Tallahassee Community College

Catalog 2006•2007

www.tcc.fl.edu • (850) 201-6200

Hearing Impaired: (850) 201-8429 (TDD)
## TCC Directory

### Telephone Numbers*

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

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<td>201-8680</td>
</tr>
<tr>
<td>Academic Computing</td>
<td>201-8265</td>
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<td>Academic Support</td>
<td>201-8505</td>
</tr>
<tr>
<td>Adult &amp; Continuing Education</td>
<td>201-8353</td>
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<td>Bookstore</td>
<td>575-9200</td>
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<tr>
<td>Campus Police</td>
<td>201-6100</td>
</tr>
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<td>Computer Access Lab</td>
<td>201-8268</td>
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<tr>
<td>Counseling</td>
<td>201-8440</td>
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<tr>
<td>Communications/Humanities</td>
<td>201-6070</td>
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<tr>
<td>Disability Support Services</td>
<td>201-8430</td>
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<tr>
<td>Enrollment Services</td>
<td>201-8555</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>201-8399</td>
</tr>
<tr>
<td>History/Social Sciences</td>
<td>201-8488</td>
</tr>
<tr>
<td>Library</td>
<td>201-8381</td>
</tr>
<tr>
<td>Lifetime Sports Complex</td>
<td>201-8093</td>
</tr>
<tr>
<td>Science/Math</td>
<td>201-8494</td>
</tr>
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<td>Student Affairs</td>
<td>201-8490</td>
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<td>Student Programs</td>
<td>201-8420</td>
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<td>TCC Foundation</td>
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<td>TALON</td>
<td>201-8425</td>
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<td>Financial Aid</td>
<td>201-8414</td>
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### TCC Internet Address

http://www.tcc.fl.edu

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### TCC e-mail Addresses

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<thead>
<tr>
<th>Service</th>
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<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>
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<tr>
<td>Academic Support</td>
<td><a href="mailto:acsu@tcc.fl.edu">acsu@tcc.fl.edu</a></td>
</tr>
<tr>
<td>Adult &amp; Continuing Education</td>
<td><a href="mailto:adulted@tcc.fl.edu">adulted@tcc.fl.edu</a></td>
</tr>
<tr>
<td>Athletics Office</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>Communications and Humanities</td>
<td><a href="mailto:cohu@tcc.fl.edu">cohu@tcc.fl.edu</a></td>
</tr>
<tr>
<td>Counseling</td>
<td><a href="mailto:counseling@tcc.fl.edu">counseling@tcc.fl.edu</a></td>
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<tr>
<td>Disability Support Services</td>
<td><a href="mailto:dss@tcc.fl.edu">dss@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>
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<tr>
<td>Financial Aid</td>
<td><a href="mailto:finaid@tcc.fl.edu">finaid@tcc.fl.edu</a></td>
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<tr>
<td>History/Social Sciences</td>
<td><a href="mailto:hss@tcc.fl.edu">hss@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>Office of the President</td>
<td>tcc <a href="mailto:president@tcc.fl.edu">president@tcc.fl.edu</a></td>
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<tr>
<td>Science and Mathematics</td>
<td><a href="mailto:scma@tcc.fl.edu">scma@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>
</tr>
<tr>
<td>Student Government Association</td>
<td><a href="mailto:sga@tcc.fl.edu">sga@tcc.fl.edu</a></td>
</tr>
<tr>
<td>Student Programs</td>
<td><a href="mailto:stuprograms@tcc.fl.edu">stuprograms@tcc.fl.edu</a></td>
</tr>
<tr>
<td>TCC Foundation</td>
<td><a href="mailto:foundation@tcc.fl.edu">foundation@tcc.fl.edu</a></td>
</tr>
<tr>
<td>Talon Office</td>
<td><a href="mailto:talon@tcc.fl.edu">talon@tcc.fl.edu</a></td>
</tr>
<tr>
<td>Technology &amp; Professional Programs</td>
<td><a href="mailto:tpp@tcc.fl.edu">tpp@tcc.fl.edu</a></td>
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### Student Assistance Guide

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<th>Service</th>
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<tr>
<td>Address Change</td>
<td>- Computer Stations or Help Window, (201-8555)</td>
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<tr>
<td>- Enrollment Services Lobby, SU250</td>
<td>(201-8555)</td>
</tr>
<tr>
<td>Adult Student Support</td>
<td>- R.A.S.O., (201-8447)</td>
</tr>
<tr>
<td>CLAST</td>
<td>- Alternatives, (201-8476)</td>
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<tr>
<td>- Registration, (201-8476)</td>
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<tr>
<td>Computers</td>
<td>- Access Lab, (201-8268)</td>
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<tr>
<td>- Automated Testing Center, (201-8282)</td>
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<tr>
<td>- Help Desk, (201-8540)</td>
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<tr>
<td>Disability Support Services</td>
<td>- (201-8430)</td>
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<tr>
<td>Employment</td>
<td>- On-Campus - Job Line (201-8515), office (201-8510)</td>
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<tr>
<td>- Off-Campus - Career Center, (201-6051)</td>
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<tr>
<td>- Planning for Future Majors/Careers - Career Center, (201-6051)</td>
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<tr>
<td>Final Exams</td>
<td>- Missed Exams, Division Offices</td>
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<tr>
<td>General Information</td>
<td>- TCC Information Center, Admin. Building lower level, (201-8589)</td>
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<tr>
<td>Math Help</td>
<td>- Math Center, (201-8251)</td>
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<tr>
<td>Student Activities</td>
<td>- Jeb Blackburn, (201-8420)</td>
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<tr>
<td>Transfer to Another College</td>
<td>- To a Community College, (201-8440)</td>
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<tr>
<td>- To a University - Counseling, (201-8440)</td>
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<tr>
<td>- Transient (temporary transfer) - (201-6234)</td>
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<tr>
<td>- Transfer Tips Workshops - Held by Counseling throughout the semester. Watch for notices. (201-8440)</td>
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<tr>
<td>Writing Help</td>
<td>- Writing Center, (201-8287)</td>
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### TCC Smoking Policy Reminder

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 and at the Information Center in the Administration Building, or the TCC Website: www.tcc.fl.edu
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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.

Kathy Shirah – Ms. Shirah has served on the District Board 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.

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.

Alisa Ghazvini – Appointed to the District Board of Trustees by Governor Jeb Bush in 2005, Dr. Ghazvini serves as an early childhood consultant. An advocate for children, she earned a Ph.D. in Child Development from Florida State University and is currently a member of the National Association for the Education of Young Children, the Leon Association for the Education of Young Children, and the Society for Research in Child Development.

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

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.
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 a 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 team and Brain Bowl. Opportunities also abound in theater, vocal and instrumentals, various clubs and organizations, intercollegiate athletics and in student government.

We continually review and update our various programs to meet 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 studies that relate to your courses.

Our 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

William D. Law, Jr.
President
## 2006-2007 Academic Calendar

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<tbody>
<tr>
<td>Deadline for International Applicants to fulfill all requirements</td>
<td>June 5</td>
<td>October 13</td>
<td>Feb. 23</td>
<td>N/A</td>
<td>Feb. 23</td>
</tr>
<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>July 28</td>
<td>November 20</td>
<td>April 20</td>
<td>June 15</td>
<td>April 20</td>
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<tr>
<td>Classes begin</td>
<td>August 28</td>
<td>January 8</td>
<td>May 9</td>
<td>June 27</td>
<td>May 9</td>
</tr>
<tr>
<td>Last day to cancel registration and receive a refund</td>
<td>September 1</td>
<td>January 12</td>
<td>May 15</td>
<td>July 3</td>
<td>May 16</td>
</tr>
<tr>
<td>Last day to change from Audit to Credit</td>
<td>September 15</td>
<td>January 26</td>
<td>May 25</td>
<td>July 13</td>
<td>May 25</td>
</tr>
<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 7</td>
<td>March 26</td>
<td>June 7</td>
<td>July 27</td>
<td>June 27</td>
</tr>
<tr>
<td>Classes end</td>
<td>December 9</td>
<td>April 21</td>
<td>June 20</td>
<td>August 9</td>
<td>July 18</td>
</tr>
<tr>
<td>Final examinations as scheduled</td>
<td>December 11-16</td>
<td>April 23-28</td>
<td>See Guide to Successful Advising and Registration or <a href="http://www.tcc.fl.edu">www.tcc.fl.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Term ends</td>
<td>December 16</td>
<td>April 28</td>
<td>June 21</td>
<td>August 10</td>
<td>July 20</td>
</tr>
<tr>
<td>Final grades available on EagleNet</td>
<td>December 19</td>
<td>May 1</td>
<td>June 26</td>
<td>August 14</td>
<td>July 24</td>
</tr>
</tbody>
</table>

Deadlines to register for CLAST and test dates appear on page 58.

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.

*Calendar dates are subject to change. See Academic Calendar on www.tcc.fl.edu for updates*
College Holidays/Special Events*

Labor Day ............................................. September 4, 2006
Student Faculty Day ................................. October 4, 2006
Veterans’ Day ..................................... November 10, 2006
Thanksgiving (holiday begins 5 p.m. on Nov. 22, 2006) .... November 23-24, 2006
Note: No Saturday classes on November 25, 2006
Martin Luther King, Jr. Day ..................... January 15, 2007
Note: Saturday classes will be in session
Spring Break- Students, faculty, staff. ........ March 5 - 9, 2007
Student Faculty Day ............................... April 4, 2007
Graduation ........................................... April 28, 2007
Memorial Day ........................................ May 28, 2007
Independence Day ................................. July 4, 2007

Health Program Application Deadlines

Fall 2006*
Dental Assisting .................................. June 15, 2006
EMT .................................................. June 19, 2006
Spring 2007*
EMT .................................................. November 6, 2006
Nursing .............................................. September 4, 2006
Nursing LPN Transition ......................... September 4, 2006
Summer 2007*
Radiologic Technology ......................... February 2, 2007
Nursing LPN Transition ......................... February 2, 2007
Nursing Part-Time Program ................... February 2, 2007
Fall 2007*
Dental Assisting .................................. June 15, 2007
Dental Hygiene .................................... February 5, 2007
EMT .................................................. June 18, 2007
Nursing ............................................. February 2, 2007
Paramedic ......................................... April 9, 2007

Ongoing Application Until Program Begins:
Emergency Air Medical Rescue • Polysomnography • Respiratory Care

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 lifelong 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.
History of the College

Tallahassee Community College opened in 1966 to serve the post-high school educational needs of students from a District comprised of 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 16,265 in Fall 2005.

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 1000th 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 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, was named best in the nation and the student newspaper won state, regional and national accolades. An athletic program was re-established with a strong base in academics. A new Library and Administration Building were added. Campus size grew from 54 acres to over 140. President Hinson also led the College through a decade which also saw extensive renovation and campus infrastructure upgrades. The Lady Eagles softball team won the national title.

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. Flagler College began to offer four-year degrees on the TCC campus. A new Student Union was added and a renovated library building became the Academic Computing Center. The Alumni Association was formed. The $1 million Oakwood Endowment was established along with the Challenge Scholarship Program, making college possible for many. Governor Jeb Bush was the 2000 commencement speaker. The Brain Bowl team won its first state title. New buildings—History and Social Science, Technology and the Library Annex among them—were added. TCC acquired the Pat Thomas Law Enforcement Academy. 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. Wakulla Academic Boosters presented the TCC Foundation with its largest gift to date. Under President Law’s leadership the first capital campaign was completed, and innovative teaching methods began to draw frequent national recognition for faculty.

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 the needs of students who work during the day. 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. Counseling, Enrollment Services, Academic Support and Extended Studies 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 retrain 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 Registered Nursing, Dental Hygiene, Respiratory Care and Emergency Medical Services Technology are also examined and accredited by specialized accrediting associations. Additionally, the College provides co-education 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 requests and to account for, manage and help appreciate monies or property given to enhance the College’s many educational opportunities. The Foundation has an investment program which provides maximum 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 and the Alumni Association, the Athletic Boosters and the Association of Retired Faculty and Staff.

**Alumni Association**

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

It is the intent of the Alumni Association to broaden the base of interest in the College through increased alumni membership and through involvement that maximizes participation by giving of both economic and personal resources.

It is further intended that the Alumni Association shall maintain visibility with enrolled students by providing selected services to them and by actively seeking their participation in Association sponsored events.

**Division of 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.

- **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) 201-8730.

• 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, Barry University at TCC
(850) 385-2279

Embry Riddle Aeronautical University
Katrina Alexander, Assistant Director
(850) 201-8330

Flagler College
Dennis Baker, Financial and Admissions Coordinator
(850) 201-8070

Saint Leo University
Brian O’Connell, Director
brian.oconnell@saintleo.edu

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.
Tallahassee Community College Main Campus Map

TCC BUILDING CODES

AD (27) Administration Building
- Business Office
- Human Resources
- Information Center (Lower Lobby)
- TCC Foundation

AUD (12) Turner Auditorium

AC (8) Academic Computing Center
- Flagler College

AP (3) Academic Support (2nd floor)

CB (9) Centre Building
- Campus Police

CH (5) Communications & Humanities

CT (41) Computer Technology

DH (6) Dental Hygiene

DHLAB (6) Dental Hygiene Lab

EN (1) English Building

ES (12) Extended Studies Building

EWD (38) Economic & Workforce Development

HSS (39) History and Social Sciences

LB (30) Library

LRC&M Legislative Research Center & Museum

LS (15) LifetimeSports/Fitness Center

MLH (4) Moore Science Lecture Hall

SM (18) Science/Math Building

SMA (2) Science/Math Annex
- CROP

SU (35) Student Union
- Cashier's Office
- Campus Life Office
- Counseling/Career Center
- Disability Support Services
- Enrollment Services
- Financial Aid
- Food Court
- Student Affairs
- Student Government
- Student ID Service & Parking Tag
- Bookstore

TPP (11) Technology and Professional Prog

UC (19) University Center
- Barry University
- Embry Riddle University
- Flagler College

Not Shown on Map:
TMH-Tallahassee Memorial Hospital, PTEA-Pat Thomas Law Enforcement Academy, and SW- Southwood Campus
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
Admissions, Academic Advising and Registration

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 several important student services, including 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 Campus Life 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, Campus Life 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 has the right to appeal. (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. 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.

4. 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 Programs 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 credit from non-regionally accredited institutions be evaluated. 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)
Since PSAV admission requirements vary by program, a student must review the criteria for the desired program regarding application, placement testing, and the necessity 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 (rubula).

• 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. Complete 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.

• 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 submit the following documents:

1. Complete an application for admission.
2. Provide immunization records if born after 1/1/57.
3. Provide proof of graduation from high school or an unofficial transcript from the last college or university attended.
4. 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 submit the following documents:

1. Complete an application for admission.
2. Provide proof of immunizations if born after 1/1/57.
3. Submit 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.)
• 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. If you have questions please call (850) 201-6127 for assistance. In addition to the admission steps required of all students, international students must complete the following steps:

1. Complete an application for admission.
   Term admission deadlines for international students are:
   - Fall 2006 . . . . . . . . . . June 5, 2006
   - Spring 2007 . . . . . . . . October 13, 2006
   - Summer 2007 . . . . . . . . February 23, 2007

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 or universities the student has attended in the United States. Students interested in receiving transfer credit for course work completed at non-U.S. schools should contact the Enrollment Services office for an application to have these transcripts evaluated or refer to World Education Services (www.wes.org) for evaluation information. 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. 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 or after the first birthday or laboratory evidence of rubella immunity; and
   - Measles (rubeola): two doses of live measles vaccine 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 from 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, or in the Enrollment Services office. Admission deadlines are established for each term and are published below:

   Fall 2006 . . . . . . . . . July 28, 2006

   Please refer to the TCC Admissions page at www.tcc.fl.edu for information on future terms.

2. Submit an official transcript of high school and/or college records 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 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 appropriate placement tests. 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.
   • 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:

   **Enhanced ACT**
   - Reading = 18
   - English = 17
   - Mathematics = 19

   **SAT 1**
   - Verbal/Critical Reading = 440
   - Mathematics = 440

4. Submit adequate proof of immunization for measles (rubella) 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 (rubella) 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 (rubella): 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 the completed 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 will 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 Readmission to the Enrollment Services office before the term admission deadline, along with official transcripts from any colleges attended since 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 application for admission;

4. An official high school transcript which reflects a high school 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. For further information, please contact the Counseling Department at (850) 201-8440.

• 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.

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. A high school student may be considered for dual enrollment/dual credit for any term by completing the following requirements:

1. Submission of a recommendation from the principal stating that the student has the maturity, motivation, dependability and academic ability to succeed at the college level.

2. Submission of a completed application for admission to the College

3. Submission of 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 Counseling Department at (850) 201-8440.

The Honors Program

Tallahassee Community College’s Honors Program invites participation from both traditional and non-traditional students. The College is committed to providing access to as many potential students as possible without compromising the integrity of an honors program; the criteria for admission, retention and graduation reflect that commitment.

• Honors Program Admission Criteria

Interested students must 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 must 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 must 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.

Student Benefits

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

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

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’s Enrollment Services office and deliver the letter to the appropriate university office.

Students are limited to six hours of inter-institutional coursework per semester but they 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. This means a formal admission application, application fee, formal academic credentials, and appropriate test results may be required.

Florida State University and Florida A&M University students wishing to enroll at TCC at the same time must obtain permission letters from their home institution.

At both Florida State University and Florida A&M University the approving official is the University Registrar. Letters of approval from university officials must be delivered to the Enrollment Services office at Tallahassee Community College where more information will be given concerning admission and registration.

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 ENC 1101 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. Students seeking entry into limited access health occupations curricula are additionally assessed using the means outlined in the admissions criteria established for each instructional program.

New Student Orientation
TCC’s orientation program equips students with the tools and information they need to embark on a successful career at Tallahassee Community College. The program provides students with important information on student campus resources, TCC policies, campus procedures, and degree requirements. New student orientation 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 Counseling Department at (850) 201-8440 or via e-mail at counseling@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 squarely on the student. Students in distance learning and non-traditional methods of course delivery 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.

- 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, Departmental Advisors, Enrollment Services and Testing, Financial Aid, International Advising, 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 Counseling Department 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.

• 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 for Tuition Purposes
Tuition and Fees
Refunds
Delinquent Accounts

Financial Aid
  – Financial Aid Programs
  – Summer Financial Aid
  – Financial Aid Eligibility
  – Application Procedure
  – Evaluation and Award
  – Enrollment Status for Financial Aid
  – Satisfactory Academic Progress
  – Financial Aid Regulations
  – Veterans Affairs Services
  – Consortium Agreement with Another 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. Updated rules and guidelines can be obtained from the Enrollment Services office.

• Determination of Resident Status for Tuition Purposes

Students shall be classified as residents or nonresidents for the purpose of assessing tuition in community college and state universities.

(1) As used in this section, the term:
(a) “Dependent child” means any person, whether or not living with his or her parent, who is eligible to be claimed by him or her parent as a dependent under the federal income tax code and who receives at least 51 percent of the true cost-of-living expenses from his or her parent, as further defined in rules of the department and postsecondary residential guidelines.

(b) “Institution of higher education” means any public community college or state university.

(c) A “legal resident” or “resident” means a person who has maintained his or her residence in this state for the preceding year, has purchased a home which is occupied by him or her as his or her residency, or has established a domicile in this state pursuant to s.222.17.

(d) “Parent” means the natural or adoptive parent or legal guardian of a dependent child.

(e) A “resident for tuition purposes” means a person who qualifies as provided in subsection (2) for the in-state tuition rate; a “nonresident for tuition purposes” is a person who does not qualify for the in-state tuition rate.

(2) (a) To qualify as a resident for tuition purposes:
1. A person or, if that person is a dependent child, his or her parent or parents must have established legal residence in this state for at least 12 consecutive months immediately prior to his or her initial enrollment at an institution of higher education.
2. Every applicant for admission to an institution of higher education shall be required to make a statement as to his or her length of residence in the state and, further, shall establish that his or her presence or, if the applicant is a dependent child, the presence of his or her parent or parents in the state currently is, and during the requisite 12-month period was, for the purpose of maintaining a bona fide domicile, rather than for the purpose of maintaining a mere temporary residence or abode incident to enrollment in an institution of higher education.

(b) However, with respect to a dependent child living with an adult relative other than the child’s parent, such child may qualify as a resident for tuition purposes if the adult relative is a legal resident who has maintained legal residence in this state for at least 12 consecutive months immediately prior to the child’s initial enrollment at an institution of higher education, provided the child has resided continuously with such relative for the 5 years immediately prior to the child’s initial enrollment at an institution of higher education, during which time the adult relative has exercised day-to-day care, supervision, and control of the child.

(c) The legal residence of a dependent child whose parents are divorced, separate, or otherwise living apart will be deemed to be this state if either parent is a legal resident of this state, regardless of which parent is entitled to claim, and does in fact claim, the minor as a dependent pursuant to federal individual income tax provisions.

(3) An individual may not be classified as a resident for tuition purposes and, thus, is ineligible to receive the in-state tuition rate until he or she has provided such evidence related to legal residence and its duration or, if that individual is a dependent child, documentation of his or her parent’s legal residence and its duration, as well as documentation confirming his or her status as a dependent child, as required by law and by officials of the institution of higher education from which he or she seeks the in-state tuition rate.

(4) With respect to a dependent child, the legal residence of such individual’s parent or parents is prima facie evidence of the individual’s legal residence, which evidence may be reinforced or rebuffed, relative to the age and general circumstances of the individual, by the other evidence of legal residence required of or presented by the individual. However, the legal residence of an individual whose parent or parents are domiciled outside the state is not prima facie evidence of the individual’s legal residence if that individual has lived in this state for 5 consecutive years prior to enrolling or re-registering at the institution of higher education at which resident status for tuition purposes is sought.

(5) In making a domiciliary determination related to the classification of a person as a resident or nonresident for tuition purposes, the domicile of a married person, irrespective of sex, shall be determined, as in the case of an unmarried person, by reference to all relevant evidence of domiciliary intent. For the purposes of this section:

(a) A person shall not be precluded from establishing or maintaining legal residence in this state and subsequently qualifying or continuing to qualify as a resident for tuition purposes solely by reason of marriage to a person domiciled outside this state, even when that person’s spouse continues to be domiciled outside of this state, provided such person maintains his legal residence in this state.

(b) A person shall not be deemed to have established or maintained a legal residence in this state and subsequently to have qualified or continued to
qualify as a resident for tuition purposes solely by reason of marriage to a person domiciled in this state.

(c) In determining the domicile of a married person, irrespective of sex, the fact of the marriage and the place of domicile of such person's spouse shall be deemed relevant evidence to be considered in ascertaining domiciliary intent.

(6) Any nonresident person, irrespective of sex, who marries a legal resident of this state or marries a person who later becomes a legal resident, may, upon becoming a legal resident of this state, accede to the benefit of the spouse's immediately preceding duration as a legal resident for purposes of satisfying the 12-month durational requirement of this section.

(7) A person shall not lose his resident status for tuition purposes solely by reason of serving, or, if such person is a dependent child, by reason of his parents or parents' serving, in the armed forces outside this state.

(8) A person who has been properly classified as a resident for tuition purposes but who, while enrolled in an institution of higher education in this state, loses his resident tuition status because he or, if he is a dependent child, his parent or parents establish domicile or legal residence elsewhere shall continue to enjoy the in-state tuition rate for a statutory grace period, which period shall be measured from the date on which the circumstances arose that culminated in the loss of resident tuition status and shall continue for 12 months. However, if the 12-month grace period ends during a semester or academic term for which such former resident is enrolled, such grace period shall be extended to the end of that semester or academic term.

(9) Any person who ceases to be enrolled at or who graduates from an institution of higher education while classified as a resident for tuition purposes and who subsequently abandons his domicile in this state shall be permitted to re-enroll at an institution of higher education in this state as a resident for tuition purposes without the necessity of meeting the 12-month durational requirement of this section if that person has reestablished his domicile in this state within 12 months of such abandonment and continuously maintains the reestablished domicile during the period of enrollment. The benefit of this subsection shall not be accorded more than once to any one person.

(10) The following persons shall be classified as residents for tuition purposes:

(a) Active-duty members of the armed services of the United States stationed in this state, their spouses, and dependent children and active members of the Florida National Guard who qualify under s. 250.10(7) and (8) for the tuition assistance program.

(b) United States citizens living on the Isthmus of Panama, who have completed 12 consecutive months of college work at the Florida State University Panama Canal branch, and their spouses and dependent children.

(c) Full-time instructional and administrative personnel employed by state public schools, community colleges, and institutions of higher education, as defined in s. 1000.04, and their spouses and dependent children.

(d) Students from Latin America and the Caribbean who receive scholarships from the federal or state government. Any student classified pursuant to this paragraph shall attend, on a full-time basis, a Florida institution of higher education.

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

(f) Full-time employees of state agencies or political subdivision of the state when the student fees are paid by the state agency of political subdivision for the purpose of job-related law enforcement or corrections training.

(g) 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 community college or state university within 50 miles of the military establishment where they are stationed.

(h) 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.

Also, under s.1009.97(a) Florida Statutes, students enrolled in the Florida Prepaid College Program shall be classified as a Florida resident for tuition purposes pursuant to s.1009.21 Florida Statutes regardless of their actual legal residence.

## 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
Financial Information

Refunds may be made until midterm of the current semester unless otherwise indicated. Refunds shall be calculated on the basis of one unit for each ten (10) hours of calculated credit. Refunds shall be made only in the amount of the required expenses. Refunds must be requested in writing and 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

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 Counseling Department 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.

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,
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.

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.

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 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.

- 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 education 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.

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- 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.

www.tcc.fl.edu
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 fee 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 pursuing 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.
Financial Information within ninety days will result in cancellation of the loan. The student must sign and return the promissory note to the agency or lender will send a promissory note. To receive the loan, the student must check with the TCC Financial Aid Office. 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. 

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.

Financial Aid 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 from 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>
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<th>Non-Resident</th>
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<tr>
<td>Total</td>
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<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 on expected financial aid or on financial aid applied for late during this period.
Financial Information

• Financial Aid and Enrollment Status

Students indicate their enrollment status for the first semester they will be attending TCC on the FAFSA. This status is used for estimating financial need. The actual enrollment status will be determined at the end of regular drop/add and will be used in determining the actual amounts for which students are eligible.

The estimated award may be revised if the final enrollment status is different from the enrollment status awarded. Students must be registered in all SPI courses they want considered in their financial aid by the end of regular drop/add or they will not count toward their enrollment status. Hours added after drop/add do not count toward a student’s aid, except for Federal Stafford Loans.

Enrollment for fall, spring and summer is determined by the number of “for credit” hours a student is registered for and is defined as:

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

Clock-hour students in eligible programs are considered full-time if they are enrolled in at least 450 clock-hours per semester. To determine enrollment status other than full-time, the number of clock-hours the student is currently enrolled in 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. After 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 withdraw 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 Counseling Department. 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 funds 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 -
- $1,500 Federal Pell Grant
- $125 Federal SEOG
- $1,313 Federal Stafford Loan
- $2,938 total Title IV aid received

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 on this loan of $833, which the student will repay as part of the normal loan repayment schedule.

- $2,350.40 . unearned aid
- 480.00 . returned to Federal Stafford loan program
- 833.00 . Federal Stafford loan balance to be repaid
- 1,037.40 . balance of unearned aid
- 518.70 . returned to Federal Pell Grant Program

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 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 anytime. 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:
  
  - 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.
  c) 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.

  **Deferrals**
  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 terms may defer payment of their tuition and fees until ten days before the end of the term in which they are enrolled. A deferral 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. 49] 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.

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.

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, aerobics 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. 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 information, 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.

• 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 30’s and 40’s, 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 your graduation requirements as an elective. Graduating high school seniors may also take the class for college credit. Local community musicians may join 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 rehearsal 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).

• 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
Celebrating its 20th anniversary, the Tallahassee Civic Chorale is a group of approximately 50 non-audition singers that perform regularly throughout the community. The literature ranges from standard classical music to popular tunes. Students will be awarded one hour of college credit for MUN 1310. 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) 201-8035.

• 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, SIGIPLUS, 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 in the Counseling Department 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 to the various activities provided, CROP 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 will 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 – TDD -Telecommunication Device for the Hearing and Speech Impaired or (800) 955-8770 (voice) (800) 955-8771 (TDD) - Florida Telecommunication 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 several important student services to assist students with their transition to college studies at TCC. These services include 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.tsbh.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 Orchards at Appleyard is a townhouse rental community within a 5-minute walk of campus. For more information about The Orchards at Appleyard, please call (850) 574-3234 or contact them via email at orchards@cpservices.net.

• 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 $3.00 fee must first be paid at the TCC Cashiers Office. Students must bring their receipt to the One-Stop Center to have a new card issued.

• International Student Services
The Counseling Department 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
- Counseling
- 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
- Application for graduation

**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) 201-6146 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 TalTran to any destination in Tallahassee without paying a fare. For additional information, please call 850-201-8490.

**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 all TCC students, faculty and staff with a currently validated TCC Access Card. A current validated TCC Access Card must be provided to lab staff at the 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 ENC0020 (College Prep English) attend the English Skills Center at least one hour per week. During the hours students are required to work in the lab, 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 any of the open lab times posted on the door of the lab.

**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.
Student Life

• Academic Computing Labs

Tallahassee Community College students have the opportunity to involve with many electronic services in support of their academic experience. The Academic Computing Labs, located in AC210 and CT206, are available to assist 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 and 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 involve 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 webaccess system can be found at www.tcc.fl.edu/about_tcc/help/student_eaccount/student_eaccount_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 in 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 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, SPN2220, 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.

Florida Leader magazine listed the TCC Spain Study Abroad Program as “the best way to see the world and get a degree.” 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 additional 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 receiving a quality education while achieving their 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 responsible for the record, clearly identify the part of the record they want changed, and why it is inaccurate. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the students when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, 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 to 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 or parents 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.
   • Date and 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 and immunization data

Director of Counseling:
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.

*Although TCC has designated photographs as directory information, these will appear only in TCC generated information, such as College publications and the College website.

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 written permission by the student.
ACADEMIC INFORMATION

Academic Policies
Attendance
Academic Standards
College Preparatory
Classification of Students
Course Guidelines
Grading System
Alternative Credit Programs
Graduation
Academic Programs
Performance Standards
University Transfer and Pre-Professional Curricula
Areas of Study
Academic Policies

**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. 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. Students reporting to class late or leaving early may be considered by their instructor to be absent. Students are responsible for completion of all work assigned in class whether they are present or not. In case of absence, it is the responsibility of the student to contact the teacher.

Withdrawal for non-attendance is not automatic. See Catalog section on “Withdrawal.” 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.

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. To accommodate the needs of students new to college and the occasional student like the adult learner, the TCC Academic Progress Standards take effect after the student has enrolled in a minimum of fifteen (15) semester hours.

- **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 Warning**

Students who do not make satisfactory progress by falling below the 2.0 GPA or the 50 percent completion rate will be placed on academic warning for their next term of enrollment. These students will be required to meet with an advisor to be eligible for registration the next term. Students on academic warning will be returned to satisfactory progress as soon as they meet or exceed the cumulative standards.

Students whose GPA returns to a 2.0 or better in their next term of enrollment, but whose completion rate does not meet the 50 percent or better ratio, may remain in the warning status for one more term.

- **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 will 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 Office of Campus Life 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 a minimum of one calendar year. Appeals of this action may be made as stipulated. Students on academic dismissal must contact the Office of Campus Life 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 Campus Life, if the student feels that the suspension was caused by extenuating circumstances. The student must contact the Office of Campus Life 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.

• Progression
All students will be allowed to move through the system with increasing sanctions applied should they fail to make satisfactory progress. Transfer students who enter the College below the academic standards will be placed on academic warning during their first term of enrollment at the College. When transcripts are received, transfer students who enter under Academic Warning will receive a letter advising them of their status and requiring them to make an appointment to meet with an advisor to be eligible to register for the next term.

A student receiving Title IV aid should contact the Financial Aid Office for additional satisfactory academic progress requirements.

• 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 32 for additional information about Veterans Affairs.

College Preparatory
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.

According to the State Board of Education Administrative rule 6A-10.0315, a student enrolled in a college preparatory may concurrently enroll only in college credit courses that do not require the skills addressed in the college preparatory course. A student who wishes to earn an Associate in Arts or a Baccalaureate degree, but who is required to complete a college preparatory course, must successfully complete the required college preparatory studies by the time the student has accumulated 12 hours of lower division college credit degree coursework.

Additionally, a student shall enroll in the same college preparatory skill area only three times (receiving any grade: A, B, C, D, F, I, W, AW, would constitute enrollment). In the event a student has enrolled in a college preparatory course three times and has failed to pass, the Counseling Department will advise the student to seek remediation and prepare to retake the placement test. If the student has completed twelve (12) credits or more towards the degree program, subsequent registrations will require concurrent enrollment in the mandatory college preparatory course(s).

Classification of Students
A freshman is a student who, at the time of registration, has fewer than 24 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 24 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&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 they enroll for 15 semester hours, then at least 30 hours per week should be budgeted for class preparation. Laboratory hours meet only one hour of credit for each two hours in class per week. 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 consider carefully 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) 201-8555. 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 Director of Counseling. For additional information, please contact the Counseling department 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. 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.

Faculty members who choose to withdraw students utilizing the “AW” grade may 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 will be subject to a 100 percent tuition liability.
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.

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.
consider the impact of retaking a course on their specific institutions, either public or private. Students should also the computation of the GPA when students transfer to other institutions; therefore, repeated courses may impact TCC GPAs and credits earned. Forgiveness may not transfer whenever students repeat a course in which they have a grade 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. The fourth attempt paperwork is handled by the Counseling Department. Please call Counseling at (850) 201-8440 to schedule and appointment to meet with a counselor to discuss your 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 Enrollment Services office at (850) 201-8555 for more information.

• Appeal for Change of Grade

Ordinarily, an instructor’s grades are permanent once they have been released to 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 isolated 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 re-scheduled only for extreme emergencies. All such emergencies must be approved by the appropriate Dean.

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

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

*Grade not included when computing the grade point average.

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

• Grade Reports
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 Recognition
Students who attempt and complete twelve (12) or more hours during a regular term or nine or more hours during a summer term and who maintain a 4.0 GPA during the term will be placed on the President’s List. Students who maintain at least a 3.0 GPA during the term will be placed on the Dean’s List. The only acceptable courses that may be included in the nine to twelve or more hours are those that earned quality points. If courses graded on a Satisfactory/ Unsatisfactory basis are taken in addition to those carrying quality points, grades of “S” must be earned. The removal of an “Incomplete” will not be used in determining eligibility for honors. Students earning a 3.0 GPA or better in all course work, including transfer work, will be graduated with honors.

Alternative Credit Programs

• 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 the Department of Independent Study by Correspondence, Division of Continuing Education, the University of Florida, Gainesville, FL 32609, or calling the Gainesville office at (850) 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
TCC will award credit by exam through the following accelerated mechanisms: 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. Credits for accelerated mechanisms defined under Florida rules and regulations will be awarded in accordance with Florida Administrative Code FAC 6A-10 and the Articulation Coordinating Committee Credit-By-Exam equivalents adopted September 19, 2001. 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.
To view the courses and requirements to earn credit as adopted by the Articulation Coordinating Committee you may contact the Enrollment Services Office, go to the TCC Web site (www.tcc.fl.edu), or complete the following steps:

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

**Non-Traditional Credit**

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 they have successfully completed TCC courses 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.

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: OST 1324 (3 hours), GEB 1011 (3 hours), BUL 2241 (3 hours), MNA 2100 (3 hours), OST 1401 (3 hours), ACG 2021 (3 hours), ACG 2071 (3 hours), ECO 2013 (3 hours), and OST 1355 (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**

Students who are enrolled may earn credit in several courses through Institutional Exemption Examinations at TCC. Most of the examinations are administered by the Testing Center and are usually available at the beginning of each term. Students who want to pursue exemption options in Associate in Science and certificate programs should contact the Technology and Professional Programs Division. A fee of $5 per semester hour 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 their degree program. Please see the list below for the appropriate credit hours to be awarded toward their 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>Corrections Academy (A105)</td>
<td>28.00</td>
<td>Fl Crim Just Standards</td>
</tr>
<tr>
<td>Law Enforcement Academy (A106)</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 (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>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 (2123)</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>

**Graduation**

Requirements for Graduation

**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.
• 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.

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.

The Essay CLAST subtest is administered at TCC three times per year at the TCC Testing Center. Please see page 38 for information on test dates. If a student requires special testing conditions due to a documented disability, it is the student’s responsibility to submit the request when registering for the examination.

Remediation is required for students who are attempting to retake CLAST. 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.

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 for any term beginning after August 1, 1984, 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. Currently, the minimum scores for each CLAST exam are: Reading-295, Writing-295, Mathematics-295, and Essay-6. Personnel in the Testing Center are available to discuss how and when to apply for the CLAST, and where the CLAST communication and mathematics skills are taught in the curriculum.

• CLAST Alternatives

Florida statute (1008.29) and State Board of Education Rule (6A-10.0311) governing the CLAST exam allows any student who achieves a score that meets or exceeds a minimum score on the SAT or ACT or achieves a cumulative GPA of 2.5 or above, on a 4.0 scale, in postsecondary level English and math coursework to be exempt from the testing requirement to pass the CLAST.

• 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 online by the following deadlines:

   - Summer: June 6, 2006
   - Fall: November 7, 2006
   - Spring: March 26, 2007

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 button “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.

Academic Programs

Tallahassee Community College recognizes the educational achievement of its students by granting the Associate in Arts, the Associate in Science and Associate in Applied Science degrees, or certificates in selected program areas. 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 nursing course. In the event that courses required under that catalog are no longer being taught at the time the student re-enrolls, the student must fulfill requirements in force at the time he/she returns to the program.

Because Tallahassee Community College believes that general education makes an important contribution to the total education and development of the student, general education courses are included in all degree programs. Associate in Science and Associate in Applied Science degrees include a minimum of 15 semester hours of general education and the Associate in Arts 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.
Performance Standards

• Associate In Arts Degree
As a part of the general education requirements, all students seeking the Associate in Arts degree are required to successfully complete course work which provides instruction in the 112 college level communications and computations skills identified by statewide faculty task forces (pursuant to Section 1001.02 of Florida Statutes and enumerated in State Board of Education Rule 6A10.031) as being associated with the successful performance and progression of students in college credit programs through the baccalaureate level.

Effective August 1, 1984, an appropriate performance standard on the College Level Academic Skills Program (CLAST) was required as a condition for graduation with an Associate in Arts degree, in addition to the course work and grade requirements specific for that degree. Such performance standards were determined by the Tallahassee Community College District Board of Trustees and were no lower than the minimum standard established by the State Board of Education. As specified by state statute, prior to August 1, 1984, the use of scores on the CLAST Exit Test were limited to student counseling and curriculum improvement.

As required by State Statute, beginning August 1, 1984, a passing score on the Exit Test was required for community college students seeking Associate in Arts degrees and students seeking admission to upper division instructional programs in the state university system.

• Certificate, Associate in Science Degree, and Associate in Applied Science Degree
A systems approach is used with occupational program enrollees for assessing program entry readiness, for measuring progress in meeting established program competencies, and for demonstrating competent performance on the job after placement in the occupation for which the student was prepared. The interrelated parts of the system are based on the use of well defined program performance goals which have been established for each certificate, Associate in Science, and Associate in Applied Science degree program from demonstrated job requirements.

Many involved entities provide information for establishing performance goals for each occupational program including employers, educators, advisory committees, licensing examinations, and accrediting agencies. Student readiness to enter a program at the level at which college instruction begins is assessed in ways appropriate to each program.

A continuous process of measuring progress toward terminal program performance goals occurs through the use of detailed course objectives. Each individual course, which is a part of an occupational certificate or degree curriculum, is charged with providing instruction to enable students to acquire designated competencies and to reinforce others. In this manner, all program performance goals can be achieved by the student upon program completion. These performance goals include employability competencies as well as specific occupational competencies.

Most of the occupational programs have established means for evaluating total program performance achievement prior to the student exiting the program. For example, mock board examinations are administered to dental hygiene students, and standardized national examinations are administered to the nursing and respiratory care students.

Furthermore, licensing examination results regularly provide information on the relationship between established program performance goals and student success in achieving them.

Results from the employees and graduates follow-up procedure are used to determine appropriateness of program performance goals as well as the effectiveness of student demonstration of competencies on the job. This information provides the opportunity to modify program performance goals as indicated, to modify curriculum and instruction accordingly, and to modify evaluation techniques to assure student achievement of competencies required by the occupational fields involved.

University Transfer and Preprofessional Curricula
At Tallahassee Community College, students may prepare themselves for transfer into a wide variety of academic and professional majors commonly offered at senior colleges and universities.

Any student who plans to transfer to a senior college or university should confer with a faculty advisor or the Counseling department prior to registration each term.

During the academic advising period, the student with the aid of an advisor, will select those courses recommended by the senior institution to which the student plans to transfer. If the program requires a foreign language, the student should begin language study in the freshman year since most senior colleges require two years of a foreign language for some bachelor's degrees.

Many transfer programs require the completion of certain mathematics and science sequence courses in the first two years because they are often prerequisites for junior year courses.

The Career Information Center has information from colleges and universities that will help students plan their transfer process. However, each student who expects to transfer to a senior college is advised to contact the college or university he/ she expects to attend for information concerning appropriate courses to be taken while attending TCC. In all cases, it is the final responsibility of the student to plan a course of study to meet transfer requirements.
Areas of Study

• The Associate in Arts Degree: See page 56.

The following degrees can be pursued at a Florida university after earning the Associate in Arts degree. For information regarding required and suggested courses to take as part of your A.A. degree for any of the following majors, please visit the Areas of Study section of the TCC website at www.tcc.fl.edu, visit the Advising section on EagleNet, or visit TCC’s Counseling Department on the second floor of the Student Union.


• The Associate in Science Degree:


• The Associate in Applied Science Degree:

Business Administration, Construction Engineering Technology, Criminal Justice Technology Corrections Academy Track, and Criminal Justice Technology Law Enforcement Track, Electronics Engineering Technology, Industrial Technology.

• Certificate Programs

Computer Aided Drafting and Design (CADD), Computer Programming and Analysis, Crime Scene Investigation, Dental Assisting, Educator Preparation Institute (EPI), Emergency Medical Technology (EMT), Florida Professional Educator, Geographic Information Systems (GIS) Technology, Help Desk/Technical Support, Internet Services Technology, Law Enforcement and Corrections, Networking Services Technology, Office Systems Specialist, Paramedic, and Polysomnography Technology. Completion awards may be issued to students who complete designated courses in Medical Transcription.

• Skill Update and Improvement Programs:

Computer Programming and Analysis, Criminal Justice Technology, Paramedic, Emergency Medical Services (EMS) Technology, Florida Professional Educator, Network Services, and Office Systems Technology
AREAS OF STUDY

• Programs by Main Interest Areas:

Associate in Arts ................................. 56
University Transfer

Business & Management ................. 59-64
  Business Administration, A.A.S.
    −Accounting, Budgeting and Financial Services
    −Management
    −Marketing
  Business Management, A.S.
  Office Systems Specialist, Certificate
  Office Systems Technology, A.S.

Computer Technology .................. 65-77
  Computer Programming & Analysis, A.S.
  Computer Programming & Analysis, Certificate
  Digital Media Broadcasting, A.S.
    −Broadcasting Track
    −Video Production Track
  Graphic Design Technology, A.S.
  Help Desk/Technical Support, A.S.
  Help Desk/Technical Support, Certificate
  Internet Services Technology, A.S.
  Internet Services Technology, Certificate
  Multimedia Technology, A.S.
  Networking Services Technology, A.S.
  Networking Services Technology, Certificate

Criminal Justice & Public Safety .. 78-85
  Crime Scene Investigation, Certificate
  Criminal Justice, A.A. Articulated to a Major
  Criminal Justice Technology, A.S.
  Criminal Justice Technology, A.A.S.
    −Corrections
    −Crime Scene Investigation,
    −Law Enforcement
  Criminal Justice Technology Academy Tracks, A.A.S.
    −Corrections
    −Law Enforcement
  Law Enforcement and Corrections, Certificate
  Paralegal & Legal Studies, A.S.

Education ............................... 86-90
  Alternative Certification Program
  Early Childhood Development and Education, A.S.
  Technology Education, A.S.
    −Architecture
    −Communications
    −Computer Networking Services
    −Construction
    −Geographic Information System (GIS)/Mapping

Engineering & Technology ........ 91-102
  Biotechnology, A.S.
  Civil Engineering, A.S.
  Computer-Aided Drafting & Design
    (CADD) Technology, Certificate
  Construction Engineering, A.S.
    −Building Construction
    −Construction Management
  Drafting & Design Technology, A.S.
    −CAD Emphasis
    −GIS Emphasis
  Electronics Engineering, A.A.S.
    −Computer Electronics
    −Electronics
  Geographic Information Systems
    (GIS) Technology, Certificate
  Industrial Technology, A.A.S.
    −Air Conditioning, Refrigeration & Heating
    −Aviation Maintenance
    −Automotive Service
    −Industrial Management Specilization

Health Care ............................ 103-114
  Dental Assisting, Certificate
  Dental Hygiene, A.S.
  Emergency Medical Services (EMS), A.S.
  Emergency Medical Technology (EMT), Certificate
  Nursing (R.N.), A.S.
  Paramedic, Certificate
  Polysomnography Technology, Certificate
  Radiologic Technology, A.S.
  Respiratory Care, A.S.

Manufacturing .......................... 93
  Computer-Aided Drafting & Design
    (CADD) Technology, Certificate
  Drafting & Design Technology, A.S.
  Electronics Engineering Technology, A.A.S.
  Industrial Technology, A.A.S.
36 hours of General Education:

1. Communications—6 semester hours
   A. ENC1101 (College Composition) and
   B. Three hours minimum selected from the following:
      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 each course that is to be counted toward these requirements with a grade of “C” or better and produce multiple writing assignments in each of the courses taken for this purpose.

2. Humanities—6 semester hours
   Prerequisite: completion of the six (6) hour General Education Communications requirement. Select option A, B, or C:
   A. HUM 2210 and HUM 2230 (Humanities of the World I, II)
   or
   B. HUM 2740 and HUM 2741 (Humanities Abroad I and II)
   or
   C. Six hours minimum selected from two of the following categories:
      Art History
      ARH 2050 Intro to Art History and Art Criticism I
      ARH 2051 Intro to Art History and Art Criticism II
      ARH 2500 Non-Western Art

   Literature
   AML 1600 Introduction to African American Literature
   AML 2301 Major American Writers
   ENL 2000 British Literature
   LIT 2100 World Literature
   THE 2100 Introduction to Theater History

   Music
   HUM 2525 The American Music Tradition: Jazz
   HUM 2529 The American Music Tradition: Popular Music
   MUH 2011 Introduction to Music History
   MUL 2720 Music of the World

   Philosophy and Religion
   PHI 2010 Philosophy
   PHI 2100 Introductory Logic: Reasoning and Critical Thinking
   PHI 2600 Ethics
   REL 2000 Introduction to Religion
   REL 2300 World Religions

   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 and produce multiple writing assignments in each of the courses taken for this purpose.

Continued on next page
3. Mathematics—6 semester hours
Students may choose two of the following four courses (3 hours each):
- MGF 1106 - Mathematics I for Liberal Arts
- MGF 1107 - Mathematics II for Liberal Arts
- STA 2023 - Statistics
- MAC 1105 - College Algebra

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 CLM (College Level Math) placement test.
- MAC 1105 (College Algebra)
- MAC 2114 (Trigonometry)
- MAC 2140 (Precalculus)
- MAC 2147 (Precalculus Alg/Trig)
- MAC 2233 (Calculus for Management)
- MAC 2311 (Calculus I)
- MAC 2312 (Calculus II)
- MAC 2313 (Calculus III)
- MAP 2302 (Differential Equations)

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.

4. Sciences—6 semester hours
Six hours minimum selected from two of the following categories:

Category A (Biological Sciences)
- BSC 1005 (Introduction to the Biological Sciences)
- BSC 1050 (Environmental Systems)
- BOT 1000 (Plant Science)
- BSC 2010 (Biology for Science Majors I)
- MCB 2004 (Microbiology)

Category B (Earth Sciences)
- ISC 1140 (Earth and Its Environment)
- GLY 1030 (Environmental Geology)
- MET 1010 (Meteorology)
- OCE1001 (Introduction to Oceanography)
- GLY 2010 (Physical Geology)

Category C (Physical Sciences)
- AST 1002 (Introduction to Astronomy)
- CHM 1020 (Chemistry for General Education) or
- CHM 1030 (General Chemistry for Allied Health)
- PHY 1020 (Energy and its Environmental Effects)
- PSC 1121 (Introduction to the Physical Sciences)
- CHM 1045 (General Chemistry I)
- PHY 1053 (Elementary College Physics I)
- PHY 2048 (General Physics I)
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 and produce multiple writing assignments in each of the courses taken for this purpose.

Category C Personal Development-3 semester hours minimum selected from:
- HSC 1100 (Concepts of Positive Living)
- HSC 2200 (Principles of Contemporary Health)
- CLP 1001 (Psychology of Personal and Social Adjustment)

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 and produce multiple writing assignments in each of the courses taken for this purpose.

- 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 course work appropriate to the Associate in Arts Degree. Students should consult with an advisor regarding prerequisites for upper division majors and other electives appropriate to the students’ goals and interests. A total of 60 hours is required for the Associate in Arts degree. 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. 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 toward the 60 semester hours required for graduation. Other courses not acceptable toward the AA degree are so 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
- POS 2001 Introduction to Political Science
- POS 1601 Foundations of the United States Constitution
- POS 1041 National Government
- POS 1112 State and Local Government

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 Tallahassee Community College should take a two semester sequence of one language.

D. A passing score on the College Level Academic Skills Test (CLAST, or sophomore exit test) is required for community college students seeking Associate in Arts degrees and students seeking admission to upper division instructional programs in the state university system.

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

F. Effective for any term beginning after August 1, 1997 competency in 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;
4) Satisfactory completion of an exemption or proficiency examination.

General education courses on this page are listed throughout the University Parallel, Associate in Arts and Associate in Science curriculum planning guides found on pages 60 through 113. Refer back to this page to make selections of the most appropriate courses to complete degree requirements.

College Level Academic Skills Test
The State of Florida has developed a test to measure college level skills in communication and mathematics called the College Level Academic Skills Test (CLAST). 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 eligible to sign up for CLAST will be administered a CLAST Pre-test, designed to identify skill areas in which the student may need assistance. Students who are retaking any part of the exam are required to successfully complete remediation.

Personnel in the CLAST Office, (850) 201-8476, can tell you how and when to apply to take the CLAST. 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. 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.

CLAST dates through the Summer of 2007 are as follows:
- Registration Deadline
- Test
- September 6, 2006 . . . . . . . . October 7, 2006

• CLAST: Alternative
Florida Statute (1008.29) and State Board of Education Rule (6A-10.0311) governing the CLAST exam allows any student who achieves a score that meets or exceeds a minimum score on the SAT or ACT or achieves a cumulative grade point average of 2.5 or above, on a 4.0 scale, in postsecondary level English and math coursework to be exempt from the testing requirement to pass the CLAST.
Business & Management

Business Administration, A.A.S.
- Accounting, Budgeting & Financial Services (A107)
- Management (A109)
- Marketing (A108)

Business Management, A.S. (2109)

Office Systems Specialist, Certificate (6037)
Office Systems Technology, A.S. (2107)
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 CPT, SAT or ACT (or complete necessary remediation courses)

Academic Division
Division of Technology & Professional Programs

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

Course Information

General Education:
- ENC 1101 College Composition 3
- ENC 1102 Argument and Persuasion 3
- SPC 1016 Interpersonal Communications 3
- ECO 2013 Principles of Economics: Macro 3
- ECO 2023 Principles of Economics: Micro 3

College Math
Select one of the following:
- MGF 1106 Mathematics I for Liberal Arts 3
- MGF 1107 Mathematics II for Liberal Arts 3
- STA 2023 Introductory Statistics 3
- MAC 1105 College Algebra 3

Program Courses:
- CGS 2100 Microcomputer Applications for Business 3
- GEB 1011 Introduction to Business 3
- ACG 2021* Financial Accounting 3
- ACG 2071 Managerial Accounting 3
- BUL 2241 Legal Concepts of Business 3
- MNA 2100 Human Relations 3
- IDS 2182 Applied Ethics Seminar 3
- Elective Any ACG, BUL, ECO, FIN, MAN, MAR, MKA, MNA, SPC or IDS 2941 3

Elective
Select one of the following
- PEL 1121 Beginning Golf 1
- LIS 2004 Intro. to Internet Research 1

Accounting, Budgeting & Financial Services Track:
- ACG 2450 Computer Accounting 3
- ACG 2500 Gov. & Not-for-Profit Accounting 3
- TAX 2000 Income Tax Accounting 3
- RMI 1001 Intro. to Risk and Insurance 3
- FIN 2010 Investments 3
- SBM 2000 Small Business Management 3
- FIN 1100 Personal Finance 3
- ECO 2220 Money and Banking 3
- REE 1040 Real Estate Principles & Practices 4

Marketing Track:
- MAR 1341 Marketing the Individual 3
- MAR 2011 Principles of Marketing 3
- MKA 1021 Principles of Salesmanship 3
- MKA 2511 Advertising & Sales Promotion 3
- MNA 2130 Business Writing 3
- SPC 1062 Business & Professional Speaking 3
- PSY 2012 General Psychology 3
- SBM 2000 Small Business Management 3

Management Track:
- FIN 1100 Personal Finance 3
- MAN 2021 Introduction to Management 3
- SBM 2000 Small Business Management 3
- MNA 2300 Human Resource Management 3
- MNA 2130 Business Writing 3
- RMI 1001 Intro. to Risk and Insurance 3
- MAR 1341 Marketing the Individual 3
- SPC 1062 Business and Professional Speaking 3

## Associate in Science Degree

### Business Management

**Program Purpose**
To prepare students for a number of entry-level positions in business. It can also prepare students to pursue a Bachelor of Science in Management at a Florida-based university.

**Employment Types**
Customer Service, Market Analysis, First-Line Supervision or Sales

**Program Length**
64 credit hours

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

**Academic Division**
Division of Technology & Professional Programs

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

### COURSE INFORMATION

#### General Education:

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<td>MAC 2233</td>
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<td>SPC 2600</td>
<td>Public Speaking</td>
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<td>ECO 2013</td>
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<td>ACG 2071</td>
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<td>CGS 2100</td>
<td>Microcomputer Apps for Bus.</td>
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<td>MAN 2021</td>
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<td>MAR 2011</td>
<td>Principles of Marketing</td>
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<td>POS 1601</td>
<td>Foundations of U.S. Constitution</td>
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<td>BUL 2241</td>
<td>Legal Concepts of Business</td>
<td>3</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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</table>
Certificate Program

Office Systems Specialist

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

Employment Types
Office Manager, Administrative Professional, Executive Assistant

Program Length
30 credit hours

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

Academic Division
Division of Technology & Professional Programs

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

COURSE INFORMATION

Core Courses:
- OST 1355 Records Management 3
- OST 1718 Word Processing I 3
- OST 1719 Word Processing II 3
- MAN 2021 Introduction to Management 3
- CGS 2100 Microcomputer Applications for Business 3
- OST 1401 Administrative Support Systems & Procedures 3
- MNA 2100 Human Relations 3

General Office Option:
- ACG 2001 Principles of Accounting I 3
- MNA 2130 Business Writing 3
- OST 1324 Business Mathematics 3

Information Processing Option:
- CGS 2103 Advanced Microcomputer Applications 3
- OST 1324 Business Mathematics 3
- OST 2823 Desktop Publishing/Web Design 3

Medical Transcription Option:
- HSC 2531 Medical Terminology 3
- OST 2611 Medical Transcription 3
- CGS 2103 Advanced Microcomputer Applications 3
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 CPT, SAT or ACT (or complete necessary remediation courses)

Academic Division: Division of Technology & Professional Programs

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

COURSE INFORMATION

General Education:
- ENC 1101 College Composition 3
- SPC 1016 Interpersonal Communications 3
- ECO 2013 Principles of Economics: Macro 3
- Elective Any Personal Development Course 3
- Elective Any General Education Course 3

College Math: Select one of the following:
- MGF 1106 Mathematics I for Liberal Arts
- MGF 1107 Mathematics II for Liberal Arts
- STA 2023 Introductory Statistics
- MAC 1105 College Algebra

Program Courses:
- OST 1401 Admin. Support & Procedures 3
- OST 1718 Word Processing I 3
- OST 1719 Word Processing II 3
- OST 1324 Business Mathematics 3
- OST 1355 Records Management 3
- GEB 1011 Introduction to Business 3
- CGS 2100 Microcomputer Apps for Bus. 3
- CGS 2103 Adv. Microcomputer Apps 3
- CGS 2823 Desktop Publishing/Web Design 3
- CGS 1520 Intro. to Multimedia Programming 3
- BUL 2241 Legal Concepts of Business 3
- ACG 2001 Principles of Accounting I 3
- MNA 2100 Human Relations 3
- MNA 2130 Business Writing 3
- MAN 2021 Introduction to Management 3
Computer Technology Programs

**Computer Technology**

- Computer Programming & Analysis, A.S. (2119)
- Computer Programming & Analysis, Certificate (6302)
- Digital Media Broadcasting, A.S.
  - Broadcasting Track (2143)
  - Video Production Track (2142)
- 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)
Associate in Science

Computer Programming & 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 minimum scores on the College Placement Test, the SAT, or ACT (or complete remediation)

Academic Division: Division of Technology & Professional Programs

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

COURSE INFORMATION

General Education:

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<td>SPC 1016</td>
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Elective: Any Personal Development course

College Math: Select one of the following:

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<td>MGF 1107</td>
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<td>STA 2023</td>
<td>Introductory Statistics</td>
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<td>MAC 1105</td>
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<td>ENC 1210</td>
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<td>MNA 2130</td>
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<td>CGS 2701</td>
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<td>CGS 1555</td>
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<td>COP 2220</td>
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<td>CIS 2321</td>
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</table>

Electives: Any CGS, COP, CIS, CDA, or ETD prefix

9
Certificate

Computer Programming & Analysis

Program Purpose  To prepare students for employment in the computer programming field.
Employment Types  Entry Level Programmer, Programmer Specialist, Computer Programmer
Program Length  33 credit hours
Admission Requirements  A high school diploma or GED and minimum scores on the College Placement Test, the SAT, or ACT (or complete remediation)
Academic Division  Division of Technology & Professional Programs
Contact  (850) 201-8462 or techedu@tcc.fl.edu

COURSE INFORMATION

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<td>COP 2332</td>
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<td>COP 2701</td>
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<td>COP 1540</td>
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<td>Scripting for the Web</td>
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<td>COP 2800</td>
<td>Introduction to JAVA Programming</td>
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<tr>
<td>Electives</td>
<td>Any CIS, CGS, COP, CDA, or ETD courses</td>
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Associate in Science

Digital Media Broadcasting

Program Purpose: To prepare students in the area of non-linear video and audio editing, video and audio streaming and commercial quality video post-production.

Employment Types: TV Production Assistant, Video Editing Assistant

Program Length: 64 credit hours

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

Academic Division: Division of Technology & Professional Programs

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

COURSE INFORMATION

General Education:

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<td>RTV 1000</td>
<td>Broadcasting Video</td>
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<td>CDA 1302</td>
<td>Microcomputer Architecture</td>
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Broadcasting Track:

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<td>Video Field Prod</td>
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<td>Adv. Video Field Production</td>
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</tr>
<tr>
<td>RTV 2282C</td>
<td>Webcast Prod. and Direction</td>
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<tr>
<td>RTV 2267</td>
<td>DVD Creation &amp;Authoring</td>
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<td>IDS 2941</td>
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Video Production Track:

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<tr>
<td>FIL 2000</td>
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<td>FIL 2032</td>
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<td>FIL 2420</td>
<td>Motion Pic &amp;TV Prod</td>
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<td>Video Post-Production</td>
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<td>RTV 1266L</td>
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<tr>
<td>RTV 2266</td>
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<td>IDS 2941</td>
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</table>

Electives: Any courses ART, CGS, GRA, PGY, RTV or IDS 2941
# Graphic Design Technology

**Program Purpose**
To prepare students with technical knowledge and hands-on training in using computers, cameras and other materials in the field of graphic design.

**Employment Types**
Graphic Designer in an advertising agency, print shop, newspaper, magazine or work on your own as a Freelance Graphic Designer

**Program Length**
64 credit hours

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

**Academic Division**
Division of Technology & Professional Programs

**Contact**
(850) 201-8462 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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<td>SPC 1016</td>
<td>Interpersonal Communications</td>
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<tr>
<td>Elective</td>
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### Program Courses:

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</table>
## Associate in Science

### Help Desk/Technical Support

#### Program Purpose
To provide students with extensive training in software applications, technical support, problem solving, troubleshooting and customer service.

#### Employment Types
User Support Technician, Help Desk Assistant

#### Program Length
63 credit hours

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

#### Academic Division
Division of Technology & Professional Programs

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

### COURSE INFORMATION

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<thead>
<tr>
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<td>MGF 1107</td>
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Program Courses:

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<td>CGS 1263</td>
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<td>CDA 1302</td>
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<td>CGS 1060</td>
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<td>CIS 2401</td>
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<tr>
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Program Electives*                                   6

*Select any CDA, CGS, COP, CET course, or IDS2941
# Certificate

## Help Desk/Technical Support

<table>
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<tr>
<th>Program Purpose</th>
<th>To prepare students for entry level employment in the fields of help desk services and technical support.</th>
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<tbody>
<tr>
<td>Employment Types</td>
<td>Help Desk Troubleshooter, Technical Support Assistant</td>
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<tr>
<td>Program Length</td>
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<td>Admission Requirements</td>
<td>A high school diploma or GED and minimum scores on the College Placement Test, the SAT, or ACT (or complete remediation)</td>
</tr>
<tr>
<td>Academic Division</td>
<td>Division of Technology &amp; Professional Programs</td>
</tr>
<tr>
<td>Contact</td>
<td>(850) 201-8462 or <a href="mailto:techedu@tcc.fl.edu">techedu@tcc.fl.edu</a></td>
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## COURSE INFORMATION

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<tr>
<th>Course Code</th>
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<tr>
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</tr>
<tr>
<td>CDA 1500</td>
<td>Computer Networks, Cabling &amp; Troubleshooting</td>
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<td>Introduction to Computer Literacy</td>
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</tr>
<tr>
<td>CGS 1520</td>
<td>Introduction to Multimedia Programming</td>
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</tr>
<tr>
<td>GRA 2140</td>
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<tr>
<td>CGS 1820</td>
<td>Web Page Authoring</td>
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</tr>
<tr>
<td>CIS 2401</td>
<td>Computer User Support</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2103</td>
<td>Advanced Microcomputer Applications</td>
<td>3</td>
</tr>
</tbody>
</table>
Associate in Science

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 & Management, Internet Programmer

Program Length
63 credit hours

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

Academic Division
Division of Technology & Professional Programs

Contact
(850) 201-8462 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
MGF 1106 Math I for Liberal Arts
MGF 1107 Math II for Liberal Arts
STA 2023 Introductory Statistics
MAC 1105 College Algebra

Program Courses:
ENC 1210 Technology Communications 3
MNA 2130 Business Writing 3
CGS 1060 Computer Literacy 3
CGS 1000 Computer Technology 3
CGS 1263 Networks & Telecommunications 3
CGS 1820 Web Page Authoring 3
CGS 1540 Database Concepts 3
CGS 2760 Introduction to UNIX 3
COP 2220 Introduction to C++ Programming 3
COP 2822 Scripting for the Web 3
GRA 2140 Web Page Design 3
CGS 2069 Start a Business on the Web 3
CGS 2825 Web Site Management 3
COP 2840 Internet Programming 3
CIS 2354 Introduction to Computer Security 3
CGS 1555 Internet 3
CGS 1520 Multimedia Programming 3
Elective Any CGS, CDA, COP, CIS, ETD, or GRA 3

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 & Management, Internet Programmer

Program Length
63 credit hours

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

Academic Division
Division of Technology & Professional Programs

Contact
(850) 201-8462 or techedu@tcc.fl.edu
# Internet Services Technology

<table>
<thead>
<tr>
<th>Program Purpose</th>
<th>To prepare students with job opportunities in web site design, management, programming, and administration.</th>
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<tbody>
<tr>
<td>Employment Types</td>
<td>Web Server Administrator, Web Technician, HTML Author, Site Design and Management, Web Graphic Artist or Internet Programmer</td>
</tr>
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<td>Program Length</td>
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</tr>
<tr>
<td>Admission Requirements</td>
<td>A high school diploma or GED and minimum scores on the College the SAT, or ACT (or complete remediation)</td>
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<td>Academic Division</td>
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<td>CGS 1263</td>
<td>Introduction to Networks &amp; Telecommunications</td>
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<td>COP 2822</td>
<td>Scripting for the Web</td>
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<td>Web Page Authoring</td>
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<td>CGS 2825</td>
<td>Web Site Management</td>
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<td>CGS 2069</td>
<td>Starting a Business on the Internet</td>
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<td>Elective</td>
<td>Any CDA, CGS, COP, CET or ETD course</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 minimum scores on the College Placement Test, the SAT, or ACT (or complete remediation)

Academic Division
Division of Technology & Professional Programs

Contact
(850) 201-8462 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 General Education course 3
- College Math – Select one:
  - 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 Introduction to Computer Literacy 3
- GRA 1131C Multimedia Graphics Design 3
- CGS 1820 Web Page Authoring 3
- GRA 2141 Web Page Design 3
- PGY 2801C Electronic Still Imaging 1
- ART 2955 Art Portfolio 3
- MAR 1341 Marketing the Individual 3
- Or
  - MKA 2511 Advertising & Sales Promotion 3
  - CGS 1520 Introduction to Multimedia Programming 3
  - GRA 2207 Advanced Image Editing 3
  - CGS 2525 Advanced Multimedia 3
  - GRA 2100 CG Characters Production 3
  - RTV 2200 Digital Video/ Sound Production 3
  - GRA 2143 Advanced Web Design 3
  - RTV 2282C Webcast Production & Direction 4
- Elective Any ART, CGS, GRA, PGY, RTV courses, or IDS2941 5
Networking Services Technology

**Program Purpose**
To prepare students for entry level positions in computer networking related fields.

**Employment Types**
Network Administrator, Network Manager, Network Designer, Network Installer, Network Troubleshooter, Inter/Intranetworker

**Program Length**
63 credit hours

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

**Academic Division**
Division of Technology & Professional Programs

**Contact**
(850) 201-8462 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 General Education course  3

*College Math – Select one:*
- 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:**
- ENC 1210  Technical Communications  3
- MNA 2130  Business Writing  3
- CGS 1000  Introduction to Computer Technology  3
- CGS 1263  Networks & Telecommunications  3
- CGS 1555  Internet  3
- CDA 1302  Microcomputer Architecture  3
- CDA 1500  Computer Networks, Cabling & Troubleshooting  3
- CGS 1060  Introduction to Computer Literature  3
- CDA 2524  Network Administration & Management  3
- CIS 2354  Introduction to Network Security  3
- CGS 2760  Introduction to UNIX  3
- CET 2540  Open Systems Architecture I  3
- CET 2541  Open Systems Architecture II  3
- CDA 2525  Advanced Network Administration  3
- Electives  Any CDA, CGS, COP, CET, or ETD courses or IDS2941  9
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 minimum scores on the College Placement Test, the SAT, or ACT (or complete remediation)

Academic Division Division of Technology & Professional Programs

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

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<td>CET 2540</td>
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<tr>
<td>CDA 2525</td>
<td>Advanced Network Administration</td>
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Criminal Justice & Public Safety

Crime Scene Investigation, Certificate (6324)
Criminal Justice, A.A. Articulated to a Major (1004)
Criminal Justice Technology, A.S. (2138)

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 & Legal Studies, A.S. (2112)
## Crime Scene Investigation

**Program Purpose**
To prepare students for employment in the field of Crime Scene Investigation.

**Employment Types**
Crime Scene Photographer, Crime Scene Investigative Assistant

**Program Length**
28 credit hours

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

**Academic Division**
Division of Technology & Professional Programs

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

### COURSE INFORMATION

**Program Courses:**

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<td>CJE 1673</td>
<td>Crime Scene Photography</td>
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<td>CJE 2670</td>
<td>Introduction to Forensic Science</td>
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<td>CJE 2672</td>
<td>Fingerprint Classification</td>
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<td>CJE 2671</td>
<td>Latent Fingerprint Development</td>
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</table>
# Criminal Justice

**Program Purpose**
To prepare students to earn an Associate in Arts Degree that leads to a Bachelor in Arts Degree at Saint Leo University with all TCC and SLU courses offered at the TCC campus or online.

**Employment Types**
Law Enforcement Officer, Correctional Officer, Juvenile Justice Officer, Public or Private Security Guard, or Detective, with Bachelor Degree one may qualify for local, state and federal law enforcement or corrections positions.

**Program Length**
60 credit hours

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

**Academic Division**
Division of Technology & Professional Programs

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

## COURSE INFORMATION

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
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**Saint Leo University:**
Bachelor of Arts Degree in Criminal Justice Completion of required courses at SLU (60 hours).

**Note:** 18 hours of recommended courses above 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 their Bachelor degree.

### Recommended Articulated courses for transfer to Saint Leo University:

<table>
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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>CJE 1000</td>
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<td>CJC 1000</td>
<td>Corrections</td>
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<tr>
<td>CCJ 1600</td>
<td>Deviant Behavior</td>
</tr>
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<td>CCJ 1020</td>
<td>Criminal Justice System</td>
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<td>CCJ 2208</td>
<td>Conflict Management</td>
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<tr>
<td>CJE 2300</td>
<td>Police Administration &amp; Operations</td>
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<td>CJC 2300</td>
<td>Corrections Administration &amp; Ops</td>
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<td>CCJ 2452</td>
<td>Justice Administration</td>
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**Program Purpose**
To pursue the A.A. Articulated 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.

**Program Length**
60 credit hours, FSU recommends a good science background and electives in crime scene courses to best prepare for transfer.

**Contact**
For specific courses and more information about a career in Criminal Justice, contact (850) 201-8462 or techedu@tcc.fl.edu
# 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 CPT, SAT or ACT (or complete necessary remediation courses)

**Academic Division**
Division of Technology & Professional Programs

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

## COURSE INFORMATION

### General Education:
- **Communications**: 6
- **Humanities**: 3
- **Science**: 6
- **Math**: 3
- **History**: 6

### Required Program Core:
- **CJE 1000** or **CJC 1000**: Law Enforcement or Corrections 3
- **CJL 2500**: The Court System 3
- **CCJ 1020**: Criminal Justice System 3
- **CCJ 2208**: Conflict Management 3
- **CJE 2300** or **CJC 2300**: Police Administration & Operations or Corrections Administration & Ops 3
- **CCJ 2452**: Justice Administration 3
- **Electives**: 9

For Transfer to **Barry University’s Bachelor in Public Administration program**, select the following as elective program courses:
- **CCJ 2000**: Crime and Delinquency 3
- **CCJ 2930**: Seminar - Contemporary Criminal Justice Issues 3
- **IDS 2182**: Applied Ethics Seminar 3
- **CCJ 2452**: Justice Administration 3
- **Electives**: Any General Education courses 10

For Transfer to **Florida Gulf Coast University’s Bachelor of Science in Criminology**, select the following as elective program courses:
- **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

* Students may complete the AA degree at the same time. FCGU accepts 72 hours of transfer credit.

**To fulfill A.A. degree requirements take an additional Math, Humanities, Social Science, and Personal Development course and take US Constitution (POS 1601).
# Associate in Applied Science
## 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 CPT, SAT or ACT (or complete necessary remediation courses)

### Academic Division
Division of Technology & Professional Programs

### Contact
(850) 201-8462 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

Select one of the following:
- **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
- **CCJ 2452** Justice Administration 3
- **CJC 1000** Corrections 3
- **CCJ 2000** Crime and Delinquency 3
- **CCJ 2500** Juvenile Justice 3
- **CJL 1500** The Court System 3
- **CJL 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 continued:
- **CJT 2122** Adv. Crime Scene Investigation 3
- **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
- **CCJ 2452** Justice Administration 3
- **CJE 1000** Law Enforcement 3
- **CJL 1500** The Court System 3
- **CJL 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

### Program Courses:
- **CCJ 1020** The Criminal Justice System 3
- **CCJ 1600** Deviant Behavior 3
- **CJL 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, CJL, or CJT course or EMS1059C, DSC 1005 SUR 2390, SUR 2392, SUR 2533 or SUR 2534
# Criminal Justice Technology – Academy Tracks

## Program Purpose
To prepare students for employment in the field of corrections and to meet the needs of persons employed in those fields who wish to advance in their professions.

## Employment Types
Corrections Officer

## Program Length
64 credit hours

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

## Academic Division
Division of Technology & Professional Programs

## Contact
(850) 201-8462, techedu@tcc.fl.edu or (850) 201-7000, PTLEA

## COURSE INFORMATION

### General Education:

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<tr>
<td>MAT 1033</td>
<td>Intermediate Algebra (or higher)</td>
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**Social Science**
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**Personal Dev.**
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<td>HSC 1100</td>
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## Corrections Track:

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<td>CGS 1060</td>
<td>Computer Literacy</td>
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<td>CJC 2162</td>
<td>Probation, Pardons &amp; Parole</td>
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<td>CCJ 2500</td>
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<td>CCJ 2208</td>
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<td>IDS 2182</td>
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<td>CJL 1500</td>
<td>The Court System</td>
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<td>CCJ 2000</td>
<td>Crime and Delinquency</td>
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</table>
# 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 others.

## Employment Types
Law Enforcement and Corrections Officer

## Program Length
156 - 530 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 & CLOCK HOURS

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<th>Course Title</th>
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<td>CJD 0772</td>
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<td>CJD 0773</td>
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<td>CJD 0704</td>
<td>Crim. Justice Defensive Tactics</td>
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<td>Criminal Justice Weapons</td>
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<td>CJD 0750</td>
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<td>CJD 0741</td>
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<td>CJD 0730</td>
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<td>CJD 0731</td>
<td>Law Enforcement Patrol</td>
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<td>CJD 0732</td>
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<td>CJD 0723</td>
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## Law Enforcement:

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## Crossover Corrections to Law Enforcement:

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## Crossover Law Enforcement to Corrections:

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</tr>
<tr>
<td>CJD 0752</td>
<td>Correctional Operations</td>
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</table>
# Paralegal and Legal Studies

## Program Purpose
To develop student competencies for entry into the field as a paralegal employee who can perform effectively as a part of a legal services team.

## 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 CPT, SAT or ACT (or complete necessary remediation courses)

## Academic Division
Division of Technology & Professional Programs

## Contact
(850) 201-8462 or teachedu@tcc.fl.edu

## COURSE INFORMATION

### General Education:

- **ENC 1101** College Composition 3
- **ENC 1102** Argument and Persuasion 3
- **History** AMH1041/50, AMH2010/20, EUH1000/01 or WOH1012/22 6
- **Science** Any Science course 3
- **Humanities** Any Humanities course 3
- **Social Science** Select one of the following: 3
  - POS 2001 Introduction to Political Science
  - POS 1041 National Government
  - POS 1112 State and Local Government
- **College Math** Select one of the following: 3
  - MGF 1106 Mathematics I for Liberal Arts
  - MGF 1107 Mathematics II for Liberal Arts
  - STA 2023 Introductory Statistics
  - MAC 1105 College Algebra

### Program Courses:

- **BUL 2241** Legal Concepts of Business 3
- **BUL 2242** The Laws of Business 3
- **PLA 1003** Introduction to the Legal Process 3
- **PLA 1104** Legal Research 4
- **PLA 2800** Family Law 3
- **PLA 2203** Litigation Procedures I 3
- **PLA 2763** Law Office Procedure & Management 3
- **PLA 2114** Legal Writing 3
- **PLA 2610** Real Estate Law & Property Transactions 3
- **PLA 2600** Wills, Trusts and Probate 3
- **PLA 2223** Litigation Procedures II 3
- **IDS 2182** Applied Ethics Seminar 3
- **Electives:** Choose one of the following: 3
  - PUP 2020 Legislative Law
  - PLA 2941 Paralegal Internship
  - PLA 2483 Florida Administrative Law
  - CGS 2100 Microcomputer Applications for Business
  - CJL 1500 Courts
  - CJL 2100 Criminal Law
  - CJL 2130 Criminal Evidence & Procedure
  - CJT 2100 Crime Investigation
Education

Early Childhood Development (2123) and Education, A.S.

Educator Preparation Institute (F001) Alternative Certification Program

Recreation Technology (2124)

Technology Education, A.S.
- Architecture (2144)
- Communications (2145)
- Computer Networking Services (2146)
- Construction (2147)
- Geographic Information System (GIS)/Mapping (2148)
COURSE INFORMATION

General Education:

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<th>Course</th>
<th>Title</th>
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<tr>
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<tr>
<td>SYG 1000</td>
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<td>SPC 1016</td>
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<td>PSY 2012</td>
<td>General Psychology</td>
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College Math  Select one of the following:

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<td>MGF 1107</td>
<td>Mathematics II for Liberal Arts</td>
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<tr>
<td>STA 2023</td>
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<td>MAC 1105</td>
<td>College Algebra</td>
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Program Courses:

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<td>EEC 1603</td>
<td>Early Childhood Dev. &amp; Guidance*</td>
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<td>EEC 1907</td>
<td>Directed Observation &amp; Participation*</td>
<td>3</td>
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<td>EEC 2401</td>
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<td>EDF 1004</td>
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<td>EEX 2010</td>
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<td>Theory &amp; Practice of Adult Fitness</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>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EEC 2521</td>
<td>Management of Childcare Centers</td>
<td></td>
</tr>
<tr>
<td>EEC 1300</td>
<td>Cognitive Experiences for Young Children</td>
<td>3</td>
</tr>
<tr>
<td>EEC 1312</td>
<td>Creative Experiences for Young Children</td>
<td>3</td>
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</tbody>
</table>

Electives  Select Any Program courses  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 & Social Sciences

### Contact
(850) 201-8288 or epi@tcc.fl.edu

### COURSE INFORMATION

#### Fall Term:

<table>
<thead>
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<th>Credits</th>
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<tbody>
<tr>
<td>EPI0001</td>
<td>Classroom Management</td>
<td>3</td>
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<tr>
<td>EPI0002</td>
<td>Instructional Strategies</td>
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<tr>
<td>EPI0003</td>
<td>Technology</td>
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<tr>
<td>EPI0004</td>
<td>The Teaching &amp; Learning Process</td>
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<td>EPI0010</td>
<td>Foundations of Research-Based</td>
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<tr>
<td></td>
<td>Practices in Reading</td>
<td></td>
</tr>
<tr>
<td>EPI0020</td>
<td>The Teaching Profession</td>
<td>2</td>
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<tr>
<td>EPI0940</td>
<td>Teaching Profession Field Experience</td>
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<tr>
<td>EPI0030</td>
<td>Diversity in the Classroom</td>
<td>2</td>
</tr>
<tr>
<td>EPI0945</td>
<td>Diversity Field Experience</td>
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</table>
# Recreation Technology

## 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
Technology Teacher

## Program Length
63 credit hours

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

## Academic Division
Division of Technology & Professional Programs

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

## COURSE INFORMATION

### General Education:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</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>
</tr>
<tr>
<td>SYG 1000</td>
<td>Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>General Science Course</td>
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<tr>
<td><strong>College Math</strong></td>
<td><strong>Select one of the following:</strong></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>MAC 1105</td>
<td>College Algebra</td>
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</table>

### Program Courses:

<table>
<thead>
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<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<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>
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<tr>
<td>LEI 2730</td>
<td>Adaptive Therapeutic Recreation</td>
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<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>PEL 1341</td>
<td>Beginning Tennis</td>
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</tr>
<tr>
<td>or PEL 1621</td>
<td>Beginning Basketball</td>
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<tr>
<td>PEM 1101</td>
<td>Adult Fitness</td>
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<tr>
<td>HLP 2104</td>
<td>Exercise Education</td>
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</tr>
<tr>
<td>EEC 1603</td>
<td>Early Childhood Development &amp; Guidance</td>
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<tr>
<td>or DEP 2004</td>
<td>Human Growth and Development</td>
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<tr>
<td>EEC 1312</td>
<td>Creative Experiences for Young Children</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1016</td>
<td>Fundamentals of Interpersonal Communication</td>
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<tr>
<td>SLS 1223</td>
<td>Stress Management</td>
<td>3</td>
</tr>
<tr>
<td>or PSY 2012</td>
<td>General Psychology</td>
<td></td>
</tr>
<tr>
<td>CGS 1060</td>
<td>Introduction to Computer Literacy</td>
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</tbody>
</table>

Select one of the following:

<table>
<thead>
<tr>
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<tr>
<td>PEL 1320</td>
<td>Volleyball and Bowling</td>
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<tr>
<td>PEL 1342</td>
<td>Intermediate Tennis</td>
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<tr>
<td>PEM 1171</td>
<td>Aerobics</td>
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<tr>
<td>PEM 1121</td>
<td>Beginning Golf</td>
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<tr>
<td>DAA 1300</td>
<td>Social Dance</td>
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<tr>
<td>DAA 1304</td>
<td>Dance: Swinging with Technique</td>
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Select two of the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tr>
<td>CCJ 2500</td>
<td>Juvenile Justice</td>
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<tr>
<td>CJE 2400</td>
<td>Police Community Relation</td>
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<tr>
<td>SYG 2230</td>
<td>Race and Minority</td>
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</table>

Select one of the following:

<table>
<thead>
<tr>
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<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>THE 1000</td>
<td>Introduction to Theatre</td>
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<td>EEC 1001</td>
<td>Education of the Young Child</td>
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<td>REA 1105</td>
<td>College Reading Techniques</td>
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<td>LIT 2330</td>
<td>Children's Literature</td>
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<tr>
<td>ART 1340C</td>
<td>Drawing Techniques</td>
<td>3</td>
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<tr>
<td>ART 1201C</td>
<td>Methods and Concepts I</td>
<td>3</td>
</tr>
<tr>
<td>ART 1300C</td>
<td>Basic Freehand Drawing</td>
<td>3</td>
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<tr>
<td>PEM 2200C*</td>
<td>Personal Training</td>
<td>4</td>
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</tbody>
</table>

Electives 2

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**Program in Recreation Technology 2124**
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: For transfer to FAMU B.S. in Education.

Program Length: 63 credit hours

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

Academic Division: Division of Technology & Professional Programs

Contact: (850) 201-8462 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

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 2220  Digital Video & Sound Production  3

Continued on next page
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

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
Engineering & Technology

Biotechnology, A.S. (2152)
Civil Engineering, A.S. (2122)
Computer Aided Drafting & Design (CADD) Technology Certificate (6314)
Construction Engineering, A.S.
  – Building Construction (A110)
  – Construction Management (A112)
Drafting & Design Technology, A.S.
  – CAD Emphasis (2135)
  – GIS Emphasis (2136)
Electronics Engineering, A.A.S.
  – Computer Electronics (A114)
  – Electronics (A113)
Geographic Information Systems (GIS) Technology, Certificate
Industrial Technology, A.A.S.
  – Air Conditioning, Refrigeration & Heating (A116)
  – Aviation Maintenance (A118)
  – Automotive Service (A117)
  – Industrial Management Specialization (A115)
Associate in Science

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 minimum scores on the College Placement Test, the SAT, or ACT (or complete remediation)

Academic Division
Division of Science & 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>
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<tbody>
<tr>
<td>BSC 1404C</td>
<td>Introduction to Biotechnology Methods</td>
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<tr>
<td>BSC 1421</td>
<td>Introduction to Biotechnology</td>
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<tr>
<td>BSC 2010</td>
<td>General Biology I</td>
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<td>BSC 2010L</td>
<td>General Biology I Laboratory</td>
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<tr>
<td>BSC 2085</td>
<td>Anatomy &amp; Physiology I</td>
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<td>Anatomy &amp; Physiology I Laboratory</td>
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<td>BSC 2086</td>
<td>Anatomy &amp; Physiology II</td>
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<td>General Chemistry for Allied Health</td>
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<td>CHM 1031</td>
<td>Physiology Chemistry</td>
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<td>ENC 1101</td>
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<td>ENC 1210</td>
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<td>MAC 1105</td>
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<td>MCB 2004</td>
<td>Microbiology</td>
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<td>MCB 2004L</td>
<td>Microbiology Laboratory</td>
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<td>PHI 2600</td>
<td>Introduction to Ethics</td>
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<tr>
<td>PSY 2012</td>
<td>Psychology</td>
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<tr>
<td>STA 2023</td>
<td>Introductory Statistics</td>
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Sante Fe Community College Courses:

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<td>BCS2401C</td>
<td>Biotechnology Methods I</td>
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<tr>
<td>BSC2402C</td>
<td>Biotechnology Methods II</td>
<td>3</td>
</tr>
<tr>
<td>BSC2419C</td>
<td>Protein Biotech &amp; Cell Culture</td>
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<tr>
<td>BSC2941</td>
<td>Biotechnology Industry Intern</td>
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</table>
## Civil Engineering Technology

### Program Purpose
To prepare students for transfer to the University of Central Florida 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 minimum scores on the College Placement Test, the SAT, or ACT (or complete remediation)

### Academic Division
Division of Technology & Professional Programs

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

### Course Information

#### General Education:

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>ENC 1101</td>
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<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 1030</td>
<td>Environmental Geology</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>
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#### Program Courses:

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<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CGS 1060</td>
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<tr>
<td>EGS 111C</td>
<td>Engineering Graphics</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 Application, Drafting &amp; Design</td>
<td>3</td>
</tr>
<tr>
<td>ETD 2350</td>
<td>Advanced CAD</td>
<td>3</td>
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<td>ETG 2520</td>
<td>Statics</td>
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<tr>
<td>ETG 2530</td>
<td>Strength of Materials</td>
<td>3</td>
</tr>
<tr>
<td>BCN 2230</td>
<td>Construction Materials and Methods</td>
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<td>BCN 2272</td>
<td>Plans Interpretation</td>
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<td>BCT 2770</td>
<td>Construction Estimating &amp; Concepts</td>
<td>3</td>
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<td>ETC 1500</td>
<td>Highways and Transportation</td>
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<tr>
<td>SUR 2100C</td>
<td>Fundamentals of Surveying</td>
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<td>SUR 2200C</td>
<td>Route Surveying</td>
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<td>SUR 2400</td>
<td>Legal Principle of Land Surveying</td>
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<td>EGS 2941</td>
<td>Internship</td>
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Certificate

Computer-Aided Drafting & Design Technology

<table>
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<tr>
<td>EGS 111C Engineering Graphics 3</td>
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<td>CGS 1060 Introduction to Computer Literacy 3</td>
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<td>ETD 1320 Introduction to CAD 3</td>
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<tr>
<td>EGS 2112C Computer App. in Drafting &amp; Design 3</td>
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<tr>
<td>ETD 2350 Advanced CAD 3</td>
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<tr>
<td>SUR 2390 GIS App in Engineering &amp; Technology 3</td>
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<tr>
<td>SUR 2533 Global Positioning Systems (GPS) 3</td>
</tr>
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<td>ETD 2375C 3D Modeling, Rendering &amp; Animation 3</td>
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<tr>
<td>BCN 2272 Plans Interpretation 3</td>
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<tr>
<td>EGS 2941 Internship in Engineering &amp; Tech. 3</td>
</tr>
<tr>
<td>Elective BCN2230, CGS1520, ETC1500, SUR2534, SUR2392, SUR2200, SUR2400, and SUR2100C 3</td>
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</table>

Program Purpose: To prepare students to produce and technically interpret both manual and computerized (AUTOCAD) drawings.

Employment Types: CADD Technologist, Assistant Architectural Drafter, Engineering Assistant

Program Length: 33 credit hours

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

Academic Division: Division of Technology & Professional Programs

Contact: (850) 201-8462 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>
</tbody>
</table>

#### College Math

Select either of the following sequences:

- MTB 1321 Technical Mathematics I and MTB 1322 Technical Mathematics II (3 each)
- MAC 1105 College Algebra and MAC 2114 Trigonometry (3 each)

- GLY 2010 Physical Geology (3)
- GLY 2010L Physical Geology Laboratory (1)

**Elective** Any Social Science course (3)

#### Program Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<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>
</tr>
<tr>
<td>EGS 2941</td>
<td>Internship</td>
<td>3</td>
</tr>
</tbody>
</table>

**Building Construction Specialization:**

- ETD 1320 Introduction to CAD (3)
- ETD 2350 Advanced CAD (3)
- EGS 2112C Computer Application in Drafting & Design (3)
- BCN 2272 Plans Interpretation (3)
- ETG 2520 Statics (3)
- ETG 2530 Strength of Materials (3)
- SUR 2100C Fundamentals of Surveying (3)
- SUR 2200C Route Surveying (3)
- Elective* Program Elective (3)

**Construction Management Specialization:**

- SPC 2600 Public Speaking (3)
- MAN 2021 Introduction to Management (3)
- BUL 2241 Legal Concepts of Business (3)
- ACG 2021 Financial Accounting (3)
- ACG 2071 Managerial Accounting (3)
- IDS 1360 Conflict Analysis & Transformation (3)
- IDS 2182 Applied Ethics Seminar (3)
- Elective* Program Electives (6)

* Select from the following:
  - BCN2272, EGS2112C, ETC1500, ETD1320, ETD2350, ETG2520, ETG2530, ETD2375C, SUR2100C, SUR2200, SUR2390, SUR2392, SUR2400, SUR 2534, and SUR2533.
## COURSE INFORMATION

### General Education:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>College Composition</td>
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<tr>
<td>MAC 1105</td>
<td>College Algebra</td>
<td>3</td>
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<tr>
<td>MAC 2114</td>
<td>Trigonometry</td>
<td>3</td>
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<tr>
<td>SPC 1016</td>
<td>Interpersonal Communications</td>
<td>3</td>
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<td>Any Physical Science course</td>
<td>3</td>
</tr>
<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>CGS 1520</td>
<td>Multimedia Programming</td>
<td>3</td>
</tr>
<tr>
<td>EGS 1111C</td>
<td>Engineering Graphics</td>
<td>3</td>
</tr>
<tr>
<td>ETD 1320</td>
<td>Introduction to CAD</td>
<td>3</td>
</tr>
<tr>
<td>IDS 2182</td>
<td>Applied Ethics Seminar</td>
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### CAD Specialization:

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<thead>
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<tbody>
<tr>
<td>ETD 2350</td>
<td>Advanced CAD</td>
<td>3</td>
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<tr>
<td>ETD 2375C</td>
<td>3D Modeling, Rendering &amp; Animation</td>
<td>3</td>
</tr>
<tr>
<td>EGS 2112C</td>
<td>Computer Applications in Drafting &amp; Design</td>
<td>3</td>
</tr>
<tr>
<td>BCN 2230</td>
<td>Construction Materials and Methods</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>
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<tr>
<td>EGS 2941</td>
<td>Internship</td>
<td>3</td>
</tr>
<tr>
<td>Electives*</td>
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<td>5</td>
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### GIS Specialization:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ETC 1500</td>
<td>Highways and Transportation</td>
<td>3</td>
</tr>
<tr>
<td>SUR 2390</td>
<td>GIS Applications in Engineering &amp; Tech</td>
<td>3</td>
</tr>
<tr>
<td>SUR 2392</td>
<td>Advanced GIS Apps in Engineering &amp; Tech</td>
<td>3</td>
</tr>
<tr>
<td>SUR 2533</td>
<td>Global Positioning Systems (GPS)</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>
<td>3</td>
</tr>
<tr>
<td>SUR 2400</td>
<td>Legal Principles of Land Surveying</td>
<td>3</td>
</tr>
<tr>
<td>EGS 2941</td>
<td>Internship</td>
<td>3</td>
</tr>
<tr>
<td>Electives*</td>
<td>Program Electives</td>
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</tbody>
</table>

*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 minimum scores on the College Placement Test, the SAT, or ACT (or complete remediation)

**Academic Division**
Division of Technology & Professional Programs

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

---

**Course Information**

**General Education:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>College Composition</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1321</td>
<td>Technical Mathematics I</td>
<td>3</td>
</tr>
<tr>
<td>MTB 1322</td>
<td>Technical Mathematics II</td>
<td>3</td>
</tr>
<tr>
<td>PHY 1053</td>
<td>Elementary College Physics I</td>
<td>3</td>
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<tr>
<td>PHY 1053L</td>
<td>Elementary College Physics I Lab</td>
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<td>Any Social Science course</td>
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**Program Courses:**

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<th>Course</th>
<th>Description</th>
<th>Credit</th>
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<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>ETD 1320</td>
<td>Introduction to CAD</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>EGS 2941</td>
<td>Internship</td>
<td>3</td>
</tr>
</tbody>
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---

**Electronics Specialization:**

(Clock hours from Lively Electronics Technology Program)

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>EEV 821</td>
<td>Lab Practices &amp; Basic Soldering</td>
<td>60</td>
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<tr>
<td>EEV 811</td>
<td>DC Circuits</td>
<td>250</td>
</tr>
<tr>
<td>EEV 812</td>
<td>AC Circuits</td>
<td>250</td>
</tr>
<tr>
<td>EEV 813</td>
<td>Semiconductor Devices</td>
<td>250</td>
</tr>
<tr>
<td>EEV 814</td>
<td>Electronic Circuits</td>
<td>250</td>
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<tr>
<td>EEV 815</td>
<td>Digital Electronics</td>
<td>200</td>
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<tr>
<td>EEV 816</td>
<td>Microcompressor Fundamentals</td>
<td>175</td>
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**Total Clock/Semester Hours**
1435/21

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>CGS 1000</td>
<td>Introduction to Data Processing</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1263</td>
<td>Networks &amp; Telecommunications</td>
<td>3</td>
</tr>
<tr>
<td>Electives*</td>
<td>Program Electives</td>
<td>7</td>
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**Certificate Preparation**

(A+ Hardware/Core Exam Preparation)

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credit</th>
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<tbody>
<tr>
<td>EEV 553</td>
<td>Microcomputer Systems Networking</td>
<td>300</td>
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</table>

**Total Clock/Semester Hours**
1650/24

---

**Electronics Specialization: Computer Electronics Specialization**

(Clock hours from Lively Electronics Technology Program)

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>EEV 534C</td>
<td>Basic Electronics</td>
<td>150</td>
</tr>
<tr>
<td>EEV 607C</td>
<td>Digital/Microprocessor Technology</td>
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</tr>
<tr>
<td>EEV 0533</td>
<td>Microcomputer Operating System</td>
<td>450</td>
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**Environments**

(A+ Software Exam Preparation)

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>EEV 537C</td>
<td>Microcomputer Troubleshooting</td>
<td>300</td>
</tr>
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</table>

**Certificate Preparation**

(A+ Hardware/Core Exam Preparation)

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEV 553</td>
<td>Microcomputer Systems Networking</td>
<td>300</td>
</tr>
</tbody>
</table>

**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:**

<table>
<thead>
<tr>
<th>Clock Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1200-1599</td>
<td>21</td>
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<tr>
<td>1600-1999</td>
<td>24</td>
</tr>
<tr>
<td>2000+</td>
<td>27</td>
</tr>
</tbody>
</table>
# Certificate Program

## Geographic Information Systems (GIS) Technology

<table>
<thead>
<tr>
<th><strong>Program Purpose</strong></th>
<th>To prepare students with technical knowledge and skills needed in the occupation of Geographic Information Systems Technology.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employment Types</strong></td>
<td>Topographic Surveying</td>
</tr>
<tr>
<td><strong>Program Length</strong></td>
<td>33 credit hours</td>
</tr>
<tr>
<td><strong>Admission Requirements</strong></td>
<td>A high school diploma or GED and meet the required minimum scores on the CPT, SAT or ACT (or complete necessary remediation courses)</td>
</tr>
<tr>
<td><strong>Academic Division</strong></td>
<td>Division of Technology &amp; Professional Programs</td>
</tr>
<tr>
<td><strong>Contact</strong></td>
<td>(850) 201-8462 or <a href="mailto:techedu@tcc.fl.edu">techedu@tcc.fl.edu</a></td>
</tr>
</tbody>
</table>

## COURSE INFORMATION

Certificate Program Courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>EGS 1111C</td>
<td>Engineering Graphics</td>
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</table>

*College Math: Select either of the following sequences:*

<table>
<thead>
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<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MTB 1321</td>
<td>Technical Mathematics I and Technical Mathematics II</td>
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</tr>
<tr>
<td>MTB 1322</td>
<td>Technical Mathematics II</td>
<td>3</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>ETD 1320</td>
<td>Introduction to CAD</td>
<td>3</td>
</tr>
<tr>
<td>SUR 2390</td>
<td>GIS App. in Engineering</td>
<td>3</td>
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<tr>
<td>SUR 2100C</td>
<td>Fundamentals of Surveying</td>
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<tr>
<td>SUR 2392</td>
<td>Advanced GIS Applications in Engineering &amp; Technology</td>
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<td>SUR 2533</td>
<td>Global Positioning Systems (GPS)</td>
<td>3</td>
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<tr>
<td>SUR 2200C</td>
<td>Route Surveying</td>
<td>3</td>
</tr>
<tr>
<td>SUR 2534</td>
<td>Advanced Global Positioning</td>
<td>3</td>
</tr>
<tr>
<td>EGS 2941</td>
<td>Internship</td>
<td>3</td>
</tr>
</tbody>
</table>
Associate in Applied Science Degree

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
61 credit hours

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

Academic Division
Division of Technology & Professional Programs

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

COURSE INFORMATION

<table>
<thead>
<tr>
<th>General Education:</th>
<th>Program Courses:</th>
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<tbody>
<tr>
<td>ENC 1101 College Composition 3</td>
<td>CGS 1060 Computer Literacy 3</td>
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<tr>
<td>College Math  Select either of the following sequences:</td>
<td>EGS 1111C Engineering Graphics 3</td>
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<tr>
<td>MTB 1321 Technical Mathematics I and MTB 1322 Technical Mathematics II 3</td>
<td>ETD 1320 Introduction to CAD 3</td>
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<tr>
<td>or</td>
<td>IDS 2182 Applied Ethic Seminar 3</td>
</tr>
<tr>
<td>MAC 1105 College Algebra and MAC 2114 Trigonometry 3</td>
<td>EGS 2941 Internship in Engineering 3</td>
</tr>
<tr>
<td>Elective Social Science Course 3</td>
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<tr>
<td>Elective Physical Science Course 3</td>
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Air Conditioning, Refrigeration & Heating (HVAC)

Lively Technical Center  Clock Hours

<table>
<thead>
<tr>
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<th>Hours</th>
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<td>OCP-A</td>
<td>HVAC Helper</td>
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<tr>
<td>OCP-B</td>
<td>HVAC Mechanic Asst.</td>
<td>250</td>
</tr>
<tr>
<td>OCP-C</td>
<td>HVAC Mechanic</td>
<td>500</td>
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<tr>
<td>OCP-D</td>
<td>Refrigeration Mechanic</td>
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Tallahassee Community College  Credit Hours

<table>
<thead>
<tr>
<th>Code</th>
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<th>Hours</th>
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<tbody>
<tr>
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<td>Statics</td>
<td>3</td>
</tr>
<tr>
<td>ETG2530</td>
<td>Strength of Materials</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>Any CGS, CDA, EGS, ETD, ETG GEB, MAN, or SUR courses</td>
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Aviation Maintenance

Lively Technical Center  Clock Hours

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>1. AMT</td>
<td>Aviation General Maintenance</td>
<td>540</td>
</tr>
<tr>
<td>2. AMT</td>
<td>Airframe Maintenance Tech.</td>
<td>810</td>
</tr>
<tr>
<td>3. AMT</td>
<td>Power Plant Maintenance</td>
<td>810</td>
</tr>
</tbody>
</table>

Tallahassee Community College  Credit Hours

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETG2520</td>
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<tr>
<td>ETG2530</td>
<td>Strength of Materials</td>
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</tr>
<tr>
<td>Electives</td>
<td>Any CGS, CDA, EGS, ETD, ETG, GEB, MAN, or SUR courses</td>
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</table>

Continued on next page
# Associate in Applied Science Degree

## Industrial Technology (continued)

### Automotive Service

<table>
<thead>
<tr>
<th>Lively Technical Center</th>
<th>Clock Hours</th>
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<tbody>
<tr>
<td>OCP-A Lube Technician</td>
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<tr>
<td>OCP-B Service Assistor</td>
<td>150</td>
</tr>
<tr>
<td>OCP-C Engine Technician</td>
<td>150</td>
</tr>
<tr>
<td>OCP-D Automatic Transm. Tech.</td>
<td>150</td>
</tr>
<tr>
<td>OCP-E Manual Transm. Tech.</td>
<td>150</td>
</tr>
<tr>
<td>OCP-F Steering &amp; Suspension Tech.</td>
<td>150</td>
</tr>
<tr>
<td>OCP-G Brake Technician</td>
<td>150</td>
</tr>
<tr>
<td>OCP-H Electrical/Electronic System Tech.</td>
<td>300</td>
</tr>
<tr>
<td>OCP-I Automotive Heat/AC Tech.</td>
<td>150</td>
</tr>
<tr>
<td>OCP-J Engine Performance Tech.</td>
<td>300</td>
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<table>
<thead>
<tr>
<th>Tallahassee Community College</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETG2520 Statics</td>
<td>3</td>
</tr>
<tr>
<td>ETG2530 Strength of Materials</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
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</table>

| ETG2520 Statics             | 3            |
| ETG2530 Strength of Materials | 3         |
| Electives                   | 4            |

*Program Electives - Select courses from other areas of specialization or with these prefixes: CGS, CDA, EGS, ETD, GEB, MAN or SUR.

### Industrial Management Specialization:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>MAN 2021</td>
<td>Intro. to Management</td>
<td>3</td>
</tr>
<tr>
<td>MNA 2130</td>
<td>Business Writing</td>
<td>3</td>
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<tr>
<td>MNA 2345</td>
<td>Effective Supervision I</td>
<td>3</td>
</tr>
<tr>
<td>MNA 2346</td>
<td>Effective Supervision II</td>
<td>3</td>
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<tr>
<td>MNA 2100</td>
<td>Human Resource Mgmt.</td>
<td>3</td>
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<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>Electives*</td>
<td>Any CGS, CDA, EGS, ETD, ETG, GEB, MAN, or SUR courses</td>
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</tr>
</tbody>
</table>

*Program Electives - Select courses from other areas of specialization or with these prefixes: CGS, CDA, EGS, ETD, GEB, MAN or SUR.
Health Care

Dental Assisting, Certificate (5001)
Dental Hygiene, A.S. (2101)
Emergency Medical Services (EMS), A.S. (2104)
Emergency Medical Technology (EMT), (B312)
Applied Technology Diploma
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 to sit for certification in Dental Assisting and safely and effectively perform all those functions which are legal in Florida for the dental assistant to perform.

Employment Types
Dental Assistant

Program Length
1,230 clock hours

Admission Requirements
A high school diploma or GED and appropriate placement score.

Program Application
The number of admissions 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. Additional criteria for admission and explanation of the selection procedures are outlined in the application packet which may be obtained from the Division of Health Care Professions in TPP141.

Academic Division
Division of Health Care Professions

Contact
(850) 201-8441 or healthedu@tcc.fl.edu

COURSE INFORMATION

Courses:
Fall Semester:
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

Spring Semester:
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

Summer Semester:
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
# Associate in Science

## Dental Hygiene

### Program Purpose
To prepare students to sit for licensure as registered dental hygienists who can perform safely and effectively all those functions which are legal in Florida for the dental hygienist to perform.

### 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.

### 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.

### Academic Division
Division of 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

**Fall I:**
- 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

**Spring I:**
- 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

**Summer I:**
- 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**

**Fall II:**
- DEH 2802L Clinical Dental Hygiene II 3
- DEH 2802 Dental Hygiene II Theory 2
- DEH 2051 Pain Control 2
- DEH 2602 Periodontology 2
- DES 2100 Dental Materials 2
- DEH 2701 Community Dental Health 2
- HUN 1201 The Science of Nutrition 3
- SYG 1000 Principles of Sociology 3

**Spring II:**
- 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
### Emergency Medical Services (EMS) Technology

**Program Purpose**
To prepare students for become registered paramedics who can perform safely and effectively as part of an emergency medical services team with added competencies for advancement in the profession to management and teaching responsibilities.

**Employment Types**
Paramedic, EMS Team Leader

**Program Length**
73 credit hours

**Program Application**
Persons interested in entering the EMS program should obtain information from the Division of Health Care Professions office in TPP141 or from the Health Programs Student Specialist in SU226.

**Academic Division**
Division of Health Care Professions

**Contact**
(850) 201-8441 or healthedu@tcc.fl.edu

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### 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:**
- EMS2930*** 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

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*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)
# Emergency Medical Technology

## Program Purpose
To prepare students for employment as part of an emergency medical team.

## Employment Types
Certified Emergency Medical Technician

## Program Length
11 credit hours

## Program Application
Criteria for admission are explained in the EMT application packet. This is a limited access program.

## 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 an approved college level first aid course or the Red Cross “Responding to Emergencies” course. The applicant must also have CPR certification to the Healthcare Provider or Professional Rescuer level.

## Academic Division
Division of Health Care Professions

## Contact
(850) 201-8441 or healthedu@tcc.fl.edu

## COURSE INFORMATION

### Courses and Hours:

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<th>Course Name</th>
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<td>Emergency Medical Technology II Practicum</td>
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*In addition to the coursework, the student must acquire a minimum of 100 clock hours of clinical experience during the two-semester sequence.*
Associate in Science

Nursing (R.N.)

### Program Purpose
Prepares students to function effectively and safely in entry-level registered nursing practice.

### Employment Types
Registered Nurse, Home Health Nurse, Nurse, Public Health Nurse, School Nurse

### Program Length
72 credit hours

### Admission Requirements
The program accepts classes each Fall, Spring, evenings and Summer. The summer class accepts part-time students who attend classes in the evenings and on weekends. LPN transition students are accepted each Spring and Summer. A nursing program application is required by the respective deadline for the term for which entry is desired.

### Program Application
The number of admissions to this program is limited. Persons interested in entering the Nursing program should obtain information and an application packet from the Division of Health Care Professions office in TPP141 or from the Health Programs Student Specialist in SU226.

### Academic Division
Division of Health Care Professions

### Contact
(850) 201-8333 or healthedu@tcc.fl.edu

#### COURSE INFORMATION

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<td>BSC 2086 Anatomy and Physiology II</td>
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<td>BSC 2086L Anatomy and Physiology II Lab</td>
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<td>DEP 2004 Human Development</td>
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<td>HUN 1201 Nutrition</td>
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<td>ENC 1101 College Composition</td>
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**College Math Select one of the following:**

| MGF 1106 Mathematics I for Liberal Arts | 3 |
| MGF 1107 Mathematics II for Liberal Arts | |
| MAC 1105 College Algebra | |
| STA 2023 Introductory Statistics | |

All course work must be completed with a grade of “C” or better.

### Spring Acceptance

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<thead>
<tr>
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<td>NUR 1280C Geriatric Nursing</td>
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<td>NUR 1010 Professional Seminar I</td>
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<td>NUR 1141 Pharmacology I</td>
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<td>NUR 1422C Maternal-Infant I</td>
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<td>NUR 1312C Pediatrics I</td>
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<td>NUR 1520C Mental-Health Nursing</td>
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<tr>
<td>NUR 2450C Maternal-Infant II</td>
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<td>MCB 2004 Microbiology</td>
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<td>NUR 2005C LPN Transition (for LPN’s accepted)</td>
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<td>NUR 2260C Adult Health II</td>
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<td>NUR 2142 Pharmacology II</td>
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<td>NUR 2241C Adult Health III</td>
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<td>NUR 2313C Pediatrics II</td>
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<tr>
<td>NUR 2813 Professional Seminar II</td>
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</tbody>
</table>

Continued on next page
Associate in Science

Nursing (R.N.) continued

Fall Acceptance:

Fall I:
- NUR 1020C Fundamentals of Nursing 6
- NUR 1280C 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 1280C 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 (part 1) 4
- NUR 1422C Maternal-Infant I 2

Summer II:
- NUR 1212C Adult Health I (part 2) 4
- NUR 1312C Pediatrics I 3

Fall II:
- NUR 1520C Mental-Health Nursing 4
- NUR 2005C LPN Transition (if indicated) 1
- NUR 2450C Maternal-Infant II 2

Spring II:
- NUR 2260C Adult Health II (part 1) 3

Summer III:
- NUR 2142 Pharmacology II 1
- NUR 2260C Adult Health II (part 2) 3

Fall III:
- NUR 2313C Pediatrics II 2
- NUR 2813 Professional Seminar II 1

Spring III:
- NUR 2241C Adult Health III 6
Certificate Program

Paramedic

Program Purpose: To prepare students for employment as part of an emergency medical team.

Employment Types: Registered Paramedic

Program Length: 42 credit hours

Admission Requirements: Must complete all admission requirements of the College, must be a Florida certified EMT or eligible to take the Florida EMT examination, must be currently certified in CPR, and must have completed the prerequisite courses with a “C” or better.

Program Application: This is a limited access program. Additional criteria for admission and selection are outlined in the application packet.

Academic Division: Division of Health Care Professions

Contact: (850) 201-8441 or healthedu@tcc.fl.edu

COURSE INFORMATION

Courses and Hours:

Prerequisites:

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Fall Semester:

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<td>EMS 2611</td>
<td>Paramedic Preparatory</td>
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<td>EMS 2613</td>
<td>Paramedic Patient Assessment</td>
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<td>EMS 2637</td>
<td>Paramedic Medical Emergencies I</td>
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<tr>
<td>EMS 2662L</td>
<td>Paramedic Clinical/Lab I</td>
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Spring Semester:

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<tr>
<td>EMS 2638</td>
<td>Paramedic Medical Emergencies II</td>
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<td>EMS 2663L</td>
<td>Paramedic Clinical/Lab II</td>
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<tr>
<td>EMS 2639</td>
<td>Paramedic Trauma Emergencies</td>
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Summer Semester:

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<tr>
<td>EMS 2617C</td>
<td>Paramedic Assessment Based Management</td>
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<td>EMS 2659L</td>
<td>Paramedic Field Internship</td>
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<td>EMS 2930</td>
<td>Paramedic Seminar</td>
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<td>EMS 2618</td>
<td>EMS Special Operations</td>
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<tr>
<td>EMS 2341L</td>
<td>EMS Extrication Techniques</td>
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</table>
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 |
| 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. Additional criteria for admission and selection are outlined in the application packet. |
| Academic Division | Division of Health Care Professions |
| Contact | (850) 201-8441 or healthedu@tcc.fl.edu |

COURSE INFORMATION

Courses and Hours:

| Fall Semester |
| PSG 1000 | Polysomnography Technology I | 3 |
| PSG 1000L | Polysomnography Technology I Lab | 1 |
| PSG 1800 | Polysomnography Technology Clinical I | 1 |

| Spring Semester |
| PSG 1001 | Polysomnography Technology II | 3 |
| PSG 1001L | Polysomnography Technology II Lab | 1 |
| PSG 1800 | Polysomnography Technology Clinical II | 1 |
Radiologic Technology

Program Purpose
To prepare students to become registered Radiologic Technologists who can perform safely and effectively as members of the 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.

Employment Types
Radiologic Technologists work in hospitals, clinics and private practice

Program Length
77 credit hours

Admission Requirements
Applicants must be at least 18 years of age, must meet all admission requirements of the College, and successfully complete the prerequisite courses. The applicant must also have CPR certification.

Program Application
The number of admissions to this program is limited. Persons interested in entering the Radiologic Technology program should obtain information and an application packet from the Division of Health Care Professions office in TPP141 or from the Health Programs Student Specialist in SU226.

Academic Division
Division of Health Care Professions

Contact
(850) 201-8441 or healthedu@tcc.fl.edu

COURSE INFORMATION

Prerequisite Courses:

MAC 1105 College Algebra 3
BSC 2085 Anatomy & Physiology I 3
BSC 2085L Anatomy & Physiology I Lab 1
Total 7

Semester I
RTE 1000 Orientation to Radiography 2
RTE 1503 Radiographic Positioning I 3
RTE 1503L Radiographic Positioning I Lab 1
RTE 1418 Principles of Radiographic Exposure I 3
RTE 1804 Radiographic Clinical Education I 1

Semester II
BSC 2086 Anatomy & Physiology II 3
BSC 2086L Anatomy & Physiology II Lab 1
RTE 1513 Radiographic Positioning II 3
RTE 1513L Radiographic Positioning II Lab 1
RTE 1458 Radiographic Imaging & Exposure II 2
RTE 1458L Radiographic Imaging & Exposure II Lab 1
RTE 1814 Radiographic Clinical Education II 2

Semester III
Elective Humanities/Fine Arts course 3
RTE 2613 Radiation Physics 4
RTE 1824 Radiographic Clinical Education III 3
RTE 2385 Radiation Biology and Protection 3

Semester IV
CGS 1060 Computer Literacy 3
RTE 1523 Radiographic Positioning III 3
RTE 1523L Radiographic Positioning Lab III 1
RTE 2834 Radiographic Clinical Education IV 3

Semester V
RTE 2782 Radiographic Pathology 2
RTE 1473 Radiography Quality Assurance 2
RTE 1473L Radiographic Quality Assurance Lab 1
ENC 1101 College Composition 3
Elective Social Science Course 3
RTE 2844 Radiographic Clinical Education V 3

Fall II
RTE 2563 Advanced Medical Imaging 3
RTE 2563L Advanced Medical Imaging Lab 1
RTE 2930 Special Topics in Radiography 4
RTE 2854 Radiographic Clinical Education VI 2
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 helping to diagnose and care for persons with cardiopulmonary diseases.

Employment Types
Respiratory Therapist

Program Length
76 credit hours

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.

Program Application
The number of admissions to this program is limited. Persons interested in entering the program should obtain information and an application packet from the Division of Health Care Professions office in TPP141 or from the Health Programs Student Specialist in SU226.

Academic Division
Division of Health Care Professions

Contact
(850) 201-8441 or healthedu@tcc.fl.edu

COURSE INFORMATION

First Year:

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<td>Respiratory Care</td>
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<td>Respiratory Care Lab</td>
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<td>Hemodynamics</td>
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<td>Cooperative Education in Respiratory Care</td>
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<tr>
<td>RET 2878</td>
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<tr>
<td>Clinical Practice V</td>
<td>Social Science Any Social Science Course</td>
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<tr>
<td>RET 2879</td>
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<td>Clinical Practice VI</td>
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<tr>
<td>MGF 1106</td>
<td>MCB 2004</td>
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<tr>
<td>Math for Lib Arts I</td>
<td>Microbiology</td>
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<td>MCB 2004L</td>
<td>MCB 2004L</td>
</tr>
<tr>
<td>Microbiology Lab</td>
<td>Microbiology Lab</td>
</tr>
</tbody>
</table>

Associate in Science
Respiratory Care—2106
Additional Health Care Degree Requirements

• 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 Office of Technology and Professional Programs Division.

More detailed information on the program is also available through the Office of Technology and Professional Programs Division.

• 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 Office of Health Care Professions Division. 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 Office of Health Care Professions Division.

Application procedures for the EMT and Paramedic Certificate Programs must be completed by the dates in the application packets which are available in the Office of Health Care Professions Division.

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 maths: MGF1106, MGF1107, MAC1005 or STA2023. Applicants are accepted based on academic achievement. Students may also complete the MCB 2004 and MCB2004L prior to entry into the program. Unless otherwise approved by the Director, the following courses must be completed within ten (10) years of entry, with a minimum grade of “C”: BSC2085, BSC2085L, BSC2086, BSC2086L, DEP2004, HUN1201, MCB2004 and MCB2004L. Students must satisfy the Math Science Division pre-requisite for Microbiology - “Satisfactory completion of CHM1032 or CHM1045 or high school 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.

Participants 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 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. Applicants must have completed CPR certification for the American Red Cross (CPR for the Professional Rescuer) or American Heart Association (BLS for Health Care Provider). CPR Certification must be kept current the entire time you are in the program.

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 experience both in Tallahassee and outside the city. 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.

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. Student may choose to withdraw from course if 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 to 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 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 pre-requisite 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 Office of Health Care Professions Division.

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 Technology and Professional Programs Division.

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. All students must sign and have notarized the “Affidavit of Good Moral Character.”

**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 comes 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. All students must sign and have notarized the “Affidavit of Good Moral Character.”
- Students must have current CPR certification throughout the program.
- Immunizations and screenings are required for clinical acceptance.

* Course will not count toward credit for the A.A. degree
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) 644-8806; 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 by registering for AFR 1101/02 (Freshman) or AFR 2130/40 as well as AFR 2233L through the inter-institutional registration procedures. All courses, with the exception of the required Leadership Laboratory (AFR 2233L), are held on the TCC 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 of FAMU. Completion of the POC combined with a receipt of 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 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.famurotc.com.
### Army ROTC Courses

<table>
<thead>
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<th>Term II</th>
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<tr>
<td>MSL 1001</td>
<td>Foundations of Officership</td>
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<tr>
<td>MSL 1000L</td>
<td>Leadership Laboratory</td>
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<td>0</td>
</tr>
<tr>
<td>MSL 1002</td>
<td>Basic Leadership</td>
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### Second Year

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<td>Individual Leadership Studies I</td>
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<tr>
<td>MLS 2102</td>
<td>Leadership &amp; Teamwork</td>
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<td>MLS 2102L</td>
<td>Leadership &amp; Teamwork Laboratory</td>
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### Florida A&M University:

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<td>MSL 1001</td>
<td>Foundations of Officership</td>
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<td>MSL 1000L</td>
<td>Leadership Laboratory</td>
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<tr>
<td>MSL 1002</td>
<td>Basic Leadership</td>
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### Air Force ROTC Courses

### First Year

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<td>AFR 1101</td>
<td>Foundations of the United States Air Force I</td>
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<td>AFR 1102</td>
<td>Foundations of the United States Air Force II</td>
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### Second Year

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<td>AFR 2130</td>
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<td>AFR 2140</td>
<td>The Evolution of U.S.A.F. Air and Space Power II</td>
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### Navy-Marine ROTC Courses

### First Year

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<th>Term II</th>
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<td>NSC 1110</td>
<td>Introduction to Naval Organization</td>
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<tr>
<td>NSC 1140</td>
<td>Sea Power &amp; Maritime Affairs</td>
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### Second Year

<table>
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<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Term I</th>
<th>Term II</th>
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</thead>
<tbody>
<tr>
<td>NSC 2121</td>
<td>Naval Ships Systems I</td>
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<tr>
<td>NSC 2231</td>
<td>Principles of Naval Management I</td>
<td>3</td>
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</tbody>
</table>

### Note:

All courses also include a required leadership laboratory for four hours per week. Zero Credit hours.

Swimming and physical fitness qualifications are also included in this lab.

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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.
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.

**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 2905)
- 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.

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**Example of Course Identifier (Human Resources Survey Course)**

<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></td>
</tr>
<tr>
<td>Human, Resources General</td>
<td>Freshman level at this institution</td>
<td>Introductory-Level General Human Resources</td>
<td>Survey Course</td>
<td>Relationship Skills</td>
<td>No Laboratory component in this course</td>
</tr>
</tbody>
</table>

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**Florida’s Statewide Course Numbering System**

Courses in this catalog are identified by prefixes and numbers that were assigned by Florida’s Statewide Course Numbering System. 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.”

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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.

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College preparatory and vocational preparatory courses may not be used to meet degree requirements and are not transferable.

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<tbody>
<tr>
<td>HUS</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td></td>
</tr>
<tr>
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Course Credit and Frequency
Course credit hours are indicated by parentheses after the course title. The letters F., S., 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 subcategory 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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**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).  
An introductory course in financial accounting concepts and procedures. Topics include merchandising activities, inventories, receivables, long-lived assets, liabilities, ownership equity, and internal control for both for-profit and not-for-profit entities. Emphasis will also be placed on the use of financial statements as a basis for business decisions. 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, 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 (ENC 0020), College Preparatory Reading (REA 0002) and College Preparatory Algebra (MAT 0024).  
An introductory course in financial accounting concepts and procedures. Generally accepted accounting principles and the accounting cycle are emphasized. Topics include merchandising activities, inventories, receivables, long-lived assets, liabilities, ownership equity, and internal control for both for-profit and not-for-profit entities. Contact 3 hours.

ACG2071 *Managerial Accounting* (3) FA SP SU  
Prerequisite: Grade of “C” or better in ACG2021 or ACG2001 and ACG2011.  
An introductory course in 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 overhead operations, and budgeting. Contact 3 hours.

ACG2450 *Computer Accounting* (3) SP  
Prerequisite: satisfactory completion of College Preparatory English (ENC 0020), College Preparatory Reading (REA 0002) and College Preparatory Algebra (MAT 0024).  
An introductory course in computer accounting concepts and procedures. 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).  
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. Written work (1,000 words minimum) is required. Lecture 3 hours.

ANT2211 *Peoples of the World* (3) SP SU  
Prerequisite: satisfactory completion of College Preparatory English (ENC 0020) and College Preparatory Reading (REA 0002).  
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. Written work (1,000 words minimum) is required. Lecture 3 hours.

**Art**

ARH2050 *Introduction to Art History and Art Criticism I* (3) FA SP SU  
Prerequisite: satisfactory completion of the general education communications requirement. The study of art styles in Europe from prehistory to the Renaissance. Written work (3,500 words minimum) is required. Lecture 3 hours.

ARH2051 *Introduction to Art History and Art Criticism II* (3) FA SP SU  
Prerequisite: satisfactory completion of College Preparatory English (ENC 0020) and College Preparatory Reading (REA 0002).  
History and trends in human cultures from the Renaissance to the present. Written work (3,500 words minimum) is required. Lecture 3 hours.

ARH2500 *Non-Western Art History* (3) FA SP  
Prerequisite: satisfactory completion of the general education communications requirement. Introduction of art from non-western cultures including Ancient America, Africa, Asia, and Oceania. Written work (3,500 words minimum) is required. Lecture 3 hours.

ART1150C *Introduction to Jewelry Making I* (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  
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 emphasizing color. Lecture and lab 6 hours.

ART1200C *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. This is the same course as FSU’s ART 1300C Drawing I. Lecture and lab 6 hours.

* Course will not count toward credit for the A.A. degree.
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.

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 serigraphy with an emphasis on image development as a means of personal expression. A fast-paced course featuring hand-cut and filler stencils as well as the tusche method. Lecture and lab 6 hours.

ART1540C Watercolor Fundamentals (3) FA
Introduction to transparent and opaque watercolor techniques through lab, lecture, and demonstration which focuses on the unique possibilities of this medium. Lecture and lab 6 hours.

ART1930 Special Topics in Art (3) SP
Special topics for students who wish to further explore the field of art. Focus is placed on topical problems, current issues, or emerging trends. Lecture 3 hours.

ART1942 Arts Internship (0) 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.

ART2203C Introduction to Design II (3) FA SP
An introduction to the basic methods and concepts in three-dimensional, sculptural design. Students will explore a variety of media as they gain experience solving sculptural problems. Emphasis will be placed on conceptual development and structural execution. Lecture and Lab 6 hours.

ART2301C Drawing II (3) SP
Prerequisite: ART 1300C or a portfolio submitted by instructor. Intermediate freehand drawing with an 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 calligraphy, 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 & 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. Additional fee.

CAP2703 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. Lecture and lab 4 hours. Additional fee.

GRA2100 Cg Characters Production (3) FA
Prerequisite: CGS 1060. Using computer 3D graphics programs as a medium, emphasis is placed on 3D design, creative expression, and communication of ideas. Enrollment recommended for film, art, or art-related majors. Lab 4 hours. Additional fee.

PGY2400C 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 a 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.

Course Information

Art - Computer

CAP2703 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 4 hours. Additional fee.

GRA2100 Cg Characters Production (3) FA
Prerequisite: CGS 1060. Using computer 3D graphics programs as a medium, emphasis is placed on 3D design, creative expression, and communication of ideas. Enrollment is recommended for film, art, or art-related majors. Lab 4 hours. Additional fee.

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 - Studio

ART1150C Introduction to Jewelry Making (3) FA
A course focusing on jewelry design and the technical fundamentals of metal smithing and stone setting including sawing, soldering, forming, and fabrication. Lecture and lab 6 hours. Additional fee.

ART1151C Introduction to Jewelry Making II (3) FA SP
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. This is the same course as FSU’s ART 1300C Drawing I. 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.

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 serigraphy 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 (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.

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/lab 6 hours.

ART2400C Introduction to Printmaking (3) FA Introduction to the fundamental processes and designs for collograph, woodcut, and etching. Lecture and lab 6 hours. Additional fee.

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.

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.

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. Written work (3,500 words minimum) is required. Lecture 3 hours.

ARH2051 Introduction to Art History and Art Criticism II (3) FA SP Prerequisite: satisfactory completion of the general education communications requirement. The study of European art styles from the Renaissance to the present. Written work (3,500 words minimum) is required. Lecture 3 hours.

ARH2500 Non-Western Art History (3) FA SP Prerequisite: completion of the general education communications requirement. Introduction of art from non-western cultures including Ancient America, Africa, Asia, and Oceanica. Written work (3,500 words minimum) is required. Lecture 3 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. General education course primarily for non-science majors. Topics include a basic introduction to the universe as a whole. Includes observational astronomy, cosmology and galactic evolution, stars and their evolution, and the solar system. Written work (1,000 words minimum) is required. 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, and written work (1,000 words minimum) is required. Lecture 3 hours.

BOT2010C Survey of Plant Diversity (3) OD Prerequisite or corequisite: BSC 2011C. Overview of the major plant phyla, taxonomy, morphology, and physiology of representative members of each group, and evolutionary relationships among those phyla. Each of the major plant divisions will be observed in the lab and where possible in their natural habitats. Students may have opportunity to grow and/or experiment with selected specimens. Lecture 2 hours. Lab 2 hours. Additional fee.

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. Written work (1,000 words minimum) is required.

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. Written work (1,000 words minimum) is required.

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 of all allied health students who are enrolling in various programs including paramedic, 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). Prerequisite/Corequisite: Introduction to Biotechnology (BSC1421). This is the first techniques course in the biotechnology program. Basic concepts and techniques necessary to work effectively in a biotechnology laboratory setting, including laboratory hazards and safety procedures, biotechnology laboratory skills, and instrumentation are covered. Seminar 2 hours.

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 Prerequisite: 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, or medical genetics. Topics include methods of science, structure and functional organization of life from chemical and physical to cellular levels, bioenergetics, membrane transport, enzyme 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. Written work (1,000 word minimum) is required. Graphing calculator is required.

BSC2010L Biology for Science Majors Laboratory I (1) FA SP SU Prerequisite 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, molecular and organismal genetics, and aspects of prokaryotic and eukaryotic cell structure and diversity. Activities include traditional lab exercises, problem solving and critical thinking applications, 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 Prerequisite: 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 Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA 0002) and Elementary Algebra (MAT0024C) or appropriate placement scores. Recommended corequisite: BSC2085L. The first half of an investigation of the structure and functioning of the human body. Includes basic chemistry and cell biology, tissues, and the integumentary, skeletal, muscular, and nervous systems. Designed primarily for nursing, respiratory therapy, dental hygiene, paramedic, and related majors. Not intended for biology majors. Lecture 3 hours. 1 hour recitation. Special fee.

BSC2085L Anatomy and Physiology Laboratory I (1) FA SP SU Prerequisite or corequisite: BSC 2085. Lab exercises designed to illustrate and reinforce the prerequisite or corequisite lecture topics. Lab 2 hours. Additional fee.

BSC2086 Anatomy and Physiology II (3) FA SP SU Prerequisite: grade of “C” or better in BSC 2085. Recommended corequisite: BSC 2086L. The second half of an investigation of the structure and functioning of the human body. Topics include the nervous, endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems, immune responses, metabolism, fluid/electrolyte and acid/base balance, and embryology. Designed primarily for nursing, respiratory therapy, dental hygiene, paramedic, and related majors. Not intended for biology majors. Lecture 3 hours.

BSC2086L Anatomy and Physiology II Laboratory (1) FA SP SU Prerequisite or 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 Prerequisite: satisfactory 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.

ISC100L Interdisciplinary Science Laboratory (1) FA SP SU Prerequisite: successful completion of one general education science course with a C or better. Prerequisite/corequisite: enrollment in a second general education science course in a different general education category. Emphasis is on laboratory experiences, which illustrate the interdisciplinary nature of the scientific process. Designed to supplement, reinforce, and integrate ideas presented in general education science courses. These experiences will center around several contemporary themes and involve critical thinking and cooperative activities. Lab 2 hours. Approved safety goggles required. Additional fee.

MCB2004 Microbiology (3) FA SP SU Prerequisite: 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. Recommended corequisite: MCB2004L. Principles of microbiology and cell biology, emphasizing microbial and viral structure, physiology, genetics, growth, pathogenetics, 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 nontesticidal defenses will be explored in detail along with the spread of pathogens. The biology and medical implications of HIV infection will be addressed. Students will be responsible for understanding major features of approximately 60-80 microbial diseases. Quantitative, critical thinking, and problem solving will be emphasized. A scientific calculator is required. There will be a number of computer exercises that involve the use of computers outside of class and may involve the use of the Internet and/or simulation programs available in the computer lab. Lecture 3 hours. Written work (1,000 words minimum) is required.

MCB2004L Microbiology Laboratory (1) FA SP SU Prerequisite or corequisite: MCB 2004. 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 both in lab and outside of class. Students will be expected to access the internet outside of class for lab related materials and research. The students will be expected to apply the principles learned in MCB 2004. Lab 2 hours. Additional fee.

ZOO2010C Zoology (3) OD Prerequisite or corequisite: BSC 2010 and BSC 2010L. Topics include a survey of the major animal phyla, the taxonomy, morphology, and physiology of representative members of each group. Evolutionary relationships among them. Adaptations to specific habitats (terrestrial, fresh water, marine, and estuarine) will also be considered. Lab exercises will include dissection of preserved specimens, observation of living organisms, and demonstrations. Members of the local fauna, particularly from the Gulf of Mexico, will be used whenever possible. One or two optional Saturday field trips to a variety of local habitats may also be conducted. Contact hours 4. Lecture 2 hours. Lab approximately 2 hours. Additional fee.

Business

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 (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
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 (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, long-lived assets, liabilities, ownership equity, and internal control for corporations and other business entities. Emphasis will also be placed on the use of financial statements as a basis for business decisions. Contact 3 hours.

ACG2071 Managerial Accounting (3) FA SP SU
Prerequisite: Grade of “C” or better in ACG2021 or ACG2001 and ACG2011. An introduction to managerial accounting concepts and procedures. Emphasis is on the use of accounting information for managerial planning, control, and decision-making. Topics include cost behavior, accounting for manufacturing operations, control of decentralized operations, and budgeting. Contact 3 hours.

ACG2450 Computer Accounting (3) SP
Prerequisite: satisfactory completion of 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.

ACG2500* Governmental and Not-for-Profit Accounting (3) FA
Prerequisite: Grade of “C” or better in 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.

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, contracts, and ethics. Contact 3 hours.

CGS2100 Microcomputer Applications for Business (3) FA
Prerequisite: CGS2100 with a grade of “C” or better or placed into MGF1106 or higher or OST1324. This course enables students in business and economics to become proficient with microcomputer hardware and software applications that are typically used in the workplace. Topics include: hardware concepts, operating systems, spreadsheets financial management, tax preparation and time management software, Internet, World Wide Web, and electronic commerce including security, privacy and ethics. Contact 3 hours. Additional fee.

CGS2103 Advanced Microcomputer Applications (3) FA SP
Prerequisite: CGS2100 with a grade of “C” of better. 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 integrated 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, monetary and fiscal policy, recent monetary problems and international financial issues. Contact 3 hours.

FIN1100 Personal Finance (3) FA SP
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. Course cannot be used in lieu of FIN 2000 to fulfill AS Degree in Business Management requirements. Contact 3 hours.

FIN2010 Investments (3) FA 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 investment 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).

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.

IDS2941 Technology and Professional Programs Internship (3) FA
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 60 hours in the field under the guidance of an instructor and the supervision of a designated professional. Contact 3 hours.

MAN2021 Introduction to Management (3) FA SP SU
Prerequisite: satisfactory completion of College Preparatory English (ENC 0020), College Preparatory Reading (REA 0002) 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.

MAR1341 Marketing the Individual (3) FA SP
This 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 develop marketing strategies and tools to achieve their goals. Marketing tools will include packaging, pricing, customer satisfaction, communications (oral and written) and creativity. Contact 3 hours.

MAR2011 Principles of Marketing (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 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.

MKJ1021 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.

MKJ1041 Principles of Retailing (3) FA
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) 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 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 means of sales promotion. Contact 3 hours.

MNA1161 Introduction to Customer Service (3) FA SP
This 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, dealing with difficult clients, time management, effective communication, resolving complaints, working in a culturally diverse setting, and evaluating the service function. Contact 3 hours.

* Course will not count toward credit for the A.A. degree
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) SP Prerequisite: Satisfactory completion of College Preparatory English (ENC 0020) or appropriate placement score. Emphasis on effective writing in business communications. Stress 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, 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.

REE1040* Real Estate Principles and Practices: Course I (4) FA SP SU 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) SP 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.

RMI1001 Introduction to Risk and Insurance (3) FA SP An introductory course to learn about individual or 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.

SMB2000 Small Business Management (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 concepts 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 SU Prerequisite: successful completion of ENC0020 and REA0002, or appropriate placementscore. 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 to 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.

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Chemistry

CHM1020 Chemistry for General Education (3) FA SP SU Prerequisites: satisfactory completion of College Preparatory English (ENC 0020), College Preparatory Reading (REA 0002), and Elementary Algebra (MAT 0024) or appropriate placement scores. optional lab: CHM 1030L. 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 CHM 1030 or CHM1045. Lecture 3 hours. Written work (1,000 words minimum) is required.

CHM1030 General Chemistry for Allied Health (3) FA SP SU Prerequisites: satisfactory completion of College Preparatory English (ENC 0020), College Preparatory Reading (REA 0002), and Elementary Algebra (MAT 0024) or appropriate placement scores. Optional lab: CHM 1030L. 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 CHM 1045. Lecture 3 hours. Written work (1,000 words minimum) is required.

CHM1030L General Chemistry for Allied Health Laboratory (1) FA SP SU Corequisite: CHM 1030 of 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.

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 Lab (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 (ENC 0020) and College Preparatory Reading (REA 0002) or appropriate placement scores. Successful completion of high school chemistry or CHM 1030 with a grade of “C” or better. Corequisites: CHM 1045L and MAC 1105. 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. Written work (1,000 words minimum) is required. 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.

CHM1046 General Chemistry II (3) FA SP SU Prerequisite: A grade of “C” or better in CHM1045 and MAC1105. Corequisite: CHM1046L. Topics include colligative properties, acid-base theory, electrolytes, oxidation-reduction, chemical equilibrium, solubility product, chemical thermodynamics, and electrochemistry. A graphing calculator is recommended, check with the instructor for the most appropriate one. Lecture 3 hours.

* Course will not count toward credit for the A.A. degree
CHM1046L General Chemistry Laboratory II (2) FA SP SU
Prerequisite: a grade of "C" or better in CHM1045L. Corequisite: CHM1046. Emphasis is on quantitative techniques as well as illustrations of the corequisite lecture topics. Lab 4 hours. Approved chemical safety goggles required. Lab 2 hours. Additional fee.

CHM2210 Organic Chemistry I (3) FA SP Prerequisite: a grade of "C" or better in CHM1046L or its equivalent. Corequisite: CHM2210L. Primarily designed for science, engineering and preprofessional majors. Nomenclature and physical properties of alcohols, aldehydes, ketones, ethers, carboxylic acids, acyl 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. Lecture 3 hours. Recitation 1 hour. Special Fee.

CHM2210L Organic Chemistry I Laboratory (1) FA SP Prerequisite: grade of "C" or better in CHM 1046L or its equivalent. Corequisite: CHM 2210L. 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 CHM 2210 and CHM 2210L or its equivalent. Corequisite: CHM 2211L. Nomenclature and physical properties of aldehydes, ketones, ethers, carboxylic acids, acyl 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. Lecture 3 hours. Recitation 1 hour. Special fee.

CHM2211L Organic Chemistry II Laboratory (1) SP SU Prerequisite: satisfactory completion of CHM2210L or its equivalent. Corequisite: CHM 2211L. 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, a vacuum distillation and a multistep 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 (ENC 0020) and College Preparatory Reading (REA 0002) 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. Written work (1,000 words minimum) is required.

CHD2240 Adolescent Development (3) SP Prerequisite: satisfactory completion of College Preparatory English (ENC 0020) and College Preparatory Reading (REA 0002) 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. Written work (1,000 words minimum) is required.

DEP2004 Human Development: Birth to Senescence (3) FA SU Prerequisite: satisfactory completion of College Preparatory English (ENC 0020) and College Preparatory Reading (REA 0002). or appropriate placement scores. An overview of the basic concepts and properties of 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. Written work (1,000 word minimum) is required.

College Prep Mathematics

MAT0024 College Prep Algebra (3) FA 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 MAT 0024 a maximum of three times and only twice before paying the full cost of instruction. To enroll in MAT 0024C, students must earn a grade of "C" or better. MAT 0024 carries no credit toward the AA degree. Lecture or Multimedia 3 hours. Additional fee.

MAT0024C College Prep Algebra (5) FA SP SU Prerequisite: Satisfactory score on the placement test or satisfactory completion of MAT 0002 (or MAT 0013 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) variable expressions, solving inequalities in one variable, operations on polynomials (including factoring), integer exponents (including scientific notation), and introductions to algebraic fractions, sets, etc.

College Prep English

EAP0384 ESL 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 endings. 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 AA degree communication requirements or carry credit toward the AA degree. Minimum of one hour per week in lab setting required. Students will be eligible for enrollment in EAP 0384 upon successful completion of EAP 0384 with a minimum grade of "C" or better. Lecture 4 hours. Lab 1 hour.

EAP0384* ESL for Academic Purposes, Level II (5) SP PREREQUISITE: EAP 0384. Designed for students who have passed or were not required to take EAP 0384, but are not yet ready for ENC 1101. 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 AA degree communication requirements or carry credit toward the AA degree. Minimum of one hour per week in a lab setting is required. To enroll in ENC 1101, 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 Intended for the student whose placement scores indicate the need for review prior to taking ENC 1101. Teaches the student to write effective paragraphs, reviews CLAST grammar skills, and has a unit on essay structure. Does not satisfy AA degree communication requirements or carry credit toward the AA degree. Minimum of one hour per week in a lab setting is required. Students may enroll in ENC 0020 a maximum of three times, and only twice before paying the full cost of instruction. To enroll in ENC 1101, students must receive a grade of C or better in ENC 0020 and pass an exit exam. Lecture 4 hours. Lab 1 hour.
quadratic equations, literal equation, radicals, and graphing linear equations in two variables. Students may enroll in MAT 0024C 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 MAT 1033. MAT 0024C carries no credit toward the AA degree. Lecture or Multimedia 5 hours. Additional fee.

**College Prep Reading**

REAA0001 College Prep Reading (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. REA 0001 must be completed prior to enrolling in REA 0002. 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.

REAA0002 College Prep Reading (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 0002 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 Prerequisite: APPR and BRE 9001 or 9002. This course is designed to build and reinforce skills necessary for college and career success. Topics include: motivation, goal setting, learning styles, time management techniques, test skills, reading textbooks, and memory skills. This course also covers topics such as wellness, interpersonal relationships, employability skills, financial management, choosing a college major and other career planning topics. Students 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 grammar and mechanics of standard formal English. Written work (6,000 words minimum) is required. 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 writing and persuasive writing that is taught in ENC1101. The major elements of the course are inductive and deductive reasoning, evidence, audience, style, and fallacies. Lecture 3 hours. Written work (6,000 words minimum) 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 and appreciation for those same creative elements in modern media. Lecture 3 hours. Written work (6,000 words minimum) includes a research paper. Additional fee.

ENC1210 Technical Communications (3) SP Prerequisite: a C or better in ENC 1101. Elective course open to A.A. and A.S. degree-seeking students. Does not fulfill the general education communication 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.

FIL1930 Media Aesthetics (Special Topics) (3) SP 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.

JOU2420L Newspaper Production (3) SP Prerequisite: ENC 1101 required. Prerequisite or corequisite: MMC 1100 recommended. A lab for developing skills 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 Prerequisite: SAT or ACT score of 16 in English and 20 in reading. 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 for the mass media with emphasis on newspaper work and on-line production. Lecture 3 hours. Written work (6,000 words minimum) includes a research paper. Additional fee.

* Course will not count toward credit for the A.A. degree
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. Written work (3,000 minimum) is required and 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 andREA 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. Written work (6,000 words minimum) is required. Lecture 3 hours. Students must complete this course with a "C" or better before enrolling in any 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 processes 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. Written work (6,000 words minimum) 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. Written work (6,000 words minimum) includes a research paper. Additional fee.

ENC1210 Technical Communications (3) FA SP  
Prerequisite: a C or better in ENC 1101. Elective course open to A.A. and A.S. degree-seeking students. Does not fulfill the general education communications requirement. Designed to further mastery of the written and oral communications encountered in the world of work. Focusing 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: MAT10024 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 with a grade of "C" or better or placement into MGF1106 or higher or CDA1302. This course enables students in business and economics to become proficient with microcomputer hardware and software applications that are typically used in the workplace. Topics include: hardware concepts, operating systems, spreadsheets financial management, tax preparation and time management software, Internet, World Wide Web, and electronic commerce including security, privacy and ethics. Contact 3 hours. Additional fee.

CGS2103 Advanced Microcomputer Applications (3) FA SP  
Prerequisite: CGS2100 with a grade of "C" or better. Continuation of CGS2100. An advanced personal computer course that will provide specialized training in advanced microcomputer software applications that are typically used in the workplace. More complex aspects and advanced features of word processing, spreadsheet, database, presentation, internet and integrated applications are 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  
Prerequisite or co-requisite: 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 up-grades. 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 and other distribution 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, supervisory accounts, system workload and efficiency, file and directory management, user rights, server console skills, print server and network backup. Contact 3 hours. Additional fee.

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 from an advanced level. 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: CET 2941 or CDA1500. This course involves creating and troubleshooting complex cabling systems. 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: CGS 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: CET 2540. Continuation of CET 2540. Provides 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.

* Course will not count toward credit for the A.A. degree
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description / Requirