### Telephone Numbers*

The area code for all numbers listed below is (850).

<table>
<thead>
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<th>Department</th>
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<tbody>
<tr>
<td>Academic Affairs</td>
<td>201-8680</td>
</tr>
<tr>
<td>Academic Computing</td>
<td>201-8265</td>
</tr>
<tr>
<td>Academic Support</td>
<td>201-8505</td>
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<tr>
<td>Bookstore</td>
<td>575-9200</td>
</tr>
<tr>
<td>Campus Life</td>
<td>201-8420</td>
</tr>
<tr>
<td>Campus Police</td>
<td>201-6100</td>
</tr>
<tr>
<td>Career Center</td>
<td>201-9970</td>
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<tr>
<td>Academic Computing Lab</td>
<td>201-8268</td>
</tr>
<tr>
<td>Communications &amp; Humanities</td>
<td>201-6070</td>
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<tr>
<td>Disability Support Services</td>
<td>201-8430</td>
</tr>
<tr>
<td>Enrollment Services</td>
<td>201-8555</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>201-8399</td>
</tr>
<tr>
<td>History &amp; Social Sciences</td>
<td>201-8093</td>
</tr>
<tr>
<td>Science &amp; Math</td>
<td>201-8499</td>
</tr>
<tr>
<td>Student Affairs</td>
<td>201-8490</td>
</tr>
<tr>
<td>Student Programs</td>
<td>201-8420</td>
</tr>
<tr>
<td>Student Success Center</td>
<td>201-8440</td>
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<tr>
<td>TCC Foundation</td>
<td>201-8580</td>
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<tr>
<td>The Talon</td>
<td>201-8425</td>
</tr>
<tr>
<td>Technology &amp; Professional Programs</td>
<td>201-8352</td>
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<tr>
<td>Testing</td>
<td>201-8282</td>
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<td>Veterans Affairs</td>
<td>201-8406</td>
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<tr>
<td>Economic &amp; Workforce Development</td>
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<td>Health Care Programs</td>
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<tr>
<td>History &amp; Social Sciences</td>
<td>201-8488</td>
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<tr>
<td>Library Circulation Desk</td>
<td>201-8376</td>
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<td>Lifetime Sports Complex</td>
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<td>Science &amp; Math</td>
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<td>Testing</td>
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<td>Veterans Affairs</td>
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</table>

### FAX Numbers

Enrollment Services: 201-8474  
Financial Aid: 201-8414  
Student Success Center: 201-8468  

### Web Address

http://www.tcc.fl.edu

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**TCC Smoking Policy Reminder:**  
All buildings and grounds are designated as non-smoking unless indicated otherwise. Smoking is permitted in all parking lots.

---

### E-mail Addresses

<table>
<thead>
<tr>
<th>Department</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Affairs</td>
<td><a href="mailto:acadaffairs@tcc.fl.edu">acadaffairs@tcc.fl.edu</a></td>
</tr>
<tr>
<td>Academic Computing</td>
<td><a href="mailto:acc@tcc.fl.edu">acc@tcc.fl.edu</a></td>
</tr>
<tr>
<td>Academic Support</td>
<td><a href="mailto:acsu@tcc.fl.edu">acsu@tcc.fl.edu</a></td>
</tr>
<tr>
<td>Adult Literacy/GED/ESL</td>
<td><a href="mailto:adultlit@tcc.fl.edu">adultlit@tcc.fl.edu</a></td>
</tr>
<tr>
<td>Athletics</td>
<td><a href="mailto:athletics@tcc.fl.edu">athletics@tcc.fl.edu</a></td>
</tr>
<tr>
<td>Business Office</td>
<td><a href="mailto:business@tcc.fl.edu">business@tcc.fl.edu</a></td>
</tr>
<tr>
<td>Capitol Center</td>
<td><a href="mailto:capitolcenter@tcc.fl.edu">capitolcenter@tcc.fl.edu</a></td>
</tr>
<tr>
<td>Corporate Solutions</td>
<td><a href="mailto:corpsol@tcc.fl.edu">corpsol@tcc.fl.edu</a></td>
</tr>
<tr>
<td>Career Center</td>
<td><a href="mailto:careercenter@tcc.fl.edu">careercenter@tcc.fl.edu</a></td>
</tr>
<tr>
<td>Communications &amp; Humanities</td>
<td><a href="mailto:cohu@tcc.fl.edu">cohu@tcc.fl.edu</a></td>
</tr>
<tr>
<td>Disability Support Services</td>
<td><a href="mailto:dss@tcc.fl.edu">dss@tcc.fl.edu</a></td>
</tr>
<tr>
<td>Ecotourism Institute</td>
<td><a href="mailto:wakullacenter@tcc.fl.edu">wakullacenter@tcc.fl.edu</a></td>
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<tr>
<td>Enrollment Services</td>
<td><a href="mailto:enrollment@tcc.fl.edu">enrollment@tcc.fl.edu</a></td>
</tr>
<tr>
<td>Financial Aid</td>
<td><a href="mailto:fainald@tcc.fl.edu">fainald@tcc.fl.edu</a></td>
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<tr>
<td>Health Care Professions</td>
<td><a href="mailto:healthedu@tcc.fl.edu">healthedu@tcc.fl.edu</a></td>
</tr>
<tr>
<td>Health Institute</td>
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<tr>
<td>History &amp; Social Sciences</td>
<td><a href="mailto:hss@tcc.fl.edu">hss@tcc.fl.edu</a></td>
</tr>
<tr>
<td>Information Technology Institute</td>
<td><a href="mailto:itinstitute@tcc.fl.edu">itinstitute@tcc.fl.edu</a></td>
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<tr>
<td>Library</td>
<td><a href="mailto:library@tcc.fl.edu">library@tcc.fl.edu</a></td>
</tr>
<tr>
<td>Non-Profit Institute</td>
<td><a href="mailto:non-profitinstitute@tcc.fl.edu">non-profitinstitute@tcc.fl.edu</a></td>
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<tr>
<td>Office of the President</td>
<td><a href="mailto:tccpresident@tcc.fl.edu">tccpresident@tcc.fl.edu</a></td>
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<tr>
<td>Science &amp; Mathematics</td>
<td><a href="mailto:scm@tcc.fl.edu">scm@tcc.fl.edu</a></td>
</tr>
<tr>
<td>Student Affairs</td>
<td><a href="mailto:stuservices@tcc.fl.edu">stuservices@tcc.fl.edu</a></td>
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<tr>
<td>Student Government Association</td>
<td><a href="mailto:sga@tcc.fl.edu">sga@tcc.fl.edu</a></td>
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<td>Student Programs</td>
<td><a href="mailto:stupromogram@tcc.fl.edu">stupromogram@tcc.fl.edu</a></td>
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<tr>
<td>Student Success Center</td>
<td><a href="mailto:studentsucces@tcc.fl.edu">studentsucces@tcc.fl.edu</a></td>
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<td>TCC Foundation</td>
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<td>The Talon</td>
<td><a href="mailto:talon@tcc.fl.edu">talon@tcc.fl.edu</a></td>
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<tr>
<td>Technology &amp; Professional Programs</td>
<td><a href="mailto:tpp@tcc.fl.edu">tpp@tcc.fl.edu</a></td>
</tr>
</tbody>
</table>

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**Address Change**  
- Computer Stations or Help Window  
  - Enrollment Services Lobby, SU250  
  - Enrollment Services, 201-8555  

**Adult Student Support**  
- R.A.S.O., 201-8420  

**CLAST**  
- Alternatives, 201-8476  
- Registration, 201-8476  

**Computers**  
- Access Lab, 201-8268  
- Automated Testing Center, 201-8282  
- Help Desk, 201-8540  

**Disability Support Services**  
- 201-8430  

**Employment**  
- On-Campus - Job Line 201-8515, Office 201-8510  
- Off-Campus - Career Center 201-9970  
- Planning for Future Majors/Careers - Career Services 201-9970  

**Final Exams**  
- Missed Exams, Division Offices  

**General Information**  
- TCC Information Center, Admin. Building lower level, 201-8589  

**Math Help**  
- Math Center, 201-8251  

**Student Activities**  
- Jeb Blackburn, 201-8420  

**Transfer to Another College**  
- To a Community College, 201-8440  
- To a University, 201-8440  
- Transient (temporary transfer) - 201-6234  
- Transfer Tips Workshops - Held by the Student Success Center throughout the semester. Watch for notices. 201-8440  

**Writing Help**  
- Writing Center, 201-8287  

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**Note:** TCC's Campus Police Department is located in the Centre Building. Students can find information about campus crime statistics in the student handbook available in the Student Union, at the Information Center in the Administration Building, or on the web at www.tcc.fl.edu.
The District Board of Trustees
The District Board of Trustees is the policy-making body for Tallahassee Community College. Trustees are appointed by the Governor and are confirmed by the Florida Senate.

Lyn Stanfield – Ms. Stanfield, a native Floridian, has been a member of the District Board since September 2001. As manager for Apple Education Strategic State Initiatives in Florida, Ms. Stanfield is focused on introducing new technology into Leon County classrooms.

Kimberle Moon – Appointed to the District Board of Trustees by Governor Jeb Bush in 2005, Dr. Moon serves on the faculty of music at the Baptist College of Florida and as a Singing Voice Specialist for the Tallahassee Professional Voice Clinic. A resident of Gadsden County, she earned a Doctorate of Musical Arts from The Ohio State University.

Bill Hebrock – Mr. Hebrock is President of the Hebrock Corporation and a principal with Hebrock Steiner, Inc. He began serving on the District Board of Trustees in June 1999 after being appointed by Governor Jeb Bush.

Frank Messersmith – In 1999, Mr. Messersmith was appointed by Governor Jeb Bush to the District Board of Trustees. A former legislator and member of the Florida Public Service Commission, Mr. Messersmith is currently a consultant specializing in legislative and regulatory matters.

Kathy Shirah – Ms. Shirah has served on the District Board of Trustees as a representative of Wakulla County since September 2001. She is President of Shirah Design & Construction and holds professional licensure as an engineer and a land surveyor.
Welcome to Tallahassee Community College! You have made a very wise choice for your college education. TCC offers you a caring and supportive learning environment with faculty whose primary mission is to teach.

TCC students have gained state, regional and national recognition through their work on the student newspaper, TCC’s literary magazine, and through other competitive opportunities such as the forensics and debate team and Brain Bowl. Opportunities also abound in theater, vocal and instrumentals, various clubs and organizations, intercollegiate athletics, and student government.

We continually review and update our various programs to meet the demands of constantly evolving technology because we believe your career opportunities should be unlimited. Our most recent efforts center on providing more support for you both in and out of class, especially in our expanded support centers that can assist you in writing, math, reading and nearly every other area of study that relates to your courses.

Our Student Success Center counselors are always ready to assist you, faculty members maintain daily office hours for your convenience, and the Library and Computer Center are state-of-the-art, well equipped and user friendly. We hope you make the most of the resources TCC has to offer.

I wish you much success in the classroom and throughout life.

Sincerely,

Bill Law

Dr. William D. Law, Jr.
President
## 2007-2008 Academic Calendar*

<table>
<thead>
<tr>
<th></th>
<th>FALL Semester Term I-2007</th>
<th>SPRING Semester Term II-2008</th>
<th>SUMMER Term III A-2008</th>
<th>SUMMER Term III B-2008</th>
<th>SUMMER Term III C-2008</th>
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</thead>
<tbody>
<tr>
<td>Deadline for International Applicants to fulfill all requirements</td>
<td>June 1</td>
<td>October 1</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
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<tr>
<td>Last day to submit applications and be accepted for regular registration. Applicants to health-related programs must apply earlier. See information on next page.</td>
<td>August 1</td>
<td>December 1</td>
<td>April 1</td>
<td>June 1</td>
<td>April 1</td>
</tr>
<tr>
<td>Classes begin</td>
<td>August 27</td>
<td>January 7</td>
<td>May 6</td>
<td>June 23</td>
<td>May 6</td>
</tr>
<tr>
<td>Last day to cancel registration and receive a refund</td>
<td>August 31</td>
<td>January 11</td>
<td>May 12</td>
<td>June 27</td>
<td>May 12</td>
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<tr>
<td>Last day to change from Audit to Credit</td>
<td>September 17</td>
<td>January 28</td>
<td>May 27</td>
<td>July 14</td>
<td>May 27</td>
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<tr>
<td>Last day to withdraw from a course and receive a W grade and last day instructors may assign AW grades</td>
<td>November 6</td>
<td>March 24</td>
<td>June 4</td>
<td>July 23</td>
<td>June 24</td>
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<tr>
<td>Classes end</td>
<td>December 8</td>
<td>April 19</td>
<td>June 17</td>
<td>August 5</td>
<td>July 16</td>
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<tr>
<td>Final examinations as scheduled</td>
<td>December 10-15</td>
<td>April 21-26</td>
<td>June 18</td>
<td>August 6</td>
<td>July 17</td>
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<tr>
<td>Term ends</td>
<td>December 15</td>
<td>April 26</td>
<td>June 18</td>
<td>August 6</td>
<td>July 17</td>
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<td>Final grades available on EagleNet</td>
<td>December 18</td>
<td>April 29</td>
<td>June 20</td>
<td>August 8</td>
<td>July 19</td>
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### College Holidays/Special Events*

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Labor Day</td>
<td>September 3, 2007</td>
</tr>
<tr>
<td>Student Faculty Day</td>
<td>October 3, 2007</td>
</tr>
<tr>
<td>Veterans’ Day</td>
<td>November 12, 2007</td>
</tr>
<tr>
<td>Thanksgiving (holiday begins 5 p.m. on Nov. 21, 2007)</td>
<td>November 22-23, 2007</td>
</tr>
<tr>
<td>Note: No Saturday classes on November 24, 2007</td>
<td></td>
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<tr>
<td>Mid Year Break</td>
<td>December 19, 2007 - January 1, 2008</td>
</tr>
<tr>
<td>Martin Luther King, Jr. Day</td>
<td>January 21, 2008</td>
</tr>
<tr>
<td>Note: Saturday classes will be in session</td>
<td></td>
</tr>
<tr>
<td>Spring Break- Students, faculty, staff</td>
<td>March 10 - 14, 2008</td>
</tr>
<tr>
<td>Student Faculty Day</td>
<td>April 2, 2008</td>
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<tr>
<td>Graduation</td>
<td>April 26, 2008</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>May 26, 2008</td>
</tr>
<tr>
<td>Independence Day</td>
<td>July 4, 2008</td>
</tr>
</tbody>
</table>

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

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Deadlines to register for CLAST and test dates appear on page 51.

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

Please contact the Enrollment Services office for specific deadline information at (850) 201-8555.
Health Program Application Deadlines**

Summer 2007
Nursing (Part-time Evening and Weekend) .......................... February 4, 2008
LPN Transition ............................................................... February 5, 2007

Fall 2007
Nursing ................................................................. February 5, 2007
LPN Transition (Part-time Evening and Weekend) .......... February 5, 2007
Dental Hygiene ......................................................... February 5, 2007
Paramedic ................................................................. April 9, 2007
Dental Assisting ......................................................... June 18, 2007
Emergency Medical Technology (EMT) ......................... June 18, 2007
Respiratory Care ....................................................... May 21, 2007*
Polysomnography ..................................................... May 21, 2007*

Spring 2008
Nursing ................................................................. August 6, 2007
LPN Transition ........................................................... August 6, 2007
Radiologic Technology ................................................ September 10, 2007
Emergency Medical Technology (EMT) ......................... November 5, 2007

Summer 2008
Nursing (Part-time Evening and Weekend) .......................... February 4, 2008
LPN Transition ............................................................... February 4, 2008

Fall 2008
Nursing ................................................................. February 4, 2008
LPN Transition (Part-time Evening and Weekend) .......... February 4, 2008
Dental Hygiene ......................................................... February 4, 2008
Paramedic ................................................................. April 7, 2008
Dental Assisting ......................................................... June 16, 2008
Emergency Medical Technology (EMT) ......................... June 16, 2008
Respiratory Care ....................................................... May 19, 2008*
Polysomnography ..................................................... May 19, 2008*

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

For further information, please contact the Health Programs Student Specialist at (850) 201-8441.

**Calendar dates are subject to change. See Academic Calendar on www.tcc.fl.edu for updates.
FACTS ABOUT TCC
Institutional Mission
Statement of Philosophy
Strategic Plan
History of the College
TCC’s Commitment
Accreditation
TCC Foundation
Alumni Association
Economic and Workforce Development
University Partners
Campus, Service Centers, Maps/Locations
Institutional Mission

Tallahassee Community College is an open-admission, comprehensive community college. Its mission is to provide excellence in teaching and learning through educational programs that promote the intellectual, social and personal development of students; assist them in developing the ability to think critically, creatively and reflectively; and prepare them for productive and satisfying lives.

Statement of Philosophy

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

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

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

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

Strategic Plan

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

- **Teaching**: Asserting the central role of teaching, encouraging professional development of all employees, and improving the quality of student learning through college-wide involvement.
- **Campus**: Supporting a campus environment that encourages active learning, collaboration among divisions and departments, and interaction among faculty, staff, and students.
- **Community**: Strengthening the connections between the campus and the larger community to foster a common purpose and partnership.
- **Students**: Serving students by preparing them for life-long learning, responsible citizenship, and productive employment.

The Strategic Plan is guided by a number of principles that serve to provide a framework for developing both strategic and operational goals. These principles are centered in governing the institution with integrity and in an ongoing commitment to enhance the quality for the institution’s programs and services.

- **Innovation**: The College fosters innovation and creativity in educational programs, instructional methods and services.
- **Diversity**: The College promotes a climate that values and celebrates diversity and an academic culture that recognizes the strengths and talents of all members of the community.
- **Excellence**: The College strives to develop and maintain high academic and professional standards with an emphasis on excellence in all areas of the College.
- **Access**: The College serves students with diverse backgrounds and provides equal access to educational and professional programs that further the students’ varied interests and goals.
- **Success**: The College promotes student success by enabling students to develop the skills and knowledge needed to achieve their individual goals.

Underlying the Strategic Plan are four assumptions that relate to resources, institutional research, the use and availability of appropriate technologies, and dissemination.

- **Resources**: The Strategic Plan assumes that the College will explore and actively seek additional funding sources to adequately support the initiatives in the Plan.
- **Institutional Research**: The Strategic Plan assumes that the College will support the institutional research functions necessary to develop and assess the initiatives in the Plan.
- **Technology**: The Strategic Plan assumes that the College will acquire and utilize appropriate technologies to support and advance the initiatives in the Plan.
- **Communication**: The Strategic Plan assumes that the College will develop and disseminate information necessary to implement, support, and advance the initiatives in the Plan.
Facts about TCC

Tallahassee Community College opened in 1966 to serve the post-high school educational needs of students from a district comprised of Leon, Wakulla, and Gadsden Counties. Although most students come from this district, the College enrolls students from throughout Florida, from most states, and several foreign countries. TCC has grown from an enrollment of 698 students in Fall 1966 to over 15,000 full-time students.

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

1966-1975
An above-the-fold article published on September 13, 1966, in the Tampa Tribune, proclaimed, “New Tallahassee JC a success before it opens.” A few days later at Godby High School and across town at Rickards High School, Tallahassee Junior College welcomed nearly 700 students its first year. Three new buildings were ready for occupancy on Appleyard Drive in time for the second year of operation. In 1968, the Legislature established the District Board of Trustees as the governing authority for the College and Tallahassee businessman Earl Lambert served three terms as the first Board chairman. Tallahassee Junior College became Tallahassee Community College in 1970 and one- and two-year occupational programs, including nursing, were added to the curriculum. The 1,000th person graduated. Dental Hygiene was added and college enrollment approached 3,000.

1976-1985
During the second decade, enrollment steadily grew to over 5,000. President Fred W. Turner retired and Dr. Marm M. Harris was named TCC’s second president. An Artist Series began to attract community leaders to the campus, enhancing the “Town/Gown” relationship. The TCC Foundation was established and the Lifetime Sports Complex opened. In 1983, Dr. James H. Hinson, Jr., became TCC’s third president and led the College through a period of burgeoning enrollment growth and Legislative appropriations that often led the state. Also in 1983, TCC students won the Math Olympics state title, beginning a tradition of student success in academic competition. A study reported TCC had a $47.2 million positive economic impact in the community.

1986-1995
As the fastest growing community college in Florida, it was no surprise that enrollment jumped by nearly 1,000 students in the first term of the third decade. By the end of the decade, enrollment had doubled. In 1988, TCC was first among Florida community colleges in the proportion of faculty members holding a Ph.D. Eyrie, the student literary magazine, has been named Best in the nation, and the student newspaper won state, regional, and national accolades. An athletic program was re-established with a strong base in academics. A new Library and Administration Building were added. Campus size grew from 54 acres to over 140. President Hinson led the College through a decade which also saw extensive renovation and campus infrastructure upgrades. The Lady Eagles softball team won the national title in 1994.

1996-2006
With Dr. T.K. Wetherell at the helm, numerous new occupational programs were added in the fourth decade and cooperation with universities was enhanced. TCC formed the first University Partnership with Flagler College in Fall 2000, and has since also partnered with Embry Riddle Aeronautical University, Barry University, and Saint Leo University. Students can pursue bachelor and graduate degrees on TCC’s campus through these partnership programs. A new Student Union was added and a renovated library building became the Academic Computing Center. The Alumni Association was formed. The Challenge Scholarship Program and many others were established. Governor Jeb Bush was the 2000 commencement speaker. The Brain Bowl team won its first state title. New buildings—History and Social Science, Technology & Professional Programs, and Economic & Workforce Development—were added. TCC acquired the Pat Thomas Law Enforcement Academy (PTLEA). Dr. Bill Law became TCC’s fifth President in 2002 and launched new initiatives leading to greater involvement of TCC in the community. He expanded health programs and placed a major emphasis on workforce and economic development. Innovative teaching methods began to draw frequent national recognition for faculty. Under President Law’s leadership, the first capital campaign was completed. This $10 million campaign included the largest private donation in the College’s history from the Ghazvini family for the Ghazvini Center for Health Education.

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

The educational services of Tallahassee Community College are available day and evening throughout the year in response to students’ needs. Each term, TCC offers a full schedule of evening courses, making it possible for non-traditional students to complete the Associate in Arts degree within two years. The Student Success Center, Enrollment Services, Academic Support, and Continuing Workforce Education services are also available during the evening.

The faculty at TCC is best described as a teaching faculty. They are able to devote most of their time to teaching, to advising students individually, and to helping students make the adjustment to college. Teachers impart knowledge to stimulate critical thinking, to develop skills, and to broaden and enrich student interest. Their major efforts are directed toward helping the student master subject matter and realize his or her potential. TCC utilizes a variety of educational
delivery methods. Courses may be taught in the traditional campus classroom setting or at off-campus sites. Many courses may also be available in a non-traditional format, such as television courses, Self-Paced Instruction (SPI) courses, or Web-based courses.

The College is also committed to making all programs, services, and facilities accessible to and usable by persons with disabilities in order for students to obtain maximum benefit from the educational experience and to effectively transition to our college environment. Most TCC students are working toward the Associate in Arts degree for transfer to a four-year college or university. Others seek one-year certificates or two-year degrees in several occupational areas. TCC also provides non-credit courses designed to enhance the occupational skills necessary to maintain current employment or to re-train for a new occupation.

Accreditation

Tallahassee Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number: 404-679-4500) to award the associate degree.

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

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

TCC Foundation

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

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

Alumni Association

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

The Alumni Association welcomes graduates and friends of the College to its membership. Governed by a Board of Directors comprised of dedicated alumni, the Association sponsors the Alumni Brick Circle of Remembrance, the Alumni Hall of Fame, the Alumni Scholarship for returning students, and a newsletter for graduates and friends. The Association also supports College events that bring alumni together, including the College's 40th Anniversary year-long celebration in 2006. In addition, support is provided for initiatives including the African American History Calendar and Women's History Month.

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

Economic and Workforce Development

Tallahassee Community College’s Division of Economic & Workforce Development (EWD) provides the tools for success. EWD unlocks potential. Corporate Solutions helps solve business problems. Economic Development builds the framework for the growth of area businesses. Professional Development classes provide students with critical job skills. Our Adult Education/GED program and Pat Thomas Law Enforcement (PTLEA) classes prepare students for life. EWD is committed to offering leading-edge services and programs that serve business, government, nonprofits, individuals and the community.

• The Institutes

The Institutes at Tallahassee Community College Economic and Workforce Development Division include Ecotourism, Health, Information Technology, and Non-Profit & Association Management. These Institutes provide certificate courses and are dedicated to include the following:

- Skills Assessment
- Career Counseling
- Entry-level Job Skills Training
- Customized Training
- Career Advancement Training
- Degree Programs
- Continuing Education Requirements
- Helping each individual fulfill career and personal goals

Ecotourism Institute

The Ecotourism Institute is a nature-based, environmental education program that provides training for the Green Guide Certification by offering courses about the natural resources of the local area, to obtain basic levels of business and marketing skills, landscape and geological information, ethics and legal issues, fishing, birding, wildlife and ecosystem facts, as well as, field trips to historical and cultural sites of the surrounding counties. These courses are offered at the TCC Wakulla Center in Crawfordville. For more information, contact the Ecotourism Institute at 850-922-6290.

Health Institute

TCC’s Health Institute presents students with a wide selection of certificate-based courses to meet their health education needs, whether they are looking for one-time certificate courses or in-depth training for professional recertification. Health Institute courses are offered in conjunction with TCC’s Division of Health Care Professions, which offers degree and certificate programs. Contact the Health Institute at 850-201-9779.

Information Technology Institute

Between 2000-2010, computer jobs represent eight of the top 10 fastest growing occupations in the country. Knowledge of computer technology is in great demand, and TCC can prepare you to enter the industry with the skills and confidence employers seek. Learn Office Systems, Graphic Design, Web
Design, and more. Contact the IT Institute for information on Information Technology short-term courses, continuing education requirements, or degree options at 850-201-6105.

Non-Profit & Association Management Institute
This Institute offers classes in non-profit leadership and management to meet the needs of busy professionals. These classes are taught by outstanding practitioners and academicians in the profession of non-profit organizations. Each course may be taken individually to fine-tune working knowledge or as part of a comprehensive certificate program. These courses are offered at the TCC Capitol Center located in the heart of downtown. Contact the Non-Profit & Association Management Institute for information on short-term courses, continuing education requirements or the Non-Profit Track in the A.S. Business Degree at 850-201-8069.

• Adult Basic Education/GED/ESL
The Adult Basic Education, GED and ESL Department serves a diverse population of learners, both on campus and in the community, teaching basic skills (reading, writing and mathematics) and assisting learners in acquiring the knowledge to function effectively as a worker, citizen, lifelong learner and family member in a changing world. Options for successful learning include classroom instruction, on-line instruction and tele-course programs. For additional information, please contact (850) 201-8760.

• Corporate Solutions
Through Corporate Solutions, Tallahassee Community College provides multiple business solutions including training services, assessment and performance improvement consulting in a cost-effective manner. In today’s competitive marketplace, business success greatly depends upon the quality of a company’s workforce. Business profitability, turnover and safety are improved by employees who are a good fit, produce more and stay longer. Our customized solutions focus on employee, process and organization performance improvement. For additional information, please contact (850) 201-2424.

• Economic Development
Tallahassee Community College is committed to providing an economic model that spurs success in our region. Businesses thrive in the Tallahassee area and the Big Bend region because of our unique business climate. Prime access to state government, educational and research institutions, strategic proximity to major road, rail and waterways and a solid, proven economic development support structure provide one-on-one opportunities that other regions cannot deliver. EWD provides assistance with training grants, tax credits and zoning programs that are growth-stimulating for both businesses and the community. For additional information, please contact (850) 201-8760.

• Facilities Rental, Conferences & Events
The College has space solutions to meet the community’s needs. From rentals for a business suite to conference space, Tallahassee Community College can accommodate any need. For additional information, please contact (850) 201-8760.

• Pat Thomas Law Enforcement Academy
The Pat Thomas Law Enforcement Academy (PTLEA) prepares students to enter the challenging fields of law enforcement, corrections and correctional probation as well as provides a wide range of continuing education programs for professionals already employed in each discipline. In addition to serving municipal, county, college and university agencies in a six-county area, PTLEA is home for all state law enforcement agency training and manages a large amount of the training for state corrections and juvenile justice agencies. For additional information, please call (850) 201-7000.

• Professional Development Training
Individuals can take advantage of our regularly-scheduled Professional Development courses. These courses provide an excellent opportunity for employees as well as any business to remain competitive in today’s business environment. Our extensive training options allow individuals to improve their job skills. Tallahassee Community College also provides a number of professional renewal courses. For additional information, please contact (850) 201-8760.

• Workforce Training Programs
Tallahassee Community College provides a number of short-term workforce training programs, such as construction trades or technology focused programs, which offer entry level skills to individuals interested in learning new skills or upgrading existing skills. For additional information, please contact (850) 201-8760.

University Partners
Tallahassee Community College formed the first University Partnership with Flagler College in Fall 2000, and has since also partnered with Embry Riddle Aeronautical University in 2001, Barry University in 2003 and Saint Leo University in 2006. TCC graduates and others can pursue bachelor and graduate degrees on TCC’s campus through the programs of its four University Partners. There are many degree programs offered in a wide variety of disciplines. The administrative offices of TCC’s University Partners are located in the TCC University Center Building and most classes offered through our University Partners are held in the Wakulla Wing of the Economic and Workforce Development Building.

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

Barry University
John Rushing, Director
Maggie Bowden, Site Manager and Advisor
(850) 385-2279

Embry Riddle Aeronautical University
Krystina Alexander, Assistant Director of Academic Support
Rebecca Harrison, Associate Director of Academic Support
(850) 201-8030

Flagler College
Dennis Baker, Director
(850) 201-8070

Saint Leo University
Brian O’Connell, Director
brian.oconnell@saintleo.edu
Tallahassee Community College (TCC) is considered one of the most beautiful community college campuses in the state, southeast and the nation. Located at 444 Appleyard Drive, TCC’s visitors and guests marvel at the beauty and symmetry of the campus. The majority of the main campus buildings are classic brick constructed which lends itself to a traditional collegiate appearance, while at the same time projecting a clean, sleek and modern design.

Additionally, TCC’s beauty goes beyond the construction and design of its buildings. TCC is committed to providing an inviting learning environment for both our students and community. Its beauty does not stop at the front door since the interiors of the buildings are designed to be attractive to the eye, yet functional and user-friendly. A significant number of classrooms and buildings are wireless and wired for cutting edge supportive instructional technologies. Pat Thomas Law Enforcement Academy (PTLEA) and the Service Centers throughout the region reflect the same themes of the main campus.

TCC’s Service Centers are the College’s commitment to the Big Bend region. There are four (4) Service Centers in addition to the Center for Economic & Workforce Development, located on the College’s main campus, and the Pat Thomas Law Enforcement Academy.

- **Center for Economic & Workforce Development**

The Center for Economic & Workforce Development (CEWD) is located on the main campus of the College and offers 30,000 square feet of meeting and training space, wireless connectivity, video conferencing, teleconference downlink, full catering and meeting planning services. EWD is conveniently located near I-10, the Tallahassee Regional Airport and downtown Tallahassee. For additional information, please contact (850) 201-8760.

- **Pat Thomas Law Enforcement Academy**

The Pat Thomas Law Enforcement Academy (PTLEA) prepares students to protect and serve in a variety of public safety careers, such as law enforcement and corrections. Located 14 miles from Tallahassee on 1,300 rolling and heavily wooded acres, the Academy offers a unique, world-class learning environment that provides realistic context to the training conducted by subject matter experts from all areas of criminal justice. For more information, please contact (850) 201-7000.

- **Quincy House**

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

- **TCC Capitol Center**

The TCC Capitol Center offers something unmatched by any other meeting or classroom facility in Tallahassee - a location literally across the street from Florida’s State Capitol. Located in the same building as the Mary Brogan Museum of Art and Science, the TCC Capitol Center features state-of-the-art technology and is designed with enough flexibility to host a variety of events. Business suites, meeting rooms, exhibit space and classrooms are sure to meet the needs of any organization, all within an exceptional setting in the heart of Florida’s capital city. Numerous professional development courses are also offered at the center. For more information, please contact (850) 201-8762.
Wakulla Center

The Wakulla Center is TCC's newest service center. Opened in January 2006, the Wakulla Center is TCC's first service center for residents of Wakulla County. Similar to other TCC's Service Centers, the Wakulla Center offers professional development training, provides after-school and summer programs, and community development activities. The Wakulla Center also offers community workshops and continuing education courses specific to the needs and interests of the county's residents. For additional information, please contact (850) 922-6290.

SouthWood Center

TCC offers evening courses in the SouthWood Center at the Florida State University School (Florida High School). The SouthWood location is a convenient location for state employees and other individuals living or working on the eastside of the city. By utilizing the SouthWood Center, students can reduce the amount of time spent traveling to and from class. For additional information, please contact (850) 201-8680.
ADMISSIONS, ACADEMIC ADVISING AND REGISTRATION

Admissions Policy and Equity Concerns
Prior Violations Policy
Admission Information and Procedures
The Honors Program
Inter-Institutional Registration
Student Placement
New Student Orientation
Academic Advising
Registration
Drug Free Campus
Tallahassee Community College welcomes applications for admission to the College for the fall, spring and summer terms. To assist students with their transition to college studies at TCC, the Enrollment Services office provides important student services which include, but are not limited to, processing applications for admission, reviewing immunization records, evaluating college transcripts for transfer credit, granting permission for international students to study at the College, coordinating registration, and certifying graduation. The Enrollment Services office is located on the second floor of the Student Union.

Admissions Policy and Equity Concerns

As an institution of higher education, the College reaffirms its policies of equal opportunity and open admissions. All applicants for admission and student job opportunities are considered solely upon the basis of individual qualifications without regard to the applicant’s race, age, religion, national origin, gender, disability, or marital status. Tallahassee Community College reserves the right to deny admission to any applicant about whom there is evidence the individual may be disruptive or may interfere with the orderly conduct, processes, functions, or programs of the College.

The complaint of any student who has reason to feel he or she has been affected by discrimination or harassment will be considered through appropriate procedures. A copy of complaint procedures may be obtained from the Office of the Vice President for Student Affairs or from the Human Resources department. In accordance with the Educational Equity Act, the College has designated the Human Resources Director as the Equity Coordinator. For grievance procedures, call the TCC Human Resources Director at (850) 201-8510. The Human Resources department is located on the first floor of the Administration building.

Prior Violations Policy

All students who have had a prior violation (law and/or educational discipline) must indicate this information on the TCC application for admission. Upon receipt of this information, Enrollment Services refers the student’s statements to the Judicial Affairs Office (JAO) in the Campus Life office for review.

All violations are reviewed on a case by case basis and weighted in favor of the safety and welfare of the campus community. When appropriate, JAO reserves the right to place conditions on a student’s enrollment or recommend to the Admissions Committee that the student be denied enrollment. When denied admission, the student may have the right to appeal based on specific criteria or circumstances. (Please see the Student Handbook & Planner for additional information.)

Admissions Information and Procedures

• Immunization Policy

All students born on or after 1/1/57 are required to present documented proof of immunization against German measles (rubella) and measles (rubeola) according to these guidelines:

1) Rubella: one dose of live rubella vaccine on or after the first birthday or laboratory evidence of rubella immunity; and

2) Measles (rubeola): two doses of live measles vaccine on or after the first birthday or laboratory evidence of measles immunity.

Students are not permitted to register for classes until adequate proof is submitted unless the Director of Enrollment Services has authorized a one-term extension due to extenuating circumstances.

• Beginning Freshman

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

Florida and non-Florida students applying for the Associate in Arts (A.A.), Associate in Science (A.S.), or Associate of Applied Science (A.A.S.) degree programs may be admitted if they have satisfied one of the following:

1. Standard High School Diploma
   High School graduates must have earned a standard high school diploma. An official high school transcript with high school graduation date is required for admission.

2. State Equivalency Diploma (GED)
   Students who have satisfied a state issued General Education Diploma are entitled to admission to all degree programs. An official transcript of the GED scores and a copy of the diploma are required for admission.

3. Certificate of Completion/CPT Eligible
   Students who complete a certificate of completion/CPT eligible will not be admissible to limited access programs and may not be eligible for financial aid.

4. Home Educated Students
   Home educated students must complete the Affidavit for Home Educated Students form verifying high school graduation. Students must certify their program has satisfied the requirements of Florida Statute 232.0201. This form may be obtained from the Enrollment Services office and must be notarized.

5. Undocumented Immigrants
   If an undocumented student graduates from a Florida high school or is issued a state General Education Diploma, he or she is eligible to be admitted but will be considered as a non-resident for tuition purposes.

Students applying for certain Associate in Science degree programs or certificates may be required to meet additional admission requirements specified for the particular A.S. program or certificate.
Students seeking admission to any of the health-related limited-access programs should contact the Health Care Professions Division for specific application procedures (see page 7). Admission to the college does not guarantee admission to these programs.

- **Transfer Students**

A student who has attended another college or university is considered a transfer student. These students must submit official transcripts from all colleges previously attended prior to registration.

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

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

The Enrollment Services office has the institutional authority to administer the college’s transfer policy. Actions taken by the Enrollment Services office are subject to review by the Vice President of Academic Affairs.

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

Transfer students not eligible for readmission to an institution they previously attended may apply for admission to Tallahassee Community College. The academic records of transfer students will be evaluated under the Tallahassee Community College Academic Progress System. Those who do not satisfy the College Academic Progress Standards will be assigned a warning status and must earn at least a 2.0 semester GPA for the first term of enrollment and complete fifty percent or more of attempted credit hours.

- **Postsecondary Adult Vocational (PSAV)**

Certificate Programs (Clock-Hour Programs)

PSAV admission requirements vary by program. The student must review the criteria for the desired program regarding application, placement testing, and the need of a standard high school diploma or GED. In general, a person wishing to enroll in a PSAV program must:

1. Submit a completed TCC application for admission and provide any additional materials that may be required.
2. For those programs that require a standard high school diploma, submit an official high school transcript or official copies of GED scores.
3. Take the Test of Adult Basic Education (TABE) according to the requirements of the program or present evidence of allowable substitutes. Allowable substitutes include associate of arts, baccalaureate, or graduate-level degree; successful completion of the college-level communication and computation skills examination; achievement of select ACT or SAT scores; or successful remediation of any academic deficiencies identified by the college placement test and cumulative GPA of 2.5 in college level coursework.
4. If born on or after 1/1/57, submit adequate proof of immunization for measles (rubella) and German measles (rubeola).

- **Certificate Programs**

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

- **Adult Education/GED Program**

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

1. Submit the TCC application for admission.
2. Take the Test of Adult Basic Education.
3. All students born on or after 1/1/57 must provide documented proof of immunization against German measles (rubella) and measles (rubeola) to the Enrollment Services office.

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

- **Non-degree Students**

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

1. Submit an application for admission.
2. Submit a complete Residency Affidavit as part of the College application.
3. Provide immunization records if born after 1/1/57.
4. Provide proof of graduation from high school or an unofficial transcript from the last college or university attended. (Students seeking enrollment in courses that require pre-requisite work, must submit proof that course pre-requisites have been met.)
5. Complete the Non-Degree Student form and submit to the Enrollment Services office. (This form can be found online at www.tcc.fl.edu.)

- **Transient Students**

Transient students are students who are not seeking a degree but would like to take a course (s) at Tallahassee Community College and transfer this credit back to their home institution. A transient student seeking credit must complete the following steps:

1. Submit an application for admission.
2. Provide proof of immunizations if born after 1/1/57.
3. Submit a permission letter or the Transient Student Form from their home institution to the Enrollment Services office. (Some colleges/universities allow electronic submission of the transient form through www.facts.org.)

Note: It is the transient student’s responsibility to ensure that coursework taken at Tallahassee Community College will transfer back to his/her home institution.
• **International Students**

A student who is not a citizen or permanent resident of the United States will be considered an international student. The International Student admissions representative in the Enrollment Services office will assist students with the application process. For additional assistance, please call (850) 201-6127 or visit our Web site at [www.tcc.fl.edu](http://www.tcc.fl.edu). International students must complete the following steps:

1. Complete an application for admission.

   **Term admission deadlines for international students are:**
   - Fall . . . . . . . . . June 1
   - Spring . . . . . . . October 1
   - Summer . . . . . . . March 1

2. Provide proof of U.S. high school equivalency through an external evaluation service (e.g., World Education Services).

3. Submit official transcripts from any colleges and/or universities the student has attended in the United States, if applicable. Students interested in receiving transfer credit for course work completed at non-U.S. schools must provide the Enrollment Services and Testing office with a course-by-course evaluation done by a certified evaluation agency (e.g., World Education Services, Josef Silney & Associates, etc.). Any costs associated with the evaluation of international college credit shall be borne by the student. All evaluations must be in English.

4. Submit an official Test of English as a Foreign Language (TOEFL) score report with a minimum total score of the following:
   - 500 on the paper/pencil version
   - 173 on the computer version
   - 61 on the internet-based version

5. Submit a completed Confidential Financial Statement and supporting documents, such as bank statements. Annual estimated expenses for international students are approximately $20,030.00 which includes tuition, fees, personal and living expenses, and transportation expenses.

6. All students born on or after 1/1/57 are required to present documented proof of immunization against German measles (rubella) and measles (rubeola) according to these guidelines:
   - Rubella: one dose of live rubella vaccine on or after the first birthday or laboratory evidence of rubella immunity; and
   - Measles (rubeola): two doses of live measles vaccine on or after the first birthday or laboratory evidence of measles immunity.

   Students are not permitted to register for classes until adequate proof is submitted unless the Director of Enrollment Services has authorized a one-term extension due to extenuating circumstances.

7. Submit proof of health insurance. Information about purchase of health insurance is available in the Enrollment Services office.

   Upon the student’s completion of all admission requirements, a Certificate of Eligibility (form I-20) will be issued to the student. The U.S. Immigration and Customs Enforcement will be notified of the student’s admission to Tallahassee Community College.

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

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

The College has no financial aid available for international students. Since delays of up to 45 days may occur before foreign bank drafts or money orders can be negotiated, students are urged to bring sufficient cash in U.S. dollars when traveling to TCC. The College is authorized under federal law to enroll non-immigrant alien students.

• **Admissions Steps for College Credit Courses**

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

1. Submit an application for admission to the Enrollment Services office. Applications are available on-line at [www.tcc.fl.edu](http://www.tcc.fl.edu), or in the Enrollment Services office. Admission deadlines are established for each term and are published below:
   - Fall . . . . . . . . . August 1
   - Spring . . . . . . . . . December 1
   - Summer A/C . . . . . April 1
   - Summer B . . . . . . . June 1

   Please refer to the TCC Admissions page at [www.tcc.fl.edu](http://www.tcc.fl.edu) for information on future terms.

2. Submit an official high school and/or college transcript(s) to the Enrollment Services office.
   - High school seniors must request their transcripts be sent following graduation.
   - GED recipients must request a copy of their GED test scores.
   - Transfer students must request transcripts from all colleges and/or universities attended.

   All transcripts should be submitted prior to registration to ensure all registration and financial aid issues are resolved before the start of the term.

3. Take the appropriate placement tests, if applicable. These tests are used for placement purposes only and are not to be used as instruments for selective admission. Transfer students who have satisfied English and math requirements may not need placement testing. Students who meet the following criteria are exempt from placement testing:
   - Non-degree seeking students.
     Note: The College Placement Test or unofficial transcripts may be required for students taking English or math courses for the first time.
   - Transfer students who present transcripts showing a grade of “C” or better in college-level English and/or mathematics.
   - Students with ACT or SAT scores at or above the state minimum. Listed below are the minimum scores for College-Level Placement based on the ACT and SAT scores:

     | ACT         | SAT          |
     |-------------|--------------|
     | Reading = 18| Verbal/Critical Reading = 440  |
     | Mathematics = 19| Mathematics = 440   |

4. Submit adequate proof of immunization for measles (rubeola) and German measles (rubella).

   All students born on or after 1/1/57 are required to present documented proof of immunization against German measles (rubella) and measles (rubeola) according to these guidelines:
   - Rubella: one dose of live rubella vaccine on or after the first birthday or laboratory evidence of rubella immunity; and
   - Measles (rubeola): two doses of live measles vaccine on or after the first birthday or laboratory evidence of measles immunity.

   Students are not permitted to register for classes until adequate proof is submitted unless the Director of Enrollment Services has authorized a one-term extension due to extenuating circumstances.
2. Measles (rubeola): two doses of live measles vaccine on or after the first birthday or laboratory evidence of measles immunity.

   Students are not permitted to register for classes until adequate proof is submitted unless the Director of Enrollment Services has authorized a one-term extension due to extenuating circumstances.

5. Submit a complete Residency Affidavit as part of the College application.

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

- Readmission

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

- Early Admission Program

The Early Admission program allows qualified public secondary school students to proceed toward their academic goals at TCC. An early admission student is an eligible secondary school student who enrolls on a full-time basis in courses that are creditable toward the high school diploma and toward the associate degree. Upon presentation of evidence of high school graduation, the escrow college credit will become official college credit. To be considered for early admission, a high school student must submit the following documentation:

1. Proof of completion of the eleventh grade;
2. A recommendation letter from the high school principal or designee stating that the student has the maturity, motivation, dependability, and academic ability to succeed at the college level;
3. A completed TCC application for admission;
4. An official high school transcript indicating the student has a grade point average of 3.0 or better (on a 4.0 scale);
5. Satisfactory scores on an approved placement test (SAT, ACT, or CPT). These scores are required prior to enrollment in any college course.

Early Admission students must enroll in a minimum of twelve semester hours for two terms and maintain a minimum 2.0 grade point average. Students enrolled in this program are exempt from registration, matriculation, and laboratory fees. College credit courses may be conducted at district public high schools and on the TCC campus in accordance with terms specified in the inter-institutional articulation agreements. For more information, please call the Student Success Center at (850) 201-8440.

- Early Admission for Home Educated Students

Upon entering the equivalent of the senior year of high school, home educated students are eligible to become part of the TCC Early Admission Program. Through Early Admission, students can enroll full-time at TCC. The Early Admission Program is limited to two semesters (which would be defined as the senior year). Upon completion of the second semester of Early Admission, students are required to provide proof of graduation from the home school program, and the student would become a degree-seeking student at TCC. Dual enrollment eligibility would end at that time.

- Dual Enrollment/Dual Credit

Dual enrollment/dual credit students are students who are taking classes at both the high school and at TCC. These students may enroll in only those courses which are creditable toward both the high school diploma and toward the associate degree or career certificate in accordance with Section 1007.271 Florida Statutes.

The college class load will be determined by the high school principal or designee and should not exceed an equated full load at either institution. A college class load of twelve (12) hours will be considered equal to a full-time high school load. Upon presentation of evidence of high school graduation, the escrow college credit will become official college credit. To be considered for the dual enrollment program, a high school student must submit the following documentation:

1. A recommendation letter from the principal stating that the student has the maturity, motivation, dependability and academic ability to succeed at the college level;
2. A completed TCC application for admission;
3. An official high school transcript indicating the student has a grade point average of 3.0 or better (on a 4.0 scale).
4. Satisfactory scores on an approved placement test (SAT, ACT, or CPT). These scores are required prior to enrollment in any general education course.

Students enrolled in the dual enrollment program are exempt from registration, matriculation, and laboratory fees. College credit courses may be conducted at district public high schools and on the TCC campus in accordance with terms specified in the inter-institutional articulation agreements. For more information, please call the Student Success Center at (850) 201-8440.

- Dual Enrollment/Dual Credit—Home Educated Students

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

Students participating in dual enrollment take classes that will satisfy high school graduation requirements and that are creditable toward the associate degree or career certificate in accordance with Section 1007.271 Florida Statutes. Home educated dual enrollment students are limited to 11 credit hours of enrollment. Only college credit level classes will be considered part of the dual enrollment program. This excludes any non-credit or preparatory (remedial) courses and physical education courses.

Home Educated Dual Enrollment Criteria:

• Students must have attained a status equivalent to that of a public high school junior and be at least 15 years of age prior to their first semester of enrollment at TCC.
• Students must submit a completed TCC admission application.
• Students must submit qualifying scores on the SAT, ACT or College Placement Test (CPT). These scores are required prior to enrollment into any general education course.
• Students must submit a permission form signed by both the home education administrator (parent) and the appropriate county official.
• Students must provide a completed Home Education Dual Enrollment Agreement, outlining the requirements and parameters of the home education dual enrollment program.
• Students must provide proof of immunization.
TCC waives tuition and matriculation fees for all courses through the high school/home education dual enrollment program. Students are responsible for books, materials and transportation to the TCC Campus. Home educated students are eligible to dual enroll with TCC for two calendar years from the time they enter the program. Eligibility for the dual enrollment program expires two years from the original date of enrollment at which point students must matriculate to a regular degree-seeking status to continue taking classes at TCC. Please contact the Student Success Center (850) 201-8440 for more information.

- Dual Enrollment and FERPA
FERPA is the Family Educational Rights and Privacy Act, more commonly known as the Buckley Amendment. This federal law protects students’ rights to privacy regarding their student records. FERPA governs (1) release of these records known as education records maintained by an educational institution and (2) access to these records.

All college students have rights under FERPA, even those who are younger than 18 years of age. FERPA protects the education records of students who are attending or who have attended the institution. Upon enrollment, the education records of each student, including the student’s application for admissions and all related materials, become automatically protected.

FERPA protects all records directly related to a student and that are maintained by the institution. A record is “directly related” to a student if it is personally identifiable to the student.

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

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

- Honors Program Admission Criteria
Interested students should complete the following steps:
1. Complete an application for admission to TCC;
2. Complete an application to the Honors Program; and
3. Successfully complete the placement tests or course prerequisites.

Applicants should also present evidence of at least two of the following criteria:
1. Minimum ACT score of 25;
2. Minimum SAT score of 1180;
3. Minimum 3.50 unweighted high school GPA;
4. Graduated in the top 10% of the high school class;
5. Minimum 3.25 cumulative college GPA with at least twelve (12) hours of earned college credit;
6. College faculty recommendation.

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

- Graduation from the Honors Program
To graduate from the Honors Program, a student should have:
1. Satisfactorily completed a minimum of 16 semester hours of honors courses with a minimum 3.0 GPA in these courses;
2. Earned at least a 3.25 cumulative GPA.

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

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

Inter-institutional Registration
The policies concerning inter-institutional registration have been agreed upon by Tallahassee Community College, Florida State University and Florida A&M University. At both Florida State University and Florida A&M University the approving official is the University Registrar.

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

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

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

Florida State University and Florida A&M University students wishing to enroll at TCC at the same time must submit the following documentation to the TCC Enrollment Services office:
1. TCC application for admission
2. Permission letter or transient student form from home institution
3. Proof of immunizations if born after 1/1/57

Approval will not be given for registration in courses which are currently available at the student’s home institution. For example, a course equivalent to ENC1101 at Tallahassee Community College could not be taken by a TCC student at Florida State University under the agreement for inter-institutional registration if it is available to the student at TCC.
In the event shortage of classroom space becomes an issue, students registering inter-institutionally will be given lower priority for scheduling than will “home” students.

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

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

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

Student Placement

Prior to entry into the credit instructional programs of the College, students are assessed in the areas of communications and computational skills using test instruments approved by the State Articulation Coordinating Committee. Based on the results of the assessment process, students are counseled and placed into appropriate course work. Depending upon test scores and other relevant data, individual students may be required to enroll in college preparatory course work designed to remedy specific communications and/or computation skill deficiencies. (For more information on College Preparatory courses see page 47.) Students seeking entry into limited access deficiencies. (For more information on College Preparatory to remedy specific communications and/or computation skill scores and other relevant data, individual students may be placed into appropriate course work. Depending upon test results of the assessment process, students are counseled and the State Articulation Coordinating Committee. Based on the and computational skills using test instruments approved by College, students are assessed in the areas of communications Prior to entry into the credit instructional programs of the Student Placement

New Student Orientation

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

The goals of the New Student Orientation program include the following:

- To empower students to take responsibility for their education.
- To assist students in gaining a greater understanding of the value of an education.
- To assist students in developing an academic plan.
- To assist students in setting priorities and finding balance in their lives.
- To assist students in recognizing the importance of campus involvement and utilizing available campus resources.
- To foster a spirit of independence and self-direction through family involvement and education.
- To assist students in gaining an understanding of the value of appreciating the contributions of a diverse campus community.

The program provides students with important information on student campus resources, TCC policies, campus procedures, and degree requirements. It also highlights EagleNet, TCC’s Web registration and advising system, providing helpful tutorials for students as they learn how to utilize this important planning tool.

Tallahassee Community College is committed to student success and requires all new degree seeking students to complete a new student orientation. To meet the needs of our diverse student community, TCC provides both on-campus and on-line orientation programs. For detailed information on new student orientation, contact the Student Success Center at (850) 201-8440 or via e-mail at studentsuccess@tcc.fl.edu.

Academic Advising

Tallahassee Community College is committed to providing students with appropriate guidance in academic and career planning. The goals for the College’s advising system are as follows:

- Assist students in developing educational and career plans that are consistent with their life goals;
- Provide students with accurate information about academic progression and degree requirements;
- Assist students in understanding academic policies and procedures;
- Help students access campus resources that will enhance their ability to be academically successful;
- Enhance student retention and success by connecting students to the College through personal interactions.

To accomplish these goals, the College has created an Interactive Advising System through EagleNet. This system utilizes online technology and resources, and allows students and advisors to share the responsibility of developing academic plans that will assist students in meeting their educational and career goals. The system also provides opportunities for students to refine their academic and life skills, become independent learners, and develop ownership of their educational plans.
Registration

TCC students register for classes through the EagleNet Web registration system. Students register for classes each semester based on the dates listed on the Academic Calendar and the Guide for Successful Advising and Registration. EagleNet can be accessed through the TCC Web site at www.tcc.fl.edu.

• Registration and Enrollment Terminology
  - College Preparatory Courses – The College Preparatory Program, a component of the Academic Support Division, is designed to improve student performance in the college-entry skills of reading, English, and mathematics. Effective July 1, 1985, any student who falls below the state adopted score on the college placement test must register in the College Preparatory courses indicated. Please see page 47 for additional information.
  - Distance Learning – Distance Learning includes Self-Paced Instruction (SPI), Televised, and Web-based courses. Distance Learning courses are excellent options for non-traditional students or students seeking alternative learning environments. Non-traditional course alternatives (SPI, televised, and Web-based classes) are not suitable for all students. These alternatives place the responsibility for course management on the student. Students in distance learning and alternative learning environments need to have the following skills and abilities to be successful:
    * Self motivation and self discipline
    * Ability to work independently
    * Good time management skills
    * Good study skills and test taking skills
    * Good reading and research skills
    * Ability to understand and evaluate readings
    * Ability to analyze and synthesize information

For information regarding courses currently offered via Distance Learning, visit our Web site at www.tcc.fl.edu and click on Distance Learning from the tool bar.

• Express Sessions are accelerated sections of courses offered each semester. Express sessions can range from 6 to 12 weeks in length. These sessions provide students with more availability and opportunities to take courses.

• Fee Slip/Class Schedule – At the end of each registration, total fee assessment, due date, and schedule of classes will be indicated on the fee slip. A fee slip/class schedule can also be obtained on the Web through EagleNet. Students are encouraged to print a fee slip/class schedule after each registration.

• PIN- First-time students will have a personal identification number (PIN) automatically set to the student’s birth month and year. (For example, if birthdate is January 10, 1980, automatic PIN is 0180). Once students enter their PIN for the first time, EagleNet will allow them to change the automatic PIN. Students will also be asked to set a security question.

• Registration Hold - A registration hold is a block that has been placed on a student’s record to prevent registration until the issue is resolved with the appropriate department. Some of the departments that can place registration holds on a student’s record include Campus Life, Cashiers Office, Student Success Center, Enrollment Services and Testing, Financial Aid, Library, and Campus Police. Students must contact the department that placed the hold on their record to avoid registration delays.

• Self-Paced Instruction (SPI) Courses: SPI courses are independent study courses where the student is given 20 weeks to complete each course. Students are not required to attend on-campus classes and will be allowed to work at their own pace. Each SPI course student will purchase a guidebook, available in the TCC bookstore, written by a faculty member to help the student complete the appropriate work and readings for the course. SPI courses may require textbooks and other materials. Students are required to take tests on-campus at the Testing Center. All students who wish to enroll in a SPI course must first go to the Student Success Center for advisement and to sign a SPI contract. Any prerequisites and/or placement tests for a course must be met. All dates for SPI courses correspond to the calculated start date and do not follow the semester calendar. Upon completion of advisement and the SPI contract, students will then register and pay the associated fees. For additional information, please contact the Student Success Center at (850) 201-8440.

• Student ID Number – The TCC student ID number is an automatic number generated for students at the point of admission. Students using EagleNet for the first time will need to enter their Social Security number first in order to be able to see their new student ID number. This ID number will appear at the top of the page along with the student’s name. This is the official ID number used by all TCC offices and departments to identify students.

• Web-based Courses: Web courses are accessed through the internet at TCC’s home page and are delivered via the Internet. Lecture material, assignments, and other course materials are also available on-line. Students will have access to the class instructor and other class members through e-mail and class discussion boards. Students considering a Web-based course must be disciplined, motivated, and must have good time management skills. In order to successfully participate in a Web-based course a student needs basic computer skills, adequate computer hardware and software. Registration for Web-based courses occurs during the regular registration periods and is available through all methods of registration.

Drug Free Campus

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

Residency Information and Requirements
Tuition and Fees
Refunds
Delinquent Accounts

Financial Aid

– Financial Aid Programs
– Summer Financial Aid
– Financial Aid Eligibility
– Application Procedure
– Evaluation and Award
– Financial Aid and Enrollment Status
– Satisfactory Academic Progress Requirements
– Financial Aid Regulations
– Veterans Affairs Services
– Consortium Agreement with Another Educational Institution
Residency Information & Requirements

All applicants for admission to Tallahassee Community College are required to complete a residency affidavit which is included as a part of the application. If the applicant is a dependent, the affidavit must be signed by a parent or legal guardian. State regulations require that a tuition fee be paid in addition to the matriculation fee by all non-residents of the state of Florida.

Students with questions regarding their initial residency status and the appropriate documentation required to appeal for reclassification, should obtain the form “Establishing Florida Residency for Tuition Purposes,” in the Enrollment Services office. Eligibility for reclassification in a specific semester can be determined up until the last day to cancel registration and receive a refund and, in some cases, a student who has satisfied requirements subsequent to registration can be considered for a refund of the out-of-state portion of fees paid.

Students are encouraged to submit petitions for status changes well in advance of registration.

For the purpose of assessing registration fees in public community colleges and universities, students shall be classified as Florida residents or non-Florida residents. Residency is determined in accordance with s.1009.21, which is subject to change each legislative session. Further explanation about residency guidelines can be obtained from www.facts.org (Admissions section). Specific statute language can be obtained from www.leg.state.fl.us/statutes.

• Statutory Exceptions and Qualifications

Section 1009.21, Florida Statutes, permits certain applicants who do not meet the 12-month legal residence requirement to be classified as Florida residents or “temporary residents” for tuition purposes. The institution will require documentation in support of the following exceptions; however, the student does not have to show 12 months of residence in Florida prior to qualifying. These exceptions and qualifications categories are as follows:

• Dependent children residing continuously with a legal resident adult relative other than the parent, for at least 5 years immediately prior to the first day of classes of the term which Florida residency is sought.

• Persons married to legal Florida residents, who intend to make Florida their permanent home, and who relinquish their legal ties to any other state.

• Persons who were enrolled as Florida residents for tuition purposes at a Florida public institution of higher education, but who abandon Florida residency and then re-enroll in Florida within 12 months of the abandonment provided that he/she continually maintains the re-established domicile during the period of enrollment. (This benefit only applies one time.)

• Active duty members of the Armed Services of the United States residing or stationed in Florida (and spouse/dependent children); active duty members of the Florida National Guard (and spouse/dependent children) who qualify under 250.10(7) and (8); or military personnel not stationed in Florida whose home of record or state of legal residence certificate, DD Form 2058, is Florida (and spouse/dependent children).

• Active duty members of the Armed Services of the United States and their spouses/dependent children attending a public community college or university within 50 miles of the military establishment where they are stationed, if such military establishment is within a county contiguous to Florida.

• 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 spouse and dependent children.

• Full time instructional and administrative personnel employed by the State public school system, community colleges and institutions of higher education (and spouse/dependent children).

• Students from Latin America and the Caribbean who receive scholarships from the federal or state government. The student must attend, on a full-time basis, a Florida institution of higher education.

• 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.

• 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.

• 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.

• Qualified beneficiaries under the Florida Pre-Paid Post-Secondary Expense Program per s.1009.988(2). (Pre-Paid ID Card Required.)

• The legal residence of a dependent individual whose parents are divorced, separated, or otherwise living apart will be considered Florida if either parent can show legal residence in this State - regardless of who claims the dependent individual for federal income tax purposes.

• Permanent resident aliens or other legal aliens granted indefinite stay according to the US Naturalization and Immigration Services and who have maintained domicile in Florida for at least 12 months. (INS documentation is required.)

Tuition and Fees

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

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

• Tuition

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

A $10 per term student services fee will be assessed to cover costs associated with application, transcript, and identification card processing.

Classes must be dropped prior to the drop/add deadline in order to avoid financial responsibility for dropped classes. Students who withdraw from class(es) after the drop/add period will be responsible for payment of such classes. Students who rely on financial aid to cover the cost of their tuition, must drop their classes during the drop/add period to avoid financial responsibility.
Payments will be accepted in the following forms: cash, personal check, cashier’s check, money order, MasterCard, Visa, or American Express. Checks or money orders should be made payable to Tallahassee Community College. Counter checks will not be accepted. If a check received by the College is subsequently dishonored, the student will be notified by certified mail and given ten (10) working days to make the check good. Upon receipt of this notification, it is the responsibility of the student to inquire as to the status of his/her classes. It should not be assumed that classes will be dropped. The student shall also be assessed a $20 returned check fee. Personal checks will not be accepted as payment for a returned check. The student shall be responsible for all checks presented to the College on his or her behalf, regardless of the account name or bank upon which drawn.

All students presenting checks that are subsequently dishonored shall be placed on a “Cash Only” basis for two years.

• Transcripts
Transcripts are provided at no cost; however, a transcript will not be released to a student whose financial obligations to the College are outstanding. Transcripts will be released only with the permission of the student involved. Consequently, requests may be accepted only in person or in writing unless the student requests his/her transcript through EagleNet to a Florida postsecondary institution. No individual borrower who has been determined to be delinquent in making legally required scholarship loan or student loan repayments shall be furnished with academic transcripts or other student records until such time as the delinquent status has been removed.

• Special Fees
If a special fee is to be assessed for a course “Additional Fee” or “Lab Fee” will appear after the course description (See pages 122-163). Fee amounts were not determined at time of publication.

• Non-credit Course Fees
Non-credit course fees are established to cover the costs of individual programs. Non-credit classes may be cancelled due to insufficient enrollment. Non-credit fees are published in the schedule of classes and are listed on the TCC Web site (www.tcc.fl.edu) for each semester.

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

Please note that non-credit courses, like credit courses, are subject to cancellation when enrollment is not sufficient to pay the required expenses. Refunds must be requested in writing three business days prior to the start of classes.

Refunds
Canceled Registration
Any student who completed registration and finds it necessary to cancel it may do so by going to the Enrollment Services office or by dropping it on EagleNet. For a full refund of fees paid, this must be done during the first five days of classes; otherwise, it will be treated as a withdrawal even though the student has not attended any classes. Classes treated as a withdrawal do not merit refund of fees paid.

Students who find it necessary to cancel a part of their registration and do so as outlined above will be refunded the difference between the fee paid and the fee which would normally apply to the reduced load. Refunds of this nature will be mailed after the last day of drop/add, usually within three weeks. Students who defer fees and reduce their class loads after the last day of drop/add shall personally owe the amount originally deferred.

Refunds may be made until midterm of the current semester as a result of:

1. a serious illness, or incapacity due to accident of the student;
2. death, serious illness, or incapacity due to accident of a member of the immediate family upon whom the student is dependent for continuation of enrollment;
3. other extreme emergency or catastrophic event such as:
   a. medical/psychological trauma of the student as evidenced by a physician’s letter
   b. military orders to report
   c. natural disasters affecting student/immediate family

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

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

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

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

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

To assist students in managing their educational expense budget, TCC has teamed Sallie Mae Business Solutions to provide a convenient, interest-free tuition payment plan. TCC students can enroll in ‘TuitionPay’ through the EagleNet Web registration system, under the ‘Payment’ option. EagleNet can be accessed through the TCC Web site at www.tcc.fl.edu.

Payments are made via automatic withdrawal (ACH) to Sallie Mae from the account indicated by the student upon enrollment to ‘TuitionPay’. Payment due dates are established each semester prior to student registration. The first installment and an application fee must be paid upon enrollment to ‘TuitionPay’. In order for Sallie Mae to guarantee payment student term fees, 50% of the tuition plan amount must be paid prior to commence of classes. Enrollment into ‘TuitionPay’ will also require providing Sallie Mae with a valid credit card to be used as an alternative payment method.

Financial Aid

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

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

Student Responsibilities:

As financial aid applicants or recipients, students have the following responsibilities:

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

Student Rights:

As financial aid applicants or recipients, students have the following rights:

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

Financial Aid Programs Available

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

- Federal College Work Study Program- based on need, students are awarded part-time jobs on or off campus for use in defraying educational expense.
- Federal Supplemental Education Opportunity Grants (FSEOG) are awarded to students from funds made available by the federal government for students with exceptional need. The FSEOG is usually awarded to students who receive the Federal Pell Grant. Grants vary in amount, with the smallest grant valued at $200. Students must be enrolled at least half-time to receive this award.
- Federal Pell Grants are available to any student demonstrating eligibility as determined by the Federal Government. Students who are enrolled full-time, three-quarter-time, half-time and less-than-half-time may qualify if the Expected Family Contribution (EFC) meets the standards established by the Federal Government.
- Federal Parent’s Loan for Undergraduate Students (PLUS)- Parents who demonstrate appropriate credit worthiness are eligible to borrow a low interest loan, up to the cost of educational aid less any financial aid received, for their student. TCC requires the student to complete the FAFSA and to have a valid ISIR or SAR on file in the Financial Aid office in order to process a PLUS Loan. Tuition and fees are not deferred for students awarded PLUS loans.
- Federal Stafford Loans are awards that must be repaid. TCC encourages students to be informed borrowers and to read all documents associated with any student loan. Applications for Federal Stafford Loans are processed through a lender and a guarantee agency, which are responsible for the servicing and collection of the debt. Interest rates are variable and are established by the federal government. Usually the interest rates are very low. There are two programs: the Federal Subsidized Stafford Loans and the Federal Unsubsidized Stafford Loans.
- Federal Subsidized Stafford Loans are awarded to students who demonstrate need. For borrowers who have earned 0 – 30 credit hours, students may borrow $2,625 per year. Borrowers who have earned 31 credit hours or more may borrow $3,500 per year. All maximum loans must be split over two semesters and a seven month period. After a seven month loan period, borrowers are eligible for a new loan. Federal Subsidized Stafford Loans go into repayment six months after the student ceases at least half-time enrollment or graduates from TCC. Interest is paid by the federal government until the borrower enters repayment.
- Federal Unsubsidized Stafford Loans are awarded to students who don’t demonstrate need, or who have other funds meeting need, but have not reached their estimated cost of attendance in financial aid funds. This loan can be used to replace the Expected Family Contribution (EFC). The conditions of this loan are identical to the Federal Subsidized Stafford Loan, except students are required to pay the interest while in school, or have the interest capitalized into the loan for repayment after graduation.

Independent students, or students whose parents are denied for the Parent’s Loan for Undergraduate Students (PLUS), may be eligible to borrow an additional $4,000 per academic year in this program, split over two terms. Students who are awarded a Stafford Loan are not required to borrow. However, students who choose to keep the loan must complete the promissory note (forwarded to them by the lender) as soon as they receive it. The promissory note must be returned to the address on the form as quickly as possible as funds will not be forwarded to TCC until this form is received and verified by the lender.
If a student chooses to reject the Stafford Loan, he/she must notify the Financial Aid office so the loan can be canceled with the lender. An origination fee is deducted from the Federal Stafford Loan before it comes to TCC. In calculating a student’s actual loan amount, students should reduce the gross amount awarded by 4 percent. This should give the student a figure close to the actual amount of loan TCC will receive and credit his/her account.

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

Students who borrow their aggregate Federal Stafford Loan limit while at TCC will not be eligible for additional funding at an upper division institution. All borrowers must attend pre-loan counseling prior to TCC crediting the first Stafford Loan at TCC to the student’s account, even if the student attended pre-loan counseling at another institution. Students can take their pre-loan counseling via the internet at www.nelnet.net.

Prior to leaving TCC, Stafford Loan borrowers are required to undergo exit counseling. All graduates and students not returning to TCC should take the exit exam on-line at www.nelnet.net, or contact the Financial Aid office to obtain the appropriate paperwork for this process.

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

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

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

- Part-time Florida Student Assistance Grant. The state now provides FSAG funds to students who are enrolled less than-full-time, but at least half-time or greater. Funds are prorated based on the number of hours the student attends (half-time or three-quarter time). Students must complete the Free Application for Federal Student Aid and meet the state guidelines for FSAG. Other than the amount the student is eligible for and the number of hours a student must complete for continued eligibility, all other terms and conditions for receipt of a full-time FSAG apply.

- Florida Bright Futures Programs includes the Florida Academic Scholarship, the Florida Merit Scholarship and the Florida Vocational Gold Seal Scholarship. Recipients are selected and notified of eligibility by the state. Students may contact the state of Florida concerning transfer of Bright Futures scholarships at www.floridastudentfinancialaid.org or call toll free, 1-888-827-2004.

- Other State Programs - The state of Florida has several scholarship, grant, and loan programs such as the Chappie James Teacher Scholarship Loan Program and the Critical Teacher Shortage Scholarship, along with many others. For more information, call the Florida Office of Student Financial Assistance at (888) 827-2004 or visit their Web site at www.floridastudentfinancialaid.org.

- Outside Scholarships - All scholarships received, even from outside sources, must be reported to the Financial Aid office and counted in the student’s financial aid award, as required by law. Students seeking outside scholarships should avoid sites that charge fees. There are multiple free scholarship sites available that provide the same or better information as the for fee sites. Some of the sites are: www.fastweb.com, www.finaid.org, www.nasfaa.org, and www.SallieMae.org. Other scholarship resources include the public library, and local/civic organizations and businesses.

- Welfare to Work and Work & Welfare Transition Programs - These programs assist potential, former, and current welfare recipients and their respective families as they begin to make the transition from cash assistance to employment by providing support and mentoring, along with more concrete assistance in such areas as scholarship, transportation, and child care.

- WIA Scholarships - The Workforce Investment Act (WIA) program provides a variety of resources to eligible students looking for additional financial aid resources as well as those seeking the right job or career. The WIA scholarship offers funding for tuition and books. Resource rooms located in each Big Bend Workforce Center provide various tools designed to help customers seeking financial aid resources such as several links to financial aid search banks and financial aid search software. For more information, visit www.bbjec.org.
• **Summer Financial Aid**
Financial aid is limited in the summer as most students have received their maximum awards during the Fall and Spring terms. Students who have not used their entire Federal Pell Grant eligibility may be able to receive an award from this fund.

Most summer awards are made in the form of student loans. Students interested in summer financial aid should contact the Financial Aid office in early February to obtain a form requesting the Financial Aid office to review them for summer financial aid. This form does not replace the need for a FAFSA and for TCC to have a valid ISIR or SAR. The form is also available on the Web site at www.tcc.fl.edu.

• **Financial Aid Eligibility**
Students who apply for financial aid must be fully admitted and degree-seeking students at TCC prior to their financial aid being processed.

Students who receive financial aid from TCC may not receive financial aid from any other school. Students who wish to attend more than one institution need to see the section on Consortium Agreements.

Students must also be in an eligible program as a degree seeking student. Transient students, non-degree seeking students and students taking courses on an audit basis are ineligible for financial aid. Transient students should consult their home institution to see if they can participate in a consortium agreement. Also, students working on their GED do not qualify for financial aid.

Students requesting financial aid must be U.S. citizens or eligible non-citizens. Eligible non-citizens must have a match with INS or must complete all required forms to prove eligibility.

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

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

**First Time Freshmen:**
First time freshmen who have never attended another college or university must provide a final copy of their high school transcript which indicates they graduated, or other proof of graduation or proof of General Equivalency Diploma (GED) to the Enrollment Services office.

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

**Award Adjustments**
Students who are found ineligible for the aid they received, either by clerical error or a drop in the Expected Family Contribution or any other error, are responsible for repayment of the funds they are not eligible for. If a student receives a refund they are not anticipating or in excess of what they expect, they need to contact the Financial Aid office. The student will be issued a new award letter if there are changes to their financial aid, other than adjustment to scholarships based on actual tuition and fees.

• **Application Procedure**

**Financial Aid Terminology**

- **FAFSA** - Free Application for Federal Student Aid
- **EFC** - Expected Family Contribution
- **SAR** - Student Aid Report
- **ISIR** - Institutional Student Information Record

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

1. The student must submit the FAFSA as soon as possible after January 1st. Forms are available at high school counseling offices, college financial aid offices or at public libraries. The FAFSA may also be completed and submitted electronically on the Web at www.fafsa.ed.gov. TCC’s code for the FAFSA is: 001533.

2. The student must submit a TCC Financial Aid Application (available on-line or at the TCC Financial Aid office). The application is only required of first time applicants or students who have not attended for a long period of time.

3. Once the SAR (generated from the FAFSA) is received, the student should check with the TCC Financial Aid Office to see if any additional information is required.

4. The Financial Aid office will mail an award notice informing the student of the aid for which he/she is eligible.

5. If a student chooses to retain all the awards issued, no further action is necessary. Should a student decide to turn down any of the awards offered, the student should draw a line through the award being rejected, sign the letter, and return it to the Financial Aid office.

6. The student should pay particular attention to financial aid obligations should classes be reduced or dropped - see page 30.

7. The student must re-apply for financial aid each year. Financial aid is determined using a federal formula that takes into account the student’s Expected Family Contribution (EFC), the Estimated Cost of TCC Attendance, and the Enrollment Status at TCC.

• **Evaluation & Award**

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

Should a student decide to turn down any of the awards offered, the student should draw a line through the award being rejected, sign the letter, and return it to the Financial Aid office.

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

**Expected Family Contribution (EFC)**
The EFC is calculated from the student’s FAFSA and is the same at all institutions. The EFC includes a contribution from the student’s earnings, savings, and assets. If the student is a married independent student, a contribution from the student’s spouse will be calculated utilizing the same components. Dependent students will have a contribution from their parents from earnings, savings, and assets.
Estimated Cost of Attendance
Listed below is the estimated cost of attendance for a thirty-two-week academic year (fall/spring semesters) on a full-time basis (13 hours per semester, or 26 hours per year). Students should note that this is only an estimate and the actual costs may be more or less than the figures shown.

The tuition costs used are based on academic year 2005-2006 and are subject to change.

<table>
<thead>
<tr>
<th></th>
<th>Resident</th>
<th>Non-Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Fees</td>
<td>$1,645</td>
<td>$5,831</td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>800</td>
<td>800</td>
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<tr>
<td>Room and Board</td>
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<td>Personal Expense</td>
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<tr>
<td>Transportation</td>
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<td>2,000</td>
</tr>
<tr>
<td>Loan Fees (Fresh/Soph)</td>
<td>79/105</td>
<td>79/105</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$12,324/12,350</td>
<td>$16,510/16,536</td>
</tr>
</tbody>
</table>

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

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

Note: PLUS Loans are not used to defer tuition fees and books.

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

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

Refunds are issued after all student accounts are fully paid, and no refunds are issued for at least ten (10) business days after the drop/add period. Students are encouraged to secure funding to pay for living expenses for the first two months of class. No emergency loans for living expense will be issued for residents and non-residents.

The number of days from the drop/add period to the final drop or withdrawal date is divided by the program length. These rules are established in federal regulations.

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

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

Students Taking College Preparatory Classes
Students can take no more than 30 credit hours of college preparatory course work for financial aid purposes. Students taking college preparatory classes are allowed 30 credits of preparatory course work that the federal government will use toward their enrollment status. If a student has completed 30 credit hours of college preparatory course work, the hours taken can no longer be counted in determining the students enrollment status (full-time, 3/4 time, half-time, less-than-half-time). College preparatory courses are never used for determining enrollment hours for Bright Future Scholarship recipients, Florida Academic Scholar, Florida Merit Scholar and Gold Seal Vocational Scholar.

Class Attendance - Title IV Requirements

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

Students Who Attend Multiple Sessions Within a Semester
Students who attend multiple sessions within a semester cannot receive financial aid under most programs until they are attending at least 6 credit hours. Though a student may be enrolled in 6 or more credit hours, financial aid cannot be paid until the student is actually attending class or classes that total 6 credit hours. Students whose enrollment changes as a new term begins will have their financial aid adjusted to reflect any changes made. Should students fail to take all of the classes for which they enroll, financial aid may be reduced or cancelled.
### Course Work for Degree

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

### Withdrawal from or Cancellation of Classes

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

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

### Withdrawal from Classes - Title IV Financial Liability (Repayment):

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

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

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

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

Example: a student is awarded the following aid -

\[
\begin{align*}
& \text{\$1,500 Federal Pell Grant} \\
& \text{\$125 Federal SEOG} \\
& \text{\$1,313 Federal Stafford Loan} \\
& \text{\$2,938 total Title IV aid received} \\
& \text{\$2,938 x 80% = \$2,350.40 unearned aid} \\
\end{align*}
\]

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

If the student is taking 12 semester hours, 80% of the $600 tuition and fees must be returned to the Title IV programs. 80% of $600 is $480 which will be returned to the Federal Stafford Loan program by TCC, leaving a balance of $833, which the student will repay as part of the normal loan repayment schedule.

\[
\begin{align*}
& \text{\$2,350.40 . unearned aid} \\
& \text{- \$480.00 . returned to Federal Stafford loan program} \\
& \text{- \$833.00 . Federal Stafford loan balance to be repaid} \\
& \text{\$1,037.40 . balance of unearned aid} \\
& \text{\$518.70 . returned to Federal Pell Grant Program} \\
& \text{since grant programs require that only 50% of the funds be returned} \\
\end{align*}
\]

### Satisfactory Academic Progress Requirements

To be eligible for financial aid, all students, including students transferring to TCC from another institution, must meet TCC’s standards of satisfactory progress for financial aid. Standards of satisfactory progress are reviewed at the end of the Spring term for returning students, and the first semester of attendance for students transferring into TCC. Transferring students’ satisfactory progress will be determined from the academic history from all previously attended institutions. After the first term of attendance, transferring students will be reviewed at the end of Spring term along with TCC’s returning students.

Students who attended TCC in the past will be reviewed based on all previously attempted courses, regardless of how long ago they attended TCC. Failure to meet one or more of the established standards of satisfactory progress will make a student ineligible for financial aid. Students who have their financial aid revoked due to the failure to meet the standards of satisfactory progress for financial aid will remain ineligible for financial aid until such time as their academic history is such that they meet the established standards. Satisfactory progress includes all previous academic history, even if the student did not receive financial aid. It is the student’s responsibility to monitor his/her satisfactory progress. Although the Financial Aid office attempts to send students who fail to meet the satisfactory progress standards a letter informing them of their status, students who do not receive a letter will still be ineligible for financial aid.

Students have fifteen (15) days from the receipt of a letter notifying them of their failure to meet the standards of satisfactory academic progress to appeal, or thirty (30) days after the spring semester ends if written notification was not received.
Appealing Satisfactory Progress Requirements
Transfer students must meet the established satisfactory progress requirements and appeals are generally not granted.

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

The following standards of satisfactory progress for financial aid apply to all students:

• Students who have attempted 1 to 16 credit hours must have at least a 1.50 cumulative GPA.
• Students who have attempted 17 to 30 credit hours must have at least a 1.75 cumulative GPA.
• Students who have attempted 31 credits or more must have at least a 2.0 GPA. The 2.0 GPA is required for graduation.

Students must meet the following standards of satisfactory progress:

• Students must complete 67 percent of classes attempted. Attempted hours include all college preparatory courses, withdrawals, incomplete courses, unsatisfactory (failures) grades and transfer credit hours.
• Students must complete their degree program before attempting more than 150 percent of the total credit hours required for the program.

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

Students must appeal their failure to meet satisfactory progress within 15 days of the receipt of the notification letter, or 30 days after the end of the spring semester. Appeal forms and procedures are available in the Financial Aid office and also on the Web site at www.tcc.fl.edu.

Financial Aid Regulations

Family Rights and Privacy Act
This Act prohibits the release of information from a student’s file to third parties without written consent of the student.

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

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

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

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

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

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

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

Veterans Affairs Services

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

a) Chapter 30 (All Volunteer Force)
   Chapter 1606 (Selected Reserve)
   Chapter 1607 (REAP)
   Chapter 31 (VA Vocational Rehabilitation)
   Chapter 35 (Dependents and Survivors)
   Chapter 32 (VEAP)

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

a) contact the VA Specialist in the Financial Aid office well in advance of registration to obtain all necessary VA application forms.

b) apply for admission as a degree-seeking student at TCC.

v) submit the Certification of Eligibility or a copy of your DD-214 or Notice of Basic Eligibility (NOBE) Form 2384 for selected Reserve or National Guardsmen.

Certification of Enrollment Periods
Upon enrollment, students receiving VA educational benefits are required to pay tuition and fees just as other students. Entitlement to benefits administered by VA cannot be established nor award action taken until the Enrollment Certification is properly completed by the school and received by VA. Eligibility for educational assistance benefits cannot be determined until VA receives satisfactory evidence of active duty service.

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

Deferments
Qualified VA students may defer payment of their tuition and fees until sixty days from the first day of the term during fall or spring semesters. Students enrolled in the summer term may defer payment of their tuition and fees until ten days before the end of the term in which they are enrolled. A deferment is a financial aid obligation to the College. VA deferments can be made in the Office of Veterans Affairs in the Financial Aid office. Books cannot be deferred.

Special Note: Non-receipt of VA educational benefits does not relieve students of the obligation to pay their deferred tuition and fees by the due date. Failure to pay the deferment of fees will result in appropriate administrative action pursuant to policies for collection of delinquent debts. Students will not be permitted to attend or re-enroll at TCC for any future course until the VA deferment is paid in full. Unless a student officially drops or withdraws from all classes in or before the published drop/add refund period ends, the student is still obligated to pay the deferment. Should the student
receive any type of financial aid disbursed by the College, all financial obligations will be satisfied with financial aid, including a VA deferment.

Method of Payment to VA Students
Veterans, reservists, dependents and survivors must report enrollment to the VA Specialist each semester. Upon certification by the College and VA, educational benefits are paid monthly to the students. Training time is computed as follows:

**Fall and Spring Terms**
- 12 or more semester hours = full-time
- 9-11 semester hours = three-fourths-time
- 6-8 semester hours = one-half-time
- Less than 6 semester hours = tuition and fees only

**Summer III A & B Terms**
- 4 or more semester hours = full-time
- 3 semester hours = three-fourths-time
- 2 semester hours = one-half-time
- 1 semester hour = tuition and fees only

**Summer III C Term**
- 7 or more semester hours = full-time
- 5-6 semester hours = three-fourths-time
- 4 semester hours = one-half-time
- Less than 4 semester hours = tuition and fees only

Clock-hour measurements are:
- 18 clock-hours=full-time
- 13-17 clock-hours=three-fourths-time
- 9-12 clock-hours=half-time
- 5-8 clock-hours=less than half-time

Note:
1. Summer term benefits may vary according to the length of the term in weeks and days.
2. A standard semester is 15-19 weeks. Accelerated term, or non-standard term is shorter in length than a standard semester. Decelerated term (SPI course) is longer in length than a standard semester. Enrolling in an accelerated term or SPI course will affect training rate.

Special Note: Chapter 30 and 1606 students pursuing a program of education leading to a standard college degree or higher or a non-degree program must verify their enrollment on a monthly basis in order to receive their benefit check. Verification can be done via the Web site or by phone. Please see the VA Specialist for Web address and phone number.

SPI Classes
Since SPI courses are certified for 20 weeks, the training rates for these courses are different than standard semester courses. Please see the VA Specialist before enrolling in SPI courses.

Remedial or Deficiency Courses
Veterans, reservists, dependents and survivors may receive benefits for remedial or deficiency courses if these courses are needed to assist the student in overcoming a weakness in a particular area of study. The course must be necessary for the student’s program of education.

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

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

Note: Audited coursework is not authorized for payment by the VA.
Credit for Prior Training or Experience

“Credit for Prior Training” is that which applies to the program of education currently being pursued and which shortens the program accordingly.

It is the VA student’s responsibility:

a) to request academic transcripts from all prior post-secondary educational institutions (including service schools) he/she has attended. Transcripts must be received and evaluated by the end of the second semester of enrollment.

b) to notify the TCC Office of Veterans Affairs once Enrollment Services completes the evaluation.

c) to avoid pursuing courses for which he/she may later receive transfer credit.

If the VA student earned an inordinate amount of credits at one or more of his/her prior educational institutions, VA may delay awarding of benefits pending their receipt of TCC’s prior credit evaluation of the VA student. The VA Specialist cannot certify courses that the VA student has previously completed if transfer credit is granted by the Enrollment Services office.

Special Note: Any veteran who has completed at least one year of active duty service with an honorable discharge is entitled to seven (7) hours of military credit. This includes:

- HSC 1100 (3 credit hours)
- PEM 1101 (2 credit hours)
- MSL 1001 (1 credit hour)
- MSL 1002 (1 credit hour)

In order to receive these credits, the VA student must complete one semester of attendance at TCC and submit a copy of his/her DD214 Members 4 Copy to the Enrollment Services office along with written documentation requesting seven (7) hours of military credit.

Academic Progress

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

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

Note: VA benefits will be reinstated when the student is no longer on academic probation.

Repeating Courses

Payment of educational assistance may be authorized if repetition of a course is specifically required by the institution for attainment of the student’s approved program objective. There is no limit on the number of times an eligible person may repeat a course for which a failing grade (or a grade which does not meet the minimum requirements for graduation) was received as long as the grade assigned to the repeated course at the end of the term is punitive, i.e., it is a factor in computing the student’s GPA. (Please refer to Academic Policy, Repeating Courses [pg. 48] for state restrictions on repeating courses).

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

Note: If the student repeats an elective course and the student has not met the elective requirement for his/her degree program, VA benefits may be paid for the repeated course. If the student does not meet additional electives to meet his/her degree requirements, but chooses to repeat an elective, no benefits may be authorized unless the repetition takes place during his/her final term and is merely taken to round out the program to full-time.

Changes in Enrollment Status

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

If a VA student makes certain enrollment changes, he/she may receive one or more benefit checks in amounts that exceed his/her actual entitlement. When this occurs, the VA will make a retroactive adjustment to the student’s award and the student will be charged with a debt to the Department of Veterans Affairs.

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

For withdrawals on or after June 1, 1989, mitigating circumstances will be considered to exist without explanation by the student in the first instance of withdrawal from a course or courses totaling not more than six (6) semester hours.

Mitigating circumstances are unanticipated and unavoidable events or situations beyond a student’s control that prevent him/her from completing a course with a creditable grade.

Special Note: The VA certifying official at TCC should be notified immediately if the student:

- Has been recalled to active duty
- Drops, withdraws, add, or changes course
- Enrolls in an accelerated term
- Enrolls in a SPI course
- Completes a SPI course early
- Fails to complete a SPI course on time
- Changes major/degree program
- Dual enrolls in another school
- Dual enrolls in another program
- Audits a course
- Takes a course not in the student’s major/degree program
- Changes address or phone number

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

Tutorial Assistance
Veterans' tutorial assistance is available to veterans, reservists and dependents of veterans who find that they need additional help in order to obtain passing grades in their course work. To qualify for tutorial assistance, a VA student must:

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

Acceptable evidence of the need for tutorial assistance includes failure of a first class test or assignment, poor SAT, ACT, or other standard test scores for the particular subject matter, retaking a unit subject which was previously failed, and instructor's evaluation after the first class meeting of the unit subject. The student must be registered for and pursuing that unit subject at the time he/she is being tutored for it. A student cannot receive VA assistance for tutorial sessions conducted before the class commences or after it ends. The school certifying officials will make the final determination for need.

Note: Chapter 31 students must contact their Vocational Rehabilitation Case Manager regarding tutorial assistance.

VA Work Study Program
The VA Work Study Program allows the VA student to earn the federal or state minimum wage (whichever is higher) for up to 1,300 hours per year (25 hours per week). This program is available to Chapters 30, 31, 32, 35, 1606 and 1607 veterans receiving education benefits at three-quarters time or more. An individual working under this program may work at any VA facility. VA work-study students may be utilized only for VA related work.

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

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

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

Students who are taking classes at TCC, but are earning their degree from another institution are considered transient students for financial aid purposes. Financial aid must be awarded by the institution the student is earning the degree from. This can only be accomplished through a Consortium Agreement issued by the degree granting school. Students should contact their home institution for instructions. Students who have earned a bachelor’s degree are no longer eligible to receive some federal and state funds (Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Florida Student Assistance Grant, and Bright Futures Programs).
STUDENT LIFE

Programs and Services
Student Learning Resources
Student Rights and Responsibilities
Student Right of Privacy
Programs and Services
The mission of the Tallahassee Community College Division of Student Affairs is to provide comprehensive, supportive, and accessible services to meet the educational needs and personal growth of students and the TCC community. The Division wants to help students be successful and attain their educational goals. To this end, every department in Student Affairs strives to assist students in making responsible decisions by providing a learning environment, which will not only help them better understand their abilities and needs but also help them learn about the vast array of educational and occupational opportunities available to them.

- **Academic Advising Services (see page 21)**

- **Intercollegiate Athletics**
The Tallahassee Community College athletic programs emphasize values such as teamwork, discipline, leadership and cooperation, which carry over into life after college. TCC is a member of the National Junior College Athletic Association. Comprised of four competitive teams, TCC offers women's softball and basketball and men's basketball and baseball.

- **Campus Life**
The Office of Campus Life is a comprehensive department within the Division of Student Affairs that provides many opportunities for TCC students to get connected with the campus community. A unique opportunity exists for all students to contribute to the enhancement of a sound activity program which will benefit both the College and the individual student.

Co-curricular activities are an important part of the total educational experience at the College. Students have the opportunity to plan and implement those activities, which complement the curricular program of the institution. Some of the activities currently available are intramural sports, fitness gym, aerobic classes, concerts, lectures, drama, clubs, creative art, socials, newspaper, chorus, brain bowl, band, forensics, literary magazine and Student Government Association.

Student Activities and Organizations:
For a comprehensive list of student activities and organizations, please visit our Web site at [www.tcc.fl.edu](http://www.tcc.fl.edu). The large and diverse group of clubs and organizations available to the students at TCC include the following:

- **Brain Bowl**
The Brain Bowl team is composed of students who participate in Academic competitions. Those students selected for the team may be eligible for scholarships. For more information contact the Campus Life office at (850) 201-8420.

- **The Capital City Band**
The Capital City Band performs several times during the year, primarily at graduation and at community events such as Springtime Tallahassee and the Tallahassee Winter Festival. The performance literature of the band consists of music for the wind band, wind ensemble, and appropriate transcriptions from orchestral literature. Membership in the band is open to Tallahassee Community College students and members of the community. The Capital City Band rehearses on Monday evenings from 7:30 p.m. until 9:00 p.m. in room CH 165 in the Communications and Humanities building on the Tallahassee Community College campus. For more information, please call (850) 201-6070.

- **Eagle Business Society**
The mission of the Eagle Business Society is to enhance the educational experience of students interested in business. The society members expand their networking capabilities by having the opportunity to meet business and industry leaders in the Tallahassee community and surrounding areas or by attending the Eagle Business Society’s Distinguished Lecture Series each semester. These contacts can provide internship opportunities, job offers and additional support to a successful career in business. General membership is open to those interested in business and the betterment of the club. Currently enrolled TCC students are welcome to join the EBS, vote, and run for office. For more formation, please call (850) 201-8350 or email strickle@tcc.fl.edu.

- **The Eyrie**
The purpose of the student magazine, The Eyrie, is to showcase the creative endeavors of TCC students; it also provides students enrolled in Literary Magazine Production (JOU2440L) with the experiences of magazine production, from evaluation of materials to blue-line copy. The Eyrie has long been recognized by the Florida Community College Press Association as one of the outstanding humanities magazines in the state. For more information, please call (850) 201-6070.

- **Honors Club**
Membership in the Honors Club is open to all active Honors Program students. The club provides students opportunities to socialize, to be involved in community and college service projects, and to develop a group identity on the TCC campus. Participation in the Honors Club will enhance and support your honors experience, will help you develop friendships with other honors students, will provide an avenue to be involved in college and community activities, and will be a way to have some fun. Please refer to page 20 for more information about the Honors Program, including the admission criteria. For additional information, please call (850) 201-8172.

- **Illuminare**
Illuminare is TCC’s show choir. Featuring the latest choral arrangements of contemporary and classic repertoire, participants sing and dance at a variety of venues. Interested participants must audition. Audition announcements are made via students’ TCC e-mail accounts. For more information, please call (850) 201-6070.

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• **Jazz Band**  
The Tallahassee Community College Jazz Band is a non-audition music group that offers musicians an outlet to learn and perform a wide variety of stage band music. From traditional Big Band music from the 30s and 40s, to more modern stage band arrangements of blues, swing, rock and pop music, this band teaches many styles of playing. The band is open to all TCC students, can be taken for credit up to four times, and may be applied toward graduation requirements as an elective. Graduating high school seniors may also take the class for college credit. Local community musicians make up the core of the band and anyone wishing to join as a community member can do so without signing up for the course. All you need is an instrument, the ability to read music, and a desire to have fun with music. The band meets in the Communications and Humanities building in room CH 165 every Wednesday evening. The room is available from 7:00 p.m. with the downbeat at 7:30 p.m. and rehearsals until 9:30 p.m. For more information, please call (850) 201-6070.

• **Model United Nations**  
The Model United Nations program allows students to represent countries of their choice at the local, regional, and national levels, simulating the procedures and issues which face the actual United Nations. Students who participate in this program benefit from a greater awareness of international issues, a better understanding of the perspective of other nations in the world, and greater academic capabilities because of the necessary preparation. Through a better understanding of international decision-making, students learn what can be accomplished when members of a community work together in an open and free forum of discussion. For additional information, please call (850) 201-8145 or (850) 201-8488 (Division of History and Social Sciences).

• **Outdoor Recreation Club (ORCVC)**  
The Outdoor Recreation Club serves over 100 students, with varied interest in outdoor pursuits. A wide variety of activities are scheduled each semester, ranging from whitewater rafting, camping, fishing trips, volleyball, horseback riding and many other exciting adventures. Students are actively involved in community service and host a number of campus events. For additional information please call (850) 201-8082.

• **Phi Theta Kappa**  
This organization is the International Honor Society for two-year colleges. The purpose of Phi Theta Kappa is the promotion of scholarship, the development of leadership and service, and the cultivation of fellowship among students of community colleges. Membership in the organization is offered to those students who have completed at least 12 semester hours of community college work, have established academic excellence as judged by the College faculty, and who possess qualities of good citizenship and moral character. For additional information, please call (850) 201-8420.

• **Pride**  
Pride is a campus organization which seeks to promote safe sex for all students as well as to provide emotional support for all Lesbian, Gay, Bisexual, and Transgender students. Pride has consistently participated in college-wide events, as well as sponsoring several campus events of its own, including a candle light vigil for hate crimes and an AIDS awareness workshop, which included AIDS testing. Members of Pride work closely with similar campus organizations, both in Tallahassee and throughout the state. For more information, please call (850) 201-8195.

• **Student Government Association (SGA)**  
The purpose of this organization is to provide students with an active voice in the administration and legislation of matters concerning the student body at large, to provide for good citizenship, to build campus morale, and to facilitate campus communication and direction through an experience in democratic living. This experience is characterized by responsible communication and cooperative endeavor among students, faculty, administrators, and other officials, and through total and meaningful student participation. Student Government also plans entertainment activities such as Stu-Fac, Eaglefest, and other student-oriented activities on campus. This is an open organization always seeking student input and participation. For further information call (850) 201-8423.

• **Speech and Debate Team**  
TCC has a nationally-recognized speech and debate team and offers college credit for participation in the program. The team boasts a tradition of excellence and it has captured four national titles in the last ten years. The squad is also regarded as the top junior college in the Southeast. The activity provides superior opportunities for students to master the areas of public speaking, oral interpretation, and debate. The team regularly travels to at least four tournaments a semester and features scholarships to experienced forensics students who substantially contribute to the program. For additional information, please call (850) 201-8037.

• **Tallahassee Civic Chorale**  
Recently celebrating its 20th anniversary, the Tallahassee Civic Chorale is a group of approximately 50 non-audition singers who perform regularly throughout the community. The literature ranges from standard classical music to popular tunes. To earn elective credit for the chorale, students must register for MUN1310. Rehearsals are Tuesday evenings from 7-9 p.m., in Room 165 of Communications and Humanities Building. For more information, please call (850) 201-6070.

• **The Talon**  
The Talon, a campus-wide newspaper, provides opportunities for students to learn all aspects of print publication. Students enrolled in JOU2420L report, edit and use state-of-the-art computers to produce layouts and graphic designs for the award-winning paper. The newspaper is also a forum for expression. All students, faculty, and staff are free to submit articles. In addition, The Talon offers a free classified ad service to the campus community and welcomes letters to the editor for publication. The Talon has long been recognized as outstanding by the Florida Community College Press Association. For additional information, please call (850) 201-8424.

• **TheatreTCC!**  
TheatreTCC! presents shows each year to the general public in Turner Auditorium. Each production features a director from the TCC faculty or a noted artist in the Tallahassee theatrical community. Through generous financial support of SGA, TCC students may attend all productions free of charge. Numerous scholarships are also available for substantial involvement in the program. Students are encouraged to participate in all areas of production including: acting, stage management, prop acquisition, lighting, and costuming. Students may enroll in THE 2090 (Play Production) up to four times to receive college credit for participation in one of the productions. The theatre program also features “Encore” a student-driven club which supports all activities of TheatreTCC! Membership is based upon participation in TheatreTCC! productions. Officers are selected each year and work with the producer and technical director in guiding the growth of the program. For additional information, please call the advisors at (850) 201-8072 or (850) 201-8037.
• Other Student Organizations
In addition to the student organizations and activities listed above, students are invited to participate in Baptist Campus Ministry, College Republicans, Black Student Union, Future Educators of America, Hispanic/Latino Student Union, International Student Organization, College Democrats, Students Interested in Legal Careers, Returning Adults Student Organization (RASO), and Universities and Mothers Against Drunk Driving (UMADD). For more information contact the Campus Life office in the Student Union at (850) 201-8420.

• Fitness and Intramurals
TCC students can exercise the body as well as the mind by taking part in several different fitness opportunities on campus.

• Intramural Recreation
In order to provide activities for the “Total Student,” TCC offers an extensive intramural recreation program. This program provides individual and team sports activities as well as outdoor recreation opportunities including camping and cycling in cooperation with Eagle Adventures. These activities are open to all TCC students, faculty and staff and help to build friendships and valuable social skills further enriching the student experience.

• The Lifetime Sports Complex
The Lifetime Sports Complex (LSC) houses a 1,000-seat capacity and a recreational gymnasium. Classes in dance, physical fitness and other indoor sports are held in the complex, as are intramural-recreational sports. A state-of-the-art fitness facility and aerobic room accommodate students and faculty. Personal trainers, aerobics, and spin classes are available to all students, staff, and faculty. The Intramural office is located in the lobby. Hours and rules are posted in the facility. For more information, please call (850) 201-8093.

• Career Services
TCC is committed to “managing careers with excellence” through educational and professional programs. By using the resources and programs available through the Office of Career Services, students can expect a successful transition to the workforce by becoming responsible, educated and skilled citizens.

The Career Center houses many career-related resources. This includes student, employer and job databases, resume books, internship information, job placement assistance, and information on upcoming events like workshops and Career Expos. On-line career assessment resources, such as DISCOVER, CHOICES, Self-Directed Search and FACTS.org, are also available to all students. Through these services, students can learn more about their aptitudes, interests, values, and personalities to assist them in identifying career goals as part of their individualized Career Learning Plan.

Career Services provides assistance to students who are not only transitioning into the workforce, but who also want to enhance their academic experience through internship opportunities. In addition, Career Services offers job referral services to businesses, local and state agencies, and nonprofits with qualified TCC students, thus contributing to the economic development of the Tallahassee community and surrounding areas. Career Services and its Center are located on the second floor of the Student Union Building.

• Child Care Services
TCC understands the importance of providing quality child care services for our student population. Child care is available for TCC students’ children ages 2 to 5 years old. Parents can choose from full-time, part-time and evening care. Options are also available for two-, three-, or five-day attendance. The prices are very affordable for students, several snacks are served and hot lunches are catered through Elder Care Services.

The Eagles’ Nest offers an excellent opportunity for parents to continue their education while knowing their child is well cared for. It is also an opportunity for parents to learn about quality child care, age-appropriate activities and their own child’s development. Some parents utilizing the center will also be attending parenting seminars through the Adult Literacy Program at TCC.

The center is open Monday through Thursday between 7:30 a.m. and 6:00 p.m., and on Fridays between 7:30 a.m. and 5:00 p.m. To enroll your child or to find out more about the Eagles’ Nest, please contact (850) 414-2512.

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

The Tallahassee Community College division of CROP began in 1985. Students in CROP are exposed to a wide variety of academic, educational, and counseling activities designed to supplement their education and better prepare them for a postsecondary education. These activities include test taking and study skills workshops, daily instruction at selected middle schools, group and one-on-one academic assistance, and educational field trips. Financial aid seminars, parental workshops, and student counseling are all integral components of the program. In addition, the CROP College Reach-Out Program at TCC offers full prepaid Challenge (2-yr) and Take Stock in Children (2+2) college-tuition scholarships to eligible Leon, Gadsden, and Wakulla County middle and high school students. So far, over 2.2 million dollars worth of scholarships have been purchased and awarded since 1994.
• Disability Support Services (DSS)
Tallahassee Community College is committed to making all programs, services and facilities accessible to and usable by persons with disabilities in order for students to obtain maximum benefit from the educational experience and to effectively transition to our college environment.

• How to register with the DSS office
Students who identify themselves and provide appropriate documentation shall be eligible for support services. Documentation should be provided by a medical doctor, a psychologist or by other licensed or certified specialists recognized to treat the specific disability. To ensure timely accommodations, students must request services prior to the beginning of classes each semester. Accommodations such as note takers, interpreters, extended time testing, adaptive computer lab and individualized pre-registration assistance are available.

• Available Services
Counselors are available to advise students with disabilities and also may act as an advocate and liaison with instructors, staff, and local agencies. Although TCC is responsible for notifying students, faculty, and staff of services available, students with disabilities are responsible for requesting services.

Accommodations including note taking, reading, writing, interpreting, extended-time testing and individualized registration are available through the Disability Support Services office to qualified students.

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

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

Services are listed in various TCC publications including the catalog, faculty handbook, student handbook and numerous college brochures. Services are also highlighted as part of TCC’s New Student Orientation Program and are included in TCC staff orientation sessions.

• Americans with Disabilities Act (ADA) Coordinator
In compliance with the Americans with Disabilities Act (ADA), the College has a designated ADA Coordinator. The coordinator will oversee and coordinate the College’s efforts to comply with and carry out its responsibilities pertaining to ADA and will serve as the contact person for all ADA information and resources as it relates to ADA policies, procedures and concerns. The ADA Coordinator can be contacted at (850) 201-8437.

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

Any person who feels that they have been discriminated against based upon disability or feels like there has been a violation of ADA guidelines may contact the TCC ADA Coordinator at (850) 201-8437.

For additional information, please stop by the Student Union Building (1st floor) or contact (850) 201-8430 (Voice) or (850) 201-8429 – TTY -Teletypewriter Device for the Hearing and Speech Impaired or (800) 955-8770 (voice) (800) 955-8771 (TTY) - Florida Teletypewriter Relay.

• Enrollment Services and Testing
The Enrollment Services office, located in the Student Union, and the Testing office, located in the Fine and Performing Arts Center, provide important student services to assist students with their transition to college studies at TCC. These services include, but are not limited to, the processing of application for admission, reviewing immunization records, evaluating college transcripts for transfer credit, granting permission for international students to study at the college, providing entry-level placement testing, coordinating registration, releasing official transcripts, and certifying graduation.

In addition, the Testing office administers the College Level Academic Skills Test (CLAST), provides proctoring for distance learning testing, and administers several law enforcement and corrections basic ability tests.

• Food Services
Tallahassee Community College offers various dining options for its students, faculty, staff and visitors:

• Asian Cafe (850-580-5400)
• Subway (850-201-7827)
• Tropical Smoothie Cafe (850-201-9455)
• Taylor Concessions (located outside on the south side of the Student Union)

In addition to the on-campus dining options, there are numerous restaurants located near TCC.

• Graduation (see page 51)

• Health Services
The College provides emergency assistance to students who become ill or suffer accidental injury. Students who are accidentally injured may obtain assistance by contacting the Campus Police in the Centre Building at (850)-201-6100.

The Thagard Health Center at Florida State University provides outpatient services and counseling to currently enrolled TCC students with a valid TCC ID card. Students are required to purchase a health fee card which covers office visits. Fee for additional services such as lab work and prescriptions are due at the time services are rendered (www.tshc.fsu.edu). For additional information, please contact the FSU Thagard Health Center at (850) 644-6230 or the following numbers:

• Appointments: (850) 644-8463
• Counseling: (850) 644-2003
• Pharmacy: (850) 644-3517
• Urgent Care: (850) 644-5838
• Evenings/Sat.: (850) 644-5838
In addition, the health education instructors also advise students with specialized health-related problems and suggest appropriate professionals and/or agencies as resources.

Health insurance is not available through the College, however, there is currently an independent insurance provider that offers TCC students coverage at moderate rates. Students may find out more about this insurance coverage by contacting the Office of Campus Life at (850) 201-8420.

Additionally, the College maintains a Blood Bank Account with the Southeastern Community Blood Center. Students and College employees are given the opportunity to participate as donors several times each year. Additional information can be obtained from the office of Campus Life in the Student Union.

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

- **Housing**

Tallahassee Community College does not provide on-campus housing for its students. However, the Portofino Villas is a townhouse rental community within a 5-minute walk of campus. For more information about Portofino Villas, please call (850) 574-3234 or contact them via email at portofinovillas@shsweb.us.

- **ID Cards**

The TCC Student Access or ID Card gives students access to take tests, the TCC Library, Media Center, the Academic Computing Center Labs, the Career Services Center, and other campus facilities and labs. Cards and validation stickers are issued at the One-Stop Center in the Student Union Building, Room 273. The hours of operation are 8am-7pm Monday-Thursday, and from 8am-5pm on Friday.

Students must have a current “paid” fee slip and photo ID to get an Access Card with a validation sticker. To update the validation sticker bring a current “paid” fee slip and your Access Card to the One-Stop Center. For a replacement card a $10.00 fee must first be paid at the TCC Cashiers Office. Students must bring their receipts to the One-Stop Center to have a new card issued. The One-Stop Center can be reached at (850) 201-8415.

- **International Student Services**

The Student Success Center provides individual advising to F-1 visa international students and foreign nationals regarding academic, career, and immigration issues. To increase global awareness on the campus and to serve as a support system for the TCC international student population, the College offers the following services:

- Conducts an international student orientation seminar at the beginning of each semester.
- Monitors student compliance with the Department of Homeland Security immigration rules with regard to a valid status in the United States.
- Assists students in complying with the international health insurance plan requirements.
- Oversees the international student scholarship program.
- Supports the International Student Organization’s (ISO) programs and activities.
- Sponsors the annual International Cultural Extravaganza event.
- Sponsors the International Education Week.

To contact the International Student Advisor, please call (850) 201-8440.

- **Judicial Affairs**

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

- **Library (see page 42)**

- **New Student Orientation (see page 21)**

- **One-Stop Center at the Student Union**

The Division of Student Affairs organized the One-Stop Center to demonstrate their commitment to the student-centered vision of the College. The Center provides a wide-range of student services in a centrally-located area, which were created to promote student success and ease of life on campus, such as admissions and enrollment, advising, campus life, career assistance, disability support, fee payment, financial aid, ID card access, scholarship information, vehicle registration and Veterans Affairs. Students can also visit the TCC Bookstore and Food Court as part of the One-Stop Center. Housed in the Student Union building, the Center’s extended hours of operation are Monday through Thursday from 8am until 7pm, and Friday from 8am until 5pm.

- **On-line Student Services**

Students at TCC have the opportunity to be involved with many on-line student services in support of their college experience. TCC’s goal is to make services accessible and convenient to students and prospective students at all times. Many of the services are available without the need of a student ID number and personal identification number (PIN).

These services include:
- Admission application
- Class search
- College Catalog
- Guide for Successful Advising and Registration
- Student Handbook & Planner
- Textbooks purchase
- List of extracurricular activities
The following services require a student ID number and PIN:

- Orientation
- Registration
- Advising information (Holds, Advising Detail Checklist, To Do List, Steps for Success, Academic Planner, Tips, Forms, and Transfer Manuals)
- Change program objective
- On-line tutoring (Writing Center)
- Ask the Librarian
- Academic.fl.edu
- Turnitin.com
- Email access
- FTP access
- Change of address, PIN, and other personal information
- Financial aid application and status check
- Fee payment
- Blackboard
- Plato
- NetStorage
- Transcript request
- Grades/Records
- Degree audit
- Enrollment verification
- Application for graduation

**• Peer Mentoring Program**

The TCC Peer Mentoring program fosters positive peer-to-peer relationships to enhance student success and retention. Trained peer mentors are available (1) to assist new students in adjusting to college life; (2) to provide assistance in connecting students to appropriate campus resources; and (3) to provide academic, social, and personal guidance from the peer perspective. The Peer Mentoring Program is a vital component of the Student Success Center. Peer Mentors will work in collaboration with counselors to contact students identified as first-time-in-college, enrolled in college preparatory courses, or who are referred to the Student Success Center through the Early Alert process. Students who are interested in learning more about the Peer Mentoring Program should visit the Student Success Center on the 2nd floor of the Student Union, call at (850) 201-8440, or e-mail StudentSuccess@tcc.fl.edu.

**• Scholarships**

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

Funding for the program is provided by the Division of Student Affairs and the TCC Foundation. For additional information, please contact the Scholarship Office at (850) 201-8411 or visit the Office of Financial Aid and Scholarships at www.tcc.fl.edu.

**• Student Volunteerism**

Community service can enrich all students’ college experience. The Office of Student Volunteerism matches students’ interests with community agency needs and sponsors several service projects throughout the year. From coastal clean-ups to helping needy families to the Red Cross to Habitat for Humanity, there is a project that suits each student’s interests and abilities. In addition, students’ service hours can be recorded on the academic transcript by submitting documentation each semester to this office. Student, faculty, and staff participation is welcome. For more information, please call (850) 201-6146 or stop by the Student Union, room SU154.

**• Transportation**

In an effort to provide students with more opportunities to be successful throughout their college experience, Tallahassee Community College provides all TCC students with a Fare-Free Zone bus service through the City of Tallahassee. With a validated TCC ID card, students can ride Star Metro to any destination in Tallahassee without paying a fare. For additional information, please call 830-201-8420.

**Student Learning Resources**

The College offers an extensive variety of learning opportunities and facilities both on and off the TCC campus. These resources become more numerous each year as we continue to grow to meet the changing needs of our students.

**• Academic Support**

The Academic Computing Labs located in AC210 and CT206 are available to TCC students, faculty and staff with a currently validated TCC Access Card (must be provided at check-in station).

Lab hardware and software support course specific assignments in the use of word processing, spreadsheets, database, multimedia and presentation graphics. The labs located in AC210 and CT206 have networked computers in both PC and Mac platforms and the TPP211 lab has PC computers. In addition, students have access to the Internet and use of other computer supported equipment such as CD-ROMs and scanners.

For additional information please contact: AC210 at (850) 201-8268 and CT206 at (850) 201-8627.

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

- English Skills Center
  Students enrolled in ENO0020 (College Prep English) attend the English Skills Center at least one hour per week. During the hours students are required to work in the center, they practice skills taught in the English classes. Need, determined by diagnostic tools and teacher recommendation, is the basis for instruction. Students attend during the hours for which they are registered; and if they require additional assistance, they may attend during any of the open center times posted on the door.

- Mathematics Center
  The Mathematics Center is available to all TCC students who are enrolled in a course with a math component that is listed in the catalog. Students are welcome to use the services during any hours that the center is open. These services include computer software and videos for students enrolled in math classes at TCC; on-line workshops for CLAST preparation; worksheets which deal with “problem area” topics in math; extensive on-line resources; and most importantly, qualified instructional assistants who work with individuals or small groups of students in an informal setting.

- Reading Center
  Students enrolled in REA0001 and REA 0002 (College Prep Reading) are scheduled to work on skills in the Reading Center for a minimum of one hour per week. The Reading Center staff and the classroom instructor collaborate to make assignments that address individual needs and provide supplemental practice with course content. The Reading Center offers assistance to students who are preparing for the reading section of the CLAST and for all TCC students who are working to enhance their college reading skills.
• **Writing Center**

The Writing Center (AC133) offers all TCC students help with their writing. Staffed by writing professionals and English faculty, the Writing Center is open approximately 50 hours per week. Students may make an appointment to confer with tutors about any aspect of the writing process. The Writing Center also provides writing aids such as videos, worksheets, Web-based resources, and on-line tutoring. Students who wish to earn credit for their work in the Writing Center may enroll in the one-credit elective course, ENC 1905. Remediation in English language and essay skills for the students taking the Florida CLAST is also available.

• **Academic Computing Labs**

TCC prides itself in its commitment to providing student access to the latest technology. The Academic Computing Labs, located in AC210 and CT206, are available to TCC students with currently validated TCC Access Cards. Students are welcome to use the hardware and software in labs to complete course assignments using Word, Excel, PowerPoint, Access, and multimedia applications. Mac platforms can be found in AC210, AC211, and CT206 labs. In addition, students have access to the internet and other computer-related equipment such as CD-ROMs and scanners.

The Student Technology Assistance Resource Center (STAR), located in AC211, is available to help TCC students in their learning options and one-on-one assistance. The STAR Lab is equipped with a computer projector for students to practice PowerPoint presentations, as well as ample space for students to meet and work on group projects.

In order to take advantage of the computing resources in the labs, every student must provide a current validated TCC Access Card at the check-in station.

• **eAccounts**

Tallahassee Community College students have the opportunity to be involved with many electronic services in support of their academic experience. eAccounts are automatically assigned to all currently enrolled TCC students and must be activated before services become available. eAccounts provide access to the following:

• TCC e-mail system*
• Campus LAN at the Library
• Academic Computing Labs
• Computer Access Labs
• Adaptive Technology Computer Lab (or other academic labs)
• Writing Center on-line Tutor
• Web-based courses

Instructions for accessing the eAccount and the Web access system can be found at www.tcc.fl.edu/about_tcc/help/student_electronic_services/eaccount.

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

• **Library**

The library houses a well-balanced collection of materials chosen for their quality, currency, diversity and relevance to the academic curriculum and educational needs of the college community. Clean, safe, attractive and reasonably quiet surroundings foster an environment of research and learning. Public computer workstations and wireless connection for laptops are available on both floors of the library, providing access to electronic library catalogs, databases and other information sources for research and personal information needs.

The library’s Web page serves as a portal for searching library catalogs, online databases, handouts and files made accessible through the site. LINCCWeb provides students with online access to materials available at all of the community colleges and state universities through reciprocal borrowing and interlibrary loan services. Electronic books, handouts and periodical databases are available 24/7 for all students, including distance learners. A complete list of library resources and policies may be found on the Library’s Web site (accessible from TCC’s home page).

Professional librarians and skilled support staff are available on both floors of the library to assist patrons in locating and evaluating resources for their research needs with emphasis on information literacy and lifelong learning. Special services provided by librarians include library instruction, tours, workshops and one-on-one consultation service for individualized help for students and faculty. The librarians also participate in the state-wide Ask a Librarian program which provides live reference with co-browsing capabilities to patrons.

Study areas are available throughout the library, including study rooms for individuals and groups. A computer lab provides word processing and other software, along with internet access, for students’ use for completion of classroom assignments. The computer lab also serves as a classroom for hands-on library instruction and workshops.

When classes are in session, library hours are Monday through Thursday, 7:30am to 9pm; Friday 7:30am to 5pm; and Saturday 10am to 2pm. Special schedules posted on the Web page should be consulted for hours during semester breaks, summer terms, vacation periods and holidays.

• **Study Abroad Programs**

• Humanities Study Abroad Program

The Humanities Study Abroad Program offers students an opportunity to both study and experience many of the greatest achievements in cultural history. The program is comprised of two different sequences.

Students seeking to satisfy the six-hour humanities requirement for the A. A. degree may enroll in the sequence of HUM 2740 (Humanities Abroad I) and HUM 2741 (Humanities Abroad II). The first course of the sequence is designed to prepare students both academically and practically for their participation in an educationally oriented overseas tour, and the second course of each sequence consists of such a tour. The second course literally brings students face-to-face with the cultural accomplishments they studied in the first course. The first course is offered in the Spring, and the second course is offered in the Summer.

The tour itineraries and course outlines vary from year to year. Past tours have often included London, England; Paris, France; Florence, Italy; Rome, Italy and Athens, Greece. For more information about this year’s itinerary and the travel cost involved contact the TCC Humanities Program at (850) 201-8360 or (850) 201-6070.

• Spain Study Abroad Program

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

For additional information, contact the TCC Humanities Program at (850) 201-8360 or (850) 201-6070.
• Other Study Abroad opportunities
In addition, TCC has fostered strong partnerships with other higher education institutions such as Florida State University, to provide TCC students with more opportunities to study abroad in different countries including China. For more information, contact the Division of History and Social Sciences at (850) 201-8488.

Student Rights and Responsibilities

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

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

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

• Student Rights

Upon registration, students are entitled to the following freedoms and/or rights provided that their exercise is accomplished in accordance with College procedures and does not result in disruption or disturbance:

A. Right to a quality education.
B. Right to freedom of expression.
C. Right to hold public forums.
D. Right to peacefully assemble.
E. Right to a fair and impartial hearing.
F. Right to participate in student government.
G. Right to be a member in authorized student organizations

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

• Student Responsibilities

The curricula of Tallahassee Community College are described in this catalog. The College offers numerous resources to assist students in achieving their educational goals. Students must assume the ultimate responsibility for their education. Student responsibilities include:

1. Adapt to and thrive in diverse teaching/learning environments.
2. Be actively engaged in the learning process both inside and outside the classroom.
3. Create, develop, and evaluate an individualized academic plan and life goals.
4. Respect the learning environment and rights of all learners.
5. Abide by the Student Code of Conduct.
6. Interact with peers.
7. Participate in or support student organizations and campus activities.
8. Be aware of and use student support services and resources.
9. Assume responsibility for academic and personal choices.
10. Be a viable and contributing member of the community.

Please refer to the Division of Student Affairs Web page at www.tcc.fl.edu for information on the responsibilities of TCC and its faculty and staff.

Student Right of Privacy

The College maintains various student records to assist students in achieving their educational goals. These records are regarded as confidential, and information contained in them can be released only by written permission by the student. The College complies fully with the provisions of the Family Educational Rights and Privacy Act (FERPA).

• Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. These rights include:

1. The right to inspect and review the student’s education records within 45 days of the day the college receives a request for access. Students should submit to the director of enrollment services written requests that identify the record(s) they wish to inspect. The college official will make arrangements for access and notify the students of the time and place where the records will be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes is inaccurate. Students may ask the college to amend a record that they believe is inaccurate. They should write the college official with whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure
without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by a college of comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Students who request his or her educational records should consider the following:

a. Directory Information* – The following information may be released to anyone unless a student specifies in writing to the Director of Enrollment Services that the information is not to be released:

- Student’s name
- Place of birth
- Major field of study
- Participation in recognized activities and sports
- Dates of attendance
- Degrees, awards, and previous schools attended
- Student’s college e-mail address
- Enrollment Status (i.e., full-time, part-time)
- Photographs**

Non-directory information may be released to state and governmental agencies in accordance with state and federal guidelines.

The student must contact the appropriate College official to inspect or to have information released from the record. The College officials, and the records kept by each, are as follows:

Director of Enrollment Services:
Application for admission, grade reports, transcripts of academic record

Director of Student Success Center:
Personal counseling and academic advisement records

Director of Financial Aid:
Financial aid records

Vice President for Student Affairs:
Disciplinary records

Tallahassee Community College reserves the right to provide student names and addresses to selected institutions of higher education and military branches for recruiting purposes in accordance with state and federal guidelines.

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

** Although TCC has designated photographs as directory information, these will appear only in TCC generated information, such as College publications and the College website.
Attendance
Academic Standards
College Preparatory Program
Classification of Students
Course Guidelines
- Dropping/Adding
- Withdraw
- Withdraw After Deadline
- Auding Courses
- Repeating Courses
- Appeal for Grade Change
- Absence from Final Exam

Grading System

Alternative Credit Programs

Graduation
- College Level Academic Skills Test

Academic Programs
Academic Information

Attendance
All students enrolled in the College are expected to attend all classes because attendance and participation are two of the most significant factors that promote student success. Students are responsible for completion of all work assigned in class whether they are present or not. Students reporting to class late or leaving early may be considered by their instructor to be absent. In case of absence, it is the responsibility of the student to contact the teacher.

The faculty member must receive prior notification of absences for jury duty, court mandated appearances, college sponsored activities approved by the President, or religious holidays. Students may be required to present specific documentation upon request. It will be the responsibility of the student to make arrangements with the instructor prior to the absence to make up any missed assignments. Students who feel they have been unreasonably denied an educational benefit due to religious beliefs, jury duty, or other court mandated appearances should contact the appropriate Dean.

Withdrawal for non-attendance is not automatic. Each instructor's syllabus describes the attendance policy for the course and indicates how an AW will be applied in the class. Until midterm during Fall, Spring and Summer C terms, any student absent from any class for more times than that class meets in any one week may be withdrawn by administrative action (AW grade). During the accelerated sessions, similar action may be taken if a student is absent from any day class for more than two times in Session A or Session B or any student is absent from any evening class for more than one evening in sessions A or B. If the student registers after the first day of class, official class attendance begins on that day rather than the first day of class. See Catalog section on “Withdrawal.”

Academic Standards
The College has established academic standards and an academic progress system for assisting students and for meeting all legal requirements. The academic progress system of Tallahassee Community College assists students who, because of unsatisfactory academic performance, may experience difficulty in achieving a worthwhile educational objective at the college level. Academic progress procedures are designed to achieve the following:

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

The TCC Academic Progress Standards consider grades and rate of completion of courses. In order for a student to make satisfactory progress and to continue successfully toward a degree, the student must maintain a 2.0 (“C”) cumulative GPA and successfully complete fifty percent of all courses attempted throughout his/her college career. The College’s Standards of Academic Progress are currently under review. For more information about the criteria and consequences for academic probation, suspension, and dismissal, students may obtain additional information in the Student Success Center, located on the second floor of the Student Union Building.

• Satisfactory Progress - Good Standing
Students who meet or exceed the established cumulative standards (maintain a minimum 2.0 grade point average and complete at least fifty percent of the courses they attempt) will be considered to be making satisfactory progress. Only students in this status may qualify for inclusion in the President’s List or the Dean’s List.

• Academic Probation
Students who do not make satisfactory progress (return to the minimum level of 2.0 GPA and 50 percent completion rate) while on academic warning will be placed on probation. In order to be eligible for registration for another term, the student must meet with an advisor who may require enrollment in a specific course or courses in an attempt to correct the problems. Students on probation may be limited to enrollment in no more than thirteen (13) credit hours per semester. Special consideration may be given due to extenuating circumstances.

• Academic Suspension
Students who do not make satisfactory progress while on academic probation will be placed on suspension and will not be allowed to enroll at the College for one full term. Preregistrations for future terms will be canceled. Appeals of this action may be made as stipulated. In order to be eligible to register after the suspension, students must contact the Student Success Center before the beginning of any term for which they wish to petition for re-enrollment. Students re-entering after a term on suspension will be classified as “returning from suspension,” and they must make satisfactory progress during the term in which they return. Failure to do so will result in the final category of academic sanction, academic dismissal.

• Academic Dismissal
Students who do not make satisfactory progress while on “returning from suspension” status will be placed on dismissal and will not be allowed to enroll in the College for an academic year. Appeals of this action may be made as stipulated. Students on academic dismissal must contact the Student Success Center before the beginning of any term for which they wish to petition for re-enrollment. If re-enrollment is permitted, the student must meet with an advisor before registration. The advisor may require enrollment in a specific course or courses and will limit the number of credits for which the student may register.

• Appeals Process
A student who is suspended or dismissed at the conclusion of any term may appeal the action through a written petition to the Director of the Student Success Center, if the student feels that the suspension was caused by extenuating circumstances. The student must contact the Student Success Center as soon as notification of the suspension is received if he/she desires to appeal the action. If the appeal is not approved, the full sanctions will apply.

• Veterans’ Standards of Academic Progress
Beginning with the Fall 1993 semester, all veterans receiving educational benefits for training at Tallahassee Community College will fall under an additional qualification beyond the College’s Standards of Progress policy. Any such veteran who fails to earn a 2.0 GPA at TCC for two consecutive academic terms will be reported to the VA for unsatisfactory progress and VA educational benefits will cease. This qualification addresses only VA benefits and does not have any direct impact on the student’s academic standing with the College itself. All questions regarding this policy should be addressed to the Veterans’ Advisor in the Financial Aid office. Please see page 31 for additional information about Veterans Affairs.
College Preparatory Program

The College Preparatory Program is designed to improve student performance in the college-entry skills of reading, English, and mathematics. Any student who scores below the state-adopted minimum college placement test score in any of these three skill areas must register for the college preparatory courses indicated for that skill area.

Full-time students who register for at least twelve (12) credits must begin college preparatory courses immediately based on placement test results. Part-time students must begin college preparatory courses prior to completing twelve (12) credits. Students enrolled in college preparatory courses may also take college credit courses that do not require the skills addressed in the college preparatory courses. Students must successfully complete the required college preparatory courses by the time they have completed twelve (12) hours of college credit coursework or they must continue enrollment in college preparatory courses each semester until the requirements are successfully completed (Section 1008.30 Florida Statutes).

Students can enroll in the same college preparatory course only three times (receiving any grade: A, B, C, D, F, I, W, AW). Student fees are substantially higher for the third attempt at the course. If a student has enrolled in a college preparatory course three times and has not passed, the Student Success Center will advise the student to seek remediation and prepare to retake the placement test.

Classification of Students

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

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

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

• The Student’s Program

Twelve semester hours is considered to be a minimum full-time program during Fall and Spring terms; fifteen (15) semester hours is the normal full-time program. Six (6) hours is considered to be full-time for the Summer six week terms (A and B); for the ten (10) week Summer Term (C) nine (9) hours is required for full-time status.

Students are expected to spend at least two hours in preparation for each hour of class lecture or recitation. Thus, if the student enrolls for 15 semester hours, then at least 30 hours per week should be budgeted for class preparation. Laboratory hours may be one hour of credit for each two hours in class per week (Health Care laboratory hours meet two or three hours per week for one hour of credit). Tallahassee Community College reserves the right to restrict a student’s program to less than the full-time load permitted or to assign a student to a particular course or section of a course. Such decisions may be based on a review of the student’s previous academic record, on results of tests given at the time of registration, or on commitments outside of college. The purpose of this restriction is to better meet the needs of the student. Students who are employed and attending school should consider carefully the number of hours they undertake to ensure sufficient study time.

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

• Definition of Credit

Credit is counted in semester hours. A semester hour of credit is usually awarded to a student for the successful completion of a course that meets one hour per week for a semester or for laboratory, field work, drawing, music, practical arts, and similar courses that meet two hours or more a week for a semester. An hour is a fifty (50) minute period. Each course description in this catalog indicates the number of hours of credit assigned to the course.

Course Guidelines

• Dropping/Adding

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

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

• Withdrawal

TCC has one withdrawal deadline, which is the equivalent to the midpoint of the term for each session. The withdrawal policy applies to all credit students, including distance learning. The withdrawal process before deadline must be initiated by the student. For additional information, please contact the Enrollment Services office at (850) 201-8355. Deadlines for withdrawal from Self-Paced Instruction (SPI) courses or courses taught in a compressed format will be determined by the appropriate office and provided to the student. For information regarding withdrawals after the deadline, please contact the Office of the Vice President for Student Affairs at (850) 201-8490 or see the Withdrawal After Deadline section. In accordance with State Board of Education Rule 6A-14.0301, students are permitted a maximum of two (2) withdrawals per course. Upon the third attempt, the student will not be permitted to withdraw and will receive a grade for that course. Students who wish to withdraw from the term must complete the official Complete Withdrawal Form and have it approved by the Advising Director. For additional information, please contact the Student Success Center at (850) 201-8440.

Students seeking a withdrawal and who submit their request before the withdrawal deadline will receive a grade of “W” recorded upon their permanent record for each course in which they were enrolled at the time of withdrawal. No instructor signature is required.

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

Before seeking a withdrawal, students should follow these guidelines:

1. Communicate with your faculty member on a consistent basis throughout the semester to discuss the expected outcomes of and your progress in the course.
2. Familiarize yourself with TCC’s academic resources.
3. Contact your advisor or a Student Affairs staff member to discuss the consequences of a withdrawal and to request additional assistance with regard to your current and future personal and career goals.
4. Contact a financial aid staff member regarding your financial aid status (see page 28 for additional information).
Students should be aware of the following:

1. Withdrawals after the established refund deadline are not eligible for tuition refund.
2. Withdrawals may affect a student’s financial aid status (see page 30 for additional information).
3. Withdrawals may affect an international student’s required visa status.
4. Withdrawing from a course may affect a student’s intent to apply to a limited access program.
5. Withdrawals may affect a student’s graduation timeline.
6. Withdrawals may be associated with higher educational costs.

TCC does not automatically withdraw students who stop attending classes without officially withdrawing. Students who stop attending without withdrawing will receive a grade of “F” unless the instructor has issued an “AW.” The “AW” is employed primarily to ensure compliance with the College’s published attendance policy. Faculty members may establish a more lenient attendance policy, provided that such policy is published in the course syllabus and explained orally in class. The “AW” may also be employed in the following circumstances:

1. To remove student(s) from the final class roster who fail to demonstrate course prerequisites to the faculty member.
2. To remove student(s) from the class roster as a disciplinary measure imposed during student judicial hearings by action of the Vice President for Student Affairs.

• Withdrawal After Deadline

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

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

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

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

All students who have an appeal on record will be assigned to mandatory advising in the Student Success Center. These students will be subject to possible registration holds if they do not successfully fulfill this requirement.

• Auditing Courses

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

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

Fees for courses audited are the same for those courses taken for credit. Courses taken as an audit do not qualify for financial aid eligibility. College Preparatory courses may not be taken on an audit status.

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

A student must declare audit status by the last day to drop courses and receive a refund (5th day of classes). The enrollment will not be counted as an attempt for purposes of full cost or repeat course regulations.

• Repeating Courses

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

Students are not permitted to repeat courses with grades of C or better, or to earn forgiveness after they have received the Associate in Arts degree.

In accordance with State Board of Education Rule 6A-14.0301, students may have only three (3) 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. Fourth attempt appeal information is processed by the Student Success Center. Students should call the Student Success Center at (850) 201-8440 to schedule an appointment to meet with a counselor to discuss circumstances and to start the appeal process.

In accordance with Sections 1004.93, 1004.94, 1009.28, and 1009.285 Florida Statutes, students enrolled in the same college preparatory or college level course more than two times shall pay the full cost (100%) of instruction except in approved cases of extenuating circumstances. Contact the Student Success Center at (850) 201-8440 for more information.
• Appeal for Change of Grade
Ordinarily, an instructor’s grades are permanent once they have been released to the Enrollment Services office on the final day of the term. Grades may be changed only when a clerical error has been made or when new information indicates that a change be made. In certain instances, a student may have just grounds to appeal for a change of grade. All grade appeals must be initiated within one calendar year after the disputed grade was awarded. In proving grounds for a change of grade, the responsibility is on the student.

The procedure for appealing for a change of grade is as follows:
1. The student confers with the instructor.
2. If the problem is not resolved, the student confers with the appropriate Dean.
3. If the problem cannot be resolved at this level, the student may then petition the Vice President for Academic Affairs who will make a determination as to the validity of the petition. If in the Vice President’s opinion there is indeed some valid basis in fact, the student will be requested to put all of the pertinent facts in a written petition and submit a signed copy to the Vice President within a time period agreed to by both parties.
4. If the student does not provide the written petition within the agreed time period, the procedure shall terminate.
5. If the student provides the written petition to the Vice President for Academic Affairs within the agreed time period, the Vice President will forward the petition to the Enrollment Management Committee via the Vice President for Student Affairs. This Committee, which may request additional information from both parties via the Vice President for Student Affairs, will then inform the student and the faculty member of the date of the hearing and request their presence.
6. The Committee shall hold the hearing and consider the facts stated in the petition.
7. The Committee shall make a recommendation, and the Chairman will notify the Vice President for Academic Affairs via the Vice President for Student Affairs, in writing, of the committee’s recommendation.

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

• Absence from Final Examinations
A final examination is required in all courses except those specifically exempted by the Vice President for Academic Affairs. When a final examination is required, the student must complete the final examination before a passing grade can be earned. The faculty will not arrange to give final examinations at other than the regularly scheduled times. A student who reports to and takes any part of a final examination ordinarily will not be allowed to defer or retake that final. A student who is absent from a final examination due to illness, court mandated appearance, or other extreme emergencies must contact the appropriate Dean immediately and provide reliable evidence of these situations. Final examinations may be rescheduled only for extreme emergencies. All changes to final exam schedule must be approved by the appropriate Dean.

• Grade Reports
Faculty will post final grade reports on EagleNet (www.tcc.fl.edu). Academic permanent records will not be released without a written request from the student. A photo bearing identification is required to receive records in person. Records cannot be released if there are any outstanding financial obligations.

• Honors and Merit Recognition
TCC is pleased to recognize the academic accomplishments of its students each semester as well as at graduation. Students who enroll in a minimum of at least six (6) credit hours in a term and who complete all college credit hours attempted are eligible for honors recognition for that term. Only courses that earn quality points can be used to determine eligibility. If courses graded on a Satisfactory/ Unsatisfactory basis are taken in addition to those carrying quality points, grades of “S” must be earned.

Eligible students who earn a 4.0 GPA will be placed on the President’s List; students who earn at least a 3.5 GPA will be placed on the Dean’s List; and students who earn at least a 3.0 GPA will be placed on the Honor’s List for that term.
If courses taken are not for college credit, the student who earns at least a 3.0 GPA will receive merit recognition; the student who earns a 4.0 will receive presidential merit for that term.

The removal of an “Incomplete” will not be used in determining eligibility for honors or merit recognition.

**Alternative Credit Programs**

TCC may award credit through the following methods: Advanced Placement (AP), Cambridge AICE Exams, College Level Examination Program (CLEP), International Baccalaureate (IB), Military Service School Credits, Correspondence Credits from regionally accredited institutions, Dantes Subject Standardized Tests (DSST), Excelsior College Examinations, and TCC Institutional Exemption Exams. Section 1007.27 (2), FS, requires the Articulation Coordinating Committee (ACC) to establish passing scores and course and credit equivalents for Advanced Placement (AP), Advanced International Certificate of Education Program (AICE), International Baccalaureate (IB), and College-Level Examination Program (CLEP) exams, which are subject to change every year. The DANTES/DSST and Excelsior College exam equivalents on the list are not part of that requirement, but are authorized by State Board of Education Rule 6A-10.024.

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

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

2. Click on Advising Manuals.
3. Scroll down to Articulation Coordinating Committee (ACC) Credit-By-Exam Guidelines.
4. Select Required Course Equivalents.

**Correspondence Courses**

The State University System of Florida offers over 120 university-credit correspondence courses, drawing on the resources of Florida State University, the University of Florida and the University of South Florida. Enrollment may occur on any weekday throughout the year. Descriptive course brochures are available by visiting the FSU Center for Professional Development, writing to the Department of Independent Study by Correspondence, Division of Continuing Education, the University of Florida, Gainesville, FL 32609, or calling the Gainesville office at (352) 392-1711.

**Military Service**

Veterans should contact the Enrollment Services office about possible credits for prior military service. Advanced standing credit may be awarded for military training and education upon presentation of certificates of completion, in accordance with the American Council of Education’s Guide to the Evaluation of Educational Experiences in the Armed Services. The College awards only those credits appropriate to the student’s degree program.

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

**Credit by Exam**

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

Credit earned by examination is entered into students’ records (transcripts) only after successfully completing TCC that which apply to a degree or certificate at Tallahassee Community College.

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

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

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

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

**Post-secondary Adult Vocational Certificates**

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

Students should consult the section of the catalog which details occupational programs for more information.

**Certified Professional Secretary’s Certificate**

Students who have received certification as a Certified Professional Secretary can receive 26 semester hours of credit distributed as follows: OST1324 (3 hours), GEB1011 (3 hours), BUL2241 (3 hours), MNA2100 (3 hours), OST1401 (3 hours), ACG2021 (3 hours), ACG2071 (3 hours), ECO2013 (3 hours), and OST1335 (2 hours).

To obtain credit for these courses, students should enroll at Tallahassee Community College for at least one course and then present to the Dean of the Technology and Professional Programs Division evidence of having received the CPS rating.

**Institutional Exemption Examinations**

TCC students may earn TCC credit in several courses through Institutional Exemption Examinations. Students who want to pursue exemption options in Associate in Science and certificate programs should contact the Technology and Professional Programs Division at (850) 201-8352. A fee of $15 is charged for each examination..
• Exemption Credit by Certification
Upon submission of the appropriate certificate, students may be awarded a specified number of credit hours toward a degree program. Please see the following list for the appropriate credit hours to be awarded toward a degree at Tallahassee Community College. Students must be enrolled in the degree indicated.

<table>
<thead>
<tr>
<th>Degree:</th>
<th>Hours</th>
<th>Certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal Justice</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Corrections Academy (A105)</td>
<td>28.00</td>
<td>Fl Crim Just Standards</td>
</tr>
<tr>
<td>Law Enforcement Academy</td>
<td>34.00</td>
<td>Fl Crim Just Standards</td>
</tr>
<tr>
<td>AS to BS (2138)</td>
<td>18.00</td>
<td>Fl Crim Just Standards</td>
</tr>
<tr>
<td>Electronics Engineering Technology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electronics (AAS113)</td>
<td>21.00</td>
<td>Lively Vo Tech (electronics)</td>
</tr>
<tr>
<td>Computer Electronics (A114)</td>
<td>24.00</td>
<td>Lively Vo Tech (electronics)</td>
</tr>
<tr>
<td>Industrial Technology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AC/Refr/Htg (HVAC) (A116)</td>
<td>21.00</td>
<td>Lively Vo Tech (HVAC)</td>
</tr>
<tr>
<td>Automotive Service (A117)</td>
<td>24.00</td>
<td>Lively Vo Tech (Auto)</td>
</tr>
<tr>
<td>Aviation Maintenance (A118)</td>
<td>27.00</td>
<td>Lively Vo Tech (Aviation)</td>
</tr>
<tr>
<td>Dental Hygiene (2101)</td>
<td>12.00</td>
<td>Dental Assist Certificate</td>
</tr>
<tr>
<td>Early Childhood Education</td>
<td>9.00</td>
<td>CDA Certificate</td>
</tr>
<tr>
<td>Nursing (2103)</td>
<td>23.00</td>
<td>Practical Nursing Certificate</td>
</tr>
</tbody>
</table>

• Exemption Credit for Individual Courses
Students who produce original documentation for any of the following industry recognized certifications can receive credit for the indicated TCC course.

<table>
<thead>
<tr>
<th>Certification</th>
<th>TCC Course (Credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security+</td>
<td>CIS2354 (3)</td>
</tr>
<tr>
<td>CompTIA</td>
<td>Introduction to Network Security</td>
</tr>
<tr>
<td>e-Biz+</td>
<td>CGS2069 (3)</td>
</tr>
<tr>
<td>CompTIA</td>
<td>Starting a Business on the Internet</td>
</tr>
<tr>
<td>i-Net+</td>
<td>CGS1555 (3)</td>
</tr>
<tr>
<td>CompTIA</td>
<td>Internet</td>
</tr>
<tr>
<td>Linux+</td>
<td>CGS2760 (3)</td>
</tr>
<tr>
<td>CompTIA</td>
<td>Introduction to UNIX</td>
</tr>
<tr>
<td>Network+</td>
<td>CGS1263 (3)</td>
</tr>
<tr>
<td>CompTIA</td>
<td>Introduction to Networks and Telecommunications</td>
</tr>
<tr>
<td>A+</td>
<td>CDA1302 (3)</td>
</tr>
<tr>
<td>CompTIA</td>
<td>Microcomputer Architecture</td>
</tr>
<tr>
<td>CCNA</td>
<td>CET2540 and CET2541 (6)</td>
</tr>
<tr>
<td>CISCO</td>
<td>Open Systems Architecture I and Open Systems Architecture II</td>
</tr>
<tr>
<td>MCP</td>
<td>Course(s) to be determined based upon the actual Microsoft certification exam(s) involved. Credit to be determined.</td>
</tr>
<tr>
<td>Microsoft Certified Professional</td>
<td></td>
</tr>
<tr>
<td>IC3 Certiport</td>
<td>CGS1060 – Introduction to Computer Literacy (3)</td>
</tr>
</tbody>
</table>

NOTE: Certifications must be current – retired or expired certifications will not be considered.

Graduation
Requirements for Graduation
• College Level Academic Skills Test
The State of Florida has developed a test of college-level communication and mathematics skills. The test is called the College Level Academic Skills Test (CLAST). The CLAST is designed to test the communication and mathematics competencies that are judged by state university and community college faculty to be generally associated with successful performance and progression through the baccalaureate level. The test is required by Florida Statutes and Rules of the State Board of Education.

The State Board of Education established minimum CLAST score standards for the award of the Associate in Arts degree and admission to upper division status in state universities in Florida. These minimum scores are as follows: Reading 295, Writing 295, Mathematics 295, and Essay 6. The CLAST is administered to university and community college students who have earned 18 credit hours. Students who are retaking any part of the exam are required to successfully complete remediation.

Remediation is required for students who are attempting to retake CLAST. Contact CLAST for approved remediation options. Students who fail any subtest on CLAST four or more times may appeal for a CLAST waiver. The appeal process is initiated by contacting the Institutional Test Administrator for CLAST at (850) 201-8476.

Students who need to take the English, reading and/or math subtests may take the CAT-CLAST (Computer Adaptive Test). There is no fee for TCC students. The CLAST office is located in the Fine and Performing Arts Center, rm. 211. For additional information, please contact the Testing Center at (850) 201-8282 or the CLAST office at (850) 201-8476. The Exam CLAST subtest is administered at TCC three times per year at the TCC Testing Center.

Information on how and when to apply to take the CLAST is available in the CLAST office. If a student desires special testing conditions due to a documented disability, it is the student's responsibility to submit the request when registering for the examination.

CLAST dates through the Summer of 2008 are as follows:

**Registration Deadline**
May 9, 2008 . . . . . . . . . June 7, 2008

• CLAST Alternatives
Pursuant to Florida Statute (1008.29) and State Board of Education Rule 6A-10.0311, any student fulfilling one or more of the following requirements before completion of the associate in arts degree requirements or baccalaureate degree requirements is exempt from the testing requirements of this rule:

(a) Students may present scores from the Scholastic Achievement Test (SAT-I) as follows:

1. Quantitative. Students who have earned a quantitative score of five hundred (500) or above on the centered score scale of the Scholastic Achievement Test (SAT-I), or its equivalent on the original score scale, shall be exempt from the computation section of the College-Level Academic Skills Test.
2. Verbal. Students who have earned a verbal score of five hundred (500) or above on the centered score scale of
the Scholastic Achievement Test (SAT-I), or its equivalent on the original score scale, shall be exempt from the Reading, English Language Skills, and Essay sections of the College-Level Academic Skills Test.

(b) Students may present scores from the American College Testing Program (ACT) as follows:

1. Mathematics. Students who have earned a score of twenty-one (21) or above on the Enhanced American College Testing Program in mathematics, or a score of twenty-one (21) or above on the original ACT, shall be exempt from the Computation section of the College-Level Academic Skills Test.

2. English. Students who have earned a score of twenty-two (22) or above on the Enhanced American College Testing Program in Reading, or a score of twenty (20) or above on the Composite of the original ACT, shall be exempt from the Reading section of the College-Level Academic Skills Test. Students who have earned a score of twenty-one (21) or above on the American College Testing Program in English, or a score of twenty (20) or above on the original ACT, shall be exempt from the English Language Skills and Essay sections of the College-Level Academic Skills Test.

(c) Students who have earned a grade point average of 2.5 or above on a 4.0 grade scale in selected postsecondary level courses shall be exempted from one or more sections of the College-Level Academic Skills Test, as specified below. Each postsecondary institution shall establish its own policies for the evaluation of students’ coursework when that student earned credits from an institution other than a Florida public community college or university.

1. To exempt the English Language Skills, Reading and Essay sections of the College-Level Academic Skills Test, the student must have earned a 2.5 grade point average in two (2) courses for a minimum of six (6) semester hours of credit from: ENC 1101, English I and ENC 1102, English II or other equivalent college-level English course.

2. To exempt the Computation section of the College-Level Academic Skills Test, the student must have earned a 2.5 grade point average in two (2) courses for a minimum of six (6) semester hours of credit from:
   a. Option 1. The student shall complete any two (2) of the following: MAC*102 College Algebra or any other MAC course with the last three digits being higher than 102; MGF*106 Liberal Arts Mathematics I, MGF*107 Liberal Arts Mathematics II, MGF*202 Finite Mathematics or any other MGF course with the last three digits being higher than 202; or STA*014 Statistical Methods or any other STA course.
   b. Option 2. The student shall complete any two (2) of the following: MGF*106 Liberal Arts Mathematics I and MGF*107 Liberal Arts Mathematics II; MGF*113 Topics in College Mathematics I; MGF*114 Topics in College Mathematics II; or MGF*118 Mathematics CLAST Review. (Note: At TCC, MGF*118 is a one credit course and does not meet the requirement for exemption.)
   c. Option 3. MGF*106 Liberal Arts Mathematics I or MGF*113 Topics in College Mathematics I, and MAC*102 College Algebra or MAC*105 College Algebra.

NOTE: Students who do not pass the test will not be awarded the Associate in Arts degree. The CLAST requirements also apply to students transferring to state universities in Florida, from private colleges in Florida, and from out-of-state colleges and universities.

Effective, July 1, 2004, Education Majors must take the General Knowledge Exam. The CLAST is no longer required. For more info visit www.cefe.usf.edu or contact the university of choice.

• Residence Requirement
All students who graduate from Tallahassee Community College must complete at least 25 percent of the credit hours required for the degree in residence.

• Courses and Grade Point Average Requirement
Students who graduate from Tallahassee Community College must complete the curriculum prescribed for the program in which they are enrolled.

• Candidates for degrees will be required to attain at least an average of “C” (2.0 GPA) in their program of study and must have a 2.0 or greater average in all applicable courses attempted, as well as a 2.0 average in all applicable courses attempted at Tallahassee Community College.

• Only the final grade received in courses repeated by students shall be used in this computation.

• All courses submitted must be appropriate to the degree program pursued.

• Steps to Apply for Graduation
1. Go to www.tcc.fl.edu and click on EagleNet.
2. Under the Student Access Menu, click on Grades/Records.
3. Select the link Apply for Graduation.
4. Select the degree program you wish to apply for graduation. Once you select the program, give EagleNet a moment to go to the next page.
5. Review your graduation status information or click on Degree Audit at the bottom of the page to determine your graduation status.
6. If your degree audit shows that you have completed 75% of your degree requirements, apply for graduation on-line by the following deadlines:
   - Summer: July 1
   - Fall: December 1
   - Spring: April 1
7. Apply for graduation by clicking on the button “Apply for Graduation” or “Update your Application.” NOTE: If you have not met the 75% completion point, you will not be given the option “Apply for Graduation.”
8. Confirm that your address on the student database is the correct one for mailing your degree after graduation. You may change your address on EagleNet or at the Enrollment Services office.
9. Once you have clicked on “Apply for Graduation” you have successfully completed your Application for Graduation. NOTE: If you feel that an error may have occurred while applying for graduation, please call the Enrollment Services office to verify that your application was processed. (850) 201-8555
10. Purchase your cap and gown in the TCC Bookstore. Commencement ceremonies are held during the Spring term of each year. Information regarding the ceremony will be mailed in the Spring term.

• Commencement Exercises
Formal commencement exercises are held once each year at the end of the Spring Semester and all graduates of the two previous terms will be invited to participate in these exercises with the Spring semester graduates. For additional information, please contact the Vice President for Student Affairs office at (850) 201-8490.
Academic Programs

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

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

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

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

Degree, Certificate, Diploma, and Professional Development and Continuing Education

- Developing an Academic Plan

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

- Florida Academic Counseling and Tracking for Students

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

  - Career Planning and Portfolio Development;
  - Degree exploration at any of Florida's public postsecondary institutions;
  - Application for admission to any or all of Florida’s public postsecondary institutions;
  - Financial Aid options and online application for Federal and State aid;
  - Transfer information and complete 2+2 University transfer evaluations;
  - Transient student request forms; and
  - College transcript access.

The web site is www.facts.org. Students will use the identification number and password required to access TCC services to access FACTS.org services.
• **Associate in Arts Degree**
  Tallahassee Community College’s (TCC) Associate in Arts (A.A.) Degree is designed for the student who plans to transfer to a Florida public university as a junior to complete a bachelor’s degree program. This degree provides the best preparation for transfer to specific majors in Florida’s State University System (SUS). If the student plans to transfer to a Florida state university, s/he should enroll in courses at TCC that are required for admission to the major at the desired university. Not all majors are offered at every university. For assistance in obtaining additional information about majors and preparing for specific majors, students are encouraged to develop an academic plan in cooperation with an academic advisor.

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

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

• **Certificate and Diploma Programs**
  Many of today’s careers are available without acquiring a degree. High paying, high-demand careers are available to students who complete a comprehensive certificate-training program at TCC. These programs combine classroom instruction and practical, real-world training to prepare students with hands-on experience to meet workforce demands.

• **Professional Development and Continuing Education**
  Professional development and continuing education courses are non-credit, non-degree program course offerings. TCC regularly offers a variety of non-credit courses in career areas ranging from conversational Spanish and computer skills to conflict management and health care as well as Adult Education and GED Preparatory classes. For a schedule of class offerings and further information, contact the Division of Economic and Workforce Development at (850) 201-8060.
AREAS OF STUDY

Associate in Arts, University Transfer
- Common Prerequisites
- Limited Access Majors
- General Education
- A.A. Degree Pre-Major Courses
- Articulated Agreements with Florida Colleges and Universities

Associate in Science, Associate in Applied Science, and Certificates
- Business and Management
- Computer Technology
- TCC Workskills Certificates
- Criminal Justice and Public Safety
- Education
- Engineering and Technology
- Health Care

ROTC Programs
Associate in Arts, University Transfer

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

• Common Prerequisites

Many majors at the universities require that specific courses be taken as part of the A.A. degree, both within general education and within the electives. Known as common prerequisites, these courses are required for degree programs within the State University System. Common prerequisite courses have been identified for more than 600 university bachelor’s degrees across all public institutions.

These requirements may be met through careful selection of courses for the A.A. degree. Catalogs and/or Web sites of the state universities list the courses, including the common prerequisites, that are to be taken at the community college in order to enter as a junior in a particular major at the university.

Common prerequisites are the same at all Florida state universities, and all institutions must accept the common prerequisites and/or substitutions in transfer. The Division of Colleges and Universities has approved exceptions to the standardized prerequisites for programs with different focuses or different structures of a similar major. The various programs, concentrations, and tracks with corresponding prerequisites are noted in the Common Prerequisites Manual which can be accessed at www.facts.org.

Each program of study listed provides information regarding the required and/or suggested common prerequisites for that program. Some programs do not require common prerequisite courses. Others, such as limited access majors, may have additional requirements for acceptance into that program such as grade point average or grade requirements on specified courses. Students are advised to consult university catalogs, counseling manuals, and advisors at the receiving institution to ensure accurate academic planning.

• Limited Access Majors

The A.A. Degree guarantees admission to one of the eleven state universities, but not necessarily admission to a specific program. Certain majors are designated as “restricted access” or “limited access” programs, meaning that they have admission requirements in addition to earning the A.A. degree. These may include completion of specific courses, a minimum grade point average in specific courses, a minimum grade point average in all course work, an interview, a minimum number of hours of related volunteer work, an audition, the submission of a portfolio, and/or a specified deadlines. Community College A.A. transfer students have the same opportunity to enroll in university limited access programs as students who already are enrolled at the university.

Students should work with TCC counselors to make sure they take the required courses and meet other criteria for entry into their university program of choice. The selection and enrollment criteria for limited access programs are published in institutional catalogs, counseling manuals, and other appropriate documents.

• General Education

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

Specifically, the student will

1. experience the perspectives of various disciplines which comprise the arts and sciences, and develop the ability necessary to evaluate social, cultural, and scientific bodies of knowledge, their historical development, continuing influence, and inter-relatedness;

2. gain a foundation of knowledge within each of the various disciplines, balancing depth and breadth of knowledge;

3. learn how to acquire, verify, organize, interpret, evaluate, present, and apply information;

4. develop and apply analytical, critical, and creative reasoning; and

5. demonstrate competency and application of skills in written communication (reading and writing), oral communication (listening and speaking), mathematics, and computer use.

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

• the use of reading, writing, listening, speaking, and/or other forms of self-expression;

• providing opportunities for information gathering, synthesis and analysis in solving problems and in critical thinking (including the use of the library, electronic/computer and other resources, and quantitative reasoning and interpretation, as applicable);

• engagement in cooperative learning, teamwork, and/or use of collaboration as a problem solving tool;

• participation in course projects, laboratory exercises, and/or service learning projects; or

• class discussions.

The General Education Program for the A.A. degree is also designed to provide instruction in the communication and computation skills designated by the College Level Academic Skills Project (State Board of Education Rule 6A-10.031), and to meet coursework, credit, and grade performance requirements in State Board of Education Rule 6A-10.030.
36 hours of General Education:

1. Communications—6 semester hours
   A. ENC1101 (College Composition) and
   B. ENC 1102 (Argument and Persuasion)
   ENC 1141 (Writing About Literature)
   MMC 1100 (Writing for Mass Communication)

   To satisfy the requirement of State Board of Education Rule 6A-10.030, the student must complete six (6) hours in Communications with a grade of “C” or better and produce multiple writing assignments in each of the courses. Students who earn a minimum of a C+ average in six (6) credit hours of Communications courses are exempt from taking the CLAST subtests in essay, reading, and writing.

