn an associate degree can pursue a bachelor's degree at CF; enter University of Florida, where CF graduates have a high acceptance rate; or transfer seamlessly with University of Central Florida's DirectConnect™ to UCF or University of South Florida FUSE guaranteed admission programs.

Our small classes create a rewarding learning experience that gives you the opportunity to interact with your professors and peers in a receptive environment. You can tailor your education to meet your needs. Take classes online or in person and choose from more than 70 academic pathways.

What you learn in the classroom can be enhanced by what you learn outside of class. Cultivate your interests and expand your culture by visiting the Appleton Museum of Art or experience student theatrical performances, foreign films, classical concerts and lectures from visiting professors. CF also offers more than 50 student clubs, leadership development, one of the best intercollegiate athletics programs in the country and intramural sports.

CF continues to be recognized for quality and affordability. We are ranked the No. 17 Best Community College in the Nation by CollegeChoice, and we are ranked the No. 20 Most Affordable College in the Nation by the U.S. Department of Education. CF also offers nearly $2 million in scholarships to students each year.

It is great to be a CF Patriot. Here's to a happy and successful 2018-2019 academic year!

James D. Henningsen, Ed.D.

President, College of Central Florida

College Calendar

Fall 2018

Class Schedule Available on the Web	March 5
Priority Registration — 40+ credits	April 2
Priority Registration — 20+ credits	April 9
Dual Enrollment — Returning Student Registration	April 10
Priority Registration — 10+ credits	April 16
Priority Registration — 1+ credits	April 30
Dual Enrollment — New Student Priority Application Deadline	May 4
Dual Enrollment — New Student Priority Registration	May 15
Surgical Technology Application Deadline	June 1
Priority Registration — 0+ credits	June 4
Dual Enrollment — Late Application Deadline	June 28
Dual Enrollment — Late Registration	July 10

Fall C (Aug. 20–Dec. 13)

Admissions Application Deadline	Aug. 8
General Registration (Transient and Adult Enrichment Student)	June 5–Aug. 17
Last Admit	Aug. 10
Faculty Professional Development Days	Aug. 15–17
Classes Begin (Residency Deadline)	Aug. 20
Add/Drop Period	Aug. 20–22
Drop Only	Aug. 23–24
Last Date for refund	Aug. 24
Labor Day Holiday, College Closed	**Sept. 3**
Faculty Professional Development Day (No Day Classes; Classes After 4:30 p.m. Meet)	Oct. 2
Graduation Application Deadline	Oct. 5
Textbook Titles for Spring Semester Due to Bookstore	Oct. 23
Last Date to Withdraw with W	Nov. 1
Veterans Day Holiday, College Closed	**Nov. 12**
Day Classes Meet/No Evening Classes	Nov. 21
Thanksgiving Holiday and Break	**Nov. 22–Nov. 23**
Classes End	Dec. 7-9
Exam Week	Dec. 7-13
Graduation Ceremony	Dec. 14
Grade Reports to Registrar by 10:00 a.m.	Dec. 17
Mid-year Break, Students and Faculty	**Dec. 19–Jan. 1 , 2019**
Administrative Offices Closed	Dec. 19–Jan. 1

Fall A (Aug. 20–Oct. 9)

Admissions Application Deadline	Aug. 8
Last Admit	Aug. 10
General Registration (Transient and Adult Enrichment Students)	June 5–Aug. 17
Classes Begin (Residency Deadline)	Aug. 20
Add/Drop Period	Aug. 20–21
Drop Only	Aug. 22

Last Date for Refund	Aug. 22
Labor Day Holiday, College Closed	**Sept. 3**
Last Date to Withdraw with W	Sept. 20
Faculty Professional Development Day (No Day Classes; Classes After 4:30 p.m. Meet)	Oct. 2
Classes End	Oct. 9
Grade Reports to Registrar by 10:00 a.m.	Oct. 10

Fall B (Oct. 15–Dec. 6)

Admissions Application Deadline	Oct. 8
Last Admit	Oct. 10
General Registration (Transient and Adult Enrichment Students)	June 5–Oct. 16
Classes Begin (Residency Deadline)	Oct. 15
Add/Drop Period	Oct. 15–16
Drop Only	Oct. 17
Last Date for refund	Oct. 17
Textbook Titles for Spring Semester Due to Bookstore	Oct. 23
Veterans Day Holiday, College Closed	**Nov. 12**
Last Date to Withdraw with W	Nov. 15
Day Classes Meet/No Evening Classes	Nov. 21
Thanksgiving Holiday and Break	**Nov. 22–23**
Classes End	Dec. 6
Graduation	Dec. 14
Grade Reports to Registrar by 10:00 a.m.	Dec. 17

Spring 2019

Class Schedule Available on the Web	Sept. 10
Priority Registration — 40+ credits	Sept. 24
Dual Enrollment — New Student Priority Application Deadline	Sept. 28
Priority Registration — 20+ credits	Oct. 1
Priority Registration — 10+ credits	Oct. 8
Dual Enrollment — Returning Student Registration	Oct. 9
Priority Registration — 0+ credits	Oct. 15
Dual Enrollment — New Student Priority Registration	Oct. 23
Dual Enrollment — Late Application Deadline	Nov. 2
Dual Enrollment — Late Registration	Nov. 13

Spring C (Jan. 7–May 2)

General Registration (Transient and Adult Enrichment Students)	Oct. 15–Jan. 4
Admissions Application Deadline	Dec. 14
Last Admit	Jan. 3
New Year's Holiday, College Closed	**Jan. 1, 2019**
Faculty Professional Development Days	Jan. 2–4
Classes Begin	Jan. 7
Add/Drop Period	Jan. 7–9
Drop Only	Jan. 10–11
Last Date for Refund	Jan. 11

Martin L. King Jr. Holiday, College Closed	**Jan. 21**
Faculty Professional Development Day (No Day Classes; Classes After 4:30 p.m. Meet)	Feb. 12
Textbook Titles for Summer Semester Due to Bookstore	Feb. 21
Graduation Application Deadline ***(Includes Summer Graduates Who Intend to March in the Spring Ceremony)***	March 1
Spring Break, College Closed	March 18–24
Last Date to Withdraw with W	March 27
Classes End	April 26–28
Exam Week	April 28- May 2
Graduation Ceremony	May 3
Grade Reports to Registrar by 10:00 a.m.	May 6

Spring A (Jan. 7–February 26)

Admissions Application Deadline	Dec. 14
New Year's Holiday, College Closed	**Jan. 1, 2019**
Last Admit	Jan. 3
General Registration (Transient and Adult Enrichment Students)	Oct. 15–Jan. 4
Classes Begin	Jan. 7
Add/Drop Period	Jan. 7–8
Drop Only	Jan. 9
Last Date for Refund	Jan. 9
Martin L. King Jr. Holiday, College Closed	**Jan. 21**
Last Date to Withdraw with W	Feb. 6
Faculty Professional Development Day (No Day Classes; Classes After 4:30 p.m. Meet)	Feb. 12
Textbook Titles for Summer Semester Due to Bookstore	Feb. 21
Classes End	Feb. 26
Grade Reports to Registrar by 10:00 a.m.	Feb. 27
Graduation Application Deadline ***(Includes Summer Graduates Who Intend to March in the Spring Ceremony)***	March 1

Spring B (March 1–April 28)

Admissions Application Deadline	Feb. 22
Last Admit	Feb. 26
General Registration (Transient and Adult Enrichment Students)	Oct. 15–Feb. 28
Classes Begin (Residency Deadline)	March 1
Add/Drop Period	March 1–4
Drop Only	March 5
Last Date for Refund	March 5
Spring Break, College Closed	March 18–24
Last Date to Withdraw with W	April 8
Classes End	April 26–28
Graduation Ceremony	May 3
Grade Reports to Registrar by 10:00 a.m.	May 6

Summer 2019

Class Schedule Available on the Web	Feb. 27
Dual Enrollment — New Student Priority Application Deadline	March 8
Priority Registration for ***All*** Summer Terms: 40+ credits	March 11
Priority Registration — 20+ credits	March 25
Dual Enrollment — Returning Registration	March 27
Priority Registration — 10+ credits	April 1
Priority Registration — 0+ credits	April 8
Dual Enrollment — New Student Priority Registration	April 10
Dual Enrollment — Late Application Deadline	April 12
Dual Enrollment — Late Registration	April 24

Summer C (May 8–Aug. 6)

Admissions Application Deadline	May 2
Last Admit	May 6
General Registration (Transient and Adult Enrichment Students)	April 8–May 7
Classes Begin (Residency Deadline)	May 8
Add/Drop Period	May 8-13
Drop Only	May 14-15
Last Date for Refund	May 15
Graduation Application Deadline ***(Not Eligible to March in Spring Ceremony)***	May 23
Textbook Titles for Fall Semester Due to Bookstore	May 23
Memorial Day Holiday, College Closed	**May 27**
Surgical Technology Application Deadline	June 1
Independence Day Holiday, College Closed	**July 4**
Last Date to Withdraw with W	July 8
Classes End	Aug. 6
Grade Reports to Registrar by 10:00 a.m.	Aug. 7

Summer A (May 8–June 19)

Admissions Application Deadline	May 2
Last Admit	May 8
General Registration (Transient and Adult Enrichment Students)	April 8–May 7
Classes Begin (Residency Deadline)	May 8
Add/Drop Period	May 8-9
Drop Only	May 13
Last Date for Refund	May 13
Textbook Titles for Fall Semester Due to Bookstore	May 23
Memorial Day Holiday, College Closed	**May 27**
Last Date to Withdraw with W	June 3
Classes End	June 19
Grade Reports to Registrar by 10:00 a.m.	June 20

Summer B (June 25–Aug. 6)

Admissions Application Deadline	June 17
Last Admit	June 20
General Registration (Transient and Adult Enrichment Students)	April 8–June 24

Classes Begin (Residency Deadline)	June 25
Add/Drop Period	June 25-26
Drop Only	June 27
Last Date for Refund	June 27
Independence Day Holiday, College Closed	**July 4**
Last Date to Withdraw with W	July 18
Classes End	Aug. 6
Grade Reports to Registrar by 10:00 a.m.	Aug. 7

Hours of Operation

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

	Ocala Campus	**Citrus Campus**
Administrative Offices	Monday–Friday, 8 a.m.–4:30 p.m. Evening hours as posted.	Monday–Friday, 7:30 a.m.–4 p.m.
Assessment Center	Monday–Friday, 8 a.m.–4:30 p.m. Evening hours by appointment only.	Monday–Friday, 8 a.m.–4:30 p.m.
Bookstore	Monday–Thursday, 7:30 a.m.–6 p.m.; Friday, 8 a.m.–4 p.m. Special hours as needed during registration periods.	Monday–Thursday, 9:30 a.m. -6 p.m. Friday, 8 a.m.–noon (seasonal) Special hours as needed during registration periods.
Cafeteria	Monday–Thursday, 7 a.m.–7 p.m.; Friday, 7 a.m.–2 p.m. Closed on weekends. Evenings and summer as announced.	Student lounge (Dorothea G. Jerome Building) and Café (Citrus Learning and Conference Center) vending available during college hours.
Career Center	Monday–Friday, 8 a.m.–4:30 p.m. Call 352-854-2322, ext. 1721, for details.	
Cashier	Monday–Thursday, 8 a.m.–6 p.m.; Friday, 8 a.m.–4:30 p.m. Hours extended until 6 p.m. during peak registration prior to each semester.	Monday–Thursday, 8 a.m.–6 p.m. Friday, 8 a.m.–4 p.m.
College Square (student residence)	Monday–Friday, 8 a.m.–noon and 1–5 p.m. 352-237-3334	
Communications Center	Monday–Thursday, 8 a.m.–6 p.m.; Friday, 8 a.m.–4:30 p.m. Closed Saturdays and Sundays.	
Co-op, Ewers Century Center	Monday–Friday, 8 a.m.–4 p.m. Call ext. 1593 for appointment.	
Counseling Services	Monday–Friday, 8:30 a.m.–4:30 p.m.	
Disability Services	Monday–Friday, 8 a.m.–4:30 p.m.	
Distance Learning Help Desk	Monday–Friday, 8:30 a.m.–4:30 p.m.	
Enrollment Services Center	Monday–Thursday, 8 a.m.–6 p.m.; Friday, 8 a.m.–4:30 p.m.	Monday–Thursday, 8 a.m.–6 p.m.; Friday, 8 a.m.–4:30 p.m.
Faculty Members	Monday–Friday; hours on office doors.	Monday–Friday; hours on office doors.
Financial Aid	Monday–Thursday, 8 a.m.–6 p.m.; Friday, 8 a.m.–4:30 p.m.	Monday–Thursday 8 a.m.–6 p.m. Friday, 8 a.m.–4:30 p.m.
Learning Resources Center (Library and media resources:	Monday–Thursday, 7:30 a.m.–9 p.m.; Friday, 7:30 a.m.–4:30 p.m.;	Monday–Thursday, 8 a.m.–9 p.m.; Friday, 8 a.m.–4:30 p.m.

books, periodicals, videos)	Saturday, 10 a.m.–5 p.m.; Closed Sundays.	
Learning Support Center (VPI Lab and computer resources)	Monday–Thursday, 7:30 a.m.–9 p.m.; Friday, 7:30 a.m.–4:30 p.m.; Saturday, 10 a.m.–5 p.m.; Closed Sundays.	Learning Support Center Monday–Thursday, 8 a.m.–8 p.m.; Friday, 8 a.m.–4:30 p.m.
Patriot Center for Veterans	Monday–Friday, 8 a.m.–4:30 p.m.	
Public Safety Office	Monday–Thursday, 8 a.m.–10:30 p.m.; Friday, 8 a.m.–4 p.m. 24-hour coverage.	24-hour coverage.
Student Advising Office (call for appointments)	Monday–Friday, 8 a.m.–4:30 p.m.	Monday–Thursday, 8 a.m.–6 p.m.; Friday, 8 a.m.-4:30 p.m.
Switchboard (incoming calls)	Monday–Thursday, 8 a.m.–6 p.m. Friday, 8 a.m.–4:30 p.m. Automated attendant nights and weekends.	Monday–Friday, 8 a.m.–4:30 p.m.; Automated attendant nights and weekends.
Testing Center	Monday–Friday, 8 a.m.–4:30 p.m.; Evenings and weekends as needed.	Monday–Friday, 8 a.m.–4:30 p.m.
University Center	Monday–Friday, 8 a.m.–6 p.m.; Friday, 8 a.m.–4:30 p.m.	
University of Central Florida, University Center	Monday–Thursday, 8 a.m.–6 p.m.; Friday, 8 a.m.–noon.	
Webber Center	Monday–Friday, 10 a.m.–4 p.m.; Closed Saturday, Sunday and holidays.	
Levy Campus		
Administrative Offices	Monday–Friday, 8 a.m.–4:30 p.m.; Evening hours as posted.	
Counselors/Advisors	Monday–Friday, 8 a.m.–4:30 p.m. Call for appointment.	Monday–Friday, 8:30 a.m.–4:30 p.m. Call for appointment.
Hampton Center		
Campus Offices	Monday–Friday, 8 a.m.–4:30 p.m.	
The Appleton Museum of Art, College of Central Florida		
Museum	Monday, closed; Tuesday–Saturday, 10 a.m.–5 p.m.; Sunday, noon–5 p.m.	

Telephone Directory

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

	Ocala Campus 873-5800	
Citrus Campus 746-6721	**Levy Campus 658-4077**	**Hampton Center 873-5881**

Enrollment-Related Areas

Advising, Levy Campus	658-4077, ext. 2104	Health Sciences Advisor	873-5817
Advising, Ocala Campus	873-5850	Parking Decals, Citrus Campus	746-6721, ext. 6135
Cashier, Citrus Campus	249-1203	Parking Decals, Ocala Campus	873-5841
Cashier, Levy Campus	658-4077, ext. 2102	Patriot Center for Veterans	873-2322, ext. 1595
Cashier, Ocala Campus	873-5814	Student Affairs	873-5828
Counseling, Citrus Campus	249-1202	Student Records Office	873-5801
Dual Enrollment/Early Admission	854-2322, ext. 1379	Testing, Citrus Campus	249-1213
Enrollment Services Center, Ocala Campus	873-5802	Testing, Ocala Campus	854-2322, ext. 1564
Financial Aid	873-5801	Transcripts	873-5801

Continuing Education

Academic Integrity Classes	854-2322, ext. 1502	Early Childhood Classes	854-2322, ext. 1405
Business Classes	854-2322, ext. 1855	Health Classes	873-5817
Computer and Online Classes	873-5855	CPR and EMT Refresher Classes	291-4411
Corporate College	854-2322, ext. 1496		

Academic/Program Areas

Adult Education, Levy Campus	658-4077, ext. 2119	GED Testing, Levy Campus	658-4077, ext. 2119
Business and Technology	873-5836	Health Sciences	873-5817
Communications/Science	873-5831	Humanities/Social Sciences	873-5837
Community of Scholars	854-2322, ext. 1263	Mathematics	854-2322, ext. 1779
Cooperative Education Courses	854-2322, ext. 1593	University Center	873-5866
Criminal Justice Institute	873-5838	Visual and Performing Arts	854-2322, ext. 1419
Distance Learning Courses	854-2322, ext. 1317	Wellness Education	873-5807
English as a Second Language	854-2322, ext. 1543		

Student/Public Resources

Appleton Museum of Art	291-4455	Housing, College Square residence center	237-3334
Athletics/Gym	873-5807	International Education	854-2322, ext. 1543
Bookstore, Citrus Campus	249-1238	International Film Series	854-2322, ext. 1233
Bookstore, Ocala Campus	291-4470	Learning Lab School (Child Care)	873-5806
Box Office (Fine Arts/CF Theatre)	873-5810	Learning Resources Center (Library), Citrus Campus	249-1205
Cafeteria	854-2322, ext. 1444	Learning Resources Center (Library), Ocala Campus	873-5805
Career Assessment Center	854-2322, ext. 1721	Learning Support Center Computer Lab, Citrus Campus	249-1204
Citrus Assessment/Testing Center	249-1213	Learning Support Center Computer Lab, Ocala Campus	854-2322, ext. 1246
Communications Center	873-5800	Performing Arts Series	854-2322, ext. 1416

Counseling Services	854-2322, ext. 1760	Project Eagle	854-2322, ext. 1761
Disability Services	873-5843	Student Activities	291-4416
Educational Opportunity Center, Citrus Campus	746-6721, ext. 6137	Student Government	291-4416
Educational Opportunity Center, Hampton Center	854-2322, ext. 1801	Student Newspaper, The Patriot Press	854-2322, ext. 1364
Educational Opportunity Center, Levy Campus	658-4077, ext. 2108	Student Support Services	291-4417
Educational Opportunity Center, Ocala Campus	291-4418	Talent Center	840-5762
Foundation (scholarships, endowments, etc.)	873-5808	Volunteer Services	873-5819
Harvey R. Klein Conference Center	291-4441	Webber Exhibit and Conference Center	873-5809

Administrative Offices

Academic Affairs	873-5840	Levy Campus Provost	658-4077, ext. 2103
Administration and Finance	873-5823	Marketing and Public Relations	873-5845
Assistant Vice President for Finance	854-2322, ext. 1278	President's Office	873-5835
Business Office	873-5842	Public Safety	873-5841
Hampton Center Director	873-5881	Purchasing	873-5815
Human Resources/Personnel	873-5819	Regional Campuses, Vice President	249-1209
Information Technology	854-2322, ext. 1378		

College Affiliates/Separate On-site Organizations

CF Foundation	873-5808	University of Central Florida On-Site Programs	854-2322, ext. 1824
Webster University On-Site Programs	861-9330		

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

Accreditation and Memberships

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

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

- The Applied Technology Diploma in Dental Assisting program (p. 142) 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 Associate in Science degree in A.S. to B.S. Nursing program (p. 133) and the Associate in Science degree in Nursing — Licensed Practical Nurse to Associate Degree Nursing program (p. 134) are approved by the Florida Board of Nursing and accredited by the Accrediting Commission for Education in Nursing Inc., 3343 Peachtree Road, NE, Suite 850, Atlanta, Georgia 30326, telephone 404-975-5000.
- The Associate in Science degree in Health Information Technology program (p. 130) is accredited by the Commission on Accreditation for Health Informatics and Information Management Education, 233 N. Michigan Avenue, 21st Floor, Chicago, IL 60601-5800.
- The Associate in Science degree in Physical Therapist Assistant program (p. 139) is accredited by the Commission on Accreditation in Physical Therapy Education, CAPTE, 1111 North Fairfax Street, Alexandria, VA 22314, Telephone 703-706-3245, email address accreditation@apta.org, website http://www.apta.org/CAPTE.
- The Career and Technical certificate in Surgical Technology program (p. 145) is accredited by the Commission on Accreditation of Allied Health Education Programs, www.caahep.org, upon the recommendation of the Accreditation Review Committee on Education in Surgical Technology. Commission on Accreditation of Allied Health Education Programs; 1361 Park Street, Clearwater, FL 33756, telephone 727-210-2350, fax 727-210-2354, www.caahep.org.
- The College Credit Certificate in Paramedic program (p. 124) is accredited by the Commission on Accreditation of Allied Health Education Programs, 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. 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 Career and Technical certificate program in Correctional Officer (p. 143) and the Career and Technical certificate program in Florida Law Enforcement Academy (p. 145) 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, where services and enrollment continue to climb. In 2014, the college received initial funding for a permanent site in Levy County. 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 **Citrus Campus**, which continues to expand course offerings. A new Learning and Conference Center opened at the Citrus Campus in fall 2009.

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

The college 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 a 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 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 77 credits depending on the program. It is designed for students who wish to enter the workforce in a skilled field. Some limited transfer is available.

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

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

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 Agribusiness Management, Equine Studies, Health Care 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, Munroe Regional Medical Center 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.

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 (p. 20) for more information.

College of Central Florida Foundation Inc.

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

CF Arts and Culture

College of Central Florida cultural centers include the Appleton Museum of Art, the Webber Gallery and the Charles R. Dassance Fine Arts Center. Through 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 Friday from 10 a.m. to 4 p.m. The gallery is closed 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.

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 an outside, 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 an outside, 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.

CF University Center

The University Center is located at the Ocala Campus and offers baccalaureate and advanced degrees through six universities and colleges. Along with the College of Central Florida, partners offering advanced degrees through the center are: Capella University, Florida State University, University of Central Florida, University of Florida and Webster University.

Citrus Campus

The Citrus Campus is located at 3800 S. Lecanto Highway in Lecanto, approximately three miles south of State Road 44. Complete admission and registration activities and advising are available. All general education core requirements may be taken at the Citrus Campus. Complete A.A. degrees as well as select A.S. and Bachelors 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. This center is an alternate testing site for the PERT, TABE, HESI, CLEP and F-BAT, which requires pre-scheduling through the Testing Center.

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. The clinic also offers an evening clinic twice a month on Mondays for adult care.

Jack Wilkinson Levy Campus

The 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 multi-discipline science lab and 3,000 square feet of exhibit and conference space that will accommodate nearly 200 guests.

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 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 or disability status in its employment practices or in the admission and treatment of students. Recognizing that sexual harassment constitutes discrimination on the basis of gender and violates this policy statement, the college will not tolerate such conduct.

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

Equity Officer	Carol W. Smith, J.D. Ocala Campus, Ewers Century Center Room 306C Telephone: 352-854-2322, ext. 1437 Email: smithc@cf.edu

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

Americans with Disabilities Act Coordinator for Employees	Dr. Henri Benlolo Ocala Campus, Bryant Student Union Room 205D Phone 352-854-2322, ext. 1430 Email: benloloh@cf.edu
Americans with Disabilities Act Coordinator for Students	Victoria Colleli, Director, Disability Services Ocala Campus, Bryant Student Union Room 204F Ocala, FL 34474-2322, ext. 1580 Email: colleliv@cf.edu

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

- Equal Access/Equal Opportunity Policy No. 1.01
  CF.edu/Policies
- Discrimination, Harassment and/or Sexual Harassment Complaint Procedure for Employees and Students
  CF.edu/Procedures
- Complaint Form for Discrimination, Harassment and/or Sexual Harassment Procedure 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 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.

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.

Ombudsman	Dr. Jennifer Fryns Ocala Campus, Dassance Fine Arts Center, Room 103 Ocala Campus, University Center, Room 211 Telephone: 352-854-2322, ext. 1728 Email: frynsj@cf.edu

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

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. 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 Records.

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

College Credit Division

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

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

New degree-seeking: Students can earn either the Associate in Arts, Associate in Science, Bachelor of Applied Science or Bachelor of Science degree. After the student’s application is processed, the Office of Admissions and Records sends the student an email with specific instructions, including the student's CF ID. The student must submit all required documents and official transcripts to be admitted. Once admitted, the student will receive an email with information about the orientation and registration process for all new degree-seeking students. If attending classes primarily at the Citrus Campus or Levy 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 that 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. 14) 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 Disability Services 352-854-2322, ext. 1580, or colleliv@cf.edu.

High School and Transfer Students

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

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

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

Students seeking the Associate in Science degree who possess an Associate in Arts or higher degree have already satisfied core requirements as listed in the Academic Requirements (p. 60) section of the college's catalog.

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

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

Dual Enrollment

The State Board of Education encourages colleges and school boards to enter into agreements to offer college courses to selected high school students who have exhausted their school's curriculum and qualify for dual enrollment status. For eligibility requirements, deadline dates, policies and procedures, go to the college's dual enrollment Web page at 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 (p. 101) for more information.)

Early Admission

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

State Authorization for Distance Learning

Effective beginning summer term 2017, the College of Central Florida can no longer serve students who are taking online courses while residing out of the state of Florida in a US state or territory. This means you cannot live in any US state or territory outside of the state of Florida for the preponderance of the course for any reason and take an online course through CF. 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. D.O.E. 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). CF is only authorized in Florida. If you have any questions about state authorization for distance education, please contact E-Learning at 352-854-2322, ext. 1317, or DLhelp@cf.edu.

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.

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 World Education Services Inc. (www.wes.org) or Josef Silny & Associates (www.jsilny.org). 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 (**http://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 World Education Services Inc. (www.wes.org) or Josef Silny & Associates (www.jsilny.org).

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** (http://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, e-mail address and emergency contact information on the International Student Contact Information Form (http://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 Admissions and Records.
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 have earned at least a 2.0 grade point average on a 4.0 scale prior to being admitted. Students can apply during their final semester in an A.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 have earned at least a 2.5 grade point average on a 4.0 scale, completed EDF 2005 Introduction to the Teaching Profession, and passed the General Knowledge Exam prior to being admitted. Students can apply during their final semester in an A.S. or A.A. program, but acceptance will not be granted until the completion of the associate degree has been confirmed. Students must also complete a baccalaureate program admission application and pay the application fee.

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 have 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 (p. 74) and Withdrawal (p. 74) 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 (p. 117) and Florida Law Enforcement Academy (p. 145) 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 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 (p. 75) 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 (p. 75) for petitions information. Students whose status is academic probation at their last institution will transfer to CF with the status of academic probation.

Residency Requirements

Florida Resident Information and Requirements

All applicants for admission to College of Central Florida, degree-seeking or nondegree-seeking, full-time or part-time, are required to execute a Residency 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. 1009.21(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.

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

1. The documents must include at least one of the following:
   a. a Florida voter's registration card
   b. a Florida driver's license
   c. a State of Florida identification card (must not possess a valid driver's license from another state)
   d. a Florida vehicle registration
   e. proof of a permanent home in Florida which is occupied as a primary residence by the individual or by the individual's parent if the individual is a dependent child
   f. proof of a homestead exemption in Florida
   g. transcripts from a Florida high school for multiple years if the Florida high school diploma or GED was earned within the last 12 months
   h. proof of permanent full-time employment in Florida for at least 30 hours per week for a 12-month period
2. The documents may include one or more of the following:
   a. a declaration of domicile in Florida
   b. a Florida professional or occupational license
   c. Florida incorporation
   d. a document evidencing family ties 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 instate 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 Admissions and Records Office prior to requesting an appeal from the committee.
2. The student must complete the Appeal for Florida Residency Classification for Tuition Purposes Form and state the reason(s) for appealing the residency decision. The explanation should address any information that was not previously submitted or considered.
3. A copy of all new and previously submitted documents supporting the Florida residency claim must be attached to the form.
4. The form must be signed by the student and submitted with all required documents to the Enrollment Services Center.
5. The registrar or designee will review the request to ensure that the student already appealed to the appropriate personnel. If not, the registrar or designee will initiate that process, sign the appeal form, and forward it to the vice president of Student Affairs Office with all attached documents and any necessary comments within five business days of receipt of the completed appeal form.
6. At its regularly scheduled meetings, the Academic Exceptions and Petitions Review Committee will review the appeals submitted for that month. The committee may request additional information from the student or registrar in order to make its decision.
7. Upon review, the committee will inform the student of its decision in writing.
8. The Academic Exceptions and Petitions Review Committee's decision is final and may not be appealed.

Workforce Admissions Procedure

Area Vocational Education School (Occupational Certificate Programs)

A new student seeking an occupational certificate must:

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 in the testing centers at the three college locations.

Appropriate disability-related accommodations are available for testing center services. For more information, visit the Disability Services office website at CF.edu/Access.

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

Placement Test Scores

Reading

Course	ACT Reading	SAT I Reading	New SAT Reading	CPT Reading	PERT Reading
College Level Courses	19 or higher	440 or higher	24 or higher	83 or higher	106-150
REA 0007	13 and below	329 and below	18 and below	0-59	50-83
REA 0017	14-18	330-439	19-23	60-82	84-105

English

Courses	ACT English	SAT I Writing	New SAT Writing	CPT Writing	PERT Writing
College Level Courses	17 or higher	440 or higher	25 or higher	83 or higher	103-150
ENC 0015	12 and below	329 and below	18 and below	0-59	50-89
ENC 0025	13-16	330-439	19-24	60-82	90-102

Mathematics

Course	ACT Mathematics	SAT I Mathematics	New SAT Math	CPT Math	PERT Math	CLM
MAT 0057	18 and below	439 and below	23.5 and below	0-69 (Arithmetic Score) 0-71 (Algebra Score)	50-113	
MAT 1033	19-24	440-499	24	72-94 (Algebra Score)	114-122	0-39
MGF 1106, MGF 1107, STA 2023,	25 or higher	500 or higher	26.5 or higher	CLM	123 or higher	40-69
MAC 1105	25 or higher	500 or higher	26.5 or higher	95 or higher* Must take CLM	123 or higher	40-69
MAC 1114, MAC 1140, MAC 1147, MAE 2801	CLM			95 or higher* Must take CLM	Must take CLM	70-102
MAC 2233, MAC 2311				95 or higher* Must take CLM		103-120

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/fl-college-system/common-placement-testing.stml

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

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

English for Academic Purposes, EAP

English for Academic Purposes credit courses for 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.

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

Admission Procedures

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

Exams	**Passing Score of A, B, C, D, E**	**General Education Credit for A.A. Degree**
	(Grades not based on American A–F grading scale)	
Accounting (AS-level)	ACG X001 (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 (min3 cr.)	Elective
Computing (AS-level)	CGS 1073 (min 3 cr.)	Elective
Computing (A-level)	CGS 1073 and CGS 1074 (min. 6 cr.)	Elective
Design and Technology (AS-level)	ETI X482C (min 3 cr.)	
Design and Technology (A-level)	ETI X482C and ETI XXXX (min 3 cr.)	
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)	FRE XXXX (min. 4 cr.)	Foreign Language Competency, Elective
French (A-level)	FRE 1120 and FRE 1121 (min. 8 cr.)	Foreign Language Competency, Elective
Further Mathematics (A-level)	MAC 2311and MAC 2312 (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
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, institutional 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
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 semester 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
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 or 4 or 5: Communications, English State Core and English Institutional Core
English Literature and Composition	ENC 1101 (min. 3 cr.)	ENC 1101 and either ENC 1102 or LIT X005 (min. 6 cr.)	same as 4	Score of 3: Communications, English State Core Score or 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 semester of intermediate-level language (min. 6 credits)	Same as 4	Score 3: Elective Score 4 or 5: Elective, Foreign Language Competency
French Literature	FRE 1120 (min. 3 cr.)	FRE 1120 and FRE 1121 (min. 6 cr.)	Same as 4	Score 3: Elective Score 4 or 5: Elective, Foreign Language Competency
German Language and Culture	One semester of intermediate-level language (min. 3 cr.)	Two semester 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 semester 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 semester 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	SPN 1120 (min. 3 cr.)	SPN 1120 and SPN 1121 (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 http://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	ENC 1101 and ENC 1102 (min. 6 cr.)	Communications, English State Core and English Institutional Core
English Literature	ENL X000 (min. 3 cr.)	Elective
Financial Accounting	ACG 2021 (min. 3 cr.)	Elective

French Language	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 cr.)	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.

				General Education Credit
Exam Name	**Course Number** **(3 credits per exam)**	**Passing Score**	**Passing Score 2008 Revised Exams**	**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	
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
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 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
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
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 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		Elective
Substance Abuse	HSC X140	49	400	Elective
Technical Writing	ENC 2210	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
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 or 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 or 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 or 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
History	WOH X030	WOH X030 and one semester of lower-level History elective depending on student's choice of specialized subject.	

Information and Technology for a Global Society	No direct equivalent	No direct equivalent	Elective
Islamic History	No direct equivalent	No direct equivalent	Elective
Latin	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
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 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
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
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 or 5, 6 and 7: Foreign Language Competency
Theatre Arts	THE 1000	THE 1000 and TPA 1200	THE 1000: Humanities, State Core TPA 1200: Elective
Visual Arts	ARH 1012	ARH 1012	Elective

Experiential Learning

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

Assessment: Assessment involves the following:

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

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

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

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

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

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

Credit by Departmental Examination

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

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

Correspondence and Extension Courses

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

Credit for A+ Certification

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

Credit Hours

Course	Title	Credits
CET 1278	A+ Fundamentals	3
CET 2180	Practical PC Technician	3

Total Credit Hours: 9

Credit for Networking + Certification

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

Credit Hours

Course	Title	Credits
CTS 2134	Networking Fundamentals	3

Credit for MCSE Certification

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

Credit Hours

Course	Title	Credits
CET 2180	Practical PC Technician	3
CTS 2134	Networking Fundamentals	3
CTS 2120	Security Fundamentals	3
CTS 2143	Server Fundamentals	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

Course	Title	Credits
CGS 1100	Microcomputer Applications	3

CREDIT FOR MOS OR MCAS EXPERT CERTIFICATIONS

Credit Hours

Course	Title	Credits
CGS 2103	Spreadsheet Applications	3
OST 2717	Advanced Word	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

Course	Title	Credits
CTS 2143	Server Fundamentals	3

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

Course	Title	Credits
CJC 1000	Crime and Punishment	3
CCJ 1949	Work Experience I	3
CJL 2130	Criminal Law, Evidence and Procedures	3
HSC 2400	First Aid	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

Course	Title	Credits
CJL 2130	Criminal Law, Evidence and Procedures	3
CCJ 1949	Work Experience I	3
CCJ 1020	Introduction to Criminal Justice System	3
CJE 2600	Introduction to Criminal Investigation	3
HSC 2400	First Aid	3

Total Credit Hours: 15

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 on page 6 of this catalog. In the case of courses beginning outside the regular academic semesters, posters, fliers and media announcements may be used to notify potential students. Each student, by registering, ***pledges acceptance of the rules and regulations of the college*.**

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.

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 (p. 3) 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, in person at the Cashiers Office at the Ocala and Citrus campuses and the Levy Campus administrative offices or by check via regular mail (as long as the payment is received prior to the fee due date).

Students receiving financial aid 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 Admissions and Records, located in the Enrollment Services Center.

Scheduling of Classes

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

Full Semester Courses (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. If a course is scheduled to meet more or less than two days per week, the classes will start at the starting times listed below and contain the required amount of instruction (i.e., 150 minutes/week for 16-week courses, more for minimesters). Exceptions may be approved based on facility availability, such as may be necessary to ensure efficient use of limited science lab space.

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

Daytime: Two Meetings per Week

8 – 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 approved. Lecture sessions must meet for the equivalent of two 75-minute periods with the addition of a break.

Evening: Two Meetings per Week

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

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

Evening: One Meeting per Week

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

Hybrid

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

Saturday

8 – 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 either four days a week for 75 minutes each or twice a week for 2 hours and 40 minutes each.

Summer Courses

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

8 – 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.
4:30 – 6:20 p.m.
6:30 – 8:20 p.m.

Alternate Scheduling

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

General Information

Learning 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.

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

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.

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

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

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

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

Taste of Ocala event raises funds for CF Foundation scholarships and the Promise for the Future Fund, and also connects the College with the community.

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

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

Entities Owned by the Foundation

Permanent Collection of the Appleton Museum of Art, College of Central Florida, one of the South's esteemed art museums. The Foundation has ownership and management responsibilities for $19 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.

Vintage Farm, a 103-acre farm which provides hands-on learning opportunities for students in the College's Equine Studies and Agribusiness programs.

How To Find The CF Foundation

3001 S.W. College Road
Enterprise Center, Room 202
Ocala, FL 34474-4415
352-873-5808
fax: 352-291-GIVE (4483)
email: Foundation@cf.edu
website: 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 or an organization. An endowed scholarship is a lasting way to perpetuate the legacy of those who believe in giving others the gift of education. Students apply for Foundation scholarships using the online scholarship application form found on the Financial Aid website.

Endowed 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

American Association of University Women—Citrus County Endowed Scholarship

American Association of University Women—Ocala/Virginia Anderson Endowed Memorial Scholarship

American Association of University Women—Silver Springs Shores Endowed Book Scholarship

American Legion Post 284 (Belleview) Endowed Nursing Scholarship

Bessie Mae Anderson Endowed Scholarship - FEC

Association of Florida Colleges (CF Chapter) Endowed Scholarship

Henry and Linda Allcott Endowed Scholarship

Altrusa International Inc. of Citrus County Endowed Scholarship

Altrusa Endowed Scholarship Fund

Kenneth Alvarez Endowed Memorial Scholarship

TJ & Flora Andrews Endowed Scholarship

Anonymous Endowed Scholarship (BK)

Anonymous Endowed Scholarship (CCF)

Anonymous (CF) Endowed Book Scholarship

Martha Appleton Endowed Memorial Scholarship

Dr. Bea Atkinson Endowed Memorial Scholarship

Ausley Construction Endowed Retention Scholarship

The Deputy Renee D. Azure Endowed Memorial Scholarship

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

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

Crystal Motor Car Company Endowed Scholarship

Crystal River Police Department Endowed Scholarship

Juanita P. Cunningham Endowed Scholarship

D.A.B. Constructors Inc. Endowed Scholarship

The Daughters' Endowed Scholarship (DLH)

Fritz R. David Endowed Memorial Scholarship

Loretta Davis Endowed Memorial Scholarship

Morrey Deen Endowed Scholarship

Bruce and Helen Deines Endowed Scholarship

Levy and Thelma DeLay Health Occupations Endowed Scholarship

Carole A. DeLuca Endowed Memorial Scholarship

Don and Carla Denson Endowed Scholarship

Bank of America/Richard L. Dewey Endowed Scholarship

Dinner Theater Endowed Scholarship Program Established 1999

Dollars for Scholars (Citrus County) Endowed Scholarship

Dollars for Scholars (Levy County) Endowed Scholarship

Dollars for Scholars (Marion County) Endowed Scholarship

Eloise L. Donaldson Endowed Memorial Scholarship Fund

R.N. "Bert" Dosh Endowed Memorial Scholarship

Sally A. Drinkhouse Endowed Book Scholarship

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

Kazimiera Lenkiewicz Endowed Memorial Scholarship

Syndie T. Levien Endowed Scholarship

Levy County Sheriff's Office Endowed Scholarship

Colin Lindsey (Belk Lindsey) Endowed Scholarship

Lions Club of Ocala Endowed Scholarship

Live Oak Stud Endowed Scholarship

Rep. Dick Locke – Citrus County Endowed Scholarship

Rep. Dick Locke – Lake Weir High School Endowed Scholarship

Lockheed Martin Endowed Scholarship

William Terry Longe Jr. Endowed Memorial Scholarship

N. Broward Lovell Endowed Memorial Scholarship

Jim Lowry Endowed Memorial Scholarship

The James Luffman Endowed Scholarship Fund for Lake Weir High School

Paul Lux Endowed Memorial Health Occupations Scholarship

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

Marion Regional Manufacturer's Association Endowed Scholarship

Clark Maxwell Endowed Scholarship Fund

Elmer A. and Marjorie Kerr McBride Endowed Memorial Scholarship

George T. McCall Endowed Memorial Scholarship

Rob McCoy Endowed Scholarship

Ferne C. McClain Endowed Foreign Language Award Endowed Scholarship

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

Holly Dixon Niles Endowed Memorial Scholarship

Oak Run Garden Club Endowed Scholarship

Ocala Alumnae Chapter Delta Sigma Theta Sorority Inc. Endowed Scholarship

Ocala High School Alumni Endowed Scholarship

Ocala High School Alumni Foundation Endowed Scholarship (O'Neal and Janis Beeks Sutton)

Ocala Junior Woman's Club Endowed Scholarship

Ocala Ladies of Elks Endowed Scholarship

Ocala Lions Club Endowed Scholarship (in memory of Dr. Charles Henry Marks and Abe Shashy)

Ocala Police Department Endowed Scholarship

Ocala Regional Medical Center Auxiliary Endowed Scholarship

Ocala Royal Dames for Cancer Research Endowed Scholarship

Ocala Women's Network Endowed Scholarship

Optimist Club of Ocala Foreign Language Endowed Scholarship

Arthur Woods O'Steen Endowed Memorial Scholarship

(Ret.) Col. Ernest Clark O'Steen Endowed Memorial Scholarship

On Top of the World Theatre Group Endowed Scholarship

Diane F. Palmer Endowed Scholarship

Palmer Family Endowed Scholarship (Nursing Students)

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

Robert F. "Bob" Ritterhoff Endowed Memorial 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

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 Strifler Endowed Scholarship

Student Nurses' Association Endowed Scholarship

SunTrust Bank – Nature Coast Endowed Scholarship

SunTrust - North Central Florida Endowed Scholarship

Taste of Citrus Endowed Scholarship (Ongoing since 1990)

Taste of Levy Endowed Scholarship

Taste of Ocala Endowed Scholarship (Ongoing since 1989)

Taste of Ocala 2017 Endowed Scholarship for Radiography Technologist

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. Tooey Endowed Memorial Scholarship

Al and Beverly Topiol Endowed Scholarship

Jett Travolta Endowed Memorial Scholarship

Barbara Geiss Trow Endowed Scholarship

Leslie C. Turner Family Endowed Memorial Fund

Rita M. Turner Endowment Memorial Scholarship

Donald E. Tyler Endowed Scholarship

United Way of Marion County Endowed Scholarship

Robert W. and Lorna A. VanHoose Endowed Scholarship

Peter F. and Mary Louise Van Note Family Endowed Memorial Scholarship

Debra Allen Vazquez Endowed Memorial Scholarship

Otis Vernon Sr. Endowed Memorial Scholarship

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 (Belleview High School) Endowed Scholarship

Dr. Gary Wright Memorial Scholarship (ORMC)

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

Stephen and Ellen Zane Endowed Scholarship

Gayle Zanetti Endowed Memorial Scholarship

Enrico and Carmela Zollo Endowed Memorial Scholarship

Other Endowments

Carol Blakeman Clinical Excellence Award

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 that is awarded to an elementary school student.

Each year a donor-adopted school selects a deserving fifth-grade student to receive a STEPS award. Upon graduating from high school, having remained drug- and crime-free and demonstrating continued academic achievement, the STEPS recipient will receive $4,000 for tuition and fees at the College of Central Florida.

Citrus County

Central Ridge Elementary, Black Diamond Foundation Inc.

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

Citrus Springs Elementary, Black Diamond Foundation Inc.*

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, Taste of CF 2013

Forest Ridge Elementary, Tom Franklin Memorial

Forest Ridge Elementary, Ted Williams Museum & Hitters Hall of Fame Inc.

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 and Jewel Lamb

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

**Donors with two STEPS to CF scholarships established at same school*

Levy County

Bronson Elementary, Bernard L. Little Jr.

Bronson Elementary, Bernard L. Little Jr. in honor of Robert E. Durrance

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 Carol Runnels-Sullivan

Yankeetown School, Jack Wilkinson, in honor of Eleanor Hutchinson

Marion County

Anthony Elementary, Anonymous Donor

Anthony Elementary, Carolyn B. Grissom

Anthony Elementary, Seth Thomas Street Memorial

Belleview Elementary, Church Without Walls

Belleview Elementary, Carolyn Barton Grissom and Jeannette Meeks Barton

Belleview-Santos Elementary, Michael and Melissa Bianculli

Belleview-Santos Elementary, Church Without Walls

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

Boys & Girls Club of Marion County, ClosetMaid

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

College Park Elementary, Appleton Potter Family Foundation

College Park Elementary, Arthur I. Appleton Foundation

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, in memory of Mary Seamans

Eighth Street Elementary, Scotty and Diane Andrews

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

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

Emerald Shores Elementary, ClosetMaid *

Evergreen Elementary, Church Without Walls

Evergreen Elementary, Ronald L. and Phyllis E. Ewers

Fessenden Elementary, Kulbir Ghumman in memory of Nans Ghumman

Fessenden Elementary, Bernard L. Little Jr.

Fort McCoy School, Mary Brent Kraus *

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

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

Harbour View Elementary, Ausley Construction –Todd Duffy

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 P.A.

Legacy Elementary, Carolyn B. Grissom

Legacy Elementary, Regions Bank

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

Maplewood Elementary, Attie G. Branan Memorial

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

Marion Oaks Elementary, in memory of Juanita L. Entrekin *

Oakcrest Elementary, Appleton Potter Family Foundation *

Ocala Springs Elementary, Church Without Walls

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

Saddlewood Elementary, The Eiland and Adams Families

Shady Hill Elementary, A Better U Healthcare Acupuncture & Eastern medicine by Erica Olstein

Shady Hill Elementary, in memory of Stephen Albright Sr.

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

South Ocala Elementary, Church Without Walls

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

Sparr Elementary, Foxfire Realty Inc.

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

Sparr Elementary, James Porter Street Memorial

Stanton-Weirsdale Elementary, Church Without Walls

Stanton-Weirsdale Elementary, ClosetMaid

Ward-Highlands Elementary, Mary Brent Kraus *

Wyomina Park Elementary, Signature Brands LLC *

**Donors with two STEPS to CF scholarships established at same school*

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, 70 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 Memorial Chair (Business)

Dorothea G. Jerome Endowed Memorial Chair (Any Discipline)

Sarala Ramkrishna Karve Endowed Chair (Any Discipline)

Munroe Regional Medical Center Endowed Chair (Health Occupations)

Munroe Regional Medical Center Endowed Chair (Math and Science)

Regions Business/Computer Science Endowed Chair - FEC

Regions Federal Endowment Challenge Endowed Chair

Nancy & Seymour B. Robinson Excellence in Teaching Endowed Chair

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 Memorial Chair (Any Discipline)

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

Bank of America Endowed Chair (Humanities/Social Sciences)

Attie G. Branan Endowed Memorial Chair (Communications)

Attie G. Branan Endowed Memorial Chair (Undesignated)

CF Citrus Campus Library

CF Foundation Health Occupations Endowed Chair

Citrus Memorial Hospital Endowed Chair (Health Occupations)

Guy and Sophie Fifield Endowed Memorial Chair (Vocational Education)

Dorothea G. Jerome Endowed Memorial Chair (Learning Resources Center-Citrus)

Dorothea G. Jerome Endowed Memorial Chair (Learning Resources Center-Ocala)

Dorothea G. Jerome Endowed Memorial Chair (Science)

Markley and Marion Morris Endowed Memorial Chair (LRC-Ocala)

Ocala Regional Medical Center Endowed Chair (Health Occupations)

Prof. Vincent E. Best Family Endowed Memorial Chair (Science)

Richard B. Salsbury Endowed Memorial Chair (Music and Fine Arts)

SunTrust Bank - North Central Florida Endowed Chair (Business)

III. Excellence in the Cultural Environment

Arthur D. Beaman Endowed Memorial Chair (Exhibit Center)

Dorothea G. Jerome Endowed Memorial Chair (Citrus Campus)

Dorothea G. Jerome Endowed Memorial Chair (Exhibit Center)

Dorothy G. Lee Endowed Memorial Chair/College Park (Cultural)

Richard B. Salsbury Endowed Memorial Chair (Cultural)

Leon J. Schmehl Endowed Memorial Chair (Collection, Display and Maintenance)

Frank and Gladys Webber Endowed Memorial Chair (Cultural-Film Series)

Frank M. Webber Endowed Memorial Chair (Cultural)

Gladys M. Webber Endowed Memorial Chair (Cultural)

IV. Excellence in the Educational Environment

CF Faculty/Staff/Trustees/Foundation Endowed Chair

Edna Sims Green Endowed Memorial Chair

V. New Initiative Endowment

Herbert J. and Nancy J. Booth Endowed Chair in Music

Central Florida Symphony Endowed Chair (Cultural Environment)

CF Botanical Garden Endowment

CF Foundation E-Learning Endowed Chair

CF Foundation New Initiative Endowed Grants (Career Service, Professional, Administrative and College Wide)

CF Foundation Performing Arts Series Endowed Chair (Cultural)

CF Physical Education Endowed Chair

The James L. Copeland Endowed Chair

Dr. Charles R. and Sara R. Dassance Endowed Chair

Eloise L. Donaldson Endowed Memorial Chair for Excellence Program

Endowment for Diversity and Global Understanding

Hellen B. King-Driggers and Walter J. Driggers III Library Endowed Chair

Equine Studies Endowed Chair

Florida Thoroughbred Charities Endowed Chair (in memory of Dr. Ronald Chak)

Sharon and Jerome Glassman Endowed Chair (Innovative)

Dorothea G. Jerome Endowed Memorial 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 Memorial 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 Gabor Company Inc. Endowment (Employee Recognition)

Appleton Museum of Art Endowments

Arthur Appleton Endowment

Appleton Museum Endowment for Advancement

Appleton Museum Endowment for Instruction and Library

Appleton Museum of Art Conservation Fund

Edith Marie Appleton Endowed Memorial Chair

Ina Gotler-Colen and Gladys Shafran Kashdin Acquisition Fund for Florida Artists

Winthrop King Endowed Memorial Chair (Appleton Museum)

Daniel & 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

Educational Trusts

Anonymous CF Horticultural Trust

Black Diamond Foundation Scholarship Trust

GFWC Greater Ocala Woman's Club Scholarship Trust

League of Women Voters - Marion County Scholarship Trust

Live Oak Properties Scholarship Trust

MEA - Retired Scholarship Trust

Rotary Club of Homosassa Springs Charitable Foundation, Inc. Carlos Nessi Memorial Scholarship Trust

Wells Fargo First Generation Scholarship Trust

ID Cards

All credit students are entitled to photo identification cards that allow attendance at campus activities, use of the Learning Resources Center and use of the Learning Support Center. Photo ID cards are required when purchasing textbooks with financial aid and selling textbooks back to the bookstore. Ocala and Citrus campus students should report to the campus Public Safety office to have a photograph taken and a card issued. Levy 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 (p. 80) 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 local law enforcement agency where the offender resides. Offenders are also required to notify local law enforcement of their intent to apply for enrollment or employment at an institution of higher learning. The local law enforcement agency is, in turn, required to notify the college when receiving this information.

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

The college has established a procedure for sexual offenders and predators who apply to the college. Sexual offenders are encouraged to self-identify when applying for admission by calling the office of the 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 CF.edu/procedures.

Admission and Readmission of Students with a Violent Criminal Record

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

Student Privacy

The Family Educational Rights and Privacy Act passed in 1974 by the United States Congress relates to accessibility and confidentiality of student records. Provisions of the act classify the following as ''directory information'' that ***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 Admissions and Records stating which of the above items are not to be released to the general public. All other information not listed above that relates directly to the student cannot be released without the student's written permission.

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

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

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 safely, 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 Revenue); Worker's Compensation Claims (FCSRMC and Department of Labor); Federal and State Employee and Educational Reports; Direct Deposit Files (Bank of America, ACH); 403b and 457b contribution reports; group health, life and dental coverage; completing and processing various supplemental insurance deduction reports; background checks; and payroll documents.

Workforce Programs

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

Miscellaneous

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

Release Statement

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

Independent Contractors

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

CF Transcripts

An official transcript request can be made online via the CF website. A transcript fee of $5 is required at the time of the request for each transcript and can be paid by cash, check, and credit or debit card. Students must be in good standing with the college (including all financial obligations 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 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 using the VONAPP application at www.gibill.va.gov. 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 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 Student Life and Patriot Center (Bldg. 11) at the Ocala Campus. Students may also pick up a VA Certification instruction sheet in the CF Student Life and Patriot Center. This document provides detailed step-by-step instructions for application and use of VA educational benefits.

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

Each chapter 30, 31, 33, 1606 or 1607 (active duty or reserve) veteran must also submit a copy of his/her DD-214 discharge papers to the Office of Admissions and Records to have HLP 1081 credits posted to his/her official CF transcript. By agreement between CF and the Veterans Affairs, each chapter 30, 31, 33, 1606 and 1607 veteran will receive HLP 1081 Personal Wellness credit with a grade of S. **Note:** Because of this agreement, Chapter 30, 31, 33, 1606 and 1607 students should NOT register for HLP 1081 because it is not covered by the GI Bill VA benefits. Chapter 35 (spouse/dependent) students are eligible to enroll in HLP 1081 at CF and this course is approved only for use by Chapter 35 VA benefit recipients.

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

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

Veterans Application Process for VA Benefits

1. **Submit a Certificate of Eligibility, a VA form 22-1995, VA form 22-5495, or a VA-form 28-1905 to the VA Office in the CF Student Life and Veterans Center or the Financial Aid Office in the Bryant Student Union.**
   a. The Certificate of Eligibility students should receive in the mail from the VA after completing the VONAPP (Veterans Online Application). Students who have not received a Certificate of Eligibility after 3 months should call the VA directly at 888-442-4551.
   b. VA form 22-1995 is used for Chapter 30, 33, 1606, and 1607 students that have collected benefits at other institutions.
   c. VA form 22-5495 is used for Chapter 35 students that have collected benefits at other constitutions.
   d. VA form 28-1905 is used for Chapter 31 students
2. **Register for classes and submit class schedule to the VA 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 certified as online (distance learning) courses. 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," however you must notify the VA office that you are graduating. Note: For veterans who are receiving Federal Financial Aid in addition to veteran's benefits, 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 VA Office will complete the rest of the certification process. If it is your first time using your 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 THIS.**

How does this help the veteran?

1. Initial processing of benefits by the VA for the first time user, can be slow. This will aid in the veteran having no more delay than necessary in receiving his or her benefits (housing or book stipend) they are eligible to receive.
2. For returning veterans, this will ensure there are no breaks in receiving 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 Benefits

Students receiving VA benefits have the responsibility to:

- Submit a copy of your course schedule to the VA Office each semester to complete the necessary paperwork to certify VA benefits.
- Immediately report any changes to your term schedule to the VA office.
- Verify your attendance monthly. Chapter 30, 1606 and 1607 need to verify attendance at the end of each month on VA WAVE (www.gibill.va.gov/wave/index.do) or call the attendance verification number, 888-823-2378. Chapter 33 and 35 receive a check every month once they are certified and are not required to verify attendance. Chapter 35 NCD students are mailed a monthly verification form (VA Form 22-8979).
- Report a change of program of study. Chapters 30, 33, 1606, and 1607 are required to fill out and submit a VA form 22-1995 to the CF VA Office or Enrollment Services Center. Those who are Chapter 35 require a VA form 22-5495.
- Notify the DVA and the VA office of any change of address. Verify your enrollment with the Regional Processing Office by calling 1-877-823-2378 or by using W.A.V.E. (www.gibill.va.gov/wave/index.do)
- Meet all other standards required by the VA to receive payments. Visit the CF VA Office for more information.

VA Deferments and Payment Policy

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, 1606 or 1607 will have, upon request, 60 days after the first day of classes to pay registration fees. **Only ONE fee deferment per academic year is allowed.** VA students are responsible for payment of all deferred fees by the due date regardless of whether or not they have received benefits from the VA.

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

- 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 Admissions and Records.
- The student's VA benefits will be terminated along with current semester enrollment and reported to the VA. This will result in an overpayment status with the Veteran's Administration, and any received VA funds may need to be returned to the VA.
- 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 94.502, veterans cannot be certified to the VA by CF in any program in which Chapter 30 and Chapter 35 VA recipients comprise more than 85 percent of the enrollment in the program. Chapter 35 VA students are included in the 85:15 percent ratio computation; however, they can be certified to the VA in any approved program, regardless of the percentage of veterans in that program.

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 results in an overpayment of benefits. The Department of Veteran Affairs will recalculate benefits from the beginning of the term when the "W" creates a change in benefit status. In such cases, the DVA requests a refund or adjustment unless the student shows mitigating circumstances which the DVA 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 Only	**Term B** Only	**Term C** 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 31 or 33 VA 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 of 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 local housing allowance rate.

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

*Students receiving chapter 31 or 33 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 local housing allowance rate.

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

*Students receiving chapter 31 or 33 benefits must attend 51 percent of 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 local housing allowance rate.

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 at 3/4 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 Office with questions regarding less than half time or other enrollment variations.

Other Time Requirement Considerations:

- For students who are receiving Post 9-11 educational benefits, a course load of ALL online and/or hybrid classes may impact housing benefits. Contact the CF Veterans 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 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 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 (12)(a)) 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 who physically resides in Florida while enrolled in the institution. The waiver will cover the applicable portion of the fees up to 110 percent of the required credit hours for the degree or certificate program in which the student is enrolled.

Further information about the Congressman C.W. Bill Young Veteran Tuition Waiver Program is available at 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

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

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. www.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 and safety on campus. 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 and animals to be used for previously approved instructional or special programs.
4. Agents, salespersons and solicitors, unless specifically authorized by the president or the president's designee or for those companies approved by the District Board of Trustees to offer an employee benefit through payroll deductions.
5. Food and beverages in classrooms and other college spaces, unless an area is specifically designated for food and beverages.
6. Gambling, except the sale of raffle tickets by college-sponsored organizations provided such sale is a donation and/or has been cleared with the local Office of the State Attorney.
7. The use of tobacco of any kind on and in all college owned, operated, leased and/or controlled properties, facilities and vehicles.
8. 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.
9. Alcohol, unless authorized by the president, for approved CF Foundation or college functions.

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

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 Public Safety Headquarters, or by accessing the electronic version at 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.

Campus SaVE Act

Violence Against Women Reauthorization Act of 2013

Safety of students, employees and visitors is a priority at the College of Central Florida. CF is embracing legislation that promotes increased awareness, training and reporting of violence in our community. To learn about the Campus SaVE Act (Violence Against Women Reauthorization Act of 2013) visit www.thecampussaveact.com.

In an emergency, do not hesitate. Dial 911.

Florida Department of Law Enforcement
Sexual Predator and Sexual Offender Registry
1-888-357-7332, http://offender.fdle.state.fl.us/offender

CF Resources
Dean of Student Services, 352-854-2322, ext. 1430
Vice President, Regional Campuses, 352-249-1209
Levy Campus Provost, 352-854-2322, ext. 2103

Marion County Resources
Ocala Domestic and Sexual Assault Center Domestic Violence Hotline — Ask for a Crisis Intervention Specialist.
352-622-5919 or 352-622-8495

Ocala Police Department
402 S. Pine Ave., Ocala, FL 34471, 352-369-7139 or 352-369-7134

Marion County Sheriff's Office
692 N.W. 30th Ave., Ocala, FL 34475, 352-369-6745 or 352-732-9111

Marion County Fire Rescue
352-622-3456 or 352-732-9111

Interfaith
435 N.W. 2nd St., Ocala, FL 34475, 352-629-8868, ext. 27

Salvation Army
320 N.W. First Ave., Ocala, FL 34475, 352-732-8326, ext. 302

Citrus County Resources
Citrus County Abuse Shelter Association Inc.
352-344-8111, Casafl.org

Levy County Resources
Another Way Inc.
1-866-875-7983, Anotherwayinc.net

United Way Resources
All locations, dial 211

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

Academic Requirements

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.

General Education Core 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.

ENC 1101	Freshman Composition Skills I**	3

HUMANITIES

Interdisciplinary study of the world's cultural expressions.

ARH 1000	Art Appreciation	3
HUM 1020	Introduction to the Humanities	3
HUM 1020H	Honors Introduction to the Humanities	3
LIT 1000	Introduction to Literature	3
MUL 1010	Music Appreciation	3
PHI 2010	Introduction to Philosophy	3
THE 1000	Theatre Appreciation	3

SOCIAL SCIENCES

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

AMH 2020	United States History Since 1877	3
ANT 2000	Introduction to Anthropology	3
ECO 2013	Principles of Economics - Macro	3
ECO 2013H	Principles of Economics - Macro Honors	3
POS 2041	American National Government	3
PSY 2012	General Psychology	3
PSY 2012H	Honors General Psychology	3
SYG 2000	Introductory Sociology	3

NATURAL SCIENCES

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

AST 1002	Descriptive Astronomy	3
BSC 1005	Introduction to Biology	3
BSC 2010	Integrated Principles of Biology I	3
BSC 2085	Human Anatomy and Physiology I	3
CHM 1020	Chemistry for Liberal Studies	4
CHM 2045	General Chemistry I	3
ESC 1000	Earth Science	3
EVR 1001	Introduction to Environmental Science	3
EVR 1001H	Introduction to Environmental Science Honors	3
PHY 1020	Elementary Physics for the Nonscience Majors	3
PHY 1053C	General Physics I with Lab	4
PHY 2048C	General Physics with Calculus I with Lab	5

MATHEMATICS

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

MAC 1105	College Algebra**	3
MAC 2311	Calculus I with Analytic Geometry**	5
MGF 1106	Liberal Arts Mathematics**	3
MGF 1107	Mathematical Explorations**	3
STA 2023	Elementary Statistics**	3
STA 2023H	Honors Elementary Statistics**	3

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.

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**.

CF Institutional Learning Outcomes

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

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 MAC 1105 College Algebra, MGF 1106 Liberal Arts Mathematics, STA 2023 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. 1007.25, 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.
8. Effective fall 2018, to satisfy F.A.C. 6A-10.02413, competency in civic literacy is a requirement for all first-time-in-college students receiving an Associate in Arts or baccalaureate degree. Competency in civic literacy must be demonstrated in one of the following ways:
   - Successful completion of either POS2041 American National Government or AMH2020 United States History Since 1877, or
   - Achieving a standard score on one of the following assessments:

Assessment	Standard Score
AP Government and Politics: United States	3
AP United States History	4
CLEP: American Government	50

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

Credit courses that meet the computer competency requirement are:

CET 1171	Introduction to Computer Technology	3
CGS 1100	Microcomputer Applications	3
CGS 1100H	Microcomputer Applications Honors	3
CGS 1062H	Computers in Society - Honors**	3
CGS 2930	Special Topics in Computers	1
EME 2040	Introduction to Technology for Educators	3
OST 1100	Introduction to Word	3
SLS 1122	First Year Seminar	3
SLS 1501	College and Career Success	3

CET 1171: Occupational Course

CGS 2930: Introduction to Computer Skills sections only

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

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

DEA 1856	Clinic III Seminar	1
EMS 2658	Paramedic Clinical Experience III	5
NUR 2244C	Clinical Concepts IV	7
NUR 2713C	Nursing IVA	8
NUR 2734C	Nursing IV	10
PHT 2931	Trends in Physical Therapy	1
RTE 1418C	Radiographic Imaging I	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:

EDF 2005	Introduction to the Teaching Profession	3

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

GENERAL DIVERSITY COURSES (GORDON RULE)

CGS 1062H	Computers in Society - Honors**	3
ENL 2000H	Honors English Literature**	3
ENL 2012	English Literature I**	3
ENL 2022	English Literature II**	3
GEA 2000	World Geography**	3
HUM 2310	Mythology and the Humanities**	3
HUM 2310H	Honors Mythology and the Humanities**	3
INR 2002	International Relations**	3
LIT 2110	World Literature I (Eighth Century BC-17th Century AD)**	3
LIT 2110H	World Literature I Honors (Eighth Century B.C.-17th Century A.D.)**	3
LIT 2120	World Literature II (17th-20th Century)**	3
LIT 2120H	World Literature II Honors (17th - 21st Century)**	3
LIT 2330	Introduction to Children's Literature**	3
REL 2300	Comparative Religions**	3
REL 2300H	Honors Comparative Religions**	3
WOH 2012	World Civilizations I**	3
WOH 2012H	Honors World Civilizations I**	3
WOH 2022	World Civilizations II**	3
WOH 2022H	Honors World Civilizations II**	3

GENERAL DIVERSITY ELECTIVES (NON-GORDON RULE)

ANT 2000	Introduction to Anthropology	3
AMH 2091	Introduction to African-American History	3
ANT 2140	Introduction to Archaeology	3
ECO 2013	Principles of Economics - Macro	3
FIL 2000	Introduction to Film**	3
HIS 2955	Studies Abroad in Civilization	3
HUM 2418	Islamic Civilization	3
HUM 2520	Music in the Humanities	3
HUM 2930	Spanish Culture and Civilization	3
LAH 2020	Introduction to Latin American Civilization	3
LIN 2740	Applied Linguistics	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.

ENC 1101 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

ENC 1101	Freshman Composition Skills I**	3

Choose One Communications Institutional General Education Core Course

ENC 1102	Freshman Composition Skills II**	3
ENC 2210	Technical Communications**	3
OST 2335	Business Communications**	3

Choose One Course to Satisfy Oral Communications Requirement

IDH 2106H	Honors Oratory: Speech, Argumentation and Debate	1
SPC 2594	Intercollegiate Forensic Speech	1

SPC 2608	Effective Speaking	3
SPC 2608H	Honors Effective Speaking	3
SPC 2601	Intermediate Effective Speaking	3
THE 1925	Play Production	3
TPP 2100	Acting I	3

HUMANITIES

6 Credit Hours Required

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

Choose One Humanities State General Education Core Course

ARH 1000	Art Appreciation	3
HUM 1020	Introduction to the Humanities	3
HUM 1020H	Honors Introduction to the Humanities	3
LIT 1000	Introduction to Literature	3
MUL 1010	Music Appreciation	3
PHI 2010	Introduction to Philosophy	3
THE 1000	Theatre Appreciation	3

Choose One Humanities Institutional General Education Core Course

ARH 2050	The History of Art I (Prehistory to 1500 A.D.)**	3
ARH 2051	The History of Art II (1500 A.D. to 20th century)**	3
FIL 2000	Introduction to Film**	3
FIL 2000H	Honors Introduction to Film**	3
HUM 2310	Mythology and the Humanities**	3
HUM 2310H	Honors Mythology and the Humanities**	3
HUM 2532	Western Ideologies**	3
HUM 2532H	Honors Western Ideologies**	3
LIT 2110	World Literature I (Eighth Century BC-17th Century AD)**	3
LIT 2110H	World Literature I Honors (Eighth Century B.C.-17th Century A.D.)**	3
LIT 2120	World Literature II (17th-20th Century)**	3
LIT 2120H	World Literature II Honors (17th - 21st Century)**	3
LIT 2330	Introduction to Children's Literature**	3
REL 2300	Comparative Religions**	3
REL 2300H	Honors Comparative Religions**	3

SOCIAL SCIENCES

9 Credit Hours Required

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

Choose One Social Sciences State General Education Core Course

AMH 2020	United States History Since 1877	3
ANT 2000	Introduction to Anthropology	3
ECO 2013	Principles of Economics - Macro	3
ECO 2013H	Principles of Economics - Macro Honors	3
POS 2041	American National Government	3
PSY 2012	General Psychology	3
PSY 2012H	Honors General Psychology	3
SYG 2000	Introductory Sociology	3

Choose One Social Sciences Institutional General Education Core Course

CCJ 2010	Criminology**	3
CPO 2001	Comparative Politics	3
ECO 2023	Principles of Economics - Micro**	3
EDF 2005	Introduction to the Teaching Profession	3
DEP 2004	Human Growth and Development**	3
INR 2002	International Relations**	3
ISS 1013	Introduction to the Social Sciences**	3
WOH 2012	World Civilizations I**	3
WOH 2012H	Honors World Civilizations I**	3
WOH 2022	World Civilizations II**	3
WOH 2022H	Honors World Civilizations II**	3

Choose One Personal Development Institutional General Education Core Course

HLP 1081	Personal Wellness Appraisal and Improvement	3
PHI 1100	Introduction to Logic	3
PHI 2600	Introduction to Ethics	3
PSY 2861	Positive Psychology: Strategies for Personal Effectiveness	3
SLS 1122	First Year Seminar	3
SLS 1501	College and Career Success	3
SLS 2261	Leadership Development	3

MATHEMATICS

6 Credit Hours Required

(3 hours from State Core and3 hours from either State Core or Institutional Core)

Choose One Mathematics State General Education Core Course

MAC 1105	College Algebra**	3
MAC 2311	Calculus I with Analytic Geometry**	5
MGF 1106	Liberal Arts Mathematics**	3
MGF 1107	Mathematical Explorations**	3
STA 2023	Elementary Statistics**	3
STA 2023H	Honors Elementary Statistics**	3

Choose One Mathematics Institutional General Education Core Course

MAC 1114	Trigonometry	3
MAC 1140	Precalculus (Algebra)**	3
MAC 1147	Precalculus Algebra/Trigonometry**	5
MAC 2233	Calculus for Business and Social Science	3
MAC 2312	Calculus II with Analytic Geometry**	5
MAC 2313	Calculus III with Analytic Geometry**	4
MAP 2302	Elementary Differential Equations**	3

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.

NATURAL SCIENCE

6 Credit Hours Required

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

Choose One Natural Sciences State General Education Core Course

AST 1002	Descriptive Astronomy	3
BSC 1005	Introduction to Biology	3
BSC 2010	Integrated Principles of Biology I	3
BSC 2085	Human Anatomy and Physiology I	3
CHM 1020	Chemistry for Liberal Studies	4
CHM 2045	General Chemistry I	3
ESC 1000	Earth Science	3
EVR 1001	Introduction to Environmental Science	3
EVR 1001H	Introduction to Environmental Science Honors	3
PHY 1020	Elementary Physics for the Nonscience Majors	3
PHY 1053C	General Physics I with Lab	4
PHY 2048C	General Physics with Calculus I with Lab	5

Choose One Natural Sciences Institutional General Education Core Course

BSC 1080	Basic Anatomy and Physiology	3
BSC 2011	Integrated Principles of Biology II	3
BSC 2086	Human Anatomy and Physiology II	3
BOT 1000	Plant Science	3
CHM 1025	Introductory Chemistry	3
CHM 1032	Chemistry for the Health-Related Fields	3
CHM 2046	General Chemistry II	3
CHM 2210	Organic Chemistry I	3
CHM 2211	Organic Chemistry II	3
ESC 1200C	Earth Science for Educators	4
EVR 1264	Environmental Health	3
GLY 1102	Age of Dinosaurs	3
ISC 1004H	Integrated Natural Sciences I - Honors	3
MCB 2010	Microbiology	3
OCB 1630	Introduction to Marine Ecology	3
OCE 1001	Introductory Oceanography	3
PHY 1054C	General Physics II With Lab	4
PHY 2049C	General Physics with Calculus II with Lab	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 (p. 60).

Summary of Associate in Arts Degree

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

General Electives

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

ART 1201C	Basic Design I	3
ART 1300C	Freehand Drawing I	3
ART 1400	Printmaking I	3
ART 1500C	Painting I	3
ART 2750C	Ceramics I	3
ART 2751C	Ceramics II	3
ART 2203C	Basic Design II	3
ART 2301C	Freehand Drawing II	3
ART 2401	Printmaking II	3
ART 2501C	Painting II	3
ART 2701C	Sculpture I	3
ART 2702C	Sculpture II	3
DIG 2000	Introduction to Digital Media	3
DIG 2109C	Digital Imaging and Fundamentals	3
DIG 2280C	Digital Video and Sounds	3
DIG 2500	Fundamentals of Interactive Media and Web Design	3
GRA 2120C	Paper Design and Layout	3
GRA 2150C	Raster Based Image Editing	3
GRA 2156C	Digital Illustration (Vector Based)	3
GRA 2751C	Visual Design for Web	3

BUSINESS (NON-GORDON RULE)

ACG 2021	Financial Accounting	3
ACG 2071	Managerial Accounting	3
BUL 2241	Business Law I	3
FIN 2100	Business Finance	3
GEB 1011	Introduction to Business	3
GEB 1011H	Introduction to Business Honors	3
GEB 2350	Introduction to International Business	3
MAN 2021	Principles of Management	3
MAR 2011	Principles of Marketing	3
OST 1100	Introduction to Word	3
OST 2335	Business Communications**	3

CHILD DEVELOPMENT AND EDUCATION (NON-GORDON RULE)

CHD 1440C	Child Care Practicum I	3
CHD 1441C	Child Care Practicum II	3
EEC 2200	Curriculum in Childhood Education	3
EEC 2930	Seminar in Childhood Education	3
EEC 2001	Introduction to Administration in Early Childhood Education	3
EEC 1000	Introduction to Child Development and Education	3
EEC 1603	Child Guidance	3
EEC 2401	Home and Community	3
EEC 1921	Preschool Workshop	3
EEC 1940	Educational Field Experience	3
EEC 1907	Observing and Recording Behavior	3
EEX 2010	Survey of Disabling Conditions	3

COMMUNICATIONS

ASL 1140	Introduction to American Sign Language I	4
ASL 1150	Introduction to American Sign Language II	4
CHI 1120	Elementary Chinese I, Concentrated	4
CHI 1121	Elementary Chinese II, Concentrated	4
CRW 2001	Creative Writing I	3
CRW 2002	Advanced Creative Writing	3
ENC 2210	Technical Communications**	3
FRE 1120	Elementary French I	4
FRE 1121	Elementary French II	4
JOU 2100	Introduction to Journalism and Newspaper Production	3
MMC 1000	Survey of Communications	3
MMC 1101	Writing for Mass Communication**	3
SPC 2300	Interpersonal Communication	3
SPN 1120	Elementary Spanish I	4
SPN 1120H	Elementary Spanish I Honors	4
SPN 1121	Elementary Spanish II	4
SPN 2220	Intermediate Spanish I	4
SPN 2221	Intermediate Spanish II	4

COMPUTER AND INFORMATION SCIENCE

CTS 2134	Networking Fundamentals	3
CGS 1062H	Computers in Society - Honors**	3
CGS 1100	Microcomputer Applications	3
CGS 1100H	Microcomputer Applications Honors	3
CGS 2103	Spreadsheet Applications	3
CGS 2540	Database Management Systems	3
OST 1100	Introduction to Word	3
COP 2250	Java Programming	3

CRIMINAL JUSTICE

CCJ 1020	Introduction to Criminal Justice System	3
CJC 1000	Crime and Punishment	3
CJJ 1002	Juvenile Delinquency	3
CCJ 2013	Criminal Victimization	3
CJE 2061	Policing in America	3
CJL 2130	Criminal Law, Evidence and Procedures	3
CJE 2330	Ethics in Criminal Justice	3
CJE 2600	Introduction to Criminal Investigation	3

HUMANITIES

AML 2010	Survey of American Literature I**	3
AML 2010H	Honors Survey of American Literature I**	3
AML 2020	Survey of American Literature II (19th-20th Centuries)**	3
ENL 2000H	Honors English Literature**	3
ENL 2012	English Literature I**	3
ENL 2022	English Literature II**	3
FIL 2000	Introduction to Film**	3
FIL 2000H	Honors Introduction to Film**	3
HUM 1210	Introduction to the Humanities - To the Renaissance	3
HUM 1230	Introduction to the Humanities - Since the Renaissance	3
HUM 2418	Islamic Civilization	3
HUM 2450	American Humanities	3
HUM 2520	Music in the Humanities	3
LIT 2120	World Literature II (17th-20th Century)**	3
LIT 2120H	World Literature II Honors (17th - 21st Century)**	3
LIT 2330	Introduction to Children's Literature**	3
PHI 2631	Ethics and Business	3
PHI 2930	Special Topics in Philosophy	3
REL 2210	The Old Testament	3
REL 2240	The New Testament	3
REL 2930	Special Topics in Religion	3

MATHEMATICS (NON-GORDON RULE)

MAT 1033	Intermediate Algebra	3
MAE 2801	Mathematics for Educators	3

See courses in General Education section (p. 62).

MUSIC, DANCE AND THEATRE

DAA 1000	Introduction to Dance	2
DAA 1100	Modern Dance Techniques and Performance	2
DAA 1101	Modern Dance Techniques and Performance II	2
DAA 1200	Ballet I	2
DAA 1201	Ballet II	2
DAA 1680	Patriot Dance Ensemble	1
MUE 2040	Introduction to Music Education	3
MUE 2450	Woodwind Techniques	2
MUN 1012	Wind Symphony	1
MUN 1270	Concert Band	1
MUN 1310	Musical Theatre Ensemble	2
MUN 1340	Concert Choir	1
MUN 1420	Woodwind Ensemble	1
MUN 1430	Brass Ensemble	1
MUN 1710	Jazz Band	1
MUN 1770	Jazz/Pop Combo Ensemble	1
MUT 1111	Music Theory I	3
MUT 1112	Music Theory II	3
MUT 2116	Music Theory III	3
MUT 2117	Music Theory IV	3
MVK 1111	Class Piano I	1
MVK 2121	Class Piano III	1
MVV 1111	Class Voice	1
THE 2925	Production and Performance	1

THE 2927	Advanced Play Production	3
TPA 1200C	Basic Stagecraft	3
TPA 1290	Technical Theatre Lab	1
TPA 2070	Scene Painting	3
TPA 2220	Stage Lighting	3
TPA 2212	Sound Production for the Theatre	3
TPP 2111	Acting II	3

NATURAL SCIENCES

BSC 2010L	Integrated Principles of Biology Laboratory I	1
BSC 2011L	Integrated Principles of Biology Laboratory II	1
BSC 2085L	Human Anatomy and Physiology I Lab	1
BSC 2086L	Human Anatomy and Physiology II Lab	1
CHM 1025L	Introductory Chemistry Lab	1
CHM 1032L	Chemistry for the Health-Related Fields Lab	1
CHM 2045L	General Chemistry I Lab	1
CHM 2046L	General Chemistry II Lab	1
CHM 2210L	Organic Chemistry I Lab	1
CHM 2211L	Organic Chemistry II Lab	1
ESC 1000L	Earth Science Lab	1
MCB 2010L	Microbiology Lab	1

Also see courses in General Education section (p. 62).

SOCIAL SCIENCES

AMH 2010	United States History To 1877	3
AMH 2070	History of Florida	3
AMH 2091	Introduction to African-American History	3
ANT 2140	Introduction to Archaeology	3
ANT 2825	Anthropology Field School	6
EDG 1413C	Classroom Management	3
EDF 2085	Introduction to Diversity for Educators	3
EME 2040	Introduction to Technology for Educators	3
EDP 2002	Educational Psychology	3
HIS 2955	Studies Abroad in Civilization	3
HUS 1001	Principles and Strategies for Human Services	3
HUS 1551	Cultural Diversity and Implications for Practice	3
HUS 2540	Principles for Understanding and Working with Families	3
HUS 2541	Working with Families in the Early Childhood Period	3
HUS 2542	Working with Families in the Perinatal Period	3
INR 2500	Model United Nations	3
ISS 2936H	Honors Colloquium in Contemporary Social Issues	1
LAH 2020	Introduction to Latin American Civilization	3
POS 2112	State and Local Government	3
PSY 2930	Special Topics	1
SLS 1502	Essential Study Skills	3
SYG 2340	Human Sexuality and Society	3
SYG 2430	Marriage and the Family	3

WELLNESS/FITNESS

HSC 1171	Stress Management and Emotional Health	3
HSC 2140	Drugs In Society	3
HSC 2400	First Aid	3
HUN 1201	Human Nutrition	3
PEL 1011	Team Sports I	1
PEL 1012	Team Sports II	1
PEL 2013	Team Sports III	1
PEL 2014	Team Sports IV	1
PEO 1004	Contemporary Coaching Concepts	3
PEO 2621	Basketball Fundamentals	3
PET 1000	Introduction to Physical Education	3
PET 2622C	Care and Prevention of Athletic Injuries	3

Developmental Education

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 co-requisites. 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.

College credit is not given for these courses

EAP 0300C	English as a Second Language - Speech/Listening	4
EAP 0383C	English as a Second Language - Combined Skills	4
EAP 0384C	English as a Second Language - Grammar and Writing I	4
EAP 0480C	English as a Second Language - Intermediate Combined Skills II	4
EAP 0484C	English as a Second Language - Grammar and Writing II	4
ENC 0015	Introduction to College Writing I	3
ENC 0017	Introduction to College Reading and Writing I	4
ENC 0025	Introduction to College Writing II	3
ENC 0027	Introduction to College Reading and Writing II	4
MAT 0055	Introduction to College Math (Module 1.0)	1
MAT 0056	Introduction to College Math (Module 2.0)	2
MAT 0057	Introduction to College Math (Module 3.0)	3
REA 0007	Introduction to College Reading I	3
REA 0017	Introduction to College Reading II	3

STUDENT LIFE SKILLS COURSES

Student Life Skills courses meet the General Education requirements and are transferable electives. They can be used to meet the 60-hour graduation requirement. SLS 1501 College and Career Success and SLS 1122 First Year Seminar may be used to satisfy the computer competency requirement.

SLS 1122	First Year Seminar	3
SLS 1501	College and Career Success	3
SLS 1502	Essential Study Skills	3

All new students are encouraged to enroll in either SLS 1122 First Year Seminar or SLS 1501 College and Career Success in their first semester.

Associate in Arts Guarantees

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

General Admission

Guarantees:

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

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.
5. 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.
6. 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.

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

BACHELOR'S DEGREE PROGRAMS

- RN to BSN

ASSOCIATE DEGREE PROGRAMS

- Nursing
- Dental Assisting
- Emergency Medical Services
- Physical Therapist Assistant
- Radiography
- Nursing—Licensed Practical Nurse to Associate Degree Nurse Bridge

COLLEGE CREDIT CERTIFICATE

- Emergency Medical Technician
- Paramedic

APPLIED TECHNOLOGY DIPLOMA

- Dental Assisting

CAREER AND TECHNICAL CERTIFICATE PROGRAMS

- Correctional Officer
- Law Enforcement Officer
- Surgical Technology

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 Requirements (p. 60), 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 and attend during the semester the degree is earned.
4. 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

Credit courses that meet the computer competency requirement are:

CET 1171	Introduction to Computer Technology	3
CGS 1100	Microcomputer Applications	3
CGS 1100H	Microcomputer Applications Honors	3
CGS 1062H	Computers in Society - Honors**	3
CGS 2930	Special Topics in Computers	1
EME 2040	Introduction to Technology for Educators	3
OST 1100	Introduction to Word	3
SLS 1122	First Year Seminar	3
SLS 1501	College and Career Success	3

CET 1171: Occupational Course

CGS 2930: Introduction to Computer Skills sections only

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

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

DEA 1856	Clinic III Seminar	1
EMS 2658	Paramedic Clinical Experience III	5
NUR 2244C	Clinical Concepts IV	7
NUR 2713C	Nursing IVA	8
NUR 2734C	Nursing IV	10
PHT 2931	Trends in Physical Therapy	1
RTE 1418C	Radiographic Imaging I	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.

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)	first week in 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 than13 semester hours as outlined below:

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

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

Academic Suspension

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

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

Academic Dismissal

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

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

Transferring to CF

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 Student Petitions and Academic Review Committee.

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

Workforce Certificate Students

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

Veterans

See section on Veterans Information (p. 54), 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 University of Florida and the University of North Carolina – Greensboro.)

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

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

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

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

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

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

The president or the president's designee shall establish the procedure for implementation of the Academic Integrity policy, including the establishment of an Honor Court.

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 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 at Citrus Campus, 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 for more information regarding limited-access programs.

Grading System

Grade Point Average

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

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

Example:

Course	**Credit**	**Grade**	**Grade Points**
English	3	A	4.00 (x 3) = 12.0
Math	3	B+	3.75 (x 3) = 11.3
Speech	3	F	0.00 (x 3) = 0.0
Psychology	3	C	2.00 (x 3) = 6.0
Total Credits: 12		**Total Grade Points:** 29.3	

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

Grading Scale

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

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

The grading policy for all divisions, with the exception of Health Sciences, Criminal Justice Institute 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 Admissions and Records within one week after receiving the completed work from the student. If the course work is not completed by the agreed upon date, the registrar will post the grade listed on the form as the final grade on the student's permanent record.

Final Grades

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

Grade Appeal Process Guidelines

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

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

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

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

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

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

Grade Forgiveness Policy

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

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

Withdrawal

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

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

Petition to Withdraw with a Refund

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

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

Petitions and Academic Review

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

Petition forms pertinent to academic progress and/or academic regulations are available in the Enrollment Services Center at the Ocala and Citrus campuses and the Administrative Office at the Levy 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 Student Affairs to file a letter of grievance.

Student Complaints

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

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

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

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

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

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

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

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

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

CF Administrative Procedure 7.10

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

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

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

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

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

Definitions:

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

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

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

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

Lead Administrators:
Marion County: dean of Student Services, or designee.
Citrus County: vice president for 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 Student Affairs at the Ocala Campus. If the complaint involves the vice president for Student Affairs, then the student should meet with the equity officer. The lead administrator will attempt to resolve the complaint informally and may request the participation of other college personnel as appropriate in that informal resolution. If the complaint is resolved to mutual agreement of the lead administrator, the student, and any other parties concerned, the matter will be considered settled. The informal process should be concluded within 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 Student Affairs at the Ocala Campus. The vice president for Student Affairs will serve as the lead administrator to investigate the petition. In the event that the complaint is against the vice president for Student Affairs, the student shall petition an appeal to the equity officer who will serve as the lead administrator to investigate the complaint. Written complaints must be filed within 10 working days after receipt of the informal report. The vice president for 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 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.

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.

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.

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.

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.

These honors seminars are currently offered:

AML 2010H	Honors Survey of American Literature I**	3
CGS 1062H	Computers in Society - Honors**	3
CGS 1100H	Microcomputer Applications Honors	3
ECO 2013H	Principles of Economics - Macro Honors	3
ENL 2000H	Honors English Literature**	3
EVR 1001H	Introduction to Environmental Science Honors	3
FIL 2000H	Honors Introduction to Film**	3
GEB 1011H	Introduction to Business Honors	3
HUM 1020H	Honors Introduction to the Humanities	3
HUM 2310H	Honors Mythology and the Humanities**	3
HUM 2532H	Honors Western Ideologies**	3
IDH 2106H	Honors Oratory: Speech, Argumentation and Debate	1
IDH 2930H	Interdisciplinary Honors: Special Topics	1
ISC 1004H	Integrated Natural Sciences I - Honors	3
ISS 2936H	Honors Colloquium in Contemporary Social Issues	1
LIT 2110H	World Literature I Honors (Eighth Century B.C.-17th Century A.D.)**	3
LIT 2120H	World Literature II Honors (17th - 21st Century)**	3
PSY 2012H	Honors General Psychology	3
REL 2300H	Honors Comparative Religions**	3
SPC 2608H	Honors Effective Speaking	3
SPN 1120H	Elementary Spanish I Honors	4
STA 2023H	Honors Elementary Statistics**	3
WOH 2012H	Honors World Civilizations I**	3
WOH 2022H	Honors World Civilizations II**	3

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

All highly motivated students who plan to work toward an Associate in Arts degree from CF should seek admission to the 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 1050 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.

Financial Information

Fees and Refunds

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

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

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 – By authorizing the charges applied to their account, the student agrees that they have the intention to pay. The student promises to pay all valid charges placed on their account for courses the student is enrolled in after the published drop date for the term/course, including 100% of the tuition and fees for courses from which the student withdraws after the last eligible day to receive a refund.

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).
- Visit a cashier at the Ocala, Citrus or Levy campus.
- Mail a check made payable to College of Central Florida to: Attention Cashiers Office, College of Central Florida, 3001 S.W. College Road, Ocala, FL 34474-4415.

- 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 in cash or 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 or 5% of the face value, whichever is greater, 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 fourteen calendar days from the mailing date of the letter, a second notice will be sent. If the matter is not resolved within another fourteen 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 agrees to pay all collection fees incurred by the college as a result of pursuing the unpaid balance. The collection agency fee is based on a percentage of the student's balance, not to exceed 35% of the account balance.

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 re-enroll 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 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. 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 at the Cashiers Office window.

- 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.

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 (SSN) or taxpayer identification number (TIN) to the College of Central Florida as required by Internal Revenue Service (IRS) 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

	Resident	Nonresident
Tuition	$79.60	$79.60
Out-of-State	N/A	238.80
Financial Aid	3.98	15.92
Technology	3.98	15.92
Student Activity	7.96	7.96
Capital Improvement	11.58	63.68
Total per credit hour	**$107.10**	**$421.88**

Career and Technical Certificate

	Resident	Nonresident
Tuition	$71.60	$71.60
Out-of-State	N/A	214.80
Financial Aid	7.16	28.64

Technology	3.58	14.32
Capital Improvement	3.58	14.32
Total per vocational credit hour*	**$85.92**	**$343.68**

Note: To calculate fees for programs made up of vocational **clock hours, divide the clock hours by 30 to determine the number of vocational **credit** hours and multiply the credit hours times the appropriate Total Per Vocational Credit Hour charge. Example, a 60 vocational **clock** hour course divided by 30 = 2 vocational **credits** multiplied by the Total Per Vocational Credit Hour for Florida residents of $85.92 = $171.84 as the charge for the course.*

Baccalaureate Degree

(3000 and 4000 Level Courses)

	Resident	**Nonresident**
Tuition	$91.79	$91.79
Out-of-State	N/A	340.20
Financial Aid	4.59	21.60
Technology	4.59	21.60
Student Activity	9.18	9.18
Capital Improvement	12.74	86.40
Total per credit hour	**$122.89**	**$570.77**

Adult Education and Vocational Preparatory

	Resident	**Nonresident**
Tuition	$30/term	$30/term
Total	**$30/term**	**$30/term**

The president is authorized to approve fees for continuing workforce education programs, recreation and lifelong learning programs on a course-by-course basis. For continuing workforce education courses, the president will establish fees that equal at least 100% 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[1]
International Education Application Fee	$30
Transcript Fee (each request)	$5
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	$552
Background Screening for Licensure	$79
Substance Screening for Health Sciences Programs	$29
Duplicate Diploma	$25
Community Library Borrower's ID Card	$10
Online Proctoring and Verification of Student Identity (paid through ProctorU)	Varies[3]
On Campus Testing Center Proctored Exam	$25

[1] 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.

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

[3] Fee based upon length of exam and scheduling time frame.

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 - 5 percent of face value or $40.00, whichever is greater	$40
Credit Card Charge Back	$20
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 Cancelations (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)	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 Center	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 2018-2019

Child Care Registration Fee	$100/$150 Annually[1,2]
Child Care Bill Late Fee (assessed after due date)	$20 per week or portion thereof[3]
Late Pick-up Fee	$10 first five minutes, $1 each minute thereafter
Toddler (under 2) – Full-Time Student or CF Employee	$28 Daily/$140 Week[3]
Toddler (under 2) – All Others	$30 Daily/$150 Week[3]
2-Year-Old Child – Full-Time Student or CF Employee	$27 Daily/$135 Week[3]
2-Year-Old Child – All Others	$29 Daily/$145/Week[3]
3-Year-Old Child – Full-Time Student or CF Employee	$25 Daily/$125/Week[3]
3-Year-Old Child – All Others	$27 Daily/$135/Week[3]
4-Year-Old Child – Full-Time Student or CF Employee	$24 Daily/$120/Week[3]
4-Year-Old Child – All Others	$26 Daily/$130/Week[3]
5-Year-Old Child – Full-Time Student or CF Employee	$24 Daily/$120/Week[3]
5-Year-Old Child – All Others	$26 Daily/$130/Week[3]
VPK Wrap Around - Full-Time Student or CF Employee	$11.07 Daily/$55.35 Week
VPK Wrap Around - All others	$13.07 Daily/$65.35 Week

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

Child in VPK Program - Full-Time Student or CF Employee	Varies based on state rate[2]
Child in VPK Program - All others	Varies based on state rate[2]

[1] Single child/multiple children
[2] Payable before registration
[3] Subject to change without notice

Appleton Museum of Art Membership and Admission Charges - Effective July 1, 2018-June 30, 2019

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
CF Faculty, Staff Retiree, CF Alumni Association member with ID	No Charge
Student - CF with ID	No Charge
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
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	$5
Students K-12 (Marion, Citrus and Levy counties)	No Charge
Bus driver for group	No Charge
Chaperone (1 per 10 students)	No Charge
Members	No Charge
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
***CFMembership**	
CF Faculty, Staff, Retiree, CF Alumni Association member with ID	$10
CF Dual Family — two adults and any children age 17 and under	$20

*CF memberships include free admission to the Appleton Museum, 10% discount at the Appleton Store and a discount on selected classes only. Additional benefits such as free admission to events and participating in the Reciprocal Program are included in the General and Directors Circle Membership levels.

Visual Artists' Society

Annual Membership (January 1 - December 31)	$40
Student Membership (with current CF ID)	No charge

Other Fees Related to Continuing Education 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

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.

A+ Essentials Certification	$213
ACT, American College Test	No charge
ANAT, Anatomy Pretest	No charge
ASE, Automotive Service Excellence	No charge
ASVAB, Armed Services Vocational Aptitude Battery	No charge
AWS, American Welding Society Certification Exam	$150 Levy
BEST, Barriers To Success Employment Inventory	
Student	No charge
Others	$5
CAS, College Adjustment Scale	$10
Castle, Certification Exams	$25
CDS, Career Decision Scale	
Students	No charge
Others	$5
CEI, The Career Exploration Inventory	
Students	No charge
Others	$5
CELT, Comprehensive English Language Test for Learners of English	$10
Certiport, Certiport Certification	$25
CIC, Crane Institute	$25
CLA, Certified Legal Assistant Certification Exam	$250
CLEP, College Level Examination Program	$87 to CLEP
(non-refundable CF fee per test in addition to CLEP fees)	$25 to CF
CLM, College Level Math	
First-time	$10
Retake	$5
Comira, Certification Exams	$25
CPT, Computerized Placement or Companion Test	
First-time student	$10
Retake	$5
CCAI, Cross Cultural Adaptability Inventory	$12
CS, CareerScope (Assessment)	
CF Students	No charge
Others	$41
CSSI, Customer Service Skills Inventory	$10
CTI, Career Thoughts Inventory	
Students	No charge
Others	$6
DANTES, Defense Activity for Nontraditional Education Support	$80 to DANTES
(nonrefundable CF fee per test in addition to DANTES fees)	$25 to CF
EL, Electest	Varies, depending on occupation for which test is given
ELT, Electrontest	Varies, depending on occupation for which test is given
F-BAT, Florida Basic Abilities Test	$45
FCB, Florida Certification Board	$25
FIT, Flanagan Industrial Tests	Varies, depending on occupation for which test is given
FLATS, Foreign Language Achievement Testing Service	$25
FNGLA, Florida Nursery, Growers and Landscape Association Certification Exam	$85
GAMA, General Ability Measure for Adults	$15
GED, General Educational Development Tests **(Account must be created at www.ged.com with a valid username. To schedule an exam, a candidate must schedule through their GED.com account)**	
Full battery	$128
RLA (Reasoning through Language Arts)	$32
Social Studies	$32
Science	$32
Mathematics	$32
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.

(Administered at Levy Campus only; can be taken online through GED.com account)

GOE, Guide for Occupational Exploration Inventory	
Students	No charge
Others	$5
GSD, Gregoric Style Delineator	$15
HESI, Admissions Test for Associate Degree Nursing and Dental Assisting	$65
HESI Exit Exam, Exam - Nursing Students	$65
HSDS, Holland Self-Directed Search	
Students	No charge
Others	$5
HSRT-N, Health Sciences Reasoning Test-Numeracy	$25
IC3, Certification Exam (three modules)	$25/each
IC3 Fast Track (Computer competency assessment)	
Students	No charge
Non students	$25 voucher
IM, Intuitive Mechanics Test (Weights and Pulleys)	Varies, depending on occupation for which test is given
JOB O A, Job-O Career Test	
Students	No charge
Others	$5
JSS, Job Stress Survey	$10
KFAST, Kaufman Functional Academic Skills Test	$15
Kryterion, Certifications	$25
LISRES, Life Stressors and Social Resources Inventory	$12
Littauer, Personality Plus Test	No charge
LSI, Leisure/Work Search Inventory	
Students	No charge
Others	$5
MAB II, Multidimensional Aptitude Battery	$15
MMT, Mechanical Movements Test	Varies, depending on occupation for which test is given
MOS, Microsoft Office Suite (Word, Excel, Access, Dbase or PowerPoint)	
With retake (each)	$119
Without retake (each)	$98
Practice test (each)	$20
MSSC, Manufacturing Skills Standards Council Assessment one-time registration fee	$50
Manufacturing Processes and Production	$60
Safety	$60
Quality Practices and Continuous Improvement	$60
Maintenance Awareness	$60
MT, Mectest	Varies, depending on occupation for which test is given
MTA, Microsoft Technology Associate	
With retake	$83.25
Without retake	$75
NALA, National Association of Legal Assistants	$25
Nebosh, Technical Certifications	$25
NET+ Certification	$195
PAI, Personality Assessment Inventory	$15
Pearson Vue, Pearson Vue Tests	$25
PERT, Postsecondary Education Readiness Test	
First time	$10
Retake	$5
PET, Professional Employment Test	$15
PSB-PTA, Psychological Services Bureau Academic Comprehension	$25
PSB-RAD, Psychological Services Bureau	$27
PSB-RN, Psychological Services Bureau	$27
Proctoring, Special Testing, Correspondence and from other colleges	$25 for each test proctored
Project+ Certification	$170
PROV, PROV Certifications	$25
QuickBooks	$124
Security+ Certification	$228
SOCE, State Officers Certification Exam	$25
TABE, Test of Adult Basic Education	
First time	$15
Retake	$5
Teamwork-KSA (Knowledge, Skills, Abilities) Test	$15
T.E.A.S., Test of Essential Academic Skills	$68
TOMAL, Test of Memory and Learning	$20
TTS, Thurston Temperamental Schedule	$15
TTMA, Thurston Test of Mental Ability	$15
TJTA, Taylor-Johnson Temperament Analysis	$10

TMC, Tests of Mechanical Concepts	Varies, depending on occupation for which test is given
TONI 3, Test of Nonverbal Intelligence	$15
WBST, Wonderlic Basic Skills Test	$15
WPT, Wonderlic Personnel Test	$15
WRP, Work Readiness Profile	$15

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
ACG 1949	Accounting Co-op I	$6
ACG 2450	Integrated Accounting	$125
AEB 1949	Agribusiness Internship	$6
ANS 1073C	Equine Anatomy and Physiology	$12
ANS 1237C	Equine Health Care	$27
ANS 1949	Equine Co-op I	$6
ANS 3950	Equine Practicum	$6
ANS 4218	Equine Learning Theory	$6
ANT 2825	Anthropology Field School	$30
ART 1201C	Basic Design I	$20
ART 1300C	Freehand Drawing I	$4.50
ART 1400	Printmaking I	$90
ART 1500C	Painting I	$23
ART 2203C	Basic Design II	$47
ART 2301C	Freehand Drawing II	$33
ART 2401	Printmaking II	$80
ART 2501C	Painting II	$60
ART 2701C	Sculpture I	$40
ART 2702C	Sculpture II	$40
ART 2750C	Ceramics I	$58
ART 2751C	Ceramics II	$58
BSC 1005L	Introduction to Biology Lab	$20
BSC 2010L	Integrated Principles of Biology Laboratory I	$20
BSC 2011L	Integrated Principles of Biology Laboratory II	$20
BSC 2085L	Human Anatomy and Physiology I Lab	$30
BSC 2086L	Human Anatomy and Physiology II Lab	$30
CCJ 1949	Criminal Justice Co-op I	$6
CET 1278	A+ Fundamentals	$25
CET 2180	Practical PC Technician	$194
CGS 1949	Computer Information Co-op	$6
CGS 2103	Spreadsheet Applications	$95.25
CGS 2540	Database Management Systems	$95.25
CHM 1025L	Introductory Chemistry Laboratory	$30
CHM 1032L	Chemistry for Health–Related Fields Lab	$30
CHM 2045L	General Chemistry I Lab	$30
CHM 2046L	General Chemistry II Lab	$30
CHM 2210L	Organic Chemistry I Lab	$30
CHM 2211L	Organic Chemistry II Lab	$30
CIS 2321	Introduction to Systems Analysis and Design	$25
CJK 0001	Introduction to Law Enforcement	$61
CJK 0012	Legal	$1
CJK 0013	Interactions in a Diverse Community	$1
CJK 0014	Interviewing and Report Writing	$1
CJK 0020	Vehicle Operations	$184
CJK 0031C	First Aid for Criminal Justice Officers	$65
CJK 0040	Firearms	$165
CJK 0051	Defensive Tactics	$150
CJK 0064	Fundamentals of Patrol	$1
CJK 0065	Calls for Service	$1
CJK 0077	Criminal Investigations	$1
CJK 0078	Crime Scene to Courtroom	$3
CJK 0084	DUI Traffic Stops	$89
CJK 0087	Traffic Stops	$95
CJK 0088	Traffic Crash Investigations	$13
CJK 0092	Critical Incidents	$125
CJK 0096	Physical Fitness for Law Enforcement	$1
CJK 0393	Crossover Program Updates	$1
CJK 0300	Introduction to Corrections	$25
CJK 0305	Communications	$2
CJK 0310	Officer Safety	$1
CJK 0315	Facilities and Equipment	$1
CJK 0320	Intake and Release	$2
CJK 0325	Supervising in a Correctional Facility	$2
CJK 0330	Supervising Special Populations	$1
CJK 0335	Responding to Incidents and Emergencies	$1
CJK 0340	Officer Wellness and Physical Abilities	$29
CJK 0422	Dart Firing Stun Gun	$44
CTS 2134	Network Fundamentals	$150
CTS 2120	Security Fundamentals	$209
DEA 1805L	Dental Clinical Seminar	$250
DEA 1806L	Clinic Practice I	$384.91

DEA 1855L	Clinic Practice II	$75
DEA 1856	Clinical Seminar III	$250
DEA 1949	Dental Internship Co-op I	$6
DES 1100L	Dental Materials Lab	$60
DES 1200L	Dental Radiology Lab	$345
DES 1502	Dental Office Management	$20
DES 1806L	Introduction to Clinical Procedures Lab	$50
DES 2832C	Expanded Functions with Lab	$45
DIG 1949	Digital Media Co-Op I	$6
DIG 1950	Digital Media Co-Op II	$6
DIG 2109C	Digital Imaging and Fundamentals	$81
DIG 2280C	Digital Video and Sounds	$22
EEC 2300	Instructional Practices	$60
EET 1084	Survey of Electronics	$25
EGS 1949	Engineering Technology Co-op I	$6
EGN 1111	Engineering Graphics	$25
EME 2040	Introduction to Technology for Educators	$25
EMS 1119L	Fundamentals EMT Skills Lab	$72
EMS 1431	EMT Field Experience	$87.91
EMS 2611L	Paramedic Fundamentals Skills Lab	$108
EMS 2612L	Paramedic Airway Management Lab	$12
EMS 2613L	Paramedic Patient Assessment Lab	$12
EMS 2614L	Trauma Emergency Skills Lab	$12
EMS 2615L	Medical Emergencies Lab I	$80
EMS 2619L	Medical Emergencies Lab II	$91
EMS 2628L	Paramedic OB/GYN Neonatal Emergency Skills Lab	$12
EMS 2645	Paramedic Clinical Experience II	$27
EMS 2656	Paramedic Clinical I	$171.91
ESC 1000L	Earth Science Lab	$10
ESC 1200C	Earth Science for Educators	$10
ETI 1117	Introduction to Quality Control	$25
ETI 1151	Instrument Techniques and Measurement	$25
ETI 1622	Concepts of Lean Manufacturing and Six Sigma	$25
ETI 1720C	Industrial Safety	$25
ETI 1843	Motors and Controls	$25
ETS 1535	Automated Process Control	$25
ETS 1542	Introduction to PLCs	$25
GRA 2120C	Page Design and Layout	$70
GRA 2156C	Digital Illustration (Vector-Based)	$70
HIM 1949	Practicum I: Acute Care Settings	$6
HIM 2941	Coding Professional Practice Experience	$6
HLP 1081	Personal Wellness Appraisal and Improvement	$10
HSC 2400	First Aid	$10
MAN 1949	Management Co-op	$6
MAN 4940	Internship in Business and Organizational Management	$6
MCB 2010L	Microbiology Lab	$30
MUC 1101	Introduction to Music Composition	$480
MUC 1102	Music Composition	$480
MVB 1211-2221	Trumpet	$240
MVB 1212-2222	Horn	$240
MVB 1213-2223	Trombone	$240
MVB 1214-2224	Baritone Horn	$240
MVB 1215-2225	Tuba	$240
MVB 1311-2321	Trumpet	$480
MVB 1312-2322	Horn	$480
MVB 1313-2323	Trombone	$480
MVB 1314-2324	Baritone Horn	$480
MVB 1315-2325	Tuba	$480
MVK 1111	Class Piano I	$15
MVK 1211-2221	Piano	$240
MVK 1311-2321	Piano	$480
MVK 2121	Class Piano III	$15
MVO 2220-2221	Other Instruments	$240
MVO 2320-2321	Other Instruments	$480
MVP 1211-2221	Percussion	$240
MVP 1311-2321	Percussion	$480
MVS 1211-2221	Violin	$240
MVS 1212-2222	Viola	$240
MVS 1213-2223	Violoncello	$240
MVS 1214-2224	Double Bass	$240
MVS 1216-2226	Guitar	$240

MVS 1311-2321	Violin	$480
MVS 1312-2322	Viola	$480
MVS 1313-2323	Violoncello	$480
MVS 1314-2424	Double Bass	$480
MVS 1316-2326	Guitar	$480
MVS 1816	Class Guitar	$15
MVV 1111	Class Voice	$15
MVV 1211-2221	Voice	$240
MVV 1311-2321	Voice	$480
MVW 1211-2221	Flute	$240
MVW 1212-2222	Oboe	$240
MVW 1213-2223	Clarinet	$240
MVW 1214-2224	Bassoon	$240
MVW 1215-2225	Saxophone	$240
MVW 1311-2321	Flute	$480
MVW 1312-2322	Oboe	$480
MVW 1313-2323	Clarinet	$480
MVW 1314-2324	Bassoon	$480
MVW 1315-2325	Saxophone	$480
NUR 1004C	Bridge Clinical Concepts	$271.91
NUR 1021C	Foundations in Nursing	$161.91
NUR 1052C	Clinical Concepts I	$20
NUR 1241C	Clinical Concepts II	$150
NUR 1520C	Behavioral Concepts in Nursing	$20
NUR 2243C	Clinical Concepts III	$55.91
NUR 2244C	Clinical Concepts IV	$100
NUR 2440C	Developmental Concepts in Nursing	$20
NUR 2713C	Nursing IVA	$107.45
NUR 2734C	Nursing IV	$85
NUR 3066C	Advanced Nursing Health Assessment with Lab	$34
NUR 4636C	Community Nursing with Lab	$21
NUR 4776C	Evidence Based Clinical Judgment with Lab	$20
ORH 1000C	Introduction to Horticulture	$15
ORH 1113C	Pest and Disease Control	$15
ORH 1510	Ornamental Plant Identification	$6
ORH 1949	Ornamental Horticulture Co-Op	$6
OST 1949	Office Administration Co-op	$6
OST 2401	Office Administration I	$112
OST 2461	Medical Office Procedures	$25
OST 2717	Advanced Word	$112
PEL 1011	Team Sports I	$5
PEL 1012	Team Sports II	$5
PEL 2121	Golf	$5
PET 1000	Introduction to Physical Education	$5
PET 2622C	Care and Prevention of Athletic Injuries	$10
PGY 1401C	Photography I	$30
PHT 1130C	Data Collection Skills for the PTA	$16
PHT 1175C	Functional Anatomy and Kinesiology	$17.79
PHT 1210C	Therapeutic Modalities I	$54
PHT 1212C	Therapeutic Modalities II	$24
PHT 1801L	PTA Clinical Lab I	$30
PHT 1802L	PTA Clinical Lab II	$10
PHT 2810L	Clinical Practice II	$15.91
PHY 1053C	General Physics I	$20
PHY 1054C	General Physics II with Lab	$20
PHY 2048C	General Physics with Calculus I	$20
PHY 2049C	General Physics with Calculus II	$20
PLA 1949	Legal Assisting Co-op I	$6
PLS 1220L	Propagation of Nursery Plants Laboratory	$15
PMT 0102	Introduction to Welding	$150
PMT 0111	Oxyacetylene Welding	$50
PMT 0121	Shielded Metal Arc Welding	$50
PMT 0131	Gas Tungsten Arc Welding	$50
PMT 0134	Gas Metal Arc Welding	$50
PMT 0161	Pipe Welding	$50
PMT 0930L	Welding Skills Development Lab	$50
RTE 1111L	Patient Care Procedures Lab	$26
RTE 1503L	Radiographic Procedures I Lab	$26
RTE 1804	Clinical Education I	$311.21
RTE 1814	Clinical Education II	$37.67
RTE 1824	Clinical Education III	$37.67
RTE 2061	Radiography Seminar	$80
RTE 2130	Pharmacology in Radiography	$9
RTE 2523L	Radiographic Procedures III Lab	$26
RTE 2834	Advanced Clinical Education IV	$102.17
RTE 2844	Advanced Clinical Education V	$51.26

STS 0003	Introduction to Surgical Technology	$85.91
STS 0810	Surgical Technology I	$20
STS 0820	Surgical Technology II	$260

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

Fee Waivers and Exemptions

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

To the extent required by law, registration fees (defined to include all fees normally collected as part of the registration process) will not be assessed for those categories of students specifically exempted by Florida Statutes and Florida Board of Education Rules, including students enrolled under dual enrollment and early admission agreements between the college and the school districts in its service area. (Florida Statutes 1001.64, 1009.23, 1009.25, 1009.26, 1009.27, 1010.03, 1011.83; Florida Administrative Code 6A-14.054; CF Board Policy 5.08)

Third-party Authorization

If all or part of registration fees are being paid by an external agency which requires billing (employer, Florida Prepaid Program, Vocational Rehabilitation, 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 present this authorization to a campus cashier prior to the fee due date indicated on their registration form. If the current authorization is not presented, the student's account will not be credited properly and the student may be dropped from all courses, and/or be responsible to pay the fees. The student is responsible for payment of any balance remaining after 60 days from the start date of the semester. Third-party authorizations for book charges require a separate purchase order or letter 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 present a valid Florida Prepaid Identification Card and a photo ID to a campus cashier each semester they register for classes as well as whenever they make a change during the add/drop period of each semester. The card must apply to the appropriate academic year and be signed by the student. Students participating in this program are responsible for any amounts not covered by their plan. Any remaining balance must be paid by the fee due date on the student's schedule.

Florida State Employee Fee Waivers

Per Section 1009.265, Florida Statutes:

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

Guidelines

- Employment verification will be confirmed on the state database through the State Payrolls website.
- State employees are responsible for paying admission application fees, as well as course fees such as lab fees and distance learning 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(s) each semester. Registration may only occur for classes with space available. Registration cannot occur prior to the add period for the semester or mini-term (no earlier than the first day of class).
- Tuition will be waived for a maximum of six credit hours (lab fees and distance learning 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. Waivers will be applied at the resident rate.
- Tuition waiver is for the current term of registration only. It is not retroactive.
- Students may apply and qualify for federal, state and institutional aid; however, eligibility for aid does not change the guidelines above. In some cases, and particularly when a student is taking a B term course in conjunction with A or C term courses, a student may not be eligible for a waiver when following the requirements of the aid program.

Procedure

1. State employee must complete all admission requirements prior to registering for class(es).
2. State employee registers for class(es) on a space available basis during the add period (first day of class) of that semester or mini-term.
3. State employee must complete the Application for State Employee Fee Waiver and submit the form to the Office of Financial Aid. If an employee is requesting a waiver for a B term course as well as an A or C term course within the same semester, a separate form will be needed for the B term course.
4. The Office of Financial Aid will post the fee waiver.
5. State employee confirms posting of the waiver on student MyCF portal account.
6. The state employee must pay any fees not covered by the fee waiver at the cashier's office by the posted due date.(CF Board Policy 5.08; CF Administrative Procedure Fee Waivers)

Military Honoree Tuition Waiver

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

1. is enrolled as a full-time or part-time 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)

Refund Policy

For credit and vocational workforce education classes, petitions for withdrawal with a refund from the college are available in the offices of Admissions and Records, Enrollment Management, the Office of the Vice President for Student Affairs, and the Citrus Campus Enrollment Management Office. It is the student's responsibility to initiate 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 cancelation, time or location; other circumstances that may be approved upon timely filing with complete documentation with the division of Student Affairs.

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

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 BankMobile Disbursements

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 pro-rated formula to comply with federal regulations defined in Reauthorization of the Higher Education Act.

Return of Title IV Funds Policy

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 must still be attending another class or is considered to be withdrawn, even if registered for future classes starting in the same semester. The student must – at the time of withdrawal from a minimester class, if not attending another class – provide documentation to the college indicating his/her intent to attend a future class within that semester. Otherwise 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
   Academic Competitiveness 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 (NSLDS), 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 (p. 78).

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. Awards may come from any combination of grants, scholarships, loans or part-time employment. The financial aid awarded to a student may be from federal, state, institutional or local funds. Students interested in applying for financial assistance should complete a Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov.

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 1, 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.

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.

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 Technicall 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. Be registered for Selective Service, if required.
9. 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).
10. 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.
11. Not have been convicted for sale or possession of illegal drugs while receiving Title IV aid.

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 award notification as your award 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 Admissions and Records 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 www.fafsa.ed.gov (allow at least two weeks for processing). Students who are submitting a FAFSA for the first time will need to create an FSA ID at https://fsaid.ed.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 an award 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, Selective Service, 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, SAR. The SAR may request additional information and/or will assign a number called an Expected Family Contribution, EFC. 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://fsaid.ed.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 awards. 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*	$2,680
Books and Supplies	$1,400
Room and Board	$990
Transportation	$1,922
Personal/Miscellaneous	$1,800
Total Budget	$8,738
In-State Living Away From Parents	
Tuition/Fees*	$2,680
Books and Supplies	$1,400
Room and Board	$7,461
Transportation	$1.922
Personal/Miscellaneous	$1,800
Total Budget	$15,263
Out-of-State Living With Parents	
Tuition/Fees*	$10,240
Books and Supplies	$1,400
Room and Board	$990
Transportation	$1,922
Personal/Miscellaneous	$1,800
Total Budget	$16,352
Out-of-State Living Away From Parents	
Tuition/Fees*	$10,240
Books and Supplies	$1,400
Room and Board	$7,461
Transportation	$1,922
Personal/Miscellaneous	$1,800
Total Budget	$22,823

Vocational Coursework	
In-State Living With Parents	
Tuition/Fees*	$2,176
Books and Supplies	$1,400
Room and Board	$990
Transportation	$1,922
Personal/Miscellaneous	$1,800
Total Budget	$8,288
In-State Living Away From Parents	
Tuition/Fees*	$2,176
Books and Supplies	$1,400
Room and Board	$7,461
Transportation	$1.922
Personal/Miscellaneous	$1,800
Total Budget	$14,759
Out-of-State Living With Parents	
Tuition/Fees*	$8,368
Books and Supplies	$1,400
Room and Board	$990
Transportation	$1,922
Personal/Miscellaneous	$1,800
Total Budget	$14,480
Out-of-State Living Away From Parents	
Tuition/Fees*	$8,368
Books and Supplies	$1,400
Room and Board	$7,461
Transportation	$1,922
Personal/Miscellaneous	$1,800
Total Budget	$20,951

*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 awarded 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 awards 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 (p. 97) for clarification) listed in the college calendar (p. 3).

The amount paid to the student from the Federal Pell Grant listed in the student's award 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 awards may be used for the equivalent of two full-time 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. Check with the Financial Aid Office for updates on summer Pell Grant availability. 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 www.nslds.ed.gov.

Federal Supplemental Educational Opportunity Grant

The FSEOG is a need-based federal grant awarded to students seeking an undergraduate degree in an eligible program who have exceptional financial need, 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 awarded on a first-come, first-served basis.

Initial awards are estimated based on the results of the FAFSA. Estimates may change if any criteria used to determine 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 (p. 97) for clarification) listed in the college calendar (p. 3).

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, aid will be adjusted to the enrollment level of the fundable credit hours that have been confirmed or nullified.

Federal Iraq Afghanistan Service Grant (IASG)

The Federal IASG Grant is non-need-based awarded 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 awarded 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 (FAFSA). 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 the award for 110 percent of the number of credit hours required to complete the program in which enrolled. The award 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 awarded on a first-come, first-served basis.

Initial awards are estimated based on the results of the FAFSA. Estimates will change if any criteria used to determine 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 (p. 97) for clarification) listed in the college calendar (p. 3).

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.

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. Award amounts vary depending on each student's need and enrollment level. This program has very limited funding. The grant will be awarded on a first-come, first-served basis.

For more information about this grant, please visit 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 awarded. 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).

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

Talent Grants: 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, dance, theatre, publications, Student Activities Board, CF Student Ambassadors, Brain Bowl, forensics and more. Learn more at CF.edu/studentlife.

CF Academic Merit Scholarship: CF has established scholarships that will be awarded to seniors in high school in Citrus, Levy and Marion counties. Attempts will be made to award students from every high school (if funding permits). Recommendations for these scholarships should be made by the high school principals or their designees to the director of Admissions and Records by the announced spring deadline. Each scholarship is awarded over a four-semester fall/spring period commencing after high school graduation. The student must enroll full time in order to receive the scholarship. Initial recipients must have a 3.3 GPA to qualify. To be eligible for renewal, a student must maintain a cumulative CF grade point average of 3.0 or higher.

Community of Scholars Scholarship: CF has established scholarships for eligible students in the Honors Institute. Eligible students must meet the requirements to participate in the Honors Institute. Recommendations for awards are made by the program advisor to the Office of Financial Aid. See Honors Programs (p. 77) 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 award 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 award amount is applied only to tuition and fees. Priority is given to students who apply early. Limited funding is available in this program, and funding is awarded on a first-come, first-served basis.

Florida Bright Futures Scholarship Program

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

Applications, 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.

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

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

CF receives electronic award information about eligible CF student scholars from the Florida Department of Education and includes the award in their aid package. Actual payment depends upon the program regulations and the amount of tuition and fees assessed for the semester. 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 an award 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 an award for a maximum of 100 percent of the number of credit or clock hours required to complete the program.

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

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

Florida Academic Scholars Award: Pays per credit hour (including vocational credit hours) of community college-level tuition.

Florida Medallion Scholarship: Pays per credit hour tuition of community college-level tuition to degree- seeking students and a specific amount per credit hour for vocational coursework.

Florida Gold Seal CAPE Scholars Award: Pays per credit/vocational clock hour of program tuition. Recipients can use the award 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 award 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 Certificate/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 a Bright Futures award after the last day of the add/drop period will be responsible for reimbursing the postsecondary institution for the cost of course(s) dropped or withdrawn.
- A student may make a written appeal, however, for hours dropped or withdrawn (due to verifiable illness or emergency) after the last day of the add/drop period. CF will make an appeal recommendation for a repayment exception to the Florida Department of Education. A recommendation for an exception is based on received documentation of a verifiable illness or emergency beyond the student's control.
- The Florida Department of Education may accept or deny the postsecondary institution's recommendation for repayment exception. Nonrefunded hours may affect the student's renewal eligibility.
- For first year students, summer grades and hours earned after spring evaluation may be used if necessary to meet the scholarship renewal requirements of GPA improvement. A student must ask a financial aid specialist to submit a grade and hours update to the Florida Office of Student Financial Assistance (OSFA) indicating any adjusted postsecondary institutional cumulative GPA.

Repayment calculations are based on the current Bright Futures award amount per credit hour. For information regarding current scholarship requirements and award amounts, go to 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.

Outside Private Scholarships

Many clubs and organizations offer scholarships to college students. Students can obtain information about these awards from high school guidance counselor offices, libraries or from free Internet scholarship search services such as 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 award in their award notification letter; however, if work-study was not offered, the student may wish to inquire about eligibility by visiting the Office of Financial Aid.

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 Stafford 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 studentloans.gov.

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 studentloans.gov. 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).

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 studentloans.gov. 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.

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.StudentLoans.gov. A student's complete aid history is available at www.nslds.ed.gov.

Subsidized Federal Stafford Loan

This loan is a federally funded loan provided to students through the U.S. Department of Education. This loan requires unmet financial need. The federal government will 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.

150% Time Limitation on Loan Subsidy

This legislation limits the time frame for which students are eligible to receive the subsidy on Federal Direct student loans and it impacts students considered to be new borrowers after July 1, 2013. New borrowers include: those who have never borrowed a Federal Direct student loan prior to July 1, 2013 and those who have previously borrowed, but had a zero balance due as of July 1, 2013. This legislation limits Federal Direct Subsidized loans to 150% of the length of a student's academic program. For example, new student borrowers in a 2-year program can only receive subsidized loans for 3 years. The length of time is measured in academic years. Students who reach this limit may be eligible for Federal Direct Unsubsidized loans if they are otherwise eligible to receive them.

Furthermore, students who reach the 150% point and have not yet completed their program will lose the subsidy on all outstanding subsidized loans. The loans do not enter repayment at this point; however, the borrower becomes responsible for paying the interest rather than the government. This limit is based on the amount of time a student **is enrolled in a program and not the amount the student borrows** (with some exceptions). Less than full-time enrollment status will impact the length of time a borrower is eligible for the interest subsidy. The legislation was passed in hopes of encouraging students to complete programs of study more quickly and allowances are granted when a student completes a degree/certificate within the 150% time frame.

It is important to note that this loan subsidy time limitation is separate from Satisfactory Academic Progress and aggregate loan limits. Approval of Satisfactory Academic Progress appeals will not extend the length of time in which you will qualify for the subsidy on student loans.

Additional information is located at studentloans.gov.

Unsubsidized Federal Stafford Loan

This is a federally funded loan that is provided to students through the U.S. Department of Education. This loan does NOT require unmet financial need; however, the student still must complete the FAFSA. The student must be enrolled at least half time (six credit hours) and is responsible for the interest while the loan is in deferment and during the six-month grace period. The student may pay the interest while in school or may contact the loan servicing center to request that the interest be deferred until the time of repayment.

Parent Loan for Undergraduate Students

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 www.studentloans.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 www.nslds.ed.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 award 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 award 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 http://www.cf.edu/community/cf/studentaccounts/onecard for additional information.

If receiving a financial aid award 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 attended their class. Attendance must be “academic attendance” or “attendance at an academically-related activity”. Examples include:

- Physical class attendance where there is direct interaction between instructor and student
- Submission of an academic assignment
- Examination, interactive, tutorial, or computer-assisted instruction
- Study group assigned by the school
- Participation in an on-line discussion account academic matters
- Initiation of contact with instructor to ask question about academic subject

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 award year starts in the beginning of the fall semester and continues to the end of the summer semester. CTC/Clock hour award 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 (SAP). 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. 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, at the end of every term, and when grades are transferred in to the college. 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. In the event of the student exceeding the maximum timeframe, a student will not be permitted a period of warning.

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 decision?

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 an immediate 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 you were 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 fail 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 (SAP) 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. EAP0300C 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.

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 not already awarded, the student will be awarded 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 awarded 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

Programs

Continuing Education

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 security officer training and manufacturing-related careers. Customized corporate training is available to meet the needs of local businesses and their employees. Additional classes are offered for everything from computer classes to 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:

- Early Childhood classes – Teacher Education, 352-854-2322, ext. 1405
- Business, Computers and online classes – Business, Technology and Workforce, 352-854-2322, ext. 1855
- Health classes – Health Sciences, 352-854-2322, ext. 1401
- 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 (p. 80), 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 asynchronously via the Internet. Some on-campus meetings may be necessary depending upon the course. E-Learning also includes hybrid classes, which meet part of the time on campus and part of the time online.

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.

Online Courses: Online courses are distributed through the Internet, and students who enroll in online classes must have access to a computer with Internet access. Required skills include basic word processing and the ability to utilize email. In order to be successful, online learners must be able to work independently with minimal supervision. For some online classes, meetings for orientation, testing and review are held on campus. Courses which require proctored assessments through an approved proctoring service may necessitate a fee of approximately $30-$45 per assessment if the student cannot attend a CF Testing Center during testing center hours. Online proctoring will also require a webcam and microphone.

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.

For a current list of e-learning opportunities, visit the MyCF web portal. For more information on e-learning, visit 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 individualized and group services that support 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 (StartSmart@CF)

First Time in College students meet with their assigned First Year Success Specialist after the completion of the online orientation and Career Coach. Career Coach results are reviewed in the initial session, and used to place the student on the appropriate academic pathway. Success pointers and an advising syllabus are given and the student's first schedule is completed. Upon successful completion of 24 credit hours students will transition to Meta-Major Advisors. Learn more at CF.edu/StartSmart.

Meta-Major Advising

Students who have transitioned from Start Smart, who transfer to CF or who or are not First Time in College students are assigned to a Meta-Major Advisor. Students meet with their advisor to register for classes at CF. 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. CF.edu/Advising

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

Food Services

The Ocala Campus Patriot Café offers made-to-order breakfasts, hot luncheon selections, freshly prepared subs and salads and a large selection of bakery and snack items. The Cyber Café at the Ocala Campus offers specialty coffee drinks, ice cream and a variety of bakery items. This space offers wireless Internet and is a great place for interacting with friends. Full-service catering is also available at the Ocala Campus with the college's own Rosemary and Thyme catering.

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, 7:30 a.m.-2:30 p.m. (Hours vary depending on time of year.)

Cyber Café: Monday-Thursday, 7:30 a.m.-2 p.m. (Hours vary depending on time of year.)

Conference Services

College of Central Florida's conference centers include the Webber and Klein conference centers at the Ocala Campus, the Appleton Museum of Art auditorium and Café, and the Citrus Learning and Conference Center at the Citrus Campus. The centers provide meeting and event space for campus and community organizations. In addition, full-service catering is available at certain locations. For information on how to book an event, call 352-291-4441 (Ocala), 352-291-4455 (Appleton) or 352-249-1210 (Citrus). Additional information is available at 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 or the Administration office at the Citrus Campus. Use the nearest campus telephone and dial 352-854-2322, ext. 1261 at the Ocala Campus when an emergency arises, or call 911 (emergency number) if no response at ext. 1261. At the Citrus Campus, dial 911 if not near the Administration office when an emergency arises.

College of Central Florida, while having no obligation to do so, attempts to secure medical aid for students. No health facility is maintained on campus; however, several emergency facilities are located near the Ocala Campus. Students at the Ocala Campus are referred to one of these facilities unless they request otherwise. Citrus Campus students are referred to Citrus Memorial Hospital in Inverness unless they request otherwise in writing. Registration implies understanding of and consent for this procedure.

When applying, the student is asked to provide certain pertinent health information, and students with chronic health problems are advised to make their special needs known to the coordinator of Access and Counseling Services and security personnel at the Ocala Campus, or the Counseling Office at the Citrus Campus.

Career Center and Talent Center

The primary purposes of the CF Career Center are helping students and citizens in the district discover which careers are most appropriate for them and how to plan their education accordingly, and assist employers in selecting the best candidates for jobs.

Potential clients of the Career Center include students, those desiring to change or start new careers, retirees who want to re-enter the workforce, the disabled, homemakers entering or re-entering the workforce, and local companies and industries.

Assessment: A wide variety of evaluative tools are available, from computer software to mechanical devices 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.

Job Matching: A database and other resources are available to track current and future high-demand career fields. The client is able to preview the employment outlook in a particular field(s) of interest on a local, regional, state and national level, as well as identify which employers are hiring for specific careers now and in the future.

Career counseling and career assessment are available at the Career Center in 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.

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. Talent Center offers no cost professional placement services to CF graduates and soon to be graduates. In addition to individualized coaching, our 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 Talent Center by visiting our office in The Enterprise Center, Suite 101, or online at TalentCenter.org. Talent Center and TalentCenter.org are the bricks and clicks location for career insight and employment opportunities.

Disability Services

Disability Services offers a wide range of services and resources for students. We provide mental health and 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 Disability 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.

The Office of Disability Services is located in the Bryant Student Union, Room 204, on the Ocala Campus. For more information, visit the Disability Services office, email access@cf.edu or call 352-873-5843. 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, depression, family issues, post-traumatic stress disorder (PTSD), self-esteem and other life challenges.

The Psychological Rehabilitation Education Program (P.R.E.P.) club meets every Tuesday from 2–3:30 p.m. For more information, call 352-854-2322, ext. 1760 or 1286. Students can visit http://screening.mentalhealthscreening.org/centralflorida for a free online mental health screening provided by the college.

For more information about student services, counseling and assistance, visit CF.edu/Assistance, Student Services at the Ocala Campus, Bryant Student Union, or call 352-873-2322, ext. 1760 or 1286.

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 (ESP)

CF's Early Support Program (ESP) 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. Disability 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 Project

As a recipient of the Garrett Lee Smith (GLS) Suicide Prevention Grant from the Substance Abuse and Mental Health Services Administration (SAMHSA), 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. With training and awareness, we can encourage those struggling with depression and anxiety to seek help early. There are many ways students can get involved to keep themselves and those around them safe.

This campus-wide initiative begins with training for teachers and staff as well as students which provides them not only with the ability to recognize the potential warning signs of someone considering suicide, but the skills necessary to help that individual. During this interactive QPR training, participants learn how to listen and then engage a person in distress, directly ask about suicide, and persuade that person to seek help. The goal is for all students, faculty and staff to receive this life-saving training.

Posters with the number for the Suicide Prevention Hotline have been posted in all classrooms and on many hallway bulletin boards. Brochures for stress management are available in counseling and other key student services offices, and Suicide Prevention Guidelines are provided to every staff and faculty member. Information and resources are available online at our website, CF.edu/RUOK and on our Facebook page, www.facebook.com/CFSuicidePrevention. A wide range of activities have been incorporated into existing courses and programs. Additionally, clubs and organizations are encouraged to host prevention and awareness events throughout the year to help promote wellness and help-seeking to all students.

To learn more about how you can help prevent suicide, visit: https://suicidepreventionlifeline.org or call 352-854-2322, ext. 1652.

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 literary 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, 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 regalia from Congressman Clifford B. Stearns, his congressional desk, flags and books. The Citrus LRC houses the Walker Environmental Science Collection.

Information about these resources can be accessed through the library website, CF.edu/Learning. 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 InterLibrary 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.

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.

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 the community. For students it is also a perfect way to explore potential careers, network, enhance course learning and gain personal enrichment. Offering a hand to a variety of organizations is a great way to engage in learning opportunities that teach the knowledge, understanding and competencies required for active participation within the community.

Many courses at CF offer Service Learning or course credit for getting involved. For more information on these and other volunteer opportunities look for the Service Learning Facebook page or go to the UpTo Calendar app for community projects and opportunities.

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, assistance enrolling in classes to prepare for the GED and membership in the Club of Educational Opportunity, to enhance leadership and life skills. 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 Fast Track, 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

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 (p. 61). See the Student Advising Department for articulation sheets.

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 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 five specializations, the Bachelor of Science in Early Childhood Education and the Registered Nurse to Bachelor of Science in Nursing.

Florida Education and Training Placement Information Program

The Florida Education and Training Placement Information Program, FETPIP, is a data collection and consumer reporting system established by Florida Statutes Section 1008.39 to provide follow-up data on former students and program participants who have graduated, exited or completed a public education or training program within the State of Florida. The most recent College of Central Florida FETPIP reports are available at CF.edu/gainfulemployment.

Gainful Employment

College of Central Florida prepares students for gainful employment in recognized occupations. On March 14, 2014, the U.S. Department of Education released a Notice of Proposed Rulemaking to establish measures for determining whether certain postsecondary educational programs prepare students for gainful employment in a recognized occupation and the conditions under which these educational programs remain eligible for the student financial assistance programs authorized under title IV of the Higher Education Act of 1965, as amended (HEA). Program integrity regulations published in the Federal Register on Oct. 29, 2010, [75 FR 66665 and FR 66832] require postsecondary institutions that participate in the student financial assistance programs authorized under Title IV of the Higher Education Act of 1965, as amended, to disclose to prospective students certain information about the institution's Gainful Employment Programs.

The Federal Department of Education has additional information and resources related to the gainful employment regulations — including the published regulations and Federal Register Notices, answers to frequently asked questions, as well as guidelines for determining which educational programs are subject to the gainful employment regulations — on the Department of Education's Gainful Employment Information Page at http://www.ifap.ed.gov/GainfulEmploymentInfo/indexV2.html.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, visit CF.edu/GainfulEmployment.

Directory of Programs

Associate in Arts

Associate in Arts Degree Requirements (p. 61)

Associate in Science Degree and College Credit Certificate Programs

Accounting Technology (p. 110)

- A.S. Degree in Accounting Technology
- College Credit Certificate in Accounting Technology Management
- College Credit Certificate in Accounting Technology Operations
- College Credit Certificate in Accounting Technology Specialist

Agribusiness Management (p. 111)

- A.S. Degree in Agribusiness Management
- College Credit Certificate in Horticulture Specialist

Business Administration (p. 112)

- A.S. Degree in Business Administration
- College Credit Certificate in Business Administration — Business Management
- College Credit Certificate in Entrepreneurship
- College Credit Certificate in Business Operations
- College Credit Certificate in Business Specialist
- College Credit Certificate in Human Resources Administrator
- College Credit Certificate in Marketing Operations
- College Credit Certificate in E-Business Ventures

Computer Information Technology (p. 115)

- A.S. Degree in Computer Information Technology
- College Credit Certificate in Information Technology Analysis
- College Credit Certificate in Information Technology Support Specialist
- College Credit Certificate in Help Desk Support Technician
- College Credit Certificate in Database and E-Commerce Security
- College Credit Certificate in Computer Programming Specialist
- College Credit Certificate in Computer Information Data Specialist

Criminal Justice Technology (p. 117)

- A.S. Degree in Criminal Justice Technology
- College Credit Certificate in Criminal Justice Technology Specialist

Dental Assisting Technology and Management (p. 118)

- A.S. Degree in Dental Assisting — Dental Practice Management
- A.S. Degree in Dental Assisting — Education
- A.S. Degree in Dental Assisting — Marketing

Digital Media Technology (p. 120)

- A.S. Degree in Digital Media Technology Web Design Specialization
- College Credit Certificate in Digital Media/Multimedia Authoring
- College Credit Certificate in Digital Media/Multimedia Web Production
- College Credit Certificate in Graphic Design

Early Childhood Education (p. 121)

- A.S. Degree in Early Childhood Education
- College Credit Certificate in Child Care Center Management
- College Credit Certificate in Child Development: Early Intervention

Emergency Medical Services (p. 123)

- A.S. Degree in Emergency Medical Services
- College Credit Certificate in Emergency Medical Technician (Basic)
- College Credit Certificate in Paramedic

Engineering Technology (p. 124)

- A.S. Degree in Engineering Technology — Quality Specialization
- A.S. Degree in Engineering Technology — Advanced Manufacturing Specialization
- College Credit Certificate in Lean Six Sigma Green Belt
- College Credit Certificate in Engineering Technology Support Specialist
- College Credit Certificate in Automation
- College Credit Certificate in Mechatronics
- College Credit Certificate in Pneumatics, Hydraulics and Motors for Manufacturing
- College Credit Certificate in Mechanical Designer and Programmer

Equine Studies (p. 127)

- A.S. Degree in Equine Studies — Business Management Specialization
- A.S. Degree in Equine Studies — Equine Exercise Physiology
- College Credit Certificate in Equine Assistant Manager
- College Credit Certificate in Equine Technician

Health Information Technology (p. 130)

- A.S. Degree in Health Information Technology
- College Credit Certificate in Medical Information Coder/Biller

Logistics and Supply Chain Management (p. 131)

- A.S. Degree in Supply Chain Management
- College Credit Certificate in Logistics and Transportation Specialist

Medical Office Administration (p. 132)

- A.S. Degree in Medical Office Administration

Nursing (p. 133)

- A.S. to B.S. Degree in Nursing
- A.S. Degree in Nursing — LPN to ADN Bridge Program
- College Credit Certificate in Scientific Workplace Preparation

Office Administration (p. 135)

- A.S. Degree in Office Administration — Legal Office Specialization
- A.S. Degree in Office Administration — Office Management
- College Credit Certificate in Office Support
- College Credit Certificate in Office Specialist
- College Credit Certificate in Office Management

Paralegal Studies (p. 138)

- A.S. Degree in Paralegal Studies

Physical Therapist Assistant (p. 139)

A.S. Degree in Physical Therapist Assistant

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A.S. Degree in Radiography

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Associate in Science Degree and College Credit Certificate Programs

Accounting Technology

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.

REQUIREMENTS

Program Core Courses

Course	Title	Credits
ACG 2021	Financial Accounting	3
CGS 1100	Microcomputer Applications	3
ECO 2013	Principles of Economics - Macro	3
TAX 2010	Corporate Income Tax	3
OST 2335	Business Communications**	3
	OR	
ENC 1102	Freshman Composition Skills II**	3
ACG 2450	Integrated Accounting	3
GEB 1011	Introduction to Business	3
ECO 2023	Principles of Economics - Micro**	3
CGS 2103	Spreadsheet Applications	3
MAN 2021	Principles of Management	3
TAX 2000	Individual Income Tax	3
ACO 1807	Payroll Accounting	3
ACG 2071	Managerial Accounting	3
BUL 2241	Business Law I	3
ACG 1949	Work Experience I	3

General Education Courses

ENC 1101	Freshman Composition Skills I**	3

One of the following:

MAC 1105	College Algebra**	3
MAC 2311	Calculus I with Analytic Geometry**	5
MGF 1106	Liberal Arts Mathematics**	3
MGF 1107	Mathematical Explorations**	3
STA 2023	Elementary Statistics**	3
STA 2023H	Honors Elementary Statistics**	3

One of the following:

ARH 1000	Art Appreciation	3
HUM 1020	Introduction to the Humanities	3
HUM 1020H	Honors Introduction to the Humanities	3
LIT 1000	Introduction to Literature	3
MUL 1010	Music Appreciation	3
PHI 2010	Introduction to Philosophy	3
THE 1000	Theatre Appreciation	3

One of the following:

AMH 2020	United States History Since 1877	3
ANT 2000	Introduction to Anthropology	3
ECO 2013	Principles of Economics - Macro	3
ECO 2013H	Principles of Economics - Macro Honors	3
POS 2041	American National Government	3
PSY 2012	General Psychology	3
PSY 2012H	Honors General Psychology	3
SYG 2000	Introductory Sociology	3

One of the following:

AST 1002	Descriptive Astronomy	3
BSC 1005	Introduction to Biology	3
BSC 2010	Integrated Principles of Biology I	3
BSC 2085	Human Anatomy and Physiology I	3
CHM 1020	Chemistry for Liberal Studies	4
CHM 2045	General Chemistry I	3
ESC 1000	Earth Science	3
EVR 1001	Introduction to Environmental Science	3
EVR 1001H	Introduction to Environmental Science Honors	3
PHY 1020	Elementary Physics for the Nonscience Majors	3
PHY 1053C	General Physics I with Lab	4
PHY 2048C	General Physics with Calculus I with Lab	5

Total Credit Hours: 60

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.

View gainful employment information on this program at CF.edu/gainful-employment/6245.

REQUIREMENTS

Program Courses

Course	Title	Credits
CGS 1100	Microcomputer Applications	3
MGF 1107	Mathematical Explorations**	3
ACG 2021	Financial Accounting	3
ENC 1101	Freshman Composition Skills I**	3
	OR	
OST 2335	Business Communications**	3
GEB 1011	Introduction to Business	3
ACG 2071	Managerial Accounting	3
ACG 2450	Integrated Accounting	3
ACO 1807	Payroll Accounting	3
TAX 2000	Individual Income Tax	3
	OR	
TAX 2010	Corporate Income Tax	3

Total Credit Hours: 27

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.

REQUIREMENTS

Program Courses

Course	Title	Credits
CGS 1100	Microcomputer Applications	3
ACG 2021	Financial Accounting	3
ACG 2071	Managerial Accounting	3
OST 2335	Business Communications**	3
ACG 2450	Integrated Accounting	3
TAX 2010	Corporate Income Tax	3

Total Credit Hours: 18

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.

REQUIREMENTS

Program Courses

Course	Title	Credits
CGS 1100	Microcomputer Applications	3
ACG 2021	Financial Accounting	3
OST 2335	Business Communications**	3
ACG 2450	Integrated Accounting	3

Total Credit Hours: 12

Agribusiness Management

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.

REQUIREMENTS

Program Core Courses

Course	Title	Credits
CGS 1100	Microcomputer Applications	3
	OR	
OST 1100	Introduction to Word	3
ANS 1003	Introduction to Animal Science	3
SOS 2006	Introduction to Soil Science	3
AOM 2316	Agricultural Machinery and Equipment	3
AEB 2104	Principles of Agricultural Economics	3
AEB 2102	Principles of Agribusiness Management	3
AGG 2001	Introduction to Food Science	3
AEB 2192	Farm Records and Accounts	3
ANS 1222	Equine Sales and Marketing	3
AEB 1949	Agribusiness Internship	3

General Education Courses

ENC 1101	Freshman Composition Skills I**	3

One of the following:

MAC 1105	College Algebra**	3
MAC 2311	Calculus I with Analytic Geometry**	5
MGF 1106	Liberal Arts Mathematics**	3
MGF 1107	Mathematical Explorations**	3
STA 2023	Elementary Statistics**	3
STA 2023H	Honors Elementary Statistics**	3

One of the following:

ARH 1000	Art Appreciation	3
HUM 1020	Introduction to the Humanities	3

HUM 1020H	Honors Introduction to the Humanities	3
LIT 1000	Introduction to Literature	3
MUL 1010	Music Appreciation	3
PHI 2010	Introduction to Philosophy	3
THE 1000	Theatre Appreciation	3

One of the following:

ECO 2013	Principles of Economics - Macro	3
ECO 2013H	Principles of Economics - Macro Honors	3

One of the following:

AST 1002	Descriptive Astronomy	3
BSC 1005	Introduction to Biology	3
BSC 2010	Integrated Principles of Biology I	3
BSC 2085	Human Anatomy and Physiology I	3
CHM 1020	Chemistry for Liberal Studies	4
CHM 2045	General Chemistry I	3
ESC 1000	Earth Science	3
EVR 1001	Introduction to Environmental Science	3
EVR 1001H	Introduction to Environmental Science Honors	3
PHY 1020	Elementary Physics for the Nonscience Majors	3
PHY 1053C	General Physics I with Lab	4
PHY 2048C	General Physics with Calculus I with Lab	5

Program Electives (select 15 credits)

ORH 1301C	Introduction to Irrigation	3
ORH 1113C	Pest and Disease Control	3
ORH 1000C	Introduction to Horticulture	3
ORH 1510	Ornamental Plant Identification	3
ORH 1260	Greenhouse Operations	3
BUL 2241	Business Law I	3
ORH 1601C	Nursery Management	3

Total Credit Hours: 60

Horticulture Specialist, College Credit Certificate

6292: College Credit Certificate in Horticulture Specialist (15 Credit Hours)
CIP: 01.0605
FL CIP: 0101010102
SOC: 37-1012

The Horticulture Specialist 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.

REQUIREMENTS

Program Core Courses

Course	Title	Credits
ORH 1000C	Introduction to Horticulture	3
ORH 1113C	Pest and Disease Control	3
ORH 1510	Ornamental Plant Identification OR	3
ORH 1601C	Nursery Management	3
ORH 1301C	Introduction to Irrigation	3
ORH 1260	Greenhouse Operations	3

Total Credit Hours: 15

Business Administration

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.

REQUIREMENTS

Program Courses

Course	Title	Credits
CGS 1100	Microcomputer Applications	3
GEB 1011	Introduction to Business	3
OST 1384	Customer Service	3
BUL 2241	Business Law I	3
CGS 2103	Spreadsheet Applications	3
MAN 2021	Principles of Management	3
ECO 2023	Principles of Economics - Micro**	3
OST 2335	Business Communications**	3
ACG 2021	Financial Accounting	3
GEB 2430	Ethics in Management	3
MAR 2011	Principles of Marketing	3
ACG 2071	Managerial Accounting	3
FIN 2100	Business Finance	3
ACG 2450	Integrated Accounting	3

Program Electives

Choose an additional 3 credit hours from the courses listed below:

MAN 2304	Introduction to Human Resources	3
MAN 1949	Co-op Work Experience	3
MAN 2582	Introduction to Project Management	3
ENT 1000	Introduction to Entrepreneurship	3
ENT 2112	Entrepreneurship Opportunities	3
SBM 2000	Small Business Management	3
MKA 2021	Sales, Marketing and Advertising	3
GEB 2350	Introduction to International Business	3

General Education Courses

ENC 1101	Freshman Composition Skills I**	3

One of the following:

MAC 1105	College Algebra**	3
MAC 2311	Calculus I with Analytic Geometry**	5
MGF 1106	Liberal Arts Mathematics**	3
MGF 1107	Mathematical Explorations**	3
STA 2023	Elementary Statistics**	3
STA 2023H	Honors Elementary Statistics**	3

One of the following:

ARH 1000	Art Appreciation	3
HUM 1020	Introduction to the Humanities	3
HUM 1020H	Honors Introduction to the Humanities	3
LIT 1000	Introduction to Literature	3
MUL 1010	Music Appreciation	3
PHI 2010	Introduction to Philosophy	3
THE 1000	Theatre Appreciation	3

One of the following:

ECO 2013	Principles of Economics - Macro	3
ECO 2013H	Principles of Economics - Macro Honors	3

One of the following:

AST 1002	Descriptive Astronomy	3
BSC 1005	Introduction to Biology	3
BSC 2010	Integrated Principles of Biology I	3
BSC 2085	Human Anatomy and Physiology I	3
CHM 1020	Chemistry for Liberal Studies	4
CHM 2045	General Chemistry I	3
ESC 1000	Earth Science	3
EVR 1001	Introduction to Environmental Science	3
EVR 1001H	Introduction to Environmental Science Honors	3
PHY 1020	Elementary Physics for the Nonscience Majors	3
PHY 1053C	General Physics I with Lab	4
PHY 2048C	General Physics with Calculus I with Lab	5

Total Credit Hours: 60

MAR 2011 and ENC 1102 are recommended for students planning to enroll in the college's baccalaureate degree programs.

College Credit Certificates

The College Credit Certificates in Business Management, Entrepreneurship, Business Specialist, Business Operations, E-Business Ventures, Marketing Operations and Human Resources Administrator will provide students with enhanced skills in specialty areas. The purpose of the certificate programs is to prepare the student for entry-level employment in marketing, management or entrepreneurial positions in a variety of business environments and/or to provide supplemental training for persons currently employed. These certificates will satisfy many requirements for the A.S. degree in Business Administration.

Business 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.

View gainful employment information on this program at CF.edu/gainful-employment/6241.

REQUIREMENTS

Program Courses

Course	Title	Credits
ENC 1101	Freshman Composition Skills I**	3
CGS 1100	Microcomputer Applications	3
GEB 1011	Introduction to Business	3
CGS 2103	Spreadsheet Applications	3
MAN 2021	Principles of Management	3
ACG 2021	Financial Accounting	3
	OR	
ACG 2450	Integrated Accounting	3
OST 2335	Business Communications**	3
	OR	
ENC 1102	Freshman Composition Skills II**	3

One of the following:

MAC 1105	College Algebra**	3
MAC 2311	Calculus I with Analytic Geometry**	5
MGF 1106	Liberal Arts Mathematics**	3
MGF 1107	Mathematical Explorations**	3
STA 2023	Elementary Statistics**	3
STA 2023H	Honors Elementary Statistics**	3

MAC 1105 College Algebra is recommended for students planning to enroll in the college's baccalaureate degree programs.

Total Credit Hours: 24

Business Operations, College Credit Certificate

6271: College Credit Certificate in Business Operations (18 Credit Hours)
CIP: 52.0499
FL CIP: 0552020104
SOC: 41-1021

This program is designed for students seeking specialized training to prepare for employment or to enhance their skills in the fields of management, business, and industry and retail. The program

instructs students in the areas of planning, organizing, directing and controlling a business. Selected theories of business operations and decision making are emphasized. Students will obtain the knowledge, skills and understanding for effective management functions.

REQUIREMENTS

Program Courses

Course	Title	Credits
ENC 1101	Freshman Composition Skills I**	3
GEB 1011	Introduction to Business	3
CGS 1100	Microcomputer Applications	3
MAN 2021	Principles of Management	3
OST 2335	Business Communications**	3
	OR	
ENC 1102	Freshman Composition Skills II**	3

One of the following:

MAC 1105	College Algebra**	3
MAC 2311	Calculus I with Analytic Geometry**	5
MGF 1106	Liberal Arts Mathematics**	3
MGF 1107	Mathematical Explorations**	3
STA 2023	Elementary Statistics**	3
STA 2023H	Honors Elementary Statistics**	3

MAC 1105 College Algebra is recommended for students planning to enroll in the college's baccalaureate degree programs.

Total Credit Hours: 18

Entrepreneurship, College Credit Certificate

6290: College Credit Certificate in Entrepreneurship (12 Credit Hours)
CIP: 52.0201
FL CIP: 0552070308
SOC: 11-1021, 11-2022

The Entrepreneurship Certificate program is a course of study that offers both credit and noncredit tracks. The program is designed for those who currently own a small business or rising ventures and wish to enhance their skills, or for curious seekers who are interested in expanding their knowledge to start a business venture.

REQUIREMENTS

Program Courses

Course	Title	Credits
ENT 2112	Entrepreneurship Opportunities	3
SBM 2000	Small Business Management	3
ENT 1000	Introduction to Entrepreneurship	3

Program Electives

Choose an additional 3 credit hours from the courses listed below:

BUL 2241	Business Law I	3
MAN 2021	Principles of Management	3
GEB 2430	Ethics in Management	3
MAR 2011	Principles of Marketing	3
ACG 2021	Financial Accounting	3
GEB 1011	Introduction to Business	3
ACG 2450	Integrated Accounting	3
CGS 1100	Microcomputer Applications	3

Total Credit Hours: 12

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.

REQUIREMENTS

Program Courses

Course	Title	Credits
ENC 1101	Freshman Composition Skills I**	3
GEB 1011	Introduction to Business	3
CGS 1100	Microcomputer Applications	3

One of the following:

MAC 1105	College Algebra**	3
MAC 2311	Calculus I with Analytic Geometry**	5
MGF 1106	Liberal Arts Mathematics**	3
MGF 1107	Mathematical Explorations**	3
STA 2023	Elementary Statistics**	3
STA 2023H	Honors Elementary Statistics**	3
ACG 2021	Financial Accounting	3

MAC 1105 College Algebra is recommended for students planning to enroll in the college's baccalaureate degree programs.

Total Credit Hours: 12

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.

REQUIREMENTS

Program Courses

Course	Title	Credits
CGS 1100	Microcomputer Applications	3
ENC 1101	Freshman Composition Skills I**	3
GEB 1011	Introduction to Business	3
BUL 2241	Business Law I	3
GEB 2350	Introduction to International Business	3
MAN 2021	Principles of Management	3
MAN 2304	Introduction to Human Resources	3

Total Credit Hours: 21

E-Business Ventures, College Credit Certificate

6215: College Credit Certificate in E-Business Ventures (24 Credit Hours)
CIP: 52.1201
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 e-business. The courses in this certificate program are also part of the Associate in Science degree in Business Administration.

REQUIREMENTS

Program Courses

Course	Title	Credits
ENC 1101	Freshman Composition Skills I**	3
GEB 1011	Introduction to Business	3
BUL 2241	Business Law I	3
MAR 2011	Principles of Marketing	3
MAN 2021	Principles of Management	3
GEB 2430	Ethics in Management	3
ECO 2023	Principles of Economics - Micro**	3
GEB 2350	Introduction to International Business	3

Total Credit Hours: 24

Marketing Operations, College Credit Certificate

6214: College Credit Certificate in Marketing Operations (30 Credit Hours)
CIP: 52.0201
FL CIP: 0552070101
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.

REQUIREMENTS

Program Courses

Course	Title	Credits
CGS 1100	Microcomputer Applications	3
ENC 1101	Freshman Composition Skills I**	3
GEB 1011	Introduction to Business	3
MKA 2021	Sales, Marketing and Advertising	3
MAN 2021	Principles of Management	3
MAN 2304	Introduction to Human Resources	3
MAR 2011	Principles of Marketing	3
GEB 2350	Introduction to International Business	3
ECO 2023	Principles of Economics - Micro**	3

One of the following:

MAC 1105	College Algebra**	3
MAC 2311	Calculus I with Analytic Geometry**	5
MGF 1106	Liberal Arts Mathematics**	3
MGF 1107	Mathematical Explorations**	3
STA 2023	Elementary Statistics**	3
STA 2023H	Honors Elementary Statistics**	3

Total Credit Hours: 30

Computer Information Technology

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 for additional information about this program.

REQUIREMENTS

Program Courses

Course	Title	Credits
CGS 1100	Microcomputer Applications	3
CET 1278	A+ Fundamentals	3
CGS 2557	Internet Technologies	3
CGS 2103	Spreadsheet Applications	3
CET 2180	Practical PC Technician	3
CIS 2321	Introduction to Systems Analysis and Design	3
CGS 2540	Database Management Systems	3
CTS 2651	Router Fundamentals	3
CTS 2134	Networking Fundamentals	3
CTS 2136	PC Desktop Support	3
COP 1030	Fundamental Programming Concepts	3
CTS 2143	Server Fundamentals	3
CTS 2120	Security Fundamentals	3

Program Electives

Choose 6 credit hours from the courses listed below:

CET 1171	Introduction to Computer Technology	3
CGS 1949	Work Experience I	3
CGS 1820	Web Programming	3
COP 2250	Java Programming	3
OST 2335	Business Communications**	3
	OR	
ENC 1102	Freshman Composition Skills II**	3
CGS 2930	Special Topics in Computers	1
CGS 2930	Special Topics in Computers	1

CGS 2930: Introduction to Computer Skills and Overview of Microsoft Office

General Education Courses

ENC 1101	Freshman Composition Skills I**	3

One of the following:

MAC 1105	College Algebra**	3
MAC 2311	Calculus I with Analytic Geometry**	5
MGF 1106	Liberal Arts Mathematics**	3
MGF 1107	Mathematical Explorations**	3
STA 2023	Elementary Statistics**	3
STA 2023H	Honors Elementary Statistics**	3

One of the following:

ARH 1000	Art Appreciation	3
HUM 1020	Introduction to the Humanities	3
HUM 1020H	Honors Introduction to the Humanities	3
LIT 1000	Introduction to Literature	3
MUL 1010	Music Appreciation	3
PHI 2010	Introduction to Philosophy	3
THE 1000	Theatre Appreciation	3

One of the following:

AMH 2020	United States History Since 1877	3
ANT 2000	Introduction to Anthropology	3
ECO 2013	Principles of Economics - Macro	3
ECO 2013H	Principles of Economics - Macro Honors	3
POS 2041	American National Government	3
PSY 2012	General Psychology	3
PSY 2012H	Honors General Psychology	3
SYG 2000	Introductory Sociology	3

One of the following:

AST 1002	Descriptive Astronomy	3
BSC 1005	Introduction to Biology	3
BSC 2010	Integrated Principles of Biology I	3
BSC 2085	Human Anatomy and Physiology I	3
CHM 1020	Chemistry for Liberal Studies	4
CHM 2045	General Chemistry I	3
ESC 1000	Earth Science	3
EVR 1001	Introduction to Environmental Science	3
EVR 1001H	Introduction to Environmental Science Honors	3
PHY 1020	Elementary Physics for the Nonscience Majors	3
PHY 1053C	General Physics I with Lab	4
PHY 2048C	General Physics with Calculus I with Lab	5

Total Credit Hours: 60

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

Students completing this certificate will have entry-level skills necessary for employment as help-desk assistant and other computer support positions. It provides basic skills in hardware and software applications. This program is a certificate with the A.S. degree program, Computer Information Technology.

View gainful employment information on this program at CF.edu/gainful-employment/6249.

REQUIREMENTS

Program Courses

Course	Title	Credits
CGS 1100	Microcomputer Applications	3
CET 1278	A+ Fundamentals	3
CGS 2557	Internet Technologies	3
CGS 2103	Spreadsheet Applications	3
CET 2180	Practical PC Technician	3
CTS 2136	PC Desktop Support	3
CTS 2651	Router Fundamentals	3
CTS 2120	Security Fundamentals	3
CET 1171	Introduction to Computer Technology	3
	OR	
	any computer course	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: 43.0102
FL CIP: 0511010311
SOC: 15-1151

Students completing this certificate will have entry-level skills necessary for employment as help-desk assistant and other computer support positions. It provides basic skills in hardware configurations, troubleshooting and repair, as well as network administration. This program is a certificate with the A.S. degree program, Computer Information Technology.

REQUIREMENTS

Program Courses

Course	Title	Credits
CGS 1100	Microcomputer Applications	3
CGS 2557	Internet Technologies	3
CET 1278	A+ Fundamentals	3
CET 1171	Introduction to Computer Technology	3
	OR	
	any computer course	3
CET 2180	Practical PC Technician	3
CTS 2136	PC Desktop Support	3
	OR	
CTS 2120	Security Fundamentals	3

Total Credit Hours: 18

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.

REQUIREMENTS

Program Courses

Course	Title	Credits
CGS 1100	Microcomputer Applications	3
CET 1278	A+ Fundamentals	3
CTS 2651	Router Fundamentals	3
CET 2180	Practical PC Technician	3
CTS 2134	Networking Fundamentals	3
CTS 2136	PC Desktop Support	3

Total Credit Hours: 18

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.

REQUIREMENTS

Program Courses

Course	Title	Credits
CGS 1100	Microcomputer Applications	3
CET 1278	A+ Fundamentals	3
CGS 2540	Database Management Systems	3
CTS 2134	Networking Fundamentals	3
CGS 1820	Web Programming	3
CTS 2120	Security Fundamentals	3

Total Credit Hours: 18

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 design and test programming activities. 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.

REQUIREMENTS

Program Courses

Course	Title	Credits
CGS 1100	Microcomputer Applications	3
CGS 2540	Database Management Systems	3
COP 1030	Fundamental Programming Concepts	3
CGS 1820	Web Programming	3
CIS 2321	Introduction to Systems Analysis and Design	3
COP 2250	Java Programming	3

Total Credit Hours: 18

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.

REQUIREMENTS

Program Courses

Course	Title	Credits
CGS 1100	Microcomputer Applications	3
CET 1278	A+ Fundamentals	3
CGS 2540	Database Management Systems	3

Total Credit Hours: 9

Criminal Justice Technology

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.

REQUIREMENTS

Program Core Courses

Course	Title	Credits
CJJ 1002	Juvenile Delinquency	3

Course	Title	Credits
CCJ 1020	Introduction to Criminal Justice System	3
CJC 1000	Crime and Punishment	3
CJE 2600	Introduction to Criminal Investigation	3
CJL 2130	Criminal Law, Evidence and Procedures	3
CJE 2061	Policing in America	3
CCJ 2010	Criminology**	3
CCJ 2013	Criminal Victimization	3
CCJ 1949	Work Experience I	3

Program Electives

CGS 1100	Microcomputer Applications	3
ENC 1102	Freshman Composition Skills II**	3
CJE 2330	Ethics in Criminal Justice	3
DSC 1212	Introduction to Emergency Management Systems	3
	Elective	3

General Education Courses

SPC 2608	Effective Speaking	3
ENC 1101	Freshman Composition Skills I**	3

One of the following:

MAC 1105	College Algebra**	3
MAC 2311	Calculus I with Analytic Geometry**	5
MGF 1106	Liberal Arts Mathematics**	3
MGF 1107	Mathematical Explorations**	3
STA 2023	Elementary Statistics**	3
STA 2023H	Honors Elementary Statistics**	3

One of the following:

ARH 1000	Art Appreciation	3
HUM 1020	Introduction to the Humanities	3
HUM 1020H	Honors Introduction to the Humanities	3
LIT 1000	Introduction to Literature	3
MUL 1010	Music Appreciation	3
PHI 2010	Introduction to Philosophy	3
THE 1000	Theatre Appreciation	3

One of the following:

AMH 2020	United States History Since 1877	3
ANT 2000	Introduction to Anthropology	3
ECO 2013	Principles of Economics - Macro	3
ECO 2013H	Principles of Economics - Macro Honors	3
POS 2041	American National Government	3
PSY 2012	General Psychology	3
PSY 2012H	Honors General Psychology	3
SYG 2000	Introductory Sociology	3

One of the following:

AST 1002	Descriptive Astronomy	3
BSC 1005	Introduction to Biology	3
BSC 2010	Integrated Principles of Biology I	3
BSC 2085	Human Anatomy and Physiology I	3
CHM 1020	Chemistry for Liberal Studies	4
CHM 2045	General Chemistry I	3
ESC 1000	Earth Science	3
EVR 1001	Introduction to Environmental Science	3
EVR 1001H	Introduction to Environmental Science Honors	3
PHY 1020	Elementary Physics for the Nonscience Majors	3
PHY 1053C	General Physics I with Lab	4
PHY 2048C	General Physics with Calculus I with Lab	5

Total Credit Hours: 60

*Students taking advantage of the Criminal Justice Articulation Agreement must take MGF 1106 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.

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.

View gainful employment information on this program at CF.edu/gainful-employment/6320.

REQUIREMENTS

Program Courses

Course	Title	Credits
CCJ 1020	Introduction to Criminal Justice System	3
CJE 2061	Policing in America	3
CJL 2130	Criminal Law, Evidence and Procedures	3
CCJ 2013	Criminal Victimization	3
CJJ 1002	Juvenile Delinquency	3
CJC 1000	Crime and Punishment	3
CJE 2330	Ethics in Criminal Justice	3
CCJ 2010	Criminology**	3

Total Credit Hours: 24

Dental Assisting Technology and Management

Dental Assisting Technology and Management, A.S.

2323: A.S. Degree in Dental Assisting Technology and Management — Dental Practice Management (70 Credit Hours)
2324: A.S. Degree in Dental Assisting Technology and Management — Education (70 Credit Hours)
2325: A.S. Degree in Dental Assisting Technology and Management — Marketing (70 Credit Hours)
CIP: 51.0601
FL CIP: 1351060104
SOC: 31-9091

These are a limited-access programs. Please consult CF.edu/LimitedAccess for information on limited-access programs.

The Dental Assisting Technology and Management program is an Associate in Science degree that encompasses a multitude of career opportunities. The program combines completion of the Applied Technology Diploma in Dental Assisting Technology and Management with options in marketing, dental office management or education. It will provide skills in a variety of areas in communication, business, computers and management that can be used in areas such as dental products representative, dental office management and education in dental assisting programs. Students may complete General Education courses before or after completion of the Applied Technology Diploma but not concurrently with the dental assisting courses.

View the Dental Assisting website at CF.edu/Health.

REQUIREMENTS

Program Core Courses: 47 credit hours

Semester I: 12 credit hours

Course	Title	Credits
DES 1020	Head, Neck and Dental Anatomy	3
DES 1030	Histology and Embryology	1
DEA 1805L	Dental Clinic Seminar	1
DEA 1806L	Clinic Practice I	2
DES 1600	Dental Office Emergencies	1
DES 1800	Introduction to Clinical Procedures	3
DES 1806L	Introduction to Clinical Procedures Lab	1

BSC 1080 Basic Anatomy and Physiology is also taken during semester I of the Applied Technology Diploma in Dental Assisting Technology and Management

Semester II: 17 credit hours

DES 1200	Dental Radiology	2
DES 1200L	Dental Radiology Lab	1
DES 1100	Dental Materials	2
DES 1100L	Dental Materials Lab	1
DES 1029	Dental Specialties	1
DEA 1855L	Clinic Practice II	6
DEA 1151	Dental Psychology and Communications	1
DEA 1135	Dental Microbiology	1
DES 1840	Preventive Dentistry	2

Semester III: 18 credit hours

DES 2832C	Expanded Functions with Lab	2
DEA 2033	Oral Pathology	3
DES 1502	Dental Office Management	3
DES 1051	Dental Pharmacology	2
DEA 1856	Clinic III Seminar	1
DEA 1856L	Clinic Practice III	7

General Education Courses

ENC 1101	Freshman Composition Skills I**	3

One of the following:

MAC 1105	College Algebra**	3
MAC 2311	Calculus I with Analytic Geometry**	5
MGF 1106	Liberal Arts Mathematics**	3
MGF 1107	Mathematical Explorations**	3
STA 2023	Elementary Statistics**	3
STA 2023H	Honors Elementary Statistics**	3

One of the following:

ARH 1000	Art Appreciation	3
HUM 1020	Introduction to the Humanities	3
HUM 1020H	Honors Introduction to the Humanities	3
LIT 1000	Introduction to Literature	3
MUL 1010	Music Appreciation	3
PHI 2010	Introduction to Philosophy	3
THE 1000	Theatre Appreciation	3

One of the following:

AMH 2020	United States History Since 1877	3
ANT 2000	Introduction to Anthropology	3
ECO 2013	Principles of Economics - Macro	3
ECO 2013H	Principles of Economics - Macro Honors	3
POS 2041	American National Government	3
PSY 2012	General Psychology	3
PSY 2012H	Honors General Psychology	3
SYG 2000	Introductory Sociology	3

One of the following:

BSC 2010	Integrated Principles of Biology I	3
BSC 2085	Human Anatomy and Physiology I	3

Complete one of the following options:

2323: Dental Practice Management

BUL 2241	Business Law I	3
GEB 1011	Introduction to Business	3
DEA 1949	Work Experience	2

2324: Education

EDF 2005	Introduction to the Teaching Profession	3
EDF 2085	Introduction to Diversity for Educators	3
	OR	
EDP 2002	Educational Psychology	3
DEA 1949	Work Experience	2

2325: Marketing

MAR 2011	Principles of Marketing	3
MKA 2021	Sales, Marketing and Advertising	3
DEA 1949	Work Experience	2

Total Credit Hours: 70

Digital Media Technology

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, 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, 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.

REQUIREMENTS

General Education Courses

Course	Title	Credits
ENC 1101	Freshman Composition Skills I**	3
ARH 1000	Art Appreciation	3

One of the following:

AST 1002	Descriptive Astronomy	3
BSC 1005	Introduction to Biology	3
BSC 2010	Integrated Principles of Biology I	3
BSC 2085	Human Anatomy and Physiology I	3
CHM 1020	Chemistry for Liberal Studies	4
CHM 2045	General Chemistry I	3
ESC 1000	Earth Science	3
EVR 1001	Introduction to Environmental Science	3
EVR 1001H	Introduction to Environmental Science Honors	3
PHY 1020	Elementary Physics for the Nonscience Majors	3
PHY 1053C	General Physics I with Lab	4
PHY 2048C	General Physics with Calculus I with Lab	5

One of the following:

MAC 1105	College Algebra**	3
MGF 1106	Liberal Arts Mathematics**	3
STA 2023	Elementary Statistics**	3
STA 2023H	Honors Elementary Statistics**	3

One of the following:

AMH 2020	United States History Since 1877	3
ANT 2000	Introduction to Anthropology	3
ECO 2013	Principles of Economics - Macro	3
ECO 2013H	Principles of Economics - Macro Honors	3
POS 2041	American National Government	3
PSY 2012	General Psychology	3
PSY 2012H	Honors General Psychology	3
SYG 2000	Introductory Sociology	3

Program Core Courses

CGS 1100	Microcomputer Applications	3
DIG 2000	Introduction to Digital Media	3
DIG 2100	Web Design I	3
ART 1201C	Basic Design I	3
DIG 2109C	Digital Imaging and Fundamentals	3
GRA 2120C	Paper Design and Layout	3
DIG 2101	Web Design II	3
GRA 2751C	Visual Design for Web	3
DIG 2280C	Digital Video and Sounds	3
DIG 1949	Digital Media Co-Op I	2
PGY 2801C	Digital Photography I	3
CGS 2540	Database Management Systems	3
COP 2842	Database Driven Web Development	3
DIG 2500	Fundamentals of Interactive Media and Web Design	3
DIG 2592	Advanced Web Design	3
DIG 1950	Digital Media Co-Op II	1

Total Credit Hours: 60

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.

REQUIREMENTS

Program Courses

Course	Title	Credits
DIG 2000	Introduction to Digital Media	3
DIG 2109C	Digital Imaging and Fundamentals	3
DIG 2280C	Digital Video and Sounds	3
DIG 2500	Fundamentals of Interactive Media and Web Design	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.

REQUIREMENTS

Program Courses

Course	Title	Credits
DIG 2000	Introduction to Digital Media	3
DIG 2100	Web Design I	3
DIG 2101	Web Design II	3
GRA 2751C	Visual Design for Web	3
DIG 2592	Advanced Web Design	3

Total Credit Hours: 15

Graphic Design, College Credit Certificate

6335: College Credit Certificate in Graphic Design (15 Credit Hours)
CIP: 11.0803
FL CIP: 0611080302
SOC Code: 27-1024

The Graphic Design 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.

REQUIREMENTS

Program Courses

Course	Title	Credits
PGY 2801C	Digital Photography I	3
GRA 2120C	Paper Design and Layout	3
DIG 2109C	Digital Imaging and Fundamentals	3
GRA 2150C	Raster Based Image Editing	3
GRA 2156C	Digital Illustration (Vector Based)	3

Total Credit Hours: 15

Early Childhood Education

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 Counseling 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.

REQUIREMENTS

Program Core Courses

Course	Title	Credits
EEC 1000	Introduction to Child Development and Education	3
EEC 2930	Seminar in Childhood Education	3
EEC 2200	Curriculum in Childhood Education	3
EEC 1603	Child Guidance	3
CHD 1440C	Child Care Practicum I	3
EEC 1921	Preschool Workshop	3
CHD 1339	Learning Through Play	3
CHD 1441C	Child Care Practicum II	3
EEX 2010	Survey of Disabling Conditions	3
EEC 2401	Home and Community	3
EEC 2001	Introduction to Administration in Early Childhood Education	3
EEC 1907	Observing and Recording Behavior	3

CHD 1440C, CHD 1441C: FDLE Level II background screening required prior to course term.

Program Electives

	Elective	3

General Education Courses

SPC 2608	Effective Speaking	3
EME 2040	Introduction to Technology for Educators	3
ENC 1101	Freshman Composition Skills I**	3

SPC 2608: Students may take the following courses to fulfill this requirement: SPC 2608 Effective Speaking, SPC 2608H Honors Effective Speaking, SPC 2300 Interpersonal Communication, SPC 2594 Intercollegiate Forensics Speech, SPC 2601 Advanced Effective Speaking, MMC 1101 Writing for Mass Communications (Note: this is a Gordon rule course), THE 1925 Play Production, or TPP 2100 Acting I.

One of the following:

MAC 1105	College Algebra**	3
MAC 2311	Calculus I with Analytic Geometry**	5
MGF 1106	Liberal Arts Mathematics**	3
MGF 1107	Mathematical Explorations**	3
STA 2023	Elementary Statistics**	3
STA 2023H	Honors Elementary Statistics**	3

One of the following:

ARH 1000	Art Appreciation	3
HUM 1020	Introduction to the Humanities	3
HUM 1020H	Honors Introduction to the Humanities	3
LIT 1000	Introduction to Literature	3
MUL 1010	Music Appreciation	3
PHI 2010	Introduction to Philosophy	3
THE 1000	Theatre Appreciation	3

One of the following:

AMH 2020	United States History Since 1877	3
ANT 2000	Introduction to Anthropology	3
ECO 2013	Principles of Economics - Macro	3
ECO 2013H	Principles of Economics - Macro Honors	3
POS 2041	American National Government	3
PSY 2012	General Psychology	3
PSY 2012H	Honors General Psychology	3
SYG 2000	Introductory Sociology	3

One of the following:

AST 1002	Descriptive Astronomy	3
BSC 1005	Introduction to Biology	3
BSC 2010	Integrated Principles of Biology I	3
BSC 2085	Human Anatomy and Physiology I	3
CHM 1020	Chemistry for Liberal Studies	4
CHM 2045	General Chemistry I	3
ESC 1000	Earth Science	3
EVR 1001	Introduction to Environmental Science	3
EVR 1001H	Introduction to Environmental Science Honors	3
PHY 1020	Elementary Physics for the Nonscience Majors	3
PHY 1053C	General Physics I with Lab	4
PHY 2048C	General Physics with Calculus I with Lab	5

Total Credit Hours: 60

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.

REQUIREMENTS

Program Courses

Course	Title	Credits
EEC 2930	Seminar in Childhood Education	3
EEC 1000	Introduction to Child Development and Education	3
EEC 2200	Curriculum in Childhood Education	3
EEC 1603	Child Guidance	3

Total Credit Hours: 12

Child Development Early Intervention, College Credit Certificate

6205: College Credit Certificate in Child Development Early Intervention (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.

View gainful employment information on this program at CF.edu/gainful-employment/6205.

REQUIREMENTS

Program Courses

Course	Title	Credits
EEC 2930	Seminar in Childhood Education	3
EEC 1000	Introduction to Child Development and Education	3
EEC 2200	Curriculum in Childhood Education	3
EEC 2001	Introduction to Administration in Early Childhood Education	3
EEC 2401	Home and Community	3
EEC 1603	Child Guidance	3
EEC 1921	Preschool Workshop	3
EEC 1907	Observing and Recording Behavior	3
EEX 2010	Survey of Disabling Conditions	3
CHD 1339	Learning Through Play	3
CHD 1440C	Child Care Practicum I	3
CHD 1441C	Child Care Practicum II	3

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 CHD 1440C.

Total Credit Hours: 36

Emergency Medical Services

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 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.

REQUIREMENTS

General Education Courses

Course	Title	Credits
ENC 1101	Freshman Composition Skills I**	3

One of the following:

MAC 1105	College Algebra**	3
MAC 2311	Calculus I with Analytic Geometry**	5
MGF 1106	Liberal Arts Mathematics**	3
MGF 1107	Mathematical Explorations**	3
STA 2023	Elementary Statistics**	3
STA 2023H	Honors Elementary Statistics**	3

One of the following:

ARH 1000	Art Appreciation	3
HUM 1020	Introduction to the Humanities	3
HUM 1020H	Honors Introduction to the Humanities	3
LIT 1000	Introduction to Literature	3
MUL 1010	Music Appreciation	3
PHI 2010	Introduction to Philosophy	3
THE 1000	Theatre Appreciation	3

One of the following:

AMH 2020	United States History Since 1877	3
ANT 2000	Introduction to Anthropology	3
ECO 2013	Principles of Economics - Macro	3
POS 2041	American National Government	3
SYG 2000	Introductory Sociology	3

One of the following:

AST 1002	Descriptive Astronomy	3
BSC 1005	Introduction to Biology	3
BSC 2010	Integrated Principles of Biology I	3
BSC 2085	Human Anatomy and Physiology I	3
CHM 1020	Chemistry for Liberal Studies	4
CHM 2045	General Chemistry I	3
ESC 1000	Earth Science	3
EVR 1001	Introduction to Environmental Science	3
EVR 1001H	Introduction to Environmental Science Honors	3
PHY 1020	Elementary Physics for the Nonscience Majors	3
PHY 1053C	General Physics I with Lab	4
PHY 2048C	General Physics with Calculus I with Lab	5

One of the following:

PSY 2012	General Psychology	3
PSY 2012H	Honors General Psychology	3
HLP 1081	Personal Wellness Appraisal and Improvement	3
ENC 2210	Technical Communications**	3
AMH 2020	United States History Since 1877	3
ANT 2000	Introduction to Anthropology	3
ECO 2013	Principles of Economics - Macro	3
ECO 2013H	Principles of Economics - Macro Honors	3
POS 2041	American National Government	3
SYG 2000	Introductory Sociology	3

Program Electives

Choose one elective credit from the following:

EMS 1335	Emergency Vehicle Operators Course	1
	Any Elective	1

Total Credit Hours: 73

* EMS 2010 taken as part of the Paramedic program does not qualify for the A.S. degree.

Note: Remaining hours for A.S. degree are comprised of Emergency Medical Technician (Basic) and Paramedic Certificates.

Emergency Medical Services – Technician Program (Basic), 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 is a limited-access program. Please consult CF.edu/LimitedAccess for information on limited-access programs.

Prerequisite: admission to program.

REQUIREMENTS

Courses

Course	Title	Credits
EMS 1119	Fundamentals of Emergency Medical Technology	7
EMS 1119L	Fundamentals of Emergency Medical Technology Skills Laboratory	2
EMS 1431	EMT Hospital/Field Experience	2
EMS 1354C	Emergency Field Operations	1

Total Credit Hours: 12

Emergency Medical Services – Paramedic Program, College Credit Certificate

6232: College Credit Certificate in Paramedic (42 Credit Hours)
CIP: 51.0904
FL CIP: 0351090405
SOC: 29-2041

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, 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. It also meets the standards of the 1998 EMT/Paramedic National Curriculum from U.S. Department of Transportation.

View gainful employment information on this program at CF.edu/gainful-employment/6232.

REQUIREMENTS

Semester One: 17 credit hours

Course	Title	Credits
EMS 2010	EMS Anatomy and Physiology	3
EMS 2610	Introduction to Paramedic	2
EMS 2611	Paramedic Fundamentals	2
EMS 2611L	Paramedic Fundamentals Skills Lab	2
EMS 2612	Paramedic Airway Management and Ventilation	1
EMS 2612L	Paramedic Airway Management and Ventilation Lab	1
EMS 2613	Paramedic Patient Assessment	1
EMS 2613L	Paramedic Patient Assessment Lab	1
EMS 2656	Paramedic Clinical I	4

Semester Two: 16 credit hours

EMS 2615	Medical Emergencies I	3
EMS 2615L	Medical Emergencies Lab I	2
EMS 2619	Medical Emergencies II	3
EMS 2619L	Medical Emergencies II Lab	1
EMS 2628	Paramedic OB/GYN Neonatal Emergencies	1
EMS 2628L	Paramedic OB/GYN Neonatal Emergencies Lab	1
EMS 2630	Behavioral Emergencies	1
EMS 2645	Paramedic Clinical Experience II	4

Semester Three: 9 credit hours

EMS 2614	Trauma Emergencies	2
EMS 2614L	Trauma Emergencies Lab	1
EMS 2618	EMS Operations	1
EMS 2658	Paramedic Clinical Experience III	5

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.

Engineering Technology

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.

REQUIREMENTS

Quality Specialization Courses

Course	Title	Credits
CGS 2103	Spreadsheet Applications	3
MAN 2582	Introduction to Project Management	3
ETI 1622	Concepts of Lean Manufacturing and Six Sigma	3
ETI 2623	Lean Enterprise for the Expert	3
ETI 1628	Developing and Coaching Self-Directed Work Teams	3
ETI 2610	Six Sigma for the Expert	3

Program Core Courses

CGS 1100	Microcomputer Applications	3
EGN 1111	Engineering Graphics	3
ETI 1411	Manufacturing Processes I	3
ETI 1117	Introduction to Quality Control	3
EET 1084	Survey of Electronics	3
ETI 1720C	Industrial Safety	3
ETI 1151	Instrument Techniques and Measurement	3

Program Electives

Choose 6 credits from the courses listed below:

MAN 2021	Principles of Management	3
EGS 1949	Work Experience I	3
ETI 1843	Motors and Controls	3
ETM 2401	Mechanical Devices and Systems	3
ETS 1535	Automation Process Control	3
ETS 1540	Industrial Applications Using PLCs and Robotics	3
ETS 1542	Introduction to PLCs	3
ETS 1700	Hydraulics and Pneumatics	3
TRA 2154	Introduction to Supply Chain Management	3
TRA 2010	Transportation and Distribution	3
TRA 2131	Purchasing and Inventory Management	3
TRA 2230	Warehouse Management	3
MAC 1105	College Algebra**	3
MAC 1114	Trigonometry	3
MAC 1140	Precalculus (Algebra)**	3
MAC 1147	Precalculus Algebra/Trigonometry**	5
MAC 2311	Calculus I with Analytic Geometry**	5
MAC 2312	Calculus II with Analytic Geometry**	5
PHY 2048C	General Physics with Calculus I with Lab	5
ENC 1102	Freshman Composition Skills II**	3

General Education Courses

ENC 1101	Freshman Composition Skills I**	3

One of the following:

MAC 1105	College Algebra**	3
MAC 2311	Calculus I with Analytic Geometry**	5
MGF 1106	Liberal Arts Mathematics**	3
MGF 1107	Mathematical Explorations**	3
STA 2023	Elementary Statistics**	3
STA 2023H	Honors Elementary Statistics**	3

One of the following:

ARH 1000	Art Appreciation	3
HUM 1020	Introduction to the Humanities	3
HUM 1020H	Honors Introduction to the Humanities	3
LIT 1000	Introduction to Literature	3
MUL 1010	Music Appreciation	3
PHI 2010	Introduction to Philosophy	3
THE 1000	Theatre Appreciation	3

One of the following:

AMH 2020	United States History Since 1877	3
ANT 2000	Introduction to Anthropology	3
ECO 2013	Principles of Economics - Macro	3
ECO 2013H	Principles of Economics - Macro Honors	3
POS 2041	American National Government	3
PSY 2012	General Psychology	3
PSY 2012H	Honors General Psychology	3
SYG 2000	Introductory Sociology	3

One of the following:

AST 1002	Descriptive Astronomy	3
BSC 1005	Introduction to Biology	3
BSC 2010	Integrated Principles of Biology I	3
BSC 2085	Human Anatomy and Physiology I	3
CHM 1020	Chemistry for Liberal Studies	4
CHM 2045	General Chemistry I	3
ESC 1000	Earth Science	3
EVR 1001	Introduction to Environmental Science	3
EVR 1001H	Introduction to Environmental Science Honors	3
PHY 1020	Elementary Physics for the Nonscience Majors	3
PHY 1053C	General Physics I with Lab	4
PHY 2048C	General Physics with Calculus I with Lab	5

Total Credit Hours: 60

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.

REQUIREMENTS

Program Core Courses

Course	Title	Credits
CGS 1100	Microcomputer Applications	3
EGN 1111	Engineering Graphics	3
ETI 1411	Manufacturing Processes I	3
EET 1084	Survey of Electronics	3
ETI 1117	Introduction to Quality Control	3
ETI 1720C	Industrial Safety	3
ETI 1151	Instrument Techniques and Measurement	3

Advanced Manufacturing Specialization Courses

ETM 2401	Mechanical Devices and Systems	3
ETS 1700	Hydraulics and Pneumatics	3

ETS 1540	Industrial Applications Using PLCs and Robotics	3
ETI 1843	Motors and Controls	3
ETS 1542	Introduction to PLCs	3
ETS 1535	Automation Process Control	3

Program Electives

Choose 6 credits from the courses listed below:

CGS 2103	Spreadsheet Applications	3
EGS 1949	Work Experience I	3
ETI 1622	Concepts of Lean Manufacturing and Six Sigma	3
ETI 1628	Developing and Coaching Self-Directed Work Teams	3
ETI 2610	Six Sigma for the Expert	3
ETI 2623	Lean Enterprise for the Expert	3
MAN 2021	Principles of Management	3
MAN 2582	Introduction to Project Management	3
MAC 1105	College Algebra**	3
MAC 1114	Trigonometry	3
MAC 1140	Precalculus (Algebra)**	3
MAC 1147	Precalculus Algebra/Trigonometry**	5
MAC 2311	Calculus I with Analytic Geometry**	5
MAC 2312	Calculus II with Analytic Geometry**	5

General Education Courses

ENC 1101	Freshman Composition Skills I**	3

One of the following:

MAC 1105	College Algebra**	3
MAC 2311	Calculus I with Analytic Geometry**	5
MGF 1106	Liberal Arts Mathematics**	3
MGF 1107	Mathematical Explorations**	3
STA 2023	Elementary Statistics**	3
STA 2023H	Honors Elementary Statistics**	3

One of the following:

ARH 1000	Art Appreciation	3
HUM 1020	Introduction to the Humanities	3
HUM 1020H	Honors Introduction to the Humanities	3
LIT 1000	Introduction to Literature	3
MUL 1010	Music Appreciation	3
PHI 2010	Introduction to Philosophy	3
THE 1000	Theatre Appreciation	3

One of the following:

AMH 2020	United States History Since 1877	3
ANT 2000	Introduction to Anthropology	3
ECO 2013	Principles of Economics - Macro	3
ECO 2013H	Principles of Economics - Macro Honors	3
POS 2041	American National Government	3
PSY 2012	General Psychology	3
PSY 2012H	Honors General Psychology	3
SYG 2000	Introductory Sociology	3

One of the following:

PHY 1020	Elementary Physics for the Nonscience Majors	3
PHY 1053C	General Physics I with Lab	4
PHY 2048C	General Physics with Calculus I with Lab	5

Total Credit Hours: 60

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.

REQUIREMENTS

Program Courses

Course	Title	Credits
ETI 1622	Concepts of Lean Manufacturing and Six Sigma	3
ETI 2623	Lean Enterprise for the Expert	3
ETI 1628	Developing and Coaching Self-Directed Work Teams	3
ETI 2610	Six Sigma for the Expert	3

Total Credit Hours: 12

Engineering Technology Support Specialist, 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.

REQUIREMENTS

Program Courses

Course	Title	Credits
ETI 1117	Introduction to Quality Control	3
ETI 1720C	Industrial Safety	3
EET 1084	Survey of Electronics	3
ETI 1411	Manufacturing Processes I	3
EGN 1111	Engineering Graphics	3
ETI 1151	Instrument Techniques and Measurement	3

Total Credit Hours: 18

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.

REQUIREMENTS

Program Courses

Course	Title	Credits
ETS 1542	Introduction to PLCs	3
ETS 1540	Industrial Applications Using PLCs and Robotics	3
EET 1084	Survey of Electronics	3
ETI 1843	Motors and Controls	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.

REQUIREMENTS

Program Courses

Course	Title	Credits
EET 1084	Survey of Electronics	3
EGN 1111	Engineering Graphics	3
ETS 1700	Hydraulics and Pneumatics	3
ETM 2401	Mechanical Devices and Systems	3
ETS 1542	Introduction to PLCs	3
ETI 1843	Motors and Controls	3
ETI 1411	Manufacturing Processes I	3
ETI 1720C	Industrial Safety	3
ETS 1540	Industrial Applications Using PLCs and Robotics	3
ETS 1535	Automation Process Control	3

Total Credit Hours: 30

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.

REQUIREMENTS

Program Courses

Course	Title	Credits
EET 1084	Survey of Electronics	3
ETI 1843	Motors and Controls	3
ETS 1542	Introduction to PLCs	3
ETS 1700	Hydraulics and Pneumatics	3

Total Credit Hours: 12

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.

REQUIREMENTS

Program Courses

Course	Title	Credits
EGN 1111	Engineering Graphics	3
ETD 2364	3-D Modeling with Solid Works	3
ETI 1414	Introduction to CNC Machining	3
ETI 2412	CNC Machining Processes	3

Total Credit Hours: 12

Equine Studies

Equine Studies, 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 or by calling 352-854-2322, ext. 1516.

REQUIREMENTS

Program Core Courses

Course	Title	Credits
ANS 1073C	Equine Anatomy and Physiology	3
CGS 1100	Microcomputer Applications	3
ANS 1238C	Equine Behavior and Psychology	3
ANS 1237C	Equine Health Care	3
OST 2335	Business Communications**	3
	OR	
ENC 1102	Freshman Composition Skills II**	3
ANS 2403	Equine Nutrition	3
ANS 1016	Basic Horse Handling and Safety	3
	OR	
ANS 2232C	Advanced Horse Handling Skills	3
ANS 1949	Work Experience I	3

Note: ENC 1102 recommended for A.A. degree

Business Management Specialization

ANS 1223	Equine Conformation Analysis	3
ANS 1315	Equine Reproduction	3
ANS 1222	Equine Sales and Marketing	3
AEB 2137C	Equine Business Management	3

Equine Electives (9 credits)

ANS 1236	Introduction to Equine Science	3
ANS 1220	Equine Sport and Competition	3
SPN 1120	Elementary Spanish I	4
ATE 2623	Equine First Aid	3
	Additional Equine credits (maximum of 9 credits from other Equine specialization)	9

General Education Courses

ENC 1101	Freshman Composition Skills I**	3

One of the following:

MAC 1105	College Algebra**	3
MAC 2311	Calculus I with Analytic Geometry**	5
MGF 1106	Liberal Arts Mathematics**	3
MGF 1107	Mathematical Explorations**	3
STA 2023	Elementary Statistics**	3
STA 2023H	Honors Elementary Statistics**	3

One of the following:

ARH 1000	Art Appreciation	3
HUM 1020	Introduction to the Humanities	3
HUM 1020H	Honors Introduction to the Humanities	3
LIT 1000	Introduction to Literature	3
MUL 1010	Music Appreciation	3
PHI 2010	Introduction to Philosophy	3
THE 1000	Theatre Appreciation	3

One of the following:

AMH 2020	United States History Since 1877	3
ANT 2000	Introduction to Anthropology	3
ECO 2013	Principles of Economics - Macro	3
ECO 2013H	Principles of Economics - Macro Honors	3
POS 2041	American National Government	3
PSY 2012	General Psychology	3
PSY 2012H	Honors General Psychology	3
SYG 2000	Introductory Sociology	3

One of the following:

AST 1002	Descriptive Astronomy	3
BSC 1005	Introduction to Biology	3
BSC 2010	Integrated Principles of Biology I	3
BSC 2085	Human Anatomy and Physiology I	3
CHM 1020	Chemistry for Liberal Studies	4
CHM 2045	General Chemistry I	3
ESC 1000	Earth Science	3
EVR 1001	Introduction to Environmental Science	3
EVR 1001H	Introduction to Environmental Science Honors	3
PHY 1020	Elementary Physics for the Nonscience Majors	3
PHY 1053C	General Physics I with Lab	4
PHY 2048C	General Physics with Calculus I with Lab	5

Total Credit Hours: 60

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 or by calling 352-854-2322, ext. 1516.

REQUIREMENTS

Program Core Courses

Course	Title	Credits
ANS 1073C	Equine Anatomy and Physiology	3
ANS 1016	Basic Horse Handling and Safety	3
	OR	
ANS 2232C	Advanced Horse Handling Skills	3
CGS 1100	Microcomputer Applications	3
ANS 1238C	Equine Behavior and Psychology	3
ENC 1102	Freshman Composition Skills II**	3
	OR	
OST 2335	Business Communications**	3
ANS 2403	Equine Nutrition	3
ANS 1237C	Equine Health Care	3
ANS 1949	Work Experience I	3

Note: ENC 1102 is recommended for A.A. degree

Exercise Physiology Specialization

ANS 2072C	Equine Manual Therapies	3
ANS 2075	Equine Locomotion	3
ANS 2074C	Injury and Rehabilitation of Horses	3
ANS 2076C	Physiology of Equine Exercise	3

Equine Electives (9 credits)

ANS 1236	Introduction to Equine Science	3
ANS 1220	Equine Sport and Competition	3
SPN 1120	Elementary Spanish I	4
ATE 2623	Equine First Aid	3
	Additional Equine credits (maximum of 9 credits from other Equine specialization)	9

General Education Courses

ENC 1101	Freshman Composition Skills I**	3

One of the following:

MAC 1105	College Algebra**	3
MAC 2311	Calculus I with Analytic Geometry**	5
MGF 1106	Liberal Arts Mathematics**	3
MGF 1107	Mathematical Explorations**	3
STA 2023	Elementary Statistics**	3
STA 2023H	Honors Elementary Statistics**	3

One of the following:

ARH 1000	Art Appreciation	3
HUM 1020	Introduction to the Humanities	3
HUM 1020H	Honors Introduction to the Humanities	3
LIT 1000	Introduction to Literature	3
MUL 1010	Music Appreciation	3
PHI 2010	Introduction to Philosophy	3
THE 1000	Theatre Appreciation	3

One of the following:

AMH 2020	United States History Since 1877	3
ANT 2000	Introduction to Anthropology	3
ECO 2013	Principles of Economics - Macro	3
ECO 2013H	Principles of Economics - Macro Honors	3
POS 2041	American National Government	3
PSY 2012	General Psychology	3
PSY 2012H	Honors General Psychology	3
SYG 2000	Introductory Sociology	3

One of the following:

AST 1002	Descriptive Astronomy	3
BSC 1005	Introduction to Biology	3
BSC 2010	Integrated Principles of Biology I	3
BSC 2085	Human Anatomy and Physiology I	3
CHM 1020	Chemistry for Liberal Studies	4
CHM 2045	General Chemistry I	3
ESC 1000	Earth Science	3
EVR 1001	Introduction to Environmental Science	3
EVR 1001H	Introduction to Environmental Science Honors	3
PHY 1020	Elementary Physics for the Nonscience Majors	3
PHY 1053C	General Physics I with Lab	4
PHY 2048C	General Physics with Calculus I with Lab	5

Total Credit Hours: 60

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.

View gainful employment information on this program at CF.edu/gainful-employment/6278.

REQUIREMENTS

Program Courses

Course	Title	Credits
AEB 2137C	Equine Business Management	3
ANS 1073C	Equine Anatomy and Physiology	3
ANS 1238C	Equine Behavior and Psychology	3
ANS 1237C	Equine Health Care	3
ANS 2403	Equine Nutrition	3

Three Equine Electives

Choose from:

ANS 1016	Basic Horse Handling and Safety	3
	OR	
ANS 2232C	Advanced Horse Handling Skills	3
ANS 1315	Equine Reproduction	3
ANS 1222	Equine Sales and Marketing	3
ANS 1223	Equine Conformation Analysis	3
ANS 1220	Equine Sport and Competition	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.

REQUIREMENTS

Program Courses

Course	Title	Credits
ANS 1237C	Equine Health Care	3
ANS 1236	Introduction to Equine Science	3
ANS 1238C	Equine Behavior and Psychology	3

Course	Title	Credits
ANS 2403	Equine Nutrition	3
ANS 2232C	Advanced Horse Handling Skills	3

Total Credit Hours: 15

Health Information Technology

Health Information Technology, A.S.

2233: A.S. Degree Program in Health Information Technology (70 Credit Hours)
CIP: 51.0707
FL CIP: 1351070700
SOC: 29-2071

The Health Information Technology program is an Associate in Science degree designed to prepare the graduate to work with and manage health-related information in a variety of settings. Professional responsibilities include the collecting, storing, processing, retrieving, analyzing, disseminating and communicating of information related to reimbursement, research, planning, delivery, and evaluation of health care services. The Health Information Technology program is accredited by the Commission on the Accreditation for Health Informatics and Information Management Education, 233 N. Michigan Avenue, 21st Floor, Chicago, IL 60601-5800. Graduating students will be eligible to take the national qualifying examination for certification as a Registered Health Information Technician. ***Students must attain a minimum grade of C in all required courses.***

Students are encouraged to view the Health Information Technology Student Handbook for more information about the program.

REQUIREMENTS

General Education Courses

Course	Title	Credits
ENC 1101	Freshman Composition Skills I**	3

One of the following:

MAC 1105	College Algebra**	3
MAC 2311	Calculus I with Analytic Geometry**	5
MGF 1106	Liberal Arts Mathematics**	3
MGF 1107	Mathematical Explorations**	3
STA 2023	Elementary Statistics**	3
STA 2023H	Honors Elementary Statistics**	3

One of the following:

ARH 1000	Art Appreciation	3
HUM 1020	Introduction to the Humanities	3
HUM 1020H	Honors Introduction to the Humanities	3
LIT 1000	Introduction to Literature	3
MUL 1010	Music Appreciation	3
PHI 2010	Introduction to Philosophy	3
THE 1000	Theatre Appreciation	3

One of the following:

AMH 2020	United States History Since 1877	3
ANT 2000	Introduction to Anthropology	3
ECO 2013	Principles of Economics - Macro	3
ECO 2013H	Principles of Economics - Macro Honors	3
POS 2041	American National Government	3
PSY 2012	General Psychology	3
PSY 2012H	Honors General Psychology	3
SYG 2000	Introductory Sociology	3

All of the following:

BSC 2085	Human Anatomy and Physiology I	3
BSC 2085L	Human Anatomy and Physiology I Lab	1
BSC 2086	Human Anatomy and Physiology II	3
BSC 2086L	Human Anatomy and Physiology II Lab	1

Program Core Courses

HIM 1800	Introduction to Health Information Technology	3
CGS 1100	Microcomputer Applications	3
HSC 2531	Medical Terminology	3
HIM 2211	Health Information Systems	3
HIM 2930	Health Information Technology Special Topics	3
HIM 2253	CPT Coding	3
HIM 1430	Concepts of Disease	3
HIM 2214	Health Care Statistics	3
HIM 2722	ICD-10-CM Coding	3
HIM 2260	Medical Billing and Reimbursement	3
HIM 2201	Comparative Health Records	3
HIM 2012	Legal Aspects of Medical Records	3
HIM 2723	ICD-10-PCS Coding	3
HIM 2442	Pharmacology for HIM Professionals	2
HIM 2510	HIM Management Principles	3
HIM 1949	Practicum I - Acute Care Settings	3
HIM 2941	Coding Professional Practice Experience	3

Total Credit Hours: 70

Medical Information Coder/Biller, College Credit Certificate

6345: College Credit Certificate in Medical Information Coder/Biller (37 Credit Hours)
CIP: 51.0707
FL CIP: 0351070714
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.

View gainful employment information on this program at CF.edu/gainful-employment/6345.

REQUIREMENTS

Program Courses

Course	Title	Credits
HSC 2531	Medical Terminology	3
HIM 1800	Introduction to Health Information	3

Course	Title	Credits
	Technology	
BSC 2085	Human Anatomy and Physiology I	3
BSC 2085L	Human Anatomy and Physiology I Lab	1
HIM 2442	Pharmacology for HIM Professionals	2
HIM 2260	Medical Billing and Reimbursement	3
BSC 2086	Human Anatomy and Physiology II	3
BSC 2086L	Human Anatomy and Physiology II Lab	1
HIM 1430	Concepts of Disease	3
HIM 2253	CPT Coding	3
HIM 2722	ICD-10-CM Coding	3
HIM 2723	ICD-10-PCS Coding	3
HIM 2012	Legal Aspects of Medical Records	3
HIM 2941	Coding Professional Practice Experience	3

Total Credit Hours: 37

Logistics and Supply Chain Management

Supply Chain Management, A.S.

2315: A.S. Degree in Supply Chain Management (63 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 team work, case studies, practitioner guest lectures, and visits to work sites.

REQUIREMENTS

Program Core Courses

Course	Title	Credits
CGS 1100	Microcomputer Applications	3
GEB 1011	Introduction to Business	3
OST 2335	Business Communications**	3
	OR	
ENC 1102	Freshman Composition Skills II**	3
MAN 2021	Principles of Management	3
ETI 1117	Introduction to Quality Control	3
ACG 2021	Financial Accounting	3
MAR 2011	Principles of Marketing	3
ECO 2023	Principles of Economics - Micro**	3
TRA 2154	Introduction to Supply Chain Management	3
TRA 2010	Transportation and Distribution	3
BUL 2241	Business Law I	3
MAN 2582	Introduction to Project Management	3
TRA 2131	Purchasing and Inventory Management	3
TRA 2230	Warehouse Management	3
FIN 2100	Business Finance	3

General Education Courses

ENC 1101	Freshman Composition Skills I**	3

One of the following:

MAC 1105	College Algebra**	3
MAC 2311	Calculus I with Analytic Geometry**	5
MGF 1106	Liberal Arts Mathematics**	3
MGF 1107	Mathematical Explorations**	3
STA 2023	Elementary Statistics**	3
STA 2023H	Honors Elementary Statistics**	3

One of the following:

ARH 1000	Art Appreciation	3
HUM 1020	Introduction to the Humanities	3
HUM 1020H	Honors Introduction to the Humanities	3
LIT 1000	Introduction to Literature	3
MUL 1010	Music Appreciation	3
PHI 2010	Introduction to Philosophy	3
THE 1000	Theatre Appreciation	3

One of the following:

ECO 2013	Principles of Economics - Macro	3
ECO 2013H	Principles of Economics - Macro Honors	3

One of the following:

AST 1002	Descriptive Astronomy	3
BSC 1005	Introduction to Biology	3
BSC 2010	Integrated Principles of Biology I	3
BSC 2085	Human Anatomy and Physiology I	3
CHM 1020	Chemistry for Liberal Studies	4
CHM 2045	General Chemistry I	3
ESC 1000	Earth Science	3
EVR 1001	Introduction to Environmental Science	3
EVR 1001H	Introduction to Environmental Science Honors	3
PHY 1020	Elementary Physics for the Nonscience Majors	3
PHY 1053C	General Physics I with Lab	4
PHY 2048C	General Physics with Calculus I with Lab	5

Total Credit Hours: 60

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.

REQUIREMENTS

Program Courses

Course	Title	Credits
MAN 2582	Introduction to Project Management	3
BUL 2241	Business Law I	3
TRA 2154	Introduction to Supply Chain Management	3
TRA 2010	Transportation and Distribution	3
TRA 2230	Warehouse Management	3
TRA 2131	Purchasing and Inventory Management	3

Total Credit Hours: 18

Medical Office Administration

Medical Office Administration, A.S.

2247: A.S. Degree in Medical Office Administration (60 Credit Hours)
CIP: 52.0204
FL CIP: 1552020404
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.

REQUIREMENTS

Program Courses

Course	Title	Credits
OST 1100	Introduction to Word	3
CGS 1100	Microcomputer Applications	3
HIM 1800	Introduction to Health Information Technology	3
OST 2335	Business Communications**	3
OST 1110	Intermediate Word	3
HSC 2531	Medical Terminology	3
OST 1384	Customer Service	3
OST 2717	Advanced Word	3
HIM 2260	Medical Billing and Reimbursement	3
OST 1949	Work Experience I	3
OST 2401	Office Administration I	3
ACG 2021	Financial Accounting	3
	OR	
ACG 2450	Integrated Accounting	3
OST 2461	Medical Office Procedures	3

Program Electives

Choose an additional 6 credit hours from the courses listed below:

OST 2402	Office Administration II	3
HIM 1430	Concepts of Disease	3
ECO 2013	Principles of Economics - Macro	3
GEB 2350	Introduction to International Business	3
ACG 2021L	Financial Accounting Lab	1
MAN 2021	Principles of Management	3
HIM 2012	Legal Aspects of Medical Records	3
GEB 2430	Ethics in Management	3
GEB 1011	Introduction to Business	3
ENC 1102	Freshman Composition Skills II**	3
CGS 2540	Database Management Systems	3
CET 1171	Introduction to Computer Technology	3
CGS 2103	Spreadsheet Applications	3

General Education Courses

ENC 1101	Freshman Composition Skills I**	3

One of the following:

MAC 1105	College Algebra**	3
MAC 2311	Calculus I with Analytic Geometry**	5
MGF 1106	Liberal Arts Mathematics**	3
MGF 1107	Mathematical Explorations**	3
STA 2023	Elementary Statistics**	3
STA 2023H	Honors Elementary Statistics**	3

One of the following:

ARH 1000	Art Appreciation	3
HUM 1020	Introduction to the Humanities	3
HUM 1020H	Honors Introduction to the Humanities	3
LIT 1000	Introduction to Literature	3
MUL 1010	Music Appreciation	3
PHI 2010	Introduction to Philosophy	3
THE 1000	Theatre Appreciation	3

One of the following:

AMH 2020	United States History Since 1877	3
ANT 2000	Introduction to Anthropology	3
ECO 2013	Principles of Economics - Macro	3
ECO 2013H	Principles of Economics - Macro Honors	3
POS 2041	American National Government	3
PSY 2012	General Psychology	3
PSY 2012H	Honors General Psychology	3
SYG 2000	Introductory Sociology	3

One of the following:

BSC 2085	Human Anatomy and Physiology I	3

MAC 1105 College Algebra, ACG 2021 Financial Accounting, ACG 2021L Financial Accounting Lab and ENC 1102 Freshman Composition Skills II are recommended for students planning to enroll in the college's baccalaureate degree programs.

Total Credit Hours: 60

Nursing

Nursing — Associate Degree, A.S. to B.S.

2137: A.S. to B.S. Degree in Nursing (72 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 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., 3343 Peachtree Road, NE, Suite 850, Atlanta, Georgia 30326, telephone 404-975-5000.

Application directions are explained in the required online information session. Go to 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.

FULL-TIME TRACK

First Clinical Semester — Spring: 12 credit hours

Course	Title	Credits
NUR 1021C	Foundations in Nursing	5
NUR 1052C	Clinical Concepts I	4
NUR 1142	Introduction to Pharmacology	3

The full-time program also begins First Clinical Semester in Fall.

Second Clinical Semester — Fall: 12 credit hours

NUR 1520C	Behavioral Concepts in Nursing	2
NUR 1241C	Clinical Concepts II	7
DEP 2004	Human Growth and Development**	3

Third Clinical Semester — Spring: 12 credit hours

NUR 2243C	Clinical Concepts III	4
NUR 2440C	Developmental Concepts in Nursing	3
NUR 2010	Professional Issues in Nursing	2
SYG 2000	Introductory Sociology	3

Fourth Semester — Fall: 12 credit hours

NUR 2244C	Clinical Concepts IV	7
NUR 2811C	Capstone Clinical	2
HUM 1020	Introduction to the Humanities	3

Students in the Full-Time track may complete general education courses prior to beginning NUR courses, but may take them as co-requisites for financial aid purposes. Students may take one of the listed alternatives in place of HUM 1020.

PART-TIME TRACK

First Clinical Semester — Spring: 8 credit hours

Course	Title	Credits
NUR 1021C	Foundations in Nursing	5
NUR 1142	Introduction to Pharmacology	3

Second Clinical Semester — Summer: 4 credit hours

NUR 1052C	Clinical Concepts I	4

Third Clinical Semester — Fall: 7 credit hours

NUR 1241C	Clinical Concepts II	7

Fourth Clinical Semester — Spring: 6 credit hours

NUR 2243C	Clinical Concepts III	4
NUR 1520C	Behavioral Concepts in Nursing	2

Fifth Semester — Summer: 5 credit hours

NUR 2010	Professional Issues in Nursing	2
NUR 2440C	Developmental Concepts in Nursing	3

Sixth Semester — Fall: 9 credit hours

NUR 2244C	Clinical Concepts IV	7
NUR 2811C	Capstone Clinical	2

REQUIREMENTS

General Education Courses

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.

Course	Title	Credits
HUN 1201	Human Nutrition	3
PSY 2012	General Psychology	3
MCB 2010	Microbiology	3
MCB 2010L	Microbiology Lab	1
BSC 2085	Human Anatomy and Physiology I	3
BSC 2085L	Human Anatomy and Physiology I Lab	1
BSC 2086	Human Anatomy and Physiology II	3
BSC 2086L	Human Anatomy and Physiology II Lab	1
DEP 2004	Human Growth and Development**	3
SYG 2000	Introductory Sociology	3
MAC 1105	College Algebra**	3
	OR	
STA 2023	Elementary Statistics**	3
ENC 1101	Freshman Composition Skills I**	3

One of the following:

ARH 1000	Art Appreciation	3
HUM 1020	Introduction to the Humanities	3
HUM 1020H	Honors Introduction to the Humanities	3
LIT 1000	Introduction to Literature	3
MUL 1010	Music Appreciation	3
PHI 2010	Introduction to Philosophy	3
THE 1000	Theatre Appreciation	3

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.

Total Credit Hours: 72

Nursing – L.P.N to A.D.N.

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 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., 3343 Peachtree Road NE, Suite 850, 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 this 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 9 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.

REQUIREMENTS

General Education Courses

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.

Course	Title	Credits
ENC 1101	Freshman Composition Skills I**	3
HUN 1201	Human Nutrition	3
PSY 2012	General Psychology	3
MCB 2010	Microbiology	3
MCB 2010L	Microbiology Lab	1

Course	Title	Credits
BSC 2085	Human Anatomy and Physiology I	3
BSC 2085L	Human Anatomy and Physiology I Lab	1
BSC 2086	Human Anatomy and Physiology II	3
BSC 2086L	Human Anatomy and Physiology II Lab	1
DEP 2004	Human Growth and Development**	3
SYG 2000	Introductory Sociology	3
MAC 1105	College Algebra**	3
	OR	
STA 2023	Elementary Statistics**	3

One of the following:

ARH 1000	Art Appreciation	3
HUM 1020	Introduction to the Humanities	3
HUM 1020H	Honors Introduction to the Humanities	3
LIT 1000	Introduction to Literature	3
MUL 1010	Music Appreciation	3
PHI 2010	Introduction to Philosophy	3
THE 1000	Theatre Appreciation	3

Program Core Courses

NUR 1004C	Bridge Clinical Concepts	7
NUR 1520C	Behavioral Concepts in Nursing	2
NUR 2243C	Clinical Concepts III	4
NUR 2440C	Developmental Concepts in Nursing	3
NUR 2010	Professional Issues in Nursing	2
NUR 2244C	Clinical Concepts IV	7
NUR 2811C	Capstone Clinical	2

Total Credit Hours: 60

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.

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.

View gainful information on this program at CF.edu/gainful-employment/6325.

REQUIREMENTS

Courses

Course	Title	Credits
HUM 1020	Introduction to the Humanities	3
CHM 1032	Chemistry for the Health-Related Fields	3
MCB 2010	Microbiology	3
MCB 2010L	Microbiology Lab	1
BSC 2085	Human Anatomy and Physiology I	3
BSC 2085L	Human Anatomy and Physiology I Lab	1
ENC 1101	Freshman Composition Skills I**	3
DEP 2004	Human Growth and Development**	3
MAC 1105	College Algebra**	3
	OR	
STA 2023	Elementary Statistics**	3
PSY 2012	General Psychology	3
	OR	
SYG 2000	Introductory Sociology	3

Total Credit Hours: 26

Office Administration

The Office Administration program is a two-year Associate in Science program featuring several options. The program goal is to prepare students for entry into specialized office careers and to provide competencies for enhancing promotion in persons previously or currently employed in office careers. Students having acquired skills in office administration prior to entering CF may earn credit through administrative-level positions in business, industry and government. Preparation includes intensive training in keyboarding and document processing, as well as office procedures, accounting, management, business communication and microcomputer applications.

Office Administration — Legal Office Specialization, 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 the student to work in the legal office environment.

REQUIREMENTS

Program Courses

Course	Title	Credits
OST 1100	Introduction to Word	3
CGS 1100	Microcomputer Applications	3
PLA 1003	Introduction to the Paralegal Field	3
BUL 2241	Business Law I	3
OST 1384	Customer Service	3
OST 2335	Business Communications**	3
OST 1110	Intermediate Word	3
ACG 2021	Financial Accounting	3
	OR	
ACG 2450	Integrated Accounting	3
OST 2717	Advanced Word	3
OST 2401	Office Administration I	3
OST 1949	Work Experience I	3

Program Electives

Choose an additional 12 credit hours from the courses listed below:

OST 2402	Office Administration II	3
PLA 2201	Litigation Procedures	3
PLA 1104	Legal Research and Writing	3
ACG 2021L	Financial Accounting Lab	1
MAN 2021	Principles of Management	3
CGS 2557	Internet Technologies	3
CGS 2103	Spreadsheet Applications	3
ENC 1102	Freshman Composition Skills II**	3
CGS 2540	Database Management Systems	3
CET 1171	Introduction to Computer Technology	3

General Education Courses

ENC 1101	Freshman Composition Skills I**	3

One of the following:

MAC 1105	College Algebra**	3
MAC 2311	Calculus I with Analytic Geometry**	5
MGF 1106	Liberal Arts Mathematics**	3
MGF 1107	Mathematical Explorations**	3
STA 2023	Elementary Statistics**	3
STA 2023H	Honors Elementary Statistics**	3

One of the following:

ARH 1000	Art Appreciation	3
HUM 1020	Introduction to the Humanities	3
HUM 1020H	Honors Introduction to the Humanities	3
LIT 1000	Introduction to Literature	3
MUL 1010	Music Appreciation	3
PHI 2010	Introduction to Philosophy	3
THE 1000	Theatre Appreciation	3

One of the following:

AMH 2020	United States History Since 1877	3
ANT 2000	Introduction to Anthropology	3
ECO 2013	Principles of Economics - Macro	3
ECO 2013H	Principles of Economics - Macro Honors	3
POS 2041	American National Government	3
PSY 2012	General Psychology	3
PSY 2012H	Honors General Psychology	3
SYG 2000	Introductory Sociology	3

One of the following:

AST 1002	Descriptive Astronomy	3
BSC 1005	Introduction to Biology	3
BSC 2010	Integrated Principles of Biology I	3
BSC 2085	Human Anatomy and Physiology I	3
CHM 1020	Chemistry for Liberal Studies	4
CHM 2045	General Chemistry I	3
ESC 1000	Earth Science	3
EVR 1001	Introduction to Environmental Science	3
EVR 1001H	Introduction to Environmental Science Honors	3
PHY 1020	Elementary Physics for the Nonscience Majors	3
PHY 1053C	General Physics I with Lab	4
PHY 2048C	General Physics with Calculus I with Lab	5

MAC 1105 College Algebra, ACG 2021 Financial Accounting, ACG 2021L Financial Accounting Lab and ENC 1102 Freshman Composition Skills II are recommended for students planning to enroll in the college's baccalaureate degree programs.

Total Credit Hours: 60

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.

REQUIREMENTS

Program Courses

Course	Title	Credits
OST 1100	Introduction to Word	3
CGS 1100	Microcomputer Applications	3
MAN 2021	Principles of Management	3
OST 1384	Customer Service	3
OST 2335	Business Communications**	3
OST 1110	Intermediate Word	3
ACG 2021	Financial Accounting	3
	OR	
ACG 2450	Integrated Accounting	3
OST 2717	Advanced Word	3
OST 1949	Work Experience I	3
OST 2401	Office Administration I	3
CGS 2103	Spreadsheet Applications	3

Program Electives

Choose an additional 12 credit hours from the courses listed below:

OST 2402	Office Administration II	3
ACG 2021L	Financial Accounting Lab	1
CGS 2557	Internet Technologies	3
ENC 1102	Freshman Composition Skills II**	3
CGS 2540	Database Management Systems	3
CET 1171	Introduction to Computer Technology	3
GEB 1011	Introduction to Business	3
BUL 2241	Business Law I	3

General Education Courses

ENC 1101	Freshman Composition Skills I**	3

One of the following:

MAC 1105	College Algebra**	3
MAC 2311	Calculus I with Analytic Geometry**	5
MGF 1106	Liberal Arts Mathematics**	3
MGF 1107	Mathematical Explorations**	3
STA 2023	Elementary Statistics**	3
STA 2023H	Honors Elementary Statistics**	3

One of the following:

ARH 1000	Art Appreciation	3
HUM 1020	Introduction to the Humanities	3
HUM 1020H	Honors Introduction to the Humanities	3
LIT 1000	Introduction to Literature	3
MUL 1010	Music Appreciation	3
PHI 2010	Introduction to Philosophy	3
THE 1000	Theatre Appreciation	3

One of the following:

AMH 2020	United States History Since 1877	3
ANT 2000	Introduction to Anthropology	3
ECO 2013	Principles of Economics - Macro	3
ECO 2013H	Principles of Economics - Macro Honors	3
POS 2041	American National Government	3
PSY 2012	General Psychology	3
PSY 2012H	Honors General Psychology	3
SYG 2000	Introductory Sociology	3

One of the following:

AST 1002	Descriptive Astronomy	3
BSC 1005	Introduction to Biology	3
BSC 2010	Integrated Principles of Biology I	3
BSC 2085	Human Anatomy and Physiology I	3
CHM 1020	Chemistry for Liberal Studies	4
CHM 2045	General Chemistry I	3
ESC 1000	Earth Science	3
EVR 1001	Introduction to Environmental Science	3
EVR 1001H	Introduction to Environmental Science Honors	3
PHY 1020	Elementary Physics for the Nonscience Majors	3
PHY 1053C	General Physics I with Lab	4
PHY 2048C	General Physics with Calculus I with Lab	5

MAC 1105 College Algebra, ACG 2021 Financial Accounting, ACG 2021L Financial Accounting Lab and ENC 1102 Freshman Composition Skills II are recommended for students planning to enroll in the college's baccalaureate degree programs.

Total Credit Hours: 60

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.

REQUIREMENTS

Program Courses

Course	Title	Credits
OST 1100	Introduction to Word	3
ENC 1101	Freshman Composition Skills I**	3
CGS 1100	Microcomputer Applications	3
	Office or Business Elective	3

Recommended Office/Business Electives: OST 1110 Professional Keyboarding II, OST 2401 Office Administration I, OST 2717 Advanced Word, OST 1384 Customer Service, PLA 1003 Introduction to Legal Technology, HIM 1800 Introduction to Health Information Management, HSC 2531 Medical Terminology, OST 2335 Business Communications, MAN 2021 Principles of Management, MAC 1105 College Algebra, and either ACG 2450 Integrated Accounting or ACG 2021 Financial Accounting.

MAC 1105 College Algebra and ACG 2021 Financial Accounting are recommended for students planning to enroll in the college's baccalaureate degree programs.

Total Credit Hours: 12

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.

REQUIREMENTS

Program Courses

Course	Title	Credits
OST 1100	Introduction to Word	3
ENC 1101	Freshman Composition Skills I**	3
CGS 1100	Microcomputer Applications	3
	Office or Business Elective	3
	Office or Business Elective	3

One of the following:

MAC 1105	College Algebra**	3
MAC 2311	Calculus I with Analytic Geometry**	5
MGF 1106	Liberal Arts Mathematics**	3
MGF 1107	Mathematical Explorations**	3
STA 2023	Elementary Statistics**	3
STA 2023H	Honors Elementary Statistics**	3

Recommended Office/Business Electives: OST 1110 Professional Keyboarding II, OST 2401 Office Administration I, OST 2717 Advanced Word, OST 1384 Customer Service, PLA 1003 Introduction to Legal Technology, HIM 1800 Introduction to Health Information Management, HSC 2531 Medical Terminology, OST 2335 Business Communications, MAN 2021 Principles of Management, CET 1171 Introduction to Computer Technology, and either ACG 2450 Integrated Accounting or ACG 2021 Financial Accounting.

MAC 1105 College Algebra and ACG 2021 Financial Accounting are recommended for students planning to enroll in the college's baccalaureate degree programs.

Total Credit Hours: 18

Office Management, College Credit Certificate

6240: College Credit Certificate in Office Management (27 Credit Hours)
CIP: 52.0204
FL CIP: 0552020401
SOC: 43-6011

The 27-hour College Credit Certificate in Office Management at the College of Central Florida is a one-year program that prepares the student to work in a business office environment.

View gainful employment information on this program at CF.edu/gainful-employment/6240.

REQUIREMENTS

Program Courses

Course	Title	Credits
OST 1100	Introduction to Word	3
ENC 1101	Freshman Composition Skills I**	3
CGS 1100	Microcomputer Applications	3
OST 1110	Intermediate Word	3
ACG 2450	Integrated Accounting	3
	OR	
ACG 2021	Financial Accounting	3
OST 2335	Business Communications**	3

One of the following:

MAC 1105	College Algebra**	3
MAC 2311	Calculus I with Analytic Geometry**	5
MGF 1106	Liberal Arts Mathematics**	3
MGF 1107	Mathematical Explorations**	3
STA 2023	Elementary Statistics**	3
STA 2023H	Honors Elementary Statistics**	3

Program Electives

	Office or Business Elective	3
	Office or Business Elective	3

Recommended Office/Business Electives: OST 2401 Office Administration I, OST 2717 Advanced Word, OST 1384 Customer Service, PLA 1003 Introduction to Legal Technology, HIM 1800 Introduction to Health Information Management, HIM 2260 Medical Billing and Reimbursement, HSC 2531 Medical Terminology, MAN 2021 Principles of Management, MNA 2141 Basic Leadership/Supervisory Skills, CET 1171 Introduction to Computer Technology, CGS 2871 Multimedia Applications, CGS 2557 Internet Technologies, BUL 2241 Business Law I, ACG 2021L Financial Accounting Lab, ENC 1102 Freshman Composition Skills II.

MAC 1105 College Algebra, ACG 2021 Financial Accounting, ACG 2021L Financial Accounting Lab and ENC 1102 Freshman Composition Skills II are recommended for students planning to enroll in the college's baccalaureate degree programs.

Total Credit Hours: 27

Paralegal Studies

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.

REQUIREMENTS

Program Core Courses

Course	Title	Credits
PLA 1003	Introduction to the Paralegal Field	3
OST 1100	Introduction to Word	3

Course	Title	Credits
OST 2335	Business Communications**	3
PLA 2800	Laws of Family Relations	3
OST 1110	Intermediate Word	3
BUL 2241	Business Law I	3
PLA 1104	Legal Research and Writing	3
PLA 2610	Real Estate Law and Property Transactions	3
PLA 2201	Litigation Procedures	3
PLA 1949	Work Experience I	3

PLA 1949 prerequisites: ENC 1101 Freshman Composition Skills I, PLA 1003 Introduction to Legal Technology, PLA 1104 Legal Research and Writing I.

Program Electives (select 19 credits)

CGS 1100	Microcomputer Applications	3
OST 1384	Customer Service	3
OST 2717	Advanced Word	3
MAN 2021	Principles of Management	3
OST 2401	Office Administration I	3
ACG 2071	Managerial Accounting	3
CGS 2103	Spreadsheet Applications	3
CET 1171	Introduction to Computer Technology	3
OST 2402	Office Administration II	3
ACO 1807	Payroll Accounting	3
ACG 2021	Financial Accounting	3
CJL 2130	Criminal Law, Evidence and Procedures	3
CGS 2557	Internet Technologies	3
PLA 2273	Torts	3
PLA 2600	Wills, Trusts and Probate Administration	3
PLA 2114	Legal Research and Writing II	3
BUL 2242	Business Organizations and Debtor/Creditor Relations	3
GEB 2430	Ethics in Management	3
ENC 1102	Freshman Composition Skills II**	3
ECO 2023	Principles of Economics - Micro**	3
GEB 1011	Introduction to Business	3
MAR 2011	Principles of Marketing	3
COP 1030	Fundamental Programming Concepts	3
CGS 1820	Web Programming	3
CTS 2120	Security Fundamentals	3
CGS 2540	Database Management Systems	3
CIS 2321	Introduction to Systems Analysis and Design	3

General Education Courses

ENC 1101	Freshman Composition Skills I**	3

One of the following:

MAC 1105	College Algebra**	3
MAC 2311	Calculus I with Analytic Geometry**	5
MGF 1106	Liberal Arts Mathematics**	3
MGF 1107	Mathematical Explorations**	3
STA 2023	Elementary Statistics**	3
STA 2023H	Honors Elementary Statistics**	3

One of the following:

ARH 1000	Art Appreciation	3
HUM 1020	Introduction to the Humanities	3
HUM 1020H	Honors Introduction to the Humanities	3
LIT 1000	Introduction to Literature	3
MUL 1010	Music Appreciation	3
PHI 2010	Introduction to Philosophy	3
THE 1000	Theatre Appreciation	3

One of the following:

AMH 2020	United States History Since 1877	3
ANT 2000	Introduction to Anthropology	3
ECO 2013	Principles of Economics - Macro	3
ECO 2013H	Principles of Economics - Macro Honors	3
POS 2041	American National Government	3
PSY 2012	General Psychology	3
PSY 2012H	Honors General Psychology	3
SYG 2000	Introductory Sociology	3

One of the following:

AST 1002	Descriptive Astronomy	3
BSC 1005	Introduction to Biology	3
BSC 2010	Integrated Principles of Biology I	3
BSC 2085	Human Anatomy and Physiology I	3
CHM 1020	Chemistry for Liberal Studies	4
CHM 2045	General Chemistry I	3
ESC 1000	Earth Science	3
EVR 1001	Introduction to Environmental Science	3
EVR 1001H	Introduction to Environmental Science Honors	3
PHY 1020	Elementary Physics for the Nonscience Majors	3
PHY 1053C	General Physics I with Lab	4
PHY 2048C	General Physics with Calculus I with Lab	5

Total Credit Hours: 64

Physical Therapist Assistant

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

- 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 Basic Life Support Certification for the Healthcare Provider.
- Blood Borne Pathogens – AIDS Education.
- Attendance at a PTA program new student orientation.

The Physical Therapist Assistant program at the College of Central Florida is accredited by the Commission on Accreditation in Physical Therapy Education, CAPTE, 1111 North Fairfax Street, Alexandria, VA 22314, Telephone 703-706-3245, email address accreditation@apta.org, website http://www.apta.org/CAPTE. The PTA program graduate must take and pass a state-administered national examination in order to become licensed and eligible to practice.

Please note that completion of the PTA program does not guarantee entry into a physical therapy program. The PTA course work (technical phase) does not transfer to most physical therapy schools.

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.

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.

REQUIREMENTS

General Education Courses

Course	Title	Credits
ENC 1101	Freshman Composition Skills I**	3
PSY 2012	General Psychology	3
PHT 2342	Medical Terminology for the Physical Therapist Assistant	2
HLP 1081	Personal Wellness Appraisal and Improvement	3
DEP 2004	Human Growth and Development**	3
BSC 2085	Human Anatomy and Physiology I	3
BSC 2085L	Human Anatomy and Physiology I Lab	1
BSC 2086	Human Anatomy and Physiology II	3
BSC 2086L	Human Anatomy and Physiology II Lab	1

One of the following:

STA 2023	Elementary Statistics**	3
STA 2023H	Honors Elementary Statistics**	3

One of the following:

ARH 1000	Art Appreciation	3
HUM 1020	Introduction to the Humanities	3
HUM 1020H	Honors Introduction to the Humanities	3
LIT 1000	Introduction to Literature	3
MUL 1010	Music Appreciation	3
PHI 2010	Introduction to Philosophy	3
THE 1000	Theatre Appreciation	3

Program Core Courses

PHT 1000	Introduction to Physical Therapy	2
PHT 1014	Documentation for the Physical Therapist Assistant	1
PHT 1175C	Functional Anatomy and Kinesiology	3
PHT 1130C	Data Collection Skills for the PTA	3
PHT 1210C	Therapeutic Modalities I	3
PHT 1801L	PTA Clinical Laboratory I	2
PHT 1225C	Therapeutic Procedures	3
PHT 1300	Survey of Pathological Deficits	4
PHT 1212C	Therapeutic Modalities II	3
PHT 1802L	PTA Clinical Laboratory II	2
PHT 2227C	Disabilities and Therapeutic Procedures II	3
PHT 2162C	Rehabilitation Procedures	4
PHT 2931	Trends in Physical Therapy	1
PHT 2810	Clinical Practice II	6
PHT 2820	Clinical Practice III	6

Total Credit Hours: 74

Note: It is necessary that students have reliable transportation to the assigned hospitals and clinical facilities.

Radiography

Radiography, A.S.

2320: A.S. Degree in Radiography (77 Credit Hours)
CIP: 51.0907
FL CIP: 1351090700
SOC: 29-2034

The program is designed to provide students with the knowledge and skills necessary to become a radiologic technologist. The program is dedicated to excellence in education and training and to quality and safety of patient care. The graduate of the program will be eligible for licensure in the state of Florida as a Certified Radiologic Technologist and to apply for admission to the certification examination administered by the American Registry of Radiologic Technologists. **This is a limited-access program.** Please consult CF.edu/LimitedAccess for information on limited-access programs.

REQUIREMENTS

General Education Courses

Course	Title	Credits
ENC 1101	Freshman Composition Skills I**	3
BSC 2085	Human Anatomy and Physiology I	3
BSC 2085L	Human Anatomy and Physiology I Lab	1
BSC 2086	Human Anatomy and Physiology II	3
BSC 2086L	Human Anatomy and Physiology II Lab	1

One of the following:

PSY 2012	General Psychology	3
PSY 2012H	Honors General Psychology	3
SYG 2000	Introductory Sociology	3

One of the following:

ARH 1000	Art Appreciation	3
HUM 1020	Introduction to the Humanities	3
HUM 1020H	Honors Introduction to the Humanities	3
LIT 1000	Introduction to Literature	3
MUL 1010	Music Appreciation	3
PHI 2010	Introduction to Philosophy	3
THE 1000	Theatre Appreciation	3

One of the following:

MAC 1105	College Algebra**	3
MAC 2311	Calculus I with Analytic Geometry**	5
MGF 1106	Liberal Arts Mathematics**	3
MGF 1107	Mathematical Explorations**	3
STA 2023	Elementary Statistics**	3
STA 2023H	Honors Elementary Statistics**	3

Program Core Courses

RTE 1000	Fundamentals of Radiologic Technology	3
RTE 1503	Radiographic Procedures I	3
RTE 1503L	Radiographic Procedures I Lab	1
RTE 1804	Clinical Education I	2
RTE 1111	Patient Care Procedures	2
RTE 1111L	Patient Care Procedures Lab	1
RTE 1513	Radiographic Procedures II	3
RTE 1513L	Radiographic Procedures II Lab	1
RTE 1418C	Radiographic Imaging I	4
RTE 1814	Clinical Education II	2
RTE 1457C	Radiographic Imaging II	4
RTE 2613	Radiation Physics I	4
RTE 2130	Pharmacology in Radiology	2
RTE 1824	Clinical Education III	3
RTE 2385	Radiation Biology	3
RTE 2523	Radiographic Procedures III	3
RTE 2523L	Radiographic Procedures III Lab	1
RTE 2834	Advanced Clinical Education IV	3
RTE 2563	Special Radiographic Procedures	3
RTE 2782	Radiographic Pathology	3
RTE 2061	Radiography Seminar	3
RTE 2844	Advanced Clinical Education V	3

Total Credit Hours: 77

Applied Technology Diploma

Dental Assisting, 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.

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.

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.

View gainful employment information on this program at CF.edu/gainful-employment/5510.

For more information, view the Dental Assisting Information Packet at CF.edu/health.

REQUIREMENTS

Program Courses

Semester I: 15 credit hours

Course	Title	Credits
DES 1020	Head, Neck and Dental Anatomy	3
DES 1030	Histology and Embryology	1
DEA 1805L	Dental Clinic Seminar	1
DEA 1806L	Clinic Practice I	2
BSC 1080	Basic Anatomy and Physiology	3
DES 1600	Dental Office Emergencies	1
DES 1800	Introduction to Clinical Procedures	3
DES 1806L	Introduction to Clinical Procedures Lab	1

Semester II: 17 credit hours

DES 1200	Dental Radiology	2
DES 1200L	Dental Radiology Lab	1
DES 1100	Dental Materials	2
DES 1100L	Dental Materials Lab	1
DES 1029	Dental Specialties	1
DEA 1855L	Clinic Practice II	6
DEA 1151	Dental Psychology and Communications	1
DEA 1135	Dental Microbiology	1
DES 1840	Preventive Dentistry	2

Semester III: 18 credit hours

DES 2832C	Expanded Functions with Lab	2
DEA 2033	Oral Pathology	3
DES 1502	Dental Office Management	3
DES 1051	Dental Pharmacology	2
DEA 1856	Clinic III Seminar	1
DEA 1856L	Clinic Practice III	7

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 Programs (CTC)

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 corrections officers. Graduates will be eligible to sit for the state's certification examination. The program is certified by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission, P.O. Box 1489, Tallahassee, FL 32302-1489, telephone 850-410-8600.

Learn more about corrections training at CF.edu/PublicService.

Admission Criteria

Note: Chapter 790.23 F.S. prohibits the possession of a firearm or ammunition by a person who as a juvenile was found to have committed a delinquent act that would be a felony if committed by an adult until the person is 24 years of age. **This would require the applicant to wait until they are 24 to attend the basic recruit training.**

To apply for admission into the Correctional Officer or Law Enforcement Officer certificate program, each applicant must:

- be at least 19 years of age prior to completing the program
- be a citizen of the United States
- possess a high school diploma or GED
- not have been convicted of any felony or of a misdemeanor involving perjury or false statement
- not have been discharged dishonorably from the military (if applicable)
- be of good moral character
- pass a background investigation
- pass a physical examination by a licensed physician (M.D. or D.O.), physician's assistant, or an authorized advanced registered nurse practitioner within six months of the start of class
- be in good academic standing at College of Central Florida
- must pass the Corrections version of the Florida Basic Abilities Test, COBAT.

In addition, the applicant must submit:

1. a copy of scores on the COBAT for Corrections which must be less than four years old (from the start of class)
2. a completed/signed College of Central Florida Criminal Justice Institute Applicant Questionnaire.

Note: All the above information must be submitted as a package.

Admission to the program will be based on:

- review of package
- completed questionnaire
- medical examination
- background investigation.

REQUIREMENTS

Program Courses

Course	Title	Clock Hours
CJK 0300	Introduction to Corrections	32
CJK 0305	Communications	40
CJK 0310	Officer Safety	16
CJK 0315	Facilities and Equipment	8
CJK 0320	Intake and Release	18
CJK 0325	Supervising in a Correctional Facility	40
CJK 0330	Supervising Special Populations	20
CJK 0335	Responding to Incidents and Emergencies	16
CJK 0340	Officer Wellness and Physical Abilities	30
CJK 0031C	First Aid for Criminal Justice Officers	40
CJK 0040	Firearms	80
CJK 0051	Defensive Tactics	80

Total Credit Hours: 420

Crossover from Corrections to Law Enforcement, Career and Technical Certificate

7247: 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.

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

Course	Title	Clock Hours
CJK 0001	Introduction to Law Enforcement	10
CJK 0012	Legal	62
CJK 0013	Interactions in a Diverse Community	40
CJK 0014	Interviewing and Report Writing	56
CJK 0064	Fundamentals of Patrol	35
CJK 0065	Calls for Service	36
CJK 0077	Criminal Investigations	50
CJK 0078	Crime Scene to Courtroom	35
CJK 0092	Critical Incidents	44
CJK 0087	Traffic Stops	30
CJK 0084	DUI Traffic Stops	24
CJK 0088	Traffic Crash Investigations	32
CJK 0393	Crossover Program Updates	8
CJK 0020	Vehicle Operations	48
CJK 0422	Dart Firing Stun Gun	8

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.

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

Course	Title	Clock Hours
CJK 0300	Introduction to Corrections	32
CJK 0305	Communications	40
CJK 0310	Officer Safety	16
CJK 0315	Facilities and Equipment	8
CJK 0320	Intake and Release	18
CJK 0325	Supervising in a Correctional Facility	40
CJK 0330	Supervising Special Populations	20
CJK 0335	Responding to Incidents and Emergencies	16
CJK 0393	Crossover Program Updates	8

Total Credit Hours: 198

Florida Law Enforcement Academy, Career and Technical Certificate

7295: 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.

View gainful employment information on this program at CF.edu/gainful-employment/7295. Please consult CF.edu/PublicService for updated information regarding this program.

Admission Criteria

Note: Chapter 790.23 F.S. prohibits the possession of a firearm or ammunition by a person who as a juvenile was found to have committed a delinquent act that would be a felony if committed by an adult until the person is 24 years of age. **This would require the applicant to wait until they are 24 to attend the basic recruit training.**

To apply for admission into the Corrections Officer or Law Enforcement Officer certificate program, each applicant must:

- be at least 19 years of age prior to completing the program
- be a citizen of the United States
- possess a high school diploma or GED
- not have been convicted of any felony or of a misdemeanor involving perjury or false statement
- not have been discharged dishonorably from the military (if applicable)
- be of good moral character
- pass a background investigation
- pass the Physical Abilities Test/Course (PAC) within six months of the start of class
- pass a physical examination by a licensed physician (M.D. or D.O.) or physician's assistant within six months of the start of class
- be in good academic standing at College of Central Florida
- pass the Law Enforcement version of the Florida Basic Abilities Test, LEBAT.

In addition, the applicant must submit:

1. a copy of scores on the LEBAT for Law Enforcement which must be less than two years old from the start of class
2. a completed/signed College of Central Florida Criminal Justice Institute Applicant Questionnaire.

Note: All the above information must be submitted as a package.

Admission to the program will be based on:

- review of package
- completed questionnaire
- medical examination
- background investigation
- Physical Abilities Test/Course, PAC.

REQUIREMENTS

Program Core Courses

Course	Title	Clock Hours
CJK 0001	Introduction to Law Enforcement	10
CJK 0012	Legal	62
CJK 0013	Interactions in a Diverse Community	40
CJK 0014	Interviewing and Report Writing	56
CJK 0064	Fundamentals of Patrol	35
CJK 0065	Calls for Service	36
CJK 0077	Criminal Investigations	50
CJK 0078	Crime Scene to Courtroom	35
CJK 0092	Critical Incidents	44
CJK 0087	Traffic Stops	30
CJK 0084	DUI Traffic Stops	24
CJK 0088	Traffic Crash Investigations	32
CJK 0020	Vehicle Operations	48
CJK 0031C	First Aid for Criminal Justice Officers	40
CJK 0040	Firearms	80
CJK 0051	Defensive Tactics	80
CJK 0422	Dart Firing Stun Gun	8
CJK 0096	Physical Fitness Training for Law Enforcement	60

Total Credit Hours: 770

Surgical Technology, Career and Technical Certificate

7224: Career and Technical Certificate (1,330 Clock Hours)
CIP: 51.0909
FL CIP: 0351090905
SOC: 29-2055

This program is accredited by the Commission on Accreditation of Allied Health Education Programs, www.caahep.org, upon the recommendation of the Accreditation Review Committee on Education in Surgical Technology. Commission on Accreditation of Allied Health Education Programs; 1361 Park Street, Clearwater, FL 33756, telephone 727-210-2350, fax 727-210-2354, www.caahep.org. Surgical Technologists are an integral part of the operating room team providing care to surgical patients. Surgical Technologists work under the direction of a surgeon and facilitate the surgical procedure by preparing and providing the necessary instrumentation, supplies, and assistance needed for the surgical procedure. The Surgical Technologist functions with a sterile conscience and maintains and ensures the highest standard of sterile technique throughout the process.

Surgical Technology students are provided a curriculum that combines a heavy focus on human anatomy and disease, microbiology, surgical procedures, surgical tools and technologies to enable them to graduate with entry-level knowledge and competencies. More than 600 hours of guided clinical practice are provided in a variety of surgical settings including inpatient and outpatient surgical and obstetrical units. Students gain experience and have exposure to the latest cutting-edge surgical technologies.

Graduates are administered the National Certification Exam given by the National Board of Surgical Technology and Surgical Assisting.

The program policies including attendance, grading, clinical behaviors and readmission guidelines are found in the student handbook that each student obtains once admitted to the Surgical Technology program. It is necessary that students have reliable transportation to the assigned hospitals and clinical facilities which may be up to 50 miles from Ocala. Accident insurance is included in lab fee. Professional liability insurance is included in college fees.

View gainful employment information on this program at CF.edu/gainful-employment/7224.

This is a limited access program with a deadline to apply. To learn more about limited access programs, please go to CF.edu/LimitedAccess. Application and directions for applying can be found online at CF.edu/Health.

REQUIREMENTS

Program Courses

Course	Title	Clock Hours
STS 0003	Introduction to Surgical Technology	510
STS 0810	Surgical Technology I	550
STS 0820	Surgical Technology II	270

Total Credit Hours: 1330

Note:

- Federal criminal background check is required for admission. Persons who have a felony history may not be eligible for admission to any CF Health Sciences program, including Surgical Technology.
- Upon acceptance into the program, a medical examination, eye exam, and proof of immunization are required.

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.

View gainful employment information on this program at CF.edu/gainful-employment/7281.

REQUIREMENTS

Program Courses

Course	Title	Clock Hours
PMT 0102	Introduction to Welding	120
PMT 0111	Oxyacetylene Welding	120
PMT 0121	Shielded Metal Arc Welding	120
PMT 0121	Shielded Metal Arc Welding	120
PMT 0134	Gas Metal Arc Welding	120
PMT 0930L	Welding Skills Development Lab	60
PMT 0131	Gas Tungsten Arc Welding	120
PMT 0161	Pipe Welding	90
PMT 0161	Pipe Welding	90
PMT 0161	Pipe Welding	90

Total Credit Hours: 1050

Baccalaureate Degrees

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 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.

Business and Organizational Management, B.A.S.

B101: Bachelor of Applied Science in Business and Organizational Management

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.

REQUIREMENTS

Required Technical Specialization Courses: 21 credit hours

Course	Title	Credits
GEB 1011	Introduction to Business	3
ECO 2023	Principles of Economics - Micro**	3
CGS 1100	Microcomputer Applications	3
BUL 2241	Business Law I	3
ACG 2021	Financial Accounting	3
	Principles of Management	3
MAN 2021		
	OR	
MAR 2011	Principles of Marketing	3

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: 39 credit hours

Program Core Courses

MAN 3303	Management and Leadership	3
COM 3120	Organizational Communications	3
ACG 3024	Financial Statement Analysis for Managers	3
BUL 3130	The Legal and Ethical Environment of Business	3
MAN 4940	Internship in Business and Organizational Management	3

Program Specialization Courses

MAN 4162	Customer Relations for Managers	3
ISM 3011	Introduction to Information Systems Management	3
MAN 3240	Applied Organizational Behavior	3
MAR 3802	Marketing for Managers	3
ENT 4003	Principles of Entrepreneurship	3
	OR	
MAN 3860	Nonprofit Organizational Management	3
GEB 4891	Strategic Management and Decision Making	3
MAN 4301	Human Resource Management	3
MAN 4900	Capstone in Organizational Management	3

Credit Hours from Associate Degree: 60

Total Credit Hours: 120

Business and Organizational Management — Agribusiness Management Specialization, B.A.S.

B102: Bachelor of Applied Science in Business and Organizational Management — Agribusiness Management Specialization

The Agribusiness specialization under the Bachelor of Applied Science in Business and Organizational Management degree enables students to develop supervisory skills and knowledge for farm and agricultural development and in support of business and other farm-related organizations. This program is designed for students with an associate degree in fields such as agriculture, equine, landscape and horticulture, and animal science.

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.

REQUIREMENTS

Required Technical Specialization Courses: 21 credit hours

Course	Title	Credits
ANS 1003	Introduction to Animal Science	3
	OR	
ANS 1236	Introduction to Equine Science	3
AEB 2192	Farm Records and Accounts	3
	OR	
ANS 1238C	Equine Behavior and Psychology	3
AEB 2102	Principles of Agribusiness Management	3
	OR	
AEB 2137C	Equine Business Management	3
SOS 2006	Introduction to Soil Science	3
	OR	
ANS 1223	Equine Conformation Analysis	3
ANS 1222	Equine Sales and Marketing	3
	OR	
ANS 2403	Equine Nutrition	3
AEB 2104	Principles of Agricultural Economics	3
	OR	
ANS 1237C	Equine Health Care	3
ECO 2013	Principles of Economics - Macro	3
	OR	
ECO 2023	Principles of Economics - Micro**	3

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: 39 credit hours

Program Core Courses

MAN 3303	Management and Leadership	3
COM 3120	Organizational Communications	3
ACG 3024	Financial Statement Analysis for Managers	3
BUL 3130	The Legal and Ethical Environment of Business	3
MAN 4940	Internship in Business and Organizational Management	3

Program Specialization Courses

AOM 3073	Safety in Agriculture	3
AEB 4223	Agricultural Policy and Regulations	3
AEB 3015	Economic Development and Growth in Agribusiness	3
AEB 3933	Special Topics in Agribusiness	3
AEB 3146	Financial Planning for Agribusiness	3
AEB 3300	Agribusiness Marketing and Sales	3
AOM 4015	Agricultural Operations and Systems	3
MAN 4900	Capstone in Organizational Management	3

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

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.

REQUIREMENTS

Required Technical Specialization Courses: 21 credit hours

Course	Title	Credits
CGS 1100	Microcomputer Applications	3
COP 1030	Fundamental Programming Concepts	3
CET 1278	A+ Fundamentals	3
CTS 2120	Security Fundamentals	3
CGS 2540	Database Management Systems	3
CET 2180	Practical PC Technician	3
CGS 2103	Spreadsheet Applications	3

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: 39 credit hours

Program Core Courses

MAN 3303	Management and Leadership	3
COM 3120	Organizational Communications	3
ACG 3024	Financial Statement Analysis for Managers	3
BUL 3130	The Legal and Ethical Environment of Business	3
MAN 4940	Internship in Business and Organizational Management	3

Program Specialization Courses

ISM 3011	Introduction to Information Systems Management	3
ISM 3113	Applied Systems Analysis	3
ISM 4212	Database Management Systems	3
ISM 4314	IT Project Management	3
COP 3375	Advanced Programming Concepts	3
ISM 4382	Global Information System	3
	OR	
ISM 3321	Cyber Security Fundamentals	3
CNT 3104	Computer Networks for Business Users	3
MAN 4900	Capstone in Organizational Management	3

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

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.

REQUIREMENTS

General Education/Technical Specialization Courses: 21 credit hours

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).

Core and Specialization: 39 credit hours

Program Core Courses

MAN 3303	Management and Leadership	3
COM 3120	Organizational Communications	3
ACG 3024	Financial Statement Analysis for Managers	3
BUL 3130	The Legal and Ethical Environment of Business	3
MAN 4940	Internship in Business and Organizational Management	3

Program Specialization Courses

HSA 3111	Survey of American Health Care Systems	3
HSC 3652	Health Care Ethics	3
HSA 4421	Policy and Legal Aspects of Health Care	3
HSA 4110	Management Foundations for Health Care Administration	3
HSA 3170	Health Care Financial Management	3
HSA 3340	Human Resource Management for Health Care	3
MAN 4900	Capstone in Organizational Management	3
HSA 4922	Health Care Management Practicum	3

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

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.

REQUIREMENTS

Required Technical Specialization Courses: 21 credit hours

Course	Title	Credits
CCJ 1020	Introduction to Criminal Justice System	3
CJL 2130	Criminal Law, Evidence and Procedures	3
CJC 1000	Crime and Punishment	3
CCJ 2010	Criminology**	3
CJJ 1002	Juvenile Delinquency	3
DSC 1212	Introduction to Emergency Management Systems	3
CJE 2600	Introduction to Criminal Investigation	3

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: 39 credit hours

Program Core Courses

MAN 3303	Management and Leadership	3
COM 3120	Organizational Communications	3
ACG 3024	Financial Statement Analysis for Managers	3
BUL 3130	The Legal and Ethical Environment of Business	3
MAN 4940	Internship in Business and Organizational Management	3

Program Specialization Courses

DSC 3079	Foundations of Public Safety	3
DSC 3215	Emergency Planning	3
DSC 4226	National Incident Management	3
DSC 4755	National Security: Threats, Challenges and Solutions	3
DSC 4931	Selected Topics in Public Safety	3
CJL 3510	Prosecution and Adjudication	3
DSC 4013	Capstone Thesis Project in Public Safety	6

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

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.

REQUIREMENTS

Required Technical Specialization Courses: 21 credit hours

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. 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: 39 credit hours

Program Core Courses

MAN 3303	Management and Leadership	3
COM 3120	Organizational Communications	3
ACG 3024	Financial Statement Analysis for Managers	3
BUL 3130	The Legal and Ethical Environment of Business	3
MAN 4940	Internship in Business and Organizational Management	3

Program Specialization Courses

TRA 4202	Logistics Systems Management	3
GEB 4891	Strategic Management and Decision Making	3
TRA 4721	International Logistics and Transportation	3
TRA 4155	Supply Chain Management	3
ISM 4314	IT Project Management	3
ISM 3011	Introduction to Information Systems Management	3
TRA 4234	Warehouse Management	3
MAN 4900	Capstone in Organizational Management	3

Credit Hours from Associate Degree 60

Total Credit Hours: 120

Business and Organizational Management — Equine Studies Specialization, B.A.S.

B107: Bachelor of Applied Science in Business and Organizational Management — Equine Studies Specialization

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. Course work 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.

REQUIREMENTS

Required Technical Specialization Courses: 21 credit hours

Course	Title	Credits
AEB 2137C	Equine Business Management	3
ANS 1238C	Equine Behavior and Psychology	3
ANS 1222	Equine Sales and Marketing	3
ANS 2403	Equine Nutrition	3
ANS 1237C	Equine Health Care	3
ANS 1220	Equine Sport and Competition	3
	OR	
ANS 1223	Equine Conformation Analysis	3
BUL 2241	Business Law I	3

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: 39 credit hours

Program Core Courses

MAN 3303	Management and Leadership	3
COM 3120	Organizational Communications	3
ACG 3024	Financial Statement Analysis for Managers	3
BUL 3130	The Legal and Ethical Environment of Business	3
MAN 4940	Internship in Business and Organizational Management	3

Program Specialization Courses

ANS 4218	Equine Learning Theory	3
ANS 3210	Equitation Science	3
ANS 3215	Integrated Horse Management	3
ANS 3219	Logistics for the Horse Industry	3
ANS 3950	Equine Practicum	3
ANS 3950	Equine Practicum	3
ENT 4003	Principles of Entrepreneurship	3
	OR	
MAN 3860	Nonprofit Organizational Management	3
ANS 4941	Equine Capstone	3

Credit Hours from Associate Degree 60

Total Credit Hours: 120

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.

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, a passing score in the General Knowledge exam, and show successful completion of EDF 2005 Introduction to the Teaching Profession. 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: LIN 2740 and EDF 2085; 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 dean of Arts and Education.

REQUIREMENTS

Program Core Courses: 36 credit hours

Course	Title	Credits
LAE 4416	Children's Literature for Educators	3
EEC 4301	Cognitive Experiences for Young Children	3
EEX 4201	Young Children with Special Needs	3
EEC 4219	Integrated Math and Science for Young Children	3
EEC 3400	Family Literacy and Young Children	3
EEC 4624	Creative and Effective Experiences for Young Children	3
EEX 4231	Assessing the Progress of Young Children with Special Needs	3
EDP 4503	Assessment, Evaluation and Diagnosis of the Young Child	3
EEC 4404	Relations Across Family, School and Community	3
EDG 4410	Classroom Management and Child Guidance	3
EEC 4940	Internship in Early Childhood	6

Prerequisite and Technical Courses: 36 credit hours

State Required Prerequisite Course

EDF 2005	Introduction to the Teaching Profession	3

Required Technical Courses

EDF 2085	Introduction to Diversity for Educators	3
EME 2040	Introduction to Technology for Educators	3
EEC 1000	Introduction to Child Development and Education	3
CHD 1440C	Child Care Practicum I	3
EEC 1907	Observing and Recording Behavior	3
EEC 2001	Introduction to Administration in Early Childhood Education	3
EEC 2200	Curriculum in Childhood Education	3
CHD 1441C	Child Care Practicum II	3
EEC 2930	Seminar in Childhood Education	3
	Additional EEC EEX or EDG course	3
LIN 2740	Applied Linguistics	3

Total Credit Hours: 123

Note: Total Program Hours also includes 60 credit hours of course work completed at the associate degree level.

LIN 2740 Applied Linguistics is needed for ESOL endorsement. This course adds an additional three credits to the total program hours for a total of 123 credit hours.

General Education/Technical Specialization Courses

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.

R.N. to B.S.N.

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 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, 3343 Peachtree Road NE, Suite 850, 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.

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.

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: 39 credit hours

Course	Title	Credits
NUR 3825	Professional Socialization Seminar	3
NUR 3846	Nursing Theory and Philosophy	3
NUR 3066C	Advanced Nursing and Health Assessment with Lab	5
NUR 4667	Global Health Care Issues and Trends in Professional Nursing	5
NUR 4837	Health Care Policies and Economics	3
NUR 4776C	Evidence Based Clinical Judgment with Lab	4
NUR 4165	Nursing Research	3
NUR 4827	Nursing Leadership and Management	4
NUR 4636C	Community Nursing with Lab	5
NUR 4950	Professional Role Development and Transition to Practice	4

General Education Courses: 36 credit hours

ENC 1101	Freshman Composition Skills I**	3
MAC 1105	College Algebra**	3
	OR	
MGF 1106	Liberal Arts Mathematics**	3
STA 2023	Elementary Statistics**	3
BSC 2085	Human Anatomy and Physiology I	3
BSC 2085L	Human Anatomy and Physiology I Lab	1
BSC 2086	Human Anatomy and Physiology II	3
BSC 2086L	Human Anatomy and Physiology II Lab	1
PSY 2012	General Psychology	3
HUN 1201	Human Nutrition	3
MCB 2010	Microbiology	3
MCB 2010L	Microbiology Lab	1
DEP 2004	Human Growth and Development**	3
ENC 1102	Freshman Composition Skills II**	3

One of the following:

ARH 1000	Art Appreciation	3
HUM 1020	Introduction to the Humanities	3
LIT 1000	Introduction to Literature	3
MUL 1010	Music Appreciation	3
PHI 2010	Introduction to Philosophy	3
THE 1000	Theatre Appreciation	3

Prerequisite and Technical Courses: 45 credit hours

Program Prerequisite Courses

CHM 1032	Chemistry for the Health-Related Fields Or any higher level Chemistry course	3
SYG 2000	Introductory Sociology	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.

Required Technical Courses

Choose 39 credits from the following:

NUR 1021C	Foundations in Nursing	5
NUR 1052C	Clinical Concepts I	4
NUR 1142	Introduction to Pharmacology	3
NUR 1241C	Clinical Concepts II	7
NUR 1520C	Behavioral Concepts in Nursing	2
NUR 2010	Professional Issues in Nursing	2
NUR 2243C	Clinical Concepts III	4
NUR 2244C	Clinical Concepts IV	7
NUR 2440C	Developmental Concepts in Nursing	3
NUR 2713C	Nursing IVA	8
NUR 2734C	Nursing IV	10
NUR 2811C	Capstone Clinical	2

The total number of credit hours may be higher if the student must take foreign language courses.

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.

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.

REQUIREMENTS

Program Courses

Course	Title	Credits
HSA 3111	Survey of American Health Care Systems	3
HSC 3652	Health Care Ethics	3
HSA 4421	Policy and Legal Aspects of Health Care	3
HSA 3170	Health Care Financial Management	3
HSA 3340	Human Resource Management for Health Care	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.

REQUIREMENTS

Program Courses

Course	Title	Credits
TRA 4202	Logistics Systems Management	3
TRA 4721	International Logistics and Transportation	3
TRA 4234	Warehouse Management	3
TRA 4155	Supply Chain Management	3
GEB 4891	Strategic Management and Decision Making	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.

REQUIREMENTS

Program Courses

Course	Title	Credits
ISM 3011	Introduction to Information Systems Management	3
ISM 3321	Cyber Security Fundamentals	3
ISM 4212	Database Management Systems	3
CNT 3104	Computer Networks for Business Users	3

Total Credit Hours: 12

Cooperative Education Program

Cooperative Education is a planned academic program designed to provide degree-seeking students on-the-job experience related to their field of study and career objective. Students may seek placements in business, industrial, governmental and educational organizations. Students should seek a placement in their chosen field, and approval will be determined by the faculty facilitator in that department.

The Cooperative Education office reserves the right to accept or refuse students for co-op placement. A student who is receiving vocational rehabilitation funding must provide his or her medical limitations and work release statements.

To participate in cooperative education, students must:

- Have completed 12 hours of college credit and the necessary prerequisites for a specific program of study or area of interest.
- Have a minimum 2.0 grade point average overall and be in good academic standing.
- Register for the appropriate co-op course 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 co-op coordinator (Anna Williams, williaman@cf.edu.)
- Obtain a co-op opportunity with a local employer and complete the requirements for your co-op program.
- Meet with the faculty facilitator for your co-op program and obtain his or her approval for your co-op work opportunity.

For B.A.S. internship information and placement assistance, contact Bonnie Hays, 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 are of interest and career objective. Grade determined by faculty facilitator.

— 2949 Work Experience II (1-6).

Available to all disciplines except Nursing and EMT.

Prerequisites: Successful completion of 1949, a minimum grade point average of 2.0, satisfaction of employer work requirements, and approval of the faculty facilitator office.

A second work experience (or voluntary internship activity) as a continuation of Work Experience I, or a change in learning assignment with approval of the faculty facilitator.

The State of Florida Articulation Agreement specifies that no more than 7 semester hours of co-op credit may be applied toward the Associate in Arts degree.

Course Descriptions

Courses in this catalog are listed in alpha-numeric order. Following is a list of the courses usually offered. The college reserves the right to determine minimum enrollments in all courses. The term “credit” as used in references to courses is equal to one semester hour. Further, it means credit toward a degree from CF and not necessarily credit transferable to another institution.

Course Classification

All credit courses offered by CF are designated in one of the following classifications:

Gordon Rule classes are noted within the course description.

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.

Courses

ACCT - Accounting

ACG

ACG 2021 - Financial Accounting (3)

Corequisite: CGS 1100.

Classification: Parallel.

This course approaches accounting as an information or decision support system. Emphasis is placed on the analysis of business transactions and the evaluation of their effect on the operation of the enterprise. The method of instruction emphasizes how to do it, why it is done and what it means.

ACG 2021L - Financial Accounting Lab (1)

Corequisite: ACG 2021.

Classification: Dual.

This course introduces the recording of transactions into a computerized accounting system. Students enter transactions into a journal, then post to a ledger and prepare financial statements.

ACG 2071 - Managerial Accounting (3)

Prerequisite: ACG 2021 and CGS 1100.

Classification: Parallel.

This course introduces current managerial accounting concepts, theories and practices applicable to a financial entity. Job order, process cost and activity based cost systems are introduced. Budgeting, profit analysis, product pricing, reporting concerns of decentralized operations and special topics focused on financial statement analysis are topics covered. Ethics issues are discussed throughout the course.

ACG 2450 - Integrated Accounting (3)

Prerequisite: ACG 2021. Corequisite: CGS 1100.

Classification: Occupational.

This course provides students with basic computer skills specific to a financial accounting environment. Topics include setting up a business entity's accounting system and recording financial transactions. Students will create invoices, create and analyze accounts receivable and payment aging reports as well as develop financial statement reports with the assistance of a software application. Completion of the course qualifies the student to sit for the Quickbooks Certification Exam.

ACO

ACO 1807 - Payroll Accounting (3)

Prerequisite: ACG 2021.

Classification: Occupational.

The law, principles and procedures of payroll accounting in the computerized environment. Topics covered include preparation of payroll records and reports, payroll law and practices, computation of taxes, including social security, federal income tax, state income tax and unemployment taxes, and voluntary withholdings.

TAX

TAX 2000 - Individual Income Tax (3)

Prerequisite: ACG 2021.

Classification: Occupational.

This course enables students to recognize and understand the impact of taxation as a major factor for both individual and business planning. Topics covered include sources of federal tax law, the concept of income realization and recognition, timing of income recognition, timing and possibility of income tax deductions, tax accounting methods and reporting periods. A tax software program is utilized.

TAX 2010 - Corporate Income Tax (3)

Prerequisite: ACG 2021.

Classification: Occupational.

This course provides a broad overview of how the Internal Revenue Code taxes corporations and compares it to other forms of doing business (i.e., proprietorships, partnerships, limited liability companies and S corporations). The course will cover the tax aspects of a corporation's life-cycle, including a corporation's organization, financing, capital structure, distributions, redemptions and ultimate liquidation.

AGRI - Agribusiness Management

AEB

AEB 2102 - Principles of Agribusiness Management (3)

Classification: Dual.

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.

AEB 2104 - Principles of Agricultural Economics (3)

Prerequisite: ECO 2013.

Classification: Dual.

General economic principles involving the principles and distribution of agricultural products.

AEB 2192 - Farm Records and Accounts (3)

Prerequisite: MAC 1105 or MAC 2311 or MGF 1106 or MGF 1107 or STA 2023 or STA 2023H.

Classification: Dual.

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.

AGG

AGG 2001 - Introduction to Food Science (3)

Classification: Dual.

This introductory course encompasses many aspects of human food. Specific topics include nutritional chemistry, food quality, food preservation, food products, food safety, food labeling and world food needs.

AOM

AOM 2316 - Agricultural Machinery and Equipment (3)

Classification: Parallel.

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.

ORH

ORH 1000C - Introduction to Horticulture (3)

Classification: Dual.

An introduction to the disciplines involved in the broad field of horticulture, plant and animal taxonomy, morphology, anatomy and their fundamental processes as they relate to plant growth, pests, production, maintenance and planting. Plant propagation, pest and disease control, and design are also included. This class is offered online and in the classroom.

ORH 1113C - Pest and Disease Control (3)

Classification: Dual.

Covers the identification, nature and eradication of ornamental plant pests and includes the development of a pest management program involving the proper selection and application of pesticides and herbicides. Provides technical treatment of the identification, nature and eradication of ornamental plant diseases and disorders; covers disease control management involving the proper selection and application of disease control practices. This course leads to state certification.

ORH 1260 - Greenhouse Operations (3)

Classification: Dual.

This course is designed to orient students to the art of growing plants in the greenhouse. Greenhouse construction, heating and cooling, propagation of greenhouse plants, watering, shading, indoor disease and pest control, growing media preparation, hanging baskets, totems, use of growth regulators and dish gardens will be covered.

ORH 1301C - Introduction to Irrigation (3)

Classification: Dual.

An introduction to the history of irrigation and the analysis of the Florida water management governance system. Students will learn how to plan, install and maintain a landscape irrigation system.

ORH 1510 - Ornamental Plant Identification (3)

Classification: Dual.

A practical course designed to assist those who are not trained botanists but want to know about the landscape plants they see every day. The identification of the more common grasses, flowers, shrubs and trees, along with their cultural requirements and landscape uses, is covered. Recommended for ornamental horticulture majors, nurserymen, nursery salespersons, landscapers and homeowners. This class is offered online and in the classroom.

ORH 1601C - Nursery Management (3)

Classification: Dual.

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.

PLS

PLS 1220 - Propagation of Nursery Plants (3)

Classification: Occupational.

Basic instruction that prepares individuals to propagate nursery plant materials. Covers sexual and asexual procedures; emphasizes special methods appropriate to region and/or plant groups; covers basic plant nutrition, tissue culture with emphasis on nutritional requirements and development of a fertilization program for nursery plant propagation. Course includes planning for nursery crop production.

PLS 1220L - Propagation of Nursery Plants Laboratory (3)

Classification: Occupational.

Practical application of principles and practices of working in and ultimately supervising a nursery operation including, but not limited to, producing, processing and marketing nursery plants used principally for interior and exterior landscapes.

SOS

SOS 2006 - Introduction to Soil Science (3)

Classification: Dual.

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.

ART - Art

ARH

ARH 1000 - Art Appreciation (3)

Classification: Parallel.

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 art work in the Webber Center Gallery and the Appleton Museum of Art.

ARH 2050 - The History of Art I (Prehistory to 1500 A.D.) (3)

Prerequisite: ENC 1101.

Classification: Parallel.

This course examines the art and architecture of Ancient Civilization through the early Renaissance, especially Western art, through major artists and their contributions to their own society and to Western culture itself.

Notes: Gordon Rule Applies.

ARH 2051 - The History of Art II (1500 A.D. to 20th century) (3)

Corequisite: ENC 1101.

Classification: Parallel.

This course examines the art and architecture from the High Renaissance through the first half of the 19th century.

Notes: Gordon Rule Applies.

ARH 2840 - Spanish Art History (3)

Classification: Parallel.

This course is an intensive survey of Spanish art from the preserved accomplishments to the present. Major styles and artists covered are Iberian culture, Roman art, Arab, Mudejar, Romanesque, Gothic and Plateresque Architecture, El Escorial and 17th Century Madrid, El Greco, Velazquez, Goya, Sorolla, Solana, Barcelona, Modernism, Picasso, Miro and Dali.

ARH 2930 - Special Topics in Art History (3)

Classification: Parallel.

This course centers on topics of special interest to students and/or instructors. Topics or focus may vary from semester to semester. Topics will be identified by the course title published in schedules for each semester that the course is offered. Special topics credit hours are not automatically transferrable. Transfer credit is the prerogative of the receiving institution.

ARH 2942 - Internship in Museum Methods (3)

Prerequisite: ENC 1101.

Classification: Parallel.

This internship 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.

ART

ART 1201C - Basic Design I (3)

Classification: Parallel.

Study and employment of basic principles of two-dimensional design and color theory as elements used in creative composition in the visual arts. No previous art training required. (6 hours per week)

ART 1300C - Freehand Drawing I (3)

Classification: Parallel.

Freehand Drawing I is an introductory-level course for the student with no prior college-level drawing instruction. This course emphasizes skill building and technique in the use of various drawing media including graphite, ink and conte as students render surface characteristics of materials, still lifes, object studies, landscapes, portraiture, and the human figure. May be repeated for credit. No previous art training is required. (6 hours per week)

ART 1400 - Printmaking I (3)

Classification: Parallel.

This course is an introduction to the medium of printmaking. It concentrates on the technical production of various print media then covers the basic processes of relief (linoleum) and intaglio (etching) printmaking.

ART 1500C - Painting I (3)

Prerequisite: ART 1300C.

Classification: Parallel.

A course designed to acquaint the student with a working knowledge of the elements of composition, color theory and various painting techniques through the creation of painting rendered in oils or acrylics. No previous training in art is required. May be repeated for credit.

ART 2203C - Basic Design II (3)

Classification: Parallel.

Study and employment of basic principles of three-dimensional design as used in the creative composition in the visual arts. Students will experiment with the manipulation of a variety of materials to create effective use of three-dimensional space. No previous training is required. Recommended completion before ART2701C Sculpture I.

ART 2301C - Freehand Drawing II (3)

Prerequisite: ART 1300C.

Classification: Parallel.

A continuation of ART1300C, this course emphasizes individual exploration in advanced graphite pencil techniques and interpretation of subject matter, as well as gives an introduction to the use of color in the drawing medium through the single and mixed media approaches to colored pencil, nupastel, watercolor and inks. Drawing of the human figure will be stressed. May be repeated for credit.

ART 2401 - Printmaking II (3)

Prerequisite: ART 1400.

Classification: Parallel.

This course will provide advanced instruction in the processes of relief (woodcut) and intaglio (etching) printmaking processes, as well as non-toxic lithographic printing. The addition of more color processes will allow students to develop higher technical skills and the ability to mix multiple techniques for innovative effects.

ART 2501C - Painting II (3)

Prerequisite: ART 1500C.

Classification: Parallel.

Continuation of ART1500C, emphasizing individual exploration into painting techniques and interpretation of subject matter. May be repeated for credit.

ART 2701C - Sculpture I (3)

Classification: Parallel.

An introduction to fundamental processes used in sculpture, aesthetic problems in sculptural form and composition. Practical work in plaster, clay and other materials. May be repeated for credit.

ART 2702C - Sculpture II (3)

Prerequisite: ART 2701C.

Classification: Parallel.

A continuation of ART 2701C with emphasis on the sophisticated techniques and principles in the production of complex sculptures; an introduction into carving in alabaster. May be repeated for credit.

ART 2750C - Ceramics I (3)

Classification: Parallel.

An introduction to handbuilding processes and wheelthrowing techniques used in forming clay into pottery or art objects, and a study of the basic elements of design pertaining to such objects. May be repeated for credit.

ART 2751C - Ceramics II (3)

Prerequisite: ART 2750C.

Classification: Parallel.

Continuation of ART2750C, 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.

PGY

PGY 1401C - Photography I (3)

Classification: Parallel.

This is an introductory course that will cover camera parts and operation, properties of film, photographic composition and lighting, and darkroom procedures. History of photography, photojournalism, photography as an art and shooting for publication will be part of the course. Students must supply their own 35mm camera with adjustable lens.

PGY 2801C - Digital Photography I (3)

Classification: Parallel.

This course is intended to introduce students to the basic concerns in digital photography as a fine art medium, and the computer as a darkroom. Topics include digital imaging techniques of scanning, color correction, retouching, composition, content and more. Hardware, image input, output processes and software are also discussed.

BAS - B.A.S. Program Courses

ACG

ACG 3024 - Financial Statement Analysis for Managers (3)

Prerequisite: ACG 2021 and either MAC 1105 or higher or a CLM score of at least 40.

Classification: Baccalaureate.

This course addresses the use of accounting information by nonfinancial managers. Emphasis is placed on the interpretation of accounting information and the language of financial accounting to effectively participate in activities such as planning, investment, control and managerial decision-making.

AEB

AEB 3015 - Economic Development and Growth in Agribusiness (3)

Classification: Baccalaureate.

This course emphasizes the role of agriculture and economics. The topics include the hows and whys of their influence on food prices and the world food situation, the environment, natural resources and government policy, and economic issues, including inflation and money.

AEB 3146 - Financial Planning for Agribusiness (3)

Classification: Baccalaureate.

This course is an introduction to basic financial and managerial decision-making for small agribusinesses.

AEB 3300 - Agribusiness Marketing and Sales (3)

Classification: Baccalaureate.

This course is an examination of agricultural and food marketing from both a system and individual firm perspective. Problems and issues associated with marketing functions and institutions at the industry level and with objectives and strategies of farms and agribusiness firms which market agricultural commodities and food products are explored.

AEB 3933 - Special Topics in Agribusiness (3)

Classification: Baccalaureate.

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.

AEB 4223 - Agricultural Policy and Regulations (3)

Classification: Baccalaureate.

This course helps develop an understanding of the basic concepts of common and statutory law. Topics include identity of current legal issues of importance at the personal and professional level; developing an understanding of risk and the solutions for managing risk; relating the concepts of risk management and law in limiting exposure to legal liability.

ANS

ANS 3210 - Equitation Science (3)

Classification: Baccalaureate.

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.

ANS 3215 - Integrated Horse Management (3)

Classification: Baccalaureate.

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.

ANS 3219 - Logistics for the Horse Industry (3)

Classification: Baccalaureate.

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.

ANS 3950 - Equine Practicum (3)

Classification: Baccalaureate.

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.

ANS 4218 - Equine Learning Theory (3)

Prerequisite: ANS 1238C.

Classification: Baccalaureate.

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 detraining unwanted behaviors and evaluating mental reasons for poor performance.

ANS 4941 - Equine Capstone (3)

Prerequisite: ANS 3215.

Classification: Baccalaureate.

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.

AOM

AOM 3073 - Safety in Agriculture (3)

Classification: Baccalaureate.

This course identifies safety concepts, principles, practices, rules and regulations as they relate to agriculture. Learning objectives include developing and conducting safety programs. Conducting safety inspections and accident investigations are other aspects of the course.

AOM 4015 - Agricultural Operations and Systems (3)

Classification: Baccalaureate.

This course examines the agricultural operations management, combines emerging technologies with business principles to improve the environment, agricultural production, technical sales and the constructed environment of facilities and operations.

ASG

ASG 3930 - Special Topics: Applied Animal Industries -Equine (1)

Classification: Baccalaureate.

While not classified as farm animals, horses contribute significantly to agricultural enterprises, through open space preservation, animal feed production, veterinary services and farm equipment. This course covers the current trends and topics relevant to the equine industry. Relevant and controversial topics such as unwanted horses, reproductive biotechnology, direct and indirect economic impact, and ethical use of horses are relevant and controversial subjects that will be discussed in this course.

ASG 3931 - Special Topics: Applied Animal Industries - Food Animal Production (1)

Classification: Baccalaureate.

Food producing animal species provide milk, eggs and meat for human nutrition. This course covers the current trends in the beef cattle, dairy cattle, poultry, swine and aquaculture industries. Topics such as food safety, animal welfare, resource needs, economic development and biotechnology will be discussed.

BUL

BUL 3130 - The Legal and Ethical Environment of Business (3)

Prerequisite: BUL 2241.

Classification: Baccalaureate.

This course explores the legal and ethical environments of business. Emphasis is placed on the legal and ethical responsibilities to both external and internal groups in business. Topics include the legal, ethical and judicial environment, business and the Constitution, business torts, contracts and employment law.

CJL

CJL 3510 - Prosecution and Adjudication (3)

Classification: Baccalaureate.

This course is an examination of the structure and process involved in the prosecution, adjudication and sentencing of criminal defendants. The exercise of prosecutorial and judicial discretion is analyzed, with emphasis placed on understanding the influence of legal, organizational and environmental contexts on decision-making.

CNT

CNT 3104 - Computer Networks for Business Users (3)

Classification: Baccalaureate.

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.

COM

COM 3120 - Organizational Communications (3)

Prerequisite: OST 2335.

Classification: Baccalaureate.

This course will examine the process of communication within organizations. The topics of message dissemination, interpersonal communication, work group interaction, and nonverbal communication will be analyzed as to their impact on individuals and the organization. Emphasis will be placed on practical application techniques for diagnosing and resolving organizational communication problems. This course will also have a major writing requirement focusing on practical business writing techniques.

COP

COP 3375 - Advanced Programming Concepts (3)

Prerequisite: CGS 1100 and COP 1030.

Classification: Baccalaureate.

This hands-on class will teach students the basic concepts of an object-oriented programming language using a programming language such as python. Students will learn to create interactive programs using lists, dictionaries and tuples. Students will learn more advanced techniques of working with files. Finally students will learn about object oriented programming by manipulating functions and methods within object classes.

COP 3834 - Web IS Programming (3)

Prerequisite: CGS 1100 and CGS 1820.

Classification: Baccalaureate.

This course will introduce students to server-side programming and covers the fundamentals of programming with the PHP language. The student will learn to access a MySQL database to create dynamic web pages and applications using HTML, CSS, JavaScript, PHP and SQL in connection with a MySQL database.

DSC

DSC 3079 - Foundations of Public Safety (3)

Classification: Baccalaureate.

This course emphasizes the importance of effective emergency communications ranging from a conflict to communications during a catastrophic event including reporting, writing, radio and alternative communications technologies, as well as effective public communications.

DSC 3215 - Emergency Planning (3)

Prerequisite: DSC 1212.

Classification: Baccalaureate.

This course studies the process and implementation of comprehensive emergency management plans for incident management continuity of operations for all levels of government and all sectors of the community.

DSC 4013 - Capstone Thesis Project in Public Safety (6)

Classification: Baccalaureate.

This course focuses on the integration of knowledge, skills and abilities learned in the program through a capstone project. To be taken during the last semester of the program.

DSC 4226 - National Incident Management (3)

Classification: Baccalaureate.

This course examines the standards and requirements for full implementation of National Incident Management standards and the development of National Response Plans.

DSC 4755 - National Security: Threats, Challenges and Solutions (3)

Classification: Baccalaureate.

Examination and discussion of all aspects of national security and how strategic issues affect public safety administration and operations. Topics include national security preparedness, terrorism and counter-terrorism, critical infrastructure, disaster management and strategic communications for local and regional governments.

DSC 4931 - Selected Topics in Public Safety (3)

Classification: Baccalaureate.

This course provides advanced students an opportunity to examine current issues and themes in public safety administration.

ENT

ENT 4003 - Principles of Entrepreneurship (3)

Classification: Baccalaureate.

This course provides an overview of the multiple elements associated with starting and operating a small business. There will be a wide range of fundamentals covered, including identifying needs of the marketplace, researching and assessing market opportunities, identifying and analyzing risk, creating a value proposition, designing an introductory marketing platform, obtaining financing, cash flow strategies, operating a small business, growing a small business and relevant best practices.

GEB

GEB 4891 - Strategic Management and Decision Making (3)

Classification: Baccalaureate.

This course teaches strategic planning and strategy implementation in an organization. Students learn how to perform internal and external audits, identify problems, and formulate goals and objectives, develop action plans, and evaluate the effectiveness of the plan. Case studies are used to develop decision-making abilities.

HSA

HSA 3111 - Survey of American Health Care Systems (3)

Classification: Baccalaureate.

An overview of American health care systems that includes an historical perspective of their growth and development, and an assessment and analysis of their current status and future prospects. It provides a basic understanding of diverse and complex subsystems; respective professional and allied health roles; conflicts and contributions in the political, legislative and economic domains, and their complex interdependencies.

HSA 3170 - Health Care Financial Management (3)

Corequisite: HSA 3111.

Classification: Baccalaureate.

For nonfinancial managers who need basic knowledge of financial management and health care finance, and also serves as an introductory course for those who will be more directly involved in the financial aspects of health care. It includes an overall explanation of financial accounting terminology and how it works, review of financial reports (e.g., income statements, balance sheets, budgets, subsidiary ledgers and cost reports), and the managerial component that is necessary for everyday management in a health care setting. The course uses actual examples from hospitals, long-term care facilities and home health agencies as well as case studies to prepare students to read, analyze, understand and use financial statements and budgets.

HSA 3340 - Human Resource Management for Health Care (3)

Corequisite: HSA 3111.

Classification: Baccalaureate.

Emphasizes principles, methods and procedures in human resource management and labor relations. Topics include job analysis, job description, employee motivations, performance appraisal, as well as coverage of the various personnel functions and the nature of union management relations as they evolve within the business organization. Internet access required.

HSA 4110 - Management Foundations for Health Care Administration (3)

Corequisite: HSA 3111.

Classification: Baccalaureate.

Integrates the current thinking about the management of health care organizations. It is a multidisciplinary approach covering leadership, motivation, work design, power, influence and organizational change.

HSA 4421 - Policy and Legal Aspects of Health Care (3)

Corequisite: HSA 3111.

Classification: Baccalaureate.

Provides an introduction to law and the legal process as it relates to health administration. It includes areas of public accountability; liability and health care providers; rights of patients; and administrative and business law for health care organizations.

HSA 4922 - Health Care Management Practicum (3)

Prerequisite: HSA 3170 and HSA 3340 and HSC 3652.
Corequisite: HSA 4110 and HSA 4421.

Classification: Baccalaureate.

Requires that the student synthesize and integrate the knowledge gained through the health care administration curriculum. May include a practicum, project, and/or critical review of current literature for written and oral presentation.

HSC

HSC 3652 - Health Care Ethics (3)

Prerequisite: HSA 3111.

Classification: Baccalaureate.

Addresses the application of ethics to various components of the health care delivery system, including health care providers as well as administration in institutions. It discusses codes of ethics and handling of ethical problems.

ISM

ISM 3011 - Introduction to Information Systems Management (3)

Prerequisite: CGS 1100.

Classification: Baccalaureate.

This course provides an introduction to the use of information technology in the business environment. The language, concepts, structures, processes involved in management of information systems will be discussed. This course will have an applications component where software will be used to support managerial decision-making.

ISM 3113 - Applied Systems Analysis (3)

Prerequisite: CGS 1100 and CGS 2540.

Classification: Baccalaureate.

The course introduces fundamental concepts and methods related to the management of information systems in organizations.

ISM 3321 - Cyber Security Fundamentals (3)

Prerequisite: CGS 1100 and CTS 2120.

Classification: Baccalaureate.

This course will increase the knowledge and awareness of cyber security as it relates to the growing danger of attacks on digital information. The content of the course focuses on the design and maintenance of security plans and programs which define what security measures are important for an organization and the essential procedures for implementation.

ISM 4212 - Database Management Systems (3)

Prerequisite: CGS 1100 and CGS 2540.

Classification: Baccalaureate.

This course discusses the fundamentals and application of database management in the management of information systems.

ISM 4314 - IT Project Management (3)

Prerequisite: CGS 1100.

Classification: Baccalaureate.

This course intends to build on introductory project management skills to form a solid grounding in the nine project management knowledge areas and five process groups as detailed by the Project Management Body of Knowledge. This industry independent learning within the project arena includes the following topics: initiating, planning, executing, monitoring and controlling, closing, integration management, scope management, time management, cost management, quality management, human resource management, communication management, risk management and procurement management. Cost, scope, quality and procurement receive special emphasis in this course. Students will align the topics to strive for the attainment of project objectives within the agreed limits of resources.

ISM 4382 - Global Information System (3)

Prerequisite: CGS 1100 and CGS 2557.

Classification: Baccalaureate.

This course presents the role of information technology in global business organization systems to enable global operations.

MAN

MAN 3240 - Applied Organizational Behavior (3)

Classification: Baccalaureate.

This course is a study of individual and group behavior in organizations. Students will develop an understanding of how organizations can be managed more effectively. Course content includes motivation, group dynamics, conflict resolution, goal-setting and rewards, job design, work stress, power/politics, and organizational change and development.

MAN 3303 - Management and Leadership (3)

Prerequisite: MAN 2021.

Classification: Baccalaureate.

This course presents the basic concepts, principles and techniques of business leadership. Emphasis will be on the student developing a solid leadership foundation while entering them in the real themes, demands, and opportunities of an evolving and dynamic business workplace. This course will incorporate basic leadership skill development as it relates to the core aspects of management practice.

MAN 3860 - Nonprofit Organizational Management (3)

Classification: Baccalaureate.

This course will provide the student with an introduction to the principles of philanthropy and the history of the creation of not-for-profit organizations. Attention will be given to strategic planning as an essential executive management tool for the growth and survival of not-for-profit organizations. This includes the understanding of the purpose of a strong mission and vision statement. Also, students will be introduced to the role of a board of trustees and the importance of volunteer management. Attention will also be given to the executive manager's role in evaluating, setting and implementing financial goals for the organization's sustainability. This course includes a brief introduction to the most common types of fund development plans.

MAN 4162 - Customer Relations for Managers (3)

Classification: Baccalaureate.

This course examines relationship building for all customers of an organization. The impact of culture and diversity on business relationships, successful negotiation strategies, and promotion of the organization through media relations are discussed.

MAN 4301 - Human Resource Management (3)

Classification: Baccalaureate.

This course is a study of the functions of human resource management including recruitment, selection, benefits and compensation, performance evaluation, development of employees, and formulation of human resource procedures. The strategic role of human resources and current issues will be discussed.

MAN 4900 - Capstone in Organizational Management (3)

Classification: Baccalaureate.

This course teaches the integration of knowledge, skills and abilities learned in the Organizational Management program through a capstone project.

MAN 4940 - Internship in Business and Organizational Management (3)

Classification: Baccalaureate.

Field experiences that provide practical applications in appropriate work settings are the focus of this course. Internships require a time commitment equivalent to full-time employment, with credit allotted on the basis of one credit hour for each week of full-time involvement.

MAR

MAR 3802 - Marketing for Managers (3)

Classification: Baccalaureate.

This course helps develop the marketing knowledge and skills necessary for the successful manager of a technology organization. Students will understand marketing concepts, including the development of and execution of a marketing strategy. The course focuses on business-to-business and business-to-government marketing as well as the marketing of services.

TRA

TRA 4155 - Supply Chain Management (3)

Classification: Baccalaureate.

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.

TRA 4202 - Logistics Systems Management (3)

Classification: Baccalaureate.

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.

TRA 4234 - Warehouse Management (3)

Classification: Baccalaureate.

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.

TRA 4721 - International Logistics and Transportation (3)

Classification: Baccalaureate.

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.

BSEC - BS Early Childhood Education

EDG

EDG 4410 - Classroom Management and Child Guidance (3)

Prerequisite: 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. Corequisite: EEC 4940.

Classification: Baccalaureate.

This course examines classroom management as the interrelationship of appropriate curricula, methods, materials, student behavior, and the Teacher Behavior Continuum. Students in this course will examine appropriate and developmentally sensitive strategies for managing behavior in typically and atypically developing children ages 3 to 8 years old. In addition to class meetings, a minimum of 10 hours in an age 3 to grade 12 setting is required. This is a Florida ESOL endorsement (2010) infused class.

EDP

EDP 4503 - Assessment, Evaluation and Diagnosis of the Young Child (3)

Prerequisite: EDF 2005 and EEC 3400 and EEC 4219 and EEC 4301 and EEC 4624 and EEX 4201 and LAE 4416. Corequisite: EEX 4231.

Classification: Baccalaureate.

Students in this course will be introduced to a philosophic overview of the assessment process, including reading assessment, transdisciplinary assessment teams and provisions for appropriate information gathering techniques (formal and informal) which include the construction, selection, interpretation and evaluation of diagnostic instruments. The role of technology in testing and record maintenance will be discussed. Teachers will understand how to select and administer appropriate assessments and analyze data to inform reading instruction to meet the needs of all students. Teachers will engage in the systematic problem-solving process. In addition to class meetings, a minimum of 10 hours in an age 3 to grade 12 setting is required. This is an ESOL (2010) infused class, and satisfies Florida Reading Endorsement (2011) Competency Three (Foundations of Assessment).

EEC

EEC 3400 - Family Literacy and Young Children (3)

Prerequisite: EDF 2005 and EEC 4301 and EEX 4201 and LAE 4416.

Classification: Baccalaureate.

Students in this course will learn how to work with families and practice how to use materials in the home and community environment to foster development and the acquisition of disciplinary literacy skills. Students will engage in the systematic problem-solving process as they scaffold learning by applying the principles of research-based reading instruction and integrating the six components of reading across disciplines. In addition to class meetings, a minimum of 10 hours of field experience in a diverse clinical setting are required. Successful completion of this course is a grade of C or better. This is a Florida ESOL (2010) endorsement infused class. This course includes field experience.

EEC 4219 - Integrated Math and Science for Young Children (3)

Prerequisite: EDF 2005 and EEC 4301 and EEX 4201 and LAE 4416.

Classification: Baccalaureate.

Students will focus on instruction and integration of mathematics and science content and methodology in the areas of emergent numeracy and mathematical and scientific principles. Students will scaffold student learning and engage in the systematic problem-solving process through disciplinary literacy by applying the principles of research-based reading instruction, integrating the six components of reading; and differentiate process, product and context. In addition to class meetings, a minimum of 15 hours of field experience in a diverse age 3 to grade 12 setting is required. Successful completion of this course is a grade of C or better. This course satisfies Florida Reading Endorsement (2011) Competency Four (Foundations and Applications of Differentiated Instruction) and is an ESOL (2010) infused course.

EEC 4301 - Cognitive Experiences for Young Children (3)

Prerequisite: EDF 2005. Corequisite: LAE 4416.

Classification: Baccalaureate.

Students will identify developmentally appropriate and integrated content and methodology in the area of emergent numeracy and mathematical thinking; physical development; science; social studies; the arts; and emergent and beginning literacy, developing substantive understanding of six components of reading as a process. Disciplinary texts and developmentally appropriate methods, materials, activities and assessment for each area will be introduced through practical applications and strategies that are based on current research. In addition to class meetings, a minimum of 10 hours of field experience in a diverse age 3 to grade 3 setting is required. Successful completion of this course is a grade of C or better. This course satisfies Florida Reading Endorsement (2011) Competency One and is a Florida ESOL (2010) endorsement infused class.

EEC 4404 - Relations Across Family, School and Community (3)

Prerequisite: EDF 2005.

Classification: Baccalaureate.

Students in this course will engage in the systematic problem-solving process as they study how to promote maximum growth and psychological safety of young children. Emphasis is placed on the indicators and procedures to ameliorate child abuse and neglect; social systems; and the supports to families to increase their child's reading skills. Sources of community support and resources to support prevention and family strength will be highlighted. Students will examine information that can create a vital link among school, community, and home in our multi-ethnic society. In addition to class meetings, a minimum of 10 hours of field experience in a diverse age 3 to grade 3 setting is required. This is a Florida ESOL (2010) endorsement infused class.

EEC 4624 - Creative and Effective Experiences for Young Children (3)

Prerequisite: EDF 2005.

Classification: Baccalaureate.

Students will select, create, organize and use materials, activities and environments that support developmentally appropriate practices. These practices will include arrangement of class environment, learning through play, facilitation of learning through technology, discovery learning and problem-solving, creative expression, and developing the abilities of all children to be reflective thinkers and lifelong learners. Teachers will have a broad knowledge of students from differing profiles in order to understand and apply research-based instructional practices by differentiating process, product and context. Teachers will engage in the systematic problem-solving process. In addition to class meetings, a minimum of 10 hours of observation and participation in a diverse age 3 to grade 3 setting are required. Successful completion of this course is a grade of C or better. This is a Florida ESOL (2010) endorsement infused class.

EEC 4940 - Internship in Early Childhood (6)

Prerequisite: 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. Corequisite: EDG 4410.

Classification: Baccalaureate.

This course offers a comprehensive review and practical application of educational philosophy, methods, and strategy through a 10-week full-time internship in a diverse setting where students implement all learned competencies and skills and the Florida Educator Accomplished Practices. This is a Florida ESOL (2010) infused class and satisfies Florida Reading Endorsement (2011) Competency Five (Demonstration of Accomplishment).

EEX

EEX 4201 - Young Children with Special Needs (3)

Prerequisite: EDF 2005.

Classification: Baccalaureate.

This course will guide students in determining a child's developmental readiness, learning styles and social-emotional needs. The history of exceptional education will be explored in conjunction with the educational and social issues relative to the field. Students will learn ways of adapting the classroom to meet the needs of children who have special requirements and will explore collaborative community services to meet the special needs of all children and their families. Students will have a broad knowledge of students from differing profiles in order to understand and apply research-based instructional practices by differentiating process, product and context. Students will engage in the systematic problem-solving process. In addition to class meetings, a minimum of 10 hours of field experience in a diverse age-3 to grade-3 setting are required. This is a Florida ESOL (2010) infused class.

EEX 4231 - Assessing the Progress of Young Children with Special Needs (3)

Prerequisite: EDF 2005. Corequisite: EDP 4503.

Classification: Baccalaureate.

This course will familiarize students to methods and instruments to assess young children with exceptionalities. Students learn to use assessment data to plan interventions and instruction. Topics include formal and informal evaluation techniques, as well as the interpretation, application and communication of results. The role of technology in testing, record maintenance and composition of IEP/IFPS will be discussed/modeled. Teachers will understand how to select and administer appropriate assessments and analyze data to inform reading instruction to meet the needs of all students. Teachers will engage in the systematic problem-solving process. In addition to class meetings, a minimum of 10 hours of observation and participation in a diverse age 3 to grade 3 setting is required. Successful completion of this course is a grade of C or better. This is a Florida ESOL (2010) endorsement infused class.

LAE

LAE 4416 - Children's Literature for Educators (3)

Prerequisite: EDF 2005. Corequisite: EEC 4301.

Classification: Baccalaureate.

This course examines content and teaching strategies for teaching reading through the use of children's literature. Emphasis is on the identification of high-quality literature and the development of disciplinary literacy. Students will learn to scaffold student learning by applying the principles of research-based reading instruction and integrating the six components of reading. Students will engage in the systematic problem-solving and will plan for multilevel classrooms with learners from diverse backgrounds using researched based strategies aligned to standards. In addition to class meetings, a minimum of 10 hours of field experience in a diverse age 3 to grade 12 setting are required. Successful completion of this course is a grade of C or better. This is an ESOL (2010) infused class, and satisfies Florida Reading Endorsement (2011) Competency Two (Application of Research-Based Instructional Practices).

BSN - RN to BSN

NUR

NUR 3066C - Advanced Nursing and Health Assessment with Lab (5)

Corequisite: NUR 3825.

Classification: Baccalaureate.

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.

NUR 3825 - Professional Socialization Seminar (3)

Classification: Baccalaureate.

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.

NUR 3846 - Nursing Theory and Philosophy (3)

Corequisite: NUR 3825.

Classification: Baccalaureate.

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.

NUR 3930 - Special Topics in Baccalaureate Nursing (1)

Classification: Baccalaureate.

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.

NUR 4165 - Nursing Research (3)

Corequisite: NUR 3825.

Classification: Baccalaureate.

This course is an introduction into methods and techniques of research in health sciences. It focuses on basic research terminology, research designs, qualitative and quantitative methods and data analysis. Critical thinking skills are used to evaluate clinical research for application within the health sciences.

NUR 4636C - Community Nursing with Lab (5)

Corequisite: NUR 3825.

Classification: Baccalaureate.

Concepts of community health nursing focusing on community as client and levels of prevention across the lifespan.

NUR 4667 - Global Health Care Issues and Trends in Professional Nursing (5)

Corequisite: NUR 3825.

Classification: Baccalaureate.

This course examines the knowledge and skills of baccalaureate nursing students' perspectives on global health trends. This information helps to facilitate the awareness and knowledge of increased globalization affecting health care and its delivery. The incorporation of ethical considerations and cultural sensitivity into nursing practice has become a greater need as a result of an increasingly diverse, multicultural, globally oriented world. Information covering the overall socio- political and economical health care environment changes occurring in the 21st century health care system is addressed.

NUR 4776C - Evidence Based Clinical Judgment with Lab (4)

Corequisite: NUR 3825.

Classification: Baccalaureate.

This course provides an opportunity for increasing breadth and depth of knowledge and skill in the utilization of evidence-based practice and evaluation of outcomes in decision-making and clinical judgments.

NUR 4827 - Nursing Leadership and Management (4)

Corequisite: NUR 3825.

Classification: Baccalaureate.

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.

NUR 4837 - Health Care Policies and Economics (3)

Corequisite: NUR 3825.

Classification: Baccalaureate.

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.

NUR 4935 - Special Topics in Baccalaureate Nursing II (1-5)

Classification: Baccalaureate.

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.

NUR 4950 - Professional Role Development and Transition to Practice (4)

Prerequisite: NUR 3825. Corequisite: NUR 3066C and NUR 3846 and NUR 4165 and NUR 4636C and NUR 4667 and NUR 4776C and NUR 4827 and NUR 4837.

Classification: Baccalaureate.

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.

BUSA - Business Administration

ECO

ECO 2013 - Principles of Economics - Macro (3)

Classification: Parallel.

This course, macroeconomics, pertains to national income, employment, and fiscal policy, monetary policy, economic stability, and current domestic and international economic problems. It is a course in economic principles involving the overall operation of the market economy. Particular attention will be given to the effects of aggregate demand and aggregate supply on the levels of output, employment and prices. This course will also examine how the tools of fiscal and monetary policy may be used in dealing with macroeconomics problems such as unemployment, inflation and economic fluctuation.

ECO 2013H - Principles of Economics - Macro Honors (3)

Classification: Parallel.

This course, macroeconomics, pertains to national income, employment, and fiscal policy, monetary policy, economic stability, and current domestic and international economic problems. It is a course in economic principles involving the overall operation of the market economy. Particular attention will be given to the effects of aggregate demand and aggregate supply on the levels of output, employment and prices. This course will also examine how the tools of fiscal and monetary policy may be used in dealing with macroeconomics problems such as unemployment, inflation and economic fluctuation. 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.

ECO 2023 - Principles of Economics - Micro (3)

Prerequisite: ENC 1101.

Classification: Parallel.

This course emphasizes microeconomic concepts, including the mechanics of supply and demand, the economics of the firm, the allocation of resources, returns to factors of production, and the concept of a mixed economy and current microeconomic problems.

Notes: Gordon Rule applies

ENT

ENT 1000 - Introduction to Entrepreneurship (3)

Classification: Dual.

This course provides an overview of the role of entrepreneurial businesses in the United States and the impact of these businesses on the national and global economy. Students evaluate the skills and commitment necessary to successfully operate an entrepreneurial venture. Additionally, students review the challenges and rewards of entrepreneurship as a career choice, as well as the entrance strategies needed to accomplish such a choice.

ENT 2112 - Entrepreneurship Opportunities (3)

Classification: Occupational.

In this course, students assess the personal attributes, as well as the skills base, professional talent, and educational and work experiences within an organization that are necessary to create successful business ideas. Students examine the external environment to identify trends and needs in the marketplace for potential business opportunities. Each individual has the opportunity to screen potential business ideas by assessing whether or not these compliment the individual and his/her organization based on an evaluation of its strengths and skills base, as well as the student's personal, professional and financial goals. Students develop initial market feasibility analyses to test their concepts through basic market research.

FIN

FIN 2100 - Business Finance (3)

Classification: Dual.

Provides comprehensive coverage of personal planning in theories of money management, career planning, taxes, consumer credit, other consumer decisions, legal protection, insurance, investments, retirement planning and estate planning.

GEB

GEB 1011 - Introduction to Business (3)

Classification: Dual.

Orientation to the study of business administration. Emphasis on the environment, structure and functions of business; current and emerging problems.

GEB 1011H - Introduction to Business Honors (3)

Classification: Dual.

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.

GEB 2350 - Introduction to International Business (3)

Classification: Dual.

This is an introductory course in international business. The major topics covered are the theoretical basis for trade, cultural differences that influence business transactions, the impacts of trade regulations, exchange rates, investment in other countries and the movement of factors of production between countries.

GEB 2430 - Ethics in Management (3)

Classification: Dual.

This course teaches the expertise needed to make ethical business management decisions. The focus is primarily on ethical issues that corporate decision makers face in developing policies concerning employees, customers and the general public. The positions on these issues and the arguments for them are taken from a wide variety of sources, including economics and the law.

MAN

MAN 2021 - Principles of Management (3)

Classification: Dual.

A study of the principles of management including planning, organizing, directing and controlling, with emphasis on the analytical framework for solving organizational problems.

MAN 2304 - Introduction to Human Resources (3)

Classification: Dual.

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.

MAN 2582 - Introduction to Project Management (3)

Classification: Dual.

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 produce project management software using Microsoft Project.

MAR

MAR 2011 - Principles of Marketing (3)

Classification: Dual.

A study of the functions, institutions and methods of marketing goods and services. Relates marketing to the total economic structure and emphasizes the importance of the consumer.

MKA

MKA 2021 - Sales, Marketing and Advertising (3)

Classification: Occupational.

A study of the principles of effective selling, including an examination of the personal and economic aspects of selling, as well as a consideration of consumer motivation, knowledge of company and competitors' products, and techniques of successful sales presentations.

SBM

SBM 2000 - Small Business Management (3)

Classification: Occupational.

A study of the management concepts underlying the operation of a small business including planning, locating, operating, evaluating and controlling the enterprise. Fundamentals of financing, budgeting, marketing, promotion and profit analysis are examined.

CDEV - Early Child Education

CHD

CHD 1339 - Learning Through Play (3)

Classification: Occupational.

This course is designed to increase the understanding of the values of play in the total development of the child. Students will examine the Florida Early Learning and Developmental Standards for 4-Year-Olds and determine appropriate play activities that enhance readiness skills. Developmentally appropriate practices and activities will be examined. Students will observe children in various types of play at the College of Central Florida's Learning Lab School.

CHD 1440C - Child Care Practicum I (3)

Classification: Dual.

This course provides a hands on experience in working in the field with children. Students will plan and implement a variety of developmentally appropriate lessons. The student will maintain a safe learning environment for children using appropriate guidance and classroom management techniques. 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.

CHD 1441C - Child Care Practicum II (3)

Classification: Dual.

This course provides a hands on experience in working in the field with children. Students will plan and implement a variety of developmentally appropriate lessons. The student will maintain a safe learning environment for children using appropriate guidance and classroom management techniques. 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.

EEC

EEC 1000 - Introduction to Child Development and Education (3)

Classification: Dual.

This course is designed to give the student an understanding of the total development of a child from conception through age 5. Theories and their practical application to young children will be examined.

EEC 1603 - Child Guidance (3)

Classification: Dual.

This course provides child guidance and group management techniques to foster the development of self-esteem, self-control, and social skills in young children. Positive reinforcement and problem resolution will be emphasized.

EEC 1907 - Observing and Recording Behavior (3)

Classification: Dual.

The course is designed to expose the students to various assessment methods that evaluate a child's skill level. Special attention will be given to designing an individual learning prescription for each child. Students will be able to alter lesson plans based on the needs of the children and determine what activities will enhance the acquisition of skills that prepare children for kindergarten.

EEC 1921 - Preschool Workshop (3)

Classification: Dual.

This course is designed to provide the student with an opportunity to plan an integrated curriculum unit with learning activities for young children. The student will plan and organize a developmentally appropriate environment for preschool children. The student will explore resources available within the community. Students will develop a portfolio following the Child Development Associate Guidelines.

EEC 1931 - Child Care Seminar (2)

Classification: Dual.

The Child Care Seminar is designed to prepare students with knowledge, attitudes and skills in the development, care and guidance of children. This course focuses on the state 30-hour training requirement. At the completion of the course, students will register for the state exam.

EEC 1940 - Educational Field Experience (3)

Classification: Dual.

This course is designed for students to participate in an internship program, working with young children in an early childhood setting. Students will have the opportunity to plan schedules and age-appropriate activities in an approved early childhood program. The student will fine tune early childhood skills and enhance preschool teaching abilities in a real-world setting.

EEC 2001 - Introduction to Administration in Early Childhood Education (3)

Classification: Dual.

An overview of early childhood education and services for young children and their families. Includes historical roots, societal changes, program differentiation and future trends. Program management and the administrator's role in the child care setting will be the main focus.

EEC 2200 - Curriculum in Childhood Education (3)

Classification: Dual.

The student will examine curricular content in early learning centers. The student will be introduced to various early childhood curriculums and developmentally appropriate activities that are in line with the Florida Early Learning and Developmental Standards for 4-Year-Olds. The student will create developmentally appropriate lessons and activities for various content areas and have the opportunity to implement these activities at the College of Central Florida's Learning Lab School.

EEC 2300 - Instructional Practices (1)

Classification: Dual.

This course is designed to give the student one-on-one instruction in appropriate practices with children. The student will be evaluated, and helpful teaching suggestions will be offered.

EEC 2401 - Home and Community (3)

Classification: Dual.

The student will examine the dynamics of the relationship of home, school and community in early childhood education. Communication techniques, parent partnerships and quality early learning programs will be covered.

EEC 2930 - Seminar in Childhood Education (3)

Classification: Dual.

Seminar to investigate and discuss selected topics in Early Childhood Education such as professionalism, collaboration and ethical conduct.

EEX

EEX 2010 - Survey of Disabling Conditions (3)

Classification: Dual.

Students will examine various disabling conditions in young children. Students will have a better understanding of conditions and access for all students. Room arrangement will be reviewed in order to accommodate every child. Laws governing students with disabling conditions will be studied as well as early intervention as a key to each student's success.

CISC - Computer Information Technology

CET

CET 1171 - Introduction to Computer Technology (3)

Classification: Dual.

This course is designed for people with limited computer background who wish to gain basic computer competency. This course will cover basic computer fundamentals, key applications and living online.

CET 1278 - A+ Fundamentals (3)

Corequisite: CGS 1100.

Classification: Dual.

Students seeking a career in the personal computer industry will benefit from this course. This course will address the basic skills needed by any entry-level technician and for 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 an employment in the technology industry. The course is designed for individuals with little or no experience working inside a PC.

CET 2172 - A+ Peripherals and Troubleshooting (3)

Prerequisite: CET 1178C.

Classification: Occupational.

An intermediate-level examination of microcomputer hardware function and repair. The course will include building a personal computer from components, then upgrading a PC by adding RAM, mass storage devices, modem and network interface cards. Finally, a section on troubleshooting will cover common problems and their solutions.

CET 2180 - Practical PC Technician (3)

Prerequisite: CET 1278.

Classification: Occupational.

Students seeking a career in the personal computer industry will benefit from this course. This course addresses the basic skills needed by any entry-level technician and for the current industry certification exams. This course is targeted for individuals who work or intend to work in a mobile or corporate technical environment with a high level of face-to-face client interaction. Computer hardware, software and networking will be examined. Troubleshooting, security issues, communication and professionalism will be emphasized throughout the course.

CGS

CGS 1062H - Computers in Society - Honors (3)

Prerequisite: ENC 1101.

Classification: Parallel.

An examination of the influence of computers on various aspects of society with emphasis on the contemporary impact of technology and future trends. This course is designed to examine the impact that technology and computers in particular has on all aspects of our life. Topics include privacy and censorship issues, computer crime, changes in how and where we work and play, and issues regarding accessibility of new technology and its economic implications.

Notes: Gordon Rule Applies

CGS 1100 - Microcomputer Applications (3)

Classification: Dual.

This course is designed to familiarize students with microcomputers, using some of the more popular commercially available software packages, including an introduction to an operating system and/or user interface. Emphasis is on practical exercises using word processing, spreadsheets, database packaged programs, presentation software and Internet browsers.

CGS 1100H - Microcomputer Applications Honors (3)

Classification: Parallel.

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.

CGS 1820 - Web Programming (3)

Prerequisite: CET 1171 or CGS 1100.

Classification: Occupational.

This hands-on, online class presents the basics of Web programming using HTML, CSS, DHTML and JavaScript. Students create Web pages with graphics, text, cascading style sheets and scripts. Finally, students will create Web pages with multimedia content including sound and video.

CGS 2103 - Spreadsheet Applications (3)

Prerequisite: CGS 1100.

Classification: Dual.

Spreadsheets are powerful software tools that allow users to manipulate data. In this course, students use a modern spreadsheet package to create formulas and functions to solve problems as well as format the data for attractive presentation. Students learn to combine multiple worksheets and multiple workbooks with 3-D references, as well as present data as a pivot table. Students learn to use a variety of powerful financial functions, and learn to do what-if analysis on data using one- and two-variable data tables. Finally students learn to import a variety of data into a spreadsheet including text, database tables, XML data and other tabular data. This course is designed to prepare students for the current Microsoft Office Excel exam.

CGS 2540 - Database Management Systems (3)

Corequisite: CGS 1100.

Classification: Dual.

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.

CGS 2557 - Internet Technologies (3)

Classification: Dual.

This course focuses on using the developing technologies and resources of the Internet, as well as the significant impact of the medium on our society and culture. Students use and discuss these tools and their implications. Topics will cover the history of the Internet, current events and news related to the information technology industry, the current paradigm shifts of business, and using the Internet as a collaborative communication medium.

CGS 2930 - Special Topics in Computers (1)

Classification: Dual.

This course provides detailed instruction on a variety of topics pertaining to computers. Topics for this course vary. This course may be repeated for credit.

CIS

CIS 2321 - Introduction to Systems Analysis and Design (3)

Prerequisite: CGS 1100.

Classification: Occupational.

Students seeking a career in the personal computer industry will benefit from this course. The course covers fundamental elements of computer systems analysis and design. The systems design life cycle is the primary focus for the course. Systems infrastructure and data structures are explored through case studies and lab projects. Students will also research current topics related to professional practices in the field while developing design and analysis skills.

COP

COP 1030 - Fundamental Programming Concepts (3)

Prerequisite: CGS 1100.

Classification: Dual.

This hands-on class will teach students the basic concepts of an object-oriented programming language using a programming language such as Python. Students will gain an understanding of the basics of how a computer program functions. They will also learn to create interactive programs using variables, expressions and statements. Students will learn basic programming techniques using conditional statements, recursion and functions. Finally, students will learn how to manipulate strings and structures.

COP 2250 - Java Programming (3)

Prerequisite: CGS 1100.

Classification: Dual.

Java is a major programming language used for today's software development and web applications. This course provides a thorough introduction to the Java programming language through an understanding of object-oriented programming. Students will learn to build their own class structures, plus work with constructor functions as the building blocks of software applications. Students will also learn and practice programming techniques such as control statement, repetition statement, arrays and strings. Finally, students will learn to use the graphics capabilities of Java and create applets. The class will be hands-on in approach with students working at coding in each class.

COP 2650 - Mobile Devices (3)

Prerequisite: CGS 1100.

Classification: Dual.

This hands-on class will teach students the basic concepts of setting up and using mobile technology. Students seeking a career in the personal computer industry will benefit from this course.

CTS

CTS 2120 - Security Fundamentals (3)

Corequisite: CET 2180.

Classification: Dual.

Students will be introduced to common security issues related to computer technology and its effects on personal information. Emphases will be placed on personal and business security issues and solutions. Students will be introduced to cryptography, common attackers and business communications in a real-world situation.

CTS 2134 - Networking Fundamentals (3)

Corequisite: CTS 2651.

Classification: Dual.

An introduction to networks and data communication, concentrating on connecting microcomputers in local area networks. A variety of networking software and topologies will be examined with emphasis on practical solutions to common PC networking problems.

CTS 2136 - PC Desktop Support (3)

Prerequisite: CET 1178C and CET 1179 or CET 1278.

Classification: Dual.

Students seeking a career in the computer help desktop support will benefit from this course. This course will address the personal and technical skills needed to operate a successful help desk. This course is targeted for individuals who work or intend to work in a traditional or remote-based help desk work environment where client interaction, client training, operating system and connectivity issues are emphasized. This course would be beneficial to students who are seeking certification in PC desktop support.

CTS 2143 - Server Fundamentals (3)

Prerequisite: CTS 2134.

Classification: Dual.

This course is designed to prepare students for current industry certification exams. Topics covered include aspects of server planning, server placement and disaster planning.

CTS 2651 - Router Fundamentals (3)

Prerequisite: CET 1278.

Classification: Dual.

This course introduces students to networking hardware. Topics include router configurations, routed and routing protocols, and introduction to LAN switching.

CJPV - CTC Criminal Justice

CJK

CJK 0001 - Introduction to Law Enforcement (1)

Classification: CTC.

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.

Clock Hours: 10.

CJK 0012 - Legal (2)

Classification: CTC.

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.

Clock Hours: 62.

CJK 0013 - Interactions in a Diverse Community (1)

Classification: CTC.

This is a basic course in which the student will be provided with information about mental retardation and mental illness and how to deal with these illnesses. The student will also be provided information concerning alcohol and substance abuse, persons with physical disabilities, dealing with the elderly population, dealing with juveniles, and crisis intervention techniques.

Clock Hours: 40.

CJK 0014 - Interviewing and Report Writing (2)

Classification: CTC.

This is a basic course in which the student will be introduced to note taking, interviewing, taking statements and report writing.

Clock Hours: 56.

CJK 0020 - Vehicle Operations (1)

Classification: CTC.

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.

Clock Hours: 48.

CJK 0031C - First Aid for Criminal Justice Officers (1)

Classification: CTC.

This course prepares the student to apply basic first aid knowledge and techniques to emergencies.

Clock Hours: 40

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CJK 0040 - Firearms (3)

Classification: CTC.

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.

Clock Hours: 80.

CJK 0051 - Defensive Tactics (3)

Classification: CTC.

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.

Clock Hours: 80.

CJK 0064 - Fundamentals of Patrol (1)

Classification: CTC.

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.

Clock Hours: 35.

CJK 0065 - Calls for Service (1)

Classification: CTC.

This is a basic course which includes techniques that are necessary for officers to respond to various types of calls, to include community services, disturbances, court orders, vehicle incidents, traffic and crisis situations.

Clock Hours: 36.

CJK 0077 - Criminal Investigations (2)

Classification: CTC.

This is a basic course which includes methods and skills for conducting an initial investigation of crimes against society, persons and property and economic crimes.

Clock Hours: 50.

CJK 0078 - Crime Scene to Courtroom (1)

Classification: CTC.

This is a basic course which includes methods and skills for processing a crime scene, follow-up investigations, and court procedures including testifying in court.

Clock Hours: 35.

CJK 0084 - DUI Traffic Stops (1)

Classification: CTC.

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.

Clock Hours: 24.

CJK 0087 - Traffic Stops (1)

Classification: CTC.

This is a basic course which includes methods and skills for stopping a vehicle for violation or lawful reason, procedures for making a felony stop, and legal issues regarding traffic laws.

Clock Hours: 30.

CJK 0088 - Traffic Crash Investigations (1)

Classification: CTC.

This is a basic course in which the student will study the concepts of traffic crash investigation, scene management and reporting procedures.

Clock Hours: 32.

CJK 0092 - Critical Incidents (1)

Classification: CTC.

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.

Clock Hours: 44.

CJK 0096 - Physical Fitness Training for Law Enforcement (2)

Classification: CTC.

This is a basic course in which the student will be exposed to the benefits of being physically fit and the importance of proper nutrition. The student will participate in a physical fitness training program.

Clock Hours: 60.

CJK 0300 - Introduction to Corrections (1)

Classification: CTC.

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.

Clock Hours: 32.

CJK 0305 - Communications (1)

Classification: CTC.

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.

Clock Hours: 40.

CJK 0310 - Officer Safety (0.5)

Classification: CTC.

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.

Clock Hours: 16.

CJK 0315 - Facilities and Equipment (0.5)

Classification: CTC.

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.

Clock Hours: 8.

CJK 0320 - Intake and Release (0.5)

Classification: CTC.

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.

Clock Hours: 18.

CJK 0325 - Supervising in a Correctional Facility (1)

Classification: CTC.

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.

Clock Hours: 40.

CJK 0330 - Supervising Special Populations (1)

Classification: CTC.

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.

Clock Hours: 20.

CJK 0335 - Responding to Incidents and Emergencies (0.5)

Classification: CTC.

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.

Clock Hours: 16.

CJK 0340 - Officer Wellness and Physical Abilities (1)

Classification: CTC.

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.

Clock Hours: 30

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CJK 0393 - Crossover Program Updates (1)

Classification: CTC.

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.

Clock Hours: 8.

CJK 0422 - Dart Firing Stun Gun (1)

Classification: CTC.

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.

Clock Hours: 8.

CRIM - Criminal Justice A.S.

CCJ

CCJ 1020 - Introduction to Criminal Justice System (3)

Classification: Dual.

This course is intended to introduce the student to the American criminal justice system and process. It describes the formal components of the criminal justice system, their history of evolvement, and their operations. The focus throughout is on people: the criminal offenders, the professional members, and the role of the public. The course also deals with the interaction of the members of this system with each other, the problems that exist to circumvent full cooperation between the sub-systems, and potential solutions to these problems.

CCJ 2010 - Criminology (3)

Prerequisite: ENC 1101.

Classification: Dual.

A study of the causes and theories of crime and social processes in the development in criminal. Consideration is given to the criminal act, the criminal offender, the victim and the social context.

Notes: Gordon Rule Applies

CCJ 2013 - Criminal Victimization (3)

Classification: Parallel.

This course is about the victims of crime. It provides an introductory-level review of the many facets of criminal victimization and the efforts that have been made in recent years to ameliorate crime victims' pain and loss. It covers a wide range of topics including trends and interpretations of victimization research, victimization laws, programs and services, the emotional and social impact of crime, and the extent of participation by victims in the criminal justice process. The course is designed to blend theory with practical application as much as possible.

CJC

CJC 1000 - Crime and Punishment (3)

Classification: Dual.

An introductory examination of the broad spectrum of systems processes and people, that constitute the field of corrections. The course explores where corrections in America originated, where it is today, where it seems to be going from here, and what issues need to be resolved to get there. There is an emphasis on the problems of corrections, and the student is stimulated to explore potential answers to those conflict areas. Whenever possible, practical orientations to the field of corrections are presented, on both an in-class and extra-class basis.

CJE

CJE 2061 - Policing in America (3)

Classification: Dual.

This course is designed for those students who may be considering a police career or who are already in the police service as well as those students who are not considering a career in law enforcement but are still concerned consumers of those police services. The course looks at the methods and issues, personalities and problems, and attitudes and beliefs of those persons who wear the badge. The course also addresses the primary concerns of those in the community who rely on the police for protection and service. There is a service-learning component built into the course where the students can get a grasp of the practical aspects of everyday policing. Special emphasis is placed on the unique aspects of police work such as community policing, modern management principles, and civil liability factors. Other more critical issues that are found all too often on the front pages of our nation's newspapers such as the police subculture, excessive use of force and corruption are also addressed. In essence, this course explores in depth what the police service is doing to meet the challenges that the crime phenomena and America's serious social problems pose for them in the 21st century.

CJE 2330 - Ethics in Criminal Justice (3)

Classification: Dual.

This course is a detailed exploration of ethical issues in Criminal justice with special emphasis on morality and the law, human behavior, and ethical decision making in law enforcement, corrections and the courts.

CJE 2600 - Introduction to Criminal Investigation (3)

Classification: Dual.

A theoretical survey of the methods and techniques used by contemporary law enforcement agencies in crime investigation, and their role in society. The course will include studies of such aspects as discovery of evidence and its preservation and marking, fingerprinting, identification, identification of homicide, burglary, robbery and narcotics.

CJJ

CJJ 1002 - Juvenile Delinquency (3)

Classification: Dual.

This course deals with major areas of consideration, including the juvenile delinquent in society, significant problem areas in juvenile delinquency, the casual context of crime and delinquency, plus treatment and control of delinquency. It includes divergent philosophies, treatment strategies, social ramifications, and trends. The course provides for practical exposure, including visits from appropriately experienced personnel and field trips to different juvenile agencies in the area.

CJL

CJL 2130 - Criminal Law, Evidence and Procedures (3)

Classification: Dual.

This course introduces students to basic individual rights under the

U.S. Constitution and how these rights conflict with maintaining public order and enforcing criminal laws. The exclusionary rule, privacy, probable cause, reasonableness and rights guaranteed by the Fourth, Fifth, and Sixth Amendments are addressed. Additionally, emphasis is placed on the law of arrest, search and seizure and confessions. Students are also exposed to the rules of evidence.

DSC

DSC 1212 - Introduction to Emergency Management Systems (3)

Classification: Dual.

This course introduces students to the emergency management system that provides for federal, state and county preparedness in responding to life-threatening disasters which may confront our communities. Students learn how emergency management systems and processes are organized and directed toward preparing for and responding to hurricanes, tornadoes, flooding, wild fires, earthquakes, airline crashes, terrorist attacks, nuclear power plant incidents, environmental contamination, major health hazard events, epidemics and other threats to public safety.

DANC - Dance

DAA

DAA 1000 - Introduction to Dance (2)

Classification: Parallel.

This course serves as an introduction to the history, styles and techniques of dance as an art form. Students will learn basic principle techniques of ballet, modern dance and jazz, as well as gain exposure to other dance styles (tap, social dances, etc.) that are often used in stylized form in choreography for musical theatre. This course incorporates lectures and handouts, videos and movement experience into the beginning study of dance.

DAA 1100 - Modern Dance Techniques and Performance (2)

Classification: Parallel.

This course offers additional training in modern dance techniques for students interested in performing with the Patriot Dance Ensemble who need further technical background to be ready for ensemble work. This course is also suitable for students who may want to study dance technique without the time commitment required for performing with the Dance Ensemble. Course content includes modern dance technique and preparation for performance through practice in learning choreography, both individual and group.

DAA 1101 - Modern Dance Techniques and Performance II (2)

Prerequisite: DAA 1100.

Classification: Parallel.

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.

DAA 1200 - Ballet I (2)

Classification: Parallel.

This course introduces the basic principles and techniques of classical ballet at the barre using foot, arm and body positions, including a working vocabulary of ballet movements and terminology. The course is open to all students. The course may be repeated for credit. (0.5 hours of lecture and 2 hours of lab per week)

DAA 1201 - Ballet II (2)

Prerequisite: DAA 1200.

Classification: Parallel.

Ballet II is a continuation of Ballet I. Students experience an intensification of barre work through the use of more complex coordination of the arms and legs. Ballet II provides the student with advanced basic ballet movement for dancers with a background in fundamental placement and technique. Emphasis is placed on correct body positions and correct execution of advanced basic technique. Exercises consist of barre work, stretching, center barre work with port de bras, allegro and exercises concerning rhythm, movement coordination and dance ability.

DAA 1680 - Patriot Dance Ensemble (1)

Prerequisite: DAA 1100.

Classification: Parallel.

This course is designed to provide performing opportunities for dancers with pervious performing experience and/or dance training. The ensemble is a modern dance repertory company that performs at CF and in the community. The main concert is in the spring and dancers are encouraged, but not required, to be involved through both the fall and spring academic semesters. Additional rehearsal hours may be required for featured dancers. The course is repeatable for credit.

DIGM - Digital Media

COP

COP 2842 - Database Driven Web Development (3)

Prerequisite: CGS 2540 or CGS 2540.

Classification: Parallel.

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 relational database management system, such as MYSQL. Students are exposed to error handling and debugging using industry standard tools.

DIG

DIG 2000 - Introduction to Digital Media (3)

Classification: Parallel.

This course introduces the theory and practice of creating art with digital tools. Students will utilize industry standard digital imaging, sound design, and animation programs. The basic theory and techniques of creating digital images with digital cameras and scanners will be covered. Capturing and editing digital audio will also be covered, plus the fundamentals of digital video. The course includes hands-on projects in image creation and editing, sound creation and editing, plus animation. It will stress the conceptual, aesthetic and technical concerns of digital media, emphasizing creativity and experimenting with the medium. The class will also provide an overview of the field of digital media art by exploring the works of prominent digital artists and a wide variety of career paths in the digital arts.

DIG 2100 - Web Design I (3)

Corequisite: CGS 1100.

Classification: Parallel.

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.

DIG 2101 - Web Design II (3)

Prerequisite: DIG 2100.

Classification: Parallel.

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.

DIG 2109C - Digital Imaging and Fundamentals (3)

Prerequisite: DIG 2000.

Classification: Parallel.

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.

DIG 2280C - Digital Video and Sounds (3)

Prerequisite: DIG 2109C.

Classification: Parallel.

This course will provide an in-depth study of digital video, animation and sound as a form of art. Students will participate in all aspects of video and audio production including scripting, storyboarding, shooting video, recording audio, editing, post-production effects, and screening of final works. Digital video is the main focus of this class, but alternative options to creating moving images will be explored as well. The course also includes the history of video as an expressive and communicative art form and exploration of the increasingly ubiquitous presence that digital video and sound plays in our daily lives.

DIG 2500 - Fundamentals of Interactive Media and Web Design (3)

Prerequisite: DIG 2109C.

Classification: Parallel.

This class explores the history, theory and practice of web-based and interactive art. The internet has become a part of our everyday lives and has presented us with a wide array of new tools to develop and share creative content. We will utilize the tools of web and video game 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.

DIG 2592 - Advanced Web Design (3)

Prerequisite: DIG 2101.

Classification: Parallel.

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.

GRA

GRA 2120C - Paper Design and Layout (3)

Corequisite: DIG 2000.

Classification: Parallel.

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.

GRA 2150C - Raster Based Image Editing (3)

Prerequisite: DIG 2109C.

Classification: Parallel.

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.

GRA 2156C - Digital Illustration (Vector Based) (3)

Prerequisite: DIG 2109C.

Classification: Parallel.

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.

GRA 2751C - Visual Design for Web (3)

Corequisite: DIG 2100.

Classification: Parallel.

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.

DNTL - Dental Assisting

DEA

DEA 1135 - Dental Microbiology (1)

Prerequisite: DEA 1806L.

Classification: Occupational.

This course is intended to familiarize the student with the role of microorganisms in health and disease. Organisms of concern to the dental practitioner/auxiliary will receive particular attention.

DEA 1151 - Dental Psychology and Communications (1)

Corequisite: DEA 1806L.

Classification: Occupational.

This theory course introduces students to the basic psychological theories and how they relate to dental patients and workers. The course concentrates on written and verbal communication skills, and listening skills. A portion of the study gives attention to verbal and nonverbal responses and how to use those skills working with patients and dental team members.

DEA 1805L - Dental Clinic Seminar (1)

Corequisite: DES 1800.

Classification: Occupational.

This course is designed to study clinical concepts of dental assisting. The course includes learning the health care delivery system and health occupations, as well as the basic concepts of microbiology and their relevance to sterilization. The course also offers a segment of legal and ethical responsibilities of the dental health care worker.

DEA 1806L - Clinic Practice I (2)

Corequisite: DES 1800 and DES 1806L.

Classification: Occupational.

This competency-based clinical course provides real-world experiences for students while incorporating skills learned in the lab courses. Students will perform basic skills at the beginning of the course but will continue to incorporate more advanced skills as they prove competency in various areas.

DEA 1855L - Clinic Practice II (6)

Prerequisite: DES 1800 and DES 1806L. Corequisite: DES 1029.

Classification: Occupational.

The lab course requires the student to perform dental assisting duties in the dental clinic with patients. The student will function at the intermediate level of dental assisting.

DEA 1856 - Clinic III Seminar (1)

Prerequisite: DEA 1855L. Corequisite: DEA 1856L.

Classification: Occupational.

This course is designed to allow students to reflect and share their experiences during 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.

DEA 1856L - Clinic Practice III (7)

Prerequisite: DEA 1855L. Corequisite: DEA 1856.

Classification: Occupational.

This course is a continuation of Clinic Practice II and provides for a realistic setting for students to practice their advanced skills as a dental assistant. Students are assigned to clinic extramural rotations and the student is expected to perform at an advanced level of dental assisting.

DEA 2033 - Oral Pathology (3)

Prerequisite: DEA 1855L and DES 1020. Corequisite: DEA 1856L.

Classification: Occupational.

This course studies the principles of general pathology with the emphasis on those related to the oral cavity. There is a concentration on recognition of normal and abnormal conditions of the oral cavity and surrounding tissues.

DES

DES 1020 - Head, Neck and Dental Anatomy (3)

Corequisite: DES 1030 and DES 1800.

Classification: Occupational.

This course is a detailed study of the hard and soft tissues of the head and neck with emphasis on the oral cavity. The course will include a study of skeletal, muscular, circulatory and nervous systems of the head and neck. Topics also include the development and eruption of deciduous and permanent dentition.

DES 1029 - Dental Specialties (1)

Prerequisite: DEA 1806L and DES 1800. Corequisite: DEA 1855L.

Classification: Occupational.

The course introduces students to various types, functions and operations of dental operatory and laboratory equipment, especially in areas of surgical, pediatric, prosthodontic, orthodontic, and endodontic and periodontic dental operations.

DES 1030 - Histology and Embryology (1)

Corequisite: DES 1020.

Classification: Occupational.

This course involves the histological and embryonic study of the development of the head and neck structures. Included is a study of morphology of tissues of the teeth and supporting structures.

DES 1051 - Dental Pharmacology (2)

Prerequisite: BSC 1080.

Classification: Occupational.

The course is designed to familiarize the student with the basic concepts of pharmacology. Topics include the use of Physician's Desk Reference, the use, administration, indications, contraindications, adverse reactions and precautions of pharmaceutics used in dentistry.

DES 1100 - Dental Materials (2)

Prerequisite: DES 1800. Corequisite: DEA 1855L.

Classification: Occupational.

This course familiarizes the student with the nomenclature, physical and chemical properties of dental materials and the manipulations of these materials. The topics are gypsum, restorative materials, impression materials, dental waxes and acrylics.

DES 1100L - Dental Materials Lab (1)

Prerequisite: DEA 1806L and DES 1800. Corequisite: DES 1100.

Classification: Occupational.

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.

DES 1200 - Dental Radiology (2)

Prerequisite: DES 1020 and DES 1800. Corequisite: DEA 1855L and DES 1200L.

Classification: Occupational.

This theory course provides the student with the fundamental knowledge of physical and biological effects and safety methods exposing, processing, mounting and evaluating radiographs.

DES 1200L - Dental Radiology Lab (1)

Prerequisite: DES 1020 and DES 1800. Corequisite: DEA 1855L and DES 1200.

Classification: Occupational.

This course provides the student with laboratory experiences in exposing, processing, mounting and evaluating diagnostic radiographs including digital radiographs.

DES 1502 - Dental Office Management (3)

Classification: Occupational.

This course introduces the student to the elements of efficient and productive dental office management skills including phone skills, patient records management, recall systems, appointment control, resume writing, inventory control, bookkeeping and insurance management. There is a computer component to the course.

DES 1600 - Dental Office Emergencies (1)

Corequisite: DEA 1806L.

Classification: Occupational.

This course provides the student with the knowledge base and practice in basic emergency management of dental office emergencies. The student will be able to recognize signs and symptoms of emergency conditions and understand the treatment required for the patient.

DES 1800 - Introduction to Clinical Procedures (3)

Corequisite: DES 1806L.

Classification: Occupational.

This lecture core course introduces the student to the practice of chairside dental assisting. The course will provide skills in recording medical/dental history, vital signs, instrument transfer, sterilization/asepsis, intro/extra oral exams, charting and assisting the dental team for restorative and preventive dentistry.

DES 1806L - Introduction to Clinical Procedures Lab (1)

Corequisite: DEA 1806L and DES 1800.

Classification: Occupational.

This course is a comprehensive course designed for the student to participate in chairside assisting in a lab environment. The course is competency based and provides practice of skills necessary to function as a vital role in the dental office. Students will also demonstrate sterilization techniques, infection control, record taking, dental charting and more.

DES 1840 - Preventive Dentistry (2)

Prerequisite: DEA 1806L. Corequisite: DEA 1855L.

Classification: Occupational.

This course introduces students to the practice of preventive dentistry by understanding the methods of plaque control, patient education and fluoride applications. There is an emphasis on developing preventive programs for the dental office and community.

DES 2832C - Expanded Functions with Lab (2)

Prerequisite: DEA 1855L and DES 1100. Corequisite: DEA 1856L.

Classification: Occupational.

The course will concentrate on the advanced dental duties expected of a certified dental assistant. This would include sealants, placement and removal of rubber dams, polishing of clinical crowns, fabrication of temporary crowns, placement and removal of matrix bands, and amalgam polishing.

EDUC - Education

EDF

EDF 2005 - Introduction to the Teaching Profession (3)

Prerequisite: ENC 1101.

Classification: Parallel.

This course is designed for those considering entering the educational field as professionals or paraprofessionals and for others who have an interest in child care management. Topics include the history of education, principles of teaching and learning, contemporary issues in education, comparative education, and the problems and rewards of the profession. This course is a prerequisite for students who plan to study education in the State University System. A minimum of 15 hours of supervised volunteer field experience in a school setting is required.

Notes: Gordon Rule Applies

EDF 2085 - Introduction to Diversity for Educators (3)

Classification: Parallel.

This course is designed to provide students with an understanding of cultural diversity and its influence on education today. Characteristics of specific cultural groups will be discussed along with the applications of various multicultural approaches and instructional techniques and skills to use in the classroom. This course is a prerequisite for students who plan to study education in the State University System. A minimum of 15 hours of supervised volunteer field experience in a culturally diverse setting is required.

EDG

EDG 1413C - Classroom Management (3)

Classification: Dual.

This course is designed to help teachers, prospective teachers, and teacher's aides in establishing positive classroom environments and programs. Students will become familiar with a variety of classroom management strategies. Areas of study include designing the physical environment, establishing norms for behavior, encouraging student motivation and accountability, cooperative learning, principles for dealing with inappropriate behavior, working with students' families and working with students with special needs.

EDP

EDP 2002 - Educational Psychology (3)

Classification: Parallel.

An introduction to theories of learning and the literature dealing with education from preschool to college level, including principles of development, motivation, problem-solving, measurement, memory, intelligence and self-concept.

EME

EME 2040 - Introduction to Technology for Educators (3)

Classification: Parallel.

Application of instructional design principles for the use of technology to enhance the quality of teaching and learning in the classroom. The course includes hands-on experience with educational media, emerging technologies, and hardware, software, and peripherals for the personal computer as well as data-driven decision-making processes. This course is a prerequisite for students majoring in education in the State University System.

EMS - Emergency Medical Service

EMS

EMS 1119 - Fundamentals of Emergency Medical Technology (7)

Corequisite: EMS 1119L and EMS 1354C and EMS 1431.

Classification: Occupational.

This course is designed to prepare the basic Emergency Medical Technician in accordance with U.S. Department of Transportation curriculum and state of Florida EMS guidelines. Includes an introductory survey of emergency medical services including medical, legal and ethical aspects, role of the EMT, patient assessment, care of wounds and fractures, airway maintenance, medical and environmental emergencies, patient transportation, emergency childbirth, and basic extrication. Successful completion of corequisites provides eligibility to take the national and Florida state EMT certification examinations.

EMS 1119L - Fundamentals of Emergency Medical Technology Skills Laboratory (2)

Corequisite: EMS 1119 and EMS 1354C and EMS 1431.

Classification: Occupational.

Lab practice and testing of basic Emergency Medical Technician skills included in the Department of Transportation EMT curriculum and state of Florida EMS guidelines. Skills include focused history, patient assessment, triage, airway maintenance, bandaging, splinting, emergency childbirth and basic extrication. Successful completion of corequisites leads to eligibility to take the national and Florida state EMT certification examinations. Health and accident insurance recommended.

EMS 1335 - Emergency Vehicle Operators Course (1)

Classification: Occupational.

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.

EMS 1354C - Emergency Field Operations (1)

Corequisite: EMS 1119 and EMS 1119L and EMS 1431.

Classification: Occupational.

This course has two components. The first provides students with the required hazardous materials response training for a Level I responder. The second provides them with basic training in Weapons of Mass Destruction response.

EMS 1431 - EMT Hospital/Field Experience (2)

Corequisite: EMS 1119 and EMS 1119L and EMS 1354C.

Classification: Occupational.

Practical application of EMT clinical knowledge and skills under professional supervision. Provides for directed experiences in local hospitals and health facilities, and field observation and experience in emergency vehicles. Successful completion of corequisites provides eligibility for Florida EMT certification examination. Health and accident insurance recommended. Liability insurance required. Valid driver's license required. Clinical, ambulance (36-39 hours) and emergency room (4-12 hour shifts = 48 hours).

EMS 2010 - EMS Anatomy and Physiology (3)

Classification: Occupational.

This course is designed to develop the knowledge of human anatomy and physiology necessary for the student to provide prehospital care. This course meets the anatomy and physiology objectives found in the national Department of Transportation Paramedic curriculum. Florida EMT certification is required prior to enrolling in this course.

EMS 2610 - Introduction to Paramedic (2)

Classification: Occupational.

This introductory course to the Paramedic program includes: EMS roles and responsibilities, the safety and well-being of the paramedic, injury and illness prevention, legal and ethical issues, therapeutic communication and life span development. Florida EMT certification is required prior to enrolling in this course.

EMS 2611 - Paramedic Fundamentals (2)

Corequisite: EMS 2611L.

Classification: Occupational.

This course will provide the student with basic essential knowledge needed to perform paramedic duties. This course will include an introduction of pathophysiology and pharmacology. Emphasis is placed on dosage calculation and medication administration, IV therapy and IV complications. Florida EMT certification is required prior to enrolling in this course

EMS 2611L - Paramedic Fundamentals Skills Lab (2)

Corequisite: EMS 2611.

Classification: Occupational.

In this course, the student demonstrates in a lab environment, the psychomotor skills necessary for being paramedics. These include use of body substance isolation equipment, medication administration, IV therapy and troubleshooting, history taking, physical assessment, documentation skills, communication skills, and the recognition and treatment of shock. Florida EMT certification is required prior to enrolling in this course.

EMS 2612 - Paramedic Airway Management and Ventilation (1)

Corequisite: EMS 2612L.

Classification: Occupational.

This course will teach the student how to establish an airway and maintain a patient's airway, oxygenate and ventilate a patient and the safety factors involved. Also included: pulmonary circulation and respiration process, identifying respiratory distress, suctioning the airway, uses of oral and nasal airways, insertion of NG tube, using a B-V-M, use of ETT, and other advanced airway support techniques. Florida EMT certification is required prior to enrolling in this course.

EMS 2612L - Paramedic Airway Management and Ventilation Lab (1)

Corequisite: EMS 2612.

Classification: Occupational.

In this lab student will learn to use oxygen equipment, oral and nasal airways and intubate. Safety precautions are stressed for adults and children. Florida EMT certification is required prior to enrolling in this course.

EMS 2613 - Paramedic Patient Assessment (1)

Corequisite: EMS 2613L.

Classification: Occupational.

This course will prepare the student to appropriately evaluate a patient and develop a treatment plan based upon the evaluation. Topics include history taking, techniques of physical examination, patient assessment, clinical decision-making, communication and documentation. Therapeutic communication will be stressed, as well. Florida EMT certification is required prior to enrolling in this course.

EMS 2613L - Paramedic Patient Assessment Lab (1)

Corequisite: EMS 2613.

Classification: Occupational.

In the lab, this course will provide the student the ability to practice doing patient assessment across the life span. Topics include history taking, techniques of physical examination, patient assessment, clinical decision-making for one and a group of patients, communication and documentation skills. Therapeutic communication will also be stressed. Florida EMT certification is required prior to enrolling in this course.

EMS 2614 - Trauma Emergencies (2)

Corequisite: EMS 2614L.

Classification: Occupational.

This course is designed to give the student an in-depth study in pathophysiology and management of trauma for adults and children. The focus is assessment of the trauma patient, management of hemorrhage and shock, head and facial, thoracic, abdominal, spinal and CNS injuries, musculoskeletal injuries, multi-system trauma injuries, burns, special airway problems and current trends in trauma management. Florida EMT certification is required prior to enrolling in this course.

EMS 2614L - Trauma Emergencies Lab (1)

Corequisite: EMS 2614.

Classification: Occupational.

This course is designed to give the student the opportunity to effectively manage the essential skills and tasks such as assessment and management of hemorrhage, shock, burns, soft tissue trauma, head, facial, spinal, thoracic, abdominal and musculoskeletal trauma. Florida EMT certification is required prior to enrolling in this course.

EMS 2615 - Medical Emergencies I (3)

Corequisite: EMS 2615L.

Classification: Occupational.

This course teaches emergency care of children and adults with cardiac and pulmonary problems. Pharmacological agents for these conditions are calculated. Recognition and treatment modalities for dysrhythmias are covered. Adults and children with special challenges in sensory and mobility limitations are also a focus of this class. Florida EMT certification is required prior to enrolling in this course.

EMS 2615L - Medical Emergencies Lab I (2)

Corequisite: EMS 2615.

Classification: Occupational.

In this lab, students will learn to use an electrocardiogram, EKG, intubation (adults and children) and ventilation equipment. Abnormal EKG readings and appropriate interventions are covered. IV administration for cardiac and pulmonary medications is practiced. Cardiac and respiratory arrest drills are held. Use of ventilators, cricothyrotomy and chest decompression are practiced. Implementation of special challenged persons' needs during life threatening situations is also practiced. Florida EMT certification is required prior to enrolling in this course.

EMS 2618 - EMS Operations (1)

Classification: Occupational.

This course will give the students an overview of how the EMS system is managed and specific areas of EMS operations. The course will also include medical incident command, hazardous materials incidents, rescue, and crime scene awareness. Florida EMT certification is required prior to enrolling in this course.

EMS 2619 - Medical Emergencies II (3)

Corequisite: EMS 2619L.

Classification: Occupational.

This course focuses on the emergency care of adults and children with the following conditions: neurological, endocrine, allergies, gastrointestinal, renal, toxicology, hematology, environmental and infectious diseases. Geriatric adaptation is covered. The pharmacological agents for these conditions are also covered. Florida EMT certification is required prior to enrolling in this course.

EMS 2619L - Medical Emergencies II Lab (1)

Corequisite: EMS 2619.

Classification: Occupational.

This course is designed to give the students hands-on practice in the lab setting for using equipment and skills related to those topics presented in the didactic portion of Medical Emergencies II. Emphasis will be on neurology, endocrinology, allergies and anaphylaxis, gastroenterology, renal, urology, toxicology, hematology, environmental conditions, infections and communicable diseases, pediatrics and geriatrics, and acute intervention for the chronic care patient.

EMS 2628 - Paramedic OB/GYN Neonatal Emergencies (1)

Corequisite: EMS 2628L.

Classification: Occupational.

This course is designed to instruct students in normal and abnormal obstetric deliveries, and to deal with specifics of neonatal emergencies. Covers assessment of the gynecological patient, gynecological emergencies, complications of pregnancy, routine care of the neonate, and care of the distressed infant. Florida EMT certification is required prior to enrolling in this course.

EMS 2628L - Paramedic OB/GYN Neonatal Emergencies Lab (1)

Corequisite: EMS 2628.

Classification: Occupational.

In this lab, students will practice the skills necessary to assess emergency gynecologic and obstetric conditions, assist with an emergency delivery and reactivate a distressed newborn. Florida EMT certification is required prior to enrolling in this course.

EMS 2630 - Behavioral Emergencies (1)

Classification: Occupational.

The student will learn to recognize and cope with behavioral emergencies including emotional, suicidal, chemical and drug related. Patient and personal safety methods are taught. Legal implications are discussed. Florida EMT certification is required prior to enrolling in this course.

EMS 2645 - Paramedic Clinical Experience II (4)

Classification: Occupational.

This course is the application of knowledge, skills and values assimilated in Medical Emergencies I and II and Trauma Emergencies. Using the background in the previous semester, the student will enhance assessment skills and treatment plans to the patients in a less-controlled environment. Clinical skills will include improving assessment skills, airway management skills, and venous access skills. In addition, the student will begin to develop field impressions and identify treatment plans appropriate to findings from patient assessment and history. Florida EMT certification is required prior to enrolling in this course.

EMS 2656 - Paramedic Clinical I (4)

Classification: Occupational.

This course is the application of knowledge, skills and values assimilated in patient assessment, fundamentals, behavioral emergencies and airway management classes to actual patients in structured environments. Clinical skills include patient assessments and evaluation, vital signs management, development of airway management skills, communications skills, IV skills, assessment and evaluation of patients with mental health emergencies, assessment and evaluation of obstetrical emergencies, various other skills necessary for patient care, and development of safety practices. Florida EMT certification is required prior to enrolling in this course.

EMS 2658 - Paramedic Clinical Experience III (5)

Classification: Occupational.

This final clinical course prepares the student to become an entry-level paramedic. With supervision, the student will learn to function independently as a team leader on a mobile intensive care unit. The student will have a variety of opportunities to hone skills and techniques to manage pre-hospital patients. Advanced Cardiac Life Support (noncredit) is also required for this course. Florida EMT certification is required prior to enrolling in this course.

ENGL - English Literature and Journalism

AML

AML 2010 - Survey of American Literature I (3)

Prerequisite: ENC 1101. Corequisite: ENC 1102.

Classification: Parallel.

An introductory survey of American literature from the 17th century through the 19th century, including poetry, fiction, nonfictional prose and drama by major authors such as Poe, Hawthorne, Melville, Emerson, Thoreau and Whitman. May be taken for credit without AML2020.

Notes: Gordon Rule Applies.

AML 2010H - Honors Survey of American Literature I (3)

Prerequisite: ENC 1101. Corequisite: ENC 1102.

Classification: Parallel.

This course is designed for students capable of intensive study and discussion of a variety of representative selections from American literature including poetry, fiction, nonfictional prose and drama by major authors such as Poe, Hawthorne, Melville, Thoreau and Dickinson from the beginning of America through the 19th century. May be taken for credit without AML 2020. Selective admission.

Notes: Gordon Rule Applies.

AML 2020 - Survey of American Literature II (19th-20th Centuries) (3)

Prerequisite: ENC 1101. Corequisite: ENC 1102.

Classification: Parallel.

A continuation of AML2010, 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.

Notes: Gordon Rule Applies.

CRW

CRW 2001 - Creative Writing I (3)

Prerequisite: ENC 1101.

Classification: Parallel.

In this course, the student will examine and practice the fundamentals of great poetry and fiction through the study of many masters. This course also involves many workshops in which the student will learn how to move from first draft to final product by practicing the arts of listening, criticism and revision. Students will compile a portfolio exhibiting their best work over the course of the semester.

Notes: Gordon Rule Applies.

CRW 2002 - Advanced Creative Writing (3)

Prerequisite: CRW 2001 and ENC 1101.

Classification: Parallel.

This course builds on skills developed in CRW 2001 through study and emulation of masters who defy the conventions of their respective genres, push boundaries and take risks on the page. Students will read and write extensively, produce collections of their own best work by semester's end, and submit their work to journals and contests both national and local. May be repeated for credit.

ENC

ENC 0015 - Introduction to College Writing I (3)

Classification: Prep.

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.

ENC 0017 - Introduction to College Reading and Writing I (4)

Classification: Prep.

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.

ENC 0025 - Introduction to College Writing II (3)

Classification: Prep.

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.

ENC 0027 - Introduction to College Reading and Writing II (4)

Classification: Prep.

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.

ENC 1101 - Freshman Composition Skills I (3)

Classification: Parallel.

The first course in college composition designed to develop skills in writing multiparagraph essays with emphasis on exposition, including the selection, restriction, organization, development and revision of essays. The student examines selected writing samples as models of form and sources of ideas for the student's own writing.

Notes: Gordon Rule Applies.

ENC 1102 - Freshman Composition Skills II (3)

Prerequisite: ENC 1101.

Classification: Parallel.

This course builds upon the compositional skills (including grammar and rhetoric) introduced in ENC 1101 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.

Notes: Gordon Rule Applies.

ENC 2210 - Technical Communications (3)

Prerequisite: ENC 1101.

Classification: Dual.

Technical Communications familiarizes students with the methodology of technical communications and the most prevalent forms of technical writing. Students learn a variety of presentational formats as well as practical applications, such as how to write instructions, mechanical descriptions, summaries, definitions, proposals and long reports. This course is helpful for majors in business and technical fields.

Notes: Gordon Rule Applies.

ENL

ENL 2000H - Honors English Literature (3)

Prerequisite: ENC 1101. Corequisite: ENC 1102.

Classification: Parallel.

This course is designed for students capable of intensive study and discussion of a variety of representative selections from English literature, including works by Chaucer, Shakespeare, Milton, Johnson, Pope, Wordsworth, Shelley, Byron, Tennyson and T. S. Eliot. Selective admission. Admission to the Honors Institute or permission of instructor is required.

Notes: Gordon Rule Applies.

ENL 2012 - English Literature I (3)

Prerequisite: ENC 1101. Corequisite: ENC 1102.

Classification: Parallel.

This course is an introductory survey that stresses both the thematic content and structural importance of British literature from Beowulf through the 17th century. Emphasis is on poetry and drama of major authors including Chaucer, Shakespeare, Sidney, Donne, Milton, Pope and Johnson. May be taken for credit without ENL 2022.

Notes: Gordon Rule Applies.

ENL 2022 - English Literature II (3)

Prerequisite: ENC 1101. Corequisite: ENC 1102.

Classification: Parallel.

This course is an introductory survey of British literature in the 19th and 20th centuries. Emphasis is on thematic content and structural importance of poetry, fiction and drama of major authors of the period, including Wordsworth, Byron, Blake, Keats, Tennyson, Arnold, Browning, Joyce, Lawrence and Beckett. Please note that ENL2012 English Literature I is not a prerequisite. May be taken for credit without ENL2012.

Notes: Gordon Rule Applies.

IDH

IDH 2106H - Honors Oratory: Speech, Argumentation and Debate (1)

Classification: Parallel.

The purpose of this course is to elevate the basic skills of speaking and listening to a level appropriate for Honors students. While the course will satisfy the state requirements for preparing and delivering public speeches with clarity and variety and listening with literal and critical comprehension, the Honors level will focus on those skills in an advanced setting of the controversial arts, including critical thinking, dialectic, rhetoric and argumentation. The course may include but is not limited to study of original materials from Aristotle to current research in argumentation and debate.

IDH 2930H - Interdisciplinary Honors: Special Topics (1)

Classification: Parallel.

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. Repeatable for a total of 2 credits.

JOU

JOU 2100 - Introduction to Journalism and Newspaper Production (3)

Classification: Parallel.

A course designed to provide fundamental instruction and practice in mass communication writing and production. This class produces the college newspaper, the Patriot Press. The course has a second equally important function, to teach students the principles and practices of good professional journalism through lectures, readings and hands-on experience. It is designed as a foundation course upon which all other studies in mass communications can be based. The focus in this course is on the development of critical thinking skills needed by today's journalists, with an emphasis on integrity and on protecting and preserving First Amendment press freedoms. (2 hours lecture and 3 hours laboratory per week)

JOU 2901 - Independent Study in Journalism (1)

Classification: Parallel.

This course is a companion course for journalism majors repeating JOU 2100 as editors and section editors of The Patriot Press. This independent study course requires study time in addition to JOU 2100 and allows students to intensify and broaden study in a particular field or aspect of journalism.

JOU 2902 - Independent Study in Journalism (2)

Classification: Parallel.

This course is a companion course for journalism majors repeating JOU 2100 as editors and section editors of The Patriot Press. This independent study course requires study time in addition to JOU 2100 and allows students to intensify and broaden study in a particular field or aspect of journalism.

JOU 2903 - Independent Study in Journalism (3)

Classification: Parallel.

This course is a companion course for journalism majors repeating JOU 2100 as editors and section editors of The Patriot Press. This independent study course requires study time in addition to JOU 2100 and allows students to intensify and broaden study in a particular field or aspect of journalism.

LIN

LIN 2740 - Applied Linguistics (3)

Prerequisite: ENC 1101 and ENC 1102.

Classification: Parallel.

Linguistics deals with the description and analysis of the constituents of language and languages, including meaning, structure, and processes, with the use and misuse of language and languages, as well as with its interaction with cognate disciplines, including but not limited to anthropology, classics, communications studies, computer science, education, English language and literature, English as a second/foreign language, mathematics, neurology and related sciences of the brain, psychology and sociology.

LIS

LIS 1002 - Introduction to Library Research Skills (1)

Classification: Parallel.

Students will be introduced to the core concepts of information retrieval and techniques for locating, analyzing, organizing and evaluating information resources both in print and electronic.

LIS 2004 - Internet Research (1)

Classification: Parallel.

This online course covers Internet search engines and research strategies including evaluating and citing Internet resources as well as Internet communication and protocols.

LIT

LIT 1000 - Introduction to Literature (3)

Classification: Parallel.

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.

LIT 2110 - World Literature I (Eighth Century BC-17th Century AD) (3)

Prerequisite: ENC 1101. Corequisite: ENC 1102.

Classification: Parallel.

This course develops understanding of the historical traditions of world literature from the Ancient World through the Renaissance. Emphasis is on development of Western literary attitudes through works, usually in translation, from the Old Testament and through such authors as Homer, Aeschylus, Euripides, Aristophanes, Virgil, Dante, Boccaccio, Chaucer, Rabelais, Cervantes, Donne and Milton. May be taken for credit without LIT 2120.

Notes: Gordon Rule Applies.

LIT 2110H - World Literature I Honors (Eighth Century B.C.-17th Century A.D.) (3)

Prerequisite: ENC 1101. Corequisite: ENC 1102.

Classification: Parallel.

World Literature I Honors (Eighth 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.

Notes: Gordon Rule Applies.

LIT 2120 - World Literature II (17th-20th Century) (3)

Prerequisite: ENC 1101. Corequisite: ENC 1102.

Classification: Parallel.

This course develops understanding of the historical traditions of world literature from the Enlightenment to the present. Emphasis is on the development of Western literary attitudes and ideas through works, often in translation, by such authors as Moliere, Swift, Goethe, Tolstoy, Ibsen, Beaudelaire, Pirandello, Yeats, Kafka, Lorca and Solzhenitsyn. May be taken for credit without LIT 2110.

Notes: Gordon Rule Applies.

LIT 2120H - World Literature II Honors (17th - 21st Century) (3)

Prerequisite: ENC 1101. Corequisite: ENC 1102.

Classification: Parallel.

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.

LIT 2330 - Introduction to Children's Literature (3)

Prerequisite: ENC 1101. Corequisite: ENC 1102.

Classification: Parallel.

This course presents a survey of the field of children's literature, with analysis of the various genres, issues and formats.

Notes: Gordon Rule Applies.

MMC

MMC 1000 - Survey of Communications (3)

Classification: Parallel.

This course introduces students to mass communications. The role of mass communications in society, controversial issues involving the media, the history of mass communications, and the responsibility of media journalists will be the focus of this course.

MMC 1101 - Writing for Mass Communication (3)

Prerequisite: ENC 1101.

Classification: Parallel.

This course is an introductory course designed to provide basic instruction in writing for print, broadcast and online media, advertising and public relations. Exploration of the role of mass media in today's world and its impact on our daily lives will be included in the course curriculum. When possible, experiences with media professionals and hands-on learning will be provided.

Notes: Gordon Rule Applies.

REA

REA 0007 - Introduction to College Reading I (3)

Classification: Prep.

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.

REA 0017 - Introduction to College Reading II (3)

Classification: Prep.

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 84-015 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.

RED

RED 1010 - Introduction to Reading Education (3)

Classification: Parallel.

This course is designed to provide a study in reading concepts and strategies suitable for education majors needing course work for teacher re-certification or paraprofessional training. The topics covered will include reading foundations, phonics, vocabulary, comprehension, fluency, classroom organization, and professional collaboration. The topics are in alignment with the Sunshine State Standards, the reading curricula of Marion, Citrus, and Levy counties, and the No Child Left Behind Act.

SPC

SPC 2300 - Interpersonal Communication (3)

Classification: Parallel.

A survey of the field of interpersonal communication that includes a review of the theory, research and skills students can use to improve the quality of their relationships. Includes units on the communication process, conversation, self-concept, perception, language, nonverbal communication, intercultural communication, listening, expressing emotions and thoughts, relationship maintenance, communication climate and conflict management.

SPC 2594 - Intercollegiate Forensic Speech (1)

Classification: Parallel.

With admission by permission of instructor, SPC 2594 is a speech course designed for intercollegiate competition stressing understanding and using effective platform interpretive speaking techniques, including debate and oral interpretation. Students will compete in tournaments against other colleges. Class activities are comprised of weekly laboratory sessions during which students prepare for competition. Course may be repeated for credit.

SPC 2601 - Intermediate Effective Speaking (3)

Classification: Parallel.

This course continues the study and application of communication strategies in speaking extemporaneously. The student will develop informative and persuasive expertise, learn modes and techniques of delivery, use guidelines for special occasions and motivational appeals, and practice answering questions from the audience. Permission of instructor is required.

SPC 2608 - Effective Speaking (3)

Classification: Parallel.

The nature and basic principles of speech, with emphasis on improving speaking and listening skills common to all forms of communication through a variety of experiences in public speaking. The course will include such activities as group discussion, videotaping and student speeches to inform, to introduce, to persuade and to commemorate special occasions.

SPC 2608H - Honors Effective Speaking (3)

Classification: Parallel.

This course is designed for students capable of intensive study into the historical aspects of speech communication, preparation of speeches addressing principles of argumentation and debate, and preparation and delivery of speeches that investigate the principles of reasoning and motivating, as well as the analytical skills needed to construct arguments and refutation. Acceptance into the Honors Institute, a 3.3 or higher GPA, or permission of instructor is required.

ENGT - Engineering Technology

EET

EET 1084 - Survey of Electronics (3)

Prerequisite: MAT 1033 or MAC 1105 or MGF 1106 or MGF 1107 or MGF 1108 or MAC 1114 or MAC 1140 or MAC 1147 or MAC 2233 or MAC 2311 or MAC 2312 or MAC 2313 or MAP 2302 or STA 2023 or STA 2023H.

Classification: Occupational.

This course is ideal for those who wish to take one course that will introduce them to basic DC and AC electricity theory, basic transistor operation and basic digital circuit theory. Mathematical analysis is minimized. Emphasis is on hands-on circuit building and observation.

EGN

EGN 1111 - Engineering Graphics (3)

Classification: Dual.

Students in this course learn geometric construction, multiview projection, sectional views and auxiliary views, and dimensioning using AutoCAD. A grade of C or better is required for successful completion of this course.

ETD

ETD 2364 - 3-D Modeling with Solid Works (3)

Corequisite: EGN 1111.

Classification: Dual.

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.

ETI

ETI 1117 - Introduction to Quality Control (3)

Classification: Occupational.

This course will provide a fundamental, yet comprehensive, state-of-the-art exploration of quality control and continuous improvement - covering not only the principles and practices but also the tools and techniques used in day-to-day quality operations. It presents tools and techniques of statistical process control, benchmarking, Quality Function Deployment, experimental design, Taguchi's quality engineering, activity-based costing, and quality strategic planning. It also presents sufficient theory to ensure a solid understanding of basic concepts, and it reduces mathematical techniques to simple mathematics or reduces them in the form of tables and charts.

ETI 1151 - Instrument Techniques and Measurement (3)

Corequisite: PHY 1020 or any higher level Physics course.

Classification: Parallel.

This course covers the concepts and techniques of metrology as applied to the quality process. The uses and applications of measurement with various types of instruments are also covered in this course.

ETI 1411 - Manufacturing Processes I (3)

Prerequisite: PHY 1020. Corequisite: PHY 1020 or any higher level Physics course.

Classification: Dual.

A study of methods and materials used in industrial production of nonchip-producing processes, including casting, forging, welding, stamping, shearing, brake, powder, metallurgy, electrical discharge machining and high-energy rate forming.

ETI 1414 - Introduction to CNC Machining (3)

Prerequisite: ETD 2364.

Classification: Parallel.

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.

ETI 1622 - Concepts of Lean Manufacturing and Six Sigma (3)

Classification: Parallel.

This course provides an introduction to the basic principles and theories of lean manufacturing. Lean manufacturing involves identifying and eliminating non-value-adding activities in design, production, and supply chain management. The course introduces the concepts of Juran, Demming, Taylor, Shingo, and Ohno. Course coverage also includes topics related to cost reduction, work-free manufacturing, continuous flow, kaizen, the five S's, value stream mapping, modular manufacturing, and overall equipment effectiveness.

ETI 1628 - Developing and Coaching Self-Directed Work Teams (3)

Classification: Parallel.

This course begins with an exploration of teams and how they work. Manufacturing teams create the opportunity to mix complementary technical work skills to improve the production process. Course coverage includes the principles and tools used by self-directed work teams in identifying and solving problems in the workplace.

ETI 1720C - Industrial Safety (3)

Classification: Occupational.

This course addresses topics in industrial safety to improve worker safety awareness knowledge through use of the 29 CFR 1910 (General Industry Regulations) and Occupational Safety and Health Act websites. Upon completing this course, a worker will be able to recognize safety hazards, recommend strategies for compliance and cite provisions in 29 CFR. Additionally, this course will provide the necessary foundation to enter the area of analysis and design of safety programs in industry.

ETI 1843 - Motors and Controls (3)

Prerequisite: EET 1084.

Classification: Occupational.

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.

ETI 2412 - CNC Machining Processes (3)

Prerequisite: ETI 1414.

Classification: Parallel.

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.

ETI 2610 - Six Sigma for the Expert (3)

Classification: Parallel.

This course provides an introduction to the basic principles and theories of Six Sigma as used in the continual improving process. The course examines the tools most common to Six Sigma projects and how and when to use them. The focus of the course is on measurement methods, data collection, data integrity, and graphical methods of presenting findings.

ETI 2623 - Lean Enterprise for the Expert (3)

Classification: Parallel.

This course provides an overview of lean manufacturing concepts with a working knowledge of the tools required to implement and maintain a lean manufacturing facility. Course coverage includes mistake proofing, the five S's for operators, quick changeover, overall equipment effectiveness, cellular manufacturing and the Kanban system.

ETM

ETM 2401 - Mechanical Devices and Systems (3)

Classification: Occupational.

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.

ETS

ETS 1535 - Automation Process Control (3)

Prerequisite: ETS 1542.

Classification: Occupational.

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.

ETS 1540 - Industrial Applications Using PLCs and Robotics (3)

Prerequisite: ETS 1542.

Classification: Occupational.

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.

ETS 1542 - Introduction to PLCs (3)

Prerequisite: EET 1084. Corequisite: ETI 1843.

Classification: Occupational.

Provides basic operational concepts common to programmable controllers, focusing on PLC principles, programming, and the fundamentals needed for simple process control.

ETS 1700 - Hydraulics and Pneumatics (3)

Classification: Occupational.

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.

EQUI - Equine Studies

AEB

AEB 2137C - Equine Business Management (3)

Classification: Dual.

This course covers business management practices for equine enterprises. An equine business may be farm management, retail or a service-based business specializing in the equine industry. Topics addressed include organizational structure, employees, ethics, accounting principles, contracts, insurance and taxation. Students prepare a business plan as a major learning outcome.

ANS

ANS 1003 - Introduction to Animal Science (3)

Classification: Dual.

This class includes the study of scientific principles that underlie the production, processing and distribution of agricultural animal products. Topics include breeds, nutrition, reproduction and animal husbandry techniques.

ANS 1016 - Basic Horse Handling and Safety (3)

Classification: Dual.

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.

ANS 1073C - Equine Anatomy and Physiology (3)

Classification: Dual.

This course covers the normal anatomy and common anatomical disorders of the horse. Emphasis is placed on the bony structure and muscular-tendon relationship as they relate to biomechanics. The practical application of conformation and clinical disorders is stressed.

ANS 1220 - Equine Sport and Competition (3)

Classification: Dual.

This course will provide detailed information on the many disciplines where horses compete. Students will learn about training issues specific to the discipline, unique equipment to the discipline and rules of competition, with a focus on marketability of successful horses.

ANS 1222 - Equine Sales and Marketing (3)

Classification: Dual.

This course will prepare the student with marketing and sales skills for various equine enterprise types. Sale of a product or service is vital to the successful equine business manager. Specific emphasis will be placed on the development of effective advertisements, market research, sales strategy, pricing and other components of a successful market plan.

ANS 1223 - Equine Conformation Analysis (3)

Classification: Dual.

A vital component of any equine business is the ability to evaluate the physical characteristics of the horse in relation to its potential as an equine athlete. Students completing this course will be able to evaluate conformation of different breeds and ages, predict athletic ability, explain observations verbally and evaluate pedigrees for marketability or performance.

ANS 1236 - Introduction to Equine Science (3)

Classification: Dual.

This introductory course addresses basic topics including breeds, colors and equine science. A detailed look at the current equine industry is accomplished through class debates and discussion of important issues affecting the industry.

ANS 1237C - Equine Health Care (3)

Classification: Dual.

This course will cover the common infectious diseases of the horse and their prevention. Some of the topics covered in this course will be: strategic deworming programs and biosecurity, internal and external parasitology, current vaccination protocols, disease control measures and prevention, and emergency treatment procedures. Also, the use of health certificates, EIA forms and state laws regarding horses will be addressed. Students will learn to conduct a physical examination and fecal egg count. Current scientific research in equine health care will be discussed.

ANS 1238C - Equine Behavior and Psychology (3)

Classification: Dual.

This course will cover the history, evaluation and development of the horse, including an in-depth study of the horse's psyche. Attention will be focused on imprinting, bonding, fright and flight, as well as restraint in herd and hand activities. Behavior of the horse including the effects of the senses — hearing, smell, sight and touch — will be stressed. The behavior of the normal and abnormal horse will be studied from birth through elder age.

ANS 1315 - Equine Reproduction (3)

Prerequisite: ANS 1073C.

Classification: Dual.

This course covers the theory and practices associated with efficient equine reproduction, including mare and stallion care. Instruction will include classroom learning and in-class labs.

ANS 1930 - Special Topics - Equine Studies (1)

Classification: Occupational.

The primary purpose of this course is to present current issues related to the equine industry, which are not covered in the core courses of the curriculum. The course contains topics such as: Thoroughbred industry, equine event management, reproduction lab, Spanish for the equine industry, etc.

ANS 2072C - Equine Manual Therapies (3)

Prerequisite: ANS 1073C.

Classification: Dual.

An emerging field in equine science is the application of physical therapy for maintenance of athletic horses as well as rehabilitation of injured horses. A major focus of this course is the theory and application of massage techniques, including stretching and myofascial release. Extensive animal work will enhance students' comprehension and ability to apply manual therapies for horses.

ANS 2074C - Injury and Rehabilitation of Horses (3)

Prerequisite: ANS 1073C.

Classification: Dual.

This class addresses the most common equine orthopedic and soft tissue injuries and discusses how the normal healing process can be enhanced using rehabilitation therapy. A description of these therapeutic modalities, including ultrasound, stretching, laser, magnetic field therapy, joint mobilization, acupressure, cold/heat therapy and hydrotherapy will be studied in conjunction with hands-on observation and practical sessions. Current scientific research in the field of equine rehabilitation will be discussed.

ANS 2075 - Equine Locomotion (3)

Prerequisite: ANS 1073C.

Classification: Dual.

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.

ANS 2076C - Physiology of Equine Exercise (3)

Prerequisite: ANS 1073C.

Classification: Dual.

Students will discover the coordination of muscular, cardiovascular, respiratory and neurological systems in the exercising horse. Special emphasis will be placed on conditioning techniques, biomechanics of gait and nutrition for equine athletes. Class projects will include tracking the response of horses to training throughout the semester.

ANS 2221 - Equine Tack and Equipment (1)

Classification: Dual.

Poor-fitting saddles or inappropriate selection of bits can interfere with athletic performance of the horse. This mini-mester course evaluates bit function and design, choice of metal and choice of bit through the training process. Additional topics include saddle fit and design, training equipment and proper application of equipment.

ANS 2232C - Advanced Horse Handling Skills (3)

Classification: Dual.

This online 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.

ANS 2403 - Equine Nutrition (3)

Classification: Dual.

This course studies equine nutrition and its application, including concentrates, hays, forage and supplements. Topics include basic nutrition and digestive anatomy, common feeds and supplements, nutritional needs in specific situations, and ration balancing. Upon completion, students should be able to explain feeding practices and critique rations for classifications of horses.

ATE

ATE 2623 - Equine First Aid (3)

Classification: Dual.

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.

ESOL - ESL Studies

EAP

EAP 0300C - English as a Second Language - Speech/Listening (4)

Classification: Prep.

This is a skill-based course for students with limited proficiency in English. Students focus on speech and listening skills as they pertain to second language education. Particular emphasis will be placed on the improvement of students' communication skills and fluency. This course teaches pronunciation, intonation, word and sentence stress, as well as structures in everyday communication. Students will develop the ability to communicate in most social situations, clarify or rephrase statements to facilitate communication, and use language that is socially and culturally appropriate. This course incorporates the use of the interactive language laboratory for instruction and reinforcement.

EAP 0383C - English as a Second Language - Combined Skills (4)

Classification: Prep.

This integrated course, designed for non-native students with varying levels of English proficiency, covers the four skills of reading, writing, grammar and speaking/listening, as well as improving pronunciation and building vocabulary. Students will develop established skills through classroom activities, multicultural interaction and interactive language software with voice-mapping technology to better prepare them for academic study. The course is also intended for community members with high school diplomas who wish to increase proficiency through more rigorous study

EAP 0384C - English as a Second Language - Grammar and Writing I (4)

Classification: Prep.

This course is designed for students whose primary language is not English and whose placement scores indicate the need for instruction in writing coherent, unified paragraphs. The primary focus of the course will be English grammar and the ability to write effective paragraphs. Students will be required to pass an objective final exam and timed writing assessment to be successful in this course.

EAP 0480C - English as a Second Language - Intermediate Combined Skills II (4)

Classification: Prep.

ESL Combined Skills II is a skill-based course specifically designed for ESL and international students. However, it is also recommended for all students who score 41 and below on the reading section of the CPT test. Students will develop the ability to read academic texts on contemporary and literary topics with an emphasis on extensive reading and the enhancement of critical reading skills.

EAP 0484C - English as a Second Language - Grammar and Writing II (4)

Classification: Prep.

This course is designed for students whose primary language is not English and whose placement scores indicate the need for instruction in writing coherent, unified essays. The primary focus of the course will be essay writing, and grammar skills will be incorporated into written assignments. Students will be required to pass an objective final exam and timed writing assessment to be successful in this course. Students are required to have successfully completed EAP0384C to enroll in this course and/or were not required to take EAP0384C based on placement test scores.

HIMT - Health Information Technology

HIM

HIM 1430 - Concepts of Disease (3)

Prerequisite: HSC 2531.

Classification: Occupational.

This course gives an overview of common diseases and illnesses. It focuses on the anatomy and physiology, common signs and symptoms, diagnostic tests, treatment and pharmacology associated with each condition. Information gained in this course will enable students to abstract, analyze and code information from the medical record.

HIM 1800 - Introduction to Health Information Technology (3)

Corequisite: CGS 1100.

Classification: Dual.

This course is designed to introduce students to the principles of health information management. It provides an introduction to the health information management profession, to health care delivery systems and to the health-related associations, organizations and agencies in the United States. It delves into the purpose, function, content and structure of the health record and of its management. The development and content of the electronic record is studied with emphasis on the changing roles of health information management professionals.

HIM 1949 - Practicum I - Acute Care Settings (3)

Prerequisite: HIM 1800 and HIM 2012.

Classification: Occupational.

This course provides students with supervised, practical experience in an acute care facility health information department. Emphasis is placed on providing opportunities for students to relate classroom theory to the actual functions of a health information department, such as record assembly and analysis, medico-legal procedures, information retention, filing and retrieval, and the use of technology. Students will become familiar with policies and procedures and understand the relationships other hospital departments have with the health information department. This course also enables students to further develop critical thinking and problem-solving skills in realistic situations. Instructor approval is required prior to enrolling in this course.

HIM 2012 - Legal Aspects of Medical Records (3)

Prerequisite: CGS 1100 and HIM 1800.

Classification: Occupational.

This course is designed to assist students with an understanding of the legal principles that govern the health information field. It emphasizes the legal theories underlying lawsuits involving the health care field, health record content, access to patient records, confidentiality and informed consent, and disclosure of records in legal actions.

HIM 2201 - Comparative Health Records (3)

Classification: Occupational.

This course presents an overview of the management of health information in sites other than acute settings, including ambulatory care and specialized treatment facilities. Emphasis is on regulatory issues, documentation, reimbursement and funding modalities, information management, quality improvement, risk management issues, and the roles of health information personnel in each setting.

HIM 2211 - Health Information Systems (3)

Prerequisite: HIM 1800. Corequisite: CGS 1100.

Classification: Occupational.

The purpose of this course is to provide students with knowledge and understanding of the various electronic health information systems that are encountered in health care. Topics for discussion include the electronic health record, computer software applications, data quality, databases, system selection and implementation, data storage and retrieval, computers in HIM, administrative information systems, clinical information systems, speech recognition, privacy and security, the role of HIM professionals in information systems, and the future of computers in health care.

HIM 2214 - Health Care Statistics (3)

Prerequisite: CGS 1100 and HIM 1800.

Classification: Occupational.

The purpose of this course is to provide students with knowledge and understanding of the statistical information used in health care settings. Emphasis is placed on the terminology, definitions and formulas used to calculate common statistics, including standard rates, percentages and averages using patient data. Data collection, analysis and presentation will also be studied.

HIM 2253 - CPT Coding (3)

Prerequisite: BSC 2085 and BSC 2085L and CGS 1100 and HSC 2531. Corequisite: BSC 2086 and BSC 2086L and HIM 1430.

Classification: Occupational.

This course is an introduction to the coding principles, characteristics and conventions of coding using the Physicians' Current Procedure Terminology (CPT) coding nomenclature. A working knowledge of medical terminology is required for this course.

HIM 2260 - Medical Billing and Reimbursement (3)

Classification: Occupational.

This course serves as an introduction to health insurance claims processing, carrier requirements, and applicable state and federal regulations. It acquaints students with the billing procedures used in physician offices, hospital and ambulatory surgery services. Emphasis is on electronic billing, managed care systems, worker's compensation, Medicare, Medicaid, third-party payers, ethics and confidentiality. The students will have the opportunity to apply their knowledge in a laboratory setting utilizing billing software.

HIM 2442 - Pharmacology for HIM Professionals (2)

Classification: Occupational.

The purpose of this course is to provide students with introductory knowledge and familiarity with pharmacology, with an emphasis on medications as therapeutic options for various disease states. It will present a basic rationale for understanding drug therapy as it relates to medical record documentation.

HIM 2510 - HIM Management Principles (3)

Prerequisite: HIM 1800.

Classification: Occupational.

This course is designed to introduce the student to supervision and management of the resources found in health information management settings, including staff, budget, 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.

HIM 2722 - ICD-10-CM Coding (3)

Prerequisite: BSC 2085 and BSC 2086 and CGS 1100 and HIM 1430 and HIM 2442 and HSC 2531.

Classification: Occupational.

This course provides instruction in the basic principles and guidelines for using the International Classification of Diseases, Tenth Revision, Clinical Modification (ICD-10-CM) in the coding of diagnoses.

HIM 2723 - ICD-10-PCS Coding (3)

Prerequisite: HIM 2442 and HIM 2722.

Classification: Occupational.

This course provides instruction in the basic principles and guidelines for using the International Classification of Diseases, Tenth Revision, Procedural Coding System (ICD-10-PCS) in the coding of medical procedures.

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HIM 2930 - Health Information Technology Special Topics (3)

Prerequisite: HIM 2253 and HIM 2260 and HIM 2722 and HIM 2723.

Classification: Occupational.

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.

HIM 2941 - Coding Professional Practice Experience (3)

Prerequisite: HIM 2253 and HIM 2722 and HIM 2723.

Classification: Occupational.

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.

HSC

HSC 2531 - Medical Terminology (3)

Classification: Parallel.

This course is designed to help develop comprehensive integrative skills in using medical terminology. Included in the course work are prefixes, suffixes, roots, and combining forms. Emphasis is on pronunciation, spelling, and definition of words as they relate to anatomy and physiology. Terms for diagnostic procedures, pathology and treatment in each body system, as well as the basic pharmacological terms, are included. Common medical abbreviations are covered.

HUMT - Humanities

FIL

FIL 2000 - Introduction to Film (3)

Prerequisite: ENC 1101.

Classification: Parallel.

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.

Notes: Gordon Rule Applies.

FIL 2000H - Honors Introduction to Film (3)

Prerequisite: ENC 1101.

Classification: Parallel.

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.

Notes: Gordon Rule Applies.

HIS

HIS 2955 - Studies Abroad in Civilization (3)

Classification: Parallel.

An introduction to the political, intellectual and cultural history of foreign nations designed to provide a cross-cultural contact with people of other countries. Study and travel abroad are supplemented with readings and classroom lectures in Florida. May be repeated for credit. Permission of instructor or department chair is required.

HUM

HUM 1020 - Introduction to the Humanities (3)

Classification: Parallel.

An exploration of the arts, ideas and values in Western culture.

HUM 1020H - Honors Introduction to the Humanities (3)

Classification: Parallel.

This is a beginning course in humanities, designed primarily for students admitted to the CF 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.

HUM 1210 - Introduction to the Humanities - To the Renaissance (3)

Classification: Parallel.

A chronological exploration of the arts, literature and ideas in ancient and medieval Western and world culture. An emphasis will be given to the role of the humanities in expressing the dominant traits and ideas of cultural periods from prehistoric times to the Renaissance. This course may be offered online or as a hybrid.

HUM 1230 - Introduction to the Humanities - Since the Renaissance (3)

Classification: Parallel.

A chronological exploration of the arts, literature and ideas in modern Western and world culture. An emphasis will be given to the role of the humanities in expressing the dominant traits and ideas of cultural periods from the Renaissance to the present. This course may be offered online or as a hybrid.

HUM 2310 - Mythology and the Humanities (3)

Prerequisite: ENC 1101.

Classification: Parallel.

An introduction to Eastern and Western mythologies and their influence on art, literature, philosophy, religion and music.

Notes: Gordon Rule Applies.

HUM 2310H - Honors Mythology and the Humanities (3)

Prerequisite: ENC 1101.

Classification: Parallel.

An intensive study, specifically for honor students, into the identification, underlying meaning and dynamic relation of mythological symbols in art, philosophy and religion. Admission to the Honors Institute, a 3.3 or higher GPA, or permission of instructor is required.

Notes: Gordon Rule Applies.

HUM 2418 - Islamic Civilization (3)

Classification: Parallel.

A study of the arts, ideas, values and cultural institutions of the Islamic world from the birth of Muhammad to the present. This course is designed to increase awareness and understanding of an important culture outside of the Western tradition. Offered upon request only.

HUM 2450 - American Humanities (3)

Classification: Parallel.

An introductory course in the arts, literature and ideas of American culture. The emphasis is on the role of the humanities in the historical context of the American experience.

HUM 2520 - Music in the Humanities (3)

Classification: Parallel.

A study of Western music in relation to other disciplines in Western culture, including philosophy, religion, mathematics and the arts.

HUM 2532 - Western Ideologies (3)

Prerequisite: ENC 1101.

Classification: Parallel.

Study of the leading ideas and doctrines that have shaped modern Western culture from the Middle Ages to the present.

Notes: Gordon Rule Applies.

HUM 2532H - Honors Western Ideologies (3)

Prerequisite: ENC 1101.

Classification: Parallel.

Designed for honors students, this course involves an in-depth study, analysis and discussion of the major writings from the Medieval period to the present that have shaped the thinking and expression of our Western culture. Admission to the Honors Institute, a 3.3 or higher GPA, or permission of instructor is required.

Notes: Gordon Rule Applies.

HUM 2930 - Spanish Culture and Civilization (3)

Classification: Parallel.

This is a survey course which includes Spanish geography, history, art, architecture, customs, music and cultural differences. The course presents an overall view of Spanish Culture and Civilization from 1500 B.C. to the present time.

HUM 2935 - Special Topics in Humanities (3)

Classification: Parallel.

This course centers on topics of current interest or of special interest to students or instructors. Topics or focus may vary from semester to semester. Topics will be identified by the HUM2935 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. This course may be available online and hybrid.

PHI

PHI 1100 - Introduction to Logic (3)

Classification: Parallel.

This is a beginning course in logic placing major emphasis on the practical application of critical and creative principles of reasoning to everyday problems of judgment and decisions. Deductive and inductive methods of inference, formal and informal fallacies, and abduction or creative hypothesis formation will be introduced.

PHI 2010 - Introduction to Philosophy (3)

Classification: Parallel.

This is a beginning course for students having no previous college training in the study of philosophy. Readings from classical and contemporary thinkers will be used to discuss issues such as: Does God exist? 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.

PHI 2600 - Introduction to Ethics (3)

Classification: Parallel.

This class is an introductory course in ethics, emphasizing the application of classical, medieval and modern ethical theories to contemporary moral issues such as abortion, euthanasia, the death penalty, equality of the sexes, hunger and the environment.

PHI 2631 - Ethics and Business (3)

Classification: Parallel.

An introductory course in ethics, focusing on moral issues arising in the workplace especially for business students. Discussions of ethical theories will be used to clarify and provide approaches to practical issues faced by employers and employees. This course may be offered online or as a hybrid.

PHI 2930 - Special Topics in Philosophy (3)

Prerequisite: PHI 2010.

Classification: Parallel.

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.

REL

REL 2210 - The Old Testament (3)

Classification: Parallel.

This course is an introduction to the Old Testament. It deals with the literature of the Hebrew Scriptures and the history, geography, religion and important personalities of ancient Israel and its surrounding peoples.

REL 2240 - The New Testament (3)

Classification: Parallel.

An introduction to the New Testament, which involves a study of the Greco-Roman and Jewish background of early Christianity, the personality and teachings of Jesus, the work and thought of Paul, and the development of the church.

REL 2300 - Comparative Religions (3)

Prerequisite: ENC 1101.

Classification: Parallel.

A beginning course for students having no previous college training in the comparative study of religion. The major features of world religious traditions are studied as the means for obtaining an insight into the nature and expression of people's religious aspirations.

Notes: Gordon Rule Applies.

REL 2300H - Honors Comparative Religions (3)

Prerequisite: ENC 1101.

Classification: Parallel.

An introduction to the major religions of the world, designed especially for honors students. Careful readings of primary texts will be emphasized. Admission to the Honors Institute, a 3.3 or higher GPA, or permission of instructor is required.

Notes: Gordon Rule Applies.

REL 2930 - Special Topics in Religion (3)

Prerequisite: REL 2300.

Classification: Parallel.

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. 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.

LANG - Foreign Languages

ASL

ASL 1140 - Introduction to American Sign Language I (4)

Classification: Parallel.

An introduction to the linguistic structure and conceptual vocabulary of American Sign Language as used by deaf adults. The course emphasizes the development of sign language skills and the ability to translate from ASL to English and English to ASL. Various sign systems and regional signs will also be described. The course also describes the history, values and culture of deaf persons in America.

ASL 1150 - Introduction to American Sign Language II (4)

Prerequisite: ASL 1140.

Classification: Parallel.

This course is a continuation of ASL1140, 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.

CHI

CHI 1120 - Elementary Chinese I, Concentrated (4)

Classification: Parallel.

This course teaches true beginners basic Chinese language skills including listening, speaking, reading and writing. Mastery of 350 Chinese characters, basic spoken and literary syntax and pronunciation are key objectives along with an understanding of the cultural context of the Chinese language.

CHI 1121 - Elementary Chinese II, Concentrated (4)

Prerequisite: CHI 1120.

Classification: Parallel.

CHI 1121 continues the introduction of elementary Mandarin Chinese begun in CHI 1120. CHI 1121 is designed for students who have had an introduction to Chinese, but have not completed their language requirement or who want to increase their Chinese proficiency. The content of this course is designed to complete the structural aspect of the language started in CHI 1120, continue learning how to write Chinese characters, and strengthen the students' ability to communicate in the language.

FRE

FRE 1120 - Elementary French I (4)

Classification: Parallel.

This course stresses fundamentals of grammar and drills in pronunciation and reading, with special emphasis on oral expression in French. (3 hours lecture and 2 hours laboratory per week)

FRE 1121 - Elementary French II (4)

Prerequisite: FRE 1120.

Classification: Parallel.

This course is a continuation of FRE 1120. It continues to stress fundamentals of grammar and drills in pronunciation and reading, with special emphasis on oral expression in French. (3 hours lecture and 2 hours laboratory per week)

SPN

SPN 1120 - Elementary Spanish I (4)

Classification: Parallel.

This course stresses fundamentals of grammar and drills in pronunciation and reading, with special emphasis on oral expression in Spanish. The student is required to attend a minimum of two hours of laboratory per week in addition to classroom work. (3 hours lecture and 2 hours laboratory per week)

SPN 1120H - Elementary Spanish I Honors (4)

Classification: Parallel.

This course stresses fundamentals of grammar and drills in pronunciation and reading, with special emphasis on oral expression in Spanish. The student is required to attend a minimum of two hours of laboratory per week in addition to classroom work. 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)

SPN 1121 - Elementary Spanish II (4)

Prerequisite: SPN 1120.

Classification: Parallel.

A continuation of SPN 1120. The course continues to stress fundamentals of grammar and drills in pronunciation and reading, with special emphasis on oral expression in Spanish. The student is required to attend a minimum of two hours of laboratory per week in addition to classroom work. (3 hours lecture and 2 hours laboratory per week)

SPN 2220 - Intermediate Spanish I (4)

Prerequisite: SPN 1121.

Classification: Parallel.

This course is designed to develop ability to read with comprehension from materials dealing with the Spanish and Spanish-American civilization. Oral practice continues in the discussion of materials. The student is required to attend a minimum of two hours of laboratory per week in addition to classroom work. Offered on a limited basis. (3 hours lecture and 2 hours laboratory per week)

SPN 2221 - Intermediate Spanish II (4)

Prerequisite: SPN 2220.

Classification: Parallel.

This course continues to develop ability to read with comprehension from materials dealing with the Spanish and Spanish-American civilization. Oral practice continues in the discussion of materials. The student is required to attend a minimum of two hours of laboratory per week in addition to classroom work. Offered on a limited basis. (3 hours lecture and 2 hours laboratory per week)

LOGI - Logistics

TRA 2010 - Transportation and Distribution (3)

Classification: Occupational.

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.

TRA 2131 - Purchasing and Inventory Management (3)

Prerequisite: TRA 2154.

Classification: Occupational.

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.

TRA 2154 - Introduction to Supply Chain Management (3)

Classification: Occupational.

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.

TRA 2230 - Warehouse Management (3)

Classification: Occupational.

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.

MATH - Mathematics

MAC

MAC 1105 - College Algebra (3)

Prerequisite: MAT 1033 or a CLM score of at least 40.

Classification: Parallel.

This course is designed as a foundational course for those students who must take additional mathematics in their chosen majors and do not yet have an appropriate background. The emphasis is the study of mathematics from a functional perspective, including linear, quadratic, rational, absolute value, radical, exponential and logarithmic functions. Systems of equations and inequalities and applications such as curve fitting, mathematical modeling, optimization and exponential growth and decay are included.

Notes: Gordon Rule Applies.

MAC 1114 - Trigonometry (3)

Prerequisite: MAC 1105 or a CLM score of at least 70.

Classification: Parallel.

This course is designed to assist students in developing the trigonometric background for the calculus curriculum and/or other areas that require a trigonometry course. Graphing calculator and/or computer algebraic system work is required in this course.

Notes: Gordon Rule Applies.

MAC 1140 - Precalculus (Algebra) (3)

Prerequisite: MAC 1105 or a CLM score of at least 70.

Classification: Parallel.

This course is designed for students who need to develop the appropriate background for the calculus curriculum. This course includes discussion of functions (from an analytical, numerical and graphical perspective) that are needed in upper mathematics courses, conic sections, matrices and determinants, sequences and series, mathematical induction and the Binomial Theorem. Graphing calculator and/or computer algebraic system work is required in the course.

Notes: Gordon Rule Applies.

MAC 1147 - Precalculus Algebra/Trigonometry (5)

Prerequisite: MAC 1105 or MAC 2233.

Classification: Parallel.

This course is designed for students who need to develop the algebraic and trigonometric background for calculus curriculum. This course will be a combination of the courses MAC1140 and MAC1114. 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.

Notes: Gordon Rule Applies.

MAC 2233 - Calculus for Business and Social Science (3)

Prerequisite: MAC 1140 or a CLM score of at least 103.

Classification: Parallel.

An introduction to calculus with applications to business and the social sciences. The course includes the study of functions, limits, continuity, differentiation and integration of algebraic, logarithmic and exponential functions, rates of change and curve sketching. Emphasis is on modeling and practical applications in solving business, economic and social science problems. Graphing calculator and/or computer algebraic system work is required in the course.

Notes: Gordon Rule Applies.

MAC 2311 - Calculus I with Analytic Geometry (5)

Prerequisite: MAC 1114 and MAC 1140 or MAC 1147, or a CLM score of at least 103.

Classification: Parallel.

This course includes single variable calculus covering analytic geometry of the conics, differentiation and integration of the algebraic, logarithmic, trigonometric and exponential functions.

Notes: Gordon Rule Applies.

MAC 2312 - Calculus II with Analytic Geometry (5)

Prerequisite: MAC 2311.

Classification: Parallel.

This course is designed to cover single variable calculus, differential equations, applications of integration, antiderivative techniques, indeterminate forms, sequences and series, analytic geometry, parametric equations and polar coordinates.

Notes: Gordon Rule Applies.

MAC 2313 - Calculus III with Analytic Geometry (4)

Prerequisite: MAC 2312.

Classification: Parallel.

This course is designed to cover calculus topics in both two and three dimensions, including vector calculus, partial differentiation, multiple integrals, line and surface integrals.

Notes: Gordon Rule Applies.

MAE

MAE 2801 - Mathematics for Educators (3)

Prerequisite: MAC 1105 or MGF 1106 or MGF 1107 or a CLM score of at least 70.

Classification: Parallel.

This course is designed to provide a study in mathematical ideas suitable for students in education fields and those needing course work for teacher re-certification. The topics covered include number sense, concepts and operations, measurement, geometry and spatial sense, algebraic thinking, data analysis, and probability. The topics are in alignment with the National Council of Teachers of Mathematics Standards and the State of Florida Common Core Standards.

MAP

MAP 2302 - Elementary Differential Equations (3)

Prerequisite: MAC 2312.

Classification: Parallel.

This is a first course in ordinary differential equations and applications. This course covers homogeneous and non-homogeneous equations, linear equations with constant coefficients, power series method, Laplace transform, systems of first order differential equations and numerical solutions.

Notes: Gordon Rule Applies.

MAT

MAT 0055 - Introduction to College Math (Module 1.0) (1)

Classification: Prep.

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 109 -113 on the PERT or the equivalent to this score on the ACT or SAT and advisor recommendation are encouraged to enroll in this course.

MAT 0056 - Introduction to College Math (Module 2.0) (2)

Classification: Prep.

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 104 -108 on the PERT or the equivalent to this score on the ACT or SAT and advisor recommendation are encouraged to enroll in this course.

MAT 0057 - Introduction to College Math (Module 3.0) (3)

Classification: Prep.

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.

MAT 1033 - Intermediate Algebra (3)

Prerequisite: MAT 0024C or MAT 0057.

Classification: Parallel.

This course is intended to provide students with the opportunity to develop a mathematical foundation necessary to take College Algebra, Statistics and/or other Gordon Rule mathematics courses. This course counts as elective credit only. It does NOT count as mathematics credit.

MGF

MGF 1106 - Liberal Arts Mathematics (3)

Classification: Parallel.

This course is designed for students whose majors do not require courses in Statistics, College Algebra or Pre-Calculus. MGF 1106 is not designed as a prerequisite for other mathematics courses. This course covers many mathematical skills including systematic counting and probability, statistics, geometry, sets and logic. Some topics related to the history of mathematics are also included in the course. This course counts toward the Gordon Rule mathematics requirement for the A.A. degree.

Notes: Gordon Rule Applies.

MGF 1107 - Mathematical Explorations (3)

Classification: Parallel.

This course is designed for students whose majors do not require courses in Statistics, College Algebra or Pre-Calculus. MGF 1107 is not designed as a prerequisite for other mathematics courses. This course covers many mathematical skills including topics such as history of mathematics, number systems, financial mathematics, voting and appointment techniques, elementary number theory and graph theory. This course counts toward the Gordon Rule mathematics requirement for the A.A. degree.

Notes: Gordon Rule Applies.

STA

STA 2023 - Elementary Statistics (3)

Classification: Parallel.

A study of descriptive statistics, probability theory, random variables, hypothesis tests, confidence intervals, correlation, simple linear regression and nonparametric statistics. Students will be required to show a proficiency in interpreting and relating a set of data or circumstances to a definition, equation or mathematical concept. This course fulfills the requirement for a college level mathematics course.

Notes: Gordon Rule Applies.

STA 2023H - Honors Elementary Statistics (3)

Classification: Parallel.

A study of descriptive statistics, probability theory, random variables, hypothesis tests, confidence intervals, correlation, simple linear regression, and nonparametric statistics. This is a beginning course in statistics, designed primarily for students admitted to the CF 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.

Notes: Gordon Rule Applies.

MUSC - Music

MUC

MUC 1101 - Introduction to Music Composition (2)

Classification: Parallel.

Introduction to Music Composition for the serious student of music. The material will encompass basic compositional terms and techniques and enable the student to progress into MUC 1102, a repeatable course of basic/intermediate composition.

MUC 1102 - Music Composition (2)

Prerequisite: MUC 1101.

Classification: Parallel.

Music Composition for the serious student of music. The material will encompass more advanced compositional terms and techniques and enable the student to repeat MUC 1102, a course of basic/intermediate composition. May be repeated for credit.

MUE

MUE 2040 - Introduction to Music Education (3)

Classification: Parallel.

This course introduces education students to the music education profession. It is the first course in the music education curriculum for students working toward a vocal, general or instrumental K-12 teaching certificate in Florida. The organization and curriculum of American music education in the total program of the school will be explored. Observation in a variety of school settings will enrich class discussion.

MUE 2450 - Woodwind Techniques (2)

Classification: Parallel.

Group instruction in woodwind instruments with emphasis upon basic skills of performance, as well as the appropriate teaching techniques, methods and materials necessary for public school pedagogy.

MUL

MUL 1010 - Music Appreciation (3)

Classification: Parallel.

This course includes discussions of the musical elements, forms, historical periods, and major composers' lives, styles and representative works.

MUN

MUN 1012 - Wind Symphony (1)

Classification: Parallel.

This ensemble of wind, percussion, and string instruments performs traditional wind band repertoire as well as transcriptions and arrangements of symphonic literature. Repertoire will represent various periods of western European history (Renaissance-Modern) and include also select popular styles. Membership is open to all students. Audition required. Chair placement is based on audition at the beginning of the semester.

MUN 1270 - Concert Band (1)

Classification: Parallel.

This large ensemble studies and performs standard concert band repertoire. The group performs public concerts each semester. The course may be repeated for credit. Audition and permission of instructor are required.

MUN 1310 - Musical Theatre Ensemble (2)

Corequisite: MUN 1340.

Classification: Parallel.

Audition and permission of instructor required. An entertainment-oriented choral ensemble that represents the college through performance of a varied repertoire of choral music, often with choreography. Membership by audition only. The course may be repeated for credit.

MUN 1340 - Concert Choir (1)

Classification: Parallel.

Audition and permission of instructor required. This course includes the study and performance of works representative of a wide spectrum of literature designed for a small vocal ensemble. It is open to all students through audition and by permission of the instructor. The course may be repeated for credit and is designed for the student who enjoys serious choral literature and possesses musicianship skills.

MUN 1410 - String Ensemble (1)

Classification: Parallel.

This course is designed for students who desire to rehearse and perform in a string ensemble (orchestra) without winds and percussion. Until such time as there are significant numbers of strings to form a chamber orchestra, the string students will be assigned this ensemble as their major performing group. Permission of instructor is required. May be repeated for credit.

MUN 1420 - Woodwind Ensemble (1)

Classification: Parallel.

This small ensemble studies and performs chamber music for woodwind instruments. The course may be repeated for credit.

MUN 1430 - Brass Ensemble (1)

Classification: Parallel.

This small ensemble studies and performs chamber music for brass instruments. The course may be repeated for credit. Permission of instructor required.

MUN 1440 - Percussion Ensemble (1)

Classification: Parallel.

This small ensemble studies and performs chamber music for percussion instruments. The course may be repeated for credit. Permission of instructor required.

MUN 1710 - Jazz Band (1)

Classification: Parallel.

Audition and permission of instructor are required. This ensemble studies and performs Big Band jazz arrangements from the 1930s to the present. Improvisation will be studied. The group performs both on and off campus each semester. The course may be repeated for credit.

MUN 1770 - Jazz/Pop Combo Ensemble (1)

Classification: Parallel.

Audition and permission of instructor are required. This select combo performs with Variations show choir in a wide variety of popular musical styles. The group performs both on and off campus, touring occasionally. The course may be repeated for credit.

MUT

MUT 1001 - Fundamentals of Music (3)

Classification: Parallel.

This course introduces the basics of music, including clefs, pitch, rhythm, scales, keys and intervals. The course is open to all students and is required for music majors with little or no previous music theory background.

MUT 1111 - Music Theory I (3)

Prerequisite: MUT 1001.

Classification: Parallel.

The course begins with written and analytical study of diatonic musical materials, including scales, keys, intervals, triads, seventh chords, chord progressions and non-harmonicism. Skills needed: reading music, piano or instrument training.

MUT 1112 - Music Theory II (3)

Prerequisite: MUT 1111. Corequisite: MUT 1242.

Classification: Parallel.

The course continues written and analytical study of diatonic musical materials, including four-voice part writing triads, seventh chords, chord progressions, modulation and non-harmonicism.

MUT 1241 - Sightsinging and Eartraining I (1)

Prerequisite: MUT 1001. Corequisite: MUT 1111.

Classification: Parallel.

Students begin development of eartraining, sightsinging, and dictation skills using diatonic materials.

MUT 1242 - Sightsinging and Eartraining II (1)

Prerequisite: MUT 1241. Corequisite: MUT 1112.

Classification: Parallel.

Students continue development of eartraining, sightsinging, and dictation skills using diatonic materials.

MUT 2116 - Music Theory III (3)

Prerequisite: MUT 1112. Corequisite: MUT 2246.

Classification: Parallel.

The course continues written and analytical study of musical materials, including chromatic material, binary and ternary forms, diatonic seventh chords and chromatic sixth chords.

MUT 2117 - Music Theory IV (3)

Prerequisite: MUT 2116. Corequisite: MUT 2247.

Classification: Parallel.

The course continues written and analytical study of musical materials, including chromatic, impressionistic, and 20th century music, 9th, 11th, and 13th chords, and chords and progressions in special situations.

MUT 2246 - Sightsinging and Eartraining III (1)

Prerequisite: MUT 1242. Corequisite: MUT 2116.

Classification: Parallel.

Students continue development of eartraining, sightsinging, and dictation skills including chromatic materials and modulation.

MUT 2247 - Sightsinging and Eartraining IV (1)

Prerequisite: MUT 2246. Corequisite: MUT 2117.

Classification: Parallel.

Students continue development of eartraining, sightsinging, and dictation skills including chromatic and atonal music.

Applied Music Courses

- Applied Music Secondary Level (1)

One half-hour private lesson per week. This course is designed for students who desire applied music instruction at the collegiate level and for music majors who must study a secondary instrument for degree requirements. Pupils study scales, chords, etudes, and standard repertoire for their respective instruments. Vocal students complete exercises and standard repertoire for each type of voice. The college charges a lab fee in addition to registration fees. The 1000-level courses are for first-year instruction. The 2000-level courses are for second-year instruction. These courses may be repeated for credit.

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

- Applied Music Principal Level (2)

One-hour private lesson per week. This course is designed for students who desire applied music instruction at the collegiate level and for music majors who must study a secondary instrument for degree requirements. Pupils study scales, chords, etudes, and standard repertoire for their respective instruments. Vocal students complete exercises and standard repertoire for each type of voice. The college charges a lab fee in addition to registration fees. The 1300-level courses are for first-year instruction. The 2300-level courses are for second-year instruction. These courses may be repeated for credit.

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

MVK

MVK 1111 - Class Piano I (1)

Classification: Parallel.

Class instruction. This course is designed to teach piano skills and competencies to students in nonpiano areas of interest. It includes keyboard familiarization, note and rhythmic reading, finger techniques, ensembles and easy literature. This course is open to all students. May be repeated for credit.

MVK 1112 - Class Piano II (1)

Prerequisite: MVK 1111.

Classification: Parallel.

Class instruction. A continuation of MVK 1111, the course includes continued work in finger technique, scales, harmonization of melodies, ensembles, and intermediate literature. The course is open to all students. May be repeated for credit.

MVK 2121 - Class Piano III (1)

Prerequisite: MVK 1112.

Classification: Parallel.

Class instruction. For students in music fields other than keyboard principals. Sight-reading, harmonizing, transposing, improvising, accompanying, intermediate keyboard technique, repertoire and further musicianship will be accomplished.

MVK 2122 - Class Piano IV (1)

Prerequisite: MVK 2121.

Classification: Parallel.

Class instruction. A continuation of MVK 2121. For students in music fields other than keyboard principals. Continued work in technique, scales, transposing, harmonizing, sight-reading, improvisation, accompanying and late intermediate repertoire.

MVS

MVS 1816 - Class Guitar (1)

Classification: Parallel.

Class Instruction. This course is designed to teach beginning guitar students to learn the fundamentals of acoustic guitar musicianship. It includes posture, note and rhythmic reading, fingerings, chords and beginning literature. This course is open to all students.

NSCI - Natural Sciences

AST

AST 1002 - Descriptive Astronomy (3)

Classification: Parallel.

This course is an introduction to general astronomy, primarily for nonscience majors. It is essentially a nonmathematical survey of the solar system, stars, galaxies and cosmos and the methods and equipment used by astronomers to obtain their information. Several viewing sessions may be included each semester as weather permits.

BOT

BOT 1000 - Plant Science (3)

Classification: Parallel.

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.

BSC

BSC 1005 - Introduction to Biology (3)

Classification: Parallel.

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.

BSC 1005L - Introduction to Biology Lab (1)

Corequisite: BSC 1005.

Classification: Parallel.

Laboratory experiments designed to reflect the topics presented in BSC1005.

BSC 1080 - Basic Anatomy and Physiology (3)

Classification: Parallel.

A basic anatomy and physiology nonlaboratory course that may be used to meet general education science requirements. Emphasis will be placed on the structure of the human body, the function of its many different systems, and the diseases associated with these systems. Check your particular program of study to verify that this course meets needed requirements.

BSC 2010 - Integrated Principles of Biology I (3)

Classification: Parallel.

This course covers the chemistry of biological molecules, the architecture and organization of cells, the reactions that enable living systems to obtain and utilize energy, as well as classical, modern and human genetics. To receive lab credit, students should also register for BSC2010L. This course is intended for science majors.

BSC 2010L - Integrated Principles of Biology Laboratory I (1)

Corequisite: BSC 2010.

Classification: Parallel.

Laboratory experiments designed to accompany BSC2010. Students should register for BSC2010 and BSC2010L concurrently.

BSC 2011 - Integrated Principles of Biology II (3)

Prerequisite: BSC 2010.

Classification: Parallel.

This course explores the origin of life on our planet and examines the process of evolution that shaped the vast diversity of life forms such as prokaryotes, algae, fungi, plants, animals that occupy/occupied the planet throughout its vast history. Completion of BSC2010 is recommended before taking this course. To receive lab credit, students should also register for BSC2011L. This course is intended for science majors.

BSC 2011L - Integrated Principles of Biology Laboratory II (1)

Prerequisite: BSC 2010L. Corequisite: BSC 2011.

Classification: Parallel.

Laboratory experiments designed to accompany BSC2011. Students should register for BSC2011 and BSC2011L concurrently.

BSC 2085 - Human Anatomy and Physiology I (3)

Classification: Parallel.

An introduction to the human body. Examines the molecular, cellular and tissue levels of organization and these organ systems: integumentary, skeletal, muscular and nervous.

BSC 2085L - Human Anatomy and Physiology I Lab (1)

Corequisite: BSC 2085.

Classification: Parallel.

Laboratory experiments designed to accompany BSC2085. Students should register for BSC2085 and BSC2085L concurrently.

BSC 2086 - Human Anatomy and Physiology II (3)

Prerequisite: BSC 2085 or BSC 2085C.

Classification: Parallel.

A continuation of BSC2085 that covers the following organ systems: endocrine, cardiovascular, lymphatic, respiratory, immune, digestive, urinary and reproductive. Metabolism, fluid balance and homoeostatic mechanisms are included.

BSC 2086L - Human Anatomy and Physiology II Lab (1)

Prerequisite: BSC 2085L or BSC 2085C. Corequisite: BSC 2086.

Classification: Parallel.

Laboratory experiments designed to accompany BSC2086. Students should register for BSC2086 and BSC2086L concurrently.

CHM

CHM 1020 - Chemistry for Liberal Studies (4)

Classification: Parallel.

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.

CHM 1025 - Introductory Chemistry (3)

Prerequisite: MAT 1033 or MAC 1105 or MAC 1140 or MAC 1147 or MAC 2311.

Classification: Parallel.

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.

CHM 1025L - Introductory Chemistry Lab (1)

Prerequisite: MAT 1033 or MAC 1105 or MAC 1140 or MAC 1147 or MAC 2311. Corequisite: CHM 1025.

Classification: Parallel.

Laboratory experiments designed to reflect the topics presented in CHM1025. Students should register for CHM1025 and CHM1025L concurrently.

CHM 1032 - Chemistry for the Health-Related Fields (3)

Prerequisite: MAT 1033 or MAC 1105.

Classification: Parallel.

This is a basic, one-term course in chemistry for students aiming for careers in the professional health care fields. It introduces students to the basic concepts and principles of inorganic, organic and biological chemistry and their application to health care situations.

CHM 1032L - Chemistry for the Health-Related Fields Lab (1)

Prerequisite: MAT 1033. Corequisite: CHM 1032.

Classification: Parallel.

Laboratory experiments designed to reflect the topics presented in CHM 1032. Students should register for CHM 1032 and CHM 1032L concurrently.

CHM 2045 - General Chemistry I (3)

Prerequisite: CHM 1025 and MAC 1105 or CHM 1025 and MAC 1140 or CHM 1025 and MAC 1147 or CHM 1025 and MAC 2311.

Classification: Parallel.

This course may include an expanded review of CHM 1025. The course covers atomic structure, bonding, formulas, nomenclature, reactions, stoichiometry, gas, solid and liquid states.

CHM 2045L - General Chemistry I Lab (1)

Corequisite: CHM 2045.

Classification: Parallel.

Laboratory experiments designed to reflect the topics presented in CHM 2045. Students should register for CHM 2045 and CHM 2045L concurrently.

CHM 2046 - General Chemistry II (3)

Prerequisite: CHM 2045.

Classification: Parallel.

This course may include a review of CHM 2045, and provides additional material. Topics that are covered in CHM 2045 will be expanded. Additional topics include equilibria and qualitative analysis. May require the two-semester sequence to guarantee transfer.

CHM 2046L - General Chemistry II Lab (1)

Prerequisite: CHM 2045L. Corequisite: CHM 2046.

Classification: Parallel.

Laboratory experiments designed to reflect the topics presented in CHM 2046. Students should register for CHM 2046 and CHM 2046L concurrently.

CHM 2210 - Organic Chemistry I (3)

Prerequisite: CHM 2046.

Classification: Parallel.

The first term of a two-term sequence in college organic chemistry covering basic principles of structure, classification, nomenclature, synthesis and compounds of carbon. A thorough study of topics that cuts across disciplines such as medicine, veterinary science, chemical engineering, biology and pharmacy. May require the two-semester sequence to guarantee transfer.

CHM 2210L - Organic Chemistry I Lab (1)

Prerequisite: CHM 2046L. Corequisite: CHM 2210.

Classification: Parallel.

Laboratory experiments designed to reflect the topics presented in CHM 2210. Students should register for CHM 2210 and CHM 2210L concurrently.

CHM 2211 - Organic Chemistry II (3)

Prerequisite: CHM 2210.

Classification: Parallel.

This course is a continuation of CHM 2210. It completes the long form organic sequence and continues a thorough study of compounds, structures, functions, reactions and 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.

CHM 2211L - Organic Chemistry II Lab (1)

Prerequisite: CHM 2210L. Corequisite: CHM 2211.

Classification: Parallel.

Laboratory experiments designed to reflect the topics presented in CHM 2211. Students should register for CHM 2211 and CHM 2211L concurrently.

ESC

ESC 1000 - Earth Science (3)

Classification: Parallel.

An introductory study of the nature, origin, composition and processes of the planet on which we live. The course presents basic concepts and current theories from the fields of geology, meteorology, and oceanography and astronomy. It is designed to allow students to become more aware of their physical environment and the dynamic planet on which we live.

ESC 1000L - Earth Science Lab (1)

Corequisite: ESC 1000.

Classification: Parallel.

Laboratory designed to accompany ESC1000. Exercises designed to emphasize concepts and principles of Earth Science.

ESC 1200C - Earth Science for Educators (4)

Classification: Parallel.

A survey course of the earth sciences; geology, meteorology, oceanography, and astronomy, with a lab component. Emphasis on science content with pedagogy and applications for K-8 preservice and inservice teachers. Includes the development, by the participants in the course, of age appropriate labs and activities for K-8 students along with other teaching materials.

EVR

EVR 1001 - Introduction to Environmental Science (3)

Classification: Parallel.

This course examines current environmental concerns and their management. It integrates and correlates the features of the natural environment with human activities. Topics include basic ecology, population growth and world hunger, energy resources, environmental regulations and water, air and noise pollution. This course will help students gain an understanding of, and solutions to, environmental problems.

EVR 1001H - Introduction to Environmental Science Honors (3)

Classification: Parallel.

This course examines current environmental concerns and their management. It integrates and correlates the features of the natural environment with human activities. Topics include basic ecology, population growth and world hunger, energy resources, environmental regulations and water, air and noise pollution. 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.

EVR 1001L - Introduction to Environmental Science Lab (1)

Corequisite: EVR 1001.

Classification: Parallel.

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.

EVR 1264 - Environmental Health (3)

Classification: Parallel.

This course examines emerging human health issues due to air and water pollution, emerging infectious agents, mosquito vectored diseases and 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.

GLY

GLY 1102 - Age of Dinosaurs (3)

Classification: Parallel.

This course was created in response to the public fascination with dinosaurs. It is aimed at students in the nonscience fields. Concepts covered include the nature of fossils and the rock record, how geologic events are dated, plate tectonics, paleo-ecology, evolution, dinosaur hunters, and of course, the various groups of dinosaurs themselves. The class will also focus on three recent areas of controversy relating to dinosaurs: their hot-bloodedness, the cause of their extinction, and the evolution of birds from dinosaurs. This course may be counted as either a biological or physical science credit.

ISC

ISC 1004H - Integrated Natural Sciences I - Honors (3)

Classification: Parallel.

This course is designed to explore the frontiers of science. Students examine current scientific research and developments in both the physical and biological sciences. In this course students will have an opportunity to work with many of the science faculty which will provide an optimum environment for scientific inquiry and understanding.

MCB

MCB 2010 - Microbiology (3)

Prerequisite: BSC 2010 or BSC 2085.

Classification: Parallel.

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.

MCB 2010L - Microbiology Lab (1)

Corequisite: MCB 2010.

Classification: Parallel.

Laboratory experiments designed to accompany MCB2010.

OCB

OCB 1630 - Introduction to Marine Ecology (3)

Classification: Parallel.

This course examines marine ecology from an ecosystem perspective. We begin with an overview of oceanographic dynamics that impact the formation and maintenance of marine habitats. We then focus on ecological processes and adaptations of marine organisms, and examine marine communities throughout the world ocean. Topics include oceanographic principles, food webs and trophic relationships, and human impact on the oceans.

OCE

OCE 1001 - Introductory Oceanography (3)

Classification: Parallel.

This course seeks to give the student an acquaintance with 71 percent of the planet we live on, and provides the student with an overview of the field of oceanography. Attention is paid to the sub-disciplines of geological, chemical, physical and biological oceanography. Upon completion, the student should have an understanding of the physical and biological dynamics in operation in that hidden world beneath the waves. This course is structured into four units. Unit One covers geological oceanography, including planet formation and plate tectonics, commonly known as continental drift. Unit Two introduces the student to sediment geology and chemical oceanography or, water chemistry, and examines the basics of physical oceanography, atmospheric dynamics and water circulation. Unit Three completes the study of physical oceanography, waves, tides and the physical dynamics of coastal regions. Unit Four covers marine habitats and the diversity of life found within our oceans. This course may be counted toward either biological or physical science credit.

PHY

PHY 1020 - Elementary Physics for the Nonscience Majors (3)

Classification: Parallel.

This course provides a basic introduction to the several traditional divisions of classical physics. These include mechanics, heat, material properties, molecular and atomic structure, electricity and magnetism, wave motion, including light and sound, optics, radioactivity and nuclear physics.

PHY 1053C - General Physics I with Lab (4)

Prerequisite: MAC 1105 or MAC 1140 or MAC 1147.

Classification: Parallel.

PHY 1053C is the first of a two-semester survey of non-calculus based physics for science and pre-professional majors. This course presents mechanics, heat, and mechanical waves. Topics covered include: measurements, accelerated motion, Newton's laws, work and energy, momentum, conservation laws, gas laws, one- and two-dimensional motion, rotational motion, motion of rigid bodies, mechanical properties of matter, temperature, thermal properties of matter, thermodynamics, wave motion, sound. The laboratory experiences are designed to enhance the lecture part of the course, as well as to cover various laboratory techniques. Some prior knowledge of trigonometry is strongly recommended. (3 hours lecture, 2 hours laboratory, and 1-hour problem-solving session per week)

PHY 1054C - General Physics II With Lab (4)

Prerequisite: PHY 1053C.

Classification: Parallel.

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)

PHY 2048C - General Physics with Calculus I with Lab (5)

Prerequisite: MAC 2311. Corequisite: MAC 2312.

Classification: Parallel.

This course is a combined lecture/laboratory course designed primarily to meet the requirements for students in engineering and/or the physical science fields. Topics include static and dynamic mechanics, energy and power, relativity, material properties and continuum mechanics, and heat and thermodynamics. (4 hours lecture, 2 hours laboratory and 1-hour problem-solving session per week)

PHY 2049C - General Physics with Calculus II with Lab (5)

Prerequisite: MAC 2312 and PHY 2048C.

Classification: Parallel.

This course is a combined lecture/laboratory course designed primarily to meet the requirements for majors in engineering or the physical sciences, as a continuation of the classical physics topics initiated in PHY 2048C General Physics I with Calculus. The major topics introduced in the second semester are electricity and magnetism, electromagnetic waves, geometrical optics, and selected topics in atomic and nuclear physics, quantum theory and solid state physics, as time permits.(4 hours lecture, 2 hours laboratory and 1-hour problem-solving session per week)

NURS - Nursing

HUN

HUN 1201 - Human Nutrition (3)

Corequisite: ENC 1101.

Classification: Dual.

Students will study the basic principles of nutrition and develop skills in applying the recommended dietary allowances to all age groups. The course emphasizes food nutrients, impact of diet on disease and healthy lifestyles across the life cycle. Cultural and economic factors related to food and consumer information regarding food safety are also major topics. Students will complete a personal diet analysis.

NUR

NUR 1004C - Bridge Clinical Concepts (7)

Prerequisite: 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 PHI2010 or THE 1000. Corequisite: NUR 1520C.

Classification: Occupational.

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)

NUR 1021C - Foundations in Nursing (5)

Prerequisite: 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. Corequisite: NUR 1052C and NUR 1142.

Classification: Parallel.

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.)

NUR 1052C - Clinical Concepts I (4)

Corequisite: NUR 1021C and NUR 1142.

Classification: Parallel.

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.)

NUR 1142 - Introduction to Pharmacology (3)

Corequisite: NUR 1021C and NUR 1052C.

Classification: Parallel.

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).

NUR 1241C - Clinical Concepts II (7)

Prerequisite: NUR 1052C and NUR 1142. Corequisite: DEP 2004.

Classification: Parallel.

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.)

NUR 1520C - Behavioral Concepts in Nursing (2)

Corequisite: NUR 1241C.

Classification: Parallel.

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.)

NUR 2010 - Professional Issues in Nursing (2)

Prerequisite: NUR 1241C and NUR 1520C. Corequisite: NUR 2243C and NUR 2440C.

Classification: Parallel.

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.)

NUR 2243C - Clinical Concepts III (4)

Prerequisite: NUR 1241C. Corequisite: SYG 2000.

Classification: Parallel.

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.)

NUR 2244C - Clinical Concepts IV (7)

Prerequisite: NUR 2243C. Corequisite: HUM 1020 or ARH 1000 or LIT 1000 or MUL 1010 or PHI 2010 or THE 1000.

Classification: Parallel.

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 (3 credits theory, 4 credits clinical lab.)

NUR 2440C - Developmental Concepts in Nursing (3)

Prerequisite: NUR 1241C and NUR 1520C. Corequisite: NUR 2010 and NUR 2243C.

Classification: Parallel.

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.)

NUR 2713C - Nursing IVA (8)

Prerequisite: NUR 2752C.

Classification: Occupational.

Nursing IVA builds on the knowledge and skills acquired in previous nursing courses. Students learn to apply the nursing process in providing all levels of prevention to diverse clients across the life span and their support systems and who are experiencing responses affecting their abilities to meet complex needs for fluid and electrolytes, oxygen and/or perception and mobility. Students focus on commonly occurring responses to stressors and the interaction of problems in these need areas. Students provide care in community and acute care facilities for both pediatric and adult clients. Clinical application of learning accomplished in the Socialization into Nursing courses will be evaluated as part of the clinical component of Nursing IVA. In the role transition from student to graduate nurse, students use nursing process to manage care for selected groups of clients. Upon successful completion of this course the student is eligible to apply for licensure as a registered nurse and to take the National Council Licensure Examination for Registered Nurses. (hours per week will vary from 5 to 19; 72 hour preceptorship completed in the last few weeks)

NUR 2734C - Nursing IV (10)

Prerequisite: NUR 1830 and NUR 2732C.

Classification: Occupational.

Nursing IV builds on the knowledge and skills acquired in Nursing I, Nursing II and III. Students learn to apply the nursing process in providing all levels of prevention to diverse clients across the life span and their support systems, and who are experiencing responses affecting their abilities to meet complex needs for fluid and electrolytes, oxygen and/or perception/mobility. Students focus on commonly occurring responses to stressors and the interaction of problems in these need areas. Students provide care in community and acute care facilities for pediatric and adult clients. Clinical application of learning accomplished in the Socialization into Nursing courses will be evaluated as part of the clinical component of Nursing IV. In the transition from student to graduate nurse, students use the nursing process to manage care for selected groups of clients. Upon successful completion of this course the student is eligible to apply for licensure as a registered nurse and to take the National Council Licensure Examination for Registered Nurses. (6 hours of class for 13 weeks and 14 hours of clinical lab per week except 72 hours in the last two weeks)

NUR 2811C - Capstone Clinical (2)

Prerequisite: NUR 2244C.

Classification: Parallel.

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.)

OFAD - Office Administration

OST

OST 1100 - Introduction to Word (3)

Classification: Dual.

This course teaches students touch typing and the uses of Microsoft Word to produce common business-related documents. Students will create emails, letters, memos, tables, reports and various employment documents. File management, proofreading, spelling and professionalism are also covered. This course is required for office administration and paralegal studies majors and satisfies the College of Central Florida computer competency requirement.

OST 1110 - Intermediate Word (3)

Prerequisite: OST 1100.

Classification: Dual.

This course is a continuation of OST1100 Introduction to Word that focuses on more advanced business communication. Students will utilize the Word program to create a variety of professional documents, including multi-page letters and memos, reports, templates, international correspondence, fliers, newsletters, Web pages and other business-related documents. This course is required for office administration and paralegal studies majors.

OST 1384 - Customer Service (3)

Classification: Occupational.

This course is an introduction to the basics of customer service technology with emphasis on enhancing customer relation skills. Students will learn how to focus on building rapport with customers and improving their communication negotiation skills. In addition, students will learn how to respond to customer requirements and efficiently handle difficult situations.

OST 2335 - Business Communications (3)

Prerequisite: ENC 1101.

Classification: Dual.

This course is designed to help develop and refine the oral and written skills which are necessary to communicate effectively in today's business environment. This will be accomplished through planning, composing and evaluating various forms of common business communication. Emphasis is placed on 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.

Notes: Gordon Rule applies.

OST 2401 - Office Administration I (3)

Prerequisite: CGS 1100 and OST 2717.

Classification: Occupational.

To meet the demand for trained, competent office employees, this course in office administration provides students with assignments in a variety of activities performed by office employees. This course provides students with the experience of working in a simulated company and performing realistic duties assigned to an administrative assistant. This course requires students to have an intermediate knowledge of the current Microsoft Office (Word, Excel, PowerPoint, Outlook and Access) suite.

OST 2402 - Office Administration II (3)

Prerequisite: CGS 1100 and OST 1100 and OST 2401.

Classification: Occupational.

This course provides the student with the experience of working in a simulated company and performing realistic duties assigned to an administrative assistant. The student will use word processing, spreadsheet, presentation, scheduling, and database functions in a software applications suite (Microsoft Office XP) to prepare integrated documents. The Internet and other research tools will be used.

OST 2461 - Medical Office Procedures (3)

Prerequisite: HIM 1800.

Classification: Occupational.

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.

OST 2717 - Advanced Word (3)

Prerequisite: CGS 1100 or OST 1100.

Classification: Occupational.

Advanced (expert) Word course. Students will learn to use advanced aspects of formatting documents, including mail merging, sorting, graphics, creating and modifying paragraphs, managing documents, workgroup collaboration, customizing tables, customizing the current version of Word and various other skills necessary for current Microsoft Office certification (final exam).

PHTH - Physical Therapist Assistant

PHT

PHT 1000 - Introduction to Physical Therapy (2)

Corequisite: ENC 1101.

Classification: Dual.

Introduces the history of the physical therapy profession, the American Physical Therapy Association and the role of the physical therapist assistant as well as other health care providers. Addresses organizational perspectives, communication skills, and practice issues related to both the Guide to Physical Therapy Practice and the Clinical Performance Instrument for the PTA. Key concepts related to the practice of physical therapy are also presented.

PHT 1014 - Documentation for the Physical Therapist Assistant (1)

Classification: Occupational.

Presents information, theories and guidelines for documenting and writing progress or interim notes in the medical record, incorporating the language of the Guide to Physical Therapist Practice. Focuses on the needs of PTAs, emphasizes the role of the PTA within the PT team, and covers major types of records including incident reports, telephone conversations, reimbursement, legal issues, functional outcomes and goals. Admission to the Physical Therapist Assistant program is required.

PHT 1130C - Data Collection Skills for the PTA (3)

Classification: Occupational.

Introduces processes and procedures used to gather information through observation, measurement, and subjective, objective and functional findings. Includes range of motion, muscle strength, skin and sensory integrity, vital signs (including respiratory status), postural alignment, body mechanics and pain assessments. Admission to the Physical Therapist Assistant program is required.

PHT 1175C - Functional Anatomy and Kinesiology (3)

Classification: Occupational.

This course covers the relationships between the systems that relate to functional movements of the human body. Covers all functional body movements such as mechanisms, muscle actions, planes and other relationships to body movements. Includes the upper extremities, lower extremities, face and trunk. Admission into the Physical Therapist Assistant program is required.

PHT 1210C - Therapeutic Modalities I (3)

Classification: Occupational.

Admission into the Physical Therapist Assistant program for Phase II is required. Introduces patient care techniques including patient preparation and the theories, and practical application of physical therapy modalities. The physiological effects and indications/contraindications of heat, cold, radiant therapy, traction, intermittent compression, and massage are emphasized. Ethical and legal aspects will be included. (2 hours lecture and 4 hours laboratory per week)

PHT 1212C - Therapeutic Modalities II (3)

Prerequisite: PHT 1014 and PHT 1130C and PHT 1175C and PHT 1210C and PHT 1801L.

Classification: Occupational.

Provides a study of the rationale, contraindications, and application techniques of various electrical stimulation equipment.

PHT 1225C - Therapeutic Procedures (3)

Prerequisite: PHT 1000 and PHT 1014 and PHT 1130C and PHT 1175C and PHT 1210C and PHT 1801L.

Classification: Occupational.

Introduces the rationale and skills for patient therapeutic procedures. Includes traditional exercise routines such as passive, active-assistive, active and resistive ranges of motion, gait training, and other skills necessary for patient treatment.

PHT 1300 - Survey of Pathological Deficits (4)

Prerequisite: PHT 1014 and PHT 1130C and PHT 1175C and PHT 1210C and PHT 1801L.

Classification: Occupational.

Introduces the patho-physiology of selected medical, surgical, orthopedic and neurological conditions commonly treated in physical therapy.

PHT 1801L - PTA Clinical Laboratory I (2)

Classification: Occupational.

Introduces actual patient care utilizing beginning physical therapy techniques under the supervision of a licensed physical therapist. Designed to parallel classroom skills learned during concurrent and/or previous courses. The college laboratory will be utilized. Admission to the Physical Therapist Assistant program is required.

PHT 1802L - PTA Clinical Laboratory II (2)

Prerequisite: PHT 1014 and PHT 1130C and PHT 1175C and PHT 1210C and PHT 1801L.

Classification: Occupational.

A continuation of patient care utilizing physical therapy assessments and interventions under the supervision of a licensed physical therapist. Emphasis is on interpreting the physical therapy initial evaluation and on selecting appropriate therapeutic exercises/functional activities for assigned patients with guidance. The college laboratory will be utilized. Admission into the Physical Therapist Assistant program is required.

PHT 2162C - Rehabilitation Procedures (4)

Prerequisite: PHT 1212C and PHT 1225C and PHT 1300 and PHT 1802L.

Classification: Occupational.

Introduces neurological principles, pathology and specialized rehabilitation techniques for adult and pediatric conditions. Admission to the Physical Therapist Assistant program is required.

PHT 2227C - Disabilities and Therapeutic Procedures II (3)

Prerequisite: PHT 1212C and PHT 1225C and PHT 1300 and PHT 1802L.

Classification: Occupational.

Provides a study of the rationale, contraindications and exercise skills needed to develop appropriate exercise programs for geriatric, orthopedic and surgical conditions.

PHT 2342 - Medical Terminology for the Physical Therapist Assistant (2)

Prerequisite: BSC 2085 and BSC 2085L and BSC 2086 and BSC 2086L or BSC 2085C and BSC 2086C.

Classification: Dual.

This course is a supervised self-study of medical terminology and abbreviations that describe the pathology of the body systems used in relationship to the practice of physical therapy. Terms associated with diagnostics, surgery, laboratory tests, pharmacology, medical orders, reports and patient care will be included.

PHT 2810 - Clinical Practice II (6)

Prerequisite: PHT 2162C and PHT 2227C and PHT 2931.

Classification: Occupational.

Includes treatment of patients under the supervision of a licensed physical therapist in various types of delivery systems. Problem-solving techniques are employed in the evaluation and execution of patient care plans. Various agencies in the tricounty and central Florida area that provide physical therapy services will be utilized. Students are responsible for making their own transportation arrangements for assigned clinical rotations. Admission to the Physical Therapist Assistant program is required. (40 hours clinical per week for 7 weeks)

PHT 2820 - Clinical Practice III (6)

Prerequisite: PHT 2162C and PHT 2227C and PHT 2931.

Classification: Occupational.

Focuses on advanced clinical experiences in selected agencies under the supervision of a licensed physical therapist. Emphasis is on critical thinking and problem solving in patient care. Various agencies in the tricounty and central Florida area that provide physical therapy services will be utilized. Students are responsible for making their own transportation arrangements for assigned clinical rotations. Admission to the Physical Therapist Assistant program is required. (40 hours clinical per week for 7 weeks)

PHT 2931 - Trends in Physical Therapy (1)

Prerequisite: PHT 1212C and PHT 1225C and PHT 1300 and PHT 1802L.

Classification: Occupational.

Introduces other allied health and physical therapy specialties, issues and current trends. Develops topics of special interest to students or instructors.

PLGL - Paralegal Studies

BUL

BUL 2241 - Business Law I (3)

Corequisite: ENC 1101.

Classification: Dual.

This course considers the fundamental laws that relate to business transactions and focuses on the U.S. legal system, torts, criminal law, contracts and sales under the Uniform Commercial Code.

BUL 2242 - Business Organizations and Debtor/Creditor Relations (3)

Prerequisite: BUL 2241 and PLA 1003.

Classification: Dual.

This course considers the fundamental law that relates to the formation and operation of business organizations and includes subjects such as agency, debtor and creditor relations, bankruptcy, secured transactions and suretyship.

PLA

PLA 1003 - Introduction to the Paralegal Field (3)

Classification: Occupational.

This course is designed to provide an overview of the training and purpose of legal assistants. The course surveys the structure of the legal system and various fields of law, and discusses the ethical and professional standards that apply to legal assistants and lawyers. The course emphasizes legal procedures and terminology and introduces basic legal research and writing.

PLA 1104 - Legal Research and Writing (3)

Prerequisite: PLA 1003 and OST 1100 and OST 2335.

Classification: Occupational.

This course provides the student with an in-depth examination of the law library and the processes of legal research. It also provides information on how to write interoffice legal memoranda.

PLA 2114 - Legal Research and Writing II (3)

Prerequisite: PLA 1003 and PLA 1104 and PLA 2201.

Classification: Occupational.

An advanced course in legal writing and research intended to familiarize the practicing and potential legal assistant with the problems and procedures in legal drafting, writing and research. It also provides information on how to prepare memorandums of law.

PLA 2201 - Litigation Procedures (3)

Prerequisite: PLA 1003 and PLA 1104 and OST 1100 and OST 2335.

Classification: Occupational.

This course covers the federal and Florida rules of civil procedures. It also includes preparation of pleadings, motions and discovery documents.

PLA 2273 - Torts (3)

Prerequisite: PLA 1003 and PLA 1104 and PLA 2201.

Classification: Occupational.

This course presents the fundamental principle of tort law. It includes negligence, strict liability and other special liability theories (including products liability and non-physical harm). Emphasis is placed on damages and tort defenses.

PLA 2600 - Wills Trusts and Probate Administration (3)

Prerequisite: PLA 1003.

Classification: Occupational.

This is a study of the legal aspects of the preparation of wills and trusts, as well as the probating of estates. It also covers the procedures involved in accounting, administrations, gifts, life insurances and estate planning.

PLA 2610 - Real Estate Law and Property Transactions (3)

Prerequisite: PLA 1003.

Classification: Occupational.

This course is designed to familiarize the practicing and potential legal assistant with the problems and procedures in real estate law and property transactions, and includes the drafting of various kinds of real estate contracts and agreements.

PLA 2800 - Laws of Family Relations (3)

Prerequisite: PLA 1003.

Classification: Occupational.

This course is designed to familiarize the practicing and potential legal assistant with problems and procedures related to the laws of domestic relations and covers such topics as divorce, separation, adoption, guardianship and support.

RAD - Radiography

RTE

RTE 1000 - Fundamentals of Radiologic Technology (3)

Corequisite: RTE 1804.

Classification: Occupational.

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.

RTE 1111 - Patient Care Procedures (2)

Prerequisite: BSC 2085 and BSC 2086. Corequisite: RTE 1111L.

Classification: Occupational.

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.

RTE 1111L - Patient Care Procedures Lab (1)

Prerequisite: BSC 2085 and BSC 2086. Corequisite: RTE 1111.

Classification: Occupational.

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.

RTE 1418C - Radiographic Imaging I (4)

Prerequisite: RTE 1000.

Classification: Occupational.

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.

RTE 1457C - Radiographic Imaging II (4)

Prerequisite: RTE 1418C.

Classification: Occupational.

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.

RTE 1503 - Radiographic Procedures I (3)

Prerequisite: BSC 2085 and BSC 2085L. Corequisite: RTE 1503L.

Classification: Occupational.

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 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.

RTE 1503L - Radiographic Procedures I Lab (1)

Prerequisite: BSC 2085 and BSC 2085L. Corequisite: RTE 1503.

Classification: Occupational.

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.

RTE 1513 - Radiographic Procedures II (3)

Corequisite: RTE 1513L.

Classification: Occupational.

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.

RTE 1513L - Radiographic Procedures II Lab (1)

Corequisite: RTE 1513.

Classification: Occupational.

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.

RTE 1804 - Clinical Education I (2)

Prerequisite: BSC 2085 and BSC 2085L. Corequisite: RTE 1000 and RTE 1503 and RTE 1503L.

Classification: Occupational.

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.

RTE 1814 - Clinical Education II (2)

Prerequisite: RTE 1804. Corequisite: RTE 1513 and RTE 1513L.

Classification: Occupational.

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.

RTE 1824 - Clinical Education III (3)

Prerequisite: RTE 1814.

Classification: Occupational.

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.

RTE 2061 - Radiography Seminar (3)

Prerequisite: RTE 1111 and RTE 1457C and RTE 2385 and RTE 2523 and RTE 2613. Corequisite: RTE 2563 and RTE 2782 and RTE 2844.

Classification: Occupational.

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.

RTE 2130 - Pharmacology in Radiology (2)

Prerequisite: RTE 1111.

Classification: Occupational.

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.

RTE 2385 - Radiation Biology (3)

Prerequisite: BSC 2085 and BSC 2086.

Classification: Occupational.

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.

RTE 2523 - Radiographic Procedures III (3)

Prerequisite: RTE 1513 and RTE 1513L. Corequisite: RTE 2523L.

Classification: Occupational.

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.

RTE 2523L - Radiographic Procedures III Lab (1)

Prerequisite: RTE 1513 and RTE 1513L. Corequisite: RTE 2523.

Classification: Occupational.

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.

RTE 2563 - Special Radiographic Procedures (3)

Prerequisite: RTE 2523. Corequisite: RTE 2782 and RTE 2844.

Classification: Classification: Occupational.

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.

RTE 2613 - Radiation Physics I (4)

Prerequisite: RTE 1418C.

Classification: Occupational.

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.

RTE 2782 - Radiographic Pathology (3)

Prerequisite: BSC 2085 and BSC 2086. Corequisite: RTE 2563.

Classification: Occupational.

The course content is designed to provide the student with an introduction to the causation and concept of diseases with particular emphasis on the pathology commonly presented in diagnostic radiography. 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.

RTE 2834 - Advanced Clinical Education IV (3)

Prerequisite: RTE 1824. Corequisite: RTE 2523 and RTE 2523L.

Classification: Occupational.

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.

RTE 2844 - Advanced Clinical Education V (3)

Prerequisite: RTE 2834. Corequisite: RTE 2563.

Classification: Occupational.

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.

SOSC - Social Sciences

AMH

AMH 2010 - United States History To 1877 (3)

Classification: Parallel.

An interpretive survey of United States history that includes the discovery of America, the adoption and growth of the Constitution, the Civil War and Reconstruction. This course may be available online or as a hybrid.

AMH 2020 - United States History Since 1877 (3)

Classification: Parallel.

An interpretive survey of United States history since the end of Reconstruction. Major topics include the Economic Revolution, Imperialism and America's rise as a world power, World War I, the Great Depression, the New Deal, World War II and its aftermath. This course may be available online or as a hybrid. This course satisfies the Civics Literacy requirement.

AMH 2070 - History of Florida (3)

Classification: Parallel.

The course includes studies relating to explorations, Native Americans, imperial conflict, cultural heritages, Andrew Jackson, early statehood, tourism, agriculture, industry and contemporary problems.

AMH 2091 - Introduction to African-American History (3)

Classification: Parallel.

An exploration of major developments in black history from African origins through the slavery experience, freedom, the fight for equality, and the contemporary status of blacks.

ANT

ANT 2000 - Introduction to Anthropology (3)

Classification: Parallel.

An investigation of the history of human adaptation to the environment, and the use of tools, weapons and artifacts, with emphasis on the comparative study of the systems and life ways of diverse cultures. This course may be available online or as a hybrid.

ANT 2140 - Introduction to Archaeology (3)

Classification: Parallel.

An introduction to archaeology including the history and development of archaeology as a discipline, archaeological site survey and excavation procedures, and the evolution of human cultures from the Paleolithic Era through the development of complex societies. Case studies are drawn from both Old World and New World cultures.

ANT 2825 - Anthropology Field School (6)

Classification: Parallel.

This course provides field training in archaeology and archaeological methods including surface survey, subsurface testing, excavation and artifact analysis, as well as report drafting and legal and ethical issues in archaeology. It is intended to allow participants to fulfill Register of Professional Archaeologists certification requirements and fulfill degree requirements for a B.A. in Anthropology/Archaeology.

CLP

CLP 2140 - Abnormal Psychology (3)

Prerequisite: PSY 2012.

Classification: Parallel.

This course looks at the classification, causation and introductory treatment issues of deviant patterns of behavior and psychopathology. The major types of psychological disorders, diagnostic classifications and proper terminology are presented. Theories of disorders, research in the field, and historical and current prevalence will be discussed. Ethical and legal issues will also be addressed. This course may be available online or as a hybrid.

CPO

CPO 2001 - Comparative Politics (3)

Prerequisite: ENC 1101.

Classification: Parallel.

An introduction to the politics of industrialized democracies, communist and former communist states, and non-Western societies. Emphasis will be on comparative political culture and socialization, institutions, processes and political economic relations.

Notes: Gordon Rule Applies.

DEP

DEP 2004 - Human Growth and Development (3)

Prerequisite: ENC 1101 and PSY 2012.

Classification: Parallel.

A detailed study of the physical, cognitive and social development throughout the human life cycle. This course may be available online or as a hybrid.

Notes: Gordon Rule Applies.

GEA

GEA 2000 - World Geography (3)

Prerequisite: ENC 1101.

Classification: Parallel.

A study of the relationships between population, human activities and the physical world. Representative countries are studied on a comparative basis as to the influence of geography on humans. This course may be available online or as a hybrid.

Notes: Gordon Rule Applies.

HUS

HUS 1001 - Principles and Strategies for Human Services (3)

Classification: Parallel.

This course reviews the history of human services with particular emphasis on the field of maternal and child services and health. Various models of service delivery will be investigated. The roles, functions and duties of human service professionals and maternal and child specialists will be explored. The development of a professional identity and the ethics of practice will be discussed. Personal qualities essential for being an effective helping professional will be considered.

HUS 1551 - Cultural Diversity and Implications for Practice (3)

Classification: Parallel.

This course addresses cultural diversity and its implications for effective counseling and human service practice. It considers the psychological impact of factors such as sex, race, ethnicity and culture, religious preference, socioeconomic status, sexual orientation and physical disability. It explores common stereotypes and out-group prejudices and how to overcome them in counseling. Finally, it reviews counseling and teaching issues and strategies for diverse families and clients.

HUS 2540 - Principles for Understanding and Working with Families (3)

Classification: Parallel.

This course presents family theories most often used by human service workers as the framework for working with families. Three of these theories — the ecological model of human development, family systems theory and empowerment theory — will be used to help students understand the complexity of family development and adaptation, and the impact of stress on the family system. The student will learn how these theories can be used in the development of family/professional collaboration and application of family centered practice. Students will learn and practice skills for empowering families to assess their strengths, concerns and priorities, and to plan for how to meet their needs.

HUS 2541 - Working with Families in the Early Childhood Period (3)

Classification: Parallel.

This course addresses three important issues of early childhood: health, development and parenting. Common health problems of infancy and early childhood are discussed along with important health promotion and disease prevention strategies for creating safe and nurturing environments. Content will address general social, environmental and biological influences and factors that collectively impede or facilitate individual and family development, the major periods and domains of child development, and the importance of early learning experiences that enhance brain development. Students will learn about characteristics and importance of parent-child interactions as well as other cultural and social influences on parenting skills. The depth of developmental knowledge provided is intended to enhance the skills of the family health and support worker, to increase their ability to provide anticipatory guidance and teaching, and to empower the parent-child relationship.

HUS 2542 - Working with Families in the Perinatal Period (3)

Classification: Parallel.

Pregnancy is an exciting and important time in the life of a woman, her unborn child, and family members. This course reviews central issues that affect the family, particularly mother and child, before conception through the end of the first month after birth. Students will learn information to enhance their ability to support a woman as she gets ready for pregnancy, undergoes many changes in her body and the way she feels while pregnant, while in labor, and following delivery. The student will learn what a woman should not do when pregnant, how to enable the pregnant woman to take care of herself to have a healthy baby, warning signs of problems, and care and feeding of the new baby. Students will practice skills for assessing a mother's emotional adjustment to the birth of her infant, the interactions and bonding behaviors with her child, and the infant's physical adaptations and social responsiveness.

INR

INR 2002 - International Relations (3)

Prerequisite: ENC 1101.

Classification: Parallel.

This course is designed to introduce the student to the theories and major developments in world politics, with special reference to the place of the United States in the world community.

Notes: Gordon Rule Applies.

INR 2500 - Model United Nations (3)

Classification: Parallel.

An introduction to the study of the United Nations including its history, international issues under its consideration and its diplomatic roles within the global community. Emphasis is placed on research and experiential learning. Students assume the role of member states of the United Nations and participate in Model United Nations simulations.

ISS

ISS 1013 - Introduction to the Social Sciences (3)

Prerequisite: ENC 1101.

Classification: Parallel.

An introduction to the social sciences and to the major issues facing America today. Topics include population, minorities, cities, crime, poverty, health, the environment, values and international relations. This course may be available online or as a hybrid.

Notes: Gordon Rule Applies.

ISS 2930 - Special Topics in Social Sciences (3)

Classification: Parallel.

This course centers on topics of current interest or special interest to students or instructors. Topics or focus may vary from semester to semester. Topics will be identified by 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. This course may be repeated for credit. Special topics credit hours are not automatically transferable. Transfer credit is the prerogative of the receiving institution.

ISS 2936H - Honors Colloquium in Contemporary Social Issues (1)

Classification: Parallel.

An examination of contemporary social issues making use of a variety of experiences that include guest speakers and visiting experts. Admission to the Community of Scholars Program, a 3.3 or higher GPA, or permission of instructor is required.

LAH

LAH 2020 - Introduction to Latin American Civilization (3)

Classification: Parallel.

A survey of Latin American history and culture from pre-Columbian times to the present, including developments in philosophy and the arts, as well as political and economic trends. Topics include pre-Columbian art, literature, and thought; the role of the church; the status of women; race relations; and Latin American relations with the United States.

POS

POS 2041 - American National Government (3)

Classification: Parallel.

Particular attention is devoted to the United States Constitution and political culture, political institutions, political behavior and current issues. This course may be offered online or as a hybrid. This course satisfies the Civics Literacy requirement.

POS 2112 - State and Local Government (3)

Classification: Parallel.

The course is a study of the chief political problems facing these governments, the functions of the governments, and the services they provide.

PSY

PSY 2012 - General Psychology (3)

Classification: Parallel.

This course introduces the student to the study of behavior as a science, the design of experiments, statistical analysis of data, basic vocabulary, classical experiments, major contributors, and current trends in the discipline. This course may be available online or as a hybrid.

PSY 2012H - Honors General Psychology (3)

Classification: Parallel.

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 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.

PSY 2861 - Positive Psychology: Strategies for Personal Effectiveness (3)

Classification: Parallel.

This course will utilize student-centered learning activities and is designed to provide students with a foundation in practical applications of 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.

PSY 2930 - Special Topics (1)

Prerequisite: PSY 2012.

Classification: Parallel.

This course centers on topics of current interest or of special interest to students or instructors. Topics or focus may vary from semester to semester. Topics will be identified by the PSY 2930 title published in the course schedule for each semester that the course is offered. The course may be repeated for credit with different topics. Special topic credit hours are not automatically transferable. Transfer credit is the prerogative of the receiving institution.

SLS

SLS 1122 - First Year Seminar (3)

Classification: Parallel.

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.

SLS 1501 - College and Career Success (3)

Classification: Parallel.

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.

SLS 1502 - Essential Study Skills (3)

Classification: Parallel.

This interactive course is designed as a college level elective for all students who have not enrolled in SLS 1501 or who wish to continue their enhancement of college study skills after completion of SLS 1501. This course will utilize student-centered learning activities and is designed to aid students in developing and utilizing a strong foundation in academic success skills for lifelong learning. Topics will include discovering and using learning styles, 12 principles of memory, time management, self-management, strengthening reading skills, using college textbooks, developing strong note-taking skills, developing visual notes and study tools, developing objective and essay test taking skills, developing study skills for math and science, and creative and critical thinking skills. This course may be offered in various learning formats including online, hybrid and on campus.

SLS 1930 - Special Topics in Student Success (1)

Classification: Parallel.

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. This course, in different content areas, may be repeated for credit.

SLS 2261 - Leadership Development (3)

Classification: Parallel.

This course is for individuals who wish to develop their leadership skills. It is designed to aid students in increasing their understanding of themselves and the theories and techniques of leadership and group processes. Topics include using logic and creativity in decision-making, resolving conflict, time management and leadership ethics.

SYG

SYG 2000 - Introductory Sociology (3)

Classification: Parallel.

A course to help students better understand the evolution, structures and functions of our current society, as well as predicted trends in various social institutions, such as family, education and religion. This course helps students make connections between the larger society and their own life experiences. This course may be available online or as a hybrid.

SYG 2010 - Social Problems (3)

Classification: Parallel.

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.

SYG 2340 - Human Sexuality and Society (3)

Classification: Parallel.

A study of the physiological, psychological and cultural factors that affect the sexual behavior of human beings. Topics include historical and cross-cultural perspectives, research methodology, sexuality as communication and an expression of love, sexuality and the mass media, gender roles, sexual development, sexual arousal and response, sexual orientation, birth control, pregnancy, childbirth, sexual dysfunctions, sexual violence, sexual harassment and sexually transmitted infections. This course maybe available online and hybrid.

SYG 2430 - Marriage and the Family (3)

Classification: Parallel.

An exploration of the diversity and complexity of intimate relationships addressing dating, courtship and marriage, sexual values and behaviors, communication and conflict resolution, parenting, alternative family forms and families in transition. This course may be available online and as a hybrid.

WOH

WOH 2012 - World Civilizations I (3)

Prerequisite: ENC 1101.

Classification: Parallel.

A survey of the past, emphasizing the intellectual, cultural, military, political and economic history of Mesopotamia, Egypt, Greece, Rome, Medieval Christendom, Islam, Africa and the Far East. This course may be available online or as a hybrid.

Notes: Gordon Rule Applies.

WOH 2012H - Honors World Civilizations I (3)

Prerequisite: ENC 1101.

Classification: Parallel.

An interpretive introduction to the events, ideas, movements and literature of the ancient and medieval world, this course will be conducted in seminar form, and students are expected to read and write extensively. Admission to this course is selective. Admission to the Honors Institute, a 3.3 or higher GPA, or permission of instructor is required.

Notes: Gordon Rule Applies.

WOH 2022 - World Civilizations II (3)

Prerequisite: ENC 1101.

Classification: Parallel.

A survey of the major civilizations of the modern world. Topics include the Renaissance, the Protestant Reformation, the Age of Reason, the French Revolution, the Industrial Revolution, liberalism and socialism, European nationalism, imperialism, World War I, the Russian Revolution, fascism, national socialism, totalitarianism, World War II, nationalism in Africa and Asia, the Cold War and the post-Cold War world. This course may be available online or as a hybrid.

Notes: Gordon Rule Applies.

WOH 2022H - Honors World Civilizations II (3)

Prerequisite: ENC 1101.

Classification: Parallel.

An interpretive introduction to the events, ideas, movements and literature of modern world history, this course is conducted in seminar form, and students are expected to read and write extensively. Admission to this course is selective. Admission to the Honors Institute, a 3.3 or higher GPA, or permission of instructor is required.

Notes: Gordon Rule Applies.

WOH 2040 - Twentieth Century World History (3)

Prerequisite: ENC 1101.

Classification: Parallel.

This course examines the major political, economic, diplomatic, military, social, and intellectual developments of the 20th century. Emphasis will be placed on the impact of two world wars; the Russian and Chinese revolutions, the decline of European dominance and the resulting political independence of countries in the developing world; the Cold War; and the problems confronting the post-Cold War period. This course may be offered in an online or hybrid format, in addition to a face-to-face traditional format.

Notes: Gordon Rule Applies.

SURG - Surgical Technology

STS

STS 0003 - Introduction to Surgical Technology (17)

Classification: CTC.

Acceptance to the Surgical Technology program and current CPR/BLS certification are required. The student will be introduced to the school's program, philosophy, and requirements. Interpersonal relationship techniques, medical terminology, and weights and measures are stressed. An understanding and appreciation for the role of a surgical technologist in the operating room, delivery room and related areas will be obtained. The student will be introduced to self, professional and workplace management skills. The student will become aware of the surgery patient's total needs and patient care concepts ethically, morally, legally for the surgical patients: physical, social, psychological, and spiritual. Surgical consent, pre-operative routine, and laboratory reports are covered and the student learns to interpret these reports. Pharmacology and principles of anesthesia administrations are stressed, with emphasis on the care and handling of drugs and solutions used in surgery, pre-operative meds, side effects, drug reactions and emergency measures used to counteract these reactions. The individuality and uniqueness of each patient is discussed. The student will learn to understand and use surgical skills in the peri-operative environment, including principles of aseptic technique and sterile technique. The student will identify, demonstrate care, assembly and handling of instruments, specialty equipment, and supplies used in the operating room. The student will also learn to set up a basic mayo stand, back table, and perform skills as a team member during skills lab practice. The student will learn the techniques and processes involved with sterile processing and decontamination of instruments, supplies, equipment, and the OR environment. All-hazard preparation is covered including preparation and planning, detection and communication, incident management and support systems, safety and security, clinical/public health assessment and intervention, contingency, recovery, and public health law and ethics when dealing with disasters. After successful completion of 240 hours and passing an instrumentation test, the student will have demonstrated an occupational completion point of Central Supply Technician. Students must also pass a skills performance test to successfully complete this course. The student will also understand and use principles of sanitation, sterilization and disinfection. Laboratory practice is an integral part of this course. The student will obtain a basic understanding of anatomy, physiology and pathophysiology. Introduction to the structure and function of the body, anatomical positions and planes of the body, systems of the body and their interrelationships are studied. Principles of pathology and reaction of injury and pathogenesis of disease are discussed. Introduction to microbiology, the infectious process, body defenses against disease and wound healing are studied. Microorganisms as agents of disease and host-parasite are studied as they apply to the practice of surgery. Maintenance of health and prevention of disease are emphasized. The student will obtain clinical experience in the surgical environment. Students will actively participate as a scrub person during surgical procedures. Emphasis is on skills development learned in skills laboratory.

Clock Hours: 510.

STS 0810 - Surgical Technology I (18)

Prerequisite: STS 0003.

Classification: CTC.

Satisfactory clinical evaluation in STS 0003, current CPR/BLS certification and OSHA/AIDS/Bloodborne Pathogens/TB/Infection Control and Biohazardous Waste Certificate are required. This course focuses on expanding the basic principles from STS 0003 to include specific patient preparation as related to each specialty. Information is obtained on operative procedures, pathology that indicates surgical intervention, methods of anesthesia, different types of incisions, special equipment, instruments and supplies. Also covered are diagnostic procedures and complications of each surgical procedure, and information associated with emergency situations and radiation. Information is obtained and discussed on employability skills. This course is designed to provide the student with standard level of competency in the clinical areas. Clinical practice is coordinated with didactic content. The student will demonstrate learned skills and practice safety in the operating

room while scrubbing, assist circulating and second assisting in the following specialty areas: general surgery, obstetrics and gynecology, gastrointestinal, genitourinary, otorhinolaryngology, ophthalmology, orthopedic, plastic, oral, dental, maxillofacial, thoracic, and peripheral vascular, cardiovascular, neurosurgery, pediatric, endoscopic, laser and transplant. The student will scrub in the first or second role as defined by the sixth edition core curriculum for Surgical Technology in a minimum of 120 surgical cases. Of the 120 surgical cases, 30 must be in general surgery with 20 of those cases having the student scrub in the first role; the remaining 90 surgical cases will be in various specialties with 60 of those cases having the student scrub in the first role.

Clock Hours: 550.

STS 0820 - Surgical Technology II (9)

Prerequisite: STS 0810.

Classification: CTC.

Satisfactory clinical evaluation in STS 0810, current CPR/BLS certification and OSHA/AIDS/Bloodborne Pathogens/TB/Infection Control and Biohazardous Waste Certificate are required. This course focuses on continuance of surgical theory from STS0810. The basic concepts of information technology including computers, physics, LASERs and electricity are taught. The principles and techniques of robotic surgery are introduced and discussed. Endoscopic (MIS or MAS) procedures are explored in greater depth. This course provides study of special problems which coordinate with the individual needs of students relating to trauma, death, transplants, and procurements. Preparation and review for the National Certification Exam will be covered. Clinical supervised practice is an integral part of this course. The student will complete the process of having scrubbed in the first or second role as defined by the sixth edition core curriculum for Surgical Technology in a minimum of 120 surgical cases. Students will be able to demonstrate competent, entry level clinical skills for employment. At the completion of the program, the student will have reached the occupation completion point, OCP, of surgical technologist. With successful completion of the program and passing of the National Certification Exam on the final week of class; the graduate will earn the title of Certified Surgical Technologist.

Clock Hours: 270.

THEA - Theatre

THE

THE 1000 - Theatre Appreciation (3)

Classification: Parallel.

Offers the student an appreciation of the theatre as a group art form through study of its historical development, literature and theory, with attention placed on dramatic structure, techniques and various forms and modes of dramatic composition.

THE 1925 - Play Production (3)

Classification: Parallel.

Practical, hands-on study of theatre from the perspective of the technician, the actor and the director. Students will perform in a one-act play. Course requires limited work outside of class.

THE 2304 - Script Analysis (3)

Classification: Parallel.

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.

THE 2925 - Production and Performance (1)

Classification: Parallel.

Participation in the production program of the curriculum with work in technical or performance aspects of major theatre productions and one-act plays. This course may be repeated for credit. Assignments and grades are based on contract with instructor.

THE 2927 - Advanced Play Production (3)

Classification: Parallel.

The principles of dramatic interpretation and stagecraft are applied in laboratory production of plays. May be repeated for credit. Assignments and grades are based on contract with the instructor. Permission of instructor is required.

TPA

TPA 1200C - Basic Stagecraft (3)

Classification: Parallel.

This course will explore the fundamentals of production stagecraft and shop management which are the foundation for theatrical electricians, properties artists and set production personnel. Through a survey of typical production issues students will be introduced to construction, installation, maintenance and management of scenic and lighting elements in theatrical production. Students will complete workshop assignments using standard carpentry techniques and tools and with theatrical lighting equipment.

TPA 1290 - Technical Theatre Lab (1)

Classification: Parallel.

This course is designed to compliment technical theatre elective courses by giving students the opportunity for hands-on interaction in a structured lab setting. Students will be assigned duties appropriate for their skills that will synthesize the classroom experience. Development of practical skills are needed for working in the theatre. Course participants will work on the production aspects of the main theatre performance for that semester.

TPA 2070 - Scene Painting (3)

Classification: Parallel.

This course includes the study and application of stage scenery painting technique involving equipment, preparation, mixing and layout. This course includes lab work on actual stage productions. Permission of instructor required.

TPA 2212 - Sound Production for the Theatre (3)

Classification: Parallel.

This course includes the practical use of sound on the stage, including the properties of microphones, speakers, amplifiers and control systems. It also incorporates hands-on experience in sound for stage productions. The course includes a lab. Permission of instructor is required. Offered as needed.

TPA 2220 - Stage Lighting (3)

Classification: Parallel.

The practical use of lighting on stage, including the properties of light and color, instruments and control systems, plus hands-on experience in lighting and designing stage productions. This course includes lab work on actual stage productions. Permission of instructor is required.

TPA 2232 - Beginning Costume and Makeup (3)

Classification: Parallel.

This course is an introduction to costuming for the theatre. Subjects to be covered include safety and health issues for the costumer; job descriptions and positions in the costuming field; fabric identification; overview of patterning options; basic hand and machine-sewing techniques; measurements, fitting and alterations; costume research; preproduction and production period and budget; stage makeup (basic, old age and specialty); and portfolio development. Students will be involved in building the fall and spring shows and will be expected to work outside of class when necessary.

TPP

TPP 2100 - Acting I (3)

Classification: Parallel.

This course includes movement, voice and acting, with primary emphasis on the performance of monologues, scenes and class exercises. Students will also read and analyze plays and study various theories of acting.

TPP 2111 - Acting II (3)

Prerequisite: TPP 2100.

Classification: Parallel.

This course is a continuation of TPP 2100 Acting I, with emphasis on in-depth textual analysis, advanced techniques of character development, and competent breakdown of scene structure, to be developed through monologues and scene study.

TPP 2301 - Directing Theatre (3)

Prerequisite: TPP 2100.

Classification: Parallel.

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.

WATH - Wellness and Athletics

HLP

HLP 1081 - Personal Wellness Appraisal and Improvement (3)

Classification: Parallel.

Designed to help students understand their current health status and provide them with the knowledge of a functional program for wellness.

HLP 1082 - Wellness Applications (2)

Prerequisite: HLP 1081.

Classification: Parallel.

This course covers modules of the basic wellness concepts with concentration in cardiovascular fitness and personal lifestyle improvement.

HSC

HSC 1171 - Stress Management and Emotional Health (3)

Classification: Parallel.

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 wellbeing. 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.

HSC 2140 - Drugs In Society (3)

Classification: Parallel.

The course emphasizes the social, moral, psychological and physiological causes and effects of drug use and abuse in society.

HSC 2400 - First Aid (3)

Classification: Parallel.

Training in the immediate care given a victim of an injury or sudden illness. Emphasis is placed on skills, techniques and knowledge essential in the care of injury or illnesses. Certification in basic first aid, cardiopulmonary resuscitation (CPR) and AED is issued upon successful completion of the course.

PEL

PEL 1011 - Team Sports I (1)

Classification: Parallel.

Skills in team sports. Development of academic, organizational and management skills. Emphasis on present and carryover values for physical, social and academic fitness.

PEL 1012 - Team Sports II (1)

Classification: Parallel.

A continuation of PEL 1011. Skills in team sports. Development of academic, organizational and management skills. Emphasis on present and carryover values for physical, social and academic fitness.

PEL 2013 - Team Sports III (1)

Classification: Parallel.

Skills in teaching techniques. Emphasis on present and carryover values for physical, social and academic fitness.

PEL 2014 - Team Sports IV (1)

Classification: Parallel.

Skills in teaching techniques. Emphasis on present and carryover values for physical, social and academic fitness.

PEO

PEO 1004 - Contemporary Coaching Concepts (3)

Classification: Parallel.

This course offers instruction in the concepts of contemporary coaching techniques and methods. This includes the organizational, administrative and motivational aspects of coaching.

PEO 2621 - Basketball Fundamentals (3)

Classification: Parallel.

This is a course that deals with all aspects of the game of basketball. An overall knowledge of offensive and defensive basketball will be covered, as well as off-court related activities.

PET

PET 1000 - Introduction to Physical Education (3)

Classification: Parallel.

This is an introductory course designed to present the history, background and development of physical education. This course interprets physical education for the prospective education and recreation major and gives an understanding and overview of the field.

PET 2622C - Care and Prevention of Athletic Injuries (3)

Classification: Parallel.

This is an introductory course that explores the art and science of effectively preventing and managing athletic-related injuries. The course is designed to facilitate the student's understanding for the principles related to appropriate prevention, treatment and rehabilitation in order to maximize the proper care of athletes and athletic injuries. The course includes recognition, care, use of treatment modalities and techniques for taping and stabilizing injuries. Practical experience will be offered through the Marion County high schools and various clinic sites. (3 lecture hours and 1 laboratory hour per week)

WELD - Welding

PMT

PMT 0102 - Introduction to Welding (4)

Classification: CTC.

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)

Clock Hours: 120.

PMT 0111 - Oxyacetylene Welding (4)

Classification: CTC.

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)

Clock Hours: 120.

PMT 0121 - Shielded Metal Arc Welding (4)

Classification: CTC.

Course covers welding processes, safety and terminology, electric welding in horizontal, vertical and overhead positions, using various thickness of metal and joint design. May be repeated for credit. (4 vocational credits/120 clock hours)

Clock Hours: 120.

PMT 0131 - Gas Tungsten Arc Welding (4)

Classification: CTC.

A course in the fundamentals of tungsten inert gas welding including setup and adjustment of the TIG welding machine, selection of proper tungsten electrodes, selection of filler metals, use of various shielding gases, practical experience in TIG welding basic welded joints on stainless and mild carbon steel, aluminum sheet and casting, and magnesium casting. (3 vocational credits/90 clock hours)

Clock Hours: 120.

PMT 0134 - Gas Metal Arc Welding (4)

Classification: CTC.

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)

Clock Hours: 120.

PMT 0161 - Pipe Welding (3)

Classification: CTC.

This course teaches the student to fabricate and weld pipe joints and to perform fabrication using welding skills. The student will develop proficiency in welding pipes in all positions. This course may be repeated for credit. (3 vocational credits/90 clock hours)

Clock Hours: 90.

PMT 0930L - Welding Skills Development Lab (2)

Classification: CTC.

This course allows students to acquire hands-on experience in a laboratory setting. It includes welding skill development in oxyacetylene welding, flux cored arc welding, shielded metal arc welding, gas metal arc welding and gas tungsten arc welding. This course may be repeated for credit. (2 vocational credits/60 clock hours)

Clock Hours: 60.

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B.S., Springfield College
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ABSHIER, Nancy
Professor, Business and Technology
A.A., College of Central Florida
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M.A., University of South Florida

ADAMS, Wendy M.
Associate Professor, Humanities
A.A., Brevard Community College
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AJLANI, Husam I. "Sam"
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B.S., M.S.E., University of Florida

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ANDERSON, Barbara
Professor, ADN Nursing
B.S.N., University of Central Florida
M.N., Louisiana State University

ANENE, Nnamid J.
Professor, Social Sciences
B.S., M.S., University of Ibadan
Ph.D., Arizona State University

ASH, John
Associate Professor, Music, Visual and Performing Arts
B.S., East Tennessee State University
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BECKER, Deborah
Associate Professor, Nursing
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BERNHARDT, Jana J.
Senior Professor, Social Sciences
B.S., Purdue University
M.S., Indiana University
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BLAKEMAN, Carol Ann
Senior Professor, Nursing
A.A., Florida Community College at Jacksonville
B.S.N., University of South Florida
M.S.N., University of Florida

BLEDSOE, John "Mel"
Associate Professor, Health Sciences
Emergency Medical Technician Certificate, Paramedic Certificate, College of Central Florida

BOSLEY, Andrew
Instructor, Mathematics
B.S., M.S., West Virginia University

BRADSHAW, Susan
Librarian/Professor, Learning Resources Center
B.A., M.A., University of Connecticut
M.S., University of Illinois

BROWN, Kirby
Associate Professor, Mathematics
M.A., Brooklyn College
M.A., Queens College

BUFKA, Lori
Associate Professor, Communications
B.A., M.A., California State University

BURTON, Debra K.
Professor, Wellness and First Aid
B.A., Faith Christian University
B.S., Olivet Nazarene University
M.S., Illinois State University
M.A., Th.D., Faith Christian University

CAPPS, Kenneth B.
Professor, Chemistry
B.S., Wake Forest University
Ph.D., University of Miami

CHAMALES, Pamela
Assistant Professor, Biological Sciences
B.S., Ohio University
M.S., University of Florida

CLASS, James G.
Associate Professor
Pinellas Technical Education Center
Certificates, American Welding Society

CLUTTER, Tyrus
Associate Professor, Visual and Performing Arts
M.A., Bowling Green State University

COOPER, Ron L.
Professor, Philosophy and Humanities
B.A., The College of Charleston
M.A., University of South Carolina
M.Phil., Ph.D., Rutgers University

COOPER, Sandra L.
Professor, Communications
B.A., M.A., University of South Carolina

COTE, Zackery
Instructor, Communications
M.A., University of Tampa

CURRIE, Brandy
Associate Professor, Academic Foundations
A.S., Lake Sumter College
B.A., University of Florida
M.P.A., Saint Leo University

DAVIS, Mark
Associate Professor, Business and Technology
A.A., A.S., Florida State College
M.A., American InterContinental University

DAVIS, Sandra
Associate Professor, Information Technology
B.S., M.S., University of Detroit–Mercy

DELGADO-OAKWOOD, Virginia
Associate Professor, Business and Technology
B.S., M.S., Florida International University

DEES, James
Instructor, Visual and Performing Arts
B.A., University of Georgia
M.A., University of Florida

DEWLEN, Hope L.
Assistant Professor, Mathematics
B.S., Lee University
M.S., Southeastern Missouri State University

DOSH, Shannon
Assistant Professor, Communications
A.A., Central Florida Community College
B.S., M.A., University South Florida

DOUGLASS, Sally
Professor, Business, Technology and Workforce Learning
B.A., Clark University
M.A., Assumption College

DOWNER, Judith V.
Professor, Equine Studies
B.S., Rutgers University
M.S., University of Kentucky
Ph.D., University of Delaware

DOWNS, Kathleen
Associate Professor, Visual and Performing Arts
B.A., Schiller College
M.A., Miami University
M.Ed., The University of Toledo
Ph.D., Kent State University

DUNBAR, Kristen
Instructor, Health Sciences
B.S., College of Central Florida

DUNCAN, Jennifer
Assistant Professor, Mathematics
B.S., M.S., University of Florida

FAKHOURY, Jamal
Associate Professor, Biological Sciences
Doctor of Chiropractic, Los Angeles College of Chiropractic

FREEMAN, Bertha
Senior Professor, Science
A.A., College of Central Florida
B.S., University of Florida
M.Ed., Stetson University

GESNER, David E.
Associate Professor, EMS, Health Sciences
A.A.S., Marshall University – West Virginia
B.S., Concord University – West Virginia
M.A., Marshall University – West Virginia

HAISTEN, Judy
Professor, Communications
B.A.E., University of North Florida
M.Ed., University of Florida

HARDGROVE, Connie
Assistant Professor, Accounting, Business and Technology
B.S., Miami University of Ohio
M.B.A., Brenau University

HELSEL, Jennifer
Assistant Professor, Health Sciences
M.S.N., University of Phoenix

HOESTEREY, Jane
Associate Professor, Health Sciences
B.A., Clarke College
M.S.N., University of Florida

HOOKER, Patricia “Patti”
Associate Professor, Physical Therapist Assistant
A.S., College of Central Florida
B.S., Salisbury University
Certificate, APTA

JENKINS, Andrew C.
Associate Professor, Communications
B.A., M.A., Texas A&M University

KELLY, John W.
Associate Professor, Health Science EMT
Florida Paramedic Certification
A.S., Davidson County Community College

KIELTY, Lori S.
Professor, Computer Services, Microsoft Office XP Master, PM, Business/Tech, IT
A.S., College of Central Florida
B.A., Saint Leo University
M.A., Ed.S., Ed.D., University of South Florida

KIM, Kyoung-Tae (K.T.)
Associate Professor, Physical Science
Ph.D., State University of New York

KIRK, Richard F.
Professor, Humanities and Social Sciences
B.A., Saint Leo University
M.Ed., University of Florida
M.A., University of South Florida
M.A.R., Liberty University

KISVARSANYI, Erika G.
Associate Professor, Science
B.S., University of Missouri
M.S., University of Florida

KNIERIM, Christine A.
Associate Professor, Social Sciences, Education
A.A., B.B.A., M.Ed., American Intercontinental University
Ph.D., Capella University

LANZILLA, David J.
Associate Professor, Business and Technology
A.A., Raritan Valley Community College
B.S.C., University of Massachusetts
M.A., Regis University

LONGTIN, Jason
Associate Professor, Visual and Performing Arts
B.M.Ed., Stetson University
M.Mus., University of Florida

LU, Min
Associate Professor, Academic Foundations
B.A., Guizhou Normal University, China
M.A., University Central Florida

MacKENZIE, Stephen H.
Senior Professor, Environmental Sciences
A.A., Polk Community College
A.S., College of Central Florida
B.S., M.A., M.P.H., University of South Florida

MALTAIS, Lynn M.
Associate Professor, Nursing
M.S., Walden University

MANLEY, James M.
Associate Professor, Humanities and Social Sciences
B.A., M.A., University of West Florida
Ph.D., University of Florida

MANLEY, Leann
Associate Professor, Biological Sciences
A.A., College of Central Florida
B.S., M.S., University of Florida

MARINO, Rob
Associate Professor, Communications
B.S., M.A., University of Florida

MARTIN, Angela
Assistant Professor, Health Sciences
B.S., Florida State University
M.S., Florida Atlantic University

MARTIN, Julio L.
Assistant Professor, Physical Sciences
B.S., University of Miami
M.S., University of Florida

MARTINEAU, Tammy L.
Associate Professor, Health Sciences
B.S., University of Phoenix
M.S., University of Central Florida

MATHEW, Abraham
Assistant Professor, Business and Technology
B.S., University of Kerala
M.S., T.A. Pai Management Institute

MAYNE, Dewith
Assistant Professor, Business and Technology
B.S., M.S., Northwestern Missouri State University
M.S., M.B.A., Saint Thomas University
Ph.D., Capella University

MAZUR, Jennifer A.
Assistant Professor, Communications
B.A., Florida State University
M.A., Florida Gulf Coast University

McCAMMON, Julee
Assistant Professor, Teacher Education
M.A., University of Florida

McCAULEY, Jean-Marie
Professor, Physical Therapist Assistant Program
B.A., Montclair State
Certificate, Physical Therapy, Columbia University
M.H.S.A., Medical University of South Carolina

McDONOUGH, Catherine
Associate Professor, Nursing, Health Sciences
B.S., M.S., University of Central Florida

McGINNES, Rodney
Professor, Health Sciences
A.S., Santa Fe Community College
B.S., Illinois State University

MEIER, James E.
Associate Professor, Humanities
B.A., University of Toronto
M.A., Queens University
Ph.D., University of Florida

MILLEN, James W.
Professor, Biological Sciences
B.A., College of Idaho
M.S., University of Colorado
M.S., University of Detroit
Advanced Study, Eastern Michigan University
Sc.Ed.D., Curtin University, Perth, Australia

MINNERLY, Elizabeth
Librarian/Professor, Learning Resources Center
A.A., College of Central Florida
B.A., University of Central Florida
M.L.S., Florida State University

MOODY, Cynthia M.
Associate Professor, Business and Organizational Management
B.S., University of Maryland
M.S., Stevens Institute of Technology
Ph.D., Case Western Reserve University

MORELOCK, Glenna
Senior Professor, Wellness
B.S., Carson Newman College
M.S., University of Tennessee

NICELY, Pete
Associate Professor, Chemistry
Ph.D., Howard University

OSBORNE, Amy
Instructor, Business and Technology
M.S., University of South Florida

PARKIN, Warren
Assistant Professor, Levy Campus
M.S., University of Utah

PASQUALE, Denise
Assistant Professor, Communications
M.A., Morehead State University

PIDHERNEY, Marsha S.
Professor, Equine Studies
B.S., M.S., Texas Women's University
D.V.M., Oklahoma State University

RILEY, Darrell G.
Associate Professor, Social Sciences
B.S., Missouri Western College
M.A., University of Missouri

ROBBINS, Kathleen M.
Assistant Professor, Teacher Education
B.S., Fitchburg State University
M.A., Cambridge College

ROBERTS, Thanease
Assistant Professor, Academic Foundations
B.S., Florida A&M University
M.S., Florida State University

ROBINSON, Renae
Associate Professor, Teacher Education
M.S., D.Ed., Nova Southeastern University

ROSEN, Lee
Associate Professor, Social Sciences
B.S., Bowling Green State University
M.A., University South Florida

SAMPSON, Eric
Assistant Professor, Biological Sciences
Doctor of Chiropractic, Texas Chiropractic College

SANDS, Mae S.
Associate Professor, Communications
B.A., Berea College
M.A., East Kentucky University

SATTERFIELD, Sarah
Professor, Music, Visual and Performing Arts
B.M., Furman University
M.M., San Diego State University
Ph.D., University of Florida

SCHENK, Steve
Associate Professor, Biological Sciences
B.S., Duke University
M.S., Florida State University

SCHEPPERS, Jean M.
Associate Professor, Communications; Department Chair
B.A., M.S., University of Wisconsin

SCHNEIDERMAN, Jon
Associate Professor, Communications
B.A., Florida Atlantic University
M.A., University of North Carolina at Wilmington

SCIOTTO, Frances
Associate Professor, Health Sciences
A.S., B.S., College of Central Florida
M.Ed., University of Florida

SIMS, Amira
Instructor, Social Sciences
B.A., M.S., Valdosta State University

SMITH, Caroline Wahle
Professor, Paralegal Studies
B.A., Florida State University
J.D., University of Florida

SMITH, Eliza I.
Associate Professor, Nursing
M.S., Walden University

SMITH, Richard "Scott"
Associate Professor, Mathematics
B.S., M.A.T., University of Florida

SORRENTINO, Lisandra
Assistant Professor, Health Sciences
D.N.P., University of Florida

STANCIL, Karen
Associate Professor, Biological Sciences
B.S., Ph.D., University of Florida

TAYLOR, Mark
Assistant Professor, Physical Science
B.S., Mount Vernon Nazarene University
M.S., Wright State University

THOMPSON, Andrew A.
Professor, Science; Department Chair
B.S., Michigan State University
M.S., Georgetown University
D.C., Logan College of Chiropractic

THOMPSON, Jay
Associate Professor, Humanities and Social Sciences; Department Chair
A.A., Pasco-Hernando Community College
B.A., M.A., University of South Florida

TICKLE, June
Associate Professor, Health Sciences
B.S., University of Florida
M.S., University of South Florida

TOLBERT, Melissa
Associate Professor, Health Sciences
M.S., Western Governors University

TOWNS, Debora Riley
Professor, Business and Technology
A.A., A.S., College of Central Florida
B.S., Saint Leo University
M.Ed., University of South Florida

VANG, Judith C.
Associate Professor, Health Sciences
M.A., Wagner College

WANAMAKER, Wayne M.
Senior Professor, Mathematics
B.A., M.A., University of South Florida

WARNER, Eric
Associate Professor, Communications
B.S., Liberty University
M.A., State University of New York — Brockport

WATTS, Chelsea
Associate Professor, Humanities and Art
B.A., M.A., Ph.D., University of South Florida

WEEKS, Pamela M.
Associate Professor, Mathematics
B.S., University of Maine
B.S., M.S., Western Carolina University

WILKERSON, Uvonda
Assistant Professor
A.A., College of Central Florida
Surgical Technologist Certification, College of Central Florida
Emergency Medical Technician Certification, College of Central Florida

WILSON, Karla B.
Associate Professor, Psychology
A.A., College of Central Florida
B.A., M.S., University of Central Florida
Advanced Study, University of Florida

WIRT, Michele B.
Professor, Humanities
A.A., Santa Fe Community College
B.A., M.F.A., University of Florida

WITKOWICH, Lori
Associate Professor, Academic Foundations; T/LI Coordinator
B.A., LaSalle University
M.S., University of Bridgeport

WRIGHT, Russell
Associate Professor, Business and Organizational Management
B.S., Massachusetts College of Liberal Arts
M.S., Ph.D., Capella University

YATES, Evan
Assistant Professor, Mathematics; Department Chair
B.S., Central Washington University
M.S., Washington State University

YOUNG, Graham D.
Associate Professor, Visual and Performing Arts
B.S., University of Minnesota
M.S., Florida Atlantic University

ZACKE, Jerelyn
Associate Professor, Health Science
B.S., St. Petersburg College
M.S., Nova Southeastern University

ZARILLO, Lorraine
Associate Professor, Health Sciences
M.S., Monmouth University

ZIMMERMAN, Joseph P.
Senior Professor, Communications
B.A., Kent State University
M.A., University of New Mexico

Administration and Staff

ADAMS, Priscilla
Assessment Specialist, Career Assessment Center

ALLEN, Jameka
Staff Assistant III, Mathematics

ALTANY, Sharon
Accounting Specialist III, Financial Operations

ALVARADO, Mercy
Executive Administrative Assistant, President's Office

ANDERSON, Charles
Access Services Specialist, Career Assessment Center

ANDERSON, Maureen
Dean, Enrollment Management

ANTHONY, Frances
Accounting Specialist III, Financial Operations

ARTHUR, Paul
Chief Preparator, Appleton Museum of Art

ASH, Steven B.
Assistant Vice President for Finance, Financial Operations

AVILA, Debora L.
First Year Success Specialist, Student Success

BALBONI, Kathleen
Coordinator, Financial Services, Appleton Museum of Art

BALDWIN, Cindy
Public Service Division Support Specialist, Public Services

BALLARD, Madelyn
Counseling and Community Resources Coordinator, Student Services

BANNER, Christina
Manager - Marketing and Public Relations, Marketing and Public Relations

BARACSKAY, Stephanie M.
Database Manager, Foundation

BARON, Megan
Admissions Advisor, Admissions and Records

BARNES, Jennifer
Financial Aid Specialist I, Financial Aid

BARNETT, Donna K.
Staff Assistant IV, Enrollment Management

BELLAMY Jr., Randolph
Assistant Director, Admissions and International Student Services

BENLOLO, Henri
Dean, Student Services and ADA Coordinator (Employees)

BENNETT, Cara
Web Developer/Communications Specialist, Information Technology

BENSCH, Susan
Marketing and Public Relations Specialist, Marketing and Public Relations

BESSER, Kelly
Educational Advisor, Teacher Education

BILLIG, Victoria
Assistant Director, Museum Operations, Appleton Museum of Art

BOESEMAN, Mary E
Accounting Specialist III, Financial Operations

BONELLO, Theresa
Public Safety Officer, Citrus Campus

BOOHER, Charles E. "Chuck"
Senior Technical Support Specialist, Information Technology

BOVE, Kristina
Coordinator, Athletic and Wellness

BOWE, Deborah S.
Dean, Student Success

BRACEY, Keith
Coordinator, Educational Opportunity Center

BRAUCKMULLER, Lois E.
Director, Marketing and Public Relations

BROWN, Tarlisa A.
Admissions and School Relations Specialist, Enrollment Management

BROWN, Marissa
Admissions and School Relations Specialist, Admissions and Records

BROWNE, Antoinette E.
Instructional Assistant, Health Sciences

BURGOON, Richard
Programmer III, Information Technology

BUTSCHER, Stephanie
Manager, Accounting, Financial Operations

CAMP, Amanda
Financial Aid Specialist II, Financial Aid

CARR, Loren
Director, Continuing Education and Corporate Training

CHADBURN, Martha C.
Staff Assistant IV, Levy Campus

CHAUNCEY, Arlene
Staff Assistant II, Business and Technology

CHRISTLIEB, Chad P.
Educational Advisor, Enrollment Services

CIPOLLA, Mary
Property and Plant Fund Accountant, Financial Operations

CLINTON, Jamie
Institutional and Research Analyst, Institutional Effectiveness

COFFEY, Lory A.
International Admissions and Advising Specialist, Admissions and Records

COLLELI, Victoria Ann
Director, Disability Services

COLLINS, Richard S.
Trades Specialist, HVAC/Preventive Maintenance, Plant Operations

COOK, Debra L.
Payroll Specialist, Financial Operations

COOK, Tania
Programmer Analyst I, Information Technology

COPELAND, Mary
Coordinator, Assessment and Career Services

CORTES, Stephanie M.
Dean, Health Sciences

COTE, Rachel
Manager, Web Communications and New Media, Marketing and Public Relations

COUSINS, Pamela
Cashier Specialist II, Financial Operations

CROSBY, Cheryl L.
Manager, Conference and Food Services

CROSBY, Michael
Trades Specialist - Electrician, Plant Operations

DAGG, Susan
Staff Assistant ll, CF Printing and Postal Services

DAMATO DOTY, Danielle
Manager, Community Relations

DANUFF, Allan G.
Dean, Liberal Arts and Sciences

DARLING-JAMES, Regina S.
Coordinator, Educational Opportunity Center, Levy Campus

DAVID, Sarah M.
Staff Assistant IV, Student Success

DAVIDSON, Marie
Staff Assistant III, Business and Technology

DAVIS III, Berry
Audiovisual Specialist/Videographer, Marketing and Public Relations

DAVIS, Craig F.
Trades Specialist - HVAC/Preventive Maintenance, Plant Operations

DAVIS, Katheryn M.
Coordinator, Enrollment/Student Services, Levy Campus

DAYS, Russell
Coordinator, Facilities, Appleton Museum of Art

DEESE, Thomas
Trades Specialist - Electrician, Facilities

DEL PRADO, Jesse A.
Educational Advisor, Admissions and Records

DELGADO, Israel
Head Coach - Women's Volleyball, Athletics

DIAZ, Caridad
Skills Lab Specialist, Citrus Campus

DIAZ, Joanne
E-Learning Specialist, E-Learning

DICK, Sage
Executive Administrative Assistant, Administration and Finance

DUNN, Christine
Transition Specialist/Instructor, Levy County Center

EIDUKOT, Patricia
Student Services Specialist, Citrus Campus

ESHLEMAN, Sarah
Coordinator, Graphic Design, Web and Public Relations

EVERETT, Leonard J.
Director, Student Success and Educational Outreach Programs

FAGAN, Kevin
Head Coach, Softball

FAROOQ, Vajiha
Assessment Specialist, Student Services

FAUST, Teresa
Library Director, Learning Resources Center

FISHER, Gina
Staff Assistant III, Health Sciences

FORDE, Christine
Human Resource Assistant, Human Resources

FRYNS, Jennifer L.
Dean, Arts and Education

GAMBLE, Carmel
Coordinator, Adult Education Enrollment/Student Success, Levy Campus

GAMBLE, Isaiah
Groundskeeper, Appleton Museum of Art

GARCIA, Deyanira
Educational Advisor, Student Success

GAYLE, Michelle
Human Resources Compensation Specialist

GILLETTE, Rebecca
Financial Aid Specialist II

GOLDBEN, Debora
Staff Assistant IV, Health Sciences

GOLDNER, Russell
Manager, Facilities Operations and Construction Projects, Facilities

GONSALVES, Dawn
Chief Fiscal Officer, Foundation

GONZALEZ-VAZQUEZ, Griselle
Gift Shop and Visitors Service Manager, Appleton Museum of Art

GOVANTES, Justine A.
Executive Administrative Assistant, Citrus Campus

GRADY, John
Facilities Worker, Citrus Campus

GRANT, Shena
Communications Center Specialist

GREENE, Larry
Grounds Supervisor, Facilities

GREMANIS, Diana
Grant Specialist II, Grants

GROSS, Erina
Specialist I, Financial Aid, Citrus Campus

GUERIN, Nelson J.
Public Safety Lieutenant, Public Safety

HANDLEY, Thomas W.
PC Specialist/Network Support, Information Technology

HARPER, Colleen
Manager, Membership/Visitors Services, Appleton Museum of Art

HART, Chenita
Assistant Director, Advising Services

HAYS, Bonnie M.
Coordinator, Business and Technology Institute

HENNINGSEN, James D.
President

HERBST, Teresa
Accountant III, Financial Operations

HESSE, Albert
Coordinator, Grounds Maintenance

HILL, Steve
Technical Learning Support Specialist

HINKLE, Sherri
Executive Administrative Assistant, President's Office

HIRSCH, Kelli F.
Staff Assistant IV, Student Services

HOFFMAN, Patrick
Director, Financial Aid

HOLLERAN, Jo-anne
Educational Advisor, Student Success

HOLLIS, Denea
Assistant Registrar, Admissions and Records

HOLMES, Michael J.
Trades Specialist - Electrician, Plant Operations

HOWARD, Lilianna B.
Preschool Teacher II, Child Care

HUNT, Katherine
Manager, Facilities Operations and Construction Projects

IMES, Jean M.
Assistant Director, Financial Aid

ISLAS, Susanna
Educational Advisor, Enrollment Services

IVY Jr., Thomas A.
Coordinator, Conference Services, Citrus Campus

JACKSON, Johnnie
Grounds Specialist, Citrus Campus

JACOLA, Rhonda
Specialist, Cafeteria Services

JAMES, Dorothy
Admissions and Records Technician, Admissions and Records

JAMES, Mikel
Student Activities Coordinator, Student Life

JENKINS, Keith
Public Safety Coordinator, Appleton Museum of Art

JENKINS, Paul H.
Trades Technician, Plant Operations

JERNIGAN, Donna
Enrollment Specialist, Admissions and Records

JIANG, Tristan
Director, Institutional Research and Effectiveness, Institutional Effectiveness

JOHNSON, Cherrie
Financial Aid Specialist, Financial Aid

JOHNSON, Daniel
Technology Specialist, Information Technology

JOHNSON, Marvin E.
Groundskeeper, Plant Operations

JONES, Tammy R.
Staff Assistant IV, E-Learning and Learning Resources

JONES, Vincent
Enterprise Resource Planning Manager, Information Technology

KELLER, Ana
Foundation Accountant III, Foundation

KELLEY, Kathleen E.
Coordinator, Criminal Justice Institute

KHAN, Anwar
Staff Assistant III, Communications and Sciences

KIELTY, Ronald E.
Data Center Manager, Information Technology

KIRKLAND, William
Associate Director, Financial Aid

KLEPFER, Jennifer
Director, Human Resources

KLEPFER, Joshua
Trades Specialist – Painter, Plant Operations

KNIFE, Christopher R.
Executive Director, CF Foundation

KNIGHT, Lynn
Learning Support Specialist, Citrus Campus

KOENIGSFELD, Jonathan L.
Trades Technician, Plant Operations

KOHLWEISS, Lois
Staff Assistant, Title III Grant

KUMMERLE, Jessica
Manager, Governmental Relations, President's Office

KUTZ, Dylan
Trades Technician, Facilities

LANGSTON-WISE, Linda
Preschool Teacher I, Learning Lab School

LASSITER, Christina Marie
Programmer Analyst III, Information Technology

LAWTER Jr., Vernon
Vice President, Regional Campuses

LOWREY, Andrew
Manager, CF Printing and Postal Services

LUTZ, Lana
Coordinator, Administrative Services, Administration and Finance

MAASH, Patricia
Student Services Specialist, Citrus Campus

MARTINEZ, Eva
Director, Student Accounts, Financial Operations

MASON, Traci
Director, Resource Development, Foundation

MATTHEWS, Louis J.
Director, Resource Development and Accreditation, Institutional Effectiveness

MAYER, Justin R.
Trades Specialist HVAC, Plant Operations

MAYER, Troy C.
Trades Specialist - Carpenter, Plant Operations

MAZUR, F. Joseph III
Vice President, Administration and Finance

McCLAIN, Darin
Network/Server Support Specialist, Information Technology

McDONALD, Eileen
Staff Assistant I, Enrollment Services, Citrus Campus

McDONALD, Shaine
Staff Assistant I, Enrollment Services, Citrus Campus

McGEE, Marjorie A.
Director, Student Life

McGLASHAN, Holland M. "Holly"
Provost, Levy Campus

McINTOSH, Charles
Dean, Criminal Justice

MELANCON, Stacey L.
Scholarship Accounting Specialist, Foundation

MENADIER, Judy
Senior Analyst, Decision Support Systems, Institutional Effectiveness

MENGERS, Maria
Staff Assistant III, Health Sciences

METZ, Cheryl
Admissions and Records Technician

MILLER, Shana M.
Coordinator, Curriculum Services and Faculty Credentialing

MILLS, Dejuan
Coordinator, Educational Opportunity Center

MIRANDA, Ernesto
Programmer/Analyst III, Information Technology

MIRANDA, Janeth
Technician, Enrollment Services Center

MIZE, Andrea
Head Coach, Women's Basketball, Athletics

MONTALVO, Maximino "Max"
Trades Specialist - Locksmith, Plant Operations

MOON, Troy
Technical Support Specialist, Information Technology

MORELOCK, Tommy
Director, Facilities

MORENO, Adalberto
Trades Technician, Plant Operations

MORENO, Jennifer H.
Financial Aid Specialist I, Financial Aid

MORING, Patricia
Coordinator, Food Services

MORRIS, Willie L.
Transfer Specialist Coordinator, Student Support Services

MORRISON, Cindi
Director, Appleton Museum of Art

MUNDEN, Connie E.
Enrollment Specialist, Enrollment Services

MURPHY, Susan A.
Staff Assistant IV, Public Service

MUTCH, Hollis
Museum Educator, Appleton Museum of Art

NUNLEY, Linda
Educational Advisor, Student Success

ORME, Joyce
Staff Assistant III, Appleton Museum of Art

ORTIZ-SANCHEZ, Brenda E.
Instructional Assistant, Science

OWEN, Glenvin G.
Educational Advisor, Student Success

OWENS, William J.
Programmer Analyst I, Information Technology

PATTEN, John
Instructional Designer, E-Learning

PAUGH, Joshua
First Year Success Specialist, Student Success

PAUGH, Mark
Vice President, Academic Affairs

PEIRANO, Ashley E.
Coordinator, Benefits and Special Projects, Human Resources

PHELPS, Lea A.
Public Safety Assistant

PIERAZEK, Phyllis A.
Staff Assistant IV, Visual and Performing Arts

PINDER, Paula
Preschool Teacher II, Learning Lab School

PREVATT, Lewis
Manager, Public Safety

PRIGGE JR, Roger G.
First Year Success Specialist, Student Success

PURCARO, Phyllis
Accounting Specialist III, Financial Operations

RAHAMAN, Bebe
Staff Assistant IV, Teacher Education

RAMIREZ, Alberto
Coordinator, Criminal Justice/Public Services, Criminal Justice Institute

RAMLOW, Edith
Manager, Learning Resources Center, Citrus Campus

RAMSAMMY, Jillian
Vice President, Institutional Effectiveness and College Relations

RAY, Christopher
Educational Advisor, Citrus Campus

RECANZONE, Peggy
Health Sciences Recruiter, Health Sciences

REED, Lillian
Financial Aid Specialist I, Financial Aid

REUTTER, David E.
Museum Registrar, Appleton Museum of Art

REYES, SAUL
Vice President, Student Affairs

RICHARDS, Jeremy
PC Specialist/Network Support, Information Technology

RICHARDSON, Jacqueline
Preschool Teacher II, Learning Lab School

ROARK, Janet
Specialist II, Financial Aid

ROBINSON, Raphel
Director, Admissions/Student Recruitment, Enrollment Management

ROSEMOND, Farrah
Preschool Teacher III, Learning Lab School

ROSS, Cheryl L.
Executive Administrative Assistant, College Relations

ROSS, Mark
Manager, Testing and Assessment, Student Services

RUIS, Lynn S.
Business Accounts Coordinator, Financial Operations

RUIZ, Faithe
Coordinator, Learning Resources Center

RUSS, Juanita
Mail Courier, CF Printing and Postal Services

RUSSELL, Julie
Assessment and Career Specialist, Citrus Campus

RYALS, Michael
Learning Commons Specialist, Learning Resource Center

RYAN, Timothy
Head Coach, Men's Basketball

SAGENDORPH, Linda L.
Staff Assistant III, Learning Support Center

SAKOWSKI, Mark
Manager, Plant Safety and Facility Operations

SCHIELKE, Nikki A.
Systems Programmer, Information Technology

SCILLE, Samantha
Financial Aid Specialist II, Financial Aid

SCOTT, Diana
Donor Relations Specialist, CF Foundation

SELLERS, Kimberly
Director, Learning Lab School

SERNA, Julio
Coordinator, Tutors, Student Support Services

SHAPOT, Marc
Coordinator, Maintenance, Citrus Campus

SHULER, Michael
Coordinator, Criminal Justice

SIEG, Kimberly
Educational Advisor, Student Success

SIVER, Chelsea
Staff Assistant III, Health Sciences

SKELLY, Krystle
Transition Specialist/Instructor, Levy Campus

SMITH, Carol S.
Executive Administrative Assistant, Student Affairs

SMITH, Jolene
Communications Center Assistant, Marketing and Public Relations

SMITH, Lisa M.
Director, Student Support Services

SMITH, Marty
Head Coach, Men's Baseball

SMITH, Robert
Tradesworker, Appleton Museum of Art

SPAIN, Charles
Groundskeeper, Facilities

STAHL, Steven P.
PC/AV Technician, Business, Technology and Workforce

STICKNEY, Linda
Executive Administrative Assistant, CF Foundation

STRICKLAND, Frank
Trades Specialist - HVAC/Preventive Maintenance, Plant Operations

STRIGLE, Joshton
Director, E-Learning and Learning Support, Learning Resources Center

SUMMERS, Regina G.
Financial Literacy Specialist, Financial Aid

TELLEZ, Norma
Accounting Specialist III, CF Foundation

TELLEZ, Jeffery
Tradesworker, Appleton Museum of Arts

THIBAULT, Jessyca A.
Educational Advisor, Student Success

THOMAS, Misty
Human Resource Specialist, Human Resources

THOMAS, Susan F.
Assistant Director, Student Success

THOMPSON, Carole D.
Senior Library Technician, Learning Resources Center

THORNTON, Sylvia T.
Executive Staff Assistant, Academic Affairs

TOLSON, Karen
Educational Advisor, Business and Technology

TOMPKINS, Tom B.
Trades Specialist - HVAC, Plant Operations

TORMAN, Lucy
Coordinator, Corporate College, Business and Technology

TOTH, Mary Ann
Accountant I, Financial Operations

TOWNS, Tammy
Staff Assistant IV, Business and Technology

TRAUTMAN, Stewart
Director, Purchasing and Risk Management

TYLER, Elvie N.
Coordinator, Resource Development, Annual Giving and Alumni, CF Foundation

VIATOR, Kathy S.
Staff Assistant III, Student Support Services

VISHANAGRA, Kautilya "K.J."
Network Engineer, Information Technology

VIVIANO-BRODERICK, Tamara F.
Dean, E-Learning and Learning Resources

WAITERS, Boisy
Educational Advisor, Student Success

WALCOTT, Norma
First Year Success Specialist, Student Success

WALSH, Thomas
Director, Suicide Prevention, Student Services

WALTHERS, Norman
PC/AV Technician, Information Technology

WARDEN, Sonya K.
Director, Student Affairs, Citrus Campus

WARNER, Barbara
Staff Assistant IV, Liberal Arts and Sciences

WATSON, Lisa
Staff Assistant III, Humanities and Social Sciences

WELCH, Ari M.
PC/AV Technician, Information Technology

WELLS, Rory
Manager, Instructional Services, Citrus Campus

WENDER, Patricia
Assistant to POD Project Managers, Plant Operations

WESLEY, Lorilynn
Print and Design Specialist, CF Printing and Postal Services

WHITE, Jamie
Coordinator, Academic Support, Learning Support Center

WILLIAMS, Bobbie
Human Resource Coordinator, Human Resources

WILLIAMS, Janice
Mail Courier, CF Printing and Postal Services

WILSON, Josh
Trades Specialist, Facilities

WILSON, Kathryn
Senior Library Technician, Learning Resources Center

WILSON, Tommy
Trades Specialist - Carpenter, Plant Operations

WIYGUL, Corrine
Coordinator, Career Pathways

WOLF, Robert
Dean, Business, Technology and Career and Technical Education

WORTHMAN, Diana
Coordinator, Conference Services

WRIGHT, Laura M.
Coordinator, Special Events, Conference Services

YORK-ALCORN, Rebecca
Coordinator, Educational Opportunity Center, Citrus Campus

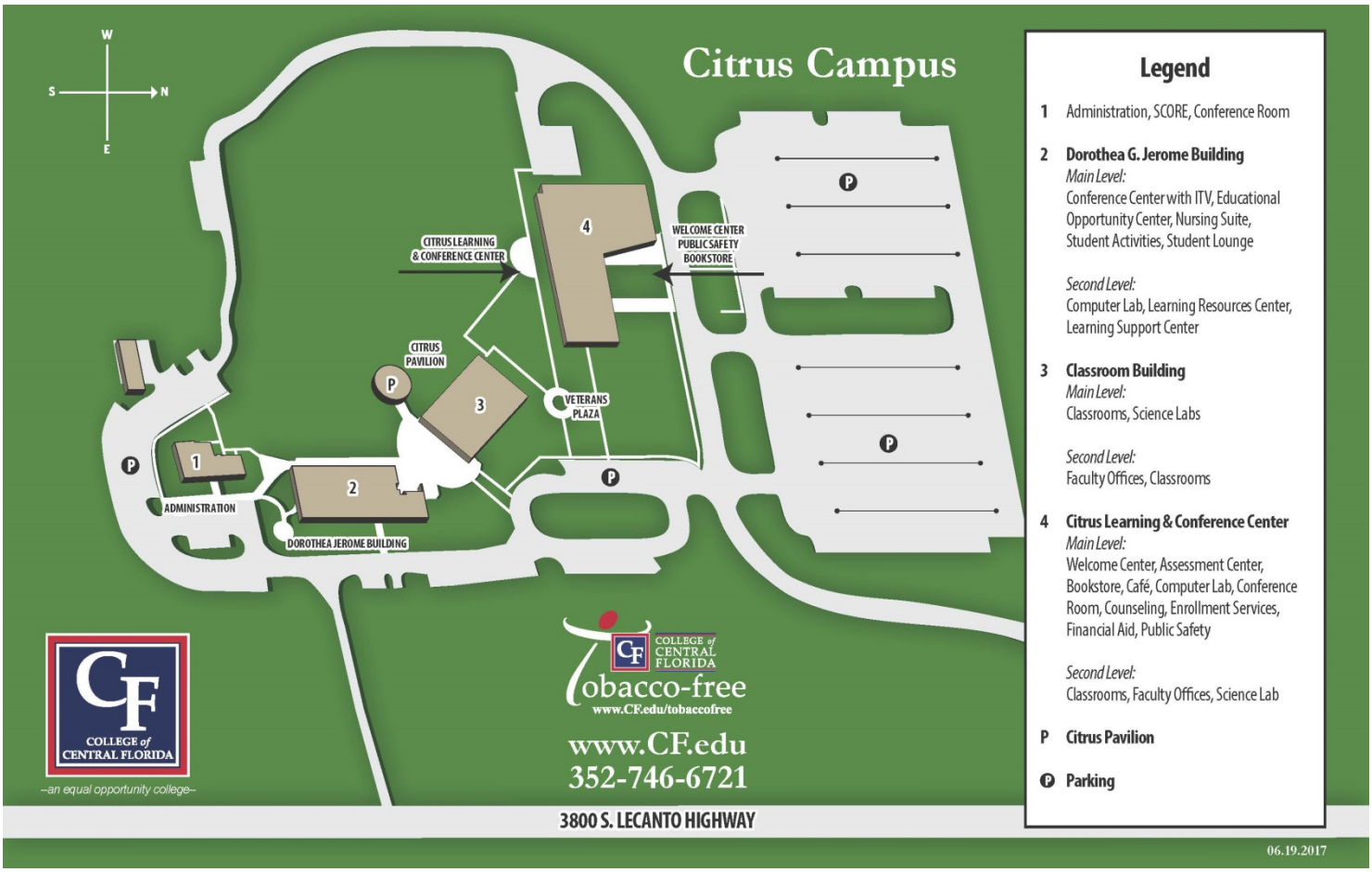
YORK, William III
Learning Support Specialist, Citrus Campus

ZELINSKI, Kit R.
Trades Specialist - Plumbing/Irrigation, Plant Operations

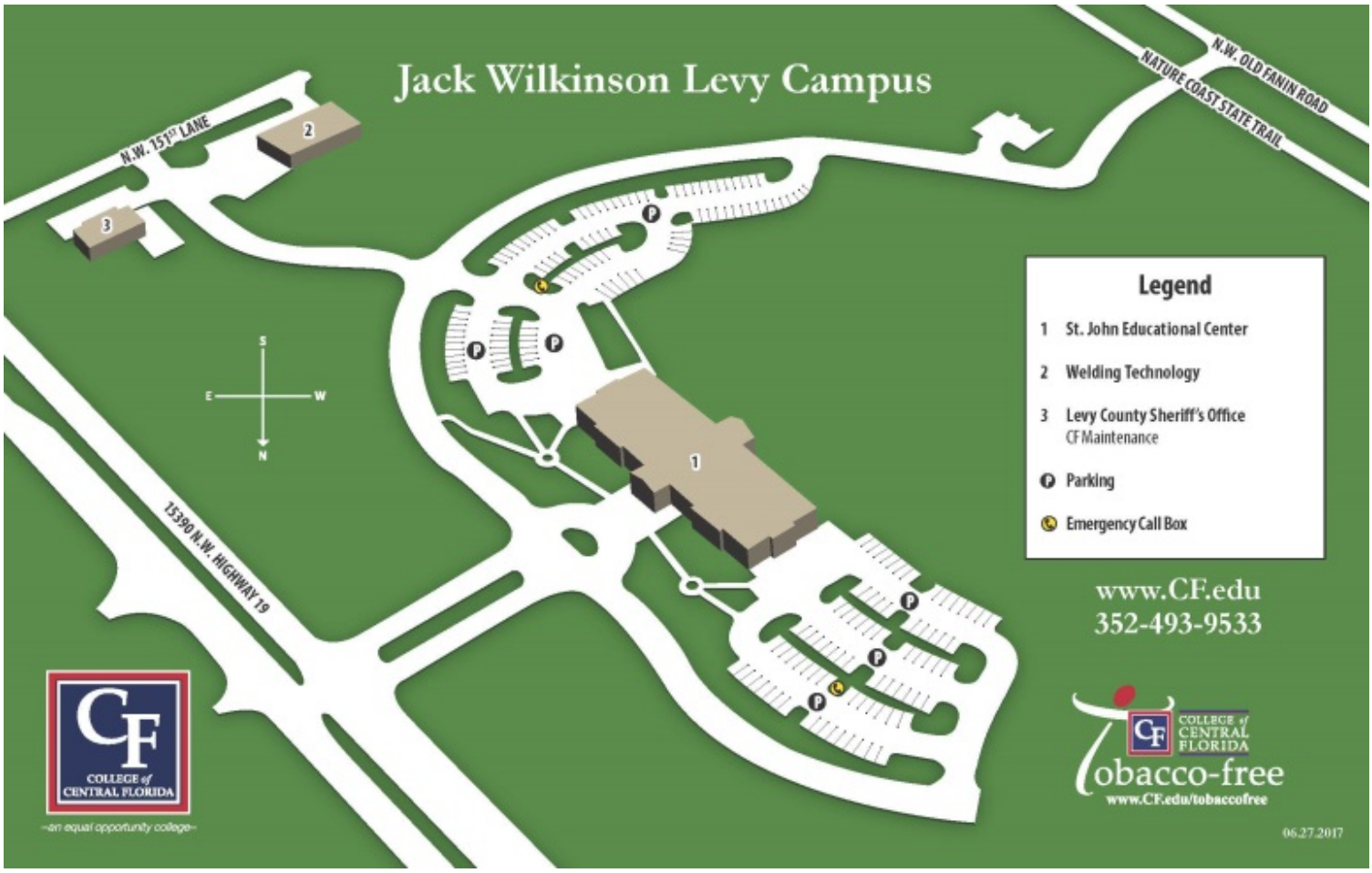
ZELINSKI, Robert
Director, Athletics/Intramural and Wellness Education

Ocala Campus Map

Citrus Campus Map



Levy Campus Map



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