2. Humanities—6 semester hours
   Prerequisite: completion of the six (6) hour General Education Communications requirement.
   A. HUM 2210 and HUM 2230 (Humanities of the World I, II)
   B. HUM 2740 and HUM 2741 (Humanities Abroad I and II)
   C. Art History
      ARH 2050 Intro to Art History and Art Criticism I (3)
      ARH 2051 Intro to Art History and Art Criticism II (3)
      ARH 2500 Non-Western Art (3)
   Literature
      AML 2600 Introduction to African American Literature (3)
      AML 2301 Major American Writers (3)
      ENL 2000 British Literature (3)
      LIT 2100 World Literature (3)
      THE 2100 Introduction to Theater History (3)
   Music
      HUM 2525 The American Music Tradition: Jazz (3)
      HUM 2529 The American Music Tradition: Popular Music (3)
      MUH 2011 Introduction to Music History (3)
      MUL 2720 Music of the World (3)
   Philosophy and Religion
      PHI 2010 Philosophy (3)
      PHI 2100 Introductory Logic (3)
      PHI 2600 Ethics (3)
      REL 2200 Introduction to Biblical Studies (3)
      REL 2300 World Religions (3)

   To satisfy the requirement of State Board of Education Rule 6A-10.030, the student must complete each course that is to be counted toward these requirements with a grade of “C” or better. Students who earn a minimum of a C+ average in six (6) credit hours of mathematics from the courses listed above are exempt from taking the CLAST subtest in mathematics.

3. Mathematics—6 semester hours
   Students may choose two of the following four courses:
   MGF 1106 - Mathematics I for Liberal Arts (3)
   MGF 1107 - Mathematics II for Liberal Arts (3)
   STA 2023 - Statistics (3)
   MAC 1105 - College Algebra (3)
   or
   May use any two of the following for general education math credit provided they have earned “C” or better in the appropriate prerequisite courses or have an appropriate score on the College Level Math (CLM) placement test.
   MAC 1105 College Algebra (3)
   MAC 2114 Trigonometry (3)
   STA 2122 - Introduction to Applied Statistics (4)
   MAC 2140 Precalculus (3)
   MAC 2147 Precalculus Alg/Trig (5)
   MAC 2233 Calculus for Management (3)
   MAC 2311 Calculus I (5)
   MAC 2312 Calculus II (5)
   MAC 2313 Calculus III (4)
   MAP 2302 Differential Equations (3)

4. Sciences—6 semester hours
   Category A (Biological Sciences)
      BSC 1005 Introduction to the Biological Sciences (3)
      BSC 1050 Environmental Systems (3)
      BOT 1000 Plant Science (3)
      BSC 2100 Biology for Science Majors I (3)
      MCB 2004 Microbiology (3)
   Category B (Earth Sciences)
      ESC 1000 Earth and Its Environment (3)
      GLY 1030 Environmental Geology (3)
      GLY 2010 Physical Geology (3)
      GLY 2160 Geology of National Parks (3)
      MET 1010 Meteorology (3)
      OCE1001 Introduction to Oceanography (3)
   Category C (Physical Sciences)
      AST 1002 Introduction to Astronomy (3)
      CHM 1020 Chemistry for General Education (3)
      or
      CHM 1030 General Chemistry for Allied Health (3)
      PHY 1020 Energy and its Environmental Effects (3)
      PSC 1121 Introduction to the Physical Sciences (3)
      CHM 1045 General Chemistry I (3)
      PHY 1053 Elementary College Physics I (3)
      PHY 2048 General Physics I (3)

   A student pursuing a preprofessional program of studies may be considered for a waiver of the general education science distribution requirement under the following condition: the upper division prerequisite requires completion of two sequence courses in the same category, e.g., CHM1045-1046 and PHY2048-2049.
5. History and Social Science—12 semester hours

Category A (History) EUH 1000 and EUH 1001,
Western Civilization I (3) and II (3)
WOH 1012 and WOH 1022
History of Civilization I (3) and II (3)
EUH 1000 and WOH 1022
Western Civilization I (3) and History of Civilization II (3)
EUH 1001 and WOH 1012,
Western Civilization II (3) and History of Civilization I (3)
AMH 1041 and AMH 1050
American Experience: Institutions and Values in a
World Setting I (3) and II (3)
AMH 2010 and AMH 2020
U.S. History from the Colonial Period to 1865 (3)
and
U.S. History from 1865 to the Present (3)

Category B Three hours selected from the following:
ANT 2100 Introduction to Archaeology (3)
ANT 2211 Peoples of the World (3)
ANT 2410 Introduction to Cultural Anthropology (3)
ANT 2511 Introduction to Physical Anthropology (3)
CHD 2220 Child Development (3)
CHD 2240 Adolescent Development (3)
CPO 2001 Introduction to Comparative Politics (3)
DEP 2004 Human Development (3)
ECO 2013 Principles of Economics: Macro (3)
ECO 2023 Principles of Economics: Micro (3)
GEA 2000 World Regional Geography (3)
GEO 1400 Introduction to Human Geography (3)
INR 2002 International Relations (3)
POS 1041 National Government (3)
POS 1112 State and Local Government (3)
POS 2001 Political Systems and Institutions (3)
PSY 2012 General Psychology (3)
SOP 2002 Social Psychology (3)
SOP 2740 Psychology of Women (3)
SYG 1000 Principles of Sociology (3)
SYG 2010 Contemporary Social Problems (3)
SYG 2230 Race and Ethnic Relations (3)
SYG 2340 Human Sexuality (3)
SYG 2361 Thanatology: Dying and Death (3)
SYG 2430 Marriage and Family (3)

Category C (Personal Development)
HSC 1100 Concepts of Positive Living (3)
HSC 2200 Principles of Contemporary Health (3)
CLP 1001 Psychology of Personal and Social Adjustment (3)

• Additional Requirements for the Associate in Arts Degree

A. Electives:
In addition to the general education requirements listed above (36 semester hours) the student must complete 24 semester hours of elective coursework appropriate to the A.A. degree. A total of 60 credit hours is required for the A.A. degree.
A maximum of two semester hours credit in physical education activity courses, including dance courses, may be allowed toward the 60 semester hours required for graduation. This limitation does not include non-activity courses. A total of four semester hours credit in music organization and music activity courses may be allowed. Other courses not acceptable toward the A.A. degree are designated in the "Course Information" section of the catalog.

B. Instruction in the U.S. Constitution.
This requirement may be fulfilled by successfully completing any one of the following courses:
CPO 2001 Introduction to Comparative Politics (3)
POS 1041 National Government (3)
POS 1112 State and Local Government (3)

C. Two credits of sequential foreign language at the secondary level or the equivalent of such instruction at the postsecondary level will be required for admission to the upper division. Students who wish to satisfy this requirement at TCC should take a two semester sequence of one foreign language.

D. A passing score on the College Level Academic Skills Test (CLAST) is required for community college students seeking A.A. degrees and students seeking admission to upper division instructional programs in the State University System (SUS).

E. An appropriate performance standard on the CLAST is required by state statute as a condition for graduation with an A.A. degree in addition to the coursework and grade requirements outlined above.

F. Competency in the use of computers is required. This requirement may be satisfied through one of the following options:
1) Satisfactory completion of a high school or vocational computer course;
2) Satisfactory completion of an approved college computer course;
3) Satisfactory completion of a TCC course that includes computer-related skills; or
4) Satisfactory completion of an exemption or proficiency examination.
Associate in Arts General Transfer
Pre-Major Courses

TCC provides information in the following areas to help guide students in their course selection for the Associate in Arts (A.A.) degree. These represent the most common majors of interest to TCC students, but additional majors are available. This information is accurate at the time of publication. For other majors or for more current information, contact TCC’s Student Success Center at (850) 201-8440 or StudentSuccess@tcc.fl.edu.

The courses listed are based on the common prerequisites for degree programs in State University System (SUS). Common Prerequisites are the same at all State Universities. Majors, concentrations, and tracks within majors can be identified through FACTS.org and are listed in the Common Prerequisite Manual.

The following are pre-professional courses. Taking these courses at TCC as part of an A.A. degree will satisfy the common prerequisites for entry into undergraduate programs in SUS. Completion of these courses does not guarantee admission to limited access majors, which may have additional requirements. Further information is available from each university.

Associate in Science (A.S.) and Associate in Applied Science (A.A.S.) degrees and certificates are described on pages 68-129. These degrees are also referenced in the list below to help students compare academic options.

ARTS and LANGUAGES

- Apparel Design and Technology (FSU Only)
  - ARH 2050 Intro to Art History I (3)
  - or
  - ARH 2051 Intro to Art History II (3)
  - ECO 2013 Macro Economics
  - ECO 2023 Micro Economics (3)
  - PSY 2012 General Psychology (3)
  - CTE 1310 Basic Apparel Construction (3)
  - CTE 1401 Introductory Textile Science (3)
  - FAD 2230 Family Relationships: A Life Span Dev Approach (3)

- ART, General
  - ART 1202C Design I (3)
  - ART 2203C Introduction to Design II (3)
  - ART 1300C Drawing I (3)
  - ART 1330C Figure Drawing (3)
  - ARH 2050 Introduction to Art History I (3)
  - ARH 2051 Introduction to Art History II (3)
  - ART Select 2-3 Introductory Media Courses

- Communication (Mass)
  - SPC 2600 Public Speaking (3)

- Communications and Media Studies
  - SPC 2600 Public Speaking (3)
  - MMC1000 Survey of Mass Media (3)

- English Creative Writing
  - ENC 1101 College Composition (3)
  - ENC 1102 Argument and Persuasion (3)
  - or
  - Six (6) credit hours of courses taught in the English Department, each with 6,000 words of evaluated writing for a total of 12,000 words.

- English, General
  - ENC 1101 College Composition (3)
  - ENC 1102 Argument and Persuasion (3)
  - or
  - Six (6) credit hours of courses taught in the English Department, each with 6,000 words of evaluated writing for a total of 12,000 words.

- English, Technical Writing
  - ENC 1101 College Composition (3)
  - ENC 1102 Argument and Persuasion (3)
  - or
  - Six (6) credit hours of courses taught in the English Department, each with 6,000 words of evaluated writing for a total of 12,000 words.

- Journalism
  - SPC 2600 Public Speaking (3)
  - MMC1000 Survey of Mass Media (3)
  - MMC1100 Writing for Mass Communication (3)

- Merchandising (FSU Only)
  - ACG 2021 Financial Accounting (3)
  - CGS 1060 Computer Literacy (3)
  - ECO 2013 Macro Economics (3)
  - ECO 2023 Micro Economics (3)
  - PSY 2012 General Psychology (3)
  - CTE 1310 (3) Basic Apparel Construction (3)
  - CTE 1401 (3) Introductory Textile Science (3)
  - FAD 2230 (3) Family Relationships: A Life Span Dev Approach (3)

- Public Relations and Organizational Communications
  - SPC 2600 Public Speaking (3)

- Theater
  - THE 1000 Introduction to the Theatre (3)
  - and
  - Nine (9) hours of any combination of THE, TPA, and TPP courses.
BUSINESS, LEGAL, AND OFFICE ADMINISTRATION

See also Business and Management A.S., A.A.S., and certificates.


- ACG 2021 Financial Accounting (3)
- ACG 2071 Managerial Accounting (3)
- (CGS 2100 Microcomputer Applications for Business (3)
- ECO 2013 Macro Economics (3)
- ECO 2023 Micro Economics (3)
- MAC 2233 Calculus for Management and the Non-Physical Sciences (3)
- STA 2023 Introductory Statistics I (3)

**Construction, Engineering, and Design**

See also engineering, technology, manufacturing, distant learning B.S., A.S., A.A.S., and certificates.

**Architecture**

- MAC 2233 Calculus for Management and the Non-Physical Sciences (3)
- PHY 1053 Elementary College Physics I (3)
- PHY 1053L Elementary College Physics I Lab (1)
- PHY 1054 Elementary College Physics II (3)
- PHY 1054L Elementary College Physics Lab (1)

Consult the specific university’s catalog for additional courses and acceptable substitutes which may be taken at FAMU. Also see articulated courses for a bridge program in Architecture.

**Biotechnology**

- BSC 2010 Biology for Science Majors I (3)
- BSC 2010L Biology for Science Majors I Lab (1)
- BSC 2011C Biology for Science Majors II (3)
- CHM 1045 General Chemistry I (3)
- CHM 1045L General Chemistry I Lab (1)
- CHM 1046 General Chemistry II (3)
- CHM 1046L General Chemistry II Lab (1)
- CHM 2210 Organic Chemistry I (3)
- CHM 2210L Organic Chemistry I Lab (1)
- CHM 2211 Organic Chemistry II (3)
- CHM 2211L Organic Chemistry II Lab (1)
- PHY 1053 Elementary College Physics I (3)
- PHY 1053L Elementary College Physics I Lab (1)
- PHY 1054 Elementary College Physics II (3)
- PHY 1054L Elementary College Physics II Lab (1)
- MAC 2233 Calculus for Management and the Non-Physical Sciences (3)
- STA 2023 Introductory Statistics I (3)

**Engineering**

- ENC 1101 College Composition (3)
- ENC 1102 Argument and Persuasion (3)
- MAC 2311 Calculus with Analytic Geometry I (5)
- MAC 2312 Calculus with Analytic Geometry II (5)
- MAC 2313 Calculus with Analytic Geometry III (4)
- MAP 2302 Differential Equation I (3)
- CHM 1045 General Chemistry I (3)
- CHM 1045L General Chemistry I Lab (1)
- CHM 1046 General Chemistry II (3)
- PHY 2048 General Physics I (4)
- PHY 2048L General Physics I Lab (1)
- PHY 2049 General Physics II (4)
- PHY 2049L General Physics II Lab (4)
- Six (6) Hours Humanities Courses
- Six (6) Hours Social Science Courses
- Three (3) additional hours of humanities or social sciences

Also see articulated agreements between TCC and other Florida universities.

**Construction Engineering Technology, General**

Four tracks are available through different universities; see www.facts.org. Common Prerequisite Manual for required courses and university catalog for additional requirements and possible substitutions.

**Interior Design**

- CGS 1060 Computer Literacy (3)
- Three (3) hours of 2 and 3 Dimensional Design
- Nine (9) hours of Art, Art History, or other art related courses.

Three tracks are available through different universities; see FACTS.org. Common Prerequisite Manual for required courses and university catalog for additional requirements and possible substitutions.

**EDUCATION AND CHILDCARE**

- EDF1005 Introduction to American Education (3)
- EDG 2701 Teaching Diverse Populations (3)
- EME 2040 Introduction to Educational Technology (3)

Completion of these courses does not guarantee admission to limited access majors, which may have additional requirements. Contact the university of choice for specific, additional requirements.
HEALTH CARE PROFESSIONS
Also see A.S. degrees in Health Care Professions

• Nursing
  BSC 2085 Anatomy and Physiology I (3)
  BSC 2085L Anatomy and Physiology I Lab (1)
  BSC 2086 Anatomy and Physiology II (3)
  BSC 2086 Anatomy and Physiology II Lab (1)
  CHM 1030 General Chemistry for Allied Health (3)
  DEP 2004 Human Development (3)
  HUN 1201 The Science of Nutrition (3)
  MCB 2004 Microbiology (3)
  MCB 2004L Microbiology Lab (1)
  PSY 2012 General Psychology (3)

• Pre-Med/Vet
  BSC 2010 Biology for Science Majors I (3)
  BSC 2010L Biology for Science Majors Lab I (1)
  BSC 2011C Biology for Science Majors II (3)
  CHM 1045 General Chemistry I (3)
  CHM 1045L General Chemistry Lab I (1)
  CHM 1046 General Chemistry II (3)
  CHM 1046L General Chemistry Lab II (1)
  CHM 2210 Organic Chemistry I (3)
  CHM 2210L Organic Chemistry Lab I (1)
  CHM 2211 Organic Chemistry II (3)
  CHM 2211L Organic Chemistry Lab II* (1)
  MAC 1105 College Algebra (3)
  MAC 2114 Trigonometry (3)
  PHY 1053 Elementary College Physics I (3)
  PHY 1053L Elementary College Physics I Lab (1)
  PHY 1054 Elementary College Physics II (3)
  PHY 1054L Elementary College Physics II Lab (1)

• Pharmacy
  BSC 2010 Biology for Science Majors I (3)
  BSC 2010L Biology for Science Majors Lab I (1)
  BSC 2011C Biology for Science Majors II (3)
  BSC 2085 Anatomy & Physiology I* (3)
  BSC 2085L Anatomy & Physiology I Lab* (1)
  BSC 2086 Anatomy & Physiology II (3)
  BSC 2086L Anatomy & Physiology II Lab (1)
  CHM 1045 General Chemistry I (3)
  CHM 1045L General Chemistry Lab I (1)
  CHM 1046 General Chemistry II (3)
  CHM 1046L General Chemistry Lab II (1)
  DEP 2004 Human Development (3)
  MAC 1105 College Algebra (3)
  MAC 2114 Trigonometry (3)
  PHY 1053 Elementary College Physics I (3)
  PHY 1053L Elementary College Physics I Lab (1)
  PHY 1054 Elementary College Physics II (3)
  PHY 1054L Elementary College Physics II Lab (1)
  MAC 1105 College Algebra (3)
  MAC 2114 Trigonometry (3)
  MAC 2140 Pre calculus Mathematics (3)
  MAC 2233 Calculus for Management and
  the NonPhysical Sciences (3)

Physical Therapy
  BSC 2010 Biology for Science Majors I (3)
  BSC 2010L Biology for Science Majors Lab I (1)
  BSC 2085 Anatomy & Physiology I (3)
  BSC 2085L Anatomy & Physiology I Lab (1)
  BSC 2086 Anatomy & Physiology II (3)
  BSC 2086L Anatomy & Physiology II Lab (1)
  CHM 1045 General Chemistry I (3)
  CHM 1045L General Chemistry Lab I (1)
  CHM 1046 General Chemistry II (3)
  CHM 1046L General Chemistry Lab II (1)
  DEP 2004 Human Development (3)
  MAC 1105 College Algebra (3)
  MAC 2114 Trigonometry (3)
  PHY 1053 Elementary College Physics I (3)
  PHY 1053L Elementary College Physics I Lab (1)
  PHY 1054 Elementary College Physics II (3)
  PHY 1054L Elementary College Physics II Lab (1)
  PSY 2012 General Psychology (3)
  STA 2023 Introductory Statistics (3)

COMPUTER AND INFORMATION TECHNOLOGY
See also Computer and Information Technology degrees and certificates.

• Computer Programming & Analysis
  COP 2220 Introduction to C++ Programming (3)
  MAC 2311 Calculus with Analytic Geometry I (3)
  MAC 2312 Calculus with Analytic Geometry II (3)
  PHY 2048 General Physics I (3)
  PHY 2048L General Physics I Lab (1)
  PHY 2049 General Physics II (3)
  PHY 2049L General Physics II Lab (1)
  Six (6) hours of Science courses for science majors
• Digital Media
  ART 1202C Design I (3)
  ART 2203C Introduction to Design II (3)
  ART 1300C Drawing I (3)
  ART 2301C Drawing II (3)
  ART 2955 Portfolio (3)
  ARH 2050 Introduction to Art History I (3)
  ARH 2051 Introduction to Art History II (3)

• Graphic Design
  ART 1300C Drawing I (3)
  ART 1202C Design I (3)
  PGY 2401C Basic Photography (3)
  ARH 2050 Introduction to Art History I (3) or
  ARH 2051 Introduction to Art History II (3)
  ART 2301C Drawing II (3)
  GRA 2100 Cg Characters Production (3)
  Or any GRA (graphic design) course

• Computer Science and Software Engineering
  Students may be admitted into the university without completing all prerequisites, but will not be admitted into the degree program until prerequisites are completed. The following must be completed with a grade of "C-" or higher prior to admission to this program.
  COP XXXX (3) Introductory Programming in C or C++, ADA, PASCAL or equivalent language
  The TCC course is COP2220 - Introduction to C++ programming
  The following courses, though not required for admission into the program, are required for the major and should be completed (with "C-" or higher) in the freshman or sophomore years.
  MAC 2311 (4) Calculus I
  MAC 2312 (4) Calculus II
  PHY 2048C (5) General Physics A
  PHY 2049C (5) General Physics B
  Two science courses for science majors (6 hours). One course must be in a discipline other than physics.

• Information Technology
  STA 2122 Introduction to Applied Statistics (4)
  MAC 2140 Precalculus Mathematics (3)
  PHI 2600 Ethics (3)
  ECO 2013 Macro Economics (3)
  PSY 2012 General Psychology (3)
  CGS 1540 Database Concepts (3)
  or
  COP 2701 Database Programming (3)
  COP 2220 Introduction to C++ (3)
  COP 2221 Intermediate Programming with C++ (3)
  or
  COP 2800 Introduction to Java Programming (3)

NATURAL SCIENCE

• Animal Science
  BSC 2010 Biology for Science Majors I (3)
  BSC 2010L Biology for Science Majors I Lab (1)
  BSC 2011C Biology for Science Majors II (3)
  CHM 1045 General Chemistry I (3)
  CHM 1045L General Chemistry I Lab (1)
  CHM 1046 General Chemistry II (3)
  CHM 1046L General Chemistry II Lab (1)
  ECO 2023 Micro Economics (3)
  ENC 1210 Technical Communications (3)
  MAC 2114 Trigonometry (3)
  MAC 2140 Precalculus Mathematics (3)
  SPC 2600 Public Speaking (3)

• Astronomy
  MAC 2311 Calculus with Analytic Geometry I (5)
  MAC 2312 Calculus with Analytic Geometry II (5)
  MAC 2313 Calculus with Analytic Geometry III (4)
  PHY 2048 General Physics I (4)
  PHY 2048L General Physics I Lab (1)
  PHY 2049 General Physics II (4)
  PHY 2049L General Physics II Lab (1)

• Atmospheric Science and Meteorology
  MAC 2311 Calculus with Analytic Geometry I (5)
  MAC 2312 Calculus with Analytic Geometry II (5)
  PHY 2048 General Physics I (4)
  PHY 2048L General Physics I Lab (1)
  PHY 2049 General Physics II (4)
  PHY 2049L General Physics II Lab (1)

• Biology
  BSC 2010 Biology for Science Majors I (3)
  BSC 2010L Biology for Science Majors I Lab (1)
  BSC 2011C Biology for Science Majors II (3)
  CHM 1045 General Chemistry I (3)
  CHM 1045L General Chemistry I Lab (1)
  CHM 1046 General Chemistry II (3)
  CHM 1046L General Chemistry II Lab (1)
  CHM 2210 Organic Chemistry I (3)
  CHM 2210L Organic Chemistry I Lab (1)
  CHM 2211 Organic Chemistry II (3)
  CHM 2211L Organic Chemistry II Lab (3)
  MAC 2311 Calculus with Analytic Geometry I (5)
  MAC 2312 Calculus with Analytic Geometry II (5)
• Botany
  BSC 2010 Biology for Science Majors I (3)
  BSC 2010L Biology for Science Majors I Lab (1)
  BSC 2011C Biology for Science Majors II (3)
  CHM 1045 General Chemistry I (3)
  CHM 1045L General Chemistry I Lab (1)
  CHM 1046 General Chemistry II (3)
  CHM 1046L General Chemistry II Lab (1)
  MAC 2114 Trigonometry (3)
  MAC 2140 Precalculus Mathematics (3)
  MAC 2311 Calculus with Analytic Geometry I (5)

• Chemistry
  CHM 1045 General Chemistry I (3)
  CHM 1045L General Chemistry I Lab (1)
  CHM 1046 General Chemistry II (3)
  CHM 1046L General Chemistry II Lab (1)
  MAC 2311 Calculus with Analytic Geometry I (5)
  MAC 2312 Calculus with Analytic Geometry II (5)
  CHM 2210 Organic Chemistry I (3)
  CHM 2210L Organic Chemistry I Lab (1)
  CHM 2211 Organic Chemistry II (3)
  CHM 2211L Organic Chemistry II Lab (3)

• Environmental Science, Environmental Policy Track
  BSC 2010L Biology for Science Majors I Lab (1)
  CHM 1045 General Chemistry I (3)
  CHM 1045L General Chemistry I Lab (1)
  GLY 2010 Physical Geology (3)
  GLY 2010L Physical Geology Lab (1)
  MAC 2311 Calculus with Analytic Geometry I (5)
  STA 2023 Introductory Statistics (3)

• Marine/Aquatic Biology
  BSC 2010 Biology for Science Majors I (3)
  BSC 2010L Biology for Science Majors I Lab (1)
  BSC 2011C Biology for Science Majors II (3)
  CHM 1045 General Chemistry I (3)
  CHM 1045L General Chemistry I Lab (1)
  CHM 1046 General Chemistry II (3)
  CHM 1046L General Chemistry II Lab (1)
  CHM 2210 Organic Chemistry I (3)
  CHM 2210L Organic Chemistry I Lab (1)
  CHM 2211 Organic Chemistry II (3)
  CHM 2211L Organic Chemistry II Lab (3)
  MAC 2311 Calculus with Analytic Geometry I (3)
  MAC 2312 Calculus with Analytic Geometry II (3)

• Microbiology
  BSC 2010 Biology for Science Majors I (3)
  BSC 2010L Biology for Science Majors I Lab (1)
  BSC 2011C Biology for Science Majors II (3)
  CHM 1045 General Chemistry I (3)
  CHM 1045L General Chemistry I Lab (1)
  CHM 1046 General Chemistry II (3)
  CHM 1046L General Chemistry II Lab (1)
  CHM 2210 Organic Chemistry I (3)
  CHM 2210L Organic Chemistry I Lab (1)
  CHM 2211 Organic Chemistry II (3)
  CHM 2211L Organic Chemistry II Lab (1)
  MAC 2311 Calculus with Analytic Geometry I (5)

PUBLIC SAFETY
See also Criminal Justice and Public Safety A.S. and A.A.S. degrees and certificates.

• Criminal Justice Studies
There are no required common prerequisites for this major. Please see university catalog for additional information of suggested courses for this area of study.

RECREATION and LEISURE STUDIES
See also the A.S. in Recreation Technology.

• Exercise Science/Wellness Education
  BSC 2085 Anatomy & Physiology I (3)
  BSC 2085L Anatomy & Physiology I Lab (1)
  BSC 2086 Anatomy & Physiology II (3)
  BSC 2086L Anatomy & Physiology II Lab (1)
  MAC 1105 College Algebra (3)
  STA 2023 Introductory Statistics (3)
  or
  MAC 2140 Precalculus (3)
  PSY 2012 General Psychology (3)
  HUN 1201 Science of Nutrition (3)
  CHM 1045 General Chemistry I (3)
  CHM 1045L General Chemistry I Lab (1)

• Leisure Services
  DEP 2004 Human Development (3)

• Sports Medicine
  BSC 2010 Biology for Science Majors I (3)
  BSC 2010L Biology for Science Majors I Lab (1)
  CHM 1045 General Chemistry I (3)
  CHM 1045L General Chemistry I Lab (1)
  PHY 1053 Elementary College Physics I (3)
  PHY 1053L Elementary College Physics I Lab (1)
  PSY 2012 General Psychology (3)
  HUN 1201 Science of Nutrition (3)
  STA 2023 Introductory Statistics (3)
  BSC 2085 Anatomy & Physiology I (3)
  BSC 2086 Anatomy & Physiology II (3)
Articulated Agreements with Florida Colleges and Universities for the Associate in Arts Transfer

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

Course requirements for each articulated agreement are listed on the following pages. To obtain additional information on any of the articulation agreements listed here please contact the college or university, or TCC’s Student Success Center at (850) 201-8440 or at student.success@tcc.fl.edu.

TCC has the following articulated course agreements with Florida colleges and universities:

Florida Agricultural and Mechanical University (FAMU)
- Architecture
- Civil Engineering Technology
- Construction Engineering Technology
- Electronic Engineering Technology
- Landscape Design

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

Florida State University (FSU)
- Criminal Justice Technology (Panama City)
- Physical Education

Saint Leo University (SLU)
- Criminal Justice

University of Florida (UF)
- Engineering
FLORIDA AGRICULTURAL & MECHANICAL UNIVERSITY (FAMU)

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

COURSES OFFERED AT FAMU
ARC1301* Design 1.1 (4)
ARC1302* Design 1.2 (4)
ARC2303 Design 2.1 (4)
ARC2304 Design 2.2 (4)
ARC2201 Theory of Architecture (3)

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

The following courses can be counted as lower division electives at FAMU:
- EGS1111C Engineering Graphics (3)
- ETD 1320 Introduction to CAD (3)
- ETD 2350 Advanced CAD (3)

The following TCC courses are equivalent to FAMU’s course ARC2501, Architecture Structure I:
- ETG 2520 Statics (3) and
- ETG 2530 Strength of Materials (3)

The following combination of TCC courses are equivalent to FAMU’s course ARC2470, Intro to Tech of Architecture:
- BCN 2230 Construction Materials (3) and
- ETG 2520 Statics (3) and
- ETG 2530 Strength of Materials (3)

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

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

The following TCC course is equivalent to FAMU’s course ETG2502, Statics:
ETG2520 Statics (3)

The following TCC course is equivalent to FAMU’s course EGS 1110, Engineering Graphics (w/ Autocad):
ETD1320 Introduction to CAD (3)

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

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

The following TCC course is equivalent to FAMU’s course EGS1110C, Engineering Graphics (w/ AutoCad):
ETD1320 Introduction to CAD (3)

The following TCC course is equivalent to FAMU’s course EGS1111C, Engineering Graphics (3)

The following TCC course is equivalent to FAMU’s course SUR2140, Elementary Surveying:
SUR2100C Fundamentals of Land Surveying (3)

The following TCC course is equivalent to FAMU’s course BCN3251, Construction Documents I:
BCN2272* Plans Interpretations (3)

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

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

The following course can be counted as a lower division elective at FAMU:
ETG2520 Statics (3)

The following TCC course is equivalent to FAMU’s course EGS1110C, Engineering Graphics (w/ AutoCad):
EGS2141C Computer Graphics for Engineering* (2)

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

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

The following TCC course is equivalent to FAMU’s course LDE1210, Landscape Graphics I:
EGS1111C Engineering Graphics (3)

The following TCC course is equivalent to FAMU’s course LDE2515, Landscape Design II:
ETD1320 Introduction to CAD (3)

The following TCC course is equivalent to FAMU’s course SUR2140C, Elementary Surveying:
SUR2100C Fundamentals of Land Surveying (3)

The following course can be counted as a lower division elective at FAMU:
ETD2350 Advanced CAD (3)

For additional information about articulated courses in Landscape Design contact the Division of Technology and Professional Programs at (850) 201-8352.

• Engineering

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

The following TCC course is equivalent to FAMU-FSU course EGN2123 Computer Graphics for Engineers:
EGS2141C Computer Graphics for Engineering* (2)

The following combination of TCC courses are equivalent to FAMU-FSU course EGM 3512 Engineering Mechanics:
EGS 2311 Vector Statics (3) and
EGS 2321 Vector Dynamics (3)

The following TCC course is equivalent to FAMU-FSU course CGN2327L, Civil Engineering Graphics Lab:
ETD 2350 Advanced CAD (3)

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

• Criminal Justice (FSU-PC)

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

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

Suggested courses
CCJ1020 Criminal Justice System (3)
CJT2100 Criminal Investigation (3)
CJL1500 The Court System (3)
CJE1000 Law Enforcement (3)
CCJ2930 Criminal Justice Seminar (3)

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

• Physical Education

The following courses prepare the student for transfer into the Department of Physical Education, Teacher Education Program at Florida State University (FSU).

The following TCC courses are equivalent to FSU’s course in Sports Skills:
PEM1101 Theory and Practice of Adult Fitness (2)

Two one-hour activity courses (2)

The following TCC course is equivalent to FSU’s course in Physical Fitness/Wellness:
HLP2104 Exercise Education (3)

The following TCC course is equivalent to FSU’s course in Anatomy/Physiology II:
ETD 2350 Advanced CAD (3)

The following TCC course is equivalent to FSU’s course in Care & Prevention of Athletic Injuries:
PET2622C Care and Prevention of Athletic Injuries (3)
Teacher Education Core
The following course is equivalent to FSU's course in Foundations of Physical Education:
PET2000c Introduction to Physical Education (3)

The following course is equivalent to FSU's course in Human Growth & Development:
DEP2004 Human Development: Birth to Senescence (3)

Coaching Specialization
The following course is equivalent to FSU's course in PEO 2013:
PEO2033 Officiating Techniques for Individual Sports (2)

SAINT LEO UNIVERSITY (SLU)
• Associate in Arts Articulated Courses for Criminal Justice

The following articulated courses prepare students to earn an A.A. degree, leading to a Bachelor in Arts Degree at Saint Leo University (SLU) with all TCC and SLU courses offered on TCC’s campus or via distance learning.

CJE 1000 Law Enforcement (3)
or
CJC1000 Corrections (3)
CCJ 1600 Deviant Behavior (3)
CCJ 1020 Criminal Justice System (3)
CCJ 2208 Conflict Management (3)
CJE 2300 Police Administration & Operations (3)
or
CJC 2300 Corrections Administration & Ops (3)
or
CCJ 2452 Justice Administration (3)

These courses articulate as required courses at SLU. Students who take these courses at TCC will be able to select 18 hours from a variety of electives at SLU to complete the Bachelor’s degree.

UNIVERSITY OF FLORIDA (UF)
The following articulated courses are designed to prepare students for transfer into the Engineering program at UF.

The following courses can be counted as Engineering Electives at UF.
EGS2141C Computer Graphics for Engineering* (2)
EGS 2311 Vector Statics (3)
EGS 2321 Vector Dynamics (3)

For additional information about the articulated courses for Engineering contact the Division of Technology and Professional Programs at (850) 201-8352.
Business Administration, A.A.S.
– Accounting, Budgeting, and Financial Services (A107)
– Association/Non-Profit Management Track (A119)
– Management (A109)
– Marketing (A108)

Business Management, A.S. (2109)
Office Systems Specialist, Certificate (6037)
Office Systems Technology, A.S. (2107)
Small Business Management, Certificate (6319)
Association/Non-Profit Management, Certificate (6324)
# Business Administration

## Program Purpose
To prepare students for employment in the field of accounting, budgeting and financial services, management or marketing, and to meet the needs of persons employed in those fields who wish to advance in their profession.

## Employment Types
Business Operations Managers, Financial Services Provider, Marketing Specialist

## Program Length
64 credit hours

## Admission Requirements
A high school diploma or GED and meet the required minimum scores on the College Placement Test, SAT, or ACT (or complete necessary remediation courses)

## Academic Division
Division of Technology and Professional Programs

## Contact
(850) 201-8352 or rechedu@tcc.fl.edu

### Course Information

<table>
<thead>
<tr>
<th>General Education:</th>
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</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101 College Composition</td>
<td></td>
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<tr>
<td>ENC 1102 Argument and Persuasion</td>
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<tr>
<td>SPC 1016 Interpersonal Communications</td>
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<tr>
<td>ECO 2013 Principles of Economics: Macro</td>
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<tr>
<td>or</td>
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<tr>
<td>ECO 2023 Principles of Economics: Micro</td>
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<tr>
<td>College Math Select one of the following:</td>
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<tr>
<td>MGF 1106 Mathematics I for Liberal Arts</td>
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<tr>
<td>MGF 1107 Mathematics II for Liberal Arts</td>
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<tr>
<td>STA 2023 Introductory Statistics</td>
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<tr>
<td>MAC 1105 College Algebra</td>
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<thead>
<tr>
<th>Accounting, Budgeting and Financial Services Track:</th>
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<tbody>
<tr>
<td>ACG 2450 Computer Accounting</td>
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<tr>
<td>ACG 2500 Gov. &amp; Not-for-Profit Accounting</td>
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<tr>
<td>TAX 2000 Income Tax Accounting</td>
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<tr>
<td>RMI 1001 Intro. to Risk and Insurance</td>
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<tr>
<td>FIN 2010 Investments</td>
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<tr>
<td>SBM 2000 Small Business Management</td>
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<tr>
<td>FIN 1100 Personal Finance</td>
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<tr>
<td>ECO 2220 Money and Banking</td>
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<tr>
<td>REE 1040 Real Estate Principles &amp; Practices</td>
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<table>
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<tr>
<th>Association/Non-Profit Management Track:</th>
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<tbody>
<tr>
<td>MNA1141 Introduction to Customer Service</td>
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<tr>
<td>MAR2011 Principles of Marketing</td>
<td></td>
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<tr>
<td>MNA2130 Business Writing</td>
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</tbody>
</table>

Choose 5 courses from the following:

| ACG2500 Government and Not-for-Profit Accounting                                |   |
| SPC1062 Business and Professional Speaking                                      |   |
| MAR1053 Marketing for Non-Profit Organizations                                 |   |
| GEB2893 Strategic & Policy Issues in Non-Profit Organizations                  |   |
| MAN1023 Management for Non-Profit Organizations                                |   |
| MAR2340 Resource Development                                                    |   |
| MAN2582 Introduction to Project Management                                      |   |

<table>
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<th>Management Track:</th>
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<tbody>
<tr>
<td>FIN 1100 Personal Finance</td>
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<tr>
<td>MAN 2021 Introduction to Management</td>
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<tr>
<td>SBM 2000 Small Business Management</td>
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<tr>
<td>MNA 2300 Human Resource Management</td>
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<tr>
<td>MNA 2130 Business Writing</td>
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<tr>
<td>RMI 1001 Intro. to Risk and Insurance</td>
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<tr>
<td>MAR 1341 Marketing the Individual</td>
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<tr>
<td>SPC 1062 Business &amp; Professional Speaking</td>
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<tr>
<td>PSY 2012 General Psychology</td>
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</table>

Select one of the following:


**Note:** ACG 2001 Principles of Accounting I and ACG 2011 Principles of Accounting II may be taken to replace ACG 2021 Financial Accounting.
To prepare students for a number of entry-level positions in business. It can also prepare students to pursue a Bachelor of Science in Management at a Florida-based university.

Customer Service, Market Analysis, First-Line Supervision or Sales

64 credit hours

A high school diploma or GED and meet the required minimum scores on the College Placement Test, SAT, or ACT (or complete necessary remediation courses)

Division of Technology and Professional Programs
(850) 201-8352 or techedu@tcc.fl.edu

**COURSE INFORMATION**

General Education:

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<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<td>ENC 1101</td>
<td>College Composition</td>
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<tr>
<td>ENC 1102</td>
<td>Argument and Persuasion</td>
<td>3</td>
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<tr>
<td>MAC 1105</td>
<td>College Algebra</td>
<td>3</td>
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<tr>
<td>MAC 2233</td>
<td>Calculus for Management</td>
<td>3</td>
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<tr>
<td>SPC 2600</td>
<td>Public Speaking</td>
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<tr>
<td>ECO 2013</td>
<td>Principles of Economics: Macro</td>
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<tr>
<td>ECO 2023</td>
<td>Principles of Economics: Micro</td>
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<tr>
<td>Elective</td>
<td>Any Humanities Course</td>
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Program Prerequisites:

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<th>Title</th>
<th>Credits</th>
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<tr>
<td>STA 2023</td>
<td>Introductory Statistics</td>
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<td>ACG 2021</td>
<td>Financial Accounting</td>
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<td>ACG 2071</td>
<td>Managerial Accounting</td>
<td>3</td>
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<tr>
<td>CGS 2100</td>
<td>Microcomputer Apps for Bus.</td>
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Program Courses:

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<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tr>
<td>GEB 1101</td>
<td>Introduction to Business</td>
<td>3</td>
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<tr>
<td>MAN 2021</td>
<td>Introduction to Management</td>
<td>3</td>
</tr>
<tr>
<td>MAR 2011</td>
<td>Principles of Marketing</td>
<td>3</td>
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<tr>
<td>POS 1601</td>
<td>Foundations of U.S. Constitution</td>
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<tr>
<td>BUL 2241</td>
<td>Legal Concepts of Business</td>
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<tr>
<td>IDS 2182</td>
<td>Applied Ethics Seminar</td>
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<td>IDS 2941</td>
<td>Internship</td>
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<tr>
<td>Electives</td>
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</tbody>
</table>
Certificate Program

To provide additional training for professionals in clerical, information processing or administrative support positions.

Office Manager, Administrative Professional, Executive Assistant

30 credit hours

A high school diploma or GED and meet the required minimum scores on the College Placement Test, SAT, or ACT (or complete necessary remediation courses)

Division of Technology and Professional Programs
(850) 201-8352 or techedu@tcc.fl.edu

**COURSE INFORMATION**

<table>
<thead>
<tr>
<th>Core Courses:</th>
<th>General Office Option:</th>
<th>Information Processing Option:</th>
<th>Medical Transcription Option:</th>
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<tbody>
<tr>
<td>OST 1355 Records Management</td>
<td>ACG 2001 Principles of Accounting I</td>
<td>CGS 2103 Advanced Microcomputer Applications</td>
<td>HSC 2531 Medical Terminology</td>
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<tr>
<td>OST 1718 Word Processing</td>
<td>MNA 2130 Business Writing</td>
<td>OST 1324 Business Mathematics</td>
<td>OST 2611 Medical Transcription</td>
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<tr>
<td>OST 1719 Advanced Word Processing</td>
<td>OST 1324 Business Mathematics</td>
<td>OST 2823 Desktop Publishing/Web Design</td>
<td>CGS 2103 Advanced Microcomputer Applications</td>
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<td>MAN 2021 Introduction to Management</td>
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<td>CGS 2100 Microcomputer Applications for Business</td>
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<tr>
<td>OST 1401 Administrative Support Systems &amp; Procedures</td>
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<td>MNA 2100 Human Relations</td>
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<td>3</td>
<td>3</td>
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</tr>
</tbody>
</table>
**Office Systems Technology**

**Program Purpose**
To prepare students for clerical, information processing or administrative support positions.

**Employment Types**
Office manager, Administrative Professional, Executive Assistant

**Program Length**
63 credit hours

**Admission Requirements**
A high school diploma or GED and meet the required minimum scores on the College Placement Test, SAT, or ACT (or complete necessary remediation courses)

**Academic Division**
Division of Technology and Professional Programs

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

### COURSE INFORMATION

**General Education:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>College Composition</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1016</td>
<td>Interpersonal Communications</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2013</td>
<td>Principles of Economics: Macro</td>
<td>3</td>
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<tr>
<td>Elective</td>
<td>Any Personal Development Course</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>Any General Education Course</td>
<td>3</td>
</tr>
</tbody>
</table>

**College Math** — **Select one of the following:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGF 1106</td>
<td>Mathematics I for Liberal Arts</td>
<td></td>
</tr>
<tr>
<td>MGF 1107</td>
<td>Mathematics II for Liberal Arts</td>
<td></td>
</tr>
<tr>
<td>STA 2023</td>
<td>Introductory Statistics</td>
<td></td>
</tr>
<tr>
<td>MAC 1105</td>
<td>College Algebra</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
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**Program Courses:**

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<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>OST 1401</td>
<td>Admin. Support &amp; Procedures</td>
<td>3</td>
</tr>
<tr>
<td>OST 1718</td>
<td>Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>OST 1719</td>
<td>Advanced Word Processing</td>
<td>3</td>
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<tr>
<td>OST 1324</td>
<td>Business Mathematics</td>
<td>3</td>
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<tr>
<td>OST 1355</td>
<td>Records Management</td>
<td>3</td>
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<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2100</td>
<td>Microcomputer Apps for Bus.</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2103</td>
<td>Adv. Microcomputer Apps</td>
<td>3</td>
</tr>
<tr>
<td>OST 2823</td>
<td>Desktop Publishing/Web Design</td>
<td></td>
</tr>
<tr>
<td>CGS 1520</td>
<td>Intro. to Multimedia Programming</td>
<td></td>
</tr>
<tr>
<td>BUL 2241</td>
<td>Legal Concepts of Business</td>
<td>3</td>
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<tr>
<td>ACG 2001</td>
<td>Principles of Accounting I</td>
<td>3</td>
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<tr>
<td>MNA 2100</td>
<td>Human Relations</td>
<td>3</td>
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<tr>
<td>MNA 2130</td>
<td>Business Writing</td>
<td>3</td>
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<tr>
<td>MAN 2021</td>
<td>Introduction to Management</td>
<td>3</td>
</tr>
</tbody>
</table>
Certificate Program

Small Business Management

Program Purpose: To provide entrepreneurs with the skills necessary to establish, operate, or enhance the success of a new or existing small business.

Employment Type: Management level position in business, industry and the public sector.

Program Length: 24 credit hours

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

Contact: (850) 201-8462 or techedu@tcc.fl.edu

COURSE INFORMATION

Core Courses:
OST 1324 Business Mathematics 3
GEB 1101 Introduction to Business 3
SBM 2000 Small Business Management 3
MNA 2021 Introduction to Management 3
MNA 2130 Business Writing 3
CGS 2100 Microcomputer Applications for Business 3
MAR 2011 Principles of Marketing 3

Choose from one of the following:
MNA 2300 Human Resources Management 3
or
MNA 1161 Introduction to Customer Service 3
# Certificate Program

## Association and Non-Profit Management

### Program Purpose
This program, developed with cooperation of the Florida Society of Association Executives (FSAE), is designed for association and non-profit organization workers who want to enhance their knowledge and position themselves for advancement in the field. This fast-track flexible program expands job-related skills in specific areas and completes specific undergraduate requirements towards an associate in applied science degree in business.

### Employment Type
Employment opportunities include assistants and managers in governmental agencies, associations, and other non-profit organizations.

### Program Length
24 hours

### Admission Requirements
A high school diploma or GED and meet the required minimum scores on the College Placement Test, SAT, or ACT (or complete necessary remediation courses)

### Academic Division
Division of Technology and Professional Programs

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

## COURSE INFORMATION

Choose three (3) courses from the following:

- CGS 2100 Microcomputer Applications for Business 3
- GEB 1011 Introduction to Business 3
- ACG 2021 Financial Accounting 3
- MNA 1161 Introduction to Customer Service 3
- MNA 2130 Business Writing 3

and

Choose five (5) courses from the following:

- ACG 2500 Government and Not-for-Profit Accounting 3
- SPC 1062 Business and Professional Speaking 3
- MAR 1053 Marketing for Non-Profit Organizations 3
- GEB 2893 Strategic & Policy Issues in Non-Profit Organizations 3
- MAN 1023 Management for Non-Profit Organizations 3
- MAR 2340 Resource Development 3
- MAN 2582 Introduction to Project Management 3
Computer Programming and Analysis, A.S. (2119)
Computer Programming and Analysis, Certificate (6302)
Graphic Design Technology, A.S. (2125)
Help Desk/Technical Support, A.S. (2137)
Help Desk/Technical Support, Certificate (6323)
Internet Services Technology, A.S. (2128)
Internet Services Technology, Certificate (6317)
Multimedia Technology, A.S. (2132)
Networking Services Technology, A.S. (2126)
Networking Services Technology, Certificate (6318)
Work Skills Certificates
– Basic Programming
– Basic Database Skills
– Word Specialist
– Office Suite Specialist
– Basic Web Design Skills
# Associate in Science

## Computer Programming and Analysis

**Program Purpose**  To prepare students for careers in computer related occupations.

**Employment Types**  Computer Programmers, Systems Analysts, PC Support Technician

**Program Length**  63 credit hours

**Admission Requirements**  A high school diploma or GED and meet the required minimum scores on the College Placement Test, SAT, or ACT (or complete necessary remediation courses)

**Academic Division**  Division of Technology and Professional Programs

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

## COURSE INFORMATION

### General Education:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tr>
<td>ENC 1101</td>
<td>College Composition</td>
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<td>SPC 1016</td>
<td>Interpersonal Communications</td>
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<td>Elective</td>
<td>Any Social Science</td>
<td>3</td>
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<tr>
<td>Elective</td>
<td>Any Personal Development course</td>
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</tr>
<tr>
<td>College Math</td>
<td>Select one of the following:</td>
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</tr>
<tr>
<td>MGF 1106</td>
<td>Mathematics I for Liberal Arts</td>
<td></td>
</tr>
<tr>
<td>MGF 1107</td>
<td>Mathematics II for Liberal Arts</td>
<td></td>
</tr>
<tr>
<td>STA 2023</td>
<td>Introductory Statistics</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1105</td>
<td>College Algebra</td>
<td>3</td>
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### College Math Select one of the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>MGF 1106</td>
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<tr>
<td>MAC 1105</td>
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<td>3</td>
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### Program Courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ENC 1210</td>
<td>Technical Communications (or)</td>
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</tr>
<tr>
<td>MNA 2130</td>
<td>Business Writing</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1060</td>
<td>Introduction to Computer Literacy</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1000</td>
<td>Introduction to Computer Technology</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1263</td>
<td>Introduction to Networks &amp; Telecommunications</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1540</td>
<td>Database Concepts</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1820</td>
<td>Web Page Authoring</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2760</td>
<td>Introduction to UNIX</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1555</td>
<td>Internet</td>
<td>3</td>
</tr>
<tr>
<td>COP 2220</td>
<td>Introduction to C++ Programming</td>
<td>3</td>
</tr>
<tr>
<td>COP 2221</td>
<td>Intermediate C++ Programming</td>
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<tr>
<td>COP 2800</td>
<td>Introduction to JAVA Programming</td>
<td>3</td>
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<tr>
<td>COP 2332</td>
<td>Visual Programming</td>
<td>3</td>
</tr>
<tr>
<td>COP 2701</td>
<td>Database Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 2321</td>
<td>Systems Analysis and Design</td>
<td>3</td>
</tr>
</tbody>
</table>

**Electives**  Any CGS, COP, CIS, CDA, or ETD prefix  9
# Certificate

## Computer Programming and Analysis

<table>
<thead>
<tr>
<th>Program Purpose</th>
<th>To prepare students for employment in the computer programming field.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment Types</td>
<td>Entry Level Programmer, Programmer Specialist, Computer Programmer</td>
</tr>
<tr>
<td>Program Length</td>
<td>33 credit hours</td>
</tr>
<tr>
<td>Admission Requirements</td>
<td>A high school diploma or GED and meet the required minimum scores on the College Placement Test, SAT, or ACT (or complete necessary remediation courses)</td>
</tr>
<tr>
<td>Academic Division</td>
<td>Division of Technology and Professional Programs</td>
</tr>
<tr>
<td>Contact</td>
<td>(850) 201-8352 or <a href="mailto:techedu@tcc.fl.edu">techedu@tcc.fl.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 1060</td>
<td>Introduction to Computer Literacy</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1000</td>
<td>Introduction to Data Processing</td>
<td>3</td>
</tr>
<tr>
<td>COP 2220</td>
<td>Introduction to C++ Programming</td>
<td>3</td>
</tr>
<tr>
<td>COP 2332</td>
<td>Visual Programming</td>
<td>3</td>
</tr>
<tr>
<td>COP 2701</td>
<td>Database Programming</td>
<td>3</td>
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<tr>
<td>COP 1540</td>
<td>Database Concepts</td>
<td>3</td>
</tr>
<tr>
<td>COP 2822</td>
<td>Scripting for the Web</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1820</td>
<td>Web Page Authoring</td>
<td>3</td>
</tr>
<tr>
<td>COP 2800</td>
<td>Introduction to JAVA Programming</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>Any CIS, CGS, COP, CDA, or ETD courses</td>
<td>6</td>
</tr>
</tbody>
</table>

[Computer Programming and Analysis—6302](#)
### Associate in Science

#### Graphic Design Technology

<table>
<thead>
<tr>
<th>Program Purpose</th>
<th>To prepare students with technical knowledge and hands-on training in using computers, cameras and other materials in the field of graphic design.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment Types</td>
<td>Graphic Designer in an advertising agency, print shop, newspaper, magazine or work on your own as a Freelance Graphic Designer</td>
</tr>
<tr>
<td>Program Length</td>
<td>64 credit hours</td>
</tr>
<tr>
<td>Admission Requirements</td>
<td>A high school diploma or GED and meet the required minimum scores on the College Placement Test, SAT, or ACT (or complete necessary remediation courses)</td>
</tr>
<tr>
<td>Academic Division</td>
<td>Division of Technology and Professional Programs</td>
</tr>
<tr>
<td>Contact</td>
<td>(850) 201-8352 or <a href="mailto:techedu@tcc.fl.edu">techedu@tcc.fl.edu</a></td>
</tr>
</tbody>
</table>

### COURSE INFORMATION

#### General Education:
- **ENC 1101** College Composition 3
- **SPC 1016** Interpersonal Communications 3
- **Elective** Any Social Science course 3
- **Elective** Any General Education course 3

#### College Math  Select one of the following:
- **MGF 1106** Math I for Liberal Arts 3
- **MGF 1107** Math II for Liberal Arts 3
- **STA 2023** Introductory Statistics 3
- **MAC 1105** College Algebra 3

#### Program Courses:
- **ART 1202C** Design I 3
- **CGS 1060** Computer Literacy 3
- **GRA 1131C** Multimedia Graphics Design 3
- **GRA 2140** Web Page Design 3
- **PGY 2801C** Electronic Still Imaging 1
- **ART 2955** Art Portfolio 3
- **ART 1205C** Color, Theory & Practice 3
- **GRA 1206C** Typography 3
- **GRA 1103C** Computer Based Design I 3
- **GRA 1105C** Computer Based Design II 3
- **GRA 2203** Digital Prepress/Doc. Design 3
- **GRA 2121** Professional Desktop Publishing 3

#### Select one of the following:
- **PGY 1800C** Digital Photography 3
- **PGY 2401C** Basic Photography 3

#### Select one of the following:
- **MAR 1341** Marketing the Individual 3
- **MKA 2511** Advertising & Sales Promotion 3

#### Electives  Any courses ART, CGS, GRA, PGY, RTV or IDS 2941 9
To provide students with extensive training in software applications, technical support, problem solving, troubleshooting and customer service.

User Support Technician, Help Desk Assistant

63 credit hours

A high school diploma or GED and meet the required minimum scores on the College Placement Test, SAT, or ACT (or complete necessary remediation courses)

Division of Technology and Professional Programs

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

### COURSE INFORMATION

<table>
<thead>
<tr>
<th>General Education</th>
<th>Program Courses:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101 College Composition</td>
<td>ENC 1210 Technical Communications</td>
</tr>
<tr>
<td>SPC 1016 Interpersonal Communications</td>
<td>Or</td>
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<tr>
<td>Elective Any Social Science course</td>
<td>MNA 2130 Business Writing</td>
</tr>
<tr>
<td>Elective Any General Education course</td>
<td>CGS 1000 Intro to Computer Technology</td>
</tr>
<tr>
<td>College Math Select one of the following:</td>
<td>CGS 1263 Networks &amp; Telecommunications</td>
</tr>
<tr>
<td>MGF 1106 Math I for Liberal Arts</td>
<td>CGS 1555 Internet</td>
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<tr>
<td>MGF 1107 Math II for Liberal Arts</td>
<td>CDA 1302 Microcomputer Architecture</td>
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<tr>
<td>STA 2023 Introductory Statistics</td>
<td>CDA 1500 Computer Networks, Cabling &amp; Troubleshooting</td>
</tr>
<tr>
<td>MAC 1105 College Algebra</td>
<td>CGS 1060 Introduction to Computer Literacy</td>
</tr>
<tr>
<td></td>
<td>CDA 2524 Network Administration &amp; Management</td>
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<tr>
<td></td>
<td>CGS 1820 Web Page Authoring</td>
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<td></td>
<td>MNA 2100 Human Relations</td>
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<tr>
<td></td>
<td>CIS 2401 Computer User Support</td>
</tr>
<tr>
<td></td>
<td>CGS 2103 Advanced Microcomputer Applications</td>
</tr>
<tr>
<td></td>
<td>GRA 2140 Introduction to Web Design</td>
</tr>
<tr>
<td></td>
<td>CGS 1520 Multimedia Programming</td>
</tr>
</tbody>
</table>

*Program Electives*

*Select any CDA, CGS, COP, CET course, or IDS2943*
Certificate

Help Desk/Technical Support

Program Purpose: To prepare students for entry level employment in the fields of help desk services and technical support.

Employment Types: Help Desk Troubleshooter, Technical Support Assistant

Program Length: 33 credit hours

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

Academic Division: Division of Technology and Professional Programs

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

COURSE INFORMATION

General Education:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 1555</td>
<td>Internet</td>
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</tr>
<tr>
<td>CDA 2524</td>
<td>Network Administration &amp; Management</td>
<td>3</td>
</tr>
<tr>
<td>CDA 1302</td>
<td>Microcomputer Architecture</td>
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<tr>
<td>CGS 1263</td>
<td>Introduction to Networks &amp; Telecommunications</td>
<td>3</td>
</tr>
<tr>
<td>CDA 1500</td>
<td>Computer Networks, Cabling &amp; Troubleshooting</td>
<td>3</td>
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<tr>
<td>CGS 1060</td>
<td>Introduction to Computer Literacy</td>
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</tr>
<tr>
<td>CGS 1520</td>
<td>Introduction to Multimedia Programming</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2140</td>
<td>Web Page Design</td>
<td>3</td>
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<tr>
<td>CGS 1820</td>
<td>Web Page Authoring</td>
<td>3</td>
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<tr>
<td>CIS 2401</td>
<td>Computer User Support</td>
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</tr>
<tr>
<td>CGS 2103</td>
<td>Advanced Microcomputer Applications</td>
<td>3</td>
</tr>
</tbody>
</table>
Internet Services Technology

Program Purpose: To prepare students for entry level positions in Internet/Intranet related fields.

Employment Types: Web Master, Web Server Administrator, Web Technician, HTML Author, Site Design and Management, Internet Programmer

Program Length: 63 credit hours

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

Academic Division: Division of Technology and Professional Programs

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

COURSE INFORMATION

General Education:
- ENC 1101  College Composition 3
- SPC 1016  Interpersonal Communications 3
- Elective  Any Social Science course 3
- Elective  Any Personal Development course 3

College Math  Select one of the following: 3
- MGF 1105  College Algebra
- MGF 1106  Math I for Liberal Arts
- MGF 1107  Math II for Liberal Arts
- STA 2023  Introductory Statistics
- MAC 1105  College Math

Program Courses:

Technical Communications 3
- ENC 1210
- Or
- MNA 2130  Business Writing
- CGS 1060  Computer Literacy
- CGS 1000  Computer Technology
- CGS 1263  Networks & Telecommunications
- CGS 1820  Web Page Authoring
- CGS 1540  Database Concepts
- CGS 2760  Introduction to UNIX
- COP 2220  Introduction to C++ Programming
- COP 2822  Scripting for the Web
- GRA 2140  Web Page Design
- CGS 2069  Start a Business on the Web
- Or
- CGS 2825  Web Site Management
- COP 2840  Internet Programming
- CIS 2354  Introduction to Computer Security
- CGS 1555  Internet
- CGS 1520  Multimedia Programming
- Elective  Any CGS, CDA, COP, CIS, ETD, or GRA 3
# Internet Services Technology

## Program Purpose
To prepare students with job opportunities in web site design, management, programming, and administration.

## Employment Types
Web Server Administrator, Web Technician, HTML Author, Site Design and Management, Web Graphic Artist or Internet Programmer

## Program Length
33 credit hours

## Admission Requirements
A high school diploma or GED and meet the required minimum scores on the College Placement Test, SAT, or ACT (or complete necessary remediation courses)

## Academic Division
Division of Technology and Professional Programs

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

## COURSE INFORMATION

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
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<td>3</td>
</tr>
<tr>
<td>CGS 1000</td>
<td>Introduction to Computer Technology</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1263</td>
<td>Introduction to Networks &amp; Telecommunications</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1555</td>
<td>Internet</td>
<td>3</td>
</tr>
<tr>
<td>COP 2822</td>
<td>Scripting for the Web</td>
<td>3</td>
</tr>
<tr>
<td>COP 2840</td>
<td>Internet Programming</td>
<td>3</td>
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<tr>
<td>CGS 2760</td>
<td>Introduction to UNIX</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1820</td>
<td>Web Page Authoring</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2825</td>
<td>Web Site Management</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2069</td>
<td>Starting a Business on the Internet</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>Any CDA, CGS, COP,CET or ETD course</td>
<td>3</td>
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</table>
Associate in Science

Multimedia Technology

Program Purpose
To prepare students to work in the field of multimedia art and web design.

Employment Types
Multimedia Graphic Artist, Web Designer, CD-Rom Developer

Program Length
64 credit hours

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

Academic Division
Division of Technology and Professional Programs

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

COURSE INFORMATION

General Education:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>College Composition</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1016</td>
<td>Interpersonal Communications</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>Any Social Science course</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>Any General Education course</td>
<td>3</td>
</tr>
<tr>
<td>College Math – Select one:</td>
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<td>3</td>
</tr>
<tr>
<td>MGF 1106</td>
<td>Math I for Liberal Arts</td>
<td>3</td>
</tr>
<tr>
<td>MGF 1107</td>
<td>Math II for Liberal Arts</td>
<td></td>
</tr>
<tr>
<td>STA 2023</td>
<td>Introductory Statistics</td>
<td></td>
</tr>
<tr>
<td>MAC 1105</td>
<td>College Algebra</td>
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</tr>
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Program Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ART 1202C</td>
<td>Design I</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1060</td>
<td>Introduction to Computer Literacy</td>
<td>3</td>
</tr>
<tr>
<td>GRA 1131C</td>
<td>Multimedia Graphics Design</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1820</td>
<td>Web Page Authoring</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2141</td>
<td>Web Page Design</td>
<td>3</td>
</tr>
<tr>
<td>PGY 2801C</td>
<td>Electronic Still Imaging</td>
<td>1</td>
</tr>
<tr>
<td>ART 2955</td>
<td>Art Portfolio</td>
<td>3</td>
</tr>
<tr>
<td>MAR 1341</td>
<td>Marketing the Individual</td>
<td>3</td>
</tr>
<tr>
<td>Or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MKA 2511</td>
<td>Advertising &amp; Sales Promotion</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1520</td>
<td>Introduction to Multimedia Programming</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2207</td>
<td>Advanced Image Editing</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2525</td>
<td>Advanced Multimedia</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2100</td>
<td>CG Characters Production</td>
<td>3</td>
</tr>
<tr>
<td>RTV 2214</td>
<td>Digital Audio/Video Production</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2143</td>
<td>Advanced Web Design</td>
<td>3</td>
</tr>
<tr>
<td>RTV 2282C</td>
<td>Webcast Production &amp; Direction</td>
<td>4</td>
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</table>

www.tcc.fl.edu
Associate in Science

Networking Services Technology

<table>
<thead>
<tr>
<th>Program Purpose</th>
<th>To prepare students for entry level positions in computer networking related fields.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment Types</td>
<td>Network Administrator, Network Manager, Network Designer, Network Installer, Network Troubleshooter, Inter/Intranet Worker</td>
</tr>
<tr>
<td>Program Length</td>
<td>63 credit hours</td>
</tr>
<tr>
<td>Admission Requirements</td>
<td>A high school diploma or GED and meet the required minimum scores on the College Placement Test, SAT, or ACT (or complete necessary remediation courses)</td>
</tr>
<tr>
<td>Academic Division</td>
<td>Division of Technology and Professional Programs</td>
</tr>
<tr>
<td>Contact</td>
<td>(850) 201-8352 or <a href="mailto:techedu@tcc.fl.edu">techedu@tcc.fl.edu</a></td>
</tr>
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</tr>
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Program Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1210</td>
<td>Technical Communications or</td>
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</tr>
<tr>
<td>MNA 2130</td>
<td>Business Writing</td>
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<tr>
<td>CGS 1000</td>
<td>Introduction to Computer Technology</td>
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</tr>
<tr>
<td>CGS 1263</td>
<td>Networks &amp; Telecommunications</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1555</td>
<td>Internet</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1060</td>
<td>Introduction to Computer Literature</td>
<td>3</td>
</tr>
<tr>
<td>CDA 2524</td>
<td>Network Administration &amp; Management</td>
<td>3</td>
</tr>
<tr>
<td>CIS 2354</td>
<td>Introduction to Network Security</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2760</td>
<td>Introduction to UNIX</td>
<td>3</td>
</tr>
<tr>
<td>CET 2540</td>
<td>Open Systems Architecture I</td>
<td>3</td>
</tr>
<tr>
<td>CET 2541</td>
<td>Open Systems Architecture II</td>
<td>3</td>
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<tr>
<td>CDA 2525</td>
<td>Advanced Network Administration</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>Any CDA, CGS, COP, CET, or ETD courses or IDS2943</td>
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</tr>
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</table>
Certificate

Networking Services Technology

Program Purpose
To prepare students for entry level positions in the field of networking.

Employment Types
Network Administrator, Help Desk Support Tech, Network Designer and Installer, Network Manager

Program Length
33 credit hours

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

Academic Division
Division of Technology and Professional Programs

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

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<tr>
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<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 1555</td>
<td>Internet</td>
<td>3</td>
</tr>
<tr>
<td>CDA 2524</td>
<td>Network Administration &amp; Management</td>
<td>3</td>
</tr>
<tr>
<td>CDA 1302</td>
<td>Microcomputer Architecture</td>
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</tr>
<tr>
<td>CGS 1263</td>
<td>Introduction to Networks &amp; Telecommunications</td>
<td>3</td>
</tr>
<tr>
<td>CDA 1500</td>
<td>Computer Networks, Cabling &amp; Troubleshooting</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1060</td>
<td>Introduction to Computer Literacy</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2760</td>
<td>Introduction to UNIX</td>
<td>3</td>
</tr>
<tr>
<td>CET 2540</td>
<td>Open Systems Architecture I</td>
<td>3</td>
</tr>
<tr>
<td>CET 2541</td>
<td>Open Systems Architecture II</td>
<td>3</td>
</tr>
<tr>
<td>CIS 2354</td>
<td>Introduction to Network Security</td>
<td>3</td>
</tr>
<tr>
<td>CDA 2525</td>
<td>Advanced Network Administration</td>
<td>3</td>
</tr>
</tbody>
</table>
TCC Work Skills Certificates

WORK SKILLS PROGRAMS

TCC offers a series of short-term credential programs to help individuals obtain and update skills needed for today’s workforce. Each program consists of a series of courses that can be used for subsequent degree options along with the development of a portfolio to show potential employers or supervisors a demonstration of applied skills.

Students have the following options to complete their career path as effectively as possible:

– Convert current Industry certifications to credit
– Pass an exemption exam for existing knowledge in order to received specific course credit
– Take courses at TCC (see current TCC class schedules), and
– Take courses at EWD through the I/T Institute and pass a competency exam to obtain specific course credit (see current EWD offerings)
This Certificate offers the basic skills needed to create computer software. The student will complete a course using C++ to learn the fundamentals of software design and development. An exemption exam is available for this phase of the program. Additionally, both a course in VB and Java will be completed to expose the student to the .NET environment and OOP. An exemption exam is available for both of these courses. The culmination of the Certificate is completion of a portfolio in a programming language to demonstrate applied skills. The portfolio portion of the certificate can be repeated up to 3 times (1 portfolio for each programming language).

Certificate Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COP2220</td>
<td>Introduction to C++ Programming</td>
<td>3</td>
</tr>
<tr>
<td>COP2332</td>
<td>Visual Programming</td>
<td>3</td>
</tr>
<tr>
<td>COP2800</td>
<td>Introduction to Java Programming</td>
<td>3</td>
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<tr>
<td>Portfolio</td>
<td></td>
<td>1-3</td>
</tr>
</tbody>
</table>

Certificate Hours: 10 - 12

Basic Programming with Internship

Candidates seeking the Basic Programming Skills TCC Certificate who have minimal (or none) work experience are encouraged to seek the above certificate with the addition of an Internship. The Internship option consists of 4 additional credit hours which include a 1-credit hour work skills course and a 3-credit hour work experience course. This combination of courses gives the student a chance to fine-tune his/her work related skills (time/project management, communication) along with obtaining strong interview and resume writing skills. The work experience portion of the internship yields invaluable job training – it gives the student a chance to work in the desired environment and shows potential employers that the candidate has irreplaceable job experience.

Certificate Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Work Skills Development</td>
<td>1</td>
</tr>
<tr>
<td>Work Experience Internship</td>
<td>3</td>
</tr>
</tbody>
</table>

Certificate total: 14 – 16

(includes above courses)
The Certificate offers the basic skills needed to create relational database objects and manipulate and extract data from relational databases. The student will study Microsoft Access and work with the query by example feature of this software. The student will also study design principles using entity relation modeling and normalization. The student will also work with structured query language in Access, MySQL, and Oracle environments. An exemption exam will be available for all the courses in the certificate. The culmination of the Certificate is to demonstrate skills acquired by completing a portfolio in which the student will design and build a small database based on given specifications. The student will also write queries against the database they build. The portfolio portion of the program can be repeated up to 3 times (1 portfolio for each environment).

Certificate Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit</th>
</tr>
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<tbody>
<tr>
<td>OST2835</td>
<td>Access</td>
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<tr>
<td>CGS1540</td>
<td>Database Concepts</td>
<td>3</td>
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<td>COP2701</td>
<td>Database Programming</td>
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</tr>
<tr>
<td>Portfolio</td>
<td></td>
<td>1–3</td>
</tr>
</tbody>
</table>

Certificate total: 8 – 10

Basic Database Skills with Internship

Candidates seeking the Basic Programming Skills TCC Certificate who have minimal (or none) work experience are encouraged to seek the above certificate with the addition of an Internship. The Internship option consists of 4 additional credit hours which include a 1-credit hour work skills course and a 3-credit hour work experience course. This combination of courses gives the student a chance to fine-tune his/her work related skills (time/project management, communication) along with obtaining strong interview and resume writing skills. The work experience portion of the internship yields invaluable job training – it gives the student a chance to work in the desired environment and shows potential employers that the candidate has irreplaceable job experience.

Certificate Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work Skills Development</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Work Experience Internship</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

Certificate total: 12 – 14

(includes above courses)
TCC Certificate

Word Specialist Certificate

This certificate offers the student the opportunity to quickly gain keyboarding and Microsoft Word skills needed to perform basic/intermediate and advanced word processing tasks in the workplace. The student will demonstrate proficiency in keyboarding skills by taking an exemption test or by taking the OST 1141 Keyboarding class. Proficiency is determined by the scale used to pass the State typing test for employment. The student will complete OST 1718 and OST 1719 (Word Processing I and II) to learn the Word features and proper the formatting necessary to complete business documents required in the work environment. A portfolio consisting of examples of completed work will provide documentation demonstrating the applied skills. Completion of the certificate should prepare the student to take the MOS certification exam for Word or Word Expert.

Certificate Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>OST 1141</td>
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<tr>
<td>OST 1718</td>
<td>Word Processing I</td>
<td>3</td>
</tr>
<tr>
<td>OST 1719</td>
<td>Word Processing II</td>
<td>3</td>
</tr>
<tr>
<td>Portfolio</td>
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<td>1-3</td>
</tr>
<tr>
<td>Certificate Total:</td>
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<td>8 - 10</td>
</tr>
</tbody>
</table>

* or exemption test

Word Specialist with Internship

Candidates seeking the Word Specialist TCC Certificate who have minimal (or none) work experience are encouraged to seek the above certificate with the addition of an Internship. The Internship option consists of 4 additional credit hours which include a 1-credit hour work skills course and a 3-credit hour work experience course. This combination of courses gives the student a chance to fine-tune his/her work related skills (time/project management, communication) along with obtaining strong interview and resume writing skills. The work experience portion of the internship yields invaluable job training – it gives the student a chance to work in the desired environment and shows potential employers that the candidate has irreplaceable job experience.

Certificate Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Work Skills Development</td>
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</tr>
<tr>
<td>Work Experience Internship</td>
<td>3</td>
</tr>
<tr>
<td>Certificate Hours:</td>
<td>12 – 14</td>
</tr>
</tbody>
</table>

(includes above courses)
The certificate offers the student the opportunity to quickly gain keyboarding and Microsoft Office Suite skills needed to perform basic office computer tasks. The student will demonstrate proficiency in keyboarding skills by taking an exemption test or by taking the OST 1141 Keyboarding class. Proficiency is determined by the scale used to pass the State typing test for employment. The student will complete either CGS 1060 Computer Literacy or CGS 2100 Microcomputer Applications for Business and CGS 2103 Advanced Microcomputer Applications for Business. A portfolio consisting of examples of completed work will provide documentation demonstrating the applied skills. Completion of the certificate will prepare the student to take the MOS certification exam for Office Specialist.

Certificate Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Department</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>OST 1141</td>
<td>Keyboarding</td>
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</tr>
<tr>
<td>CGS 1060</td>
<td>Computer Literacy</td>
<td>3</td>
</tr>
<tr>
<td>or CGS 2100</td>
<td>Microcomputer Applications for Business</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2103</td>
<td>Adv. Microcomputer Applications for Business</td>
<td>3</td>
</tr>
<tr>
<td>Portfolio</td>
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<td>1-3</td>
</tr>
<tr>
<td>Certificate Total:</td>
<td></td>
<td>8 - 10</td>
</tr>
</tbody>
</table>

Office Specialist with Internship

Candidates seeking the Office Suite Specialist TCC Certificate who have minimal (or none) work experience are encouraged to seek the above certificate with the addition of an Internship. The Internship option consists of 4 additional credit hours which include a 1-credit hour work skills course and a 3-credit hour work experience course. This combination of courses gives the student a chance to fine-tune his/her work related skills (time/project management, communication) along with obtaining strong interview and resume writing skills. The work experience portion of the internship yields invaluable job training – it gives the student a chance to work in the desired environment and shows potential employers that the candidate has irreplaceable job experience.

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</tr>
<tr>
<td>Certificate Hours:</td>
<td>12 - 14</td>
</tr>
</tbody>
</table>

(includes above courses)
This Certificate offers the basic skills needed to create and maintain web pages. The student will complete a course using XHTML to learn the principals and practices of the code used to create web pages. Students will also take both a Web Design and an Advanced Design course where they will examine some of the industry tools used in the workforce as well as design principles for page and site layout. A course in Scripting will show the student how to add interactivity to pages through examining both client side and server side scripting languages.

Certificate Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS1820</td>
<td>Web Page Authoring</td>
<td>3</td>
</tr>
<tr>
<td>GRA2140</td>
<td>Web Design</td>
<td>3</td>
</tr>
<tr>
<td>GRA2143</td>
<td>Advanced Web Design</td>
<td>3</td>
</tr>
<tr>
<td>COP2822</td>
<td>Scripting for the Web</td>
<td>3</td>
</tr>
<tr>
<td><strong>Certificate Total:</strong></td>
<td></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

Basic Web Design Skills Internship

Candidates seeking Basic Web Design Skills who have minimal (or no) work experience are encouraged to seek the above certificate with the addition of an Internship. The Internship option consists of 4 additional credit hours which include a 1-credit hour work skills course and a 3-credit hour work experience course. This combination of courses gives the student a chance to fine-tune his/her work related skills along with obtaining strong interview and resume writing skills. The work experience portion of the internship yields invaluable job training – it gives the student a chance to work in the desired environment and shows potential employers that the candidate has irreplaceable job experience.

Certificate Requirements

<table>
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</tr>
</thead>
<tbody>
<tr>
<td>Work Skills Development</td>
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</tr>
<tr>
<td>Work Experience Internship</td>
<td>3</td>
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<tr>
<td><strong>Certificate Hours:</strong></td>
<td><strong>16</strong></td>
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</tbody>
</table>

*(includes above courses)*
Criminal Justice and Public Safety

Crime Scene Investigation, Certificate (6324)

Criminal Justice Technology, A.S. (2138)
  –Transfer to Barry University
  –Transfer to Florida Gulf Coast University

Criminal Justice Technology, A.A.S.
  –Corrections (A104)
  –Crime Scene Investigation (A111)
  –Law Enforcement (A103)

Criminal Justice Technology Academy Tracks, A.A.S.
  –Corrections (A105)
  –Law Enforcement (A106)

Law Enforcement and Corrections, Certificate (5006)

Paralegal and Legal Studies, A.S. (2112)
Certificate Program

Crime Scene Investigation

Program Purpose  To prepare students for employment in the field of Crime Scene Investigation.
Employment Types  Crime Scene Photographer, Crime Scene Investigative Assistant
Program Length  28 credit hours
Admission Requirements  A high school diploma or GED and meet the required minimum scores on the College Placement Test, SAT, or ACT (or complete necessary remediation courses)
Academic Division  Division of Technology and Professional Programs
Contact  (850) 201-8352 or techedu@tcc.fl.edu

COURSE INFORMATION

*CJT 2120  Crime Scene Investigation  3
*CJT 2122  Advanced Crime Scene Investigation  3
*CJE 1673  Crime Scene Photography  3
*CJE 2670  Introduction to Forensic Science  3
*CJE 2672  Fingerprint Classification  3
*CJE 2671  Latent Fingerprint Development  3
*CJE 2676  Biological Evidence  3
ENC 1101  College Composition  3
ENC 1210  Technical Communications  3
ENC 1102  Argument and Persuasion  3
**POS 1601  Foundations in the U.S. Constitution  1

* Course will not transfer to A.A. degree.

**Students may substitute one of these three hour courses:
CPO 2001, POS 1041, POS 1112, or POS 2001
Criminal Justice Technology

Program Purpose: To prepare students for employment in law enforcement or corrections and to meet the needs of persons employed in those fields who wish to advance in their professions.

Employment Types: Law Enforcement Officer, Correctional Officer, Juvenile Justice Officer, Public or Private Security Guard, or Detective

Program Length: 64 credit hours, up to 72 credit hours if you plan to earn the A.A. degree at the same time and transfer to Florida Gulf Coast University.

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

Academic Division: Division of Technology and Professional Programs

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

COURSE INFORMATION

General Education:
- Communications: 6
- Humanities: 3
- Science: 6
- Math: 3
- History: 6
- Total: 24

Required Program Core:
- CJE 1000: Law Enforcement
- or CJC 1000: Corrections
- C JL 2500: The Court System
- CCJ 1020: Criminal Justice System
- CCJ 2208: Conflict Management
- CJE 2300: Police Administration & Operations
- or CJC 2300: Corrections Administration & Ops
- CCJ 2452: Justice Administration
- Total: 3

Electives**
- Select 9 credit hours from the elective program courses list.
- Total: 9

Elective Program Courses:
- Select an additional 13 credit hours from the following in order to complete the 64 hour degree requirement.
- CJC 1000: Corrections 3
- CJE 1000: Law Enforcement 3
- CCJ 1600: Deviant Behavior 3
- CJL 2100: Criminal Law 3
- CJL 2130: Criminology Evidence & Procedure 3
- CCJ 2500: Juvenile Justice 3
- CJT 2100: Criminal Investigation 3
- CJE 2300: Police Administration & Operations 3
- CJE 2400: Police Community Relations 3
- *CJE 1673: Crime Scene Photography 3
- *CJT 2120: Crime Scene Investigation 3
- *CJT 2122: Advanced Crime Scene Investigation 3
- CJC 2300: Corrections Administration & Ops 3
- CCJ 2452: Justice Administration 3
- CCJ 2930: Seminar - Contemporary 3
- Criminal Justice Issues
- *CJE 2670: Introduction to Forensic Science 3
- *CJE 2672: Fingerprint Classification 3
- *CJE 2676: Biological Evidence 3
- DSC 1005: Terrorism 3
- *EMS 1059C: First Responder 3
- POS 1601: U.S. Constitution 1

* Course will not transfer to A.A. degree.
Associate in Science

Criminal Justice Technology

Florida College/University  Barry University

Program Purpose  To transfer to Barry University’s Bachelor in Public Administration.

Employment Types  Law Enforcement Officer, Correctional Officer, Juvenile Justice Officer, Public or Private Security Guard, or Detective. With Bachelor’s Degree one may qualify for local, state and federal law enforcement or corrections positions.

Program Length  64 credit hours

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

Academic Division  Division of Technology and Professional Programs

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

COURSE INFORMATION

Refer to the curriculum for the Associate in Science Criminal Justice Technology degree. Select the following as elective program courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CCJ 2000</td>
<td>Crime and Delinquency</td>
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<tr>
<td>CCJ 2930</td>
<td>Seminar-Contemporary Criminal Justice Issues</td>
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<td>IDS 2182</td>
<td>Applied Ethics Seminar</td>
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<tr>
<td>CCJ 2452</td>
<td>Justice Administration</td>
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<td>Electives</td>
<td>Any General Education courses</td>
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Associate in Science

Criminal Justice Technology

Florida College/University  Florida Gulf Coast University

Program Purpose  To transfer to FGCU’s Bachelor of Science in Criminology.

Employment Types  Law Enforcement Officer, Correctional Officer, Juvenile Justice Officer, Public or Private Security Guard, or Detective. With Bachelor’s Degree graduates may qualify for local, state and federal law enforcement or corrections positions.

Program Length  64 credit hours, up to 72 credit hours if student earns the A.A. degree at the same time for transfer to FGCU.

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

Academic Division  Division of Technology and Professional Programs

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

COURSE INFORMATION

Refer to the curriculum for the Associate in Science Criminal Justice Technology degree.

Select the following as electives for that program:

- CCJ 1600  Deviant Behavior  3
- CJL 2100  Criminal Law  3
- CJL 2130  Criminal Evidence & Procedure  3
- CCJ 2500  Juvenile Justice  3
- CJT 2100  Criminal Investigation  3
- Electives  General Education courses  6

To fulfill A.A. degree requirements, take an additional math, humanities, social science, and personal development course and take US Constitution, POS 1601.
Criminal Justice Technology

Program Purpose: To prepare students for employment in the field of law enforcement, corrections or crime scene investigation and to meet the needs of persons employed in those fields who wish to advance in their professions.

Employment Types: Law Enforcement Officer, Crime Scene Investigator, Corrections Officer

Program Length: 64 credit hours

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

Academic Division: Division of Technology and Professional Programs

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

COURSE INFORMATION

General Education:
- ENC1101 College Composition 3
- MAT 1033 Intermediate Algebra (or higher) 3
- Select one of the following:
  - ENC1102 Argument & Persuasion 3
  - ENC1210 Technical Communications 3
  - SYG 1000 Principles of Sociology 3
  - SYG 2230 Race and Minority Relations 3
  - SYG 2430 Marriage and Family 3
  - PSY 2012 General Psychology 3
- Select one of the following:
  - CLP 1002 Personal & Social Adjustment 3
  - HSC 1100 Concepts of Positive Living 3

Corrections Track:
- CJC 2300 Corrections Administration 3
- Or
- CCJ 2452 Justice Administration 3
- CJC 1000 Corrections 3
- CCJ 2000 Crime and Delinquency 3
- CCJ 2500 Juvenile Justice 3
- CJC 1500 The Court System 3
- CJI 2130 Criminal Evidence & Procedure 3
- CCJ 2208 Conflict Management 3
- CCJ 2930 Criminal Justice Seminar 3
- CJC 2162 Probation, Pardons, Parole 3
- POS 1601 U.S. Constitution 1

Crime Scene Investigation Track:
- BSC 2085 Anatomy & Physiology I 3
- BSC 2085L Anatomy & Physiology I Lab 1
- PSC 1121 Introduction to Physical Science 3
- *CJE 1673 Crime Scene Photography 3
- *CJT 2113 Courtroom Presentation of Scientific Evidence 3

Program Courses:
- CCJ 1020 The Criminal Justice System 3
- CCJ 1600 Deviant Behavior 3
- CJC 2100 Criminal Law 3
- *CJT 2120 Crime Scene Investigation 3
- CGS 1060 Introduction to Computer Literacy 3
- IDS 2182 Applied Ethics Seminar 3
- Elective Any CCJ, CJC, CJE, CIL, or CJT course or EMS 1059C, DSC 1005, SUR 2390, SUR 2392, SUR 2533 or SUR 2534 3

Crime Scene Investigation Track continued:
- *CJE 2670 Introduction to Forensic Science 3
- *CJE 2672 Fingerprint Classification 3
- *CJE 2671 Latent Fingerprint Development 3
- *CJE 2676 Biological Evidence 3

Law Enforcement Track:
- CJE 2300 Police Administration 3
- Or
- CCJ 2452 Justice Administration 3
- CJE 1000 Law Enforcement 3
- CJC 1500 The Court System 3
- CJI 2130 Criminal Evidence & Procedure 3
- CCJ 2208 Conflict Management 3
- CCJ 2500 Juvenile Justice 3
- CCJ 2930 Criminal Justice Seminar 3
- CJT 2100 Criminal Investigation 3
- CCJ 2000 Crime and Delinquency 3
- POS 1601 U.S. Constitution 1

* Course will not transfer to an A.A. degree.
Criminal Justice Technology – Academy Tracks

Program Purpose
To prepare students for employment in the fields of corrections or law enforcement and to meet the needs of persons employed in those fields who wish to advance in their professions.

Employment Types
Corrections Officer, Law Enforcement Officer

Program Length
64 credit hours

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

Academic Division
Division of Technology and Professional Programs

Contact
(850) 201-8352, techedu@tcc.fl.edu or (850) 201-7000, PTLEA

COURSE INFORMATION

General Education:
ENC1101 College Composition 3
MAT 1033 Intermediate Algebra (or higher) 3

Social Science
Select one of the following:
SYG 1000 Principles of Sociology 3
SYG 2230 Race and Minority Relations
SYG 2430 Marriage and Family

AMH 1041 American Experience I 3

Personal Dev.
Select one of the following:
CLP 1002 Pers. & Social Adjustment 3
HSC 1100 Concepts of Positive Living

Corrections Track:
CCJ 2930 Criminal Justice Seminar or 3
CGS 1060 Computer Literacy
CCJ 1600 Deviant Behavior 3
CJC 2162 Probation, Pardons & Parole 3
CJC 2300 Corrections Admin & Ops 3
CCJ 2500 Juvenile Justice 3
CCJ 2208 Conflict Management 3
IDS 2182 Applied Ethics Seminar 3

Academy Credit 28

Law Enforcement Track:
CJE 2300 Police Administration 3
CJL 1500 The Court System 3
CCJ 2208 Conflict Management 3
CCJ 2000 Crime and Delinquency 3
IDS 2182 Applied Ethics Seminar 3

Academy Credit 34
# Law Enforcement and Corrections

**Program Purpose**
To provide students with specialized field experience in all phases of corrections including firearms, chemical weapons, legal and basic investigation, rules of investigation, constitutional law, interpersonal communications, crime scene search, and other related fields.

**Employment Types**
Law Enforcement and Corrections Officer

**Program Length**
84 - 834 clock hours, varies by level of experience.

**Admission Requirements**
Applicants must be at least 19 years old with a high school diploma or GED, A. A. degree or higher post-secondary degree or passing CLAST score.

**Academic Division**
Pat Thomas Law Enforcement Academy (PTLEA)

**Contact**
(850) 201-7000

## COURSE INFORMATION AND CLOCK HOURS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Clock Hours</th>
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<tbody>
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<td><strong>CMS Law Enforcement to Correctional Probation Cross-Over Program</strong></td>
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<tr>
<td>CJK 253</td>
<td>Cross-Over CMS Law Enforcement to Traditional Correctional Probation</td>
<td>61</td>
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<tr>
<td>CJK 254</td>
<td>Cross-Over CMS Law Enforcement to Traditional Correctional Probation</td>
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<td>CJK 0006</td>
<td>Introduction &amp; Law</td>
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<td>CJK 0010</td>
<td>Human Issues</td>
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<td>CJK 0015</td>
<td>Communications</td>
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<td>CJK 0020</td>
<td>CMS Criminal Justice Vehicle Operations</td>
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<td>CJK 0031</td>
<td>CMS First Aid for Criminal Justice Officer</td>
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<td>CJK 0040</td>
<td>CMS Criminal Justice Firearms</td>
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<tr>
<td>CJK 0050</td>
<td>CMS Criminal Justice Defensive Tactics</td>
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<td>CJK 0060</td>
<td>Patrol</td>
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<tr>
<td>CJK 0070</td>
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<td>CJK 0075</td>
<td>Investigation Offenses</td>
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<tr>
<td>CJK 0080</td>
<td>Traffic Stops</td>
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<td>Traffic Crash Investigations</td>
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<td>CJK 0090</td>
<td>Tactical Applications</td>
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<td>CJK 0095</td>
<td>Criminal Justice Special Topics</td>
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<td>CJK 0421</td>
<td>Dart Firing Stun Gun Student Service Fee</td>
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<td><strong>CJSTC REQUIRED HOURS</strong></td>
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<td><strong>Total PTLEA Program Hours</strong></td>
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</table>

| **Cross-Over From Traditional Correctional to Traditional Correctional Probation Program** | |
| CJD 774     | Crossover Correctional Legal to Correctional Probation                       | 30          |
| CJD 775     | Cross-Over Correctional to Correctional Probation                             | 14          |
| CJD 793     | Correctional Probation                                                        | 70          |
| CJD 794     | Correctional Probation Supervision                                            | 58          |
| **CJSTC REQUIRED HOURS** |                                                          | 172         |
| CJD 0234    | State Exam Review Course                                                     | 40          |
| **Total PTLEA Program Hours** |                                                          | 212         |

| **Traditional Corrections to CMS Law Enforcement Basic Recruit Cross-Over Program** | |
| CJK 0211    | Cross-Over Correctional to CMS Enforcement Introduction                      | 94          |
| CJK 0020    | CMS Law Enforcement Introduction                                              | 48          |
| CJK 0212    | Cross-Over Correction to Law Enforcement CMS High Liability                  | 8           |
| CJK 0060    | Patrol                                                                        | 54          |
| CJK 0070    | Investigations                                                                | 53          |
| CJK 0075    | Investigations Offenses                                                      | 44          |
| CJK 0080    | Traffic Stops                                                                 | 62          |
| CJK 0085    | Traffic Crash Investigations                                                  | 32          |
| CJK 0213    | Cross-Over Correction to Law Enforcement Applications                         | 40          |
| CJK 0421    | Dart Firing Stun Gun Student Service Fee                                      | 6           |
| **CJSTC REQUIRED HOURS** |                                                          | 440         |
| CJD 0234    | State Exam Review Course                                                     | 40          |
| **Total PTLEA Program Hours** |                                                          | 480         |
## Law Enforcement and Corrections—5006

### Recruit Training Program

<table>
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<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>CJK 215</td>
<td>Cross-over Traditional Correctional Probation to CMS Law Enforcement Introduction to Law **</td>
<td>43</td>
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<td>CJK 216</td>
<td>Cross-over Traditional Correctional Probation to CMS Law Enforcement Human Issues**</td>
<td>36</td>
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<td>CJK 217</td>
<td>Cross-over Traditional Correctional Probation to CMS Law Enforcement Communications</td>
<td>49</td>
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<tr>
<td>CJK 0020</td>
<td>CMS Law Enforcement Vehicle Operations</td>
<td>48</td>
</tr>
<tr>
<td>CJK 0040</td>
<td>CMS Criminal Justice Firearms</td>
<td>80</td>
</tr>
<tr>
<td>CJK 0060</td>
<td>Patrol</td>
<td>57</td>
</tr>
<tr>
<td>CJK 0070</td>
<td>Investigation</td>
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<td>CJK 0075</td>
<td>Investigating Offenses</td>
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<td>CJK 0080</td>
<td>Traffic Stops</td>
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<td>CJK 0085</td>
<td>Traffic Crash Investigations</td>
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<tr>
<td>CJK 0090</td>
<td>Tactical Applications</td>
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<td>CJK 0421</td>
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<td>** ** CJSTC REQUIRED COURSE **</td>
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<td>State Exam Review Course</td>
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<td>** ** Total PTELA Program Hours **</td>
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### Traditional Correctional Basic Recruit Training Program

<table>
<thead>
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<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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<tr>
<td>CJD 770</td>
<td>Criminal Justice Legal 1</td>
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<tr>
<td>CJD 771</td>
<td>Criminal Justice Legal 2</td>
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<td>CJD 772</td>
<td>Criminal Justice Communications</td>
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<td>CJD 773</td>
<td>Interpersonal Skills 1</td>
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<td>CJK 0050</td>
<td>CMS Criminal Justice Defensive Tactics</td>
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<td>CJK 0040</td>
<td>CMS Criminal Justice Firearms</td>
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<td>CJK 0031</td>
<td>CMS First Aid for Criminal Justice Officers</td>
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<tr>
<td>CJD 750</td>
<td>Interpersonal Skills 2</td>
<td>50</td>
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<td>CJD 741</td>
<td>Emergency Preparedness</td>
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<td>CJD 752</td>
<td>Correctional Operations</td>
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<td>CJK 0095</td>
<td>Criminal Justice Special Topics</td>
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<td>** ** CJSTC REQUIRED COURSE **</td>
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<td>** ** Total PTELA Program Hours **</td>
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### Traditional Correctional Probation Basic Recruit Training Program

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<tr>
<td>CJD 790</td>
<td>Correctional Probation Legal</td>
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<td>CJD 792</td>
<td>Correctional Probation Interpersonal Skills</td>
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<td>CJD 793</td>
<td>Correctional Probation Communication Skills</td>
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<td>CJD 794</td>
<td>Correctional Probation Supervisor</td>
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<td>CJK 0050</td>
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<td>CJK 0255</td>
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<td>Criminal Justice Special Topics</td>
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<td>**</td>
<td>** ** Student Services Fee</td>
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<td>** ** CJSTC REQUIRED COURSE **</td>
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<td>** ** Total PTELA Program Hours **</td>
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### CMS Law Enforcement to Correctional Cross-Over Program

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<thead>
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<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>CJK 202</td>
<td>Cross-Over CMS Law Enforcement to Traditional Correctional Introduction</td>
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<tr>
<td>CJK 203</td>
<td>Cross-Over CMS Law Enforcement to Traditional Correctional Interpersonal Skills</td>
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<td>CJD 741</td>
<td>Emergency Preparedness</td>
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<tr>
<td>CJD 750</td>
<td>Interpersonal Skills 2</td>
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<tr>
<td>CJD 752</td>
<td>Correctional Operations Student Service Fee</td>
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<td>** ** CJSTC REQUIRED CROSSES **</td>
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<td>CJD 0234</td>
<td>State Review Course</td>
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<td>**</td>
<td>** ** Total PTELA Program Fees **</td>
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### Cross-over from Traditional Correctional Probation to Traditional Correctional Program

<table>
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<tbody>
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<td>CJD 798</td>
<td>Cross-Over Correctional Probation to Correctional I</td>
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<tr>
<td>CJD 799</td>
<td>Cross-Over Correctional Probation to Correctional II</td>
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<td>Correctional Operations</td>
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<tr>
<td>CJD 741</td>
<td>Emergency Preparedness</td>
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<tr>
<td>CJK 0040</td>
<td>CMS Criminal Justice Firearms</td>
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<td>**</td>
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<td>CJD 0234</td>
<td>State Exam Review Course</td>
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### Equivalency of Training: Corrections

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<tr>
<td>Human Diversity</td>
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<tr>
<td>Medical 1st Responder</td>
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<td>$160.00</td>
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<tr>
<td>Defensive Tactics</td>
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<td>$160.00</td>
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<tr>
<td>Legal</td>
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<td>$160.00</td>
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<tr>
<td>State Exam Review Course</td>
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<tr>
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### Equivalency of Training: CMS Law Enforcement

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<td>State Exam Review Course</td>
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<td><strong>Total Course Cost</strong></td>
<td>84</td>
<td>$840.00</td>
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</table>
Paralegal and Legal Studies

Program Purpose
To prepare students for entry into the field of Paralegal and/or Legal Studies as an employee who can perform effectively as a part of a legal services team. The coursework in the program also serves as an informal primer for students considering law school.

Employment Types
Paralegal, Legal Assistant

Program Length
64 credit hours

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

Academic Division
Division of Technology and Professional Programs

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

COURSE INFORMATION

General Education:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>ENC 1101</td>
<td>College Composition</td>
<td>3</td>
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<tr>
<td>ENC 1102</td>
<td>Argument and Persuasion</td>
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</tr>
<tr>
<td>History</td>
<td>AMH1041/50, AMH2010/20, EUH1000/01 or WOH1012/22</td>
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<tr>
<td>Science</td>
<td>Any Science course</td>
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<tr>
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<td>Select one of the following:</td>
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<td>POS 2001</td>
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<tr>
<td>POS 1041</td>
<td>National Government</td>
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</tr>
<tr>
<td>POS 1112</td>
<td>State and Local Government</td>
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<tr>
<td>College Math</td>
<td>Select one of the following:</td>
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<tr>
<td>MGF 1106</td>
<td>Mathematics I for Liberal Arts</td>
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<tr>
<td>MGF 1107</td>
<td>Mathematics II for Liberal Arts</td>
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<tr>
<td>STA 2023</td>
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<tr>
<td>MAC 1105</td>
<td>College Algebra</td>
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Program Courses:

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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>BUL 2241</td>
<td>Legal Concepts of Business</td>
</tr>
<tr>
<td>BUL 2242</td>
<td>The Laws of Business</td>
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<tr>
<td>PLA 1003</td>
<td>Introduction to the Legal Process</td>
</tr>
<tr>
<td>PLA 1104</td>
<td>Legal Research</td>
</tr>
<tr>
<td>PLA 2800</td>
<td>Family Law</td>
</tr>
<tr>
<td>PLA 2203</td>
<td>Litigation Procedures I</td>
</tr>
<tr>
<td>PLA 2763</td>
<td>Law Office Procedure &amp; Management</td>
</tr>
<tr>
<td>PLA 2114</td>
<td>Legal Writing</td>
</tr>
<tr>
<td>PLA 2610</td>
<td>Real Estate Law &amp; Property Transactions</td>
</tr>
<tr>
<td>PLA 2600</td>
<td>Wills, Trusts and Probate</td>
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<tr>
<td>PLA 2223</td>
<td>Litigation Procedures II</td>
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<tr>
<td>IDS 2182</td>
<td>Applied Ethics Seminar</td>
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Electives:

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<th>Course Title</th>
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<tbody>
<tr>
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<td>Legislative Law</td>
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<tr>
<td>PLA 2941</td>
<td>Paralegal Internship</td>
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<tr>
<td>PLA 2483</td>
<td>Florida Administrative Law</td>
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<tr>
<td>CGS 2100</td>
<td>Microcomputer Applications for Business</td>
</tr>
<tr>
<td>CJL 1500</td>
<td>Courts</td>
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<td>CJL 2100</td>
<td>Criminal Law</td>
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<td>CJL 2130</td>
<td>Criminal Evidence &amp; Procedure</td>
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<tr>
<td>CJT 2100</td>
<td>Crime Investigation</td>
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</table>

Special Note: Students who intend to earn a Paralegal and Legal Studies Associate of Science degree in a timely manner should pay close attention to the paralegal classes offered each semester and make enrolling in paralegal classes their first scheduling priority. The courses in this program are primarily offered as web based or evening classes.
Education

Early Childhood Development and Education, A.S. (2123)

Educator Preparation Institute Alternative Certification Program (F001)

Recreation Technology (2124)

Personal Training, Certificate
Early Childhood Development and Education

Program Purpose
To prepare students seeking careers in Early Childhood Education, Child Care Facility Management and/or Child Care Facility Ownership.

Employment Types
Early Childhood Teacher, Child Care Facility Director

Program Length
63 credit hours

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

Academic Division
Division of Technology and Professional Programs

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

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<tr>
<td>ENC 1101</td>
<td>College Composition</td>
<td>3</td>
</tr>
<tr>
<td>SYG 1000</td>
<td>Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1016</td>
<td>Interpersonal Communications</td>
<td>3</td>
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<tr>
<td>PSY 2012</td>
<td>General Psychology</td>
<td>3</td>
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College Math Select one of the following:

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<tbody>
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<td>MGF 1107</td>
<td>Mathematics II for Liberal Arts</td>
<td>3</td>
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<td>STA 2023</td>
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<td>3</td>
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Program Courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>EEC 1308</td>
<td>Education of the Young Child*</td>
<td>3</td>
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<tr>
<td>EEC 1603</td>
<td>Early Childhood Dev. &amp; Guidance*</td>
<td>3</td>
</tr>
<tr>
<td>EEC 1907</td>
<td>Directed Observation &amp; Participation*</td>
<td>3</td>
</tr>
<tr>
<td>EEC 2401</td>
<td>Home, School &amp; Community in Early Childhood Education*</td>
<td>3</td>
</tr>
<tr>
<td>EDF 1004</td>
<td>Educational Field Experience*</td>
<td>3</td>
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<tr>
<td>EDG 1319</td>
<td>Special Topics</td>
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<td>EEC 1600</td>
<td>Guiding the Young Child</td>
<td>3</td>
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<td>EEX 2010</td>
<td>Disabling Conditions in Young Children</td>
<td>3</td>
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<tr>
<td>CHD 2220</td>
<td>Child Development</td>
<td>3</td>
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<tr>
<td>LIT 2330</td>
<td>Children's Literature</td>
<td>3</td>
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<tr>
<td>PEM 1101</td>
<td>Theory &amp; Practice of Adult Fitness</td>
<td>2</td>
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<tr>
<td>CGS 1060</td>
<td>Introduction Computer Literacy</td>
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Select two of the following:

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>EEC 2521</td>
<td>Management of Childcare Centers</td>
<td>3</td>
</tr>
<tr>
<td>EEC 1300</td>
<td>Cognitive Experiences for Young Children</td>
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<td>EEC 1312</td>
<td>Creative Experiences for Young Children</td>
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</table>

Electives Select Any Program courses with prefix EEC, EDF, EDG, or CHD

7

* Students can earn a Child Development Association (CDA) credential equivalent certificate recognized by the Florida Department of Children and Families by completing these five courses: EEC1308, EEC 1603, EEC1907, EEC2401, EDF1004. Students who already have a current CDA may receive credit for EEC1308, EDF1004, and EEC1907 upon submission of a copy of their current CDA certificate to the Division of Technology and Professional Programs or Enrollment Services.
Educator Preparation Institute

Program Purpose
The Educator Preparation Institute is a competency-based program for college graduates who hold a degree in a subject other than education and want to earn the credentials necessary to become a certified Florida teacher. Upon successful completion of all program requirements, students will be awarded a “Certification of Completion” that makes them eligible to apply for the State of Florida Professional Teaching Certificate.

Employment Types
Certified Florida Teacher

Program Length
21 credit hours

Admission Requirements
Eligible applicants must pass a background check or Florida Department of Education review, be fingerprinted, and have earned a bachelor’s degree with a minimum 2.5 overall GPA in their field of study. Interview is required for this limited access program.

Academic Division
Division of History and Social Sciences

Contact
(850) 201-8288 or epi@tcc.fl.edu

COURSE INFORMATION

<table>
<thead>
<tr>
<th>Fall Term</th>
<th>Spring Term</th>
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<tbody>
<tr>
<td>EPI0001</td>
<td>EPI0010</td>
</tr>
<tr>
<td>Classroom Management</td>
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<tr>
<td>EPI0002</td>
<td>EPI0020</td>
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<tr>
<td>Instructional Strategies</td>
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<tr>
<td>EPI0003</td>
<td>EPI0940</td>
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<td>Technology in the Classroom</td>
<td>3</td>
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<tr>
<td>EPI0004</td>
<td>EPI0030</td>
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<td>The Teaching &amp; Learning Process</td>
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<td></td>
<td>EPI0945</td>
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</table>
Associate in Science

Recreation Technology

Program Purpose: This program is designed for students seeking careers as recreation leaders, recreation supervisors, group recreation workers, activity leaders or recreation facility attendants.

Employment Types: Recreation Leaders, Recreation Supervisors, Group Recreation Workers, Activity Leaders or Recreation Attendants.

Program Length: 63 credit hours.

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

Academic Division: Division of Technology and Professional Programs.

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

COURSE INFORMATION

General Education:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENC 1101</td>
<td>College Composition</td>
<td>3</td>
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<tr>
<td>HSC 1100</td>
<td>Concepts of Positive Living</td>
<td>3</td>
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<tr>
<td>SYG 1000</td>
<td>Principles of Sociology</td>
<td>3</td>
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<td>General Science Course</td>
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College Math: *Select one of the following:*

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<thead>
<tr>
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<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MGF 1106</td>
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<tr>
<td>MGF 1107</td>
<td>Mathematics II for Liberal Arts</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1105</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>STA 2023</td>
<td>Introductory Statistics</td>
<td>3</td>
</tr>
</tbody>
</table>

Program Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEI 1000</td>
<td>Introduction to Recreation and Leisure Services</td>
<td>3</td>
</tr>
<tr>
<td>LEI 1541</td>
<td>Outdoor Recreation Management</td>
<td>4</td>
</tr>
<tr>
<td>LEI 2730</td>
<td>Adaptive Therapeutic Recreation</td>
<td>4</td>
</tr>
<tr>
<td>PET 2000C</td>
<td>Introduction to Physical Education</td>
<td>3</td>
</tr>
<tr>
<td>PEO 2033</td>
<td>Officiating Techniques for Individual Sports</td>
<td>2</td>
</tr>
<tr>
<td>PEM 1101</td>
<td>Adult Fitness</td>
<td>2</td>
</tr>
<tr>
<td>HLP 2104</td>
<td>Exercise Education</td>
<td>3</td>
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<tr>
<td>EEC 1308</td>
<td>Education of the Young Child</td>
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<tr>
<td>SPC 1016</td>
<td>Fundamentals of Interpersonal Communication</td>
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<tr>
<td>CGS 1060</td>
<td>Introduction to Computer Literacy</td>
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<td>EDF 1004</td>
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<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>PEL 1341</td>
<td>Beginning Tennis</td>
<td>1</td>
</tr>
<tr>
<td>PEL 1621</td>
<td>Beginning Basketball</td>
<td>1</td>
</tr>
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*Select one of the following:*

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<th>Course</th>
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<th>Credits</th>
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</thead>
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<tr>
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<td>Human Growth and Development</td>
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<tr>
<td>EEC 1603</td>
<td>Early Childhood Development &amp; Guidance</td>
<td>3</td>
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*Select one of the following:*

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>EEC 2401</td>
<td>Home, School, and Community and Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>PSY 2012</td>
<td>General Psychology</td>
<td>2</td>
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*Select one of the following activity courses:*

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</thead>
<tbody>
<tr>
<td>PEL 1320</td>
<td>Volleyball</td>
<td>3</td>
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<tr>
<td>PEL 1342</td>
<td>Intermediate Tennis</td>
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</tr>
<tr>
<td>PEM 1171</td>
<td>Aerobics</td>
<td>3</td>
</tr>
<tr>
<td>PEM 1121</td>
<td>Beginning Golf</td>
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<tr>
<td>DAA 1300</td>
<td>Social Dance</td>
<td>3</td>
</tr>
<tr>
<td>DAA 1304</td>
<td>Dance: Swinging with Technique</td>
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*Select one of the following electives:*

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<th>Course</th>
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<td>Juvenile Justice</td>
<td>3</td>
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<td>CCJ 2400</td>
<td>Police Community Relations</td>
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</tr>
<tr>
<td>SYG 2230</td>
<td>Race and Minority</td>
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*Select two of the following:*

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>THE 1000</td>
<td>Introduction to Theatre</td>
<td>3</td>
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<tr>
<td>EEC 1907</td>
<td>Direct Observation and Participation</td>
<td>3</td>
</tr>
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<td>REA 1105</td>
<td>College Reading Techniques</td>
<td>3</td>
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<tr>
<td>LIT 2330</td>
<td>Children’s Literature</td>
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<td>ART 1340C</td>
<td>Drawing Techniques</td>
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<td>ART 1201C</td>
<td>Methods and Concepts I</td>
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</tr>
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<td>ART 1300C</td>
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</tr>
<tr>
<td>PEM 2200C*</td>
<td>Personal Training (course waives activity requirement)</td>
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</table>

Electives: 2

Program Technology 2124

Associate in Science

Recreation Technology

Program Purpose: This program is designed for students seeking careers as recreation leaders, recreation supervisors, group recreation workers, activity leaders or recreation facility attendants.

Employment Types: Recreation Leaders, Recreation Supervisors, Group Recreation Workers, Activity Leaders or Recreation Attendants.

Program Length: 63 credit hours.

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

Academic Division: Division of Technology and Professional Programs.

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

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</tr>
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</thead>
<tbody>
<tr>
<td>DEP 2004</td>
<td>Human Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>EEC 1603</td>
<td>Early Childhood Development &amp; Guidance</td>
<td>3</td>
</tr>
</tbody>
</table>

*Select one of the following:*

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEC 2401</td>
<td>Home, School, and Community and Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>PSY 2012</td>
<td>General Psychology</td>
<td>2</td>
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</table>

*Select one of the following activity courses:*

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>PEL 1320</td>
<td>Volleyball</td>
<td>1</td>
</tr>
<tr>
<td>PEL 1342</td>
<td>Intermediate Tennis</td>
<td>1</td>
</tr>
<tr>
<td>PEM 1171</td>
<td>Aerobics</td>
<td>1</td>
</tr>
<tr>
<td>PEM 1121</td>
<td>Beginning Golf</td>
<td>1</td>
</tr>
<tr>
<td>DAA 1300</td>
<td>Social Dance</td>
<td>1</td>
</tr>
<tr>
<td>DAA 1304</td>
<td>Dance: Swinging with Technique</td>
<td>1</td>
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</tbody>
</table>

*Select one of the following electives:*

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCJ 2500</td>
<td>Juvenile Justice</td>
<td>1</td>
</tr>
<tr>
<td>CCJ 2400</td>
<td>Police Community Relations</td>
<td>1</td>
</tr>
<tr>
<td>SYG 2230</td>
<td>Race and Minority</td>
<td>1</td>
</tr>
</tbody>
</table>

*Select two of the following:*

<table>
<thead>
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<th>Course</th>
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<tbody>
<tr>
<td>THE 1000</td>
<td>Introduction to Theatre</td>
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<tr>
<td>EEC 1907</td>
<td>Direct Observation and Participation</td>
<td>1</td>
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<tr>
<td>REA 1105</td>
<td>College Reading Techniques</td>
<td>1</td>
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<tr>
<td>LIT 2330</td>
<td>Children’s Literature</td>
<td>1</td>
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<tr>
<td>ART 1340C</td>
<td>Drawing Techniques</td>
<td>1</td>
</tr>
<tr>
<td>ART 1201C</td>
<td>Methods and Concepts I</td>
<td>1</td>
</tr>
<tr>
<td>ART 1300C</td>
<td>Basic Freehand Drawing</td>
<td>1</td>
</tr>
<tr>
<td>PEM 2200C*</td>
<td>Personal Training (course waives activity requirement)</td>
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</tr>
</tbody>
</table>

Electives: 2

www.tcc.fl.edu
# Personal Training Certificate

## Program Purpose
This program is designed to provide the trainer or student with basic knowledge to successfully pass the Personal Trainer Strength and Condition assessment. Completion of this program will also provide student with basic knowledge useful in start-up opportunities, in addition to knowledge necessary for health club management.

## Employment Types
Personal trainer, Health Club Management

## Program Length
15 semester hours

## Admission Requirements
A high school diploma or GED and meet the required minimum scores on the College Placement Test, SAT, or ACT (or complete necessary remediation courses)

## Academic Division
Division of Technology and Professional Programs

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

## COURSE INFORMATION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PET 1770</td>
<td>Personal Training Fundamentals and Techniques</td>
<td>4</td>
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<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2100</td>
<td>Microcomputer Applications for Business</td>
<td>3</td>
</tr>
<tr>
<td>PET 2622C</td>
<td>Care and Prevention of Athletic Injuries</td>
<td>3</td>
</tr>
<tr>
<td>PEM 1101</td>
<td>Theory and Practice of Adult Fitness</td>
<td>2</td>
</tr>
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</table>
Engineering and Technology

Biotechnology, A.S. (2152)
Civil Engineering Technology, A.S. (2122)
Computer Aided Drafting and Design (CADD) Technology, Certificate (6314)
Construction Engineering Technology, A.A.S.
   – Building Construction (A110)
   – Construction Management (A112)
Drafting and Design Technology, A.S.
   – CAD Specialization (2135)
   – GIS Specialization (2136)
Electronics Engineering Technology, A.A.S.
   – Electronics Specialization (A113)
   – Computer Electronics (A114)
Geographic Information Systems (GIS) Technology, Certificate (6320)
Industrial Technology, A.A.S.
   – Air Conditioning, Refrigeration and Heating (A116)
   – Aviation Maintenance (A118)
   – Automotive Service (A117)
   – Industrial Management Specialization (A115)
Technology Education, A.S.
   – Architecture (2144)
   – Communications (2145)
   – Computer Networking Services (2146)
   – Construction (2147)
   – Geographic Information System (GIS)/Mapping (2148)
Biotechnology

Program Purpose
To develop competent and professional biotechnicians who are proficient in entry-level biotechnology techniques, laboratory safety, and have a high degree of adaptability to changing technology.

Employment Types
Biotechnology Lab Assistant, Quality Control Technician, Manufacturing Technician

Program Length
61 credit hours, 46 credit hours at TCC and 15 hours at Santa Fe Community College

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

Academic Division
Division of Science and Mathematics

Contact
(850) 201-8499 or biotech@tcc.fl.edu

Course Information

TCC Courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC 1404C</td>
<td>Introduction to Biotechnology Methods</td>
<td>3</td>
</tr>
<tr>
<td>BSC 1421</td>
<td>Introduction to Biotechnology</td>
<td>1</td>
</tr>
<tr>
<td>BSC 2010</td>
<td>General Biology I</td>
<td>3</td>
</tr>
<tr>
<td>BSC 2010L</td>
<td>General Biology I Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>BSC 2085</td>
<td>Anatomy &amp; Physiology I</td>
<td>3</td>
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<tr>
<td>BSC 2085L</td>
<td>Anatomy &amp; Physiology I Laboratory</td>
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<tr>
<td>BSC 2086</td>
<td>Anatomy &amp; Physiology II</td>
<td>3</td>
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<tr>
<td>BSC 2086L</td>
<td>Anatomy &amp; Physiology II Laboratory</td>
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<tr>
<td>CHM 1030</td>
<td>General Chemistry for Allied Health</td>
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</tr>
<tr>
<td>CHM 1030L</td>
<td>General Chemistry for Allied Health Lab</td>
<td>1</td>
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<tr>
<td>CHM 1031</td>
<td>Physiology Chemistry</td>
<td>3</td>
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<tr>
<td>CHM 1031L</td>
<td>Physiology Chemistry Laboratory</td>
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<tr>
<td>ENC 1101</td>
<td>Composition</td>
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<tr>
<td>ENC 1210</td>
<td>Technical Communications</td>
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<tr>
<td>MAC 1105</td>
<td>College Algebra</td>
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<tr>
<td>MCB 2004</td>
<td>Microbiology</td>
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<td>MCB 2004L</td>
<td>Microbiology Laboratory</td>
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</tr>
<tr>
<td>PHI 2600</td>
<td>Introduction to Ethics</td>
<td>3</td>
</tr>
<tr>
<td>PSY 2012</td>
<td>Psychology</td>
<td>3</td>
</tr>
<tr>
<td>STA 2023</td>
<td>Introductory Statistics</td>
<td>3</td>
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Santa Fe Community College Courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BCS2401C</td>
<td>Biotechnology Methods I</td>
<td>3</td>
</tr>
<tr>
<td>BSC2402C</td>
<td>Biotechnology Methods II</td>
<td>3</td>
</tr>
<tr>
<td>BSC2419C</td>
<td>Protein Biotech &amp; Cell Culture</td>
<td>3</td>
</tr>
<tr>
<td>BSC2941</td>
<td>Biotechnology Industry Intern</td>
<td>6</td>
</tr>
</tbody>
</table>
## Civil Engineering Technology

### Program Purpose
To prepare students for transfer to the University of Central Florida (UCF) as a junior to earn the Bachelor of Science (B. S.) Degree in Engineering Technology.

### Employment Types
Civil Engineer Assistant, CAD Technician, Surveying Technician, Structural Design Assistant, Equipment Distributor

### Program Length
63 credit hours

### Admission Requirements
A high school diploma or GED and meet the required minimum scores on the College Placement Test, SAT, or ACT (or complete necessary remediation courses)

### Academic Division
Division of Technology and Professional Programs

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

### Course Information

#### General Education:
- ENC 1101 College Composition 3
- MAC 1105 College Algebra 3
- MAC 2114 Trigonometry 3
- GLY 1030 Environmental Geology 3
- SPC 1016 Interpersonal Communications 3

#### Elective
- Any Social Science Course 3

#### Program Courses:
- CGS 1060 Computer Literacy 3
- EGS 1111C Engineering Graphics 3
- ETD 1320 Introduction to CAD 3
- EGS 2112C Computer Application, Drafting & Design 3
- ETD 2350 Advanced CAD 3
- ETG 2520 Statics 3
- ETG 2530 Strength of Materials 3
- BCN 2230 Construction Materials and Methods 3
- BCN 2272 Plans Interpretation 3
- BCT 2770 Construction Estimating & Concepts 3
- ETC 1500 Highways and Transportation 3
- SUR 2100C Fundamentals of Surveying 3
- SUR 2200C Route Surveying 3
- SUR 2400 Legal Principle of Land Surveying 3
- EGS 2941 Internship 3

### Articulated Courses

The following articulated courses are designed to prepare students for transfer into the Engineering program at the University of Central Florida (UCF).

#### The following TCC courses can be counted as 12-credit hours of lower level electives towards the Engineering degree at UCF.
- EGS1111C Engineering Graphics 3
- ETD1320 Introduction to CAD 3
- SUR 2100C Fundamentals of Land Surveying 3
- ETC1500 Highways and Transportation 3

#### The following TCC course is equivalent to UCF’s ETD 3350C Applied CADD
- ETD 2350 Advanced CAD 3

#### The following TCC course is equivalent to UCF’s ETG3533 Applied Engineering Strength of Materials
- ETG2530 Strength of Materials 3

For additional information about the articulated courses for A.S./B.S. at Distance in Engineering Technology contact the Division of Technology and Professional Programs at (850) 201-8352.

The B.S. degree will be delivered via Distance Learning. The program consists of 129 credit hours, from which 82 credit hours will be taken at Tallahassee Community College and the remaining 47 credit hours delivered by the University of Central Florida at TCC’s Web site: http://ent.engr.ucf.edu. For more information, please contact the Division of Technology and Professional Programs at (850) 201-8352.
## Computer-Aided Drafting and Design Technology

<table>
<thead>
<tr>
<th>Program Purpose</th>
<th>To prepare students to produce and technically interpret both manual and computerized (AUTOCAD) drawings.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment Types</td>
<td>CADD Technologist, Assistant Architectural Drafter, Engineering Assistant</td>
</tr>
<tr>
<td>Program Length</td>
<td>33 credit hours</td>
</tr>
<tr>
<td>Admission Requirements</td>
<td>A high school diploma or GED and meet the required minimum scores on the College Placement Test, SAT, or ACT (or complete necessary remediation courses)</td>
</tr>
<tr>
<td>Academic Division</td>
<td>Division of Technology and Professional Programs</td>
</tr>
<tr>
<td>Contact</td>
<td>(850) 201-8352 or <a href="mailto:techedu@tcc.fl.edu">techedu@tcc.fl.edu</a></td>
</tr>
</tbody>
</table>

## COURSE INFORMATION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>EGS 111C</td>
<td>Engineering Graphics</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1060</td>
<td>Introduction to Computer Literacy</td>
<td>3</td>
</tr>
<tr>
<td>ETD 1320</td>
<td>Introduction to CAD</td>
<td>3</td>
</tr>
<tr>
<td>EGS 2112C</td>
<td>Computer App. in Drafting &amp; Design</td>
<td>3</td>
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<tr>
<td>ETD 2350</td>
<td>Advanced CAD</td>
<td>3</td>
</tr>
<tr>
<td>SUR 2390</td>
<td>GIS App in Engineering &amp; Technology</td>
<td>3</td>
</tr>
<tr>
<td>SUR 2533</td>
<td>Global Positioning Systems (GPS)</td>
<td>3</td>
</tr>
<tr>
<td>ETD 2375C</td>
<td>3D Modeling, Rendering &amp; Animation</td>
<td>3</td>
</tr>
<tr>
<td>BCN 2272</td>
<td>Plans Interpretation</td>
<td>3</td>
</tr>
<tr>
<td>EGS 2941</td>
<td>Internship in Engineering &amp; Tech.</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>BCN2230, CGS1520, ETC1500, SUR2534, SUR2392, SUR2200, SUR2400, or SUR2100C</td>
<td>3</td>
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</tbody>
</table>
# Associate in Applied Science
## Construction Engineering Technology

### Program Purpose
To provide students with the technical knowledge and skills demanded in modern construction technology. This program prepares students for a wide variety of careers in residential and commercial construction projects.

### Employment Types
Project Manager, Estimator, Scheduler, Field Supervisor, Inspector, Contractor

### Program Length
64 credit hours

### Admission Requirements
A high school diploma or GED and meet the required minimum scores on the College Placement Test, SAT, or ACT (or complete necessary remediation courses)

### Academic Division
Division of Technology and Professional Programs

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

### COURSE INFORMATION

#### General Education:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tr>
<td>ENC 1101</td>
<td>College Composition</td>
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<tr>
<td><strong>College Math</strong></td>
<td>Select either of the following sequences:</td>
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<tr>
<td>MTB 1321</td>
<td>Technical Mathematics I and</td>
<td>3</td>
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<tr>
<td>MTB 1322</td>
<td>Technical Mathematics II</td>
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<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAC 1105</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MAC 2114</td>
<td>Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>GLY 2010</td>
<td>Physical Geology</td>
<td>3</td>
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<tr>
<td>GLY 2010L</td>
<td>Physical Geology Laboratory</td>
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<tr>
<td>Elective</td>
<td>Any Social Science course</td>
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#### Program Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CGS 1060</td>
<td>Computer Literacy</td>
<td>3</td>
</tr>
<tr>
<td>EGS 1111C</td>
<td>Engineering Graphics</td>
<td>3</td>
</tr>
<tr>
<td>BCN 2230</td>
<td>Construction Materials and Methods</td>
<td>3</td>
</tr>
<tr>
<td>BCT 2770</td>
<td>Construction Estimating &amp; Concepts</td>
<td>3</td>
</tr>
<tr>
<td>BCT 2705</td>
<td>Construction Management</td>
<td>3</td>
</tr>
<tr>
<td>BCN 2704</td>
<td>Construction Contract, Codes &amp; Laws</td>
<td>3</td>
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<tr>
<td>EGS 2941</td>
<td>Internship</td>
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#### Building Construction Specialization:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETD 1320</td>
<td>Introduction to CAD</td>
<td>3</td>
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<tr>
<td>ETD 2350</td>
<td>Advanced CAD</td>
<td>3</td>
</tr>
<tr>
<td>EGS 2112C</td>
<td>Computer Application in Drafting &amp; Design</td>
<td>3</td>
</tr>
<tr>
<td>BCN 2272</td>
<td>Plans Interpretation</td>
<td>3</td>
</tr>
<tr>
<td>ETG 2520</td>
<td>Statics</td>
<td>3</td>
</tr>
<tr>
<td>ETG 2530</td>
<td>Strength of Materials</td>
<td>3</td>
</tr>
<tr>
<td>SUR 2100C</td>
<td>Fundamentals of Surveying</td>
<td>3</td>
</tr>
<tr>
<td>SUR 2200C</td>
<td>Route Surveying</td>
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</tr>
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<td>Program Elective</td>
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</tbody>
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#### Construction Management Specialization:

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<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>SPC 2600</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2021</td>
<td>Introduction to Management</td>
<td>3</td>
</tr>
<tr>
<td>BUL 2241</td>
<td>Legal Concepts of Business</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2021</td>
<td>Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2071</td>
<td>Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 2208</td>
<td>Intro to Conflict Management</td>
<td>3</td>
</tr>
<tr>
<td>IDS 2182</td>
<td>Applied Ethics Seminar</td>
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</tr>
<tr>
<td>Elective*</td>
<td>Program Electives</td>
<td>6</td>
</tr>
</tbody>
</table>

* Select from the following:
BCN2272, EGS2112C, ETC1500, ETD1320, ETD2350, ETG2520, ETG2530, ETD2375C, SUR2100C, SUR2200, SUR2390, SUR2392, SUR2400, SUR 2534, or SUR2533.
Drafting and Design Technology

Program Purpose
To prepare students with technical knowledge and skills that enable them to translate the ideas, specifications and calculations to complete accurate working drawings and provide the students with appropriate applications of Geographic Information System (GIS) in topographic surveying.

Employment Types
Drafter, CAD Technician, CAD Specialist, GIS Technician, Assistant Architect, Assistant Engineer

Program Length
62 credit hours

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

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

COURSE INFORMATION

General Education:
- ENC 1101 College Composition 3
- MAC 1105 College Algebra 3
- MAC 2114 Trigonometry 3
- SPC 1016 Interpersonal Communications 3
- Elective Any Physical Science course 3
- Elective Any Social Science course 3

Program Courses:
- CGS 1060 Computer Literacy 3
- CGS 1520 Multimedia Programming 3
- EGS 1111C Engineering Graphics 3
- ETD 1320 Introduction to CAD 3
- IDS 2182 Applied Ethics Seminar 3

CAD Specialization:
- ETD 2350 Advanced CAD 3
- ETD 2375C 3D Modeling, Rendering & Animation 3
- EGS 2112C Computer Applications in Drafting & Design 3
- BCN 2230 Construction Materials and Methods 3
- BCN 2272 Plans Interpretation 3
- ETG 2520 Statics 3
- ETG 2530 Strength of Materials 3
- EGS 2941 Internship 3
- Electives* Program Electives 5

GIS Specialization:
- ETC 1500 Highways and Transportation 3
- SUR 2390 GIS Applications in Engineering & Tech 3
- SUR 2392 Advanced GIS Apps in Engineering & Tech 3
- SUR 2533 Global Positioning Systems (GPS) 3
- SUR 2100C Fundamentals of Surveying 3
- SUR 2200C Route Surveying 3
- SUR 2400 Legal Principles of Land Surveying 3
- EGS 2941 Internship 3
- Electives* Program Electives 5

*Select program elective courses with BCN, CGS, EGS, ETC, ETD, ETG, GRA, OST, PGY or SUR prefix.
Electronics Engineering Technology

Program Purpose
To prepare students with technical knowledge and skills demanded by the emerging field of Engineering Technology.

Employment Types
Electronics Technician, Computer Electronics Technician, Assistant to Electrical Engineer

Program Length
62 credit hours

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

Academic Division
Division of Technology and Professional Programs

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

Course Information

General Education:
ENC 1101 College Composition 3
MTB 1321 Technical Mathematics I 3
MTB 1322 Technical Mathematics II 3
PHY 1053 Elementary College Physics I 3
PHY 1053L Elementary College Physics I Lab 1
Elective Any Social Science course 3

Program Courses:
CGS 1060 Computer Literacy 3
EGS 1111C Engineering Graphics 3
ETD 1320 Introduction to CAD 3
ETG 2520 Statics 3
ETG 2530 Strength of Materials 3
EGS 2941 Internship 3

Electronics Specialization:
(Clock hours from Lively Electronics Technology Program)
EEV 821 Lab Practices & Basic Soldering 60
EEV 811 DC Circuits 250
EEV 812 AC Circuits 250
EEV 813 Semiconductor Devices 250
EEV 814 Electronic Circuits 250
EEV 815 Digital Electronics 200
EEV 816 Microcompressor Fundamentals 175
Total Clock/Semester Hours** 1435/21

CGS 1000 Introduction to Data Processing 3
CGS 1263 Networks & Telecommunications 3
Electives Program Electives 7

Computer Electronics Specialization:
(Clock hours from Lively Electronics Technology Program)
EEV 534C Basic Electronics 150
EEV 607C Digital/Microprocessor Technology 450
EEV 0533 Microcomputer Operating System 450

Environments:
(A+ Software Exam Preparation)
EEV 537C Microcomputer Troubleshooting 300

Certificate Preparation:
(A+ Hardware/Core Exam Preparation)
EEV 553 Microcomputer Systems Networking 300
Total Clock/Semester Hours** 1650/24

*Program Electives – Select from the following:
CDA 2524, CDA 2525, CET 2540, CET 2541, CGS 1820, CGS 2760, CGS 2825, COP 2220, COP 2332, EGS 2112C, ETD 2350, ETD 2375C, PHY 1054 and PHY 1054L, SUR 2390, SUR 2392 or SUR 2533.

**Credit From Lively Technical Center:
Clock Hours Credit Hours
1200-1599 21
1600-1999 24
2000+ 27
Certificate Program

Geographic Information Systems (GIS) Technology

Program Purpose
To prepare students with technical knowledge and skills needed in the occupation of Geographic Information Systems Technology.

Employment Types
Topographic Surveying

Program Length
33 credit hours

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

Academic Division
Division of Technology and Professional Programs

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

COURSE INFORMATION
EGS 1111C  Engineering Graphics  3

College Math  Select either of the following sequences:
MTB 1321  Technical Mathematics I and  3
MTB 1322  Technical Mathematics II  3
or
MAC 1105  College Algebra and  3
MAC 2114  Trigonometry  3

ETD 1320  Introduction to CAD  3
SUR 2390  GIS App. in Engineering  3
SUR 2100C  Fundamentals of Surveying  3
SUR 2392  Advanced GIS Applications in Engineering & Technology  3

SUR 2533  Global Positioning Systems (GPS)  3
SUR 2200C  Route Surveying  3
SUR 2534  Advanced Global Positioning  3
EGS 2941  Internship  3
Industrial Technology

Program Purpose
To prepare students with the technical knowledge and skills demanded by the field of Industrial Technology and Industrial Management.

Employment Types
Industrial Production Manager, General Operations Manager, Industrial Engineering Technician

Program Length
64 credit hours

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

Academic Division
Division of Technology and Professional Programs

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

COURSE INFORMATION

General Education:
ENC 1101 College Composition 3

College Math
Select either of the following sequences:
MTB 1321 Technical Mathematics I and 3
MTB 1322 Technical Mathematics II 3
or
MAC 1105 College Algebra and 3
MAC 2114 Trigonometry 3
Elective Social Science Course 3
Elective Physical Science Course 3

Program Courses:
CGS 1060 Computer Literacy 3
EGS 1111C Engineering Graphics 3
ETD 1320 Introduction to CAD 3
IDS 2182 Applied Ethic Seminar 3
EGS 2941 Internship in Engineering 3

Air Conditioning, Refrigeration and Heating (HVAC):
Lively Technical Center
OCP-A HVAC Helper 250
OCP-B HVAC Mechanic Asst. 250
OCP-C HVAC Mechanic 500
OCP-D Refrigeration Mechanic 350
Total Clock/Semester Hours 1350/21

Aviation Maintenance:
Tallahassee Community College
1. AMT Aviation General Maintenance 540
2. AMT Airframe Maintenance Tech. 810
3. AMT Power Plant Maintenance 810
Total Clock/Semester Hour 2160/27

Electives
Any CGS, CDA, EGS, ETD, ETG GEB, MAN, or SUR courses 34

Continued on next page
## Associate in Applied Science Degree

### Industrial Technology (continued)

#### Automotive Service:
- **Lively Technical Center**  
  - **OCP-A** Lube Technician  
  - **OCP-B** Service Assistor  
  - **OCP-C** Engine Technician  
  - **OCP-D** Automatic Transmission Tech.  
  - **OCP-E** Manual Transmission Tech.  
  - **OCP-F** Steering & Suspension Tech.  
  - **OCP-G** Brake Technician  
  - **OCP-H** Electrical/Electronic System Tech.  
  - **OCP-I** Automotive Heat/AC Tech.  
  - **OCP-J** Engine Performance Tech.  

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Description</th>
<th>Clock Hours</th>
<th>Semester Hours</th>
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<td>Lube Technician</td>
<td>150</td>
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<tr>
<td>OCP-B</td>
<td>Service Assistor</td>
<td>150</td>
<td></td>
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<tr>
<td>OCP-C</td>
<td>Engine Technician</td>
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<tr>
<td>OCP-D</td>
<td>Automatic Transmission Tech.</td>
<td>150</td>
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<tr>
<td>OCP-E</td>
<td>Manual Transmission Tech.</td>
<td>150</td>
<td></td>
</tr>
<tr>
<td>OCP-F</td>
<td>Steering &amp; Suspension Tech.</td>
<td>150</td>
<td></td>
</tr>
<tr>
<td>OCP-G</td>
<td>Brake Technician</td>
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<tr>
<td>OCP-H</td>
<td>Electrical/Electronic System Tech.</td>
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<tr>
<td>OCP-I</td>
<td>Automotive Heat/AC Tech.</td>
<td>150</td>
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<tr>
<td>OCP-J</td>
<td>Engine Performance Tech.</td>
<td>300</td>
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</table>

**Total Clock/Semester Hours**  
1800/24

#### Industrial Management Specialization:
- **MAN 2021** Intro. to Management  
- **MNA 2130** Business Writing  
- **MNA 2345** Effective Supervision I  
- **MNA 2346** Effective Supervision II  
- **MNA 2100** Human Resource Mgmt.  
- **ACG 2021** Financial Accounting  
- **ACG 2071** Managerial Accounting  
- **Electives**  
  - Any CGS, CDA, EGS, ETD, ETG, GEB, MAN, or SUR courses

**Total Credit Hours**  
34

---

**Industrial Technology**  
- **A117** Industrial Technology  
- **A115** Industrial Management  

---

*Program Electives - Select courses from other areas of specialization or with the following prefixes: CGS, CDA, EGS, ETD, GEB, MAN, or SUR.
Associate in Science

Technology Education

Program Purpose
To prepare students for transfer to Florida A&M University at the junior level to pursue a Bachelor of Science (B. S.) Degree in Technology Teacher Education.

Employment Types
CAD Technician, Surveying Technician, Estimator, GIS Specialist, Computer Technician, Teacher Aide, Carrier in Commercial and for transfer to FAMU B.S. in Technology Teacher Education.

Program Length
63 credit hours

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

Academic Division
Division of Technology and Professional Programs

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

COURSE INFORMATION

General Education:
ENC 1101 College Composition 3

College Math  Select one of the following: 3
STA 2023 Introductory Statistics
MAC 1105 College Algebra
AMH 2010 American History 3
HSC 2200 Contemporary Health 3
Science  Any Science course 3

Social Science  Select one of the following: 3
ECO 2013 Principles of Economics: Macro
ECO 2023 Principles of Economics: Micro
PSY 2012 General Psychology
SYG 2230 Race and Minority
SYG 2430 Marriage and Family

Program Courses:
SPC 1016 Interpersonal Communications 3
EDF 1005 Introduction to American Education 3
EDG 2701 Teaching Diverse Populations 3
EME 2040 Introduction to Educational Technology 3
EGS 2941 Internship 3

Architecture Emphasis:
MAC 2114 Trigonometry 3
EGS 1111C Engineering Graphics 3
ETD 1320 Introduction to CAD 3
BCN 2230 Construction Materials & Methods 3
ETD 2350 Advanced CAD 3
EGS 2112C Computer Apps in Drafting & Design 3
ETD 2375C 3D Modeling, Rendering & Animation 3
BCN 2272 Plans Interpretation 3
ETG 2520 Statics 3
ETG 2530 Strength of Materials 3

Communication Emphasis:
CGS 1520 Introduction to Multimedia 3
GRA 1131C Multimedia Graphics 3
OST 2823 Desktop Publishing & Web Design 3
PGY 2801C Electronics Still Imaging 3
CGS 2525 Advanced Multimedia 3
GRA 1103C Computer Based Design I 3
GRA 1105C Computer Based Design II 3
PGY 2401C Basic Photography 3
GRA 2143 Advanced Web Design 3
RTV 2214 Digital Audio/Video Production 3

Continued on next page
### Technology Education (continued)

#### Computer/Networking Services Emphasis:
- **CGS 1000** Introduction to Data Processing 3
- **CGS 1263** Introduction to Networks & Telecommunications 3
- **CGS 1820** Web Page Authoring 3
- **COP 2220** Introduction to C++ Programming 3
- **COP 2800** Introduction to JAVA Programming 3
- **CGS 2760** Introduction to UNIX 3
- **CDA 1500** Computer Networking, Cabling & Troubleshooting 3
- **CET 2540** Open Systems Architecture I 3
- **CET 2541** Open Systems Architecture II 3

#### Construction Emphasis:
- **MAC 2114** Trigonometry 3
- **EGS 1111C** Engineering Graphics 3
- **ETD 1320** Introduction to CAD 3
- **BCN 2230** Construction Materials & Methods 3
- **EGS 2112C** Computer Apps. In Drafting & Design 3
- **BCN 2272** Plans Interpretation 3
- **BCT 2705** Construction Management 3
- **BCT 2770** Construction Estimating & Concept 3
- **BCN 2704** Construction Contracts, Codes & Laws 3
- **SUR2100C** Fundamentals of Surveying 3

#### GIS/Mapping Emphasis:
- **MAC 2114** Trigonometry 3
- **EGS 1111C** Engineering Graphics 3
- **ETC 1500** Highways & Transportation 3
- **ETD 1320** Introduction to CAD 3
- **SUR 2100C** Fundamentals of Land Surveying 3
- **SUR 2200C** Route Surveying 3
- **SUR 2390** GIS Applications In Engineering & Technology 3
- **SUR 2392** Advanced GIS Apps. In Engineering & Tech 3
- **SUR 2400** Legal Principles of Land Surveying 3
- **SUR 2533** Global Positioning Systems (GPS) 3
Health Care

Dental Assisting, Certificate  (5001)
Dental Assisting to Dental Hygiene Bridge, Certificate  (2101)
Dental Hygiene, A.S.  (2101)
Diagnostic Medical Sonography, Certificate  (4002)
Emergency Medical Services (EMS), A.S.  (2104)
Emergency Medical Technology (EMT), Certificate  (B312)
Nursing (R.N.), A.S.  (2103)
Paramedic, Certificate  (6039)
Polysomnography Technology, Certificate  (4001)
Radiologic Technology, A.S.  (2149)
Respiratory Care, A.S.  (2106)
Certificate Program

Dental Assisting

Program Purpose
To prepare students for certification in Dental Assisting and safely and effectively perform all functions, which are legal in Florida, for the dental assistant to perform. Quality patient care and the development of skilled health care professionals are the ultimate goals of the Dental Assisting Program.

Employment Types
Dental Assistant in private practice or community dentistry

Program Length
1,230 clock hours

Admission Requirements
A high school diploma or GED and an appropriate score on the College Placement Test (CPT). Applicant must be eligible to enroll in at least ENC 1101 College Composition and MAT 1033 Intermediate Algebra and have college level reading skills as demonstrated by adequate CPT scores or by previous college enrollment; have successfully completed Biology in high school or college; and have a high school or college cumulative GPA of 2.0 or better.

Program Application
The number of applicants admitted to this eleven month program is limited. Persons interested in entering the Dental Assisting program should begin the application process during the Spring term preceding the year in which entry is anticipated. Applicants must submit a Dental Assisting program application for admission by the published application deadline; this is a separate application from the college application. Additional criteria for admission are outlined in the application packet, accessible on the program web page (www.tcc.fl.edu/health_care, enter Dental Programs), or from the Division of Health Care Professions, located in Room 141 of the Technology and Professional Programs Building.

Academic Division
Health Care Professions

Contact
(850) 201-8441 or healthedu@tcc.fl.edu

COURSE INFORMATION

DEA 0020  Preclinic Theory
DEA 0020L Preclinic Lab
DES 1020  Dental Anatomy/Head & Neck Anatomy Theory
DES 1020L Dental Anatomy Lab
DES 2100  Dental Materials Theory
DES 2100L Dental Materials Theory Lab
DEA 0800  Clinical Practice & Procedures I Theory
DEA 0800L Clinical Practice & Procedures I Lab
DEA 0830  Expanded Functions I Theory
DEA 0830L Expanded Functions I Lab
DEA 1200  Dental Radiology
DEA 1200L Dental Radiology Lab
DES 1600  Office Emergencies
DEA 0850  Clinical Practice & Procedures II Theory
DEA 0850L Clinical Practice & Procedures II Lab
DEA 0831  Expanded Function II Theory
DEA 0831L Expanded Function II Lab
DES 0053  Nitrous Oxide Monitor
DES 2503  Clinic & Office Management
Certificate Program

Dental Assisting-Dental Hygiene Bridge

Program Purpose
The Dental Assisting to Dental Hygiene Bridge program affords students the opportunity to learn basic skills in dental assisting in one semester, and be guaranteed a place in the Dental Hygiene Program in the next year if the program prerequisites are met. Applicants may transfer articulating courses from dental assisting into the dental hygiene program. Students will graduate with dual credentials creating more job opportunities.

Employment Types
Dental Assistant

Program Length
Students who finish the first semester of the “Bridge” pathway will enter the Pre-Dental Hygiene Program semester in the following spring semester to begin taking Dental Hygiene prerequisite courses. Streamlining the courses over the three-year period allows students to maintain higher grades and work part-time as a Dental Assistant.

Admission Requirements
A high school diploma or GED and appropriate placement score
See additional program requirements on page 132-133.

Program Application
The number of admissions to this eleven month program is limited. Persons interested in entering the Dental Assisting to Dental Hygiene Bridge Program should begin the application process during the spring term preceding the year in which entry is anticipated. Applicants must submit a Dental Assisting program application for admission by the published application deadline. This is a separate application from the college application. All applicants should review and follow the Dental Assisting and Dental Hygiene program requirements for additional requirements and information. program web page (www.tcc.fl.edu/health_care, enter Dental Programs), or from the Division of Health Care Professions, located in Room 141 of the Technology and Professional Programs Building.

Academic Division
Health Care Professions

Contact
(850) 201-8441 or healthedu@tcc.fl.edu

COURSE INFORMATION

Spring Semester:
CHM 1030 Chemistry for Allied Health 3
ENC 1101 College Composition 3
BSC 2085 Anatomy & Physiology I 3
BSC 2085L Anatomy & Physiology I Lab 1
SPC 1016 Interpersonal Communications 3
13

Summer “C” Session:
BSC 2085 Anatomy & Physiology I 3
BSC 2085L Anatomy & Physiology I Lab 1
MCB 2004 Microbiology 3
MCB 2004L Microbiology Lab 1
8
Dental Hygiene

Program Purpose
To prepare students for licensure as registered Dental Hygienists and to perform safely and effectively all the dental hygienist functions which are legal to perform in Florida. The Dental Hygiene Program curriculum leads to an Associate in Science degree in Dental Hygiene.

Employment Types
Dental Hygienist

Program Length
88 credit hours

Admission Requirements
Applicants to the Dental Hygiene program must complete all admission requirements to the College and must complete prerequisite courses with a minimum GPA of 2.5.
See additional requirements on pages 132-133 of this catalog.

Program Application
The number of admissions to this two-year program is limited. Persons interested in entering the Dental Hygiene Program should begin the application process during the fall term proceeding the year in which entry is anticipated. Additional criteria for admission are outlined in the application packet accessible on the program web page (www.tcc.fl.edu/health_care, enter Dental Programs), or from the Division of Health Care Professions, located in Room 141 of the Technology and Professional Programs Building.

Academic Division
Health Care Professions

Contact
(850) 201-8441 or healthedu@tcc.fl.edu

COURSE INFORMATION

Prerequisite Courses
BSC 2085 Anatomy and Physiology I 3
BSC 2085L Anatomy and Physiology I Lab 1
BSC 2086 Anatomy and Physiology II 3
BSC 2086L Anatomy and Physiology II Lab 1
MCB 2004 Microbiology 3
MCB 2004L Microbiology Laboratory 1
CHM 1030 General Chemistry for Allied Health 3

First Year Courses
DEH 1002 Preclinical Dental Hygiene 2
DEH 1002L Preclinical Dental Hygiene Lab 3
DES 1020 Dental Anatomy 2
DES 1020L Dental Anatomy Lab 1
DEH 1130 Embryology & Oral Histology 2
ENC 1101 College Composition 3
DEH 1800L Clinical Dental Hygiene I 4
DEH 1800 Dental Hygiene I 2
DES 1200 Dental Radiology 2
DES 1200L Dental Radiology Lab 1
DES 1600 Office Emergencies 2
DES 1840 Preventive Dentistry 2
DEH 2300 Pharmacology & Anesthesiology 3
SPC 1016 Interpersonal Communication 3
DES 1044 General & Oral Pathology 3
DES 2503 Clinic and Office Management 1
DEH 2602L Periodontology Laboratory 2
DES 2100L Dental Materials Laboratory 1
MGF 1106 Math for Liberal Arts 3

Second Year Courses
DEH 2802L Clinical Dental Hygiene II 3
DEH 2802 Dental Hygiene II Theory 2
DEH 2602 Periodontology 2
DEH 2701 Community Dental Health 2
DES 2051 Pain Control 2
DES 2100 Dental Materials 2
HUN 1201 The Science of Nutrition 3
SYG 1000 Principles of Sociology 3
DEH 2504 Dental Specialties 1
DEH 2804L Clinical Dental Hygiene III 5
DEH 2804 Dental Hygiene III 2
DEH 2701L Community Dental Health Lab 1
PSY 2012 General Psychology 3
# Diagnostic Medical Sonography

## Program Purpose
To prepare students to become Medical Sonographers who can perform safely and effectively as members of the health care team. Sonographers perform technical procedures necessary to produce diagnostic sonograms, provide quality patient care, and are committed to professionalism and lifelong learning. The program will emphasize the responsibilities of the sonographer in promoting high clinical standards within the field of Sonography through education. Upon completion of this program and completion of required clinical experiences, graduates are eligible to take the examinations of American Registry of Diagnostic Medical Sonographers and/or the specialty examination of the American Registry of Radiologic Technologist.

## Employment Types
Sonographers are employed by hospitals, clinics, and private diagnostic practices.

## Program Length
40 credit hours, 14 months

## Admission Requirements
Applicants to the Diagnostic Medical Sonography Program must complete all admission requirements to the College and must complete prerequisite courses with a minimum GPA of 2.5. Applicants must hold an associate degree in an imaging science or related program (i.e., Radiologic Technology, Nuclear Medicine, and hold a current, valid State of Florida imaging science license).

*See additional requirements on pages 132-133 of this catalog.*

## Program Application
This is a limited access program with a limited number of seats per class. Application procedures for the Diagnostic Medical Sonography Program must be completed by the published application deadline. Application packets are available on the web www.tcc.fl.edu/health-care, (enter Radiologic Technology Program) or from the Division of Health Care Professions, located in Room 141 of the Technology and Professional Programs Building.

## Academic Division
Health Care Professions

## Contact
(850) 201-8441 or healthedu@tcc.fl.edu

## COURSE INFORMATION

### Diagnostic Medical Sonography Core Courses

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<th>Credit Hours</th>
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<td>Principles and Protocols of Sonographic Imaging</td>
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<tr>
<td>SON 1111C</td>
<td>Abdominal Sonography I</td>
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<td>SON 1112C</td>
<td>Abdominal Sonography II</td>
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<td>SON 1141C</td>
<td>Small Parts Sonography</td>
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<td>SON 1170C</td>
<td>Sonography of the Circulatory System</td>
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<td>SON 1211</td>
<td>Medical Sonographic Physics I</td>
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<td>Medical Sonographic Physics II</td>
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<td>SON 1214C</td>
<td>Practical Aspects of Sonography I</td>
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<td>SON 1215C</td>
<td>Practical Aspects of Sonography II</td>
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<td>SON 1804</td>
<td>Clinical Experience I</td>
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<td>SON 1814</td>
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# Emergency Medical Services (EMS) Technology

## Program Purpose
To prepare students to become registered Paramedics who can perform safely and effectively as part of an emergency medical services team with additional competencies for advancement to management and teaching responsibilities within the profession.

## Employment Types
Paramedic, EMS Team Leader

## Program Length
73 credit hours, six (6) semesters

## Program Application
Criteria for admission are outlined on the Certificate in Paramedic page 128 of this catalog or in the Paramedic certificate application packet, which may be obtained from the program web page (www.tcc.fl.edu/health_care, enter EMS Programs) or from the Division of Health Care Professions, located in Room 141 of the Technology and Professional Programs Building.

*See additional requirements on pages 132-133 of this catalog.*

## Academic Division
Health Care Professions

## Contact
(850) 201-8441 or healthedu@tcc.fl.edu

## COURSE INFORMATION

### First Year

**Fall I**
- EMS1154* Emergency Medical Technology I 3
- EMS1154L* Emergency Medical Technology Practicum I 2
- BSC1084C** Essentials of Anatomy & Physiology 4
- DEP2004 Human Development 3
- ENC1101 College Composition 3

**Spring I**
- EMS1155* Emergency Medical Tech II 3
- EMS1155L* Emergency Medical Technology Practicum II 3
- HSC2531 Medical Terminology 3
- MGF1106 Math I for Liberal Arts 3

**Summer I**
- EMS2522C** Pharmacology 3
- EMS2341*** EMS Extrication Techniques 1
- MCB2004 Microbiology 3
- MCB2004L Microbiology Lab 1

### Second Year

**Fall II**
- EMS2611*** Paramedic Preparatory 2
- EMS2613*** Paramedic Patient Assessment 2
- EMS2637*** Paramedic Medical Emergencies I 4
- EMS2662L*** Paramedic Clinical/Lab I 6

**Spring II**
- EMS2638*** Paramedic Medical Emergencies II 4
- EMS2639*** Paramedic Trauma Emergencies 3
- EMS2663L*** Paramedic Clinical/Lab II 6

**Summer II**
- EMS2690*** EMS Seminar 1
- EMS2617*** Paramedic Assessment Based Management 2
- EMS2659C*** Paramedic Field Internship 3
- EMS2618*** EMS Special Operations 1
- CGS1060 Computer Literacy 3
- Elective Choose any 1 credit course 1

---

*The EMT Applied Technology Diploma

** Pre-requisites for Paramedic; Students may take BSC 2085 and 2085L, plus BSC 2086 and 2086L instead of BSC 1084C.

*** The Paramedic Certificate (total 35 semester hours)
Certificate

Emergency Medical Technology

Program Purpose
To prepare students for employment as Certified Emergency Medical Technicians (EMT) to work as part of the emergency medical team and to provide the first level of educational preparation for students seeking to become registered Paramedics.

Employment Types
Certified Emergency Medical Technicians (EMT) are employed by emergency care providers, ambulance companies, hospitals, and other settings.

Program Length
11 credit hours, two semesters

Program Application
This is a limited access program with a limited number of seats per class. Application procedures for the EMT Certificate Program must be completed by the deadline dates in the application packet which are available on the web (www.tcc.fl.edu/health_care, enter EMS Tech Programs) or from the Division of Health Care Professions, located in Room 141 of the Technology and Professional Programs Building.

Admission Requirements
Applicants must be at least 18 years of age, meet all admission requirements of the College, including appropriate placement scores, must have completed one of the following within the past two years: an approved college level first aid course (HSC 2400), an approved first responder course (EMS 1059C), or the American Red Cross “Responding to Emergencies” course. The applicant must also have CPR certification at the Healthcare Provider or Professional Rescuer level. At a scheduled time, the applicants will have to demonstrate an ability to lift 125 pounds; complete a course-readiness test; and complete an interview.

Academic Division
Health Care Professions

Contact
(850) 201-8441 or healthedu@tcc.fl.edu

COURSE INFORMATION

Courses and Hours:

Semester I
EMS 1154 Emergency Medical Technology I 3
EMS 1154L Emergency Medical Technology I Practicum 2

Semester II
EMS 1155 Emergency Medical Technology II 3
EMS 1155L Emergency Medical Technology II Practicum 3

In addition to the coursework, the student must acquire a minimum of 100 clock hours of clinical experience during the two-semester sequence.
Nursing (R.N.)

Program Purpose
Prepares students to function effectively and safely in entry-level registered nursing practice.

Employment Types
Registered Nurses are employed in a variety of settings, including hospitals, home health, public health, schools, physician’s offices, nursing homes, and other settings.

Program Length
72 credit hours

Admission Requirements
Applicants must be at least 18 years of age; have a high school diploma or equivalent (GED); meet all admission requirements of the College, including appropriate placement test scores; successfully complete any required developmental courses; complete the published required prerequisite courses with a grade of “C” or better; have a GPA of 2.5 or better; and have current BLS/CPR certification at the Healthcare Provider or Professional Rescuer level.

Program Application
This is a limited access program; applicants are accepted based on academic achievement. Persons interested in entering the nursing program should obtain information and an application packet from the Division of Health Care Professions, located in Room 141 of the Technology and Professional Programs Building or from the Health Programs Student Specialist. A complete explanation of criteria for admission, application, and selection processes is available in the program application packet. Application packets are available on the web (www.tcc.fl.edu/health_care, enter Nursing Program) or from the Division of Health Care Professions.

The program accepts students each fall, spring, and summer. The summer class is a part-time program with students attending classes in the evenings and on weekends. LPN transition students are accepted each fall, spring, and summer. LPN transitioning students admitted during the fall will enter into the part-time evening and weekend program. A nursing program application, separate from the college admission application, is required by the respective deadline for the term for which entry is desired.

See additional important information on page 132-133 of this catalog.

Academic Division
Health Care Professions

Contact
(850) 201-8333 or healthedu@tcc.fl.edu

COURSE INFORMATION

Prerequisite Courses:

<table>
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<td>Anatomy and Physiology I Lab</td>
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<td>BSC 2086</td>
<td>Anatomy and Physiology II</td>
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<tr>
<td>BSC 2086L</td>
<td>Anatomy and Physiology II Lab</td>
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<td>PSY 2012</td>
<td>General Psychology</td>
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<tr>
<td>DEP 2004</td>
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<td>HUN 1201</td>
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Spring Acceptance

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All coursework must be completed with a grade of “C” or better.
## Nursing (R.N.) continued

### Summer II
- NUR 2260C Adult Health II 6
- NUR 2142 Pharmacology II 1

### Fall II
- NUR 2241C Adult Health III 6
- NUR 2142 Pharmacology II 1
- NUR 2313C Pediatrics II 2
- NUR 2813 Professional Seminar II 1

### Fall Acceptance:
#### Fall I
- NUR 1020C Fundamentals of Nursing 6
- NUR 1280 C Geriatric Nursing 1
- NUR 1010 Professional Seminar I 1
- NUR 1141 Pharmacology I 2

#### Spring I
- NUR 1212C Adult Health I 8
- NUR 1422C Maternal-Infant I 2
- NUR 1312C Pediatrics I 3

#### Summer I
- NUR 1520C Mental-Health Nursing 4
- MCB 2004 Microbiology 3
- MCB 2004L Microbiology Lab 1
- NUR 2005C LPN Transition (for LPN’s accepted) 1

#### Fall II
- NUR 2260C Adult Health II 6
- NUR 2142 Pharmacology II 1
- NUR 2450C Maternal-Infant II 2

#### Spring II
- NUR 2241C Adult Health III 6
- NUR 2313C Pediatrics II 2
- NUR 2813 Professional Seminar II 1

### Summer Part-Time Evening Program:
#### Summer I
- NUR 1280 C Geriatric Nursing 1
- NUR 1010 Professional Seminar I 1
- NUR 1141 Pharmacology I 2

#### Fall I
- NUR 1020C Fundamentals of Nursing 6

#### Spring I
- NUR 1212C Adult Health I 8

#### Summer II
- NUR 1422C Maternal-Infant I 2
- NUR 1312C Pediatrics I 3

#### Fall II
- NUR 1520C Mental-Health Nursing 4
- NUR 2005 LPN Transition (if indicated) 1

#### Spring II
- NUR 2260C Adult Health II 6

#### Summer III
- NUR 2142 Pharmacology II 1
- NUR 2450C Maternal-Infant II 2
- NUR 2313C Pediatrics II 2
- NUR 2813 Professional Seminar II 1

#### Fall III
- NUR 2241C Adult Health III 6
Certificate Program

Paramedic

Program Purpose
To prepare students for employment as a Registered Paramedic (PM) to work as a part of an emergency medical team. Employment Types
Registered Paramedics are employed by emergency care providers, ambulance companies, hospital emergency departments and intensive care units, and other settings.

Program Length
42 credit hours, 12 months

Admission Requirements
Must complete all admission requirements of the College, have a high school diploma or equivalent (GED); take the College Placement Test (CPT) and score a minimum of 55 in Arithmetic, 72 in Sentence Skill, and 64 in Reading; or have successfully passed MAT0002, ENC0020, and REA0002 courses; must be a Florida certified EMT or eligible to take the Florida EMT examination; have current BLS/CPR certification at the Healthcare Provider or Professional Rescuer level, and must have completed the prerequisite courses with a “C” or better

Program Application
This is a limited access program with a limited number of seats per class. Application procedures for the Paramedic Certificate Program must be completed by the dates in the application packet which are available on the web (www.tcc.fl.edu/health_care, enter EMS Tech Programs) or from the Division of Health Care Professions, located in Room 141 of the Technology and Professional Programs Building.

See additional important information on page 132-133 of this catalog.

Academic Division
Health Care Professions

Contact
(850) 201-8441 or healthedu@tcc.fl.edu

COURSE INFORMATION

Courses and Hours:

Prerequisites
BSC 1084C Essentials of Anatomy and Physiology 4
EMS 2522C EMS Pharmacology 3

Fall Semester
EMS 2611 Paramedic Preparatory 2
EMS 2613 Paramedic Patient Assessment 2
EMS 2637 Paramedic Medical Emergencies I 4
EMS 2662L Paramedic Clinical/Lab I 6

Spring Semester
EMS 2638 Paramedic Medical Emergencies II 4
EMS 2663L Paramedic Clinical/Lab II 6
EMS 2639 Paramedic Trauma Emergencies 3

Summer Semester
EMS 2617C Paramedic Assessment Based Management 2
EMS 2659L Paramedic Field Internship 3
EMS 2930 Paramedic Seminar 1
EMS 2618 EMS Special Operations 1
EMS 2341L EMS Extrication Techniques 1
Certificate Program

Polysomnography Technology

Program Purpose
To prepare current students enrolled in the Respiratory Program and licensed Respiratory Therapists to specialize in Polysomnography.

Employment Types
Polysomnography Specialist, Respiratory Therapist

Program Length
10 credit hours, two (2) semesters

Admission Requirements
Applicants must be at least 18 years of age, must complete all admission requirements to the College, and must be either a Respiratory Therapist in good standing with the National Board for Respiratory Care, or a currently enrolled TCC student within the Respiratory Care Program.

Program Application
This is a limited access program. For more information on admission and selection, contact the Chair, Respiratory Care Program at (850) 201-8833.

Academic Division
Health Care Professions

Contact
(850) 201-8441 or healthedu@tcc.fl.edu

COURSE INFORMATION
Courses and Hours:

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Associate in Science

Radiologic Technology

Program Purpose
To prepare students to become registered Radiologic Technologists who can perform safely and effectively as members of a health care team. Radiologic Technologists perform the technical procedures necessary to produce diagnostic x-ray studies, administer quality patient care, and to assist the radiologist. Upon successful completion of the program, the graduate is eligible to apply to take the certification examination offered by the American Registry of Radiologic Technologists (ARRT). Upon passing the ARRT registry examination, the graduate becomes a Registered Radiologic Technologist.

Employment Types
Radiologic Technologists work in hospitals, clinics, home health, and private practice.

Program Length
77 credit hours, six (6) semesters

Admission Requirements
Applicants must be at least 18 years of age, must meet all admission requirements of the College, successfully complete the prerequisite courses, and have a GPA of 2.5 or better. The applicant must also have CPR certification.

See additional important information on page 132-133 of this catalog.

Program Application
This is a limited access program with a limited number of seats per class. A program application, separate from the College admission application, is required by the published deadline for the term for which entry is desired. Application procedures for the Radiologic Technology Program must be completed by the published application deadline. Application packets are available on the web (www.tcc.fl.edu/health_care, enter Radiologic Technology Program) or from the Division of Health Care Professions, located in Room 141 of the Technology and Professional Programs Building.

Academic Division
Health Care Professions

Contact
(850) 201-8441 or healthedu@tcc.fl.edu

COURSE INFORMATION

Prerequisite Courses:

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General Education Courses

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<td>Elective Social Science course</td>
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Associate in Science

Respiratory Care

Program Purpose
To prepare students for the examinations offered by the National Board for Respiratory Care to become Registered Respiratory Therapists who can perform competently in the responsibilities of diagnosing and caring for persons with cardiopulmonary diseases.

Employment Types
Respiratory Therapists are employed in a variety of settings, such as hospitals, home health agencies, nursing homes, physicians’ offices, and medical supply companies.

Program Length
76 credit hours, two years. The program includes technical courses in respiratory therapy, clinical experiences in respiratory therapy departments of clinical affiliates, science support courses, and courses in general education.

Admission Requirements
Applicants must be at least 17 years of age at the time they enter the program and must complete all admission requirements to the College, including appropriate placement scores, have current BLS/CPR certification at the Healthcare Provider or Professional Rescuer level, and have a cumulative GPA of 2.0 for all college courses.

See additional important information on page 132-133 of this catalog.

Program Application
This is a limited access program with a limited number of seats per class. A program application, separate from the College admission application, is required by the respective deadline for the term for which entry is desired. Application packets are available on the web www.tcc.fl.edu/health_care, (enter Respiratory Care Program) or from the Division of Health Care Professions, located in Room 141 of the Technology and Professional Programs Building.

Academic Division
Health Care Professions

Contact
(850) 201-8441 or healthedu@tcc.fl.edu

COURSE INFORMATION

First Year:

Fall I
RET 1026  Respiratory Care  4
RET 1026L Respiratory Care Lab  1
RET 1483  Assessment I  1
RET 1874  Clinical Practice I  1
RET 2485  Cardio-Pulmonary Physiology I  2
BSC 2085  Anatomy & Physiology I  3
BSC 2085L  Anatomy & Physiology I Lab  1
MGF 1106  Math for Liberal Arts I  3

Spring I
RET 1350  Cardio-Pulmonary Pharmacology  4
RET 1450  Assessment II  1
RET 1875  Clinical Practice II  1
RET 2486  Cardio-Pulmonary Physiology II  2
BSC 2086  Anatomy & Physiology II  3
BSC 2086L  Anatomy & Physiology II Lab  1
ENC 1101  College Composition  3

Summer I
RET 1293  Cardio-Pulmonary Disease  4
RET 1434  Assessment III  1
RET 2876  Clinical Practice III  1
RET 2027  Instrumentation  2
RET 2264  Adv. Procedures  2
RET 2264L Adv. Procedures I  1

Fall II
RET 2265  Advanced Procedures II  3
RET 2265L Advanced Procedures II Lab  1
RET 2442  Hemodynamics  2
RET 2442L Hemodynamics Lab  1
RET 2534  Assessment IV  1
RET 2714  Pediatrics & Neonatology  3
RET 2714L Pediatrics & Neonatology Lab  1
RET 2877  Clinical Practice IV  1

Spring II
RET 2414  Pulmonary Function  2
RET 2418  Assessment V  1
RET 2878  Clinical Practice V  2
CHM 1030  General Chemistry for Allied Health  3
MCB 2004  Microbiology  3
MCB 2004L Microbiology Lab  3

Summer II
RET 2936  Topics in Respiratory Care  3
RET 2879  Clinical Practice VI  1
Social Science Any Social Science Course  3
Additional Health Care Degree Requirements

Health Care and Professional Program General Requirements

Florida Statute and/or area healthcare agencies require that all students participating in clinical rotations at their agencies have a Florida Department of Law Enforcement (FDLE), a Federal Bureau of Investigation (FBI), local background checks including fingerprints, drug screenings, and meet the agencies’ health and immunization requirements. The background checks will be completed and reviewed before attending clinical rotations. All results will be submitted to the facilities requiring these checks.

The cost of the background checks, drug screenings, and health/immunization requirements are the responsibility of the applicant. The agencies will determine whether a student is acceptable as a caregiver. See the application packet or program web pages (www.tcc.fl.edu/health_care) for more details.

Applicants must have completed CPR certification at the time of admission at the Health Care Provider level through the American Heart Association (BLS for Health Care Provider). CPR Certification must be kept current the entire time you are in the program.

• Associate in Science Degree in Dental Hygiene

The Dental Hygiene Program curriculum leads to an Associate in Science degree in Dental Hygiene. Applications of students wishing to transfer from another Dental Hygiene Program will be evaluated on an individual and space available basis. Persons seeking to transfer must meet the same standards as other students accepted into the program, and if accepted, must follow the policy outlined by the program chair.

Initial contact should be made through the Dental Hygiene Program chair.

Students who have successfully completed an ADA accredited Dental Assisting program may be eligible to receive transfer credit or exemption credit as determined by the Dental Hygiene faculty.

Costs include regular college tuition, laboratory fees, uniforms, books, instruments, and insurance. It is suggested that students not plan more than minimal part-time employment since there are a large number of clock hours committed to the curriculum.

Students who anticipate applying for financial aid should start the process at the same time they apply to the program; otherwise it may be too late to be considered for financial aid for the costly first two semesters.

Those applicants accepted into the program must make a “C” or better in all dental hygiene courses, BSC2085, BSC2085L, BSC2086, BSC2086L, MCB2004, MCB2004L and HUN1201 and maintain an overall “C” average to continue in the program. The Anatomy & Physiology, Microbiology, Chemistry and Nutrition courses, which are required for the degree completion, may be taken before entering the program as long as they are completed with a grade of “C” or better within five years of entrance into the program.

Students failing any classes will automatically be dismissed from the program. Readmission will be contingent on space availability. Any academic dishonesty will cause the student to be subject to automatic failure. Attendance is mandatory in class, laboratory, and clinical experiences.

Additional criteria for admission and an explanation of the selection procedures are outlined in the Dental Hygiene Program application packet, which may be obtained from the Division of Health Care Professions, Technology and Professional Program, Room 141.

More detailed information on the program is available through the Division of Health Care Professions.

• Associate in Science Degree in Emergency Medical Services (EMS) Technology

Additional criteria for admission and an explanation of the selection procedures are outlined in the application packet, which may be obtained from the Division of Health Care Professions. Upon successful completion of EMS 2637 and EMS 2662L of the Paramedic Program, the student must stipulate intention to complete the degree program by signing an application form in the Division of Health Care Professions, located in Room 141 of the Technology and Professional Programs Building.

Application procedures for the EMT and Paramedic Certificate Programs must be completed by the dates in the application packets which are available in the Division of Health Care Professions.

All students must meet the Florida Statute requirements for a federal background and FDLE check. Students must also submit to a drug screen. Students must assume the cost for the background check and drug screen. All results will be submitted to clinical facilities requiring these checks. The facility will determine whether a student is acceptable as a caregiver.

• Associate in Science Degree in Nursing (R.N.)

Applicants must complete BSC2085, BSC2085L, BSC2086, BSC2086L, PSY2012, DEP2004, HUN1201, ENC1101, and one of the following math courses MGF1106, MGF1107, MAC1005, or STA2023. Applicants are accepted based on academic achievement. Students may also complete MCB2004 and MCB2004L prior to entry into the program.

Students must satisfy the Math/Science Division pre-requisite for Microbiology - “Satisfactory completion of CHM1030 or CHM1045 during the last 5 years”. Students must satisfy the TCC competency in use of computer requirement in order to graduate. All courses for the Nursing Program (general education and nursing) must be completed with a “C” or better. A complete explanation of criteria for admission, application, and selection processes is available in the program application packet.

Participate must complete all semesters of nursing courses in sequence, earning a grade of “C” or better in each nursing course before advancing to the next course. Students must achieve a grade of satisfactory in each clinical laboratory or receive a grade of “F” in the course. Students who receive a grade less than a “C” in any nursing course may be readmitted with permission of the Director of Nursing. Readmission must be within one year and is possible only if essential elements of the curriculum are unchanged and if space is available. Enrollment in the Nursing Program may be discontinued at any time if, in the opinion of the Nursing faculty, the student is unsuitable for a Nursing degree.

Schedule for class and clinical experience may vary from the published schedule. Although an effort is made to adhere to the published schedule, clinical facilities must be shared with other nursing programs. It is not always possible to confirm clinical times prior to the publication of student schedules.
Students must provide reliable transportation for clinical experiences both in Tallahassee and the surrounding areas. Students must be prepared to assume the cost of uniforms, books, insurance, and laboratory fees. Students are also responsible for the cost of any medical care required during the program. Students should not plan to work full time since nursing courses alone may require thirty (30) hours per week plus substantial study time.

Students must pass a mathematics test prior to their first clinical experience in each nursing course with ninety percent accuracy. Students may attempt the test more than once. The content of the test each semester will be based on expectations of the student for that level of progress through the program. Students who do not obtain a level of ninety percent accuracy by the specified date in the course syllabus will receive an “F” in the course. Clinical attendance, class attendance, and enrollment in the program will be discontinued at that time. Students may choose to withdraw from the course if the withdrawal date has not passed.

Applications of students wishing to transfer from another program will be evaluated on an individual basis by the nursing faculty. Persons interested in transfer should contact the Director of Nursing. Transfer students must provide a letter from the transfer institution stating they left in good standing.

A person licensed in a foreign country who is interested in completing deficiencies in order to take the Florida State Board Examination to become a Registered Nurse should contact the Director of Nursing to discuss eligibility.

All students must meet the Florida Statute requirements for a federal background and FDLE check. Students must also submit to a drug screen. Students must assume the cost for the background check and drug screen. All results will be submitted to clinical facilities requiring these background checks. The facility will determine whether a student is acceptable as a caregiver. All students must sign and have notarized the “Affidavit of Good Moral Character.”

The LPN Transitional Program: LPN’s must be licensed in the state of Florida and have at least 500 hours of work as an LPN in the past two years. LPN’s must complete all the prerequisite courses and will be accepted on a space available basis. LPN’s will complete the LPN Transition course along with the other courses required. The required CPR must be current throughout the program.

**Associate in Science Degree in Respiratory Care**

The program includes technical courses in respiratory therapy, clinical experiences in respiratory therapy departments of clinical affiliates, science support courses, and courses in general education.

Additional criteria for admission and an explanation of selection procedures are outlined in the respiratory care program application packet, which may be obtained from the Division of Health Care Professions, located in Room 141 of the Technology and Professional Programs Building.

Immunization and screening must be submitted before beginning the clinical portion of the program. Students who have previous experience in respiratory care may be eligible for exemption of certain courses. Detailed information is available in the Office of Health Care Professions.

All students must meet the Florida Statute requirements for a federal background and FDLE check, submit to a drug screen, and must assume the cost for the background check and drug screen. All results will be submitted to clinical facilities requiring these checks. The facility will determine whether a student is acceptable as a caregiver.

**Associate in Science Degree in Radiologic Technology**

Upon successful completion of the program and college requirements, the graduate is awarded an Associate in Science Degree in Radiologic Technology and is eligible to apply to take the certification examination offered by the American Registry of Radiologic Technologists (ARRT). Upon passing the ARRT registry examination, the graduate will become a Radiologic Technologist.

There is currently a great demand for qualified technologists in the Tallahassee area and in the nation. With this increased demand come escalating salaries. The American Registry of Radiologic Technologists predicts that this trend will last at least through 2010.

- Applicant must be at least 18 years of age.
- Students must be high school graduates or have passed an Equivalency exam (GED).
- Students must apply to Tallahassee Community College and complete all admission requirements.
- Students must successfully complete the required prerequisites.
- Students must be academically in good standing.
- Students may elect to take some or all of the required general studies courses prior to starting the radiology portion of the program. This is strongly recommended since this will lighten the program load. Students may begin the general education course component at any time but may start the radiology courses only if accepted into the program.
- Students must have adequate transportation or travel to hospitals, clinic or other agencies, and to the College itself.
- Students are permitted to be employed while in the program; however, this employment must be scheduled around the college class schedule. Past experiences have shown that most students attempting to work more than 20 hours per week do not succeed in the program due to lack of study time.
- The program requires full-time attendance. The lecture classes, lab classes, and clinical rotations will vary between semesters. Day, evening, and weekends may be utilized.
- All students must meet the Florida Statute requirements for a federal background and FDLE check. Students must also submit to a drug screen. Students must assume the cost for the background check and drug screen. All results will be submitted to clinical facilities requiring these checks. The facility will determine whether a student is acceptable as a caregiver.
- Students must have current CPR certification (Basic Life Support for the health provider) throughout the program.
- Immunizations and screenings are required for clinical acceptance.

* Course will not count toward credit for the A.A. degree
ROTC Programs

Through inter-institutional registration, students at Tallahassee Community College may participate in ROTC programs conducted at Florida A&M University and the Florida State University.

Basic and advanced Army ROTC programs are offered at both Florida A&M University and the Florida State University. A program in Aerospace Studies (Air Force ROTC) is available at the Florida State University and a Naval Science Program (NROTC) is conducted at Florida A&M University.

• Army ROTC

Army ROTC is conducted by the Department of Military Science at the Florida State University and Florida A&M University. The first two years of the program are open to any full-time student at TCC by registering for the appropriate course through inter-institutional registration procedures. These classes are designed to introduce students to Army leadership and management techniques. While there is no military obligation for students who enroll in these courses, they will qualify students for the Advanced ROTC Programs at FSU or FAMU. Uniforms and textbooks for military science classes are provided free of charge. All students who enroll in Army ROTC for the first time must have a Medical Fitness Statement from a physician. This form can be obtained through the Army ROTC office at either FSU or FAMU. Scholarships paying full tuition, fees, an allowance for textbooks and a $250.00 per month subsistence allowance are available on a competitive merit basis. FAMU also offers free room and board for selected scholarships and out-of-state fee waivers.

All Army ROTC students, whether on scholarship or not, receive an allowance of $350.00 per month once they begin the advanced program in their junior year. Special programs are also available for Veterans, and graduates of TCC hoping to enroll in the Army ROTC Two Year Program. For more information on these programs and scholarship opportunities contact the Department of Military Science, Florida State University, telephone (850) 644-1016; Florida A&M University, telephone (850) 599-3515. Although the classes are taught at FSU or FAMU, registration and payment take place at TCC, under TCC’s fee structure. Dual enrollment approval is not necessary.

• Air Force ROTC

Air Force ROTC is conducted by the Department of Aerospace Studies at Florida State University.

The first two years of the program (The General Military Course, or GMC) are open to any student at Tallahassee Community College. All courses are held on the FSU campus.

No commitment for military service is required and students can learn about the Air Force while deciding if they want to pursue a commission as an Air Force officer. Uniforms and textbooks are provided free of charge. Scholarships paying full TCC tuition, fees, allowances for textbooks, and a $300.00 per month stipend are available on a competitive basis and are later transferable to FSU or FAMU for students who remain in the AFROTC program.

Admission to the second two years of AFROTC (The Professional Officer Course, or POC) is on a competitive basis and requires full-time attendance at FSU or FAMU. Completion of the POC combined with a receipt or a college degree result in commissioning and entry onto active duty as a Second Lieutenant in the United States Air Force. Application for the POC must be made by the end of the sophomore year. All POC students receive $350.00 for juniors or $400.00 for seniors per month once contracted regardless of scholarship status.

Full details on this program may be obtained by contacting the Department of Aerospace Studies (AFROTC) located on the FSU campus on the Harpe-Johnson Hall, room 212, telephone (850) 644-3461 or (850) 561-9968 or visit our website at www.fsu.edu/~rotc.

• Naval ROTC

Naval ROTC is a program of regular classes conducted at Florida A&M University. This program, which is open to both men and women, leads to a commission in either the Navy or the Marine Corps. The first two years of the program are open to any full-time student at Tallahassee Community College through inter-institutional registration procedures. As with the other ROTC programs, full scholarships are available on a competitive basis to students enrolled in Naval ROTC programs. These scholarships, which can be awarded for 3-1/2, 3, 2-1/2, or 2 years, pay full College tuition (including out of state), fees, textbooks and provide up to $400.00 per month allowance. All required uniforms are free of charge whether a scholarship is won or not.

All Naval ROTC students, whether on scholarship or not, receive $350.00 to $400.00 per month once they begin the advanced program.

The final two years of Naval ROTC is called the advanced program and requires full-time attendance at either Florida A&M University or the Florida State University in pursuit of a baccalaureate degree. If the student does not participate in Naval ROTC for the first two years in college, an application can be made for the advanced program during the fall or spring term before the beginning of the junior year. If selected, the student will attend six weeks of paid summer training and begin the advanced course in the fall.

For further information about the Navy-Marine ROTC program contact the Naval ROTC recruiting officer located in the Perry-Paige building on Florida A&M University campus, telephone (850) 599-3980 or (850) 599-8412, or visit our website at www.famunrotc.com.
### Army ROTC Courses

#### First Year

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
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<th>Term II</th>
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<tr>
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**Florida State University:**

**Florida A&M University:**

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<tr>
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**Second Year**

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<tr>
<td>MLS 2102</td>
<td>Leadership &amp; Teamwork</td>
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<tr>
<td>MLS 2102L</td>
<td>Leadership &amp; Teamwork Laboratory</td>
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**Florida State University:**

**Florida A&M University:**

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<td>MSL 2101L</td>
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<tr>
<td>MLS 2102</td>
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* All programs include a required leadership laboratory for four hours per week (zero credit hours).

**Note:**

All FSU courses also include a required one and one-half hours per week Leadership Laboratory on Wednesdays from 3:30 p.m. until 5:00 p.m. and one hour physical fitness training on Wednesdays and Fridays from 6:30 a.m. until 7:30 a.m.

### Air Force ROTC Courses

#### First Year

<table>
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<th>Course Number</th>
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<tr>
<td>AFR 1101</td>
<td>Foundations of the United States Air Force I</td>
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<tr>
<td>AFR 1102</td>
<td>Foundations of the United States Air Force II</td>
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**Second Year**

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<tr>
<td>AFR 2140</td>
<td>The Evolution of U.S.A.F. Air and Space Power II</td>
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**Note:**

All courses also include a required one hour per week Leadership Laboratory at the AFROTC detachment on the FSU campus.

### Navy-Marine ROTC Courses

#### First Year

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<td>NSC 1140</td>
<td>Sea Power &amp; Maritime Affairs</td>
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**Second Year**

<table>
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<th>Course Number</th>
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<th>Term II</th>
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<td>NSC 2121</td>
<td>Naval Ships Systems I</td>
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</tr>
<tr>
<td>NSC 2231</td>
<td>Principles of Naval Management I</td>
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</table>

**Note:**

Swimming and physical fitness qualifications are also included in this lab.
Course Information

Florida’s Statewide Course Numbering System
Course Credit and Frequency
Course Prefix
Course Descriptions
Courses in this catalog are identified by prefixes and numbers that were assigned by Florida’s Statewide Course Numbering System. This common numbering system is used by all public postsecondary institutions in Florida and by two participating private institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions.

Each participating institution controls the title, credit, and content of its own courses and recommends the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

The course prefix and each digit in the course number have meaning in the Statewide Course Numbering System (SCNS). The list of course prefixes and numbers, along with their generic titles, is referred to as the “SCNS taxonomy.” Descriptions of the content of courses are referred to as “course equivalency profiles.”

As an example of how the system works, a survey course in human resources is offered by 31 different postsecondary institutions. Each institution uses “HUS 010” to identify its social problems course. The level code is the first digit and represents the year in which students normally take this course at a specific institution. In the SCNS taxonomy, “HUS” means “Human Resources, General,” the century digit “0” represents “Entry-Level General Human Resources,” the decade digit “1” represents “Survey Course,” and the unit digit “0” represents “Relationship skills.”

(See the Course Identifier chart at the bottom of the next page for an example of how the identification system works.)

- **General Rule for Course Equivalencies**

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

In science and other areas, a “C” or “L” after the course number is known as a lab indicator. The “C” represents a combined lecture and laboratory course that meets in the same place at the same time. The “L” represents a laboratory course or the laboratory part of a course, having the same prefix and course number without a lab indicator, which meets at a different time or place.

Transfer of any successfully completed course from one participating institution to another is guaranteed in cases where the course to be transferred is offered by the receiving institution and is identified by the same prefix and last three digits at both institutions.

Sometimes, as in Chemistry, a sequence of one or more courses must be completed at the same institution in order for the courses to be transferable to another institution, even if the course prefix and numbers are the same. This information is contained in the individual SCNS course equivalency profiles for each course in the sequence.

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Level code (First Digit)</th>
<th>Century Digit (Second Digit)</th>
<th>Decade Digit (Third Digit)</th>
<th>Unit Digit (Fourth Digit)</th>
<th>Lab Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUS</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>No Laboratory component in this course</td>
</tr>
</tbody>
</table>

| Human, Resources General | Freshman level at this institution | Introductory-Level General Human Resources | Survey Course | Relationship Skills | No Laboratory component in this course |

- **Authority for Acceptance of Equivalent Courses**

State Board of Education Rule 6A-10.024(19), Florida Administrative Code, reads:

When a student transfers among institutions that participate in the common course designation and numbering system, the receiving institution shall award credit for courses satisfactorily completed at the previous participating institutions when the courses are judged by the appropriate common course designation and numbering system faculty task forces to be equivalent to courses offered at the receiving institution and are entered in the course numbering system. Credit so awarded can be used by transfer students to satisfy requirements in these institutions on the same basis as native students.

- **Exceptions to the General Rule for Equivalency**

The following courses are exceptions to the general rule for course equivalencies and may not be transferable. Transferability is at the discretion of the receiving institution:

A. Courses in the 900-999 series (e.g., ART 2903)
B. Internships, practice, clinical experiences, and study abroad courses
C. Performance or studio courses in Art, Dance, Theater, and Music
D. Skills courses in Criminal Justice
E. Graduate courses

College preparatory and vocational preparatory courses may not be used to meet degree requirements and are not transferable.

Questions about the Statewide Course Numbering System and appeals regarding course credit transfer decisions should be directed to the Office of Educational Services at Tallahassee Community College or the Florida Department of Education, Office of Postsecondary Education Coordination, 1101 Florida Education Center, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling telephone number (850) 488-6402 or Suncom 278-6402.
Course Credit and Frequency

Course credit hours are indicated by parentheses after the course title. The letters F., Sp., and Sm. (Fall, Spring, Summer and-on-demand) indicate the term in which the course may be offered; however, the College cannot guarantee that any particular course will be offered during the term indicated in the Catalog. In addition, the College reserves the right to withdraw any course for which demand seems insufficient. Courses may be added or deleted between Catalog printing.

The Course Prefix

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

• Course Prefix Guide

The following is a guide to the course prefixes and the course description heading(s) under which they can be located:

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<th>Course Prefix</th>
<th>Course Heading</th>
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<td>Dental Assisting, Dental Hygiene</td>
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<td>Criminal Justice</td>
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<td>English as a Second Language, College Prep</td>
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<td>ECO</td>
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<td>EDF</td>
<td>Early Childhood Development, Education</td>
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<td>Early Childhood Development, Education</td>
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<td>EEX</td>
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Course Descriptions

Accounting

ACG2001 Principles of Accounting I (3) FA  Prerequisite: satisfactory completion of College Preparatory English (ENC 0020), College Preparatory Reading (REA 0002) and College Preparatory Algebra (MAT 0024) or appropriate placement scores. An introduction to the theory and procedures used in recording, processing, reporting and analyzing financial information for business organizations. Topics include accounting for current assets, long-lived assets, liabilities, and owner’s equity. After completing this course, students should enroll in ACG2011. Students who complete the ACG2001-ACG2011 sequence should not enroll in ACG2021. The ACG2001 and ACG2011 sequence meets college and university requirements for financial accounting. Contact 3 hours.

ACG2011 Principles of Accounting II (3) SP  Prerequisite: ACG2001. This course completes an introduction to the theory and procedures used in recording, processing, reporting, and analyzing financial information for business organizations. Topics include current and long-term liabilities, stockholders’ equity, cash flow statement, financial statement analysis, income tax, and time value of money. Students who complete ACG2001-ACG2011 sequence should not enroll in ACG2021. The ACG2001 and ACG2011 sequence meets college and university requirements for financial accounting. Contact 3 hours.

ACG2021 Financial Accounting (3) FA SP SU  Prerequisite: satisfactory completion of College Preparatory English (ENC0020), College Preparatory Reading (REAO002) and College Preparatory Algebra (MAT0024) or appropriate placement scores. An introduction to financial accounting concepts and procedures. Generally accepted accounting principles and the accounting cycle are emphasized. Topics include merchandising activities, inventories, receivables, payables, owner's equity, property, plant and equipment, and internal controls for corporations and other business entities. Emphasis will also be placed on the use of financial statements as a basis for business decisions. Contact 3 hours.

ACG2071 Managerial Accounting (3) FA SP  Prerequisite: Satisfactory completion of ACG2021 or ACG2011 and ACG2011. An introduction to managerial accounting concepts and procedures. Emphasis is on the use of accounting information for managerial planning, control, and decision-making. Topics include cost behavior, accounting for manufacturing operations, control of decentralized operations, and budgeting. Contact 3 hours.

ACG2450 Computer Accounting (3) SP  Prerequisite: satisfactory completion of College Preparatory English (ENC0020), College Preparatory Reading (REAO002) and College Preparatory Algebra (MAT0024) or appropriate placement scores. An Introductory Computer accounting course. Accounting with QuickBooks will be emphasized. The computer will be used for general ledger procedures, accounts receivable, accounts payable, inventory, fixed assets, payroll, and financial statement preparation. Contact 3 hours. Additional fee.

ACG2500* Governmental and Not-for-Profit Accounting (3) FA  Prerequisite: Satisfactory completion of ACG 2021 or ACG 2001 and ACG 2011. The study of the principles and practices of governmental and not-for-profit accounting. Topics include budgetary accounting, general and special revenue funds, capital projects, debt service funds, proprietary funds, fiduciary funds, account groups, interfund transactions and not-for-profit entities. Contact 3 hours.

TAX2000 Income Tax Accounting (3) SP  Prerequisite: satisfactory completion of College Preparatory English (ENC0020), College Preparatory Reading (REAO002), and College Preparatory Algebra (MAT0024) or appropriate placement scores. Study of Federal income tax laws and procedures; concepts and methods of determining income of individuals, partnerships, and corporations for income tax purposes. Contact 3 hours.

Anthropology

ANT2100 Introduction to Archaeology (3) FA SP  Prerequisite: satisfactory completion of College Preparatory English (ENC 0020) and College Preparatory Reading (REA 0002) or appropriate placement scores. An introduction to archaeology, tracing the development of theory and techniques. The origins and development of human culture are traced through fossils and artifacts. Case studies from selected geographical areas are presented. Lecture emphasized; off-campus sites visited. Lecture 3 hours.

ANT2211 Peoples of the World (3) FA SP SU  Prerequisite: satisfactory completion of College Preparatory English (ENC 0020) and College Preparatory Reading (REA 0002) or appropriate placement scores. A survey of primitive and non-industrialized societies. Societies are grouped according to complexity of social organization. Special attention is given to ecological relationships, subsistence techniques, and belief systems. Lecture 3 hours.

ANT2410 Introduction to Cultural Anthropology (3) FA SP SU  Prerequisite: satisfactory completion of College Preparatory English (ENC 0020) and College Preparatory Reading (REA 0002) or appropriate placement scores. The origin and development of human ways of life with emphasis on the customs of preliterate peoples. Lecture 3 hours.

ANT2511 Introduction to Physical Anthropology (3) FA SP  Prerequisite: satisfactory completion of College Preparatory English (ENC 0020) and College Preparatory Reading (REA 0002) or appropriate placement scores. History and trends in human evolution. The interdependence of human biology and culture will be emphasized. Lecture 3 hours.

Art

ART2050 Introduction to Art History and Art Criticism I (3) FA SP SU  Prerequisite: satisfactory completion of the general education communications requirement. The study of art styles in Europe from prehistory to the Renaissance. Substantial writing component. Fulfills state writing requirement.

ART2051 Introduction to Art History and Art Criticism II (3) FA SP  Prerequisite: satisfactory completion of the general education communications requirement. The study of European art styles from the Renaissance to the present. Substantial writing component. Fulfills state writing requirement.

ART2500 Non-Western Art History (3) FA SP  Prerequisite: completion of the general education communications requirement. Introduction of art from non-western cultures including ancient Africa, Asia, and Oceania. Substantial writing component. Fulfills state writing requirement.

ART1150C Introduction to Jewelry Making (3) FA  A course focusing on jewelry design and the technical fundamentals of metal smithing and stone setting including sawing, soldering, forming and fabrication. Lecture and lab 6 hours.

ART1151C Introduction to Jewelry Making II (3) FA SP  An introduction to metal forming in silver. Emphasis will be placed on conceptual design development and professional craftsmanship. Students will explore a variety of additive and subtractive techniques. Lecture and lab 6 hours. Additional fee.

ART1202C Design I (3) FA SP SU  The study of the principles and elements of design. Two and three-dimensional experiences aimed at exploring the materials and structure of art. Lecture and lab 6 hours.

ART1205C Color: Theory and Practice (3) FA SP  Creative problems in use of color with emphasis on color fundamentals; also, exploration of media employing color. Lecture and lab 6 hours.

ART1300C Drawing I (3) FA SP  Beginning freehand drawing with emphasis on problems in observation and interpretation of visual images and ideas. Open to all students, but required of art majors. Lecture and lab 6 hours.

ART1330C Figure Drawing (3) FA SP  An introduction to figure drawing, emphasizing the development of technical skills and self-expression through drawing the nude and clothed figure. Begins with anatomy studies and progresses to the conceptualization of human form. Lecture and lab 6 hours.

* Course will not count toward credit for the A.A. degree
ART1340C Beginning Illustration (3) FA SP Open to all students. Aimed at developing depth in rendering and drawing skills with emphasis on finished drawings, matting, framing, and formal presentation of work. Lecture and lab 6 hours.

ART1430C Screen Printing (3) SP An introduction to the basic techniques of anserigraphe with an emphasis on image development as a means of personal expression. A fast-paced course featuring hand-cut and filler stencils as well as the tusche method. Lecture and lab 6 hours.

ART1540C Watercolor Fundamentals (3) FA Introduction to transparent and opaque watercolor techniques through lab, lecture, and demonstration which focuses on the unique possibilities of this medium. Lecture and lab 6 hours.

ART1930 Special Topics in Art (3) Special topics for students who wish to further explore the field of art. Focus is placed on topical problems, current issues, or emerging trends. Lecture 3 hours.

ART1930 Arts Internship (1-3) FA SP SU Prerequisite: Any course beginning with the prefix ART, PGY, or GRA. The internship course will provide students with an opportunity to gain professional experience at an art museum. Interns will complete between 20-60 hours in the field under the guidance of an instructor and the supervision of a designated professional.

ART2030C Introduction to Design II (3) FA SP An introduction to the basic concepts in three-dimensional, sculptural design. Students will explore a variety of media as they gain experience solving sculptural problems. Emphasis will be placed on conceptual development and structural execution. Lecture and lab 6 hours.

ART2301C Drawing II (3) SP Prerequisite: ART 1300C or acceptance of portfolio by instructor. Intermediate freehand drawing with emphasis on still life and the figure in both black and white and colored drawing media. Required of art majors. Lecture and lab 6 hours.

ART2400C Introduction to Printmaking (3) FA Introduction to the fundamental processes and designs for collograph, woodcut, linocut, and etching. Lecture and lab 6 hours.

ART2500C Painting I (3) FA SP Craft and technique of oil painting. The learning program is based on a number of problems encouraging individual solutions & involvement in aesthetic considerations. Lecture and lab 6 hours.

ART2501C Painting II (3) SP Oriented to the student who has previous experience in painting, design, color, or drawing. This course aims at depth in understanding established directions of painting, technology of color, composition, visual strategies, and perception of form. Lecture and lab 6 hours.

ART2750C Introduction to Ceramics I (3) FA SP An introduction to hand-building fundamentals and basic glazing and firing processes emphasizing technical proficiency and conceptual expression. Lecture and lab 6 hours. Additional fee.

ART2752C Introduction to Ceramics II (3) FA SP An introduction to wheel throwing techniques in clay. Students will also gain experience in basic studio practices including firing and glazing. Lecture and lab 6 hours. Additional fee.

ART2955 Portfolio (1) SU Prerequisite: two or more college-level art courses. Instruction for the serious art student seeking admission to a university or art school. Emphasis will be placed on developing a suitable portfolio and resume. Lab 2 hours.

CAP703 Computer Animation (3) SP Prerequisite: GRA 2100. Computer graphics are used as a medium for computer animation with emphasis placed on design, creative expression, and communication techniques of animation. Enrollment recommended for film, art, or art-related majors. Course satisfies elective credit only. Course satisfies computer proficiency requirement. Lecture and lab 6 hours. Additional fee.

GRA2100 Cg Characters Production (3) FA Prerequisite: CGS 1060. Using computer 3D graphics programs as a medium, emphasis will be placed on 3D design, creative expression, and communication of ideas. Enrollment recommended for film, art, or art-related majors. Course satisfies elective credit only. Course satisfies computer proficiency requirement. Lecture and lab 4 hours. Additional fee.

PGY1800C Digital Photography (3) FA SP This course combines fundamental photographic skills with digital technologies. Emphasis is placed on computer manipulation of computer graphics as a medium. Lecture and lab 6 hours. Additional fee.

PGY2401C Basic Photography (3) FA SP SU An introduction to the fundamental skills in black and white photography from camera and film exposure through darkroom printing processes. Students will produce a portfolio of prints with visual effectiveness and perceptual concerns as a goal. Lecture and lab 6 hours. In addition to a Additional fee, course expenses include the cost of film and photo paper and other related supplies (approximately $200). Students must supply their own 35mm cameras which must have a manual metering mode and adjustable controls (ability to select shutter speeds and f/stops.) Additional fee.

PGY2410C Intermediate Photography (3) SP Prerequisite: PGY 2401C. Creative print techniques in black and white photography; rudiments of the zone system for 35mm photography; experimentation with ortho-chromatic film leading to non-silver printing processes. Students will produce a high quality final portfolio of prints. In addition to an additional fee. Course expenses include cost of film, photo paper, and other related supplies (approximately $200). Students must supply their own 35mm cameras which must have a manual metering mode and adjustable controls (ability to select shutter speeds and f/stops.) Additional fee.

Art - Computer

CAP1030 Computer Animation (3) SP Prerequisite: GRA 2100. Computer graphics are used as a medium for computer animation with emphasis placed on design, creative expression, and communication techniques of animation. Enrollment recommended for film, art, or art-related majors. Course satisfies elective credit only. Course satisfies computer proficiency requirement. Lecture and lab 6 hours. Additional fee.

GRA2100 Cg Characters Production (3) FA Prerequisite: CGS 1060. Using computer 3D graphics programs as a medium, emphasis will be placed on 3D design, creative expression, and communication of ideas. Enrollment recommended for film, art, or art-related majors. Course satisfies elective credit only. Course satisfies computer proficiency requirement. Lecture and lab 6 hours. Additional fee.

PGY1800C Digital Photography (3) FA SP This course combines fundamental photographic skills with digital technologies. Emphasis is placed on computer manipulation of computer graphics as a medium. Lecture and lab 6 hours. Additional fee.

PGY2401C Basic Photography (3) FA SP SU An introduction to the fundamental skills in black and white photography from camera and film exposure through darkroom printing processes. Students will produce a portfolio of prints with visual effectiveness and perceptual concerns as a goal. Lecture and lab 6 hours. In addition to a Additional fee, course expenses include the cost of film and photo paper and other related supplies (approximately $200). Students must supply their own 35mm cameras which must have a manual metering mode and adjustable controls (ability to select shutter speeds and f/stops.) Additional fee.

Art - Studio

ART1150C Introduction to Jewelry Making (3) FA A course focusing on jewelry design and the technical fundamentals of metal shaping and stone setting including sawing, soldering, forming and fabrication. Lecture and lab 6 hours. Additional fee.

ART1151C Introduction to Jewelry Making II (3) FA SP An introduction to metal forming in silver. Emphasis will be placed on conceptual design development and professional craftsmanship. Students will explore a variety of additive and subtractive techniques. Lecture and Lab 6 hours. Additional fee.

ART1202C Design I (3) FA SP SU The study of the principles and elements of design. Two and three-dimensional experiences aimed at exploring the materials and structure of art. Lecture and lab 6 hours.

ART1205C Color: Theory and Practice (3) FA SP Creative problems in the use of color with emphasis on color fundamentals; also, exploration of media employing color. Lecture and lab 6 hours.

ART1300C Drawing I (3) FA SP Beginning freehand drawing with emphasis on problems in observation and interpretation of visual images and ideas. Open to all students, but required of art majors. Lecture and lab 6 hours.

ART1300C Figure Drawing (3) FA SP An introduction to figure drawing, emphasizing the development of technical skills and self-expression through drawing the nude and clothed figure. Begins with anatomy studies and progresses to the conceptualization of human form. Lecture and lab 6 hours.

ART1340C Beginning Illustration (3) FA SP Open to all students. Aimed at developing depth in rendering and drawing skills with emphasis on finished drawings, matting, framing, and formal presentation of work. Lecture and lab 6 hours.

ART1430C Screen Printing (3) SP Introduction to the basic techniques of anserigraphe with an emphasis on image development as a means of personal expression. A fast-paced course featuring hand-cut and filler stencils as well as the tusche method. Lecture and lab 6 hours.

* Course will not count toward credit for the A.A. degree
ART1540C Watercolor Fundamentals (2) FA Introduction to transparent and opaque watercolor techniques through lab, lecture, and demonstration which focuses on the unique possibilities of this medium. Lecture and lab 6 hours.

ART2203C Introduction to Design II (3) FA SP An introduction to the basic methods and concepts in three-dimensional, sculptural design. Students will explore a variety of media as they gain experience solving sculptural problems. Emphasis will be placed on conceptual development and structural execution. Lecture and lab 6 hours.

ART2750C Introduction to Ceramics I (3) FA SP An introduction to hand-building fundamentals and basic glazing and firing processes emphasizing technical proficiency and conceptual expression. Lecture and lab 6 hours. Additional fee.

ART2752C Introduction to Ceramics II (3) FA SP An introduction to wheel throwing techniques in clay. Students will also gain experience in basic studio practices including firing and glazing. Lecture and lab 6 hours. Additional fee.

ART2301C Drawing II (3) SP Prerequisite: ART 1300C or acceptance of portfolio by instructor. Intermediate freehand drawing with emphasis on still life and the figure in both black and white and colored drawing media. Required of art majors. Lecture and lab 6 hours.

ART2400C Introduction to Printmaking (3) FA Introduction to the fundamental processes and designs for collagraph, woodcut, linocut, and etching. Lecture and lab 6 hours.

ART2500C Painting I (3) FA SP Craft and technique of oil painting. The learning program is based on a number of problems encouraging individual solutions and involvement in aesthetic considerations. Lecture and lab 6 hours.

ART2501C Painting II (3) SP Oriented to the student who has previous experience in painting, design, color, or drawing. This course aims at depth in understanding established directions of painting, technology of color, composition, visual strategies, and perception of form. Lecture and lab 6 hours.

ART295S Portfolio (1) SU Prerequisite: two or more college-level art courses. Instruction for the serious art student seeking admission to a university or art school. Emphasis will be placed on developing a suitable portfolio and resume. Lab 2 hours.

PGY1800C Digital Photography (3) FA SP This course combines fundamental photographic skills with digital technologies. Emphasis is placed on basic camera operation, techniques and aesthetics. Students will explore a range of both commercial and fine art photographic applications. Students must supply their own digital camera. Lecture and lab 6 hours.

Art History

ARH2050 Introduction to Art History and Art Criticism I (3) FA SP SU Prerequisite: satisfactory completion of the general education communications requirement. The study of art styles in Europe from prehistory to the Renaissance. Substantial writing component. Fulfills state writing requirement. 3 credit hours.

ARH2051 Introduction to Art History and Art Criticism II (3) FA SP Prerequisite: satisfactory completion of the general education communications requirement. The study of European art styles from the Renaissance to the present. Substantial writing component. Fulfills state writing requirement. 3 credit hours.

ARH2500 Non-Western Art History (3) FA SP Prerequisite: completion of the general education communications requirement. Introduction of art from non-western cultures including Ancient America, Africa, Asia, and Oceania. Substantial writing component. Fulfills state writing requirement. 3 credit hours.

Astronomy

AST1002 Introduction to Astronomy (3) FA SP SU Prerequisites: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002) or appropriate placement scores. Provides a general non-mathematical introduction to astronomy stressing basic physical principles applied to the universe as a whole. Includes observational astronomy, cosmology and galactic evolution, stars and their evolution, and the solar system. Lecture 3 hours.

Biological Sciences

BOT1000 Plant Science (3) FA SP SU Prerequisites: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002) or appropriate placement scores. General education course primarily for non-science majors. Topics include a basic introduction to the structure, function, reproduction, ecology, and evolution of the kinds of organisms traditionally classified as plants (including bacteria, fungi, and algae with an emphasis on the higher plants, especially the flowering plants) and the significance of the plants to people. Use of internet and e-mail is required. Lecture 3 hours.

BSC1005 Introduction to Biological Sciences (3) FA SP SU Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002) or appropriate placement scores. Designed to give an understanding of the major biological concepts in plant life, animal life, cell biology, anatomy, physiology, reproduction, development, genetics, ecology, evolution, and taxonomy. Human life will be emphasized. Intended for students with non-science majors. Cannot be used to satisfy degree requirements by students who already have credit in BSC2011C. Lecture 3 hours.

BSC1050 Environmental Systems (3) FA SP SU Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002) or appropriate placement scores. Focus is on basic biological principles pertaining to the normal operation of and the impact of man on environmental systems. Energy principles, computer simulations, and systems thinking may be used as tools for discussing public policy issues concerning environmental problems. Environmental issues unique to Florida will be used as a starting point for discussing more global problems. Lecture 3 hours.

BSC1084C Human Biology: Essentials of Anatomy and Physiology (4) FA SP Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002) and Elementary Algebra (MAT0024C) or appropriate placement scores. This one semester combined lecture/laboratory course provides an introduction to the topics of the anatomy and physiology of the human body that are required for allied health students who are enrolling in various programs including pre-medical, respiratory therapy, and related majors. Not intended for nursing students or biology majors. Students who already have credit for BSC2085 cannot use this class to satisfy degree requirements. Lecture 4 hours. Lab 2 hours. Additional fee.

BSC1404C Introduction to Biotechnology Methods (4) FA Prerequisites: satisfactory completion of Intermediate Algebra (MAT1033) or appropriate placement score, and General Chemistry for Allied Health (CHM1030) and Laboratory (CHM1030L). Pre-/Corequisites: Introduction to Biotechnology (BSC1421). This is the first techniques course in the biotechnology program. Basic concepts and techniques necessary to work effectively in a biotechnology laboratory setting, including laboratory hazards and safety procedures, biotechnology laboratory skills, and instrumentation are covered. Additional fee.

BSC1421 Introduction to Biotechnology (1) FA SP Prerequisites: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002) or appropriate placement scores. This course provides an introduction to the biotechnology industry with an emphasis on current applications in medicine, agriculture, forensics, and the environment. An introduction to bioprocessing and quality management, and the ethical, legal, and social issues relevant to biotechnology are also provided. Seminar 2 hours.

BSC2010 Biology for Science Majors I (3) FA SP SU Prerequisites: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002) or appropriate placement scores and CHM1045. Corequisite: BSC2010L. Note: Both BSC2010 and BSC2010L are prerequisites for BSC2011C. A sequence course designed to provide depth in biology for students planning to major in biologically related sciences, medicine, dentistry, veterinary medicine, etc. Topics include methods of science, structural and functional organization of life from chemical and physical to cellular levels, bioenergetics, membrane transport, enzymes, kinetics, cell reproduction, and molecular and organismal genetics. Students will be required to work through computer simulations and do internet research related to lecture topics outside of class. Lecture 3 hours. Graphing calculator is required.
BSC2010L Biology for Science Majors Laboratory I (1) FA SP SU Prequisite or corequisite: BSC2010. Note: Both BSC2010 and BSC2010L are prerequisites for BSC2011C. A lab course intended to be taken concurrently with BSC2010. Lab experiences will be correlated with lecture topics on the chemical, physical, and cellular aspects of life, including biochemistry, measurements, enzyme kinetics, photosynthesis, cell respiration and reproduction, evolution and animal genetics, and eukaryotic cell structure and diversity. Activities include traditional lab exercises, problem solving and critical thinking applications, and computer simulations. Students will be required to work through simulations and do Internet research related to lab topics outside of Lab. Lab 2 hours. Additional fee.

BSC2011C Biology for Science Majors II (4) SP SU Prequisite: satisfactory completion of BSC2010, BSC2010L with a grade of “C” or better and satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002) or appropriate placement scores. A combined lecture/ lab course emphasizing organismal and population biology. Topics include regulation of cell metabolism, comparative plant and animal physiology, developmental biology, population biology and ecology, evolutionary biology, and applications to clinical sciences. A strong college chemistry and algebra background is highly recommended. Course evaluation will emphasize problem solving, critical thinking, independent and group projects, open-ended questions, and analysis of scientific data. A graphing scientific calculator is highly recommended. Lab exercises will supplement as well as augment lecture material. Practical lab work, computer simulations, and field exercises will be combined to provide challenging problems designed to enhance critical thinking skills. Students will be required to work through computer simulations and do Internet research outside of class. Lecture 3 hours. Lab 2 hours. Additional fee.

BSC2085 Anatomy and Physiology I (3) FA SP SU Prequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA 0002) and Elementary Algebra (MAT0024) or appropriate placement scores. Recommended corequisite: BSC2085L. High school chemistry, high school biology (or above) and Medical Terminology are strongly recommended before taking this course. This course, along with BSC2085L, is the first half of an investigation of the structure and functioning of the human body. The lecture and the lab together cover basic chemistry, basic cell biology, tissues and the integumentary system, skeletal system, muscular system and nervous system. The primary emphasis in BSC2085 is physiology (function). Designed primarily for nursing, respiratory therapy, dental hygiene, paramedical, and related majors. Not intended for biology or non-science majors. A comprehensive final exam in all sections of this course will test the student’s knowledge of all the units covered in the semester. Lecture 3 hours. Recitation 1 hour. Special fee.

BSC2085L Anatomy and Physiology I Laboratory (1) FA SP SU Prequisite: BSC2085. This course, along with BSC2085, is the first half of an investigation of the structure and functioning of the human body. The lecture and the lab together cover basic chemistry, basic cell biology, tissues and the integumentary system, skeletal system, muscular system and nervous system. The primary emphasis in BSC2085L is anatomy (structure). Designed primarily for nursing, respiratory therapy, dental hygiene, paramedical, and related majors. Not intended for biology majors. Not intended for non-science majors. Major exams will be Practical Exams. Lab 2 hours. Additional fee.

BSC2086 Anatomy and Physiology II (3) FA SP SU Prequisite: grade of “C” or better in BSC2085. Recommended corequisite: BSC 2086L. The second half of an investigation of the structure and functioning of the human body, between lecture and lab, topics will include the anatomy and physiology of: cellular conscious systems, the special senses, the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems, fluid/electrolyte and acid/base balance, and embryology. Lecture will focus on physiology and lab will focus on anatomy. All sections of lecture will have a mandatory comprehensive final exam. At the beginning of the course an assessment exam determining the student’s comprehension and retention of core material from BSC2085 will be given. Topics are available from the course coordinator. All sections are either web assisted or web based, so computer skills are required. Designed primarily for nursing, respiratory therapy, dental hygiene, paramedical, and related majors. Not intended for biology majors. Lecture 3 hours.

BSC2086L Anatomy and Physiology II Laboratory (1) FA SP SU Prequisite: grade of “C” or better in BSC 2085L. Recommended corequisite: BSC 2086. Lab exercises designed to illustrate and reinforce the prerequisite or corequisite lecture topics. Lab 2 hours. Additional fee.

BSC2930 Special Topics in Biology (3) OD Prequisite: successful completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002) or appropriate placement scores. Special topics for students who wish to further explore the general scientific discipline of biology through discussion, observation, field work, or research. Special focus will be placed on topical problems, current issues, or trends in the field of biology. Lecture 1-3 hours.

ISC1001 Interdisciplinary Science Laboratory (1) FA SU Prequisite: satisfactory completion of one general education science course with a C or better. Pre-Co-Requisite: enrollment in a second general education science course in a different general education category. Emphasis is on laboratory experiences, which illustrate the interdisciplinary nature of the scientific process. Designed to supplement, reinforce, and integrate ideas presented in general education science courses. These experiences will center around several contemporary themes and involve critical thinking and cooperative activities. Lab 2 hours. Approved safety goggles required. Additional fee.

MCB2004 Microbiology Laboratory (1) FA SP SU Prequisite or corequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002) or appropriate placement scores, and within the last 5 years one of the following: CHM1030 or CHM1045 or high school chemistry with permission of instructor. Recommended corequisite: MCB2004L. Principles of microbiology and cell biology, emphasizing microbial and viral structure, physiology, genetics, pathogenesis, and control. Basic physical, chemical, and biochemical explanations of microbial actions at the cellular and population levels will be presented including membrane transport, enzyme kinetics, cellular metabolism, and molecular genetics. Specific and nonspecific defenses will be explored in detail along with dynamics of the spread of epidemics. The biology and medical implication of human behavior will be addressed. Students will be responsible for understanding major features of approximately 60-80 microbial diseases. Quantitative, critical thinking, and problem solving will be emphasized. All sections are web assisted or web enhanced, so computer skills are required. Lecture 3 hours.

MCB2004L Microbiology Laboratory (1) FA SP SU Prequisite or corequisite: MCB2004. Chemical, biochemical and microbiological principles will be studied and demonstrated. Topics covered include isolation and identification of bacteria and fungi, bacterial growth and control, genetics, immunology, epidemiology, water quality and environmental microbiology. There will be a number of computer exercises required in lab. All sections are web assisted or web enhanced, so computer skills are required. Approved lab coats are required for course. The students will be expected to apply the principles learned in MCB 2004. Lab 2 hours. Additional fee.

Business

ACG2001 Principles of Accounting I (3) FA SU Prequisite: satisfactory completion of College Preparatory English (ENC0020), College Preparatory Reading (REA0002) and College Preparatory Algebra (MAT0024) or appropriate placement scores. An introduction to the theory and procedures used in recording, processing, reporting and analyzing financial information for business organizations. Topics include accounting for current assets, long-lived assets, liabilities, and owner’s equity. After completing this course, students should enroll in ACG2011. Students who complete the ACG2001-ACG2011 sequence should not enroll in ACG2021. The ACG2001 and ACG2011 sequence meets college and university requirements for financial accounting. Contact 3 hours.

ACG2011 Principles of Accounting II (3) SP Prequisite: ACG2001. This course completes an introduction to the theory and procedures used in recording, processing, reporting, and analyzing financial information for business organizations. Topics include current and long-term liabilities, stockholders’ equity, cash flow statement, financial statement analysis, income tax, and time value of money. Students who complete ACG2001-ACG2011 sequence should not enroll in ACG2021. The ACG2001 and ACG2011 sequence meets college and university requirements for financial accounting. Contact 3 hours.
AGC2021 Financial Accounting (3) FA SP SU Prerequisite: satisfactory completion of College Preparatory English (ENC 0020), College Preparatory Reading (REA 0002), and College Preparatory Algebra (MAT0024) or appropriate placement scores. An introduction to financial accounting concepts and procedures. Generally accepted accounting principles and the accounting cycle are emphasized. Topics include merchandising activities, inventories, receivables, payables, current and long-lived assets, liabilities, equity, income determination, internal controls, and several business income statements. Emphasis will also be placed on the use of financial statements as a basis for business decisions. Contact 3 hours.

AGC2071 Managerial Accounting (3) FA SP SU Prerequisite: Satisfactory completion of ACG2021 or ACG2001 and ACG2011. An introduction to managerial accounting concepts and procedures. Emphasis is on the use of accounting information for managerial planning, control, and decision-making. Topics include cost behavior, accounting for manufacturing operations, control of decentralized operations, and budgeting. Contact 3 hours.

AGC2450 Computer Accounting (3) SP Prerequisite: satisfactory completion of College Preparatory English (ENC 0020), College Preparatory Reading (REA 0002) and College Preparatory Algebra (MAT0024) or appropriate placement scores. An introductory computer accounting course. Accounting with QuickBooks will be emphasized. The computer will be used for general ledger procedures, accounts receivable, accounts payable, inventory, fixed assets, payroll, and financial statement preparation. Contact 3 hours. Additional fee.

AGC2500 Governmental and Not-for-Profit Accounting (3) SP Prerequisite: Satisfactory completion of ACG 2001 and ACG 2011. The study of the principles and practices of governmental and not-for-profit accounting. Topics include budgetary accounting, general and special revenue funds, capital projects, debt service funds, proprietary funds, fiduciary funds, account groups, interfund transactions and not-for-profit entities. Contact 3 hours.

BUL2241 Legal Concepts of Business (3) FA SP An introduction to the legal setting in which business operates. Coverage includes introduction to law, constitutional law, administrative law, torts, crimes, contracts, and ethics. Contact 3 hours.

CGS2100 Microcomputer Applications for Business (3) FA SP SU Prerequisite: MAT1033 or OST 1324 with a grade of "C" or better or placed into MGF1106 or higher. This course is designed to teach students how to use computers (hardware and software) in business, including business applications, commercial packages, and the Internet. This course provides an overview of microcomputer applications, including a brief introduction to computer concepts, Microsoft Windows, Microsoft Office including Word, Excel, Access, and PowerPoint, using web mail through the student's TCC eAccount, Internet Explorer, and integration of the applications. Contact 3 hours.

CGS2103 Advanced Microcomputer Applications (3) FA SP Prerequisite: CGS2100 with a grade of "C" or better, or CGS1060 and OST1324 or MAT1033 with a grade of "C" or better in both classes. An advanced personal computer course that will provide specialized training in advanced microcomputer software applications that are typically used in the workplace. Complex aspects and advanced features of word processing, spreadsheet, database, presentation, internet and intranet applications are topics included in the course. Contact 3 hours. Additional fee.

ECO2220 Money and Banking (3) FA Prerequisite: satisfactory completion of College Preparatory English (ENC 0020), College Preparatory Reading (REA 0002) and College Preparatory Algebra (MAT0024) or appropriate placement scores. This course is a general survey of money and banking, covering the nature and functions of money, monetary standards, structure and functions of the Federal Reserve System, long- and short-term interest rates, and monetary and fiscal policy, recent monetary problems and international financial issues. Contact 3 hours.

FIN1100 Personal Finance (3) SP SU This is an introductory personal finance course. Basic personal finance concepts will be used to implement the study of topics such as personal financial planning and budgeting, money management and tax strategies, banking services, consumer credit, home finance, transportation options, insurance, investing fundamentals and retirement planning. Contact 3 hours.

FIN2010 Investments (3) SP Prerequisite: FIN 1100 and satisfactory completion of College Preparatory English (ENC 0020), College Preparatory Reading (REA 0002) and College Preparatory Algebra (MAT0024) or appropriate placement scores. An introductory course that builds upon FIN 1100 (Personal Finance) and explores in-depth, the objectives, opinions and strategies available to increase personal wealth and retirement income. Course contents should expand upon the current subjects covered in Personal Finance, but include much greater information, including guest speakers and a computer simulated game where the students plan for their personal or family net worth and retirement (two distinct programs). Contact 3 hours.

GEB1011 Introduction to Business (3) FA SP SU An introductory survey course designed to acquaint the student with the nature of American business and how it operates in the contemporary economic, social, and political environment. Contact 3 hours.

GEB2893 Strategic & Policy Issues in Non-Profit Organizations (3) OD This course will focus on a variety of "soft" management issues, such as organizational vision and mission, strategic planning, goal setting, program evaluation, leadership, and the coordination of the volunteers and staff. The course helps students develop rational management tools for working within an organization by understanding and analyzing management techniques, organizational concepts, and analytical skills required for effective organizations.

ID2043 Technology and Professional Programs Internship (3) OD Prerequisites: 18 hours of courses within the student's program core. The internship course will provide students with an opportunity to gain hands on experience in their chosen area of study. Interns will complete a minimum of 150 hours in the field under the guidance of an instructor and the supervision of a designated professional. Contact 3 hours.

MAN1023 Management for Non-Profit Organizations (3) OD An introduction to the basic principles, fundamentals, practices, and techniques required for non-profit management within a competing values framework.

MAN2021 Introduction to Management (3) SP SU Prerequisite: satisfactory completion of College Preparatory English (ENC0020), College Preparatory Reading (REA0002) and College Preparatory Algebra (MAT0024) or appropriate placement scores. Introduction to the basic principles, fundamental practices and techniques required for the managerial process within a variety of organizational frameworks. Emphasis is placed on helping the student to develop an effective managerial philosophy. Contact 3 hours.

MAN2582 Introduction to Project Management (3) OD This course prepares students to use project management techniques in the workplace by surveying the functional areas of the Microsoft application and by emphasizing the relationships among critical project tasks.

MAR1053 Marketing for Non-Profit Organizations (3) OD This course provides an overview of marketing concepts, techniques and promotional strategies that pertain to non-profit enterprises.

MAR1341 Marketing the Individual (3) SP The course will require students to develop a self-marketing plan built upon the following marketing principles: research, communication skills and customer service. Students will develop goals and detailed marketing strategies or tools to achieve the goals. Marketing tools will include packaging, pricing, customer satisfaction, communications (oral and written) and creativity. Contact 3 hours. Additional fee.

MAR2011 Principles of Marketing (3) SP Prerequisite: satisfactory completion of College Preparatory English (ENC0020), College Preparatory Reading (REA0002) and College Preparatory Algebra (MAT0024) or appropriate placement scores. A study of the activities involved in the flow of goods and services from producers to consumers, of marketing institutions, and the role of marketing in the economy. Contact 3 hours.

MKA1021 Principles of Salesmanship (3) SP This is a practical course developing sales skills for both students with an entry level occupational interest and the student pursuing a career in selling. Contact 3 hours.

MKA1041 Principles of Retailing (3) OD This is an introductory course in retail management giving the student the opportunity to learn and develop skills relating to the analysis of markets, management techniques and controls, and the actual operations involved in managing a retail operation. Contact 3 hours.

*Course will not count toward credit for the A.A. degree
Course Descriptions

MKA2511 Advertising and Sales Promotion (3) OD
Prerequisite: satisfactory completion of College Preparatory English (ENC 0020), College Preparatory Reading (REA 0002) and College Preparatory Algebra (MAT0024) or appropriate placement scores. Study of advertising as it affects the profitable operation of the business, including advertising media selection, matching advertising modes to type of business, analysis of written and display advertising, experience in advertising equipment, and working with display and use of advertising agencies. Study of other means of sales promotion. Contact 3 hours.

MNA1161 Introduction to Customer Service (3) FA SP
The course presents a practical approach to understanding and implementing the basic concepts of customer service and focuses on developing effective skills in satisfying internal and external customers in a wide variety of organizational settings. Emphasis on importance of maintaining a positive attitude and attention to detail. Topics include projecting a professional attitude and image, dealing with customers/clients, time management, effective communication, resolving complaints, working in a culturally diverse setting, and evaluating the service function. Contact 3 hours.

MNA2100 Human Relations (3) FA SP SU
Prerequisite: satisfactory completion of College Preparatory English (ENC 0020), College Preparatory Reading (REA 0002) and College Preparatory Algebra (MAT0024) or appropriate placement scores. Discussion and experiential use of the basic principles derived from the behavioral sciences as they apply to the relationships among persons in the work setting. Contact 3 hours.

MNA2130 Business Writing (3) FA SP
Prerequisite: Satisfactory completion of College Preparatory English (ENC 0020) or appropriate placement score. Emphasis on effective writing in business communications. Focus on clarity, conciseness, and directness in handling a variety of written business communications. Concepts of human relations as they affect written communications are included. Contact 3 hours.

MNA2300 Human Resource Management (3) FA
Prerequisite: satisfactory completion of College Preparatory English (ENC 0020), College Preparatory Reading (REA 0002) and College Preparatory Algebra (MAT0024) or appropriate placement scores. A study of the knowledge and skills in the management task which focuses primarily on the management of people. Contact 3 hours.

OST1324 Business Mathematics (3) FA
A review of the fundamental mathematics processes and the common business applications of these processes such as cash and trade discounts, interest, markup, commission, payroll, and taxes. The course also includes training and practice in the use of electronic calculating machines. Contact 3 hours.

REE1040* Real Estate Principles and Practices: Course I (4) FA SP
Evening. A basic course designed to introduce the beginner to some of the major aspects of the real estate business today such as property, contracts, deeds, financing, mortgages, brokerage, taxation, legal descriptions, and Florida real estate license law. This course is designated as “Course I” by the Florida Real Estate Commission. “Course I” is required by those who desire to become a real estate salesperson in Florida. Contact 4 hours.

REE1041* Real Estate Principles and Practices: Course II (5) OD
Prerequisites: REE 1040 and six months verified experience as a real estate salesperson. Evening. Concentrates on real estate brokerage, advertising, selling, property insurance, real estate instruments, liens, leases, property management, plan reading, city planning and zoning. This course is designated as “Course II” by the Florida Real Estate Commission. “Course II” is required by those who desire to take the state real estate brokers license exam. Contact 5 hours.

RM1001 Introduction to Risk and Insurance (3) SP
An introductory course to learn about personal and professional risk management and insurance. The course surveys various policy and risk options including property homeowners, and auto, life, health and employee benefits. The lectures will present essential terminology and insurance and risk management includes discussions on current insurance issues. Contact 3 hours.

SMB2000 Small Business Management (3) FA SP
Prerequisite: satisfactory completion of College Preparatory English (ENC 0020), College Preparatory Reading (REA 0002) and College Preparatory Algebra (MAT0024) or appropriate placement scores. Study of concerns and trends unique to small businesses. Emphasis is placed both on the effective establishment of a small business and on the profitable operation of an ongoing small business. Contact 3 hours.

SPC1062 Business and Professional Speaking (3) FA SP
Prerequisite: successful completion of ENC0020 and REA0002, or appropriate placement score. Designed to focus on developing and refining oral communication skills in business and professions. Enhances basic speaking and listening skills with additional attention to making presentations, working in groups, handling interviews, meetings, and employing multimedia materials in oral presentations. Lecture 3 hours.

TAX2000 Income Tax Accounting (3) SP
Prerequisite: satisfactory completion of College Preparatory English (ENC 0020), College Preparatory Reading (REA 0002) and College Preparatory Algebra (MAT0024) or appropriate placement scores. Study of Federal income tax laws and procedures; concepts and methods of determining income of individuals, partnerships, and corporations for income tax purposes. Contact 3 hours.

Chemistry

CHM1020 Chemistry for General Education (3) FA SP
Prerequisites: satisfactory completion of College Preparatory English (ENC0020), College Preparatory Reading (REA0002), and Elementary Algebra (MAT0024) or appropriate placement scores. Optional lab: CHM1030L. Covers the basic concepts of chemistry with emphasis on its impact on modern society, including issues regarding energy, consumer products and health. It cannot be used to satisfy degree requirements by students who already have credit for CHM1030 or CHM1045. Lecture 3 hours.

CHM1030 General Chemistry for Allied Health (3) FA SP
Prerequisites: satisfactory completion of College Preparatory English (ENC0020), College Preparatory Reading (REA0002), and Intermediate Algebra (MAT1035) or appropriate placement scores. Optional lab: CHM1030L. Topics include atomic theory, bonding, nomenclature, gases, acids and bases, stoichiometry, solutions, reaction rates, equilibria, and introduction to organic functional groups and biochemical molecules. Cannot be used to satisfy degree requirements by students who already have credit for CHM 1020 or CHM1045. Lecture 3 hours.

CHM1030L General Chemistry for Allied Health Laboratory (3) FA SP SU
Corequisite: CHM1030 or CHM1020. Emphasis is on lab experiences from the Allied Health fields which illustrate basic chemical principles. This course is designed to supplement and reinforce ideas presented in both CHM1030 and CHM1020. Lab 2 hours. Approved chemical safety goggles required. Additional fee.

CHM1031 Physiological Chemistry for Allied Health (3) SP
Prerequisites: satisfactory completion of General Chemistry for Allied Health (CHM1030), Anatomy and Physiology I (BSC2085) and Intermediate Algebra (MAT1033). Corequisite: Physiological Chemistry for Allied Health Laboratory (CHM1031L). This course provides an analysis of the dynamics of the compounds that are active in the human body. Topics include review of basic organic chemistry, the structure and function of proteins, nucleic acids, carbohydrates, and lipids, protein biosynthesis, enzyme characteristics and regulation, and metabolism. Lecture 3 hours.

CHM1031L Physiological Chemistry for Allied Health Laboratory (1) SP
Prerequisites: satisfactory completion of General Chemistry for Allied Health. Corequisite: Physiological Chemistry for Allied Health Laboratory (CHM1031). Emphasis is on lab experiences from the Allied Health fields that illustrate basic organic and biochemical principles. Student experiences include amino acid chromatography, study of enzyme-catalyzed reaction rates, electrophoresis techniques, tests for amino acids, proteins, carbohydrates and lipids. This course is designed to supplement and reinforce ideas presented in CHM1031. Approved chemical safety goggles required. Lab 2 hours. Additional fee.

CHM1045 General Chemistry I (3) FA SP SU
Prerequisites: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002) or appropriate placement scores and MAC1105. Corequisite: CHM1045L. Primarily designed for students planning to major in science and science-related fields. Topics include atomic theory, periodic law, chemical bonding, molecular structure, chemical reactions, stoichiometry, nomenclature, physical states of matter, and solutions. Graphing calculator recommended; check with the instructor for the most appropriate one. Lecture 3 hours. Recitation 1 hour. Special fee.

CHM1045L General Chemistry Laboratory I (1) FA SP SU
Corequisite: CHM1045. Emphasis on quantitative and qualitative lab techniques as well as on illustrations of the corequisite lecture topics. Lab 2 hours. Approved safety goggles required. Additional fee.

* Course will not count toward credit for the A.A. degree
CHM1046 General Chemistry II (3) FA SP SU  Prerequisite: A grade of "C" or better in CHM1045. Corequisite: CHM1046L. Topics include colligative properties, acid-base theory, electrolytes, oxidation-reduction, chemical equilibria, solubility product, chemical thermodynamics, and electrochemistry. A graphing calculator is required; check with the instructor for the most appropriate one. Lecture 3 hours.

CHM1046L General Chemistry Laboratory II (2) FA SP SU  Prerequisite: a grade of "C" or better in CHM1045L. Corequisite: CHM1046. Laboratory is on quantitative analysis to well-illustrated chemical and organic chemistry. Laboratory 2 hours. Approved chemical safety goggles required. Additional fee.

CHM2210 Organic Chemistry I (3) FA SP  Prerequisite: a grade of "C" or better in CHM1064 or its equivalent. Corequisite: CHM2210L. Primarily designed for science, engineering and preprofessional majors. Nomenclature and physical properties of alkanes, alkenes, alkynes, alcohols, alkyl halides and aromatic compounds are covered. This course takes a mechanistic approach to organic chemistry. Students are expected to not only learn the reactions discussed in class but also the mechanism by which the reactions take place. Lecture 3 hours. Recitation 1 hour. Special Fee.

CHM2210L Organic Chemistry I Laboratory (1) SP  Prerequisite: grade of "C" or better in CHM1064L or its equivalent. Corequisite: CHM2210L. This course provides an introduction to lab techniques important in the study of organic compounds, such as reflux, simple and steam distillation and recrystallization. Includes extraction and synthesis of organic materials as well as study of their chemical and physical properties. Experiments are conducted on both microscale and miniscale. Lab 3 hours. Approved safety goggles required. Note: CHM2210L is a prerequisite for CHM2211L. Additional fee.

CHM2211 Organic Chemistry II (3) SP SU  Prerequisite: a grade of "C" or better in CHM1064 and CHM2210L or its equivalent. Corequisite: CHM2211L. Nomenclature and physical properties of aldehydes, ketones, ethers, carboxylic acids, alkyl halides, esters and amines are covered. This course takes a mechanistic approach to organic chemistry. Students are expected to not only learn the reactions discussed in class but also the mechanism by which the reactions take place. Spectroscopic analysis also is covered, including proton and carbon-13 NMR and IR, UV, and mass spectroscopy. Lecture 3 hours. Recitation 1 hour. Special fee.

CHM2211L Organic Chemistry II Laboratory (1) FA SU  Prerequisite: satisfactory completion of CHM2210L or its equivalent. Corequisite: CHM2211L. This course is a continuation of CHM2210 and assumes knowledge of the basic lab techniques taught in the prerequisite course. Students perform several advanced experiments including a Grignard reaction and a multi-step synthesis. Experiments are conducted on both microscale and miniscale. Lab 3 hours. Approved chemical safety goggles required. Additional fee.

Child Development

CHD2220 Child Development (3) FA SP SU  Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002) or appropriate placement scores. The developmental study of the normal child from conception to age twelve. The general developmental process, physical, mental, and psychosocial development are discussed. The interaction between these processes and the individual's environment are examined and implications for the child, the family and society are discussed. Lecture 3 hours.

CHD2240 Adolescent Development (3) FA SP SU  Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002) or appropriate placement scores. A study of cognitive, physical, and psychosocial development during adolescence and young adulthood. Substantive issues such as identity formation, interaction with parents, peer group associations, sexuality, and psychological problems are discussed. Lecture 3 hours.

DEP2004 Human Development: Birth to Senescence (3) FA SP SU  Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002) or appropriate placement scores. An overview of normal human behavior from birth to senescence. Cognitive, physical, and psychosocial development are examined within a developmental framework and implications for the individual and the various institutions of our society are discussed. Lecture 3 hours.

College Prep English

EAP0384* English for Academic Purposes, Level I (5) FA SP  Assists international students and non-native speakers of English in acquiring academic writing skills necessary for college success. Targets specific second language problems such as use of articles, idiomatic expressions, prepositions, verb tenses, and word orderings. Also provides instruction in CLAST English skills and effective paragraph writing. Skills are developed by speaking, listening, reading, and writing in English. Does not satisfy A.A. degree communication requirements or carry credit toward the A.A. degree. Minimum of one hour per week in lab setting required. Students will be eligible for enrollment in EAP0484 upon successful completion of EAP0384 with a minimum grade of "C" or better. Lecture 4 hours. Lab 1 hour.

EAP0484* English for Academic Purposes, Level II (5) FA SP  Prerequisite: EAP0384. Designed for students who have passed or were not required to take EAP0384, but are not yet ready for ENC1101. Focuses on various expository paragraph styles and introduces students to writing as a process at the essay level. Practice is given in writing and revising essays that demonstrates competency in using the process, format, and standards of acceptable academic writing. Advanced grammar skills will be mastered and incorporated into written assignments. Does not satisfy the A.A. degree communication requirements or carry credit toward the A.A. degree. Minimum of one hour per week in a lab setting is required. To enroll in ENC1101, students must receive a minimum grade of C and a passing score on the final exam. Lecture 4 hours. Lab 1 hour.

ENC0020* College Preparatory English (5) FA SP SU  Intended for the student whose placement scores indicate the need for review prior to taking ENC1101. Teaches the student to write effective paragraphs, reviews CLAST grammar skills, and has a unit on essay structure. Does not satisfy the A.A. degree communication requirements or carry credit toward the A.A. degree. Minimum of one hour per week in a lab setting is required. Students may enroll in ENC0020 a maximum of three times, and only twice before paying the full cost of instruction. To enroll in ENC1101, students must receive a grade of C or better in ENC0020 and pass an exit exam. Lecture 4 hours. Lab 1 hour.

College Prep Mathematics

MAT0002* Basic Mathematics (3) FA SP SU  A review of the fundamentals of arithmetic. Designed for students who require further study in arithmetic before beginning the study of algebra. Topics include operations on whole numbers, fractions and decimals, integer exponents, scientific notation, the order of operations, ratios, percents, proportions, basic geometric concepts, and the introduction to integers. Students may enroll in MAT0002 a maximum of three times and only twice before paying the full cost of instruction. To enroll in MAT0024C, students must earn a grade of "C" or better. MAT0024C carries no credit toward the A.A. degree. Lecture or multimedia 3 hours. Additional fee.

MAT0024* Elementary Algebra (3) FA SP SU  Prerequisite: Satisfactory score on the placement test. An accelerated course for students who whose placement test scores indicate a need for a review of the basic concepts and properties of algebra before enrolling in Intermediate Algebra. Topics include operations on signed numbers, variable expressions, solving linear equations in one variable (including applications) solving inequalities in one variable, operations on polynomials (including factoring), integer exponents (including scientific notation), and introductions to sets, algebraic fractions, quadratic equations, literal equations, radicals, and graphing linear equations in two-variables. Students may enroll in MAT0024 a maximum of three times and only twice before paying the full cost of instruction. To enroll in MAT1033, students must earn a grade of "C" or better and pass an exit exam. MAT0024 carries no credit toward the AA degree. Lecture or multimedia 3 hours. Additional fee.

* Course will not count toward credit for the A.A. degree
MAT0024C* Elementary Algebra (5) FA SP SU  Prerequisite: Satisfactory score on the placement test or satisfactory completion of MAT0002 (or MAT0013 prior to Fall 1998). Designed for students whose placement test scores indicate a need for a review of the basic concepts and properties of algebra before enrolling in Intermediate Algebra. Topics include operations on signed numbers, solving linear equations in one variable (including applications), various types of inequalities, solving inequalities in one variable, operations on polynomials (including factoring), integer exponents (including scientific notation), and introductions to algebraic fractions, sets, quadratic equations, literal equation, radicals, and graphing linear equations in two variables. Students may enroll in MAT0024C a maximum of three times and only twice before paying the full cost of instruction. Students must earn a grade of C or better and pass an exit exam to enroll in MAT1033. MAT0024C carries no credit toward the A.A. degree. Lecture or multimedia 5 hours. Additional fee.

College Prep Reading
REA0001* College Preparatory Reading I (4) FA SP SU  This reading course is designed to enhance the decoding and comprehension skills of the college preparatory student. Students will develop vocabulary, learning strategies, and study skills which will be presented through a wide range of interdisciplinary readings. REA0001 must be completed prior to enrolling in REA0002. This course is a component of the college preparatory program and does not satisfy any of the hours needed for the English general education requirements nor does it carry credit toward the A.A. degree. Students will meet in class three hours per week and one hour in the Reading Center. Students may enroll in REA 0001 a maximum of three times and only twice before paying the full cost of tuition.

REA0002* College Preparatory Reading II (4) FA SP SU  Prerequisite: Appropriate CPT score of 50 or above or successful completion of REA 0001. A course designed to teach the skills of reading that are essential for literal and critical comprehension of ideas expressed in writing. This course includes coverage of the twelve CLAST reading skills as well as emphasis on dealing with college-level reading. This course is a component of the college preparatory program and does not satisfy any of the hours needed for the English general education requirements nor does it carry credit toward the A.A. degree. Students are required to pass the State Exit Exam to pass this course. Students will meet in class three hours per week and one hour in the Reading Center. Students may enroll in REA 0001 a maximum of three times and only twice before paying the full cost of instruction.

College Success
SLS1301 Career Planning (1) FA SP SU  Provides an opportunity for the student to apply decision-making techniques in the selection of a career that is compatible with one’s developing lifestyle, personal interests, and aptitudes, and to establish an educational plan through which career goals can be pursued. The student is actively engaged in exploring individual strengths and weaknesses, as well as career opportunities, through interaction in the community and through the Career Information Center. Students cannot receive credit for both SLS1301 and SLS1510. Discussion 1 credit hour.

SLS1510 College Success (3) FA SP SU  This course is designed to build and reinforce skills necessary for college and career success. Topics include: motivation, goal setting, learning styles, time management techniques, test skills, reading textbooks, and memory skills. This course also covers topics such as wellness, interpersonal relationships, employability skills, financial management, choosing a college major and other career planning. Students cannot receive credit for both SLS1301 and SLS1510. 3 credit hours.

Communications
CRW2001 Creative Writing (3) FA SP  Prerequisite: completion of communications requirement. This course offers instruction in writing fiction, poetry, drama, and nonfiction, and provides analysis of the student’s work. The guiding principles of creativity will be discussed and illustrated. Lecture and discussion 3 hours.

ENC1101 College Composition (3) FA SP SU  Prerequisite: ENC 0020 and REA 0002 or adequate placement test score. This course centers on reading and writing activities that support critical inquiry. Stressing writing as a process, the course emphasizes the rhetorical principles of academic writing, including the following: thesis statement; development with specific information and analysis; organization and transition; diction tone, and sentence style; and the mechanics of standard formal English. Substantial writing component. Fulfills state writing requirement. Lecture 3 hours. Students must complete this course with a “C” or better before enrolling in other communication courses. Additional fee.

ENC1102 Argument and Persuasion (3) FA SP SU  Prerequisite: ENC 1101. This course incorporates the process of expository and persuasive writing that the student learned in ENC1101. The major elements of the course are inductive and deductive reasoning, evidence, audience, style, and fallacies. Lecture 3 hours. Substantial writing component. Fulfills state writing requirement. Includes a research paper. Additional fee.

ENC1141 Writing About Literature (3) FA SP SU  Prerequisite: ENC 1101. This course continues to stress techniques of expository writing. Students will read and analyze various literary genres for form and meaning. Students should also gain increased understanding of and appreciation for those same creative elements in modern media. Lecture 3 hours. Substantial writing component. Fulfills state writing requirement. Includes a research paper. Additional fee.

ENC1210 Technical Communications (3) FA SP  Prerequisite: ENC 1101. Elective course. Does not fulfill the general education communications requirement. Designed to further mastery of the written and oral communications encountered in the world of work. Focuses on the more rhetorical and persuasive aspects of effective technical communications. Students will write technical proposals, classifications, feasibility studies, and other technical reports and will make formal and informal oral presentations to the class.

ENC2340 Writing for Profit (3) SP  Prerequisite: CRW 2001 or permission of instructor. This course offers practical advice about writing and assistance in finding markets with emphasis given to those markets offering the greatest chance of acceptance. Much class time will be devoted to critical analysis of student work. Lecture and discussion 3 hours.

ENC2942 Intern Program in Publishing (3) OD  Prerequisite: permission of instructor. Lab course requiring 6 contact hours a week. Designed to provide students with real life experiences in publishing such as manuscript selection, research, editing, proofreading, layout, photography, graphics, and distribution. Students work under supervision of an editor. Limited to six students per semester. Permission of Talon instructor required. If recommended by the on-site supervisor and the instructor, a student may enroll for a second semester and receive an additional 3 credit hours.

FIM1930 Special Topics in Film (3) SP  Special topics for students wishing to further explore the field of film. Focus is placed on topical problems, current issues, or emerging trends. 3 credit hours.

JOU2420L Newspaper Production (3) SP  Prerequisite: ENC 1101 required. Prerequisite or corequisite: MMC 1100 recommended. A lab for developing skill in gathering, writing, and evaluating news, copy reading, headlining, and layout. Practical application is made through production of the College newspaper. Word processing skill is recommended. May be taken for credit three times, but permission of instructor is required for the third time. Lecture and lab 3 hours.

JOU2440L Literary Magazine Production (3) SP  Prerequisite: permission of the instructor or ENC 1101. A lab for developing skill in evaluating, copy reading, and editing poetry and prose, evaluating art and photography, and developing skill in layout. Provides practical application of skills in producing College literary magazine. May be taken three times for credit, but permission of instructor is required for third time. Lecture and laboratory 3 hours.

JOU2940L Newspaper Practicum (2) FA SP  Prerequisite: satisfactory completion of six hours of JOU 2420L. Practical application of writing, editing, design, and photographic skills through producing the student newspaper. May be taken one time for credit. Lab 3 hours.

MMC1000 Survey of Mass Media (3) FA SP  Introduction to the media of mass communications with special emphasis on newspapers, magazines, radio, and television with a study of their nature and their responsibilities to the public. Lecture 3 hours.

* Course will not count toward credit for the A.A. degree.
MMG1100 Writing for Mass Communication (3) FA SP
Prerequisite: a C or better in ENC 1101. An introductory course in the fundamentals of gathering, writing, and evaluating news and opinion articles for the mass media with emphasis on newspaper work and on-line production. 3 credit hours. Substantial writing component. Fulfills state writing requirement. Includes a research paper. Additional fee.

RVT2102 Writing for the Electronic Media (3) FA SP
Prerequisite: a "C" or better in ENC 1101. An introductory course in writing instruction and writing for the media with emphasis on radio, television, and online broadcasts. Lecture 3 hours. Substantial writing component, includes a research project.

SPC1016 Fundamentals of Interpersonal Communications (3) FA SP SU
Prerequisite: successful completion of ENC 0020 or appropriate placement score. Designed to promote understanding of the transactional nature of speech communication. Provides concepts and experiences to help students communicate more effectively in interpersonal as well as public settings. Student participation centers on verbal and non-verbal aspects of speaking and listening. Lecture 3 hours.

SPC2600 Public Speaking (3) FA SP SU
Emphasis on speech composition, verbal and nonverbal skills of delivery and analytical listening. Provides the student with concepts and experiences designed to improve competence in a variety of public speaking situations. SPC1016 is recommended but not required as a prerequisite. Lecture 3 hours.

Composition

ENC1101 College Composition (3) FA SP SU
Prerequisite: ENC 0020 and REA 0002 or adequate placement test score. This course centers on reading and writing activities that support critical inquiry. Stressing writing as a process, the course emphasizes the rhetorical principles of academic writing, including the following: thesis statement; development with specific information and analysis; organization of text transition; diction tone, and sentence style; and the grammar and the mechanics of standard formal English. Substantial writing component. Fulfills state writing requirement. Lecture 3 hours. Students must complete this course with a "C" or better before enrolling in other communication courses. Additional fee.

ENC1102 Argument and Persuasion (3) FA SP SU
Prerequisite: a C or better in ENC 1101. This course incorporates the process of expository and persuasive writing that the student learned in ENC1101. The major elements of the course are inductive and deductive reasoning, evidence, audience, style, and fallacies. Lecture 3 hours. Substantial writing component. Fulfills state writing requirement. Includes a research paper. Additional fee.

ENC1141 Writing About Literature (3) FA SP SU
Prerequisite: a C or better in ENC 1101. This course continues to stress techniques of expository writing. Students will read and analyze various literary genres for form and meaning. Students should also gain increased understanding of and appreciation for those same creative elements in modern media. Lecture 3 hours. Substantial writing component. Fulfills state writing requirement. Includes a research paper. Additional fee.

ENC1210 Technical Communications (3) FA SP
Prerequisite: a C or better in ENC 1101. Elective course. Does not fulfill the general education communications requirement. Designed to further mastery of the written and oral communications encountered in the world of work. Focuses on the more rhetorical and persuasive aspects of effective technical communications. Students will write technical proposals, classifications, feasibility studies, and other technical reports and will make formal and informal oral presentations to the class.

Computer Literacy

CGS1060 Introduction to Computer Literacy (3) FA SP SU
Recommended Prerequisite: MAT0024 and ENC0020 or appropriate placement scores. Keyboarding skills are useful. Designed for students aspiring to learn computer terminology, the use and applications of software packages and an overview of computer hardware. Structured for students with little or no computer experience. Through this course, confidence should be gained in the use of microcomputers, use of software packages and their documentation, and transfer skills for other college courses will be attained. Course completion will require about four hours each week outside of class using a computer to gain introductory computer skills. Contact 3 hours. Additional fee.

CGS2100 Microcomputer Applications for Business (3) FA SP SU
Prerequisite: MAT1033 or CST 1324 with a grade of "C" or better or placed into MGF1106 or higher. This course is designed to teach students how to use computers (hardware and software) in business, including business applications, commercial packages, and the Internet. This course provides an overview of microcomputer applications, including a brief introduction to computer concepts, Microsoft including Word, Excel, Access, and PowerPoining, using web mail through the student's TCC Account, Internet Explorer, and integration of the applications.

CGS2103 Advanced Microcomputer Applications (3) FA SP SU
Prerequisite: CGS2100 with a grade of "C" or better, or CGS1060 with OST1324 or MAT1033 with a grade of "C" or better in both classes. Continuation of CGS2100. An advanced personal computer course that will provide specialized training in advanced microcomputer applications that are typically used in the workplace. More complex aspects and advanced features of word processing, spreadsheet, database, presentation, internet and integrated applications are topics included in the course. Contact 3 hours. Additional fee.

CGS1555 Internet (3) FA SP
Prerequisite: satisfactory completion of College Preparatory Reading (REA 0002) or appropriate placement scores. Comprehensive course that focuses on the details of the internet from an intermediate level. Students will compare and contrast web browsers, search tools, and a variety of utilities most often used with current internet technologies. Hands-on activities will include configuring browsers, installing plug-ins, creating and publishing basic HTML documents and uploading and downloading files. Course content also covers basic e-mail, security and networking concepts as they relate to internet connectivity. Contact 3 hours. Additional fee.

Computer Networking

CDA1302 Microcomputer Architecture (3) SP Pre-/Co-Prerequisite: CGS 1000. This course will cover the concepts of how microcomputer hardware works, how hardware interacts with software to perform instructions and how to identify PC peripherals. Computer troubleshooting and maintenance will be covered in a hands-on lab allowing the student to perform repairs and upgrades. Contact 3 hours. Additional fee.

CDA1500 Computer Networking, Cabling & Troubleshooting (3) FA SP SU
Prerequisite: satisfactory completion of College Preparatory Reading (REA 0002) or appropriate placement scores. Covers the standards and protocols of local area networks (LANs), wide area networks (WANs), PC to mainframe connections, LAN gateways to mainframe hosts and other distributed systems. The skills taught will focus on those of a network administrator. Emphasis will be on a variety of popular LAN hardware and software as well as look at emerging technologies. Contact 3 hours. Additional fee.

CDA2524 Network Administration and Management (3) FA
Prerequisite: CGS 1263 with a "C" or better. This course is designed to provide instruction in all aspects of network administration. Included are physical setup, user accounts, supervisor accounts, system workload and efficiency, file and directory management, user rights, server console skills, print server and network backup. Contact 3 hours. Additional fee.

CDA2525 Advanced Network Administration (3) SP
Prerequisite: CDA 2524 with a "C" or better. This course is designed to reinforce and build on concepts presented in CDA 2524. Enterprise-wide network design, security, services and monitoring will be covered. Students will experience hands-on lab activities including installation, configuration, monitoring, and troubleshooting a network operating system. Contact 3 hours. Additional fee.

CET1632 Introduction to Fiber Optic Cabling (1) OD
Prerequisite: CET2941 or CET1500. This course involves installing and troubleshooting communications cables. Covers the fundamental skills necessary to terminate, place, and test fiber optic cable. Additionally, the student will be instructed in the proper techniques and standards used to ensure communication, reliability, and integrity. Contact 3 hours.

CET2540 Open Systems Architecture I (3) FA SP
Prerequisite: CET 1263. Provides students with a basic understanding of frame relay, integrated services digital network (ISDN), asynchronous transfer mode (ATM), synchronous optional network (SONET), troubleshooting, and problem solving of network systems. Contact 3 hours.
CET2541 Open Systems Architecture II (3) SP SU Prerequisite: CET2540. Continuation of CET2540. Provides understanding of frame relay, integrated services digital network (ISDN), asynchronous transfer mode (ATM), synchronous optional network (SONET), and troubleshooting and problem solving of network systems. Contact 3 hours.

CET2941 Network Cabling Maintenance & Troubleshooting (1) OD Covers hands-on operations, preventive maintenance upgrades, system configuration, installation of hardware and software, repair and troubleshooting on computer networks. Contact 2 hours.

CGS1263 Introduction to Networks and Telecommunications (3) FA SP SU Prerequisite or co-requisite: CGS1000. Covers network topics from the perspective of both the user and network administrators, giving students an insight into the field of computer networking. Covers the fundamentals of networking and telecommunications and career opportunities. Contact 3 hours. Additional fee.

CGS1555 Internet (3) FA SP Prerequisite: satisfactory completion of College Preparatory Reading (REA 0002) or appropriate placement scores. Comprehensive course that focuses on the details of the internet from an intermediate level. Students will compare and contrast web browsers, search tools, and a variety of utilities most often used with current internet technologies. Hands-on activities will include configuring browsers, installing plug-ins, creating and publishing basic HTML documents and uploading and downloading files. Course content also covers basic e-mail, security and networking concepts as they relate to internet connectivity. Contact 3 hours. Additional fee.

CGS2760 Introduction to Unix (3) FA Prerequisite or Co-requisite: CGS1000. This course serves as an introduction to the UNIX operating system through Linux. The course covers fundamental terminology, user and administrative commands, managing files and directories, creating and managing user accounts, scripting, managing resources, and backing up system data. Students will experience hands-on lab activities including installation, configuration, monitoring and troubleshooting the operating system. Contact 3 hours. Additional fee.

CIS2354 Introduction to Network Security (3) SP Prerequisite: CGS 1263. This course will serve as an introduction to network security. Topics covered include: legal issues and policies, managing risks, identifying types of attacks, information security best practices, E-Commerce needs, intrusion detection and platform-specific implementations. Contact 3 hours.

CIS2401 Computer User Support (4) FA Prerequisite: satisfactory completion of College Preparatory Reading (REA 0002) or appropriate placement scores and 3 credit hours of application software course(s). Covers the technical, interpersonal, communication, and problem-solving skills required for those who intend to serve as IT support professionals or have a desire to understand the needed skills. The course will cover the needs of the end user and the role of end user support. Minimum of one hour per week in a computer lab setting required. Contact 4 hours; three lecture hours, one laboratory hour. Additional fee.

Computer Programming

CGS1000 Introduction to Computer Technology (3) FA SP SU Prerequisite: satisfactory completion of College Preparatory Reading (REA0002) or appropriate placement scores. Overview of major fields within the computer technology area. Concepts and terminology introduced to database systems. Emphasis will be placed on concepts of problem solving for computer software development are emphasized. The fundamentals of the C++ language are covered. C++ is used to implement and code computer programming problems. Contact 3 hours. Additional fee.

CGS1540 Database Concepts (3) FA Prerequisites: CGS 1060, or CGS 2100 or permission of the instructor. This course introduces the basic concepts of databases with traditional file systems, related database concepts, introduction to structured query language (SQL), database design using entity relationship models and database normalization. Contact 3 hours. Additional fee.

CGS1820 Web Page Authoring (3) FA Prerequisite: satisfactory completion of College Preparatory Reading (REA0002) or appropriate placement scores. Introduction to HTML for use in creation of web pages, covering the basics of creating web pages with links, graphics, tables, forms, frames, and cascading style sheets. Basic page design fundamentals are covered. Page formatting using table layout methods is included. Students will be introduced to JavaScript to see programming can add dynamic qualities to a web page. It is recommended that students have basic file management and browser skills. Contact 3 hours. Additional fee.

CGS2069 Starting A Business on the Internet (3) SP Prerequisite: satisfactory completion of College Preparatory Reading (REA0002) on computer topics. This course provides the necessary knowledge and skills required to develop and start a business on the internet. Topics include an overview of internet commerce, business basics, advertising, marketing, and security issues. Contact 3 hours.

CGS2825 Web Site Management (3) SP Prerequisite: CGS1820. Covers the fundamentals of website management. The student will learn how to build effective web sites, create and maintain web pages, and understand the TCP/IP foundation upon which they are built. Contact 3 hours. Additional fee.

CIS2221 Introduction to Systems Analysis and Design (3) OD Prerequisite: COP2220. An introduction to the preparation of a system solution to a data processing problem: study of the life cycle of systems, problem determination, feasibility analysis, system design, data flow, system development, system evaluation, and other aspects of the analysis and design process. Students will participate in the design of a data processing system. Contact 3 hours.

COP2120 Cobol Programming (3) OD Prerequisite: COP2220 with a grade of “C” or better, or permission of the instructor. Provides students with the background in modern programming methodologies of structured program and structured COBOL programming emphasis placed on sequential file programming. To promote critical thinking and analysis through the development of COBOL programs; introduce the theories of COBOL programming; provide hands on experience for the students using PC COBOL compiler and to provide the students with the foundation necessary to design COBOL programs. Contact 3 hours. Additional fee.

COP2220 Introduction to C++ Programming (3) FA SP SU Prerequisite: MAT 1033 with a grade of “C” or better, or appropriate placement score on math placement test for MGF 1106 or higher and Prerequisite or co-requisite: CGS 1000. This is an introductory course in computer programming. Algorithm design and the concepts of problem solving for computer software development are emphasized. The fundamentals of the C++ language are covered. C++ is used to implement and code computer programming problems. Contact 3 hours. Additional fee.

COP2221 Intermediate Programming with C++ (3) FA SP Prerequisite: CGS 2220 with a grade of “C” or better. Serves as a second semester of programming using the C++ programming language. Topics covered include: arrays, array searching and sorting algorithms, pointer variables, character and string processing, structures, arrays of structures, file operations, object-oriented programming, linked lists, and stacks and queues. Contact 3 hours. Additional fee.

COP2332 Visual Basic Programming (3) FA Prerequisite: COP2220 with a grade of “C” or better or permission of the instructor. This course briefly reviews the basics concepts of programming, problem solving, and programming logic while incorporating the design techniques of an event driven language. Material covered allows programmers to learn how to deal with a visual interface while acquiring important programming skills such as creating procedures with decisions and loops. This textbook also covers SQL*Plus and iSQL*Plus so students can identify and distinguish the differences between these interfaces.

COP2701 Database Programming (3) SP Prerequisite: CGS2220 with a grade of “C” or better. This course prepares students for the first exam in both the Oracle Database Administrator (DBA) and Oracle Forms Developer certification tracks and offers them a solid understanding of Oracle and how to use it effectively. Students begin with a solid foundation for creating databases then strengthen their knowledge in creating queries. This textbook also covers SQL*Plus and iSQL*Plus so students can identify and distinguish the differences between these interfaces.

COP2800 Introduction to Java Programming (3) FA SP Prerequisite: COP 2220 with a grade of “C” or better or permission of the instructor. This course is an introduction to object oriented programming using the JAVA programming language. Contact 3 hours. Additional fee.

* Course will not count toward credit for the A.A. degree.
COP2822  Scripting for the Web  (3) SP  Prerequisite: CGS1820. This project-oriented course covers basic through advanced JavaScript skills including integrating JavaScript into an HTML file, writing user-defined functions, creating pop-up windows, adding scrolling messages, validating forms, changing graphic images, writing formulas, creating, writing and reading cookies, writing HTML to frames and windows, array processing, table manipulation, and creation and manipulation of custom objects. Contact 3 hours. Additional fee.

COP2560  Internet Programming  (3) FA SP  Prerequisite: CGS1820 or permission of instructor. A hands-on introduction to Web database applications. Students will learn to create database driven Web sites using server side scripting languages. Students will learn how to use a server side language and a server side database to insert, update, retrieve, sort, and search data through a client side interface. Emphasis will be in building and maintaining dynamic and interactive Web applications. Contact 3 hours. Additional fee.

Creative Writing

CRW2001  Creative Writing  (3) FA SP  Prerequisite: completion of communications requirement. This course offers instruction in writing fiction, poetry, drama, and nonfiction, and provides analysis of the student's work. The guiding principles of creativity will be discussed and illustrated. Lecture and discussion 3 hours.

ENC2340  Writing for Profit  (3) SP  Prerequisite: CRW 2001 or permission of instructor. This course offers practical advice about writing and assistance in finding markets with emphasis given to those markets having the greatest chance of acceptance. Much class time will be devoted to critical analysis of student work. Lecture and discussion 3 hours.

Crime Scene

CJE1673*  Crime Scene Photography  (3) FA SP  Pre/Co-requisite: CJT 2120. Includes basic crime scene photography skills including camera operation, exposure to specialty light sources and darkroom techniques and procedures. Contact 3 hours. Additional fee.

CJE2670*  Introduction to Forensic Science  (3) FA SU  Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002) or appropriate placement scores. Exposes the student to the capabilities and functions of a full-service crime lab. Also covers evidence selection and submission to crime labs in accordance with established standards and legal requirements including chain of custody. Contact 3 hours.

CJE2671*  Latent Fingerprint Development  (3) SP  Prerequisite: CJT 2120. Emphasizes the techniques involved in detection, enhancement, and recovery of latent fingerprints from physical evidence. Chemical and mechanical methods and surfaces will be analyzed and evaluated for proper application in both theory and practices. Contact 3 hours. Additional fee.

CJE2672*  Fingerprint Classification  (3) FA SP  Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002) or appropriate placement scores. Teaches the Henry modified system of fingerprint classification and prepares the student for a position as an inked fingerprint examiner. Contact 3 hours. Additional fee.

CJE2676*  Biological Evidence  (3) SP  Prerequisite: CJT 2120. Exposes students to the forensic value, handling, preservation, testing, and documentation of biological evidence. Also addresses safety issues involved in handling biological evidence. Contact 3 hours. Additional fee.

CJT2113*  Courtroom Presentation of Scientific Evidence  (3) FA SP  Prerequisites: CJT2120 and CJT2122. This course covers speaking, listening, and stress control during courtroom proceedings, dressing and grooming, visual aid preparation and presentations of all evidence (commonly referred to as "scientific evidence") collected at the crime scene are also included. Mock trial exercises will be used. Contact 3 hours.

CJT2120*  Crime Scene Investigation  (3) FA SP  Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002) or appropriate placement scores. A study of the theory and practice of the techniques used to protect, collect, process, and analyze the physical evidence forming a crime scene. Emphasis on crimes against persons including murder, rape, battery, and robbery. Contemporary cases are followed to examine the application of crime scene evidence to case solution and prosecution. Contact 3 hours. Additional fee.

CJT2122*  Advanced Crime Scene Investigation  (3) FA SP  Prerequisite: satisfactory completion of College Preparatory English (ENC0020), College Preparatory Reading (REA0002) or appropriate placement scores and CJT2120. Covers advanced principles, theories, and applications in crime scene investigation. Specialized collection procedures of weapons, traffic crash evidence, arson, gunshot residue, blood spatter, and recovery of buried bodies and surface skeletons are included. Data analysis, reporting, and plan of action development is emphasized. Contact 3 hours. Additional fee.

Criminal Justice

CCJ1020  The Criminal Justice System  (3) FA SP SU  Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002) or appropriate placement scores. Introduces the structure and function of components of the criminal justice system including law enforcement and courts and corrections; an explanation of the goals of the system; and the major issues, concepts, and trends surrounding the field of criminal justice. Contact 3 hours.

CCJ1600  Deviant Behavior  (3) FA SP SU  Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002) or appropriate placement scores. Studies the various deviant behaviors that criminal justice practitioners interact with daily. Topics include the nature of deviance, sexual deviance, alcoholism, drug addiction, mental illness, violence, and suicide. Contact 3 hours.

CCJ2000  Crime and Delinquency: Nature and Causes  (3) FA SP  Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002) or appropriate placement scores. Provides a framework for studying criminology by defining the field of criminology and discussing its basic concepts. The major criminological and juvenile delinquency themes are examined in detail including the biological, psychological, and sociological theories, as well as the integration of these theories. Contact 3 hours.

CCJ2208  Introduction to Conflict Management  (3) FA SP  Prerequisite: CCJ1020, Florida Criminal Justice Standards and Training Commission Academy equivalent or permission of instructor. Examines the tools that criminal justice personnel can use to manage or wage conflicts in constructive ways. Processes such as active listening, principles of negotiation, mediation, arbitration, victim and criminal offender mediation, and nonviolent direct action will be addressed. Contact 3 hours.

CCJ2452  Justice Administration  (3) SP  Prerequisite: CCJ1020, CCJE1000, CCJ1000, Florida Criminal Justice Standards and Training Commission Academy equivalent or permission of instructor. Examines processes and procedures of weapons, traffic crash evidence, arson, gunshot residue, blood spatter, and recovery of buried bodies and surface skeletons are included. Data analysis, reporting, and plan of action development is emphasized. Contact 3 hours.

CCJ2500  Juvenile Justice  (3) FA SP  Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002) or appropriate placement scores. Introduces the major issues and trends surrounding the field of juvenile justice, primarily in the United States. Includes an explanation and analysis of juvenile law, theories of delinquency causation, and procedural requirements in the system. Major concentration is on the structure and procedural aspects of the juvenile justice system. Contact 3 hours.

CCJ2930  Seminar on Contemporary Criminal Justice Issues  (3) FA SU  Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002) or appropriate placement scores. Discussion of contemporary criminal justice issues. Contact 3 hours.

CJC1000  Corrections  (3) FA SP  Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002) or appropriate placement scores. History and philosophy of corrections in America including the organization and objectives of local, state, and federal agencies. Emphasis on contemporary problems including selecting and training career officers to perform the wide variety of correctional functions in a democratic society. Contact 3 hours.

* Course will not count toward credit for the A.A. degree
CJC2162  Probation, Pardons, Parole (3) OD  Prerequisite: satisfactory completion of College Preparatory English (ENC 0020) and College Preparatory Reading (REA 0002) or appropriate placement scores. The principles and methods of parole and probation systems at federal, state, and local levels; court procedures; the role of probation and parole officers and their associates in the rehabilitation process; and the procedures for granting pardons. Contact 3 hours.

CJE1000  Corrections Administration and Operations (3) OD  Prerequisite: CCJ 1020 or CJCE 1001, Florida Criminal Justice Standards and training Commission Academy equivalent, or permission of instructor. Current administrative organization and operational practices in correctional institutions. Emphasis on line and mid-management levels of supervision. Contact 3 hours.

CJE1000  Law Enforcement (3) FA SP SU  Prerequisite: satisfactory completion of College Preparatory English (ENC 0020) and College Preparatory Reading (REA 0002) or appropriate placement scores. History and philosophy of law enforcement in America including the organization and objectives of local, state, and federal agencies. Emphasis on contemporary problems including selecting and training career officers to enforce the law in a democratic society. Contact 3 hours.

CJE1673*  Crime Scene Photography (3) SP  Pre-co-requisite: CTJT 2120. Includes basic crime scene photography skills including camera operation, exposure to specialty light sources, darkroom techniques and procedures. Contact 3 hours. Additional fee.

CJE2140  Public and Private Security (3) OD  Prerequisite: satisfactory completion of College Preparatory English (ENC 0020) and College Preparatory Reading (REA 0002) or appropriate placement scores. Examines the origins and development of security from medieval England to current times. The concept of security is discussed as a response to and a reflection of society’s structure and economic emulation, society’s perception of law and crime, and society’s morality. Introduces contemporary security issues such as security equipment and procedures, current relevant legislation and loss prevention theory. Contact 3 hours.

CJE2300  Police Administration and Operations (3) OD  Prerequisite: CCJ 1020 or CJE 1000, Florida Criminal Justice Standards and Training Commission Academy equivalent, or permission of instructor. Current administration organization and operational practice in law enforcement agencies. Emphasis on line and mid-management levels of supervision. Contact 3 hours.

CJE2400  Police Community Relations (3) OD  Prerequisite: satisfactory completion of College Preparatory English (ENC 0020) and College Preparatory Reading (REA 0002) or appropriate placement scores. Studies the development of police peacekeepers. Areas of concern will be the police and formal community organizations, minority groups, religious groups, student groups, and political dissenters. Contact 3 hours.

CJE2670*  Introduction to Forensic Science (3) FA SU  Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002) or appropriate placement scores. Exposes the student to the capabilities and functions of a full-service crime lab. Also covers evidence selection and submission to crime labs in accordance with established standards and legal requirements including chain of custody. Contact 3 hours.

CJE2671*  Latent Fingerprint Development (3) SP  Prerequisite: CTJT2120. Emphasizes the techniques involved in detection, enhancement, and recovery of latent fingerprints from physical evidence. Chemical and mechanical methods and surfaces will be analyzed and evaluated for proper application in both theory and practices. Contact 3 hours. Additional fee.

CJE2672*  Finger Print Classification (3) FA SP  Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002) or appropriate placement scores. Teaches the Henry modified system of fingerprint classification and prepares the student for a position as an inked fingerprint examiner. Contact 3 hours. Additional fee.

CJE2676*  Biological Evidence (3) SP  Prerequisite: CTJT 2120. Explores students to the forensic value, handling, preservation, testing, and documentation of biological evidence. Also addresses safety issues involved in handling biological evidence. Contact 3 hours. Additional fee.

CJL1500  The Court System (3) FA SP SU  Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002) or appropriate placement scores. Examines the history, traditions, and philosophy of the American court system. Emphasis on the roles of the prosecutor, judge, defense attorney, jurors, offenders, and the public. Focuses on the general themes of law on the books, law in action, and law in controversy. Contact 3 hours.

CJT2113*  Courtroom Presentation of Scientific Evidence (3) FA SP  Prerequisites: CTJT 2120 and CTJT 2122. This course covers speaking, listening, and stress control during courtroom proceedings, dress and grooming. Visual aid preparation and presentation of all evidence (commonly referred to as “scientific evidence”) collected at the crime scene are also included. Mock trial exercises will be used. Contact 3 hours.

DAA1100  Contemporary Dance I (1) FA  A physical activity designed to provide the knowledge and basic skills of modern dance. Also included are brief readings in the history of dance and its place in contemporary society. Activity 3 hours.

DAA1101  Contemporary Dance II (1) SP  Prerequisite: DAA1100 or permission of the instructor. A continuation of dance techniques as learned in DAA1100 with additional experiences in dance composition. Activity 3 hours.

Note: A total of two semester hours credit in physical education activity courses, including dance courses, may be allowed toward the 60 semester hours required for graduation with the AA degree.
Course Descriptions

DAA1200  Ballet I  (1) FA  Beginning level ballet technique, the use of ballet vocabulary, correct alignment of the body, and the application of simple step combinations in center work. Activity 3 hours.

DAA1201  Ballet II  (1) SP  Prerequisite: DAA1200 or equivalent. Using skills learned in DAA1200, students will learn more advanced combinations and applications of the movement vocabulary. Activity 3 hours.

DAA1300  Social Dance  (1) FA SP  Instruction in contemporary ballroom dance with an emphasis on dancing as a physical activity that enhances physical fitness and social well being. The course includes instruction in rhythm, Latin, and smooth dance including swing, hustle, mambo, salsa, merengue, rumba, cha cha, foxtrot, and waltz. The appreciation of ballroom dance be enhanced by a brief overview of ballroom dance history. Contact 2 hours.

DAA1304  Dance: Swinging with Technique  (1) FA SP  Instruction in contemporary country western dance and a variety of swing dances with an emphasis on dancing as a physical activity that enhances physical fitness and social well being. The course includes instruction in the basic elements of the country western dances recognized by the United Country Western Dance Council as the competition dances and a variety of the popular swing dances. Proper technique and execution will be emphasized. The dances taught will include, but not be limited to two-step, night club two-step, polka, cha cha, waltz, East coast swing, West coast swing, hustle (3-count), and single swing. The country western techniques will be compared to ballroom dance techniques to enhance an appreciation of both areas of dance. Contact 2 hours.

DAA1500  Beginning Jazz Dance  (1) FA SP  Basic techniques and skills of jazz dance. Activity 3 hours.

DAA1610  An Introduction to Dance Composition  (2) SP  Introduction to the craft of choreography. Students will explore basic rhythmic, spatial, and dynamic materials through group improvisation and individual studies. (DAA 1610 is not an activity course.)

DAN2120  The History of Dance  (3) FA  A study of the development of dance as it relates to the history of cultures and societies, emphasizing the evolution of dance as an art form. Designed to heighten student awareness and establish an appreciation of dance as being an integral part of society and its impact on the making of art. The major methods of dance history, master choreographers and their works will be explored through lecture, discussion and media presentation. (Not an activity course)

Dental Assisting

DEA0020*  Dental Assisting Preclinic Theory  (0) FA  Prerequisite: Acceptance into the dental assisting program. Corequisite: DEA0020L. The course is an introduction to dentistry and the dental assisting profession including duties and responsibilities; orientation to the dental office, basic concepts of microbiology, and an introduction to the basic skills in dental assisting including, but not limited to, infection control procedures, instrument identification and four-handed dentistry. Contact: 30 clock hours per semester.

DEA0020L*  Dental Assisting Preclinic Laboratory  (0) FA  Prerequisite: Acceptance into the dental assisting program. Corequisite: DEA0020. The course provides for the clinical application of materials in DEA0020, with hands-on instruction in the use and sterilization of all instruments and basic fundamentals of chairside assisting. Subject areas are arranged in a clinical competency program, which is a method of study that helps the student master each skill before advancing to the next level. Contact: 240 clock hours per semester.

DEA0800*  Clinical Practice and Procedures I Theory  (0) SP  Prerequisite: A grade of “C” or better in DEA0020, DEA0020L, DES1020, and DES1020L. Corequisite: DEA0800L. The course is designed for assisting student with the necessary background materials and assisting procedures involved in each specialty. Topics include, but are not limited to, instrument identification for specialty practices, professional demeanor, human relations in the dental office, and oral pathology. Contact: 30 clock hours per semester. Additional fee.

DEA0800L*  Clinical Practice and Procedures I Lab  (0) SP  Prerequisite: A grade of “C” or better in DEA0020, DEA0020L, DES1020, and DES1020L. Corequisite: DEA0800. The course provides the opportunity for each student to receive closely supervised instruction in all phases of chair-side dental assisting through rotations at the public health units and community dental offices. Contact: 285 clock hours per semester.

DEA0830*  Expanded Functions I Theory  (0) SP  Prerequisite: A grade of “C” or better in DEA0020 and DEA0020L, DES1020, and DES1020L. Corequisite: DEA0830L. The course is designed to provide the basic knowledge of the first component of the rules and regulations of the Florida State Board of Dentistry. Topics include, but are not limited to, preliminary charting, coronal polishing, fluoride application, and application of topical anesthetic. Contact: 30 clock hours per semester.

DEA0830L  Expanded Functions I Lab  (0) FA  Prerequisite: A grade of “C” or better in DEA0020 and DEA0020L, DES1020, and DES1020L. Corequisite: DEA0830. The course provides lab and clinical practice necessary for the first component the rules and regulations of the Florida State Board of Dentistry. Subject areas are arranged in a lab and clinical competency program, which helps students master each skill before advancing to the next module. Each module contains information needed to learn through the use of general and specific behavioral objectives. Contact: 30 clock hours per semester.

DEA0831*  Expanded Functions II Theory  (0) SP SU  Prerequisites: A grade of “C” or better in DEA0020, DEA0020L, DEA0830, DEA0830L, DES1020, DES1020L, DES1200, and DES1200L. Corequisite: DEA0831L. The course is designed to be a continuation of DEA0830, providing the basic knowledge necessary to perform the more complex expanded functions delegated by the rules and regulations of the Florida State Board of Dentistry. Contact: 30 clock hours per semester.

DEA0831L  Expanded Functions II Lab  (0) SP SU  Prerequisites: A grade of “C” or better in DEA0020, DEA0020L, DEA0830, DEA0830L, DES1020, DES1020L, DES1200, and DES1200L. Corequisite: DEA0831. The course is designed to be a continuation of DEA0830L. Subject areas are arranged in a lab and clinical competency program that helps the student master each skill before advancing to the next module. Each module contains the information needed to learn through the use of general and specific behavioral objectives. Contact: 30 clock hours per semester.

DEA0850*  Clinic Practice and Procedures II Theory  (0) SP SU  Prerequisite: A grade of “C” or better in DEA0020, DEA0020L, DES1020, DES1020L, DES1200, DES1200L, and DES1200L. Corequisite: DEA0850L. The course is designed to be a continuation of DEA0830L. Topics include, but are not limited to, dental implants, cosmetic dentistry, new technology, and pharmacology. Contact: 30 clock hours per semester.

DEA0850L  Clinic Practice and Procedures II Lab  (0) SP SU  Prerequisites: A grade of “C” or better in DEA0020, DEA0020L, DES1020, DES1020L, DES1200, DES1200L, DEEL, DEA0830, DEA0830L, DES1020, DES1020L, DES1200, DES1200L. Corequisite: DEA0850. The course provides the student the opportunity to assist dentists and their staff in a variety of private practice offices in the community. Assignments are in specialty as well as general practice offices. Contact: 210 clock hours per semester.

DES0053*  Nitrous Oxide Monitoring  (0) FA  Prerequisite: A grade of “C” or better in DEA0020 and DEA0020L, DES1020, DES1020L, DES1020, DES1020L, DES1200, and DES1200L. Corequisite: DEA0831L. The course is designed to be a continuation of DEA0830L. Diddactic information and clinical practical applications in the utilization of nitrous oxide sedation and general anesthesiology. Topics covered include proper handling of related equipment, delivery techniques, pharmacology, safety considerations, signs & symptoms of complications, and emergency management. Contact: 30 clock hours per semester.

DES1020*  Dental Anatomy/ Head & Neck Anatomy Theory  (2) FA  Prerequisite: Acceptance into the dental assisting or dental hygiene program. Corequisite: DEA1020L. The course is a comprehensive study of the orofacial and related structures in the head and neck. Included is a study of basic tooth structure in the primary and permanent dentition, the formation of those structures, types of teeth, relationship of form to function, the principles of occlusion, periodontal health, tooth eruption schedules and the effects of deviation from normal findings in the permanent dentition. The tissues of the oral cavity and pharynx are discussed along with salivary glands and various types of papillae and tonsilar tissues. The course content includes a detailed examination of head and neck anatomy, the bones of the skull and the landmarks of each; muscles of mastication, muscles of facial expression, with origins, insertions, blood supply, and innervation of each, distribution of the arteries and veins of the head and neck, lymphatic drainage, and the twelve cranial nerves with special emphasis on the fifth and seventh. Temporomandibular joint function and disorders causing facial pain will also be discussed. Timing of the content will correlate with the corequisite Dental Anatomy Lab, DES1020L. Contact: 2 hours per week.

* Course will not count toward credit for the A.A. degree
DESI200L* Dental Radiology Lab (1) FA Prerequisite: A grade of “C” or better in BSC2085L, BSC2086L, MB2004L, ENC1101, and acceptance into the dental hygiene program. Corequisite: DES1200L. The course is designed to familiarize the student with the primary functions of the X-ray machine, as well as the proper techniques and techniques on each of the primary and permanent teeth. Students will also expose technically acceptable occlusal, panoramic, facial profile, and carpal radiographs. Digital radiography will be included. Manual and automatic processing methods are utilized and film duplication procedures are practiced. Laboratory exercises will include mounting and interpretation of films prior to evaluation. Students will learn to distinguish radiographic pathology from normal oral landmarks. Infection control and quality control is maintained throughout laboratory exercises. Contact: 1 hour per week.

DESI2503* Clinic and Office Management (1) SP Prerequisite: Acceptance into the dental assisting or hygiene program. The course includes information relevant to the theoretical and practical administration of the dental office/clinic. Lectures are relevant to the responsibilities of the dental professional in the dental office. Information presented includes development of resumes, interviewing, office interpersonal relations, legal responsibilities, computer office recordkeeping (i.e. appointment scheduling, billing and collections, third party payment, clerical and dental supply inventory, tax records), and office management techniques. The student is also introduced to the use of office equipment such as fax machines, calculators, telephones, postage meters, and computers. There is a laboratory portion of the course requires the student to perform hands-on exercises with computers and a fax machine. Contact: 30 clock hours per semester.

Dental Hygiene

DEHI002* Dental Hygiene Preclinic Theory (2) FA Prerequisites: A grade of “C” or better in: BSC2085, BSC2085L, BSC2086, BSC2086L, MCB2004, MCB2004L, CHM1032, ENC1101 and acceptance into the dental hygiene program. Corequisite: DEHI1002L. An introduction to instrumentation techniques and clinical procedures. Topics include principles of instrumentation, prevention of disease transmission in the dental setting, and patient evaluation skills as vital signs, health history, dental charting, oral inspections, and treatment planning. Contact: 2 hours per week. Additional fee.

DEHI1002L* Dental Hygiene Preclinic Lab (3) FA Prerequisites: A grade of “C” or better in BSC2085, BSC2085L, BSC2086, BSC2086L, MCB2004, MCB2004L, CHM1032, ENC1101 and acceptance into the dental hygiene program. The laboratory and clinical portion of DEHI1002 allows students to master basic assessment and instrumentation skills through practice on manikin models prior to performing services on peers. Contact: 135 hours per semester. Additional fee.

DEHI130* Embryology and Oral Histology (2) FA Prerequisites: Grade of “C” or better in BSC2085, BSC2085L, BSC2086, BSC2086L, MCB2004, MCB2004L, CHM1032, ENC1101 and acceptance into the dental hygiene program. The study of the minute structures of the body with particular reference to the teeth and the supporting tissues. Morphology of different tissues, early embryonic development, and histologic features of the structure of the oral cavity are studied. Contact: 2 hours per week.

DEHI1800* Dental Hygiene I Theory (2) SP Prerequisites: A grade of “C” or better in: BSC2085, BSC2085L, BSC2086, BSC2086L, MCB2004, MCB2004L, CHM1032, ENC1101. An introduction to the elements of dental hygiene care as they relate to the clinical learning experience. Topics include selected patient assessment procedures, dental hygiene treatment planning, informal consent and treatment presentation. Methods of presenting oral hygiene instruction to young and patient education according to priority of individual needs is emphasized. Progressive development of instrumentation, oral prophylaxis procedures, and dental and periodontal documentation in recordkeeping are theorized in the lectures. Contact: 2 hours per week.

DEHI1800L* Dental Hygiene I Clinic (4) SP Prerequisites: A grade of “C” or better in: BSC2085, BSC2085L, BSC2086, BSC2086L, MCB2004, MCB2004L, CHM1032, ENC1101, DEHI1002, and DEHI1002L. Clinical application of course material from DEHI1800 in providing patient care in the dental hygiene clinic. Students receive instruction in providing dental hygiene care by various instructors in one-to-one teaching situations as well as one-to-six instructor to student ratios. Students progress individually in a competency-based learning approach for mastery of skills. Patients range in age from preschool to geriatric with levels of difficulty in dental hygiene treatment cases ranging from health to periodontal status to mild periodontitis with moderate levels of hard deposits and inflammatory states. Contact: 120 clock hours per semester. Additional fee.

DEH2300* Pharmacology (3) FA SP Prerequisites: Grade of “C” or better in: DEHI1002, DEHI1002L, DEIS1020, DEIS1020L, DEH1130. The study of drugs and anesthetics, with special consideration given to those used in the treatment of dental disease. The course acquaints students with the origin of these drugs and anesthetics, their physical and chemical properties, modes of administration, and effects upon the body system. Contact: 2 hours per week.

* Course will not count toward credit for the A.A. degree.
DEH2504* Dental Specialties (1) FA Prerequisites: Grade of “C” or better in: DEH1800, DEH1800L, DES1200, DES1200L, and DEH2300. The course is designed to acquaint the dental hygiene student with all the areas of specialization that a dental practice may be limited to in providing patients with individualized, optimal dental care. An overview of some specialties will be provided by the course leader. Dental specialists guest lecturers will provide students with an in-depth understanding of each specialty, through the presentation of patient cases followed by a question and answer period. Clinical time: 1 hour per week.

DEH2602* Periodontology (SU) Prerequisites: Grade of “C” or better in: DEH1800, DEH1800L, DES1200, DES1200L, and DEH2300. A study of the biological and clinical factors as they relate to periodontal disease. This course is designed to help the dental hygiene student acquire knowledge of the biologic basis for periodontal therapy. Emphasis will be placed on the recognition and differentiation of periodontal health and disease states, formulation of a dental hygiene treatment plan, initial and maintenance therapy, and referral of patients. Contact: 2 hours per week.

DEH2602L* Periodontology Lab (3) SU Prerequisites: A grade of “C” or better in: DEH1800, DEH1800L, DES1200, DES1200L, and DEH2300. Corequisite: DEH2602. This lab/clinical course introduces students to the treatment of moderate to advanced periodontal patient care. Part of the clinical component includes rotations in periodontal offices in the community where students can observe and assist with periodontal surgery. Students also rotate through externship clinics in the community including Leon County Health Department. The on-campus clinic experience involves dental hygiene treatment that includes patient education, periodontal evaluation through radiographic interpretation and clinical examination, treatment planning, and Phase I therapy for periodontal disease. One-on-one instruction in advanced periodontal instrumentation is taught on periodontal patients who present as periodontal case-based learning requirements of the program. Contact: 120 clock hours per semester.

DEH2701* Community Dental Health (2) FA Prerequisites: Grade of “C” or better in: DEH1800, DEH1800L, DES1200, DES1200L, and DEH2300. The course prepares the dental hygiene student to promote oral health and prevent oral disease in the community. The concepts of assessment, planning, implementation and evaluation phases of community-based programs are taught. The student will plan a community oral health education program that is implemented and evaluated in the Community Dental Health Practicum. Cultural differences, socio-economic factors, and barriers to health care are discussed in relation to developing preventive programs. Federal and state public health programs are discussed as well as current public health issues. Community oral health programs for vulnerable populations such as indigent, geriatric, and special needs patients are included. Contact: 2 hours per week.

DEH2701L* Community Dental Health Lab (1) SP Prerequisites: A grade of “C” or better in DEH2504, DEH2802, DEH2802L, DEH2701, DES1044, DES1200, DES1200L, DEH2602, DEH2602L, and DEH2300. The course is a continuation and practical component of DEH2701. In this course, students apply health/health education principles by designing and presenting dental health education projects to various audiences. Emphasis is placed on students interacting with a variety of groups which may include public school students (grades K-12), nursing home residents, health fair participants, mentally and physically handicapped children and adults, and Head Start children. Contact: 15 hours per semester.

DEH2802* Dental Hygiene II Theory (2) FA Prerequisites: Grade of “C” or better in: DEH1800, DEH1800L, DES1200, DES1200L, and DEH2300. Corequisite: DEH2802L. The course is a continuation of dental hygiene theory from DEH1800 with emphasis on didactic information regarding patient assessment, periodontal case study development, gingival curetration, oral irrigation, post-operative ostetis, cytological specimens, and the use of Ultrasonic scalers. State regulated expanded functions are presented didactically and in laboratory including: proper procedures in usage of rubber dam, matrix retainers, correlation of radiographs, root planning, use of Ultrasonic scalers, advanced instrumentation techniques, retraction cord placement and removal, post-operative ostetis dressing, periodontal dressing, and cytological specimens. Selected topics are required for clinical competence in DEH2802L. Contact: 2 hours per week.

DEH2802L* Dental Hygiene II Clinic (4) FA Prerequisites: Grade of “C” or better in: DEH1800, DEH1800L, DES1200, DES1200L, DEH2300, and DEH2602L. Corequisite: DEH2802. The course includes the clinical application of course material from Dental Hygiene II Theory assimilated in providing patient care in the dental hygiene clinic. Emphasis is placed on total patient care through treatment planning from thorough patient assessment. Periodontally involved patients will be treated with the opportunity for instruction in advanced periodontal instrumentation. Clinical sessions will include opportunities to practice advanced instrumentation techniques as well as expanded functions as taught in the theory course. Competency requirements for the completion of this clinical course include application of pit and fissure sealants, periodontal, amalgam restorations, transferring dental instruments, use of ultrasonic scalers, loading and passing aspirating syringes, correlation of radiographs, root planning and taking impressions for study models. External clinical experience in the areas of special need patients and geriatric patients will be obtained from the Florida Department of Corrections, Southwestern Hospital, the Leon County Public Health Unit and the Veteran’s Administration. Contact: 240 clock hours per semester. Additional fee.

DEH2804* Dental Hygiene III Theory (2) SP Prerequisites: A grade of “C” or better in DEH2802, DEH2802L, DES1044, DES1200, DES1200L, DEH2602, DEH2602L and DEH2300. Corequisite: DEH2804L. This is the final dental hygiene theory course. Emphasis is on ethics and jurisprudence, clinical seminars (as needed), student presentations of periodontal case studies and an in-depth review of Florida statutes and laws regulating the practice of dentistry and dental hygiene. Time is also allowed for a Mock Clinical Board Examination. Contact: 2 hours per week.

DEH2804L* Dental Hygiene III Clinic (4) SP Prerequisites: A grade of “C” or better in DEH2802, DEH2802L, DES1044, DES1200, DES1200L, DEH2602, DEH 2602L and DEH2300. Corequisite: DEH2804*. This is the final clinical course. The student will demonstrate ability to synthesize and conceptualize all knowledge, theory skills previously learned and utilize these skills and practical skills previously learned and utilize these skills to provide direct patient services at the entry level (or above) proficiency required of a licensed dental hygienist. Responsibilities in expanded functions will be practiced and performed to clinical competence on patients including application of pit and fissure sealants, polishing amalgam restorations, transferring dental instruments, use of ultrasonic scalers, correlation of radiographs, root planning, impressions for study models and monitoring nitrous oxide. External clinical experience in the areas of special needs patients and geriatric patients will be obtained from area correctional institutions and public health facilities. A mock clinical board exam utilizing members of the professional community as examiners will be administered to students in preparation for the state board examination. Contact: 240 clock hours per semester. Additional fee.

DEH2808 Dental Programs Independent Study (1) FA SU Prerequisite: Permission of program chair. The course is an independent study whereby dental assisting, dental hygiene, dental students or pre-dental students may be provided individual instruction for shadowing in the on-campus or off campus clinics, or remediating or reviewing clinical skills and/or didactic course materials. Each student will meet with the course director to establish requirements for individual student needs. Students are graded on the basis of (S) satisfactory or (U) unsatisfactory performance. Contact 15 hours per semester.

DES1020* Dental Anatomy (2) FA Prerequisites: Acceptance into the dental assisting or hygiene program. Corequisite: DES1020L. This course is a comprehensive study of the orofacial and related structures in the head and neck. Included is a study of basic tooth structure in the primary and permanent dentition, the formation of those structures, types of teeth, relationship of form to function, the pathologies of occlusion, temporomandibular joint function and disorders causing facial pain will also be discussed. Timing of the content will correlate with the corequisite, Dental Anatomy Lab, DES1020L. Contact: 2 hours per week.

*Course will not count toward credit for the A.A. degree.
DES1020L* Dental Anatomy Laboratory (1) FA Prerequisites: Acceptance into the dental assisting or dental hygiene program. Corequisite: DES1020*. Dental Anatomy Laboratory is designed to provide an in-depth study of tooth morphology for dental assisting, bridge and hygiene students. Laboratory exercises will include identification, characteristics, and eruption/exfoliation dates of each of the primary and permanent teeth, and distinguishing right from left. Students will use acrylic replicas and natural teeth to locate landmarks and characteristics on each of the primary and permanent teeth. Basic information about orofacial landmarks and anatomy of the support structures of the teeth will be provided. Laboratory exercises will be supplemented with a study guide. Contact: 1 hour per week.

DES1044* General and Oral Pathology (3) FA Prerequisites: Grade of “C” or better in: DEH1002, DEH1002L, DES1020, DES1020L, and DEH1130. The principles of general pathology in relation to diseases of the teeth, soft tissues, and supporting structures of the oral cavity. The importance of early recognition of abnormal conditions in the mouth is emphasized. Contact: 3 hours per week.

DES1200* Dental Radiology (2) SP Prerequisite: A grade of “C” or better in DEA0020 and DEA0020L, DES1020 and DES1020L. Corequisite: DES1200L. The course is designed for the dental assisting or hygiene student and includes the study of the theory and principles used to expose, process, and mount dental radiographs. Recognition of normal and abnormal conditions visible on dental radiographs, and the identification of the hazards and safety precautions eminently to radiographic procedures are among the topics covered in the course. Intraoral and extraoral techniques will be discussed, as well as the types of films, sensors and cassettes that support these uses. Digital radiography and the principles used in exposure will also be included. Quality control procedures will be followed in both the darkroom and chair-side settings. Slides will be used extensively to study radiographic anatomy and pathology. Cephalometric tracings will be done in class. The course content will be structured to complement laboratory activities. Special emphasis will be placed on infection control. Carpal radiographs will be included as required by Federal and State Law. Contact: 2 hours per week.

DES1200L* Dental Radiology Lab (1) SP Prerequisite: A grade of “C” or better in DEA0020 and DEA0020L, DES1020, DES1020L. Corequisite: DES1200. Students will achieve proficiency in radiographic technique on a DXTR manikin prior to exposure of radiographs on patients. Intraoral and Extraoral exposure techniques will be covered. Students completing Dental Radiology Lab will be able to produce technically acceptable interproximal and periapical radiographs with bisecting and paralleling techniques on primary, mixed, or complete dentitions, or edentulous patients. Students will also expose technically acceptable occlusal, panoramic, facial profile, and carpal radiographs. Digital radiography will be included. Manual and automatic processing methods are utilized and film duplication procedures are practiced. Laboratory exercises will include mounting and interpretation of films prior to evaluation. Students will learn to distinguish radiographic pathology from normal oral landmarks. Infection control and quality control is maintained throughout laboratory exercises. Contact: 45 clock hours per semester. Additional fee.

DES1600* Dental Office Medical Emergencies (2) SP Prerequisite: Acceptance into the dental assisting or dental hygiene program. This course provides an introduction to elements of dental emergencies. Corequisite: DES2100. Students will achieve proficiency in the management of medical and dental emergencies which occur in the dental office. An introductory course to the responsibilities of the dental professional in the dental office. Information presented includes development of resumes, interviewing, office interpersonal relations, legal responsibilities, complete office recordkeeping (i.e., appointment scheduling, billing and collections, third party payment, clerical and dental supply inventory, and tax records) and office maintenance techniques. The student is also introduced to the use of office equipment such as fax machines, calculators, telephones, postage meters, and computers. There is a laboratory portion of this course that requires the student to perform hands-on exercises with computers and a fax machine. Contact: 30 clock hours per semester.

DES2051* Pain Control (2) Prerequisite: Grade of “C” or better in: DEH1800, DEH1800L, DES1200, DES1200L, DEH2300. The course is a continuation of dental hygiene theory from DEH1800 with emphasis on didactic information regarding patient assessment, periodontal case study development, gingival curettage, oral irritation, post-operativeotics, cytological specimens, and the use of ultrasonic scalers. State regulated expanded functions are presented didactically and in laboratory including: proper procedures in usage of rubber dams, matrix retainers, correlation of radiographs, root planing, use of ultrasonics/sonics, advanced instrumentation techniques, retraction cord placement and removal, post-operative ostieitis dressing, periodontal dressing, and cytological specimens. Selected topics are required for clinical competence in DEH2802L. Contact: 2 hours per week. Additional fee.

DES2100* Dental Materials Theory (2) FA Prerequisite: Acceptance into the dental assisting or hygiene program. Corequisite: DES2100L. The course provides an introduction to the chemical, physical and handling characteristics of materials commonly used in dentistry. The biological compatibility of each material will be outlined. These materials include precious and non-precious metals, ceramics, dental amalgams, acrylic plastics, filled and non-filled resins, porcelains, impression materials, implant materials and various laboratory waxes. Contact: 2 hours per week.

DES2100L* Dental Materials Laboratory (1) SU Prerequisite: Acceptance into the dental assisting or dental hygiene program. Corequisite: DES2100. The Dental Laboratory exercises are designed to familiarize the student with the properties, application, and uses of selected dental materials presented in lecture. The student will develop a working knowledge of those materials and gain entry level experience in the handling of materials through participation in the laboratory exercises and laboratory visits. The information presented in the laboratory course will coincide with DES 2100, Dental Materials Lecture, which is recommended as a co-requisite. Contact: 45 clock hours per semester. Additional fee.

DES2503* Clinic and Office Management (1) SP Prerequisite: Acceptance into the dental assisting hygiene program. The course includes information relevant to the theoretical and practical administration of the dental office/clinic. Lectures are relevant to the responsibilities of the dental professional in the dental office. Information presented includes development of resumes, interviewing, office interpersonal relations, legal responsibilities, complete office recordkeeping (i.e., appointment scheduling, billing and collections, third party payment, clerical and dental supply inventory, and tax records) and office maintenance techniques. The student is also introduced to the use of office equipment such as fax machines, calculators, telephones, postage meters, and computers. There is a laboratory portion of this course that requires the student to perform hands-on exercises with computers and a fax machine. Contact: 30 clock hours per semester.

Digital Media Broadcasting

RTV1000 Survey of Broadcasting (3) FA SP An introduction to the historical, technological, legal, economic, programming and career aspects of radio and television broadcasting. The course will include a number of required field trips. Completion of one individual and one group project will be required. Contact 3 hours.

RTV1201C TV Production (3) FA SP An introductory course in the field of video production. The course will combine both theory and practice in order to help students gain a better understanding and appreciation of the production process. Contact 4 hours. Additional fee.

RTV1208 Studio Production (3) FA SP A practical approach in learning theory and techniques used in television studio production, with emphasis on camera operation, lighting, audio mixing, special effects generation, producing and directing. Projects will be required for completion and success in the course. Contact 4 hours.

RTV1245C Video Field Production (3) FA SP Prerequisite: RTV 2206 or its equivalent. This course provides practical experience in television production skills and techniques involving programming production. Students are expected to solve media-related problems during actual productions. Contact 4 hours. Additional fee.

* Course will not count toward credit for the A.A. degree.
Course Descriptions

RTV1266 Video Post-Production (3) FA SP Prerequisites: CGS1520 and RTV2214. Co-requisite RTV1266L. TV, film, art, videos and multimedia projects depend heavily on creative expression and communication of imagery. In fact, video manipulation is a component which cannot be overlooked when it comes to video post-production. Using computers as a medium for video post-production, this course places an emphasis in video and audio post-production techniques and application of filters and multitude of layers. Contact 3 hours.

RTV1266L Video Post-Production Lab (1) FA SP Prerequisites: CGS 1520 and RTV 2220. Co-requisite RTV 1266. This course is envisioned for hands-on projects and creative expressions proposed by the material covered in RTV 1266. Video manipulation in a video post-production environment is required for presentation and grade. This course will place an emphasis on video and audio post-production techniques, as well as, the development of professional broadcasting ready video and audio material. Contact 2 hours. Additional fee.

RTV1267 DVD Creation and Authoring (3) SP This course teaches the student the methods and skills used for the creation and production of interactive DVDs, Video CDs and CD-ROM. Contact 3 hours.

RTV2214 Digital Audio/Video Production (3) FA SP Prerequisite: CGS 1520. This course is designed to help in the development of skills related to generating, recording and editing audio and video using computers as non-linear editing systems. Students will be introduced to methodologies related to the software that is common to audio and video editing. Students will produce a portfolio in the process of learning the formal principles and processes of audio/video production. Contact 3 hours. Additional fee.

RTV2216 Video Direction (3) SP Prerequisites: RTV 1200C and RTV 1208 or its equivalent. Co-requisite: RTV 2206L. This course teaches students studio directing/technical directing and related techniques used in television and entertainment shows, commercials, newscasts, documentaries, training and corporate video production. Students are expected to solve media-related problems during actual productions. Contact 3 hours.

RTV2216L Video Direction Lab (1) SP Prerequisites: RTV 1200C and RTV 1208 or its equivalent. Co-requisite: RTV 2206. This course implements studio directing/technical directing and related techniques learned in RTV 2206 Video Direction. Students are expected to solve media-related problems during actual productions. Contact 2 hours. Additional fee.

RTV2246 Advanced Video Field Production (3) SP Prerequisite: RTV 1200C or its equivalent. A continuation of RTV 1200C. This course provides a practical experience in advanced television production skills and techniques involving program production. Several hands-on projects will be required as well as participation in a minimum of three live television studio productions. Contact 3 hours.

RTV2269 Advanced Video Post-Production (3) FA SP Prerequisites: RTV1266 and RTV1266L. This course is envisioned for hands-on projects and creative expressions proposed by the material covered in RTV1266 and RTV1266L. Advanced techniques for video post-production will be discussed and performed for presentation and grade. This course places an emphasis on video and post-production at the professional broadcasting level. Contact 3 hours.

RTV2282C Webcast Production and Direction (4) SP A hands-on approach where students will learn about online technologies such as webcasting, podcasting, video blogs, and other related distribution methods. Specific technologies and skills include digital video production techniques, file formats, encoding software, and server administration for use in live webcasts. Students will also have the opportunity to explore the impact that new media broadcast technologies has had on the traditional broadcast industry. Contact 4 hours. Additional fee.

Early Childhood Education

EDF1004* Educational Field Experience (3) FA SP SU This course is designed for students pursuing the Child Development Associate (CDA) credential. This course focuses on introducing the student to classroom responsibilities by requiring them to plan, implement and evaluate learning activities, supervise children’s behavior, and create lesson plans. Additional assignments are determined by the student and supervising teacher. Contact 3 hours.

EDG1319* Special Topics (3) FA SP SU This course is designed for teachers of young children. Students are taught to understand the home environment and the differing family structures. Community resources, interagency cooperation, and techniques to access services available to families will be addressed. Contact 3 hours.

ECC1308* Education of the Young Child (3) FA SP SU This course is designed for students pursuing the Child Development Associate (CDA) credential. This course will instruct the student in the observation and understanding of the young child in the preschool environment. Competencies in program planning, organization of space and equipment, and planning appropriate learning experiences will be stressed. Contact 3 hours.

ECC1300* Cognitive Experiences for Young Children (3) FA SP SU This course is an introductory study of methodology used in teaching young children literacy, mathematics, science, social studies, and health. Emphasis is on the application of methods in early childhood centers. Contact 3 hours.

ECC1312* Creative Experiences for Young Children (3) FA SP SU This course is an introductory study of the relationship between children’s learning and creative activities. Emphasis is on the application of activities. The student will assemble the professional resource file to include creative art, music and play activities. Contact 3 hours.

ECC1600* Guiding the Young Child (3) FA SP SU A behavior management course for parents and professionals who care for and work with young children. It examines the range of appropriate and acceptable behaviors, consistent limits, communication patterns and styles, & simple rules that clearly define behavioral guidelines employed to guide young children in a variety of settings. Contact 3 hours.

ECC1603* Early Childhood Development and Guidance (3) FA SP SU This course is designed for students pursuing the Child Development Associate (CDA) credential. This course is an introductory course designed for teachers of young children in the physical, social, emotional, language and cognitive development of the child, prenatal to school-aged. Students are taught the dynamics of behavior by emphasizing the importance of guidance in teaching. Contact 3 hours.

ECC1907* Directed Observation and Participation (3) FA SP SU This course is designed for students pursuing the Child Development Associate (CDA) credential. This course will instruct the student in the observation and understanding of the relationship between the developmental level of the child and the appropriateness of the student's curriculum. Contact 3 hours.

ECC2401* Home, School, and Community in Early Childhood Education (3) FA SP SU This course is designed for students pursuing the Child Development Associate (CDA) credential. The course introduces the student to the relationships of home, school and the community in Early Childhood Education. The importance of the family to young children, responsibilities of the early childhood staff to parents and the responsibilities of parents to their children will be covered. Additional emphasis will be given to the social, economic, cultural, linguistic and political forces which have an impact on the lives of children and their families. Community resources, interagency cooperation, and techniques to access services available to families will be addressed. Contact 3 hours.

ECC2521* Management of A Childcare Center (3) FA SP SU (Director’s Credentials course) This course provides a foundation for the financial and personnel management of the child care center. Topics include leadership, organizational skills, budgeting, financial management, legal issues, marketing, hiring, supervision, and professional development of a child care center. Regulations and resources of national, state and local organizations are also addressed. Contact 3 hours.

EXX2010* Survey of Disabling Conditions in Young Children (3) FA SP SU This early childhood educator working successfully with young children with disabilities must have knowledge of the various disabling conditions. With a greater understanding of the definitions for, characteristics of, and conditions associated with each disability, the early childhood educator will be better able to interact with, instruct and provide care to children. The purpose of this course is to provide early childhood personnel working with young disabled children with a historical perspective of special education and with the State Department of Education definitions for categorical programs. Contact 3 hours.

* Course will not count toward credit for the A.A. degree
Earth Sciences

ESC1000 Earth and Its Environment (3) FA SP SU
Prerequisite: satisfactory completion of College Preparatory English (ENC0020), College Preparatory Reading (REA0002) or appropriate placement scores. Provides a general background in the earth sciences for students with non-science majors. Contains elements of astronomy, geology, oceanography, and meteorology. Illustrates the influence of natural phenomena upon society and of society upon the environment. Lecture 3 hours. (Beginning Fall 2007 this course will become ESC1000)

GLY1030 Environmental Geology (3) FA SP SU Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA 0002) or appropriate placement scores. An introductory course in geology emphasizing environmental aspects of the earth, including earthquakes, volcanoes, depletion of resources, water supply problems, pollution, and geologic land use and planning. Lecture 3 hours.

GLY2010 Physical Geology (3) FA Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002) or appropriate placement scores. Corequisite: GLY2010L. Covers the origin and evolution of the earth with concentration on the geologic processes acting within the earth, and on the earth's surface. Lecture 3 hours.

GLY2010L Physical Geology Laboratory (1) FA Prerequisite or corequisite: GLY2010. Students will classify and identify rocks and minerals. Special topics to topographic maps and aerial photographs. Saturday field trip required. Lab 3 hours. Additional fee.

GLY2100 Historical Geology (3) SP Prerequisite: satisfactory completion of one of the following: GLY1030, GLY2010, ESC1000 Corequisite: GLY2100L. Overview of geological techniques used to unravel earth history with description of geological evolution of the earth. Lecture 3 hours.

GLY2100L Historical Geology Laboratory (1) SP Prerequisite or corequisite: GLY2100. Students will identify mineral and rocks, common fossil groups, learn to read geologic maps, perform geological correlations and use other techniques to investigate earth history. Field trip is required. Lab 3 hours. Additional fee.

GLY2160 Geology of National Parks (3) SP Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002) or appropriate placement scores. An introductory course in geology that develops the geological history of selected national parks while illustrating essential principles and processes of geology. Lecture 3 hours.

GLY2930 Special Topics in Geology (3) OD Prerequisites: successful completion of College Preparatory English (ENC0020) or College Preparatory Reading (REA0002) or appropriate placement scores. Special topics to further explore the field of geology through discussion, observation, or research. Special focus is placed on topical problems, current issues, or historic trends in this field. Lecture 1-3 hours.

ISC1001L Interdisciplinary Science Laboratory (1) FA SP SU Prerequisite: successful completion of one general education science course with a C or better. Pre-/Co-requisite: enrollment in a second general education science course in a different general education category. Emphasis is on laboratory experiences, which illustrate the interdisciplinary nature of the scientific process. Designed to supplement, reinforce, and integrate ideas presented in general education science courses. These experiences will center around several contemporary themes and involve critical thinking and cooperative activities. Lab 2 hours. Additional fee.

ISC2930 Special Topics in Earth Science (3) OD Prerequisites: Successful completion of REA 0001 and ENC 0020 or appropriate placement scores. Special topics for students who wish to further explore the general earth science fields including geology, meteorology, astronomy, and oceanography through discussion, observation, field work, or research. Special focus will be placed on topical problems, current issues, or trends in the field of geology. Lecture 1-3 hours.

MET1010 Meteorology (3) FA SP SU Prerequisite: satisfactory completion of College Preparatory English (ENC 0020) and College Preparatory Reading (REA 0002) or appropriate placement scores. An introduction to the structure of the atmosphere, weather processes, and climate, including recent events and environmental concerns in these realms. Lecture 3 hours.

ECE1001 Introductory Oceanography (3) FA SP SU Prerequisite: satisfactory completion of College Preparatory English (ENC 0020) and College Preparatory Reading (REA 0002) or appropriate placement scores. An introduction to the study of the oceans, emphasizing the interdisciplinary nature of the science, including the biological, chemical, physical, and geological aspects of oceanographic studies. Lecture 3 hours.

Economics

ECO2013 Principles of Economics: Macro (3) FA SP SU Prerequisite: satisfactory completion of College Preparatory English (ENC 0020) and College Preparatory Reading (REA 0002) or appropriate placement scores. Covers basic economic concepts and theories, current economic problems, and the application of public policy to these problems. Stress is placed on macro-economics. Lecture 3 hours.

ECO2023 Principles of Economics: Micro Economics (3) FA SP SU Prerequisite: satisfactory completion of College Preparatory English (ENC 0020) and College Preparatory Reading (REA 0002) or appropriate placement scores. Covers basic economic concepts and theories relative to consumer demand and economics of the firm. Stress is placed on micro-economics. Lecture 3 hours.

ECO2370 Introduction to International Economics (3) SP Prerequisite: satisfactory completion of Principles of Macro Economics (ECO2013), College Preparatory English (ENC0020) and College Preparatory Algebra (MAT0024) or appropriate placement scores. This course is a general survey of money and banking, covering the nature and functions of money, monetary standards, structure and functions of the Federal Reserve System, monetary and fiscal policy, recent monetary and fiscal problems, and international financial issues. Contact 3 hours.

ECO2930 Special Topics in Economics (3) FA SP SU Special topics for students who wish to further explore the field of economics through discussion, observation, or research. Special focus placed on topical problems, current issues, or economic trends. Lecture 1-3 hours.

Education

EDF1005 Introduction to American Education (3) FA SP An introduction to the American education system with emphasis on the social foundations of public education. Overview of the teaching profession and contemporary issues affecting teachers and students. Recommended for students considering a career in any area of education. Open only to students who have completed 12 or more semester hours with an overall GPA of 2.5 or better. Required field experience: 15 hours. This course fulfills one of the lower division education core prerequisites for teacher education majors. Lecture 3 hours.

EDG2701 Teaching Diverse Populations (3) FA SP SU Prerequisite: EDF1005. An introduction to the value of diversity in American society and the manifestations of diversity in the educational system. Focuses on providing prospective teachers with knowledge about students in American schools who are from different ethnic, racial, cultural, and/or linguistic backgrounds or who represent other categories of diversity, and how the needs of diverse students may be addressed. Open only to students who have completed 12 or more semester hours with an overall GPA of 2.5 or better. Required field experience: 15 hours. This course fulfills one of the lower division education core prerequisites for teacher education majors. Lecture 3 hours.

EME3410 Introduction to Educational Technology (3) FA SP SU Prerequisite: This course is open only to students who have completed 12 or more semester hours with an overall GPA of 2.5 or higher. The purpose of this course is to prepare teachers and future teachers as competent computer-based technologists. This course is designed specifically for education majors. Students will learn how to successfully integrate instructional technology tools into their evolving teaching methodology. Based on the study of a wide range of successful technology integration models currently in use throughout the United States.

* Course will not count toward credit for the A.A. degree.
States, students will cultivate their own sense of the importance of effective instructional technology modeling as a part of their teaching and learning strategies. This course requires a significant amount of time outside the class using a computer. This course fulfills one of the lower division education core prerequisites for teacher education majors. Contact 3 hours. Additional fee.

**Educator Preparation Institute**

**Course Descriptions**

**EPI0001**

- **Classroom Management (3) FA SP**
  This course prepares the future teacher to set up a classroom, establish classroom policies and procedures, keep students’ records, create objective-based lesson plans, employ varied teaching strategies, develop and administer various forms of assessment, integrate Sunshine State Standards into lesson development, establish and maintain cooperative relations with parents, adhere to professional ethics, and understand and abide by relevant laws and policies. Participants are required to develop a developmental, assessment and professional portfolio demonstrating mastery of related competencies.

**EPI0002**

- **Instructional Strategies (3) FA SP**
  This course prepares the future teacher to recognize different learning styles and utilize various presentation styles in the classroom. Participants learn Bloom’s taxonomy, lesson plan development, and how to incorporate cooperative, group, contextual, and project-based learning opportunities in the classroom. In addition, both behavioral management techniques and accommodations for exceptional students are addressed. Participants are required to develop a professional portfolio demonstrating mastery of related competencies.

**EPI0003**

- **Technology in the Classroom (3) FA SP**
  This course prepares the future teacher to master the skills of computer-based record keeping, multimedia presentations, webpage development, computer-aided instruction, and the integration of technology and its impact in the learning process. Content area related instructional strategies and internet resources are addressed as well as the use of Web Quest and fair use guidelines. Participants are required to build a developmental, assessment and professional portfolio demonstrating mastery of related competencies.

**EPI0004**

- **The Teaching and Learning Process (3) FA SP**
  Topics in this course include various stage theories of child development, learning theories, and theories of motivation and persistence. The use of various standardized tests is discussed as well as how these concepts are utilized in the classroom. Participants learn Bloom’s taxonomy, lesson plan development, and how to incorporate cooperative, group, contextual, and project-based learning opportunities in the classroom. In addition, both behavioral management techniques and accommodations for exceptional students are addressed. Participants are required to develop a professional portfolio demonstrating mastery of related competencies.

**EPI0010**

- **Foundations of Research-Based Practices in Reading (3) FA SP SU**
  This course provides substantive knowledge structure and function and cognition of phonemic awareness, phonics, fluency, vocabulary, and comprehension. Further, it provides an understanding of the integration of the reading components. Instruction in this module is grounded in scientifically-based reading research as a mechanism to inform instructional practice. This course satisfies “Competency Two” of the Florida Reading Endorsement.

**EPI0020**

- **Professional Foundations (2) FA SP**
  This course provides the foundation for becoming a productive member of the teaching profession. The participants will gain understanding of the organization and administration of the traditionally public school, and laws governing teachers, the Code of Ethics, and the purpose of schools. This course develops a professional perspective and creates a sense of grounding in the profession of teaching.

**EPI0030**

- **Diversity in the Classroom (2) FA SP**
  This course teaches an understanding of the variety of backgrounds and cultures that may be found in a typical classroom and how social class, religion, language, gender differences, cultures, ethnicity, physical differences, and prejudices effect how a student learns.

**EPI0401**

- **The Teaching Profession-Field Experience (1) FA SP**
  Participants complete 15 hours of field experience in accredited public, charter, or private schools. Participants gain knowledge about students in American schools who are from different ethnic, racial, cultural, and/or linguistic backgrounds or who represent other categories of diversity, and how the needs of diverse students may be addressed. Through a series of observation tasks and teaching experience participants develop a reflective journal detailing his/her experience.

**EPI0455**

- **Diversity Field Experience (1) FA SP**
  Participants complete 15 hours of field experience in accredited public, charter, or private schools. Participants gain knowledge about students in American schools who are from different ethnic, racial, cultural, and/or linguistic backgrounds or who represent other categories of diversity, and how the needs of diverse students may be addressed. Through a series of observation tasks and teaching experience participants develop a reflective journal detailing his/her experience.

**Emergency Medical Technology**

**Course Descriptions**

**EMS1050**

- **First Responder (3) FA SP SU**
  This course is designed to instruct these students in basic management of emergency medical pre-hospital care of the patient. The course provides the necessary information and skills needed to recognize, properly access and treat the sick and injured as a First Responder. The First Responder is a vital part of the pre-hospital, Emergency Medical Services system. First Responders are trained to reach patients, find out what is wrong, provide emergency care and, when necessary, move patients without causing further injury. These individuals are usually the first people to arrive at the patient. CPR Certification is required for course completion and is available at an additional cost. 3 hours per week. Additional fee.

**EMS1154**

- **Emergency Medical Technology I (3) FA SP Prerequisites:**
  First Responder certification (EMS1050C), successful completion of HSC2400 or Red Cross Responding to Emergencies Certificate and BLS (CPR) Certification, and Students must be admitted to the program to enroll in EMS1154 and EMS1154L. Corequisite: EMS1154L, EMS1154*, EMS1155*, and EMS1155L* must be taken in sequence. Emergency medical Technology Program is a two-semester comprehensive training program designed to prepare the student for employment as an entry level Emergency Medical Technician (EMT) in today's modern EMS system. The courses are based on the current DOT National Standardized EMT-B curriculum. In addition to coursework, students will participate in at least one hundred hours of ambulance and in-hospital clinical experience during the two-semester sequence. The program includes two hours of instructions in trauma scorecard methodology and four hours of instruction in HIV/AIDS as required by the Florida Statutes. Upon satisfactory completion of the sequence of courses, students are eligible to take the registry examination administered by the State of Florida. Registrants are eligible for employment as Emergency Medical Technicians. Contact: 3 hours per week. Some Saturday classes required. Additional fees.

**EMS1154L**

- **Emergency Medical Technology Practicum I (2) FA SP Corequisite:**
  EMS1154*. Laboratory and clinical application of concepts and procedures studied in EMS1154*. Additional fees. Contact: Lab 3 hours per week and approximately 50 hours/semester of clinical.

**EMS1155**

- **Emergency Medical Technology II (3) SP SU Prerequisites:**
  EMS1154* and EMS1154L*. Bl: EMS1155L*. This is a continuation of EMS1154*. Contact: 3 hours per week. Some Saturday classes required.

**EMS1155L**

- **Emergency Medical Technology Practicum II (3) SP SU Prerequisites:**
  EMS1154* and EMS1154L*. Corequisite: EMS1155*. Laboratory and clinical application of concepts and procedures studied in EMS1155L*. Contact: Lab 3 hours per week and approximately 60 hours/semester of clinical. Additional fee.

**EMS2018**

- **EMS Competency Review (2) OD Prerequisite:**
  Permission of program chair. Course designed to enable students who are re-entering the program to improve their competencies to be able to maintain pace in regular courses of the program, or for those students who have completed the program and need competency review to be able to pass licensure examinations, or for other students if recommended by the program chair. Content will be designed to meet specific needs of the student. Course cannot be used to meet degree requirements. Students are graded on the basis of (S) satisfactory or (U) unsatisfactory performance. Contact: a minimum of 30 hours per semester.

**EMS2313**

- **Emergency Air Medical Rescue (5) FA SP**
  This course is designed for paramedic, registered nurse, or respiratory therapist. Other professionals wishing to take this course may seek permission of the instructor. The student will learn the effects of altitudinal change on the human body in health, illness and injury; and the use of normal and emergency equipment during air transport used for ambulance purposes and the laws governing them. All students will demonstrate safe performance in family and community interaction, mission safety, system development, transport

* Course will not count toward credit for the A.A. degree.
considerations, medical conditions, traumatic injuries. Students will know the transport procedures for all patients, including obstetrics, neonatal, pediatric, high risk and critical care. A laboratory and clinical component will be a part of this class. Contact: a minimum of 5 hours per week. Additional fee.

EMS2341L* EMS Extrication Techniques (1) SU Prerequisites: EMS1155 and EMS1155L or certification as a Registered Emergency Medical Technician. This course is designed to teach the EMT or paramedic the skills and knowledge necessary to perform rescue operations utilizing hand and power tools, ropes, and other rescue equipment. Emphasis will be placed on the evolution of motor vehicle rescue and vertical extraction situations with regard to the safety of both rescuer and patient. Lab hours.

EMS2346C* Critical Care Transport Paramedic (4) FA SP This course is designed to give the currently licensed paramedic, licensed respiratory therapist, and registered nurse the knowledge and skills to function as part of a critical care transport team. Other professionals wishing to take this course may seek the permission of the instructor. All students will demonstrate safe performance in patient assessment, specialized trauma treatment procedures, evaluation of high risk and critical care patients, transport considerations, and the treatment of critical medical, obstetric and trauma patients. The student will learn the transport procedures for neonatal, pediatric, adult and geriatric patients. Contact: 4 hours per week. Additional fees.

EMS2522C* EMS Pharmacology (3) SU Prerequisites: BSC2085 and BSC2085L or BSC1084C. Corequisites: BSC2086 and BSC2086L, EMS1155 and EMS1155L and permission of EMS program director is required. This course incorporates basic concepts of pharmacology including pharmacokinetics, pharmacodynamics, adverse reactions, mechanisms of action, and drug interactions for commonly used groups of drugs. Includes effects of age and culture on drug treatment, mathematics of drugs and solutions, and principles of treatment. Consent of instructor required. Includes instruction on proper methods of medication administration as it pertains to the paramedic. Contact 5 hours per week. Additional fee.

EMS2611* Paramedic Preparatory (2) FA Prerequisite: Acceptance into the Paramedic program; and BSC2085, BSC2085L, BSC2086, BSC2086L and EMS2522C. Corequisites: EMS2613, EMS2637 and EMS2662L. This is the first course in the sequence of paramedic level courses. It is designed to provide the student with the foundation necessary to understand the paramedic's role within the medical community. The course focuses on the paramedic's roles and responsibilities, the well-being of the paramedic, injury protection, medico-legal and ethical issues, as well as specific topics in pathophysiology, pharmacology and therapeutic communications. Contact: 2 hours per week.

EMS2613* Paramedic Patient Assessment (1) FA Prerequisite: Acceptance into Paramedic program and BSC2085, BSC2085L, BSC2086, BSC2086L and EMS2522C. Corequisites: EMS2611, EMS2637 and EMS2662L. This course is designed to provide the paramedic student with the knowledge and skills necessary to thoroughly, accurately and rapidly assess patients found in the pre-hospital setting. The course focuses on history taking, techniques of physical examination, clinical decision making, communications and documentation. Contact 1 hour per week.

EMS2617C* Paramedic Assessment Based Management (1) SU Prerequisites: Successful completion of EMS2611, EMS2613, EMS2637, EMS2638, EMS2662L, EMS2663L and EMS2639. The course focuses on the paramedic's ability to integrate pathophysiological principles and physical examination findings to formulate a field impression and implement a treatment plan for patients with common complaints. The course involves classroom lecture and laboratory scenario practice utilizing programmed or simulated patients. Contact: 2 hours per week.

EMS2618* EMS Special Operations (1) SU Prerequisite: EMS2636L, EMS2638, EMS2639. This course is designed to teach the paramedic the skills and knowledge necessary to operate in and around rescue and crime scene operations. Hazardous materials training at the EMS level is included. Contact: 2 hours per week.

EMS2637* Paramedic Medical Emergencies I (4) FA Prerequisites: Acceptance into Paramedic program, completion of A&P requirement and EMS222C. Corequisites: EMS2611, EMS2613 and EMS2662L. This course focuses on the rapid, thorough assessment of pre-hospital treatment of patients with pulmonary and cardiac problems. The student will become knowledgeable with causes, complications, signs and symptoms, and the full range of pre-hospital management of these serious patients. Contact: 4 hours per week.

EMS2638* Paramedic Medical Emergencies II (4) SP Prerequisites: Successful completion of EMS2611*, EMS2613*, EMS2637* and EMS2662L*. Corequisites: EMS2639* and EMS2663L*. This course focuses on the many types of medical conditions that can lead to a medical emergency. Topics covered in this course include neurology, endocrinology, allergies and anaphylaxis, urology, gastroenterology, renal, toxicology, hormonal conditions, environmental disease, infectious diseases, behavioral and psychiatric disorders, gynecology, obstetrics, neonatology, pediatrics, geriatrics, abuse and neglect, patients with special challenges, and the home health care patient. Methods of advanced airway management will also be covered in this course. Contact: 4 hours per week.

EMS2639* Paramedic Trauma Emergencies (3) SP Prerequisites: Successful completion of EMS2611, EMS2613, EMS2637 and EMS2662L. Corequisites: EMS2638 and EMS2663L. This course focuses on the trauma emergencies encountered by EMS personnel. Specific topic areas include: trauma systems, mechanism of injury, hemorrhage, shock, soft tissue injuries, burns, head and facial trauma, spinal trauma, abdominal trauma and musculoskeletal trauma. Contact: 3 hours per week.

EMS2659L* Paramedic Field Internship (3) SU Prerequisite: A grade of “C” or better in all previous EMS courses and successful completion of the second semester of the paramedic program. This course includes assigned clinical rotations (averaging 16-24 hours weekly) to complete the required clinical experiences during the final semester of paramedic training. The student must demonstrate the ability to serve as a team leader in a variety of pre-hospital emergency situations. Additional Emergency Department clinical rotations involving greater responsibilities for the student will also take place during the semester. Contact: 16 to 40 hours per week.

EMS2662L* Paramedic Clinical/Lab I (6) FA Prerequisite: Acceptance into the Paramedic program. Corequisites: EMS2611, EMS2613, EMS2637 and EMS2638. This course includes assigned clinical rotations (averaging 16-24 hours weekly) and lab experiences (6 hours per week) required during the first semester of paramedic training. Basic Life Support skills are evaluated. Advanced Life Support skills are taught and evaluated. Patient assessment/management/ treatment skills are emphasized. Additional fees.

EMS2663L* Paramedic Clinical/Lab II (6) SP Prerequisite: Successful completion of all previous EMS courses. Corequisites: EMS 2639 and EMS 2638. This course includes assigned clinical rotations (averaging 16-24 hours weekly) and laboratory experiences (6 hours per week) required during the second semester of paramedic training. Advanced Life Support skills are taught and evaluated. Critical patient assessment/ management skills are emphasized. Additional fee.

EMS2930* EMS Seminar (1) SU Prerequisite: Successful completion of EMS2638, EMS2639 and EMS2663L. Final Semester paramedic program course is designed to broaden the knowledge of the paramedic in emergency medical fields related to the study of hazardous material accidents, detailed assessment of patient care, emergencies related to conditions, management techniques, and legal and ethical aspects. Course to be taken final semester of paramedic program. Contact: 2 hours per week.

HSC2400* First Aid (2) FA SP SU College level first aid course designed to teach students how to effectively assess and treat the first aid needs of the injured and ill patient. Especially recommended for students who plan to major in recreation, physical education, elementary education and the health occupations. CPR certification will be available at an additional cost. Contact: 2 hours per week.

Course Descriptions

Engineering and Technology

BCN2230 Construction Materials and Methods (3) FA Prerequisite or corequisite: EGS1111C. An introductory course on materials used in residential and commercial construction such as wood, steel, concrete, and their components and also the method of their fabrication and assembly. Contact 3 hours.

BCN2272 Plans Interpretation (3) FA SP Prerequisite: EGS2112C. Corequisite: ETD2350. Interpretation and evaluation of manual and computerized working drawings (architectural and engineering) for residential, commercial, and industrial building. Contact 3 hours.

BCN2704 Construction Contracts, Codes and Laws (3) FA Prerequisite: CGS1060. Covers state and local laws and regulations applicable to the building construction's contracts, specifications, codes, and contractual concepts (bond, bid, insurance, deed, awarding) and computer application in preparing contract forms and codes specification. Contact 3 hours.

* Course will not count toward credit for the A.A. degree
BCT2705 Construction Management (3) SP  
Prerequisite:  
MAC1105 or MAC1060 or MAC2114 or MAC2105. A study of the management of construction projects including the planning, organizing, and controlling of construction projects.  
Contact 3 hours. Additional fee.

BCT2770O Construction Estimating and Cost Management (3) SP  
Prerequisite:  
MAC1105 or MAC2114. A survey of the methods used in estimating the costs of projects to be constructed.  
Contact 3 hours. Additional fee.

EGS1111C Engineering Graphics (3) FA  
Prerequisite:  
EGS1111C. Corequisite:  
ETD1290. Course covers the fundamentals of engineering graphics including drafting standards, lettering, geometric construction, freehand sketching, orthographic projection, sectional views, auxiliary views, pictorials and prepares students to use AutoCAD software.  
Contact 3 hours. Additional fee.

EGS2112C Computer Application in Drafting and Design (3) FA  
Prerequisite:  
EGS1111C. Corequisite:  
ETD1290. Course covers the fundamentals of engineering graphics including drafting standards, lettering, geometric construction, freehand sketching, orthographic projection, sectional views, auxiliary views, pictorials and prepares students to use AutoCAD software.  
Contact 3 hours. Additional fee.

ETD1235O Advanced CAD (3) FA SP  
Prerequisite:  
ETD1290. Application of advanced knowledge of CAD in the fields of engineering, design, and architecture.  
Contact 3 hours. Additional fee.

ETD2350 Advanced CAD (3) FA SP  
Prerequisite:  
ETD1235O. Application of advanced CAD software to the solution of engineering problems.  
Contact 3 hours. Additional fee.

ETD2375C 3D Modeling, Rendering and Animation (3) FA  
Prerequisite:  
ETD1230. Emphasis upon the creation of 3D geometry, 3D solid modeling, rendering still- frame images, and animation of objects by utilizing Autodesk Viz 2007 in engineering, construction, engineering technology, architecture, interior design, industry and related disciplines.  
Contact 3 hours. Additional fee.

ETG2520 Statics (3) FA  
Prerequisite:  
MAC1105 or MAC2114 or MTB1321 and MTB1322. An introductory course in engineering mechanics with emphasis on statics and strength of materials. Through the study of basic concepts, the course develops the principles of analyzing the external and internal forces on structural members.  
Contact 3 hours.

ETG2530 Strength of Materials (3) FA  
Prerequisite:  
ETG2520. A continuing study of strength of materials and an introduction to structural analysis. Topics include the analysis of beams, columns, connections, trusses and indeterminate beams.  
Contact 3 hours.

MTB1321 Technical Math I (3) OD  
Prerequisite:  
A grade of “C” or better in MAT1033 or a satisfactory score on placement test, SAT or ACT. This course covers the topics in introductory Technical Mathematics (Algebra and Trigonometry) that are essential in the understanding of technological problems. Topics include: linear equations and inequalities; factors/fracitons; exponents/radicals; functions/graphs; quadratic equations; systems of equations; right angle trigonometry; trigonometric functions of any angle and the use of math application software for solving engineering technology problems. This course does not satisfy a general education mathematics requirement but may be used for elective credit.  
Contact 3 hours.

MTB1322 Technical Math II (3) OD  
Prerequisite:  
A grade of “C” or better in MTB1321. This course is the continuation of MTB1321 (Technical Mathematics II). This course covers the topics in algebra and trigonometry that are essential for solving technological problems. Topics include: higher degree equations; exponential and logarithmic functions; trigonometric functions; vectors; oblique triangles; trigonometric equations; complex numbers and their applications; analytic geometry and the use of math application software for solving engineering technology problems. This course does not satisfy a general education mathematics requirement but may be used for elective credit.  
Contact 3 hours.

SUR2100C Fundamentals of Land Surveying (3) FA  
Prerequisite:  
MAC1105 and MAC2114 or MTB1321 and MTB1322. Course includes the principles of engineering surveys, land surveys, and use of distance measuring equipment, leveling, transit traversing, area surveys, topographic surveys, and stadia surveys.  
Contact 4 hours. Additional fee.

SUR2100C Route Surveying (3) SP  
Prerequisite:  
SUR 2100C. Study of highway route design, route location factors, simple and compound curves, spiral curves, vertical curves, earthwork calculations, and analysis of surveying error.  
Contact 3 hours.

SUR2390 GIS Application in Engineering and Technology (3) FA  
Prerequisite:  
Satisfactory completion of computer proficiency. Covers application of Geographic Information Systems (GIS) in Engineering Technology and related areas. It also provides students with an opportunity to gain hands-on experience in utilizing ArcGIS software for data management in mapping and topographic survey.  
Contact 3 hours.

SUR3929 Advanced GIS Application in Engineering & Tech (3) SP  
Prerequisite:  
SUR2390. This course is a continuation of SUR 2390 to cover advanced topics in Geographic Information Systems (GIS) and its application in Engineering Technology. It also provides students with greater hands-on experience in using ArcView software to manage, manipulate, analyze, and display spatially referenced data for solving problems in complex planning and management.  
Contact 3 hours. Additional fee.

SUR2400 Legal Principles of Land Surveying (3) SP  
Prerequisite:  
SUR2100C. Covers the legal principles of land surveying and its application to the establishment of boundaries for public and private properties.  
Contact 3 hours.

SUR2533 Global Positioning Systems (GPS) (3) FA  
Prerequisite:  
SUR2533 (GPS). Course covers the advanced concepts and techniques in Global Positioning Systems (GPS). Students learn
the theory and skills needed to benefit from the applications of this advance satellite technology in Engineering and Technology related areas. It also provides students with the opportunity to gain hands-on experience with GPS receiver and software. Additional fee.

**English**

AML2600 African American Literature (3) FA SP SU **Prerequisite:** successful completion of the six hour general education communications requirement. This survey course draws upon a compilation of genres, themes, styles, and language used by various writers of African American descent. This course will also examine the ideas and literary contributions of 19th and 20th century African American authors such as Frederick Douglass, W.E.B. Du Bois, Malcolm X, Richard Wright, Toni Morrison, Alice Walker, and Nicki Giovanni. This course meets three (3) of the six (6) hour humanities requirements. Substantial writing requirement. Fulfills state writing requirement.

AML2301 Major American Writers (3) FA SP SU **Prerequisite:** completion of the six hour general education communications requirement. An in-depth study of major works of writers whose contribution to American literature are most significant or whose impact on the literary, philosophical, and intellectual milieu in America is unquestionable. 3 credit hours. Substantial writing requirement. Fulfills state writing requirement.

CRW2001 Creative Writing (3) FA SP **Prerequisite:** completion of communications requirement. This course offers instruction in writing fiction, poetry, drama, and nonfiction, and provides analysis of the student's work. The guiding principles of creativity will be discussed and illustrated. Lecture and discussion 3 hours.

ENC1101 College Composition (3) FA SP SU **Prerequisite:** ENC 0020 and REA 0002 or adequate placement test score. This course centers on reading and writing activities that support critical inquiry. Stressing writing as a process, the course emphasizes the rhetorical principles of academic writing, including the following: thesis statement; development with specific information and analysis; organization and transition; diction tone, and sentence style; and the grammar and the mechanics of standard formal English. Substantial writing component. Fulfills state writing requirement. Lecture 3 hours. Students must complete this course with a "C" or better before enrolling in other communication courses. Additional fee.

ENC1102 Argument and Persuasion (3) FA SP SU **Prerequisite:** a C or better in ENC 1101. This course incorporates the process of expository and persuasive writing that the student learned in ENC1101. The major elements of the course are inductive and deductive reasoning, evidence, audience, style, and fallacies. Lecture 3 hours. Substantial writing component. Fulfills state writing requirement. Includes a research paper. Additional fee.

ENC1141 Writing About Literature (3) FA SP SU **Prerequisite:** a C or better in ENC 1101. This course continues to stress techniques of expository writing. Students will read and analyze various literary genres for form and meaning. Students should also gain increased understanding of and appreciation for those same creative elements in modern media. Lecture 3 hours. Substantial writing component. Fulfills state writing requirement. Includes a research paper. Additional fee.

ENC1210 Technical Communications (3) FA SP SU **Prerequisite:** a C or better in ENC 1101. Elective course. Does not fulfill the general education communications requirement. Designed to further mastery of the written and oral communications encountered in the world of work. Focuses on the more rhetorical and persuasive aspects of effective technical communications. Students will write technical proposals, classifications, feasibility studies, and other technical reports and will make formal and informal oral presentations to the class.

ENC2340 Writing for Profit (3) SP **Prerequisite:** CRW2001 or permission of instructor. This course offers practical advice about writing, editing, and assisting in finding markets with emphasis given to those markets offering the greatest chance of acceptance. Much class time will be devoted to critical analysis of student work. Lecture and discussion 3 hours.

ENC2942 Intern Program in Publishing (3) OD **Prerequisite:** permission of instructor. Lab course requiring 6 contact hours a week. Designed to provide students with real life experiences in publishing such as manuscript selection, research, editing, proofreading, layout, photography, graphics, and distribution. Students work under supervision of an editor. Limited to six students per semester. Permission of Talon instructor required. If recommended by the on-site supervisor and the instructor, a student may enroll for a second semester and receive an additional 3 credit hours.

ENL1200 British Literature (3) FA SP SU **Prerequisite:** successful completion of the general education communications requirement. A chronological study of the major works in British literature from Beowulf through the Twentieth Century. Readings consist of a variety of literary types — drama, fiction, and poetry. Primary purpose is to present the literary works and to relate them to the age to which they belong. Writers studied are Chaucer, Shakespeare, Donne, Milton, Swift, Blake, Keats, Tennyson, Browning, Hopkins, Yeats, Joyce, and Lawrence. Lecture 3 hours. Substantial writing component. Fulfills state writing requirement.

LIT2080 Individualized Reading in Modern Literature (3) SP **Prerequisite:** a C or better in ENC1101. Designed to allow students of all reading capabilities to explore modern literature. A wide range of topics and selections will be suggested to satisfy individual student interest and chosen to meet the approval of both the student and the instructor. Individual reading, group discussion, and presentation of projects. Lecture 3 hours.

LIT2323 Introduction to Mythology (3) FA **Prerequisite:** a C or better in ENC1101. Through a study of classical mythology, students will gain increased understanding of their unique heritage as they encounter examples of mythology in literature, art, music, advertising, theatre, and philosophy. Lecture 3 hours.

LIT2330 Children's Literature (3) FA SP SU **Prerequisite:** ENC0020 and REA0002 or adequate placement test score. Focuses on the child and the book. Structure is on recognized principles of learning and child development. Provides insights into growth patterns and characteristics of children from infancy through adolescence, examines the impact of these characteristics on reading, investigates by interest levels and genre the wide spectrum of children in testing theories and techniques learned, and encourages creativity and ingenuity in individual projects and activities. Lecture 3 hours.

LIT2380 Introduction to Women Writers (3) FA **Prerequisite:** a C or better in ENC1101. Examines the ideas and literary contributions of 20th century women writers. Focuses not only on their expressions of the female experience but also on their views of the shared experiences and conflicts of both men and women. Lecture 3 hours.

MMC1100 Writing for Mass Communication (3) FA SP **Prerequisite:** a C or better in ENC1101. An introductory course in the fundamentals of gathering, writing, and evaluating news and opinion articles for the mass media with emphasis on newspaper work and on-line production. Lecture 3 hours. Substantial writing component. Fulfills state writing requirement. Includes a research paper. Additional fee.

**Ethics**

PHI2600 Ethics (3) FA SP SU **Prerequisite:** successful completion of the general education communications requirement. The course consists of an introduction to the study of ethics (the rationale behind human behavior) through an examination of the theoretical traditions that span the globe and that date from the ancient through the modern world. Students will be introduced to a wide range of outstanding moral theorists whose ideas will be examined within the cultural contexts that gave them birth. 3 credit hours. Substantial writing component. Fulfills state writing requirement. Course satisfies the general education requirement.

IDS2182 Applied Ethics Seminar (3) FA SP SU **Prerequisite:** This course is to apply critical thinking skills to daily decisions occurring primarily in the legal, criminal justice, biomedical, business and communications areas that concern moral duty, obligation, values and beliefs. The seminar is designed to enable students in both the Technology and Professional Programs and other divisions to develop a personal philosophy and ethical foundation. Historical and current ethical dilemmas will be analyzed. The aim of this course is to better prepare students for good decision making in all aspects of life. Contact 3 hours. This course cannot be used to fulfill the Humanities requirement for General Education.

**Film**

FIL1031 History of Film I (3) FA **Prerequisite:** satisfactory completion of ENC 1101. Examination of the history of film concentrating on the initial theories, early development, and technological advances through film's maturity into a major art form.
and industry at the conclusion of World War II. Lecture 3 hours.

**FIL1930** Special Topics in Film (3) SP Special topics for students who wish to further explore the field of film. Focus is placed on topical problems, current issues, or emerging trends. Lecture 3 hours.

**FIL2000** History of Film II (3) SP Prerequisite: satisfactory completion of ENC1101. This course is an introduction to media design and aesthetics. The course will introduce concepts and terminology while exploring how the media communicate meanings within a culture. Principles of visual literacy and how these principles may be utilized for the critical analysis of the media will also be investigated.

**FIL2032** Film Appreciation (3) FA SP Prerequisite: satisfactory completion of ENC 1101. A course to extend the knowledge and critical appreciation of film as an informed audience member and to amplify and intensify critical skills with regard to analyzing and evaluating films. Students will become familiar with a cross section of modern critical approaches as well as individual and personal evaluations of films. Also focuses on the role and responsibility of the informed audience member with regard to film philosophy and theory including the major genres and styles of film art. Lecture 3 hours.

**FIL2420** Motion Picture and Television Production (3) SP Prerequisites: FIL2000 and permission of film faculty. Provides a basic understanding of film production technology, equipment operation, terminology, and techniques. Lecture and lab 6 hours. Additional fee.

**Finance**

**ECO2220** Money and Banking (3) FA Prerequisite: satisfactory completion of College Preparatory English (ENC 0020), College Preparatory Reading (REA 0002) and College Preparatory Algebra (MAT0024) or appropriate placement scores. This course is a general survey of money and banking, covering the nature and functions of money, monetary standards, structure and functions of the Federal Reserve System, monetary and fiscal policy, recent monetary problems and international financial issues. Contact 3 hours.

**FIN1100** Personal Finance (3) FA SP SU This is an introductory personal finance course. Basic personal finance concepts will be used to implement the study of topics such as personal financial planning and budgeting, money management and tax strategies, banking services, consumer credit, home finance, transportation options, insurance, investing fundamentals and retirement planning. Contact 3 hours.

**Financial Planning**

**FIN2010** Investments (3) SP Prerequisite: satisfactory completion of College Preparatory English (ENC 0020), College Preparatory Reading (REA 0002), College Preparatory Algebra (MAT0024) or appropriate placement scores and FIN 1100. An introductory course that builds upon FIN 1100 (Personal Finance) and explores in-depth, the objectives, opinions and strategies available to increase personal wealth and retirement income. Course contents should expand upon the current subjects covered in Personal Finance but include much greater information, including guest speakers and a computer simulated game where the students plan for their personal or family net worth and retirement (two distinct programs).

**Forensics**

**ORI2000** Introduction to Oral Interpretation (3) FA SP Study of the selection, preparation, and presentation of literature including competitive presentation. Concentrates on the development of analytical skills plus vocal and physical presentation techniques. Lecture 3 hours.

**SPC2511** Parliamentary Debate (3) FA SP This course is designed to provide students with fundamental instruction and practice in parliamentary debate to reinforce skills in argumentation, public speaking, and intercollegiate forensics competition. This class is not a study of the parliamentary procedure, but rather a forum to improve students’ effectiveness as persuasive speakers.

**SPC2594** Speech and Debate Workshop (1) FA Provides instruction in individual oral interpretation events with an emphasis on inter-collegiate competition. Lab 3 hours per week. Additional fee.

**SPC2595** Speech and Debate Practicum (1) SP Provides opportunities for actual presentation of oral interpretation material in intercollegiate competition. Lab 3 hours per week. Additional fee.

**French**

**FRE1120** Elementary French I (4) FA Basic elements of French usage taught in context. Emphasis is on pronunciation and comprehension. Lecture 3 hours. Lab 2 hours. Additional fee.

**FRE1121** Elementary French II (4) SP Prerequisite: a C or better in FRE1120. Continuation of FRE1120. Lecture 3 hours. Lab 2 hours. Additional fee.

**German**

**GER1120** Elementary German I (4) FA Essentials of German with emphasis on auditory experience, oral practice, and the structure of the language. Lecture 3 hours. Lab 2 hours. Additional fee.

**GER1121** Elementary German II (4) SP Prerequisite: a C or better in GER1120. Continuation of GER1120. Lecture 3 hours. Lab 2 hours. Additional fee.

**Geography**

**GEA2000** World Regional Geography (3) FA SP SU Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002) or appropriate placement scores. A survey of the major regions of the world and their component areas. An examination of the physical, biotic, and cultural elements in these places leads to an appreciation of the diverse environments and the common problems that exist in the world. Lecture 3 hours.

**GEO1400** Introduction to Human Geography (3) FA SP SU Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002) or appropriate placement scores. An introductory course surveying
world demographic patterns and problems, human elements of geography and how those elements contribute to the development of regional cultural landscapes, processes of landscape development and modification, environmental problems that are related to human activity, current political and economic interdependencies, and activities related to global economic restructuring. Lecture 3 hours.

### Geology

**GLY1030 Environmental Geology (3) FA SP SU**  
**Prerequisite:** satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002) or appropriate placement scores. An introductory course in geology emphasizing environmental aspects of the earth, including earthquakes, volcanoes, depletion of resources, water supply problems, pollution, and geologic land use and planning. Lecture 3 hours.

**GLY2010 Physical Geology (3) FA**  
**Prerequisite:** satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002) or appropriate placement scores.  
**Corequisite:** GLY2010L. Covers the origin and evolution of the earth with concentration on the geologic processes acting within the earth, and on the earth's surface. Lecture 3 hours.

**GLY2010L Physical Geology Laboratory (1) FA**  
**Prerequisite or corequisite:** GLY2010. Students will classify and identify rocks and minerals and interpret topographic maps and aerial photographs. Saturday field trip required. Lab 3 hours. Additional fee.

**GLY2100 Historical Geology (3) SP**  
**Prerequisite:** satisfactory completion of one of the following: GLY1030, GLY2010, ESC1000.  
**Corequisite:** GLY2100L. Overview of geological techniques used to unravel earth history with description of geological evolution of the earth. Lecture 3 hours.

**GLY2100L Historical Geology Laboratory (1) SP**  
**Prerequisite or corequisite:** GLY 2100. Students will identify mineral and rocks, common fossil groups, learn to read geologic maps, perform geological correlations and use other techniques to investigate earth history. Field trip is required. Lab 3 hours. Additional fee.

**GLY2160 Geology of National Parks (3) SP**  
**Prerequisite:** satisfactory completion of college preparatory English (ENC 0020) and college preparatory reading (REA 0002) or appropriate placement scores. An introductory course in geology that develops the geological history of selected national parks while illustrating essential principles and processes of geology. Lecture 3 hours.

**GLY2930 Special Topics in Geology (3) OD**  
**Prerequisites:** successful completion of College Preparatory English (ENC 0020) or College Preparatory Reading (REA 0002) or appropriate placement scores. Special topics for students who wish to further explore the field of geology through discussion, observation, or research. Special focus is placed on topical problems, current issues, or historic trends in this field. Lecture 1-3 hours.

### German

**GER1120 Elementary German I (4) FA**  
Essentials of German with emphasis on auditory experience, oral practice, and the structure of the language. Lecture 3 hours. Lab 2 hours. Additional fee.

**GER1121 Elementary German II (4) SP**  
**Prerequisite:** a C or better in GER1120. Continuation of GER1120. Lecture 3 hours. Lab 2 hours. Additional fee.

### Graphic Design/Multimedia

**CGS1520 Introduction to Multimedia Programming (3) FA**  
**Prerequisite:** satisfactory completion of College Preparatory Reading (REA0002) or appropriate placement scores. Topics include multimedia applications, video and sound capture, multimedia and the internet, and design issues for multimedia. Macromedia Director, Flash, and Fireworks for multimedia development, Adobe Photoshop for editing graphics, and Adobe Premiere for video editing are used to develop projects on the IBM platform. Hands-on projects will be required for presentation and grade. Contact 3 hours. Additional fee.

**CGS2525 Advanced Multimedia Programming (3) SP**  
**Prerequisite:** Satisfactory grade in CGS 1520 or its equivalent. A continuation of CGS 1520. Topics include advanced uses of Macromedia Director, Lingo and Flash animation. This course will cover the fundamentals of professional multimedia projects development. In-depth study and successful implementation of multimedia applications for CD-ROM, Kiosk, and web distribution. Emphasis on video and audio compressions, multi-platform implementations and applications authoring will also be covered. Hands-on projects will be required for presentation and grade. Contact 3 hours. Additional fee.

**GRA103C Computer Based Design I (3) FA**  
**Prerequisite:** GRA 1131C or instructor approval. Utilizes the principles of good visual communication and the computer as a tool for creating graphic design materials and products. Advanced design skills and functional knowledge of professional software programs such as Adobe Illustrator, InDesign, Photoshop and Quark XPress needed to successfully complete the course projects. Contact 4 hours. Additional fee.

**GRA105C Computer Based Design II (3) SP**  
**Prerequisite:** GRA 1103C. A continuation of GRA 1103C leading to more advanced topics and design projects. The principles of good visual communication and design and professional software such as Adobe Illustrator, InDesign, Photoshop, and Quark XPress needed to successfully complete the course projects. From concept stage to electronic pre-press, the entire process will be studied with finished portfolio pieces the final outcome. Contact 4 hours. Additional fee.

**GRA1131C Multimedia Graphics (3) FA SP**  
An overview to the technical principles, fundamentals and terminology of the electronic publishing field. Introduction to professional level software packages Adobe suite of InDesign, Illustrator and Photoshop. Contact 4 hours. Additional fee.

**GRA206C Typography (3) FA SP**  
**Prerequisite:** GRA 1131C or instructor approval. Emphasis on the practical application of typographic elements as it relates to the principles of good design and visual communication. Primary focus on software programs. Adobe Illustrator and Quark XPress. Contact 4 hours. Additional fee.

**GRA2121 Professional Desktop Publishing (3) FA**  
**Prerequisite or co-requisite:** GRA 1131C or instructor approval. Provides instruction in the fundamentals of the most widely used page layout applications in the professional field, Adobe InDesign and Quark XPress. Complete and proper use of the tools to create professional level single and multi-page documents will be covered. Special emphasis will be placed on good design and proper setup of documents. Contact 3 hours. Additional fee.

**GRA2140 Web Page Design (3) FA SP**  
**Prerequisite:** satisfactory completion of College Preparatory Reading (REA0002) or appropriate placement scores. This course teaches students how to design and publish Web sites using the latest standards and practices. General topics include: web site development essentials, web design elements, basic web technologies, and advanced web technologies. Contact 3 hours.

**GRA2143 Advanced Web Design (3) SP**  
**Prerequisite:** GRA 2141, PGY 2801C and GRA 1131C. Through the application of practical activities, the student will learn to use and compare industry standard interactive Web tools for advanced site design. Topics include optimizing graphics for the Web, web page management, and troubleshooting. Contact 4 hours. Additional fee.

**GRA2203 Digital Pre-Press and Document Design (3) SP**  
**Prerequisite:** Satisfactory completion of GRA 11131C, GRA 21206C, and PGY 2801C or permission of instructor. This course will focus on an in-depth understanding of electronic pre-press issues and survey the major page layout software programs used in the industry. Students will produce digital portfolio projects. Contact 4 hours. Additional fee.

**GRA2207 Advanced Image Editing (3) FA SP**  
**Prerequisite:** PGY 2801C or instructor approval. Exploration of advanced image processing techniques. Students will learn how to prepare images for various output venues, including web and multimedia publishing, animation and video. Project focus on resolution, color management, image creation, video and audio proper compressions and special effects. Industry- standard hardware and software will be utilized. Contact 3 hours.

**PGY2801C Electronic Still Imaging (3) FA**  
**Prerequisite:** GRA 1131C or instructor approval. Additional fee.

**RTV2214 Digital Audio/Video Production (3) FA SP**  
**Prerequisite:** CGS 1520. Designed to help in the development of skills related to generating, recording and editing audio and video using

*Course will not count toward credit for the A.A. degree*
completing Advanced Class Guitar (1) SP MVS 1116 or prior guitar experience. An extension of MVS 1116. Students will learn classical compositions, song arrangements, basic improvisation for various musical styles, and exercises to advance their technical and musical development. Meets 2 hours per week.

MYS1217 Advanced Class Guitar (1) SP Prerequisites: completion of MYS 1126, permission of the instructor, and access to a guitar. Refinement or technical skills learned in other guitar classes. Meets 2 hours weekly.

Health Education and Safety

HIM1433 Principles of Disease (3) OD Prerequisites: BSC 2085, BSC 2085L, HSC 2531, Corequisites: BSC 2086, BSC 2086L. This is a beginning course of instruction in etiology and pathology associated with common diseases in each of the body systems and the interaction among systems from these conditions. Emphasis is on application of this knowledge when performing medical coding.

HIM2222 Basic ICD-9-Cm Coding (3) OD Prerequisites: BSC 2085, BSC 2085L, BSC 2086, BSC 2086L, HSC 2531. Corequisites: HIM 2222L. This is a course of instruction in the procedures and practices in medical coding. Detailed study will cover coding procedures in classifying medical procedures, diagnoses, and conditions.

HIM2222L Basic ICD-9-Cm Coding Lab (1) OD Prerequisites: BSC 2085, BSC 2085L, BSC 2086, BSC 2086L, HSC 2531. Corequisites: HIM 2222. This course will include class exercises using actual medical records in order to gain experience abstracting and coding. The importance of ethics and confidentiality of medical records will be stressed. Additional fee.

HIM2253 CPT Coding (3) OD Prerequisites: BSC 2085, BSC 2085L, BSC 2086, BSC 2086L, HSC 2531, HIM 1433. This is an introduction to the basic coding principles, characteristics, and conventions of coding using the Physicians’ Current Procedural Terminology (CPT) coding nomenclature.

HSC1100 Concepts of Positive Living (3) FA SP SU Prerequisite: Satisfactory completion of College Preparatory English (ENC 0020) and College Preparatory Reading (REA 0002) or appropriate placement scores. An introductory course in personal health emphasizing healthy lifestyle behaviors. Specific topics include nutrition, exercise, mental health, sexuality, substance abuse, communicable diseases, chronic diseases, and injury prevention. Contact 3 hours.

HSC1171 Wellness Through Stress Management (3) FA SP SU Explores the nature and scope of stress in today's society with emphasis on the impact of stress on human health. Coping strategies for environmental, social, and internally induced stressors are discussed. Contact 3 hours.

HSC2122 Consumer Health (3) FA SP Prerequisites: REA 0001 and ENC 0020 or appropriate placement scores. This course will provide the students with the skills to identify, question, and/or determine the accuracy of information within the areas of health care, health services and health products. Web site research is required. Previous basic computer skills are necessary for Internet searches. Contact 3 hours.

HSC2200 Principles of Contemporary Health (3) FA SP SU Prerequisite: Satisfactory completion of College Preparatory English (ENC 0020) and College Preparatory Reading (REA 0002) or appropriate placement scores. A study of public health issues as related to the community and the individual. Cases, consequences, prevention and/or possible solutions are explored. Contact 3 hours.

HSC2531 Medical Terminology (3) FA SP SU A course designed to prepare students to analyze words structurally, to spell and pronounce medical terms correctly, and to correlate an understanding of word elements with basic anatomy, physiology and disease processes. Contact 3 hours.
placement scores. A general survey of Western Civilization emphasizing the economic, political, intellectual, and cultural aspects that have contributed to the development of our society from 1715 to the present. Continuation of EUH 1000.

EUH2080 Survey of English History I (3) FA SP Prerequisite: Satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002) or appropriate placement score. This course will examine the major historical events and personalities in English history from pre-history to 1603. This course will examine the development and evolution of political, legal, and religious institutions. It will also examine the nature of English society and changes that occurred within that society. Lecture 3 hours.

EUH2081 Survey of English History II (3) SP Prerequisite: Satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002) or appropriate placement score. This course will examine the major historical events and personalities in English history since 1603. This course will examine the development and evolution of political, legal, and religious institutions and the conflict between monarchy and individual liberty. It will also examine the creation of the British Empire and the influence imperialism had on Britain. Lecture 3 hours.

HIS2930 Special Topics in History (3) FA SP SU Special topics for students who wish to further explore the field of history through discussion, observation, or research. Special focus placed on topical problems, current issues, or historic trends. Lecture 1-3 hours.

IDS5194 Florida History, People, Politics (3) FA-SP A course designed to cover conventional academic disciplines and present a view of Florida from a historical, political, and economic perspective. The Florida course will acquaint the student with Florida’s diverse history by analyzing its evolving multi-cultural population. Additionally, the course reviews the state’s current political institutions and explores the future of Florida, particularly in economic terms. By completing this course students will satisfy WAC specifications and computer proficiency requirements.

WOH1012 History of Civilization I (2) FA SP SU Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002) or appropriate placement scores. General history of civilization emphasizing the economic, intellectual, political, and cultural aspects that have contributed to the development of our world. Covers the period up to 1715. Lecture 3 hours.

WOH1022 History of Civilization II (3) FA SP SU Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002) or appropriate placement scores. A general history of civilization emphasizing the economic, intellectual, political, and cultural aspects that have contributed to the development of our society. Covers the period from 1715 to the present. Lecture 3 hours.

Human Development

CHD2220 Child Development (3) FA SP SU Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002) or appropriate placement scores. The developmental study of the normal child from conception to age twelve. The general developmental process, physical, mental, and psychosocial development are discussed. The interaction between these processes and the individual’s environment are examined and implications for the child, the family and society are discussed. Lecture 3 hours.

CHD2240 Adolescent Development (3) FA SP SU Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002) or appropriate placement scores. A study of cognitive, physical, and psychosocial development during adolescence and young adulthood. Substantive issues such as identity formation, interaction with parents, peer group associations, sexuality, and psychological problems are discussed. Lecture 3 hours.

DEP2004 Human Development: Birth to Senescence (3) FA SP SU Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002) or appropriate placement scores. An overview of normal human behavior from birth to senescence. Cognitive, physical, and psychosocial development are examined within a developmental framework and implications for the individual and the various institutions of our society are discussed. Lecture 3 hours.

Humanities

AML2600 African American Literature (3) FA SP SU Prerequisite: successful completion of the six hour general education communications requirement. This course survey draws upon a compilation of genres, themes, styles, and language used by various writers of African American descent. The course will also examine the ideas and literary contributions of 19th and 20th century African Americans such as Frederick Douglass, Malcolm X, Richard Wright, Toni Morrison, Alice Walker, and Nikki Giovanni. This course meets three (3) of the six (6) hour humanities requirements. 3 credit hours. Substantial writing component. Fulfills state writing requirement.

AML2301 Major American Writers (3) FA SP SU Prerequisite: completion of the six hour general education communications requirement. An in-depth study of major works of writers whose contribution to American literature are most significant or whose influence on the literary, philosophical, and intellectual milieu in America is unquestionable. 3 credit hours. Substantial writing component. Fulfills state writing requirement.

ARCH2050 Introduction to Art History and Art Criticism I (3) FA SP SU Prerequisite: satisfactory completion of the general education communications requirement. This course introduces the major historical art styles from the Renaissance to the present. Substantial writing component. Fulfills state writing requirement. 3 credit hours.

ARCH2051 Introduction to Art History and Art Criticism II (3) FA SP Prerequisite: satisfactory completion of the general education communications requirement. This course introduces the major historical art styles from the Renaissance to the present. Substantial writing component. Fulfills state writing requirement. 3 credit hours.

ENL2000 British Literature (3) FA SP SU Prerequisite: successful completion of the general education communications requirement. A chronological study of the major works in British literature from Beowulf through the Twentieth Century. Readings consist of a variety of literary types — drama, fiction, and poetry. Primary purpose is to present the literary works and to relate them to the age to which they belong. Writers studied are Chaucer, Shakespeare, Donne, Milton, Swift, Blake, Keats, Tennyson, Browning, Hopkins, Yeats, Joyce, and Lawrence. Substantial writing component. Fulfills state writing requirement. 3 credit hours.

HUM1930 Special Topics in Humanities (3) FA Special topics for students who wish to further explore the field of humanities. Focus is placed on topical problems, current issues, and emerging cultural trends.

HUM2210 Humanities I (3) FA SP SU Prerequisite: successful completion of the general education communications requirement. The study of the arts and ideas of various cultures consisting of an integrated, historical and global approach to cultural expressions in the humanities including architecture, sculpture, painting, music, drama, literature, religion, philosophy, politics, jurisprudence, and economics. Covers the earliest traces of human culture, ancient Egypt, the Aegean world, ancient Greece, ancient Rome, the Jewish tradition, the Christian tradition, Islamic culture, India, China, Japan, the Americas, medieval European culture, and the Renaissance in Europe. Substantial writing component. Fulfills state writing requirement. 3 credit hours.

HUM2220 Humanities II (3) FA SP SU Prerequisite: successful completion of the general education communications requirement. The study of the arts and ideas of various cultures consisting of an integrated, historical and global approach to cultural expressions in the humanities including architecture, sculpture, painting, music, drama, literature, religion, philosophy, politics, jurisprudence, and economics. Covers the earliest traces of human culture, ancient Egypt, the Aegean world, ancient Greece, ancient Rome, the Jewish tradition, the Christian tradition, Islamic culture, India, China, Japan, the Americas, medieval European culture, and the Renaissance in Europe. Substantial writing component. Fulfills state writing requirement. 3 credit hours.

HUM2230 Humanities II (3) FA SP SU Prerequisite: successful completion of the general education communications requirement. HUM 2210 is not a prerequisite but the sequence is strongly recommended. The study of the arts and ideas of various cultures consisting of an integrated, historical and global approach to cultural expressions in the humanities including architecture, sculpture, painting, music, drama, literature, religion, philosophy, politics, jurisprudence, and economics. Covers the earliest traces of human culture, ancient Egypt, the Aegean world, ancient Greece, ancient Rome, the Jewish tradition, the Christian tradition, Islamic culture, India, China, Japan, the Americas, medieval European culture, and the Renaissance in Europe. Substantial writing component. Fulfills state writing requirement. 3 credit hours. Satisfies the general education requirement.

HUM2240 Humanities II (3) FA SP SU Prerequisite: successful completion of the general education communications requirement. The study of the arts and ideas of various cultures consisting of an integrated, historical and global approach to cultural expressions in the humanities including architecture, sculpture, painting, music, drama, literature, religion, philosophy, politics, jurisprudence, and economics. Covers the earliest traces of human culture, ancient Egypt, the Aegean world, ancient Greece, ancient Rome, the Jewish tradition, the Christian tradition, Islamic culture, India, China, Japan, the Americas, medieval European culture, and the Renaissance in Europe. Substantial writing component. Fulfills state writing requirement. 3 credit hours. Satisfies the general education requirement.

HUM2250 Non-Western Art History (3) FA SP Prerequisite: completion of the general education communications requirement. Introduction of art from non-western cultures including Ancient America, Africa, Asia, and Oceania. Substantial writing component. Fulfills state writing requirement. 3 credit hours.

HUM1930 Special Topics in Humanities (3) FA Special topics for students who wish to further explore the field of humanities. Focus is placed on topical problems, current issues, and emerging cultural trends.

Course Descriptions
throughout America. The evolution of jazz styles from early blues to the present jazz-oriented rock will be explored through the study of individual performers, composers, and arrangers. 3 credit hours. Student research required. Substantial writing component. Fulfills state writing requirement.

HUM2529  The American Music Tradition: Popular Music (3)  FA SP  Prerequisite: successful completion of the general education communications requirement. Survey of American popular music focusing on the folk music traditions planted on American soil during the period of settlement, the evolution of those styles since 1900, and the synthesis of those styles as evidenced in American popular music since 1945. Student research is required. Substantial writing component. Fulfills state writing requirement.

HUM2740  Humanities Abroad I (3)  SP  Prerequisite: successful completion of the general education communications requirement. Designed to prepare students for participation in the overseas tour connected with HUM 2741. Major emphasis is on academic preparation with thorough instruction about the cultural achievements that will be encountered during the overseas tour. Practical preparation includes instruction about handling culture shock, dealing with foreign currencies, speaking foreign phrases, obtaining passports, packing for an overseas journey, and budgeting expenditures. This is a higher level course designed to be more extensive in terms of the material covered and more intensive in terms of academic requirements than HUM 1700. Course outline and travel costs vary in accordance with the itinerary. Credit for HUM 1700/HUM 1701 may not substitute for HUM 2740/HUM 2741. Offered solely for those planning to enroll in HUM 2741 and travel as participants in the Humanities Study Abroad Program. Substantial writing component. Fulfills state writing requirement. 3 credit hours. Satisfies the general education requirement.

HUM2740C  Humanities Abroad II (3)  SU  Prerequisite: C or better in HUM 1700 or HUM 2740 or C or better in ARH 2050 and ARH 2051. Course consists of an academically oriented overseas tour that brings students face-to-face with the cultural achievements studied in prerequisite course(s). In addition to providing on-site encounters with many of the greatest accomplishments in human history, the course also offers students opportunities to practice what they learned regarding the customs, languages, and cultural agencies of the locales they visit. This is a higher level course designed to be more extensive in terms of material covered and more intensive in terms of academic requirements, than HUM 1701. Course outline and travel costs vary in accordance with the itinerary. Credit for HUM 1700/HUM 1701 may not substitute for HUM 2740/HUM 2741. Substantial writing component. Fulfills state writing requirement. 3 credit hours. Satisfies the general education requirement.

HUM2942  Museum Field Trip (1)  SP  The study of art and architecture in major collections in cities such as Washington and New York during break between Spring and Summer terms with two (2) class meetings (1 hour) for information. Written work is required as is the completion of questionnaires on collections.

HUM2950  Humanities Abroad Option (1)  SU  Intended solely for students who participate in the HUM 2950 tour offered through the Humanities Study Abroad Program. The overseas tour will bring to life what the participants learned in two preparation sessions (five hours total). Students will be required to write academic essays about the cultural expressions they encounter. Does not satisfy the general education requirement.

IDS2900  Changes in Multicultural American Society (3)  SP  Provides a basic understanding of the interconnections between the historical setting of the 20th century and endeavors such as film, the visual arts, literature, and music. IDS 2900 is for elective credit only and does not satisfy the humanities requirement for the AA degree.

LIT2100  Masterpieces of World Literature (3)  FA SP  SU  Prerequisite: successful completion of the general education communications requirement. A study of various genres such as drama, poetry, the short story, the epic, the novel, and philosophy as they reflect the ideas and attitudes of the respective cultures. Substantial writing component. Fulfills state writing requirement. 3 credit hours.

MUL2100  Introduction to Music History (3)  SP  Prerequisite: successful completion of the general education communications requirement. The study of music history from the middle ages to the present. A general education course for non-music majors. Substantial writing component. Fulfills state writing requirement. 3 credit hours.

MUL2720  Music of the World (3)  FA SP SU  Prerequisite: Successful completion of the general education communications requirement. An introductory survey of world music which includes music of the Middle East, Africa, traditional, indigenous, and popular music of the United States, Latin America, Africa, Europe, and Asia. Emphasis is placed on music as culture and music as sound. A general education course for non-music majors. Substantial writing component. Fulfills state writing requirement. 3 credit hours.

PHI2100  Philosophy (3)  FA SP SU  Prerequisite: successful completion of the general education communications requirement. An introductory study of metaphysics, ethics, aesthetics, and logic based upon the inquiries of the speculative and critical philosophers both traditional and modern. Substantial writing component. Fulfills state writing requirement. 3 credit hours.

PHI2100  Introductory Logic (3)  FA SP  Prerequisite: ENC1101. This traditional three hour course consists of an introduction to Aristotelian logic, which is the deductive form of reasoning whose origin is attributed to Aristotle. Additionally, topics in symbolic logic, fallacies and inductive reasoning are developed. The topics covered include basic concepts; inductive and deductive arguments; informal fallacies; categorical propositions; categorical syllogisms; propositional logic, natural deduction and the “rules of inference” and the “rules of replacement”; conditional and indirect proofs; proving logical truths. 3 credit hours.

PHI2600  Ethics (3)  FA SP SU  Prerequisite: successful completion of the general education communications requirement. The course consists of an introduction to the study of ethics (the rationale behind human behavior) through an examination of the theoretical traditions that span the globe and that date from the ancient through the modern world. Students will be introduced to a wide range of outstanding moral theorists whose ideas will be examined within the cultural contexts that gave them birth. Substantial writing component. Fulfills state writing requirement. 3 credit hours. Satisfies the general education requirement.

REL2300  Introduction to the Biblical Studies (3)  FA SP  SU  Prerequisite: successful completion of the general education communications requirement. Provides a chronological introduction to the formation and content of the Hebrew Tanak (or the Christian Old Testament) and the Christian New Testament as well as an examination of relevant cultural expressions or historical events that may have impacted that formation and content. Substantial writing component. Fulfills state writing requirement. 3 credit hours. Satisfies the general education requirement.

REL2300  World Religions (3)  FA SP SU  Prerequisite: successful completion of the general education communications requirement. The course is designed to introduce the student to the academic study of religion and to the sociological, theoretical and practical dimensions of the world’s religions. Involves discussion of such religious expressions as Christianity, Islam, Hinduism, Buddhism, Taoism, Sikhism, Judaism, Confucianism, Jainism, Baha’i, Shintoism, Zoroastrianism, native African religion, native American religion, and others. Substantial writing component. Fulfills state writing requirement. 3 credit hours. Satisfies the general education requirement.

THE2100  Introduction to Theatre History (3)  FA SP SU  Prerequisite: satisfactory completion of the general education communications requirement. Designed to survey the development of theater from classical to contemporary with emphasis on the relationship between theatre genres and styles and cultural and societal influences. The material will include the reading of selected dramatic forms. Substantial writing component. Fulfills state writing requirement. 3 credit hours. Satisfies the general education requirement.

Insurance

RM11001  Introduction to Risk and Insurance (3)  SP  An introductory course for students who want to learn about personal and professional risk management and insurance. The course surveys various policy and risk options including property homeowners, and auto, life, health and employee benefits. The lectures will present essential terminology and key insurance and risk management concepts and includes discussions on current insurance issues. Contact 3 hours. Interdisciplinary Studies.
Interdisciplinary Studies
IDH2931 Honors Seminar (1) FA Prerequisite: admission to the Honors Program. An interdisciplinary course for Honors Program students designed to expand their college experience. Lectures on a variety of topics by college and community leaders. Required course to graduate as an Honors Program Graduate along with 15 hours in the Honors curriculum and the requisite GPA. Written work is required. Meets seven times per semester.

IDS2194 Florida: History, People, Politics (3) FA SP A course designed to cross conventional academic disciplines and present a view of Florida from an historical, political, and social perspective. The Florida course will acquaint the student with Florida's diverse history by analyzing its evolving multi-cultural population. Additionally, the course reviews the state's current political institutions and explores the future of Florida, particularly in economic terms. By completing this course and its assigned writing requirements students will satisfy WAC-specific writing and computer proficiency requirements.

IDS2900 Changes in Multicultural American Society (3) SP Provides a basic understanding of the interconnections between the historical setting of the 20th century and concepts such as film, the visual arts, literature, and music. IDS 2900 is for elective credit only and does not satisfy the humanities requirement for the AA degree.

ISC1930 Special Topics in Interdisciplinary Science (1) FA SP SU Seminar acquainting students with curriculum issues in various scientific disciplines, specific programs of study at FAMU, current topics in the sciences, and the uses of computer technology in scientific studies. Content will vary from semester to semester. Course will meet 2 hours per week. Students will be graded on S/U basis. ISC1930 carries no credit towards the AA degree. Seminar 2 hours.

ISS2310 Methods for the Social Sciences (3) SP Prerequisites: satisfactory completion of CGS 1060 or permission of instructor, and completion of 24 college credit hours including the 3 hours social science elective. An introduction to methodology in the social sciences, paying particular attention to research design, data collection, and data analysis. Lecture 3 hours.

Investments
FIN2010 Investments (3) SP Prerequisite: satisfactory completion of College Preparatory English (ENC2202), College Preparatory Reading (REA0002) and Elementary Algebra (MAT0024) or appropriate placement scores and FIN 1100. An introductory course that builds upon FIN 1100 (Personal Finance) and explores in-depth, the objectives, opinions and strategies available to increase personal wealth and retirement income. Course contents should expand upon the current subjects covered in Personal Finance but include much greater information, including guest speakers and a computer simulated game where the students plan for their personal or family net worth and retirement (two distinct programs). Lecture 3 hours.

Leadership
MNA2764 Leadership Development Through the Classics (3) SP This course will help to develop leadership ability through the integration of theoretical concepts of leadership and group dynamics. Opportunities to identify a personal philosophy of leadership are included. Participants are encouraged to develop their leadership potential and to engage in productive leadership behavior. Contact 3 hours.

Paralegal and Legal Studies
BUL2241 Legal Concepts of Business (3) FA SP An introduction to the legal setting in which business operates. Coverage includes introduction to law, constitutional law, administrative law, torts, crimes, contracts, and ethics. Contact 3 hours.

Latin
LAT1120 Beginning Latin I (4) FA Essentials of Latin with emphasis upon grammar, syntax, and Roman civilization. Lecture 4 hours.

LAT1121 Beginning Latin II (4) SP Prerequisite: a C or better in LAT 1120. Continuation of LAT 1120. Lecture 4 hours.

Journalism
ENC2942 Intern Program in Publishing (3) OD Prerequisite: permission of instructor. Lab course requiring 6 contact hours a week. Designed to provide students with real life experiences in publishing such as manuscript selection, research, editing, proofreading, layout, photography, graphics, and distribution. Students work under supervision of an editor. Limited to six students per semester. Permission of Talon instructor required. If recommended by the on-site supervisor and the instructor, a student may enroll for a second semester and receive an additional 3 credit hours.

JOU2420L Newspaper Production (3) FA SP Prerequisite: ENC 1101 required. Prerequisite or corequisite: MMC 1100 recommended. A lab for developing skill in gathering, writing, and evaluating news, copy reading, headlining, and layout. Practical application is made through production of the College newspaper. Word processing skill is recommended. May be taken for credit three times, but permission of instructor is required for the third time. Lecture and lab 3 hours.

JOU2440L Literary Magazine Production (2) SP Prerequisite: permission of the instructor or ENC 1101. A lab for developing skill in evaluating, copy reading, and editing poetry and prose, evaluating art and photography, and developing skill in layout. Provides practical application of skills in producing College literary magazine. May be taken three times for credit, but permission of instructor is required for third time. Lecture and laboratory 3 hours.

JOU2940L Newspaper Practicum (2) FA SP Prerequisite: satisfactory completion of six hours of JOU 2420L. Practical application of writing, editing, design, and photographic skills through producing the student newspaper. May be taken one time for credit. Lab 3 hours.

MMC1000 Survey of Mass Media (3) FA SP Introduction to the media of mass communications with special emphasis on newspapers, magazines, radio, and television with a study of their nature and their responsibilities to the public. Lecture 3 hours.

MMC1100 Writing for Mass Communication (3) FA SP Prerequisite: a C or better in ENC 1101. An introductory course in the fundamentals of gathering, writing, and evaluating news and opinion articles, politics for the mass media with emphasis on newspaper work and on-line production. Lecture 3 hours. Substantial writing component. Fulfills state writing requirement. Includes a research paper. Additional fee.

RTV2102 Writing for the Electronic Media (3) FA SP Prerequisite: a “C” or better in ENC 1101. An introductory course in gathering information and writing for the media with emphasis on radio, television, and online broadcasts. Lecture 3 hours. Substantial writing component. Includes a research project.

MMC1000 Survey of Mass Media (3) FA SP Introduction to the media of mass communications with special emphasis on newspapers, magazines, radio, and television with a study of their nature and their responsibilities to the public. Lecture 3 hours.

MMC1100 Writing for Mass Communication (3) FA SP Prerequisite: a C or better in ENC 1101. An introductory course in the fundamentals of gathering, writing, and evaluating news and opinion articles, politics for the mass media with emphasis on newspaper work and on-line production. Lecture 3 hours. Substantial writing component. Fulfills state writing requirement. Includes a research paper. Additional fee.

RTV2102 Writing for the Electronic Media (3) FA SP Prerequisite: a “C” or better in ENC 1101. An introductory course in gathering information and writing for the media with emphasis on radio, television, and online broadcasts. Lecture 3 hours. Substantial writing component. Includes a research project.

Latin
LAT1120 Beginning Latin I (4) FA Essentials of Latin with emphasis upon grammar, syntax, and Roman civilization. Lecture 4 hours.

LAT1121 Beginning Latin II (4) SP Prerequisite: a C or better in LAT 1120. Continuation of LAT 1120. Lecture 4 hours.

Leadership
MNA2764 Leadership Development Through the Classics (3) SP This course will help to develop leadership ability through the integration of theoretical concepts of leadership and group dynamics. Opportunities to identify a personal philosophy of leadership are included. Participants are encouraged to develop their leadership potential and to engage in productive leadership behavior. Contact 3 hours.

Paralegal and Legal Studies
BUL2241 Legal Concepts of Business (3) FA SP An introduction to the legal setting in which business operates. Coverage includes introduction to law, constitutional law, administrative law, torts, crimes, contracts, and ethics. Contact 3 hours.

BUL2242 The Law of Business (3) FA SP SU Study of agency and employment, partnerships, corporations, debtor and creditor relations and other selected legal subjects related to business. Appropriate for students interested in any legal career. Contact 3 hours.

IDS2182 Applied Ethics Seminar (3) FA SP SU Emphasis of this course is to apply critical thinking skills to daily decisions occurring primarily in the legal, criminal justice, biomedical, business and communications areas that concern moral duty, obligation, values and beliefs. The seminar will enable students in both the Technology and Professional Programs and other divisions to develop a personal philosophy and ethical foundation. Historical and current ethical dilemmas will be analyzed. The course is designed to better prepare students for good decision making in all aspects of life. Contact 3 hours. This course cannot be used to fulfill the Humanities requirement for General Education.

PLA1003 Introduction to the Legal Process (3) FA SP SU Introduces the legal system and legal terminology. Examines the role of the lawyer and the legal assistant in modern society, the ethical and professional practice standards applicable to both lawyer and assistant and surveys the various skills to be covered in the legal assisting program. Appropriate for students interested in any legal career. Contact 3 hours.

PLA1104 Legal Research (3) SP Prerequisite: PLA1003. Introduction to legal research including citation form, reading and finding case law, statutes, legislative history, constitutional law, administrative law, court rules, and local rules, loose-leaf services, secondary references. Computer research and ethical considerations will be discussed. Appropriate for students interested in any legal career. Contact 3 hours. Additional fee.

* Course will not count toward credit for the A.A. degree
PLA2114 Legal Writing (3) FA Prerequisite: PLA1104. Study of legal memorandum including format and purpose, citations, law office correspondence, preparation of legal instruments and documents, drafting intraoffice memorandum, and ethical considerations. Appropriate for students in any legal career. Contact 3 hours.

PLA2203 Litigation Procedures I (3) SP Prerequisite: PLA1003. Principles of litigation, lawyer/client relationships, ethical considerations, causes of action, remedies and defenses, affirmative defenses, jurisdiction, procedures, discovery, rules of procedure, pleadings, gathering evidence, and ethical considerations. Appropriate for students interested in any legal career. Contact 3 hours.

PLA2223 Litigation Procedures II (3) FA Prerequisite: PLA1003 or permission of the program chair. This course is designed to provide basic knowledge about the administrative process and specifically Florida Administrative Law, to provide an understanding of functions which the legal assistant can provide in this area of practice and to develop the practical skills necessary to assist in performing legal services in the area of administrative law. Appropriate for students interested in any legal career. Contact 3 hours.

PLA2620 Wills, Trusts and Probate (3) FA Prerequisites: PLA1003. Instruction in estate planning, probate practice and procedures, jurisdiction, functions of lawyers and personal representatives, initial steps in probate, inventory and appraisal, creditors’ claims, accountings distribution and discharge, ancillary administration, family and summary administration, and ethical considerations. Appropriate for students interested in any legal career. Contact 3 hours.

PLA2610 Real Estate Law and Property Transactions (3) FA Prerequisite: PLA 1003. The scope of real estate law, ownership of real estate, evidence, examination, conveyance of title, legal descriptions, real estate contracts, transfer of real estate, transactions, real estate closings, and ethical considerations. Appropriate for students interested in any legal career. Contact 3 hours.

PLA2763 Law Office Procedures and Management (3) SU Principles of organization and management, management styles, communications process, utilizing legal assistants, management of office employees, office environment, office systems, office functions, and financial management. Ethical considerations are included. Appropriate for students interested in any legal career. Contact 3 hours.

Library Sciences

LIS2004 Introduction to Internet Research (1) FA SP Web-based course designed to help in the development of skills for searching the internet successfully. Students will learn how to evaluate information retrieved on the internet for its content and credibility with emphasis placed on the development of critical thinking skills. Reviews the parts of the internet that are important for accessing information necessary for Gordon Rule papers, essays, or research reports.

Literature

AML2600 African American Literature (3) FA SP SU Prerequisite: successful completion of the six hour general education communications requirement. An introduction to selected works of major writers in African American descent. This course will also examine the ideas and literary contributions of 19th and 20th century African Americans such as Frederick Douglass, Malcolm X, Richard Wright, Toni Morrison, Alice Walker, and Nikki Giovanni. This course meets three (3) of the six (6) hour humanities requirements. Substantial writing component. Fulfills state writing requirement. 3 credit hours.

AML2301 Major American Writers (3) FA SP SU Prerequisite: completion of the six hour general education communications requirement. An in-depth study of major works of writers whose contribution to American literature are most significant or whose impact on the literary, philosophical, and intellectual milieu in America is unquestionable. Substantial writing component. Fulfills state writing requirement. 3 credit hours.

ENL2000 British Literature (3) FA SP Prerequisite: successful completion of the general education communications requirement. A chronological study of the major works in British literature from Beowulf through the Twentieth Century. Using a variety of literary types — drama, fiction, and poetry, the primary purpose is to present the literary works and to relate them to the age to which they belong. Writers include Chaucer, Shakespeare, Donne, Milton, Swift, Blake, Keats, Tennyson, Browning, Hopkins, Yeats, Joyce, and Lawrence. Substantial writing component. Fulfills state writing requirement. 3 credit hours.

LIT2080 Individualized Reading in Modern Literature (3) SP Prerequisite: a C or better in ENC 1101. Designed to allow students of all reading capabilities to explore modern literature. A wide range of topics and selections will be suggested to satisfy individual student interest and chosen to meet the approval of both the student and the instructor. Individual reading, group discussion, and presentation of projects. 3 credit hours.

LIT2100 Masterpieces of World Literature (3) FA SP SU Prerequisite: successful completion of the general education communications requirement. An in-depth study of major works of writers whose contribution to American literature are most significant or whose impact on the literary, philosophical, and intellectual milieu in America is unquestionable. Substantial writing component. Fulfills state writing requirement. 3 credit hours.

LIT2323 Introduction to Mythology (3) FA Prerequisite: a C or better in ENC 1101. Through a study of classical mythology, students will gain increased understanding of their own unique heritage as they encounter examples of mythology in literature, art, music, advertising, theatre, and philosophy. 3 credit hours.

LIT2330 Children’s Literature (3) FA SP SU Prerequisite: ENC0020 and REA 0002 or adequate placement test score. Focuses on the child and the book. Structure is on recognized principles of learning and child development. Provides insights into growth patterns and characteristics of children from infancy through adolescence, examines the impact of these characteristics on reading, investigates by interest levels and genre the wide spectrum of children in testing theories and techniques learned, and encourages creativity and ingenuity in individual projects and activities. Lecture 3 hours.

LIT2380 Introduction to Women Writers (3) FA Prerequisite: a C or better in ENC 1101. Examines the ideas and literary contributions of 20th century women writers. Focuses not only on their expressions of the female experience but also on their views of the shared experiences and conflicts of both men and women. Lecture 3 hours.
Logic
PHI1200 Introductory Logic (3) FA
Prerequisite: ENC1101. This traditional three hour course consists of an introduction to Aristotelian logic, which is the deductive form of reasoning whose origin is attributed to Aristotle. Additionally, topics in symbolic logic, fallacies and inductive reasoning are developed. The topics covered include basic concepts; inductive and deductive arguments; informal fallacies; categorical propositions; categorical syllogisms; propositional logic, natural deduction and the “rules of inference” and the “rules of replacement;” conditional and indirect proofs; proving logical truths. Substantial writing component. Fulfills state writing requirements. Lecture 3 hours.

Management
MAN1023 Management for Non-Profit Organizations (3)
OD An introduction to the basic principles, fundamentals, practices, and techniques required for non-profit management within a competing values framework.

MAN2021 Introduction to Management (3) FA SP SU
Prerequisite: satisfactory completion of College Preparatory English (ENC2202), College Preparatory Reading (REA0002) and Elementary Algebra (MAT0024) or appropriate placement scores. Introduction to the basic principles, fundamental practices and techniques required for the managerial process within a variety of organizational frameworks. Emphasis is placed on helping the student to develop an effective managerial philosophy. Contact 3 hours.

MAN2582 Introduction to Project Management (3) OD
This course prepares students to use project management techniques in the workplace by surveying the functional areas of the Microsoft application and by emphasizing the relationships among critical project tasks.

MKA1161 Introduction to Customer Service (3) FA SP
The course presents a practical approach to understanding and implementing the basic concepts of customer service and focuses on developing effective skills in satisfying internal and external customers in a wide variety of organizational settings. Emphasis is placed on importance of maintaining a positive attitude and attention to detail. Topics include projecting a professional attitude and image, dealing with customers, time management, effective communication, resolving complaints, working in a culturally diverse setting, and evaluating the service function. Contact 3 hours.

MKA2100 Human Relations (3) FA SP SU
Prerequisite: satisfactory completion of College Preparatory English (ENC2202), College Preparatory Reading (REA0002) and Elementary Algebra (MAT0024) or appropriate placement scores. Discussion and experiential use of the basic principles derived from the behavioral sciences as they apply to the relationships among persons in the work setting. Contact 3 hours.

MKA2300 Business Writing (3) SP
Prerequisite: Satisfactory completion of College Preparatory English (ENC0020), REA0002, and MAT0020, or appropriate placement score. Emphasis on effective writing in business communications. Stress on clarity, conciseness, and directness in handling a variety of business communications. Concepts of human relations as they affect written and oral communications are included. Contact 3 hours.

MKA2300 Human Resource Management (3) FA
Prerequisite: satisfactory completion of College Preparatory English (ENC2202), College Preparatory Reading (REA0002) and Elementary Algebra (MAT0024) or appropriate placement scores. A study of the knowledge and skills in the management task which focuses primarily on the management of people. Contact 3 hours.

MKA2345 Introduction to Effective Supervision I (3) OD
Designed to provide supervisors an opportunity to acquire general and specific interpersonal skills. Contact 3 hours. AS degree credit only.

MKA2346 Introduction to Effective Supervision II (3) OD
Continued development of general specific interpersonal skills for supervisors. Contact 3 hours. AS degree credit only.

SBM2000 Small Business Management (3) SP
Prerequisite: satisfactory completion of College Preparatory English (ENC2202), College Preparatory Reading (REA0002) and Elementary Algebra (MAT0024) or appropriate placement scores. Study of concerns and trends unique to small businesses. Emphasis is placed both on the effective establishment of a small business and on the profitable operation of an ongoing small business. Contact 3 hours.

Marketing
MAR1053 Marketing for Non-Profit Organizations (3) OD
This course provides an overview of marketing concepts, techniques, and promotional strategies that pertain to non-profit enterprises.

MAR1341 Marketing the Individual (3) FA SP
The course will require students to develop a self-marketing plan built upon the following marketing principles: research, communication skills and customer service. Students will develop career marketing goals and detailed marketing strategies or tools to achieve the goals. Marketing tools will include packaging, pricing, customer satisfaction, communications (oral and written) and creativity. Contact 3 hours. Additional fee.

MAR2011 Principles of Marketing (3) FA SP
Prerequisite: satisfactory completion of College Preparatory English (ENC2202), College Preparatory Reading (REA0002) and Elementary Algebra (MAT0024) or appropriate placement scores. A study of the activities involved in the flow of goods and services from producers to consumers, of marketing institutions, and of the role of marketing in the economy. Contact 3 hours.

MAR2340 Resources Development (3) OD
This course provides an examination of new services, new facilities, and new technologies required to remain competitive in a non-profit sector.

MKA1021 Principles of Salesmanship (3) OD
This is a practical course dealing with sales skills for both students with an entry level occupational interest and the student pursuing a career in selling. Contact 3 hours.

MKA1041 Principles of Retailing (3) OD
This is an introductory course in retail management giving the student the opportunity to learn and develop skills relating to the analysis of markets, management techniques and controls, and the actual operations involved in managing a retail operation. Contact 3 hours.

MKA2511 Advertising and Sales Promotion (3) OD
Prerequisite: satisfactory completion of College Preparatory English (ENC2202), College Preparatory Reading (REA0002) and Elementary Algebra (MAT0024) or appropriate placement scores. Study of advertising as it affects the profitable operation of the business, including advertising media selection, matching advertising modes to type of business, analysis of written and display advertising, experience in writing advertising, and working with displays and use of advertising agencies. Study of other meanings of sales promotion. Contact 3 hours.

Mathematics
MAC1105 College Algebra (3) FA SP SU
Prerequisite: MAT 1033 with a grade of C or better, or appropriate score on the placement test. Topics include characteristics of functions in general, inverse functions, linear, quadratic, rational, absolute value, radical, exponential and logarithmic functions and equations, systems of equations and inequalities, and applications. Prerequisite for MAC 2233, MAC 2114, and MAC 2140. May not be taken for credit by any student having a grade of C or better in a higher level math course. Does not satisfy degree requirements for students with credit in MAC 1102. A graphing calculator is required. Check with instructor the most appropriate one. Lecture 3 hours. Special fee.

MAC2114 Trigonometry (3) FA SP SU
Prerequisite: C or better in MAC 1105 or its equivalent. This course is one of the prerequisites for MAC 2311. A study of the trigonometric functions of angles and real numbers along with their graphs and inverses, solutions of triangles and other applications, trigonometric identities, conditional trigonometric equations, complex numbers in trigonometric form and DeMoivre’s Theorem, introduction to vectors and polar coordinates, and introduction to parametric equations. A graphing calculator is required. Check with instructor for the most appropriate one. Lecture 3 hours.

MAC2140 Precalculus Mathematics (3) FA SP SU
Prerequisite: C or better in MAC1105 or MAC1104. This course is one of the prerequisites for MAC2311. Techniques in graphing, properties of polynomial and rational functions, applications of exponential and logarithmic functions, solutions of higher degree polynomial equations, solutions of systems of linear equations using matrices and determinants; sequences and series; the binomial theorem; and an introduction to conic sections. A graphing calculator is required - see instructor for the most appropriate one. Lecture 3 hours.
MAC1105 Technical Math I (3) OD
Prerequisite: MAT 0024 or MAT 0024C. MAT 1033 cannot be taken for credit by any student who has a grade of C or better in MAC 2104 or MAC 2114. Lecture 3 hours.

MAC1106 Technical Math II (3) FA SP SU
Prerequisite: MAT 1033 or appropriate placement score. Instruction in the use of graphing calculators (primarily the TI82, 83, 85) for use in math and science classes at TCC. Topics include arithmetic calculations, on-screen editing, function graphing including WINDOWS, TRACE, and ZOOM features, tables, lists, statistics including plots, matrix operations, MATH and DRAW menus, and parametric graphing. Students are required to provide a calculator with graphing capabilities. The class will meet two hours per week from the second through the sixth week of the term.

MTB1322 Technical Math II (3) OD
Prerequisite: A grade of “C” or better in MTB1321. This course is the continuation of MTB1321 (Technical Mathematics II). This course covers the topics in algebra and trigonometry that are essential for solving technological problems. Topics include: higher degree equations; exponential and logarithmic functions; systems of equations; difference and series, the binomial theorem, an introduction to conic sections, proof by mathematical induction, trigonometric functions of angles and real numbers along with their graphs, inverses, solutions of triangles and other applications, trigonometric identities, conditional trigonometric equations, complex numbers in trigonometric form and DeMoivre's Theorem, vectors, polar coordinates, and in introduction to parametric equations. A graphing calculator is required. Check with instructor for most appropriate type of calculator. This is a lecture course, 3 hours of elective credit will be awarded, again, the course does not satisfy the TCC math requirement. A special fee applies to all students who register for this course.

MGF1106 Mathematics I for Liberal Arts (3) FA SP SU
Prerequisite: A grade of “C” or better in MAT1033 or satisfactory score on placement test, SAT or ACT. This course is appropriate for liberal arts students who plan to concentrate in fields which require no specialized mathematics beyond the general education level. The course content includes: sets, logic, counting methods, probability, geometry, metric system, and statistics. This course cannot be used to satisfy degree requirements for students with credit in MAC2312. Contains non-algebraic CLAST skills. A scientific calculator is required. Lecture 3 hours. Special fee.

MGF1107 Mathematics II for Liberal Arts (3) FA SP SU
Prerequisite: A grade of “C” or better in MAT1033 or satisfactory score on placement test, SAT or ACT. This course is appropriate for liberal arts students who plan to concentrate in fields which require no specialized mathematics beyond the general education level. The course content includes: selected topics from history of mathematics, sets, logic, counting methods, probability, geometry, metric system, and statistics. This course cannot be used to satisfy degree requirements for students with credit in MAC2312. Contains non-algebraic CLAST skills. A scientific calculator is required. Lecture 3 hours. Special fee.
logarithmic functions; trigonometric functions; vectors; oblique triangles; trigonometric equations; complex numbers and their applications; analytic geometry and the use of math application software for solving engineering technology problems. This course does not satisfy a general education mathematics requirement but may be used for elective credit. Contact 3 hours.

MTG2204 Geometry for Educators (3) FA SP Prerequisite: MAT1033 or equivalent, or appropriate placement score. Emphasis on Euclidian geometry. The problems and proofs involve lines, angles, triangles, polygons, and circles. Course is designed for teachers, present and future. Lecture 3 hours.

SLS1533 Math Skills Improvements/Anxiety Reduction (1) OD Co-requisite: MAT 1033 or MAC 1105. Designed to provide students with techniques for learning and retaining mathematics, improving math study skills and reducing math anxiety. One hour elective credit. Lecture one hour.

STA2023 Introductory Statistics (3) FA SP SU Prerequisite: grade of C or better in MAT 1033 or appropriate placement score. This course demonstrates how to apply selected technical statistics to a wide variety of problems and situations arising in the areas of business, economics, finance, management, social science, health, psychology, and education. Topics include graphical description of data, measures of location and dispersion, probability, discrete and continuous random variables, sampling distributions and estimation, confidence intervals and hypothesis tests, and simple linear regression and correlation. A TI83 or graphing calculator with equivalent statistical features is required. Lecture 3 hours. Special fee.

STA2122 Introduction to Applied Statistics (4) FA SP Prerequisite: Grade of C or better in MAC1105. This course is a required prerequisite for majors in psychology, mathematics education for middle schools, mathematics education for higher education, athletic training, and sports medicine. STA2122 covers descriptive statistics, probability distributions, confidence intervals and hypothesis tests for one mean or proportion and the comparison of two means or proportions, correlation and regression, analysis of variance (ANOVA), and chi-square tests. An introduction to the structure of the atmosphere, weather processes, and climate, including recent events and environmental concerns in these realms. Lecture 3 hours.

Military Science

These Courses are offered as part of a cooperative arrangement between TCC, FSU, and FAMU. Student may enroll in Army, Air Force, or Navy ROTC tracks. All classes are held on the FSU or FAMU campus depending on the program. For details see page 134-135.

AFR101 Foundations of U.S. Air Force I (1) FA This course deals with the Air Force in the contemporary world through a study of the total force structure, strategic offensive and defensive forces, general purpose forces, and aerospace support forces.

AFR102 Foundations of U.S. Air Force II (1) SP This course deals with the Air Force in the contemporary world through a study of the total force structure, strategic offensive and defensive forces, general purpose forces, and aerospace support forces.

AFR2130 Evolution of Aerospace Power I (1) FA This course is a study of airpower from balloons and dirigibles through the jet age, a historical review of airpower employment in military and nonmilitary operations in support of national objectives, and a look at the evolution of airpower concepts and doctrine.

AFR2140 Evolution of Aerospace Power II (1) SP This course is a study of airpower from balloons and dirigibles through the jet age, a historical review of airpower employment in military and nonmilitary operations in support of national objectives, and a look at the evolution of airpower concepts and doctrine.

AFR2233L Aerospace Studies Leadership Lab (1) FA SP This lab is a corequisite with AS100, 200, 300, and 400 courses. Leadership Lab is the application of personal leadership skills, demonstration of command, effective communication, individual leadership instruction, physical fitness training, and knowledge of US Air Force customs and courtesies.

MSL1001 Foundations of Officership (1) FA An introductory course designed to provide an understanding of the organizations of the army and its role in society. All sections include a required 2-hour per week leadership laboratory on Wednesday 3:35P-5:00P and physical fitness training on Wed. & Fri. 6:30A-7:30A. Note: classes are held on the FSU campus. Please contact FSU-ROTC at 644-1016 for additional information.

MSL1002 Basic Leadership (1) SP Introduction to basic military skills. Basic leadership techniques and principles. Senior-subordinate relationships, leadership problems and basic communication. All classes include a required 2-hours per week leadership laboratory on Wed. 3:35P-5:00P and physical fitness training on Wed. & Fri. 6:30A-7:30A. Note: Classes are held on FSU campus. Please contact FSU-ROTC at 644-1016 for additional information.

MSL2101 Individual Leadership Studies I (2) FA Basic map reading and land navigation and selected first aid skills. All classes include a required 2-hours per week leadership laboratory on Wed. 3:35P-5:00P and physical fitness training on Wed. & Fri. 6:30A-7:30A. Note: classes are held on FSU campus. Please contact FSU-ROTC at 644-1016 for additional information.

MSL2102 Leadership & Teamwork (2) SP Basic military skills, tactics, water safety and selected first aid skills. All classes include a required 2-hours per week leadership laboratory on Wed. 3:35P-5:00P and physical fitness training on Wed. & Fri. 6:30A-7:30A. Note: classes are held on FSU campus. Please contact FSU-ROTC at 644-1016 for additional information.

MSL2102L Leadership Teamwork Lab (4) SU An intense summer program conducted at Fort Knox, Kentucky for six weeks. Designed as an alternative method to meet the prerequisites of the advanced military course for students who have had no basic military science courses. Please contact FSU-ROTC at 644-1016 for additional information.

Music

Note: A total of four semester hours credit in music performance and music activity courses may be allowed toward the 60 semester hours required for graduation with the AA degree.

HUM2525 The American Music Tradition: Jazz (3) FA SP SU Prerequisite: successful completion of the general education communications requirement. An introduction to the early development of jazz and the later dissemination of jazz throughout America. The evolution of jazz styles from early blues to the present jazz-oriented rock will be explored through the study of individual performers, composers, and arrangers. Substantial writing component. Fulfills state writing requirement. 3 credit hours.

HUM2529 The American Music Tradition: Popular Music (3) FA SP Prerequisite: successful completion of the general education communications requirement. Survey of American popular music focusing on the folk music traditions planted on American soil during the earliest periods of settlement, the evolution of those styles after 1900, and the synthesis of those styles as evidenced in American popular music since 1945. Student research is required. Substantial writing component. Fulfills state writing requirement. 3 credit hours.

MUH2011 Introduction to Music History (3) FA SP Prerequisite: successful completion of the general education communications requirement. Survey of American popular music history from the middle ages to the present. A general education course for non-music majors. Substantial writing component. Fulfills state writing requirement. 3 credit hours.

MUL2720 Music of the World (3) FA SP SU Prerequisite: Successful completion of the general education communications requirement. An introductory level music course that surveys traditional, indigenous, and popular music of the United States, Latin America, Africa, Europe, and Asia. Emphasis is placed on music as culture and music as sound. A general education course for non-music majors. Substantial writing component. Fulfills state writing requirement. 3 credit hours.

* Course will not count toward credit for the A.A. degree
Course Descriptions

MUN1180 Concert Band (1) FA SP SU An instrumental ensemble designed for students of music. May be taken for credit times. Meets 3 hours per week.

MUN1310 College Chorale (1) FA SP SU  Open to any student interested in singing. May be taken for credit times. Meets 2 hours a week. Additional fee.

MUN1340 Vocal Ensemble (1) FA SP Prerequisites: enrollment in MUN 1310. May be taken for credit times. Meets 3 hours a week. Additional fee.

MUN1710 Jazz Band (1) FA SP SU Prerequisites: ability to read music and play an instrument appropriate to the ensemble. Jazz band will provide students with an opportunity to study and perform literature arranged specifically for large jazz ensembles and traditional big bands. May be taken for credit times. Meets 3 hours a week.

MUT1111 Music Theory I (3) FA Prerequisites: enrollment in or successful completion of MUT 1241 or MUT 1242. The course is designed to provide students with a basic understanding of music materials and structure of music. 96 hours and clinical 30 hours for the course. Additional fee.

MUT1112 Music Theory II (3) SP Prerequisites: successful completion of MUT 1111 or permission of instructor. The materials and structures of music and their application to basic composition. 96 hours and clinical 30 hours for the course. Additional fee.

MVS1116 Beginning Class Guitar (1) FA SP SU Prerequisites: access to a guitar. For beginning guitar students. Emphasis on music reading and elementary techniques. Meets 2 hours a week.

MVS1126 Intermediate Guitar (1) FA SP Prerequisites: MVS 1116 or prior guitar experience. An extension of MVS 1116. Students will learn classical compositions, song accompaniments, basic improvisation for various musical styles, and exercises to advance their technical and musical development. Meets 2 hours per week.

MVS2127 Advanced Class Guitar (1) SP Prerequisites: completion of MVS 1126, permission of the instructor, and access to a guitar. Refinement of technical skills learned in other guitar classes. Meets 2 hours weekly.

Nursing

NUR1010* Professional Seminar I (1) FA SP SU Prerequisites: Admission to the Nursing Program and BSC 2085, BSC 2085L, BSC 2086, BSC 2086L, PSY 2012, DEP 2004, HUN 1201, ENC 1101, and one of the following Math courses: MGF 1106, MGF 1107, MAC 1105 or STA 2023. Corequisites: NUR 1202C, NUR 1280C, and NUR 1141. This course is designed as an introduction to the health care career of nursing. Information will be provided to give the student nurse an overview of the nursing profession. Included in the information will be such issues as the historical events that influenced nursing, legal, ethical, political and work-based issues facing today's nurse, and workplace communication, time management, and self-care strategies are among the career advancement tools provided. Information related to effective resume' writing, interviewing tips, and employment benefits are also provided. Contact: 15 hours per semester.

NUR2020C* Fundamentals of Nursing (6) FA SP SU Prerequisites: Admission to the Nursing Program and BSC 2085, BSC 2085L, BSC 2086, BSC 2086L, PSY 2012, DEP 2004, HUN 1201, ENC 1101, Choice of one Math: MGF 1106, MGF 1107, MAC 1105 or STA 2023. Corequisites: NUR 1280C, NUR 1101 and NUR 1141. This course is the first required course in the Nursing Program. The course is designed to provide students with a basic understanding of certain key concepts and principles fundamental to the practice of nursing, along with the ethical and legal responsibilities of the nurse as a healthcare provider. Emphasis on the wellness-illness continuum will lay the foundation for future study. The student is introduced to the nursing process as a systematic method of problem solving in which effective communication and interpersonal relationships are central components. The student will explore basic needs relative to hygiene; activity; rest and sleep; comfort safety; nutrition; fluid and electrolytes; urinary and bowel function; and oxygenation are necessary to meet the needs of the moderately ill, hospitalized patient. The content also considers growth and development; socioeconomic, ethnic-cultural, and spiritual needs; community health concepts; nutrition; professional role and function; end of life care; HIV; and domestic violence. Instruction includes the development of critical thinking skills. The clinical application of medications is also emphasized to ensure rational and optimal patient care. Serious attention is given to the mathematical knowledge and skills that are essential to safe patient care. Supervised practice and clinical experiences will provide the student opportunities to assist patients to an optimal level of functioning. Contact per semester: 45 hours lecture, 90 hours lab, and 45 hours of clinical. Additional fees.

NUR1141* Pharmacology I (2) FA SP SU Prerequisites: Admission to the Nursing Program and BSC 2083, BSC 2083L, BSC 2086, BSC 2086L, PSY 2012, DEP 2004, HUN 1201, ENC 1101, Choice of one Math: MGF 1106, MGF 1107, MAC 1105 or STA 2023. Corequisites: NUR 1202C, NUR 1280C, NUR 1010. This course introduces the study of medications designed to provide the nursing students with a basic background of drug classifications, actions, dosages, and side effects. This course includes basic drugs and reviews the mathematical computations that are necessary for safe administration in the clinical setting. This course also presents subject matter related to the reduction of errors in medication administration in the skills laboratory in NUR 1202C prior to administering medications in the clinical area. Contact: 30 hours per semester.

NUR1212C* Adult Health I (8) FA SP Prerequisites: NUR 1020C, NUR 1141, NUR 1010, NUR 1280C. Corequisites: NUR 1422C, NUR 1312C. This introductory course is designed to provide students with the opportunity to acquire the knowledge and skills to provide safe and effective care for clients with complex medical/surgical problems. This course builds upon foundation material from previous courses. The nursing process provides a framework for the student to utilize critical thinking skills to promote or restore the health of clients within a holistic framework. Clinical experience is provided in acute care settings. Observational time may be scheduled to enhance learning experiences. Contact per semester: 90 hours lecture, 25 hours lab, and 65 hours of clinical. Additional fee.

NUR1280C* Geriatric Nursing (1) FA SP SU Corequisites: Admission to the Nursing Program and BSC 2085, BSC 2085L, BSC 2086, BSC 2086L, PSY 2012, DEP 2004, HUN 1201, ENC 1101, Choice of one Math: MGF 1106, MGF 1107, MAC 1105 or STA 2023. Corequisites: NUR 1202C, NUR 1010, NUR 1141. This course is designed to help the student understand the health related needs that result from the normal aging process. The course will discuss assistance for the older adult with age related diseases. Contact: 1 hour per week. Additional fee.

NUR3121C* Pediatrics I (3) FA SP SU Prerequisites: NUR 1020C, NUR 1141, NUR 1010, NUR 1280C. Corequisites: NUR 1212C, NUR 1422C. This course is designed to present the nursing student with basic knowledge and skills related to care of a client from birth through childhood and adolescence, with an emphasis on normal growth and development, anticipatory guidance, and prevention. The course will also present an introduction to the nursing role in supporting the health of children and their families. The nursing process provides a framework for planning care for clients on the wellness-illness continuum with inclusion of human growth and development, cultural diversity, community health concepts, pharmacology and administration of medications, nutrition, legal aspects of practice, interpersonal relationships, and current issues in nursing. Contact per semester: 30 hours lecture, 10 hours lab, and 35 hours of clinical. Additional fee.

NUR1422C* Maternal-Infant I (2) FA SP SU Prerequisites: NUR 1020C, NUR 1141, NUR 1010, NUR 1280C. Corequisites: NUR 1212C, NUR 1312C. This course is designed to present the nursing student with basic knowledge and skills related to care of a client from delivery through postpartum; as well as care of the neonate. The course will present an introduction of high risk factors in the areas. The nursing process provides framework for planning care for clients on the wellness-illness continuum with inclusion of human growth and development, cultural diversity, community health concepts, pharmacology and administration of medications, nutrition, legal aspects of practice, interpersonal relationships, and current issues in nursing. Contact per semester: 15 hours lecture, 15 hours lab, and 30 hours of clinical. Additional fee.

NUR1520C* Mental Health Nursing (4) SP SU Prerequisites: NUR 1020C, NUR 1141, NUR 1010, NUR 1280C. Corequisites: NUR 1212C, NUR 1312C. This course is designed to present the nursing student with basic knowledge and skills related to care of a client from delivery through postpartum; as well as care of the neonate. The course will present an introduction of high risk factors in the areas. The nursing process provides framework for planning care for clients on the wellness-illness continuum with inclusion of human growth and development, cultural diversity, community health concepts, pharmacology and administration of medications, nutrition, legal aspects of practice, interpersonal relationships, and current issues in nursing. Contact per semester: 15 hours lecture, 15 hours lab, and 30 hours of clinical. Additional fee.

* Course will not count toward credit for the A.A. degree
NUR2005C* LPN Transition (1) SP SU FA Prerequisites: Admission to the Nursing Program and BSC2085, BSC2085L, BSC2086, BSC2086L, PSY2012, HUN1201, ENC1101. Choice of one Math: MGF1106, MGF1107, MAC1105 or STA2023 Corequisites: NUR1520C, MCB2004, MCB2004L (Spring and Summer), NUR2450C (Spring only). This course is designed to facilitate the entry of Licensed Practical Nurses into the Associate Degree Nursing Program. All students will demonstrate safe performance of selected nursing procedures included on the Fundamentals Skills List. Theoretical components include those not commonly included in the LPN curriculum. Information related to the roles of the Registered Nurse and additional theory related to the Nursing Process will be emphasized. Contact per semester: 10 hours lecture, 10 hours lab, and 5 hours of clinical. Additional fee.

NUR2142* Pharmacology II (1) FA SU Prerequisites: NUR2260C, NUR2241C. Corequisites: Summer and Fall: NUR2260C; Fall: NUR2450C. This course builds on the acquired knowledge of basic pharmacology in order to prepare the advanced students to perform safe and effective medication administration. Emphasis is provided in the preparation and administration of intravenous medications. Content will include information developed to decrease the errors associated with medication administration. The nursing process is applied to the nursing skills of medication administration. There is no clinical component, but the administration of medications is an integral part of clinical experiences. Contact per semester: 15 hours.

NUR2241C* Adult Health III (6) FA SP Prerequisites: NUR2260C, NUR2142, NUR2450C. Corequisites: NUR2313C, NUR2813. This course is designed to provide information to the student to acquire the knowledge and skills to provide safe and effective care for patients with critical medical and/or surgical problems and to provide an overview of the health care, nursing leadership and managerial processes. The focus of this course is to provide an overview of critical care of complex patients and to provide the student with the opportunity to develop competencies in caring for a group of patients and the decision making process in theoretical and clinical situations of various medical-surgical content. This course builds upon foundational material from previous courses. The Nursing Process provides a framework for the student to utilize critical thinking skills to promote or restore the health of patients within a holistic framework. Contact per semester: 45 hours lecture, 30 hours lab, and 105 hours of clinical. Additional fee.

NUR2260C* Adult Health II (6) FA SP Prerequisites: NUR1212C, NUR1242C, NUR1312C, NUR2142, MCB2004, MCB2004L Corequisites: NUR2142 (Summer and Fall), NUR2450C (fall only) NUR2313C, NUR2813. This course is designed to provide students with the opportunity to acquire the knowledge and skills to provide safe and effective care for clients with complex medical/surgical problems. This course builds upon foundational material from previous courses. The nursing process provides a framework for the student to utilize critical thinking skills to promote or restore the health of clients within a holistic framework. Clinical experience is provided in acute care settings. Observational time may be scheduled to enhance learning experiences. Contact per semester: 60 hours lecture, 25 hours lab, and 105 hours of clinical. Additional fee.

NUR2313C* Pediatrics II (2) FA SP Prerequisites: NUR1520C, NUR2260C, MCB2004, MCB2004L Corequisites: NUR2241C, NUR2813. This course is designed to present the nursing student with advanced concepts of knowledge and skills related to care of a patient from birth through childhood and adolescence. The nursing process is utilized in caring for the high-risk obstetric

Nutrition Science

HUN1002 Contemporary Nutrition (3) FA SP This is an introductory nutrition course. Basic nutrition concepts are used to explore topics such as individual nutritional intake, vegetarianism, eating disorders, and nutrition and fitness. Application of these nutrition concepts to make informed purchases in supermarkets and restaurants will be highlighted. Cannot be used in lieu of HUN 1201 to fulfill AS degree requirements. Students are graded on the basis of satisfactory (S) or unsatisfactory (U) performance. Contact per semester: minimum of 30 hours.

Oceanography

OCE1001 Introductory Oceanography (3) FA SP SU Prerequisite: satisfactory completion of College Preparatory English (ENC0020), College Preparatory Reading (REA0020), and Elementary Algebra (MAT1033 or OST 1324) or appropriate placement scores. The course is based on the principles of chemistry and molecular biology, the properties, functions, requirements, digestion, absorption, metabolism, and interrelationships of nutrients are explored. Contact 3 hours.

Office Systems Technology

CGS2100C Microcomputer Applications for Business (3) FA SP SU Prerequisite: MAT1033 or OST1324 with a grade of “C” or better or placed into MGF1106 or higher. This course is designed to teach students how to use computers (hardware and software) in business, including business applications, commercial packages, and the Internet. This course provides an overview of microcomputer applications, including a brief introduction to computer concepts, Microsoft Windows, Microsoft Office including Word, Excel, Access, and PowerPoing, using web mail through the student’s TCC eAccount, Internet Explorer, and integration of the applications.

CGS2103 Advanced Microcomputer Applications (3) FA SP Prerequisites: CGS2100 with a grade of “C” or better, or CGS1060 and OST1324 or MAT1033 with a grade of “C” or better. In both classes Continuation of CGS2100. An advanced personal computer course that will provide specialized training in advanced
OST1141 Keyboarding (1) FA SP A self-paced, individualized course for students who have had no previous instruction in touch typewriting (keyboarding) in either high school or college and who desire basic alphabetic and numeric typing skills to use in information processing activities such as data entry operations. Additional lab hours may be needed to complete the course. Contact 2 hours. Additional fee.

OST1324 Business Mathematics (3) FA A review of the fundamental mathematics processes and the common business applications such as cash and trade discounts, interest, markup, commission, payroll, and taxes. Contact 3 hours.

OST1355 Records Management (3) SP Instruction in records management concepts and skills with emphasis on the information cycle and systems for managing and using information. Instruction in the four basic classification systems for storing and retrieving documents (office filing). Introduction of principles for managing paper-based, image-based, and digital-based records. Contact 3 hours.

OST1401 Administrative Support Systems and Procedures (3) FA Designed for first-year office systems technology students as an introduction to administrative systems and procedures used to process information and expedite activities in the automated office environment. Emphasis on office system concepts. Contact 3 hours.

OST1491 Office Systems Work Experience (3) OD Prerequisite: 15 semester hours earned in Office Systems Program including OST 1718 and OST 1719 and permission of Program Chair. Work experience on campus of four hours a week (without pay) to provide practical experience in a variety of everyday office situations under supervision of a classified staff employee. Credit not applicable to the AA degree. Students graded on the basis of a satisfactory (S) or unsatisfactory (U) performance. Contact 3 hours.

OST1718 Word Processing (3) FA Prerequisite: OST1141 or placement testing. Course in document formatting for the production of letters, reports, memos, tables, and other commonly used documents. Further development of keyboarding skills, basic composition of documents on the keyboard using fundamental word processing functions. Contact 3 hours. Additional lab hours may be necessary to complete the course. Additional fee.

OST1719 Advanced Word Processing (3) SP Prerequisite: OST 1718 or placement testing. Course which refines keyboarding skills, advanced document formatting skills, and uses word processing functions for both copy work and composition on the keyboard. Additional lab hours may be needed to complete the course. Contact 3 hours. Additional fee.

OST1755 Microsoft Word (1) OD Keyboarding skills desired. Basic instruction and competency development in the word processing program Microsoft Word with Windows. Meets 15 hours. Additional lab hours may be necessary to complete the course. This course will not meet the requirements/electives for students enrolled in the OST program. Contact 1 hour. Additional fee.

OST2611 Medical Transcription (3) OD Prerequisites: HSC 2531 and proficiency in keyboarding and keyboarding test required or permission of the instructor. Applications of skills in medical terminology and in machine transcription to the transcription of medical dictation. This is a directed independent study course. Contact 3 hours. Additional fee.

OST2823 Desktop Publishing and Web Design (3) OD Prerequisites: Keyboarding skills, Word, Internet, and current Windows experience. This course uses two major professional software programs to introduce both desktop publishing and web site publishing. Students will be presented techniques and methods that lead step by step from conception of a project through successful completion. Students will design and create print documents and web pages with emphasis on proper layout and appropriate inclusion of text and graphics. Contact 3 hours. Additional fee.

OST2828 PowerPoint (1) OD This course will provide the opportunity for the student to develop an ability to design and/or create visually appealing slides (with sound, animation, and possibly video), overhead transparencies, speaker notes to aid in the delivery of the speech, audience handouts, and virtual presentations on the Internet. Contact 1 hours. Additional fee.

OST2835 Access (1) OD Prerequisites: Windows experience. This course will provide the opportunity for the student to learn the fundamentals of a database application and to foster an appreciation for databases as a useful tool in the workplace. The student will gain an in-depth understanding of database design as a means to creating information collections that can organize data on any subject quickly and easily. Contact 1 hour. Additional fee.

OST2836 Advanced Access (1) OD Prerequisites: OST 2835 or its equivalent. This course will provide an opportunity for the student to learn the advanced features of a database application and gain an in-depth understanding of database design through lectures and hands-on applications. Contact 1 hour. Additional fee.

OST2852 Excel (1) OD This course will provide the opportunity for the student to learn the fundamentals of a spreadsheet application and to foster an appreciation of worksheets as a useful tool in the workplace. The student will gain an in-depth understanding of a spreadsheet program that allows one to organize data, complete calculations, make decisions, graph data, develop professional-looking reports, convert Excel files for use on the web, and access the web. Contact 1 hour. Additional fee.

OST2858 Advanced Excel (1) OD Prerequisites: OST 2852 or its equivalent. This course will provide the opportunity for the student to learn the advanced features of a spreadsheet application and to gain an in-depth understanding of Excel spreadsheet formulas, functions, macros, tables, templates, charts, and lists through lectures and hands-on applications. Contact 1 hour. Additional fee.

Philosophy

PHI2100 Introductory Logic (3) FA SP SU Prerequisite: successful completion of the general education communications requirement. An introductory study of metaphysics, ethics, aesthetics, and logic based upon the inquiries of the speculative and critical philosophers both traditional and modern. Substantial writing component. Fulfills state writing requirement. 3 credit hours.

PHI2600 Ethics (3) FA SP SU Prerequisite: successful completion of the general education communications requirement. The course consists of an introduction to the study of ethics (the rationale behind human behavior) through an examination of the theoretical traditions that span the globe and that date from the ancient through the modern world. Students will be introduced to a wide range of outstanding moral theorists whose ideas will be examined within the cultural contexts that gave them birth. Substantial writing component. Fulfills state writing requirement. 3 credit hours. Course satisfies the general education requirement.

Photography

PGY1800C Digital Photography (3) FA SP SU This course combines fundamental photographic skills with digital technologies. Emphasis is placed on basic camera operation, techniques and aesthetics. Students will explore a range of both commercial and fine art photographic applications. In addition, students must supply their own digital camera. Lecture/Lab 6 hours.

PGY2401C Basic Photography (3) FA SP SU An introduction to the fundamental skills in black and white photography from camera and film exposure through darkroom printing processes. Students will produce a portfolio of prints with visual effectiveness and perceptual concerns as a goal. Lecture and lab 6 hours. In addition to an additional fee. Course expenses include the cost of film and photo paper and other related supplies (approximately $200). Students must supply their own 35mm cameras which must have a manual metering mode and adjustable controls (ability to select shutter speeds and F-stops) Additional fee.

PGY2410C Intermediate Photography (3) SP Prerequisite: PGY 2401C. Creative print techniques in black and white photography; rudiments of the zone system for 35mm photography; experimentation with ortho-chromatic film leading to non-silver
Physical Education and Recreation

**Note:** A total of two semester hours credit in physical education activity courses, including dance courses, may be allowed toward the 60 semester hours required for graduation with a AA degree.

**LEI1001 Introduction to Recreation and Leisure Services**

(3) SP SU

General orientation into the nature and scope of recreation and leisure services. Designed to introduce the student to historical and philosophical foundations, current trends and challenges, professional opportunities and areas. Contact 3 hours.

**LEI1121 Beginning Golf**

(1) SP

A skill-learning experience designed to provide proper knowledge and techniques necessary to enjoy recreational golf. Contact 2 hours. Additional fee.

**LEI1122 Intermediate Golf**

(1) SP

Instruction will assume fundamental competencies on the part of the student in gripping the club, proper stance, aiming (alignment), mechanics of the full swing, and general golf knowledge. The focus of instruction will be on refining the swing, teaching the many modified swings (traps, sidehill lies, etc.), and correcting common errors. Videotapes from teaching professionals, as well as individual video taping, will be used as learning tools. Limited course play is included. Contact 2 hours. Additional fee.

**LEI1203 Beginning Tennis**

(1) SP

A skill-learning experience designed to produce proper knowledge and techniques necessary to enjoy recreational tennis. Contact 2 hours. Additional fee.

**LEI1204 Intermediate Tennis**

(1) SP

Prerequisite: LEI 1203 or consent of instructor is necessary for enrollment. An activity course stressing techniques and strategy of an advanced nature in skill and competitive development. This course extends the teaching of LEI 1203 by including instruction on the volley, power game, the overhead, lobs and drop shots. Contact 2 hours. Additional fee.

**LEI1309 Beginning Badminton**

(1) SP

A skill-learning experience designed to produce a skilled player and an appreciative spectator. Contact 2 hours. Additional fee.

**LEI1401 Racquetball**

(1) SP

A skill-learning experience intended to promote skill, game edge, and appreciation necessary to enjoy recreational participation. Contact 2 hours. Additional fee.

**LEI1402 Intermediate Racquetball**

(1) SP

An activity course stressing instruction in shot selection and advanced game strategy. Contact 2 hours. Additional fee.

**LEI1621 Beginning Basketball**

(1) SP

A skill-learning course designed to produce a knowledgeable skilled player with proper perspective relative to the use of basketball in the worthy use of leisure. Contact 2 hours. Additional fee.

**PEM101 Theory and Practice of Adult Fitness**

(2) SP SU

Provide insight and experience into the philosophy of adult fitness, principles of exercise, individualized program construction and the safe use of weight training and aerobics. Course is designed for adults seeking basic knowledge and selective participation in the wholesome use of exercise. This course may be used in applying for AAFA recertification. Contact 3 hours. Additional fee.

**PEM1171 Aerobics**

(1) SP SU

Will introduce the student to cardiovascular conditioning through aerobic exercise, utilizing dance steps/rhythms and choreography of aerobic routines. Contact 2 hours. Additional fee.

**PEM1341 Introduction to Judo**

(1) FA SP

Activity course designed to provide knowledge of basic self-defense techniques and skills necessary to enjoy and participate in the sport of Judo. Contact 2 hours. A gi is required for this course and is not included in the course fee. Additional fee.

**PEM1342 Intermediate Judo**

(1) FA SP

Prerequisite: PEM 1431. This course offers students the opportunity to continue their study of Judo. In addition to new skills and techniques, students will be required to demonstrate greater proficiency in those skills and techniques covered in PEM 1431. Upon completion of this course, students will be eligible to test for advanced Judo ranking. A gi is required for participation in this course and is not included in the course fee. Contact 2 hours. Additional fee.

**PEO2003 Officiating Techniques for Individual Sports**

(2) SP

An orientation and skills course designed for those students who plan to pursue recreation or physical education as a profession. Individual sports officiating will include high school (FHSSA), college (NCAA, NJCAA) officiating rules, and skill techniques. Contact 2 hours.

**PET1770 Personal Training Fundamentals and Techniques**

(4) FA SP SU

This comprehensive course prepares students to pursue personal training and covers the fundamentals of muscle physiology and physiological adjustments of training. This class provides hands-on experience in a fitness setting to apply knowledge of physiology, kinesiology, nutrition, and assessment. Students who choose to sit for the National Council on Strength and Fitness (NCSF) certification exam will be assessed a fee for the exam. Contact 5 hours.

**PET2000C Introduction to Physical Education**

(3) FA SP

An orientation course designed for those students who plan to pursue physical education or its allied careers (i.e. recreation, coaching, exercise, physiology, etc.) as a profession. Knowledge of purpose and objectives are explored as well as upper level academic requirements for pre-professional training. Observations and practical facilities are often included. Contact 3 hours.

**PET2048 Exercise Education**

(3) FA SP

A discussion course offering to gain proper information and experience concerning the use of exercise for daily living. Relationship of exercise to coronary heart disease, obesity, cholesterol and stress will be included. Current exercise fads and trends with respect to exercise equipment choices, fitness supplements and consumer awareness will be addressed. Contact 3 hours.

**PET2622C Care and Prevention of Athletic Injuries**

(3) FA SP

The purpose of this course is to provide information to students in the care and prevention of athletic injury. This is an introductory class which addresses how athletic and fitness injuries occur, are treated and how they can be prevented. In addition, it is the purpose of this course to teach basic strapping and wrapping techniques to the student as well as the rudiments of therapeutic modalities in the treatment of sports injuries. Contact 4 hours.

**PHYSICAL SCIENCES**

**AST1002 Introduction to Astronomy**

(3) FA SP SU

Prerequisites: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002) or appropriate placement scores. Provides a general non-mathematical introduction to astronomy stressing basic physical principles applied to the universe as a whole. Includes observational astronomy, cosmology and galactic evolution, stars and their evolution, and the solar system. Lecture 3 hours.

**CHM1020 Chemistry for General Education**

(3) FA SP SU

Prerequisites: satisfactory completion of College Preparatory English (ENC0020), College Preparatory Reading (REA0002), and Elementary Algebra (MAT0024) or appropriate placement scores. Optional lab: CHM1030L. Covers the basic concepts of chemistry with emphasis on its impact on modern society, including issues regarding energy, consumer products and health. It cannot be used to satisfy degree requirements by students who already have credit for CHM1030 or CHM1045. Lecture 3 hours.

**CHM1030 General Chemistry for Allied Health**

(3) FA SP SU

Prerequisites: satisfactory completion of College Preparatory English (ENC0020), College Preparatory Reading (REA0002), and Intermediate Algebra (MAT1033) or appropriate placement scores. Optional lab: CHM1030L. Topics include atom structure, nomenclature, gases, acids and bases, stoichiometry, solutions, reaction rates, equilibrium, and introduction to organic functional groups and biochemical molecules. Cannot be used to satisfy degree requirements by students who already have credit for CHM1020 or CHM1030. Lecture 3 hours.
**CHM1030L General Chemistry for Allied Health Laboratory** (1) FA SP SU  
**Corequisite:** CHM 1030 or CHM 1020. Emphasis is on lab experiences from the Allied Health fields which illustrate basic chemical principles. This course is designed to supplement and reinforce ideas presented in both CHM 1030 and CHM 1020. Lab 2 hours. Approved chemical safety goggles required. Additional fee.

**CHM1031L Physiological Chemistry for Allied Health Laboratory** (1) SP  
**Prerequisites:** Final grades of A or B in CHM 1030. Students perform several advanced experiments illustrating the interdisciplinary nature of the scientific process. Laboratory fee. Lab 2 hours. Approved chemical safety goggles required. Additional fee.

**CHM1045L General Chemistry Laboratory I** (3) FA SP SU  
**Corequisite:** CHM 1045. Students experience the dynamic and exciting new developments in chemistry through hands-on experiments. Topics include spectroscopy, UV, and mass spectrometry. Analysis also is covered, including proton and carbon-13 NMR and IR. Lecture 3 hours. Recitation 1 hour. Special fee.

**CHM2211L Organic Chemistry II Laboratory** (1) SP  
**Prerequisite:** satisfactory completion of CHM 2210L or its equivalent. **Corequisite:** CHM 221L. This course is a continuation of CHM 2210 and assumes knowledge of the basic lab techniques taught in the prerequisite course. Students perform several advanced experiments including a Grignard reaction, and a multi-step synthesis. Experiments are conducted on both microscale and macroscale. Lab 3 hours. Approved chemical safety goggles required. Additional fee.

**ISC1001L Interdisciplinary Science Laboratory** (1) FA SP SU  
**Prerequisite:** successful completion of one general education science course with a “C” or better. **Pre-/Co-requisite:** enrollment in a second general education science course in a different general education category. Emphasis is on laboratory experiences which illustrate the interdisciplinary nature of the scientific process. Designed to supplement, reinforce, and integrate ideas presented in general education science courses. These experiences will center around several contemporary themes and involve critical thinking and cooperative activities. Lab 2 hours. Approved safety goggles required. Lab fee.

**PHY1020 Energy and Its Environmental Effects** (3) SP  
**Prerequisites:** satisfactory completion of College Preparatory English (ENC0020), College Preparatory Reading (REA0002), and Elementary Algebra (MAT0024) or appropriate placement score. A survey of the basic principles of physics including light, forces and motion, electricity and magnetism, and nuclear energy. Prospects of future energy sources and their environmental ramifications will be explored. Intended for the non-scientist. Cannot be used to satisfy degree requirements by students who already have credit in PHY1053 or PHY2048. Lecture 3 hours.

**PHY1053 Elementary College Physics** (3) FA  
**Prerequisites:** MAC1105 (or MAC1108 prior to Fall 1998) and MAC2114 or permission from the instructor. Satisfactory completion of College Preparatory English (ENC0020) or College Preparatory Reading (REA0002) or appropriate placement score. **Corequisite:** PHY1053L. Physics without calculus for science or related majors; not for physics or engineering majors. Topics include mechanics, thermodynamics, sound oscillatory motion, and mechanical waves. Lecture 3 hours. Cannot be used to satisfy degree requirements by students who already have credit in PHY2048. Lecture 3 hours.

**PHY1053L Elementary College Physics Laboratory I** (1) FA  
A corequisite for students of PHY1053 which is used to reinforce the main concepts in that course. Lab 3 hours. Lab fee.

**PHY1054 Elementary College Physics II** (3) SP  
**Prerequisites:** satisfactory completion of PHY1053 or PHY2048 with a grade of “C” or better. **Corequisite:** PHY1054L. Continuation of PHY1053. Topics include electricity, magnetism, electromagnetics, optics, and modern physics. Lecture 3 hours. Cannot be used to satisfy degree requirements by students who already have credit in PHY2049. Lecture 3 hours.

**PHY2048L General Physics Laboratory II** (1) SP  
**Prerequisite:** satisfactory completion of PHY2048. **Pre-/Co-requisite:** PHY2048L. Physics with calculus for students who plan to major in a physical science, engineering or related fields. Topics include mechanics, gravitation, fluids, waves, and thermodynamics. Calculus is used. Four lectures and one discussion session per week. Lab fee.

**PHY2049 General Physics I** (4) FA  
**Pre-/Co-requisite:** MAC2311. Satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002) or appropriate placement score. **Corequisite:** PHY2049L. Physics with calculus for students of PHY2049 which is used to reinforce the main concepts in that course. Lab 3 hours. Lab fee.

**PHY2049L General Physics Laboratory I** (1) FA  
A corequisite for the students of PHY2049 which is used to reinforce the main concepts in that course. Lab 3 hours. Lab fee.

**PHY2049L General Physics Laboratory II** (1) SP  
**Prerequisite:** a grade of “C” or better in PHY2048L. A corequisite
for the students of PHY2049 which is used to reinforce the main concepts in that course. Lab 3 hours. Lab fee.

**PSC121** Introduction to Physical Sciences (3) FA SP **Prerequisites:** satisfactory completion of College Preparatory English (ENC0020), College Preparatory Reading (REA0002), and Elementary Algebra (MAT0024) or appropriate placement scores. Basic concepts of the physical sciences (the laws of motion, energy, electricity, magnetism, light, the chemical bond, and atomic structure) are related to everyday applications of science and technology and the exploration of our universe.

**Physics**

**PHY1020** Energy and Its Environmental Effects (3) SP **Prerequisites:** satisfactory completion of College Preparatory English (ENC0020), College Preparatory Reading (REA0002), and Elementary Algebra (MAT0024) or appropriate placement scores. A survey of the basic principles of physics including light, forces and motion, electricity and magnetism, and nuclear energy. Prospects of future energy sources and their environmental ramifications will be explored. Intended for the non-scientist. Cannot be used to satisfy degree requirements by students who already have credit in PHY1053 or PHY2048. Lecture 3 hours.

**PHY1053** Elementary College Physics (3) FA **Prerequisites:** MAC1105 (or MAC1104 prior to Fall 1998) and MAC2114 or permission from the instructor. Satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002) or appropriate placement score. Corequisite: PHY1053L. Physics without calculus for science or related majors; not for physics or engineering majors. Topics include mechanics, thermodynamics, sound, oscillatory motion, and mechanical waves. Lecture 3 hours. Cannot be used to satisfy degree requirement by students who already have credit in PHY2048.

**PHY1053L** Elementary College Physics Laboratory I (1) FA A corequisite for students of PHY1053 which is used to reinforce the main concepts in that course. Lab 3 hours. Additional fee.

**PHY1054** Elementary College Physics II (3) SP **Prerequisites:** satisfactory completion of PHY1053 or PHY2048 with a grade of C or better. Corequisite: PHY1054L. Continuation of PHY1053. Topics include electricity, magnetism, electromagnetics, optics, and modern physics. Lecture 3 hours. Cannot be used to satisfy degree requirements by students who already have credit in PHY2049.

**PHY1054L** Elementary College Physics Laboratory II (1) SP A corequisite for students of PHY1054 which is used to reinforce the main concepts in that course. Lab 3 hours. Additional fee.

**PHY2048** General Physics I (4) FA SP **Pre/Co-requisite:** MAC2311. Satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002) or appropriate placement score. Corequisite: PHY2048L. Physics with calculus for students who plan to major in physical science, engineering, or related fields. Topics include mechanics, gravitation, fluids, waves, and thermodynamics. Calculus is used. Four lectures and one discussion session per week. Special fee.

**PHY2048L** General Physics Laboratory I (1) FA A corequisite for students of PHY2048 which is used to reinforce the main concepts in that course. Lab 3 hours Additional fee.

**PHY2049** General Physics II (4) FA SP **Prerequisite:** a grade of C or better in MAC2311, PHY2048, and PHY2048L. Corequisite: PHY2049L. Topics include electricity, magnetism, circuits, interference phenomena, and optics. Four lectures and one discussion session per week. Special fee.

**PHY2049L** General Physics Laboratory II (1) FA SP A corequisite for students of PHY2049 which is used to reinforce the main concepts in that course. Lab 3 hours. Additional fee.

**Political Science**

**CPO2001** Introduction to Comparative Politics (3) FA SP **Prerequisite:** satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002) or appropriate placement scores. This course will introduce the student to the fundamental concepts put forth in the sub field of comparative politics. The course examines the political structure of several states and political systems, both in the developed and developing world. The student is exposed to comparative systems of governance and is presented a clearer picture of the civil society. Lecture 3 hours.

**INR2002** International Relations (3) FA SP **Prerequisite:** satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002) or appropriate placement scores. A study of the basic principles of international relations, a consideration of national power and foreign policy, various forms of relations between states, the problem of power and the power pattern, and contemporary problems. Lecture 3 hours.

**ISS2310** Methods for the Social Sciences (3) SP **Prerequisites:** satisfactory completion of CGS1060 or permission of instructor; and completion of 24 college credit hours including the 3 hours social science elective. An introduction to methodology in the social sciences, paying particular attention to research design, data collection, and data analysis. Lecture 3 hours.

**POS1041** National Government (3) FA SP SU **Prerequisite:** satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002) or appropriate placement scores. Study of state, county, and municipal government, the role of the states in our federal system, structure, functions, and services. Special emphasis will be given to the Florida governmental system. Lecture 3 hours.

**POS1112** State and Local Government (3) FA SP SU **Prerequisite:** satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002) or appropriate placement scores. A study of the basic principles of the United States Constitution and how they relate to the individual in today's society. (This course may be passed by an exemption examination.) Lecture 1 hour.

**POS2001** Introduction to Political Science (3) FA SP SU **Prerequisite:** satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002) or appropriate placement scores. The scope and methods of political science as well as a review of the major concepts. An introduction to political science as a discipline. Lecture 3 hours.

**POS2930** Special Topics in Political Science (3) FA SU Special topics for students who wish to further explore the field of political science through discussion, observation, or research. Focus placed on topical problems, current issues, or emerging trends in politics. Lecture 1-3 hours.

**POS2949** College Internship in Political Science (3) FA SP Offered by DIS only. Course of study is designed to provide applied work experience within the political process, either through the private or public section. Evaluation of student performance will be based on pre-defined learning objectives and documented with specific information acquired from the student and employer. The student will be expected to commit between 10 to 20 hours per week to the internship.

**Psychology**

**CLP1001** Psychology of Personal and Social Adjustment (3) FA SP SU **Prerequisite:** satisfactory completion of College Preparatory English (ENC 0020) and College Preparatory Reading (REA 0002) or appropriate placement scores. A study of personality development and of what adjustment means in areas of vocations, avocation, sex, education, morality, and in society in general. Lecture 3 hours.

**PSY2012** General Psychology (3) FA SP SU **Prerequisite:** satisfactory completion of College Preparatory English (ENC 0020) and College Preparatory Reading (REA 0002) or appropriate placement scores. Designed to introduce the study of behavior to both majors and non-majors. Interrelates personality, learning, perception, nervous systems, emotions, and other factors of human behavior. Lecture 3 hours.

**PSY2930** Special Topics in Psychology (3) FA SP SU Special topics for students who wish to further explore the field of psychology through discussion, observation, or research. Focus is placed on topical problems, current issues, or emerging trends. Lecture 1-3 hours.

**SOP2002** Social Psychology (3) FA SP **Prerequisite:** satisfactory completion of College Preparatory English (ENC 0020) and College Preparatory Reading (REA 0002) or appropriate placement scores. Application of psychological principles to social problems and social

* Course will not count toward credit for the A.A. degree
relations. Special emphasis will be placed on personal perception, attitudes, prejudice, aggression, individual and group behavior and the effects of environmental factors on human behavior. Lecture 3 hours.

SOP2740 Psychology of Women (3) FA SP  Prerequisite: satisfactory completion of College Preparatory English (ENC 0020) and College Preparatory Reading (REA 0002) or appropriate placement scores. A psychological developmental approach to the unique aspects of the female experience. An emphasis on research in an area will be used to explore the historical, social, and psychological aspects of female development in American society. Theories of development, psychological influences, sex difference, female achievement, and androgyny will be discussed. Lecture 3 hours.

Public Administration

PAD2002 Introduction to Public Administration (3) FA SP
A general introductory course in public administration. Management of large-scale government bureaucracies including organization, career systems, and financing priorities. The role of bureaucracies in modern society in the formulation and implementation of public policies.

PAD2949 College Internship in State & Local Government (3) SP  Offered by DIS only. Prerequisites: completion of 24 college credit hours including satisfactory completion of POS 1112, POS 2001, POS 1041, or PAD 2002. Permission of instructor is required. Students may not concurrently enroll in POS 2949. Additionally, students who successfully complete PAD 2949 may not subsequently enroll in POS 2949. Designed to provide the student applied work experience within the political process, either through the private or public sector. Evaluation of performance will be based upon pre-defined learning objectives and documented with specific information acquired from the student and employer. The student will be expected to commit between 10 to 20 hours per week to the internship.

Radiology

RTE1000* Orientation to Radiography (4) SP  Prerequisite: Admission to the program. Corequisites: RTE1503, RTE1503L, RTE1418, RTE1804. This course provides an orientation to the profession of radiography. Topics include the history and organization of the profession, body mechanics, emergency situations, infection control, aseptic techniques, evaluating patient physical needs, patient education and venipuncture in radiography. Patient care in Radiography will also be included. Contact: 4 hours per week.

RTE1418* Principles of Radiographic Exposure I (3) SP  Prerequisite: Admission to the program. Corequisites: RTE1503, RTE1503L, RTE1418, RTE1804. This course provides an orientation to the profession of radiography. Topics include the history and organization of the profession, body mechanics, emergency situations, infection control, aseptic techniques, evaluating patient physical needs, patient education and venipuncture in radiography. Patient care in Radiography will also be included. Contact: 4 hours per week.

RTE1458* Principles of Radiographic Exposure II (3) FA  Prerequisite: RTE1513, RTE1513L, RTE1814. Corequisites: RTE1458L, RTE1613, RTE1824. The objective of this course is to provide an introduction to principles of radiographic exposure and processing. Topics include radiographic density, contrast, definition, distortion, film, latent image formulation of radiologic technical factors. Contact: 3 hours per week.

RTE1458L* Principles of Radiographic Exposure II Lab (1) FA  Prerequisite: RTE1513, RTE1513L, RTE1814. Corequisites: RTE1458L, RTE1613, RTE1824. This course is designed to provide intermediate-level patient care procedures, radiation protection practices and radiologic exposure and processing principles are introduced. Contact: 3 hours per week. Additional fee.

RTE1513* Radiographic Positioning I (3) SP  Prerequisite: Admission to the program. Corequisites: RTE1000, RTE1503, RTE1804. This course is a study of radiographic anatomy, and positioning of radiologic examinations of the spine, chest, abdomen and GI tract. Procedures requiring the use of contrast materials within the digestive system, and urinary system, as well as the pharmacology of contrast agents will also be studied. Contact: 3 hours per week. Additional fee.

RTE1513L* Radiographic Positioning I Lab (1) SP  Prerequisite: RTE1000, RTE1503, RTE1804. Corequisites: RTE1513L, RTE1814. This is a laboratory study of basic radiographic anatomy, and positioning of radiologic examinations of the spine, chest, abdomen and GI tract. Procedures requiring the use of contrast materials within the digestive and urinary systems, as well as the pharmacology of contrast agents will also be studied. Contact: 3 hours per week.

RTE1513L* Radiographic Positioning II Lab (1) SP  Prerequisite: RTE1000, RTE1503, RTE1804. Corequisites: RTE1513, RTE1814. This is a laboratory study of basic radiographic anatomy, and positioning of radiologic examinations of the spine, chest, abdomen and GI tract. Procedures requiring the use of contrast materials within the digestive and urinary systems, as well as the pharmacology of contrast agents will also be studied. Contact: 3 hours per week. Additional fee.

RTE1513L* Radiographic Positioning III (3) SP  Prerequisite: RTE1458, RTE1458L, RTE1613, RTE1824. Corequisites: RTE2385, RTE2523L, RTE2782 RTE2834. This course is a study of radiographic anatomy, physiology, and positioning of radiologic examinations of the skull and facial bones. Procedures requiring the use of contrast materials within the digestive system, and urinary system, as well as the pharmacology of contrast agents will also be studied. Contact: 3 hours per week.

RTE2523L* Radiographic Positioning III Lab (1) SP  Prerequisite: RTE1458, RTE1458L, RTE1613, RTE1824. Corequisites: RTE2385, RTE2523, RTE2782 RTE2834. This is a laboratory study of basic radiographic anatomy. This course includes skull, facial bones, digestive system and urinary system. Contact: 3 hours per week.

RTE1804* Radiographic Clinical Education I (1) SP  Prerequisite: Admission to the program. Corequisites: RTE1000, RTE1503, RTE1503L, RTE1418. This is an introductory clinical course meeting at local hospitals to give the student an opportunity to apply theoretical concepts taught in classroom courses. Basic patient care procedures, radiation protection practices and radiologic exposure and processing principles are introduced. Contact: 8 hours. Additional fee.

RTE1814* Radiographic Clinical Education II (2) SU  Prerequisites: RTE1000, RTE1503, RTE1503L, RTE1814. Students will be applying positioning skills as in previous practicum courses. Topics include positioning of upper and lower extremities for competencies. If a student is on a fluoroscopy rotation, GI system competencies will be required. Intermediate-level patient care procedures, radiation protection practices, radiologic exposure principles and the use of radiographic accessories are introduced. Contact: 120 hours per semester. Additional fee.

RTE2834* Radiographic Clinical Education III (3) SP  Prerequisites: RTE1513, RTE1513L, RTE1814 Corequisites: RTE1458, RTE1458L, RTE1613. Topics include positioning of the pelvis and spine. Topics include positioning of the pelvis and spine. Intermediate-level patient care procedures, radiation protection practices, radiologic exposure principles and the use of radiographic accessories are introduced. Contact: 24 hours per week. Additional fee.

RTE2061* AART Exam Review (4)  Prerequisites: RTE2930, RTE2934. Corequisites: RTE2931, RTE2920L, RTE2834. Course content is a synthesis of all major topics in radiography in preparation for the American Registry of Radiologic Technologists' national certification. Contact: 4 hours per week.

RTE2385* Radiation Biology (3) SP  Prerequisite: RTE1458, RTE1458L, RTE1613, RTE1824. Corequisites: RTE2523, RTE2523L, RTE2782, RTE2834. The objective of this course is to provide the student with fundamental principles of radiobiology. Topics include early and late effects of radiation exposure, basic investigations of ionizing radiation with biological models, modifying the body's response to radiation, principles of radiation protection and radiation monitoring and identifying the different units of measurement of all types of radiation. Contact: 3 hours.

RTE1613 Radiation Physics (4) FA  Prerequisites: RTE1513, RTE1513L, RTE1814. Corequisites: RTE1458, RTE1458L, RTE1824. The objective of this course is to introduce fundamental principles of radiologic physics including atomic and sub-atomic
Real Estate

REE1040* Real Estate Principles and Practices: Course I (4)
FA SP  A basic course designed to introduce the beginner to some of the major aspects of the real estate business today such as property, contracts, deeds, financing, mortgages, brokerage, taxation, legal descriptions, and Florida real estate license law. This course is designated as “Course I” by the Florida Real Estate Commission. (“Course I” is required by those who desire to become a real estate salesperson in Florida.) Contact 4 hours.

REE1041* Real Estate Principles and Practices: Course II (5)
OD Prerequisites: REE 1040 and six months verified experience as a real estate salesperson. Evening. Concentrates on real estate brokerage, advertising, selling, property insurance, real estate instruments, liens, leases, property management, plan reading, city planning and zoning. This course is designated as “Course II” by the Florida Real Estate Commission and is required of those who desire to take the state real estate brokers license exam. Contact 5 hours.

Religion

REL2200 Introduction to the Biblical Studies (3) FA SP
SU Prerequisite: successful completion of the general education communications requirement. Provides a chronological introduction to the formation and content of the Hebrew Tanak (or the Christian Old Testament) and the Christian New Testament as well as an examination of relevant cultural expressions or historical events that may have impacted that formation and content. 3 credit hours. Substantial writing component. Fulfills state writing requirement. Course satisfies the general education requirement.

REL2300 World Religions (3) FA SP
SU Prerequisite: successful completion of the general education communications requirement. The course is designed to introduce the student to the academic study of religion and to the sociological, theoretical and practical dimensions of the world’s religions. Involves discussion of such religious expressions as Christianity, Islam, Hinduism, Buddhism, Taoism, Sikhism, Judaism, Confucianism, Jainism, Baha’i, Shintoism, Zoroastrianism, native African religion, native American religion, and others. 3 credit hours. Substantial writing component. Fulfills state writing requirement. Course satisfies the general education requirement.

Respiratory Care

PSG1000* Polysomnography Technology I (3) FA Prerequisite: Admission to the program. Corequisites: PSG1000L, PSG1800. The course provides 3 hours of credit toward the Advanced Certificate in Polysomnography Technology. This course is offered to Credentialed Respiratory Practitioners in good standing with the National Board for Respiratory Care or presently enrolled students in a CoARC accredited respiratory care program. The course will focus on the basics of polysomnography technology including medical terminology, instrumentation setup and calibration, recording and monitoring techniques, documentation, professional issues, and patient-technologist interactions related to polysomnography technology. Case studies are utilized within this course to incorporate the critical thinking process. Contact: 3 hours per week. Additional fee.

PSG1000L* Polysomnography Technology I Laboratory (1) FA Prerequisite: Admission to the program. Corequisite: PSG1000, PSG1800. The course provides 3 contact hours and 1 hour of credit toward the Advanced Certificate in Polysomnography Technology. This course is offered to Credentialed Respiratory Practitioners in good standing with the National Board for Respiratory Care or presently enrolled students in a CoARC accredited respiratory care program. The lab will apply and add to concepts learned in PSG 1000. Case studies will be utilized within this course to incorporate the critical thinking process. Contact: 3 hours per week. Additional fee.

PSG1001* Polysomnography Technology II (3) SP Prerequisite: PSG1000, PSG1000L, PSG1800. Corequisite: PSG1001L, PSG1801. The course provides 3 hours of credit toward the Advanced Certificate in Polysomnography Technology. This course is offered to Credentialed Respiratory Practitioners in good standing with the National Board for Respiratory Care or presently enrolled students in a CoARC accredited respiratory care program. This course expands upon the topics covered in PSG1000. It will focus on the skills and knowledge needed to obtain and evaluate high

Reading

REA105 Critical and Creative Reading (3) FA SP Prerequisite: REA0002 or appropriate placement score. Designed to develop and improve college reading skills. The course makes students aware of their reading habits and provides them an opportunity to overcome habits that may impede their progress toward becoming efficient readers. Learn to read and understand a wide variety of printed materials. Emphasis placed on the building of comprehension skills, study skills, as well as increasing vocabularies and rates. All CLAST reading objectives are taught in this course. Lecture and lab 3 hours.

REA1505 Vocabulary (1) FA SP  A course designed to acquaint the student with the most commonly used prefixes, root words, and suffixes. Lecture 1 hour.

* Course will not count toward credit for the A.A. degree.
quality sleep recordings. It covers all the aspects of sleep scoring and event recognition, instrumentation setup and calibration, recording and monitoring techniques, documentation, professional issues, therapeutic interventions, and patient-technologist interactions. Case studies are utilized within this course to incorporate the critical thinking process. Contact: 3 hours per week.

RET1293* Respiratory Diseases (4) SU
The course will focus on advanced assessment techniques for the individual with cardiopulmonary disorders. This to include chest x-ray examination, magnetic resonance imaging, lung scans, angiography, and the effects and complications of mechanical ventilation. This course will also take a more detailed approach at evaluating airway, breathing, and circulation in the critically ill patient. Case studies will parallel with diseases being taught in RET 2026, and pharmacologic intervention. Critical thinking skills are applied to the context of the disease. Case studies will be utilized to incorporate the critical thinking process. Contact: 3 hours per week.

RET1483* Clinical Assessment in Respiratory Care I (1) FA
The course will focus on basic assessment for the individual with cardiopulmonary disorders. This to include patient-clinician interaction, universal precautions, patient interview, health history, common symptoms of pulmonary disorders, obtaining vital signs and clinical impression, examination of head and neck, lung topography, examination of the thorax, examination of the precordium, examination of the extremities, and physical signs of respiratory disease. Case studies will be utilized to incorporate the critical thinking process. Contact: 3 hours per week.

RET1874* Clinical Practice I (1) FA This course will focus on preparing students for clinical rotation. There will be an orientation to the various clinical sites, as well as to the Human Patient Simulator. Students will demonstrate charting, communicating with patients, basic assessment, medical gas therapy, aerosol therapy and IPPB. Contact: 12 hours per week. Additional fee.

RET1875* Clinical Practice II (2) SP This course will require the students to recognize and practice floor therapy procedures introduced in RET1026L. The students will attend 8 hours of clinical rotation each week at various clinical sites, as well as participate in a variety of scenarios using the Human Patient Simulator. Contact: 12 hours per week. Additional fee.

RET2027* Instrumentation (2) SU The course will focus on therapeutic and diagnostics instruments encountered in respiratory care practice. These include: pulse-oximetry, capnography, blood gas machine, cooximeter, X-ray interpretation, oxygen therapy and non-invasive cardiac output system. Case studies and simulations are utilized within this course to incorporate the critical thinking process. Contact: 2 hours per week.

RET2264* Advanced Procedures in Respiratory Care I (2) SP This course will cover basic terms and concepts of mechanical ventilation, how ventilators work, how a breath is delivered, the process of initial assessment of the mechanically ventilated patient and the mode, initial ventilator settings, and final considerations in ventilator setup. The course will also begin the process of initial assessment of the mechanically ventilated patient. Case studies will be utilized to incorporate the critical thinking process. Contact: 2 hours per week. Additional fee.

RET2265* Advanced Procedures in Respiratory Care II (2) SU This course will cover assessment of the mechanically ventilated patient, ventilator graphics, noninvasive assessment of respiratory function, techniques in patient-ventilator management, improving oxygenation, basic concepts of noninvasive positive pressure ventilation, discontinuation of and weaning from mechanical ventilation, long term ventilation, and special ventilator support. Case studies will be presented. Contact 2 hours per week.

RET2265L* Advanced Procedures in Respiratory Care II Lab (1) SU Students will apply concepts learned in RET 2265 with case studies using simulators, mechanical ventilators and all peripheral equipment. Contact 3 hours per week. Additional fee.

RET2414* Pulmonary Functions (2) SP The course will focus on evaluation and performance of various pulmonary function tests and protocols. Topics include lung volumes, ventilation tests, pulmonary mechanics, diffusion ventilation, blood flow, normal and abnormal results of tests results, and various equipment used to perform these tests. Case studies are utilized within the course to incorporate the critical thinking process. Contact 2 hours per week. Additional fee.

RET2418* Clinical Assessment V (1) SP The course provides 2 contact hours and 1 hour of credit toward the A.S. degree in Respiratory Care and will transfer to UCF's B.S. in CardioPulmonary Sciences. Students will develop a cardiopulmonary rehabilitation program and/or a homecare business. This process will include clinical assessment plans and evaluation of measured outcomes. Students complete a case in a respiratory care practice and are based on weekly assigned NBRC matrix topics. Contact 3 hours per week.

RET2442* Cardiopulmonary Hemodynamics (2) FA A more in depth look at the cardiovascular system with a review of the pulmonary system. The course will detail diagnostics and therapeutics related to these systems. These to include various types of pressure monitoring, cardiac output monitoring, intraaortic balloon pumping, open heart and thoracic surgery, fluid and electrolytes, and pharmacological intervention. Critical thinking skills are applied with assessment, monitoring, and management of the patient with hemodynamic instabilities. Contact 2 hours per week. RET2442L*
Course Descriptions

Social Sciences

ISS2310 Methods for the Social Sciences (3) SP Prerequisites: satisfactory completion of CGS 1060 or permission of instructor, and completion of 24 college credit hours including the 3 hours social science elective. An introduction to methodology in the social sciences, paying particular attention to research design, data collection, and data analysis. Lecture 3 hours.

ISS2933 Chaos, Catastrophe, and Complexity in History & the Social Sciences (3) FA SP Prerequisites: satisfactory completion of College Preparatory English (ENC0020), College Preparatory Reading (REA0002) and MAT0024, or appropriate placement scores. Introduction to modern theories of chaos, catastrophe, and complexity. The application to history and the social sciences will be explored through lectures, course discussions, and computer simulations. Lecture 3 hours.

Social Work

1031 Introduction to Social Work (3) FA SP Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002) or appropriate placement scores. Introduces the student to the profession of social work and its programs, as well as the services which have developed in response to human needs. Both historical and political perspectives will be used in the description of the field, emphasizing the relationship between social work and social welfare institutions. Students will critically examine the values, mandates, and issues of diversity that affect the field. Professional ethics and practice principles will be discussed. Service learning (volunteer hours) are also required. Lecture 3 hours.

Sociology

SYG1000 Principles of Sociology (3) FA SP SU Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002) or appropriate placement scores. A study of the principles of human association, including basic surveys of the elementary concepts of sociological theory and the major areas of sociological study including social organization, social psychology, communities and demography, social movements, and social change. Lecture 3 hours.

SYG2010 Contemporary Social Problems (3) FA SP SU Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002) or appropriate placement scores. A study of the principles of human association, including basic surveys of the elementary concepts of sociological theory and the major areas of sociological study including social organization, social psychology, communities and demography, social movements, and social change. Lecture 3 hours.

SYG2012 Global Issues (3) SP This course prepares students for upper-division coursework in related topic areas by providing a general introduction to the study of global-level problems and social change. Includes an overview of the major trends, theories, issues, and controversies surrounding the economic, political, and cultural facets of globalization. Students will be introduced to important challenges facing humankind, and will explore these challenges in research projects focused on specific countries or regions. Lecture 3 hours.

SYG2230 Race and Minority Group Relations (3) FA SP Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002) or appropriate placement scores. An introduction to the study of prejudice, discrimination, immigration patterns, acculturation, assimilation, and amalgamation of minority groups in the United States. The focus will be on attempting to understand the changing patterns of prejudice and discrimination.

Cardiopulmonary Hemodynamics Lab (1) FA The course provides 3 contact hours and 1 credit hour towards the A.S. degree in Respiratory Care and will transfer to UCF’s B.S. in Cardiopulmonary Sciences. The lab will apply and add to concepts learned in RET2442 using equipment and procedures in a case study context. Contact 3 hours weekly. Additional fee.

RET2485* Cardiopulmonary Physiology (2) SP This course provides 2 hours of credit toward the A.S. degree in Respiratory Care and will transfer to UCF’s B.S. in Cardiopulmonary Sciences. The course will focus on anatomy of the cardiopulmonary system, mechanics of ventilation, lung volumes and deadspace, diffusion of pulmonary gases, and oxygen transport. Case studies will be utilized to incorporate the critical thinking process. Contact 2 hours per week.

RET2486* Cardiopulmonary Physiology II (2) The course will focus on the circulatory system, oxygen transport, carbon dioxide transport, ventilation to perfusion relationships, control of ventilation, renal failure and its effects on the cardiopulmonary system, aging and its effects on the cardiopulmonary system, exercise, high altitude, and high pressure environments and their effects on the cardiopulmonary system. Case studies will be utilized to incorporate the critical thinking process. Contact 2 hours per week.

RET2534* Clinical Assessment in Respiratory Care IV (1) FA The course will focus on critical thinking skills using therapist driven protocols in managing case studies of cardiopulmonary patients. The course will also focus on respiratory monitoring, cardiac assessment, and hemodynamic assessment in the intensive care unit. Contact 2 hours per week.

RET2714* Pediatrics and Neonatology (3) FA This course covers the development and physiology of the neonatal pulmonary system. Disorders and diseases will be examined with emphasis on etiology, pathophysiology, treatment, and management. Students are taught PALS and NRP content and finish the class with NRP certification. Contact 3 hours per week.

RET2714L* Pediatric and Neonatology Lab (1) FA Application of concepts learned in RET 2714 will be utilized with case scenarios on the simulator as well as basic lab competencies. Contact 3 hours per week.

RET2876* Clinical Practice III (2) SU The students will attend 8 hours of clinical rotation each week, continuing to practice floor therapy procedures. They will also attend a weekly lab applying advanced Respiratory Care procedures learned using the Human Patient Simulator. The course will focus on general airway management, ventilator initiation and management, charting, weaning, and extubation. Contact 12 hours per week.

RET2877* Clinical Practice IV (2) FA The students will attend 16 hours of clinical rotation each week in the Intensive Care Units. They will also attend a weekly lab using the Human Patient Simulator. In the lab they will participate in a variety of scenarios, practicing crisis management and teamwork, as well as present case studies. Contact 24 hours per week.

RET2878* Clinical Practice V (2) SP The students will attend 16 hours of clinical rotation each week in the Intensive Care Units and specialty areas. Students will also attend a weekly lab where they will continue to demonstrate critical thinking skills using the Human Patient Simulator. Contact 24 hours per week.

RET2879* Critical Practice VI (2) SP This course will prepare the students for intubation and code management. Once the course is completed, the students will receive a certificate of completion in intubation, and will be certified in ACLS. Contact 24 hours per week.

RET2936* Topics in Respiratory Care (3) SP This course will prepare students for the entry level, written registry and clinical simulation credentialing examinations. NBRC matrix content will be emphasized. Sample NBRC questions covered as well as simulation case scenarios. Contact 3 hours per week.

RET2949* Cooperative Education in Respiratory Care (3) SP The course provides 36 contact hours and 3 hours of credit toward the A.S. degree in Respiratory Care and will transfer to UCF’s B.S. in Cardiopulmonary Sciences. This course is designed as a comprehensive clinical rotation during the last semester of the Respiratory Program. The student will rotate at various clinical sites inside and outside the Tallahassee area performing in a controlled environment. This clinical will further prepare students for their board examinations.

* Course will not count toward credit for the A.A. degree
SGY2340 Human Sexuality (3) FA SP SU  **Prerequisite:** satisfactory completion of College Preparatory English (ENC 0020) and College Preparatory Reading (REA 0002) or appropriate placement scores. This course will not count toward credit for the A.A. degree.

SGY2361 Thanatology: Dying and Death (3) FA SP SU  **Prerequisite:** satisfactory completion of College Preparatory English (ENC 0020) and College Preparatory Reading (REA 0002) or appropriate placement scores. This course will not count toward credit for the A.A. degree.

SYG2430 Marriage and the Family (3) FA SP SU  **Prerequisites:** satisfactory completion of College Preparatory English (ENC 0020) and College Preparatory Reading (REA 0002) or appropriate placement scores. An introductory course in marriage and the family designed to acquaint the student with a broad range of information about sexuality including historical, cross-cultural, biological, psychological, socio-cultural, legal, and ethical perspectives. Topics include research methods, sexual anatomy, arousal and response, sexual communication, reproduction, sexual orientation, dysfunctions, sexually transmitted diseases, and sexual ethics.

SYG2430 Marriage and the Family (3) FA SP SU  **Prerequisites:** satisfactory completion of College Preparatory English (ENC 0020) and College Preparatory Reading (REA 0002) or appropriate placement scores. The course will not count toward credit for the A.A. degree.

SYG2430 Marriage and the Family (3) FA SP SU  **Prerequisites:** satisfactory completion of College Preparatory English (ENC 0020) and College Preparatory Reading (REA 0002) or appropriate placement scores. The course will not count toward credit for the A.A. degree.

SYG2930 Special Topics in Sociology (3) FA SP SU  Special topics for students who wish to further explore the field of sociology through discussion, observation, or research. Focus placed on topical problems, current issues, or emerging trends. Lecture 1-3 hours.

**Spanish**

SPN1120 Elementary Spanish I (4) FA SP SU  *Essentials of Spanish with special emphasis on oral and aural practice in the language. Lecture 3 hours. Lab 2 hours. Additional fee.*

SPN1121 Elementary Spanish II (4) FA SP SU  **Prerequisite:** a C or better in SPN 1120. Continuation of SPN 1120. Lecture 3 hours. Lab 2 hours. Additional fee.

SPN2220 Intermediate Spanish (4) FA SP SU  **Prerequisites:** completion of SPN 1120-1121 with a C or better. Develops the student's reading, grammar, vocabulary, and conversational skills, and introduces certain literary and cultural concepts that will enhance comprehension of the unique qualities of Hispanic civilization. Lecture 3 hours. Lab 2 hours. Additional fee.

SPN2240 Intermediate Conversational Spanish I (3) SP  **Prerequisite:** a C or better in SPN 1120, SPN 1121, or equivalent. Development of conversational skills in Spanish through drill and practice.

SPW2010 Introduction to Spanish Literature and Culture (3) SU  **Prerequisite:** a C or better in SPN 1120, SPN 1121, or equivalent. Presents an overview of Spanish literature and culture.

**Speech**

ORU2000 Introduction to Oral Interpretation (3) FA SP  Study of the selection, preparation, and presentation of literature including competitive presentation. Concentrates on the development of analytical skills plus vocal and physical presentation techniques. Lecture 3 hours.

SPC1016 Fundamentals of Interpersonal Communications (3) FA SP SU  **Prerequisite:** successful completion of ENC 0020 or appropriate placement score. Designed to promote understanding of the transactional nature of speech communication. Provides concepts and experiences to help students communicate more effectively in interpersonal as well as public settings. Student participation centers on verbal and nonverbal aspects of speaking and listening. Lecture 3 hours.

SPC1062 Business and Professional Speaking (3) FA SP  **Prerequisite:** successful completion of ENC0020 and REA0002, or appropriate placement score. Designed to focus on developing and refining oral communication skills in business and professions. Enhances basic speaking and listening skills with additional assignments to working in groups, handling interviews, meetings, and employing multimedia materials in oral presentations. Lecture 3 hours.

SPC1330 Non-Verbal Communication (3) FA  This course explores the various facets of nonverbal communication and will teach students to interpret, practice and better understand the role of this type of communication in all environments.

SPC2511 Parliamentary Debate (3) FA SP  This course is designed to provide students with fundamental instruction and practice in parliamentary debate to reinforce skills in argumentation, public speaking, and intercollegiate forensics competition. This class is not a study of the parliamentary procedure, but rather a forum to improve students' effectiveness as persuasive speakers.

SPC2594 Speech and Debate Workshop (1) FA  Provides instruction in individual oral interpretation events with an emphasis on intercollegiate competition. Lab 2 hours per week. Additional fee.

SPC2595 Speech and Debate Practicum (1) SP  Provides opportunities for actual presentation of oral interpretation material in intercollegiate competition. Lab 2 hours per week. Additional fee.

SPC2600 Public Speaking (3) FA SP SU  Emphasis on speech composition, verbal and nonverbal skills of delivery and analytical listening. Provides the student with concepts and experiences designed to improve competence in a variety of public speaking situations. SPC 1016 is recommended but not required as a prerequisite. Lecture 3 hours.

**Statistics**

STA2033 Introductory Statistics (3) FA SP SU  **Prerequisite:** grade of C or better in MAT 1033 or appropriate placement score. This course demonstrates how to apply selected statistical techniques to a wide variety of problems and situations arising in the areas of business, economics, finance, management, social science, health, psychology, and education. Topics include graphical description of data, measures of location and dispersion, probability, discrete and continuous random variables, sampling distributions and estimation, confidence intervals and hypothesis tests, and simple linear regression and correlation. A T183 or graphing calculator with equivalent statistical features is required. Lecture 3 hours. Special fee.

STA2122 Introduction to Applied Statistics (4) FA SP  **Prerequisite:** Grade of C or better in MAC1105. This course is a required prerequisite for majors in psychology, mathematics, education for middle schools, mathematics education for higher education and athletic training and sports medicine. STA2122 covers descriptive statistics, probability distributions, confidence intervals and hypothesis tests for one mean or proportion and the comparison of two means or proportions, correlation and regression, analysis of variance (ANOVA), and chi-square tests. A TI83 or graphing calculator with equivalent statistical features is required. Access to campus computer labs with Minitab statistics software or own license for Minitab required. The course can be used to satisfy one of the two general education mathematics requirements for the AA degree. It also satisfies TCC's computer proficiency requirement. Credit toward graduation cannot be earned for both STA2033 and STA2122. This class meets in a computer classroom. Lecture 4 hours. (Additional fee).

**Theatre**

FIL1031 History of Film I (3) FA  **Prerequisite:** satisfactory completion of ENC 1101. Examination of the history of film concentrating on the initial theories, early development, and technological advances through film's maturity into a major art form and industry at the conclusion of World War II. Lecture 3 hours.

FIL1930 Special Topics in Film (3) SP  Special topics for students who wish to further explore the field of film. Focus is placed on topical problems, current issues, or emerging trends. Lecture 3 hours.

FIL2008 Media Aesthetics (3) SP  **Prerequisite:** satisfactory completion of ENC1101. This course is an introduction to media design and aesthetics. The course will introduce concepts and terminology while exploring how the media communicate meanings within a culture. Principles of visual literacy and how these principles may be utilized for the critical analysis of the media will also be investigated.

FIL2032 History of Film II (3) SP  **Prerequisite:** satisfactory completion of ENC 1101. Examination of the history of film concentrating on the development of the medium into an international art and industry from the end of World War II to the present including an analysis of the strengths and weaknesses of the modern film industry. Lecture 3 hours.

* Course will not count toward credit for the A.A. degree
Course Descriptions

Majors:

FIL2000 Film Appreciation (3) FA SP  
Prerequisite: satisfactory completion of ENC 1101. A course to extend the knowledge and critical appreciation of film as an informed audience member and to amplify and intensify critical skills with regard to analyzing and evaluating films. Students will become familiar with a cross section of modern critical approaches as well as individual and personal evaluations of films. Also focuses on the role and responsibility of the informed audience member with regard to film philosophy and theory including the major genres and styles of film art. Lecture 3 hours.

FIL2420 Motion Picture and Television Production (3) SP  
Prerequisites: FIL 2000 and permission of film faculty. Provides a basic understanding of film production technology, equipment operation, terminology, and techniques. Lecture and lab 6 hours. Additional fee.

ORI2000 Introduction to Oral Interpretation  (3) FA SP  
Study of the selection, preparation, and presentation of literature including competitive presentation. Concentrates on the development of analytical skills plus vocal and physical presentation techniques. Lecture 3 hours.

SPC2593 Parliamentary Debate (3) FA SP  
This course is designed to provide students with fundamental instruction and practice in parliamentary debate to reinforce skills in argumentation, public speaking, and intercollegiate forensics competition. This class is not a study of the parliamentary procedure, but rather a forum to improve students' effectiveness as persuasive speakers.

TPP2650 Play Analysis (3) SP  
This course is a survey of dramatic literature in Western culture featuring the study of plays in terms of style, content, themes and theatrical conventions. Emphasis is upon the plays of the 20th century. The material will include the reading of selected dramatic forms. Lecture 3 hours.

TPP2110 Fundamentals of Acting (3) FA SP  
Suggested Prerequisite: ORI 2000 or TPP 2120. Study of the art of acting including acting terminology and techniques. Enables the student to achieve greater self-confidence, poise, and freedom of expression before an audience. Through in-class training and exercises, the student will be aided in the use of the actor's tools - the voice and body. Course is appropriate for those interested in acting for self-improvement, enrichment, teaching, mass communications, community theatre work, or curiosity about the acting profession. Lecture 3 hours. Lab 3 hours.

TPP2111 Advanced Acting (3) SP  
Prerequisite: completion of TPP2110. The focus of this course is on performance skills for the actor including in-depth character and scene study and certain staging techniques. Designed for the serious theatre student and includes studies in various acting styles. Lecture 3 hours. Lab 3 hours.

TPP2120 Creative Improvisation (2) FA SP  
Introductory course in acting especially designed for the student who has no experience in theatre or is not seeking a major in the field. Course examines the basic physical and mental resources of the performer and enables the individual to achieve greater self-confidence, poise, and freedom of expression. Lecture 2 hours. Lab 1 hour.

*Course will not count toward credit for the A.A. degree
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Sally Search, Professor, College Preparatory Mathematics
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Kirstin Tucker, Learning Center Specialist
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Terry Pendleton, Senior Accounting Specialist
Randy Staley, Student Accounts Supervisor

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Eddie Barnes, Head Coach, Men’s Basketball
Mike McLeod, Head Coach, Men’s Basketball
Patti Townsend, Head Coach, Women’s Softball

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Ajbola Epoon, Circulation Technician, Circulation
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Mark Raming, High Liability Training Coordinator
Terry Sherman, Dining Facilities Manager
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Larry Ziegler, Landscaper

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John Norris, Assistant Plant Operations Director
Robert Sherman, Facilities Maintenance Superintendent
Ray Andrews, Landscaper
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David Barro, Senior Custodian
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John Brice, Custodial Worker
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Patricia Chukas, Custodial Worker
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Hodges Collins, Custodial Worker
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Jerry Daniels, Senior Custodian
Jannie Davis-Miller, Custodial Worker
James Dixon, Senior Custodian
Alfonza Dupree, Senior Custodian
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Timothy Frost, Engineering Technician
Harry Goodman, Equipment Mechanic
Gary Gordon, Maintenance Technician II
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Andrew Hadley, Senior Custodian
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Tim Madry, Custodial Worker
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<td>Barnes, Judy</td>
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<td>Barnes, Lottie</td>
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<td>Barnidge, Janys</td>
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<td>Beauregard, Jennifer</td>
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<td>Bell, Robert</td>
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<td>Bellamy, Tangelia</td>
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<td>Bradley, Teresa</td>
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<td>Bullard, Henry</td>
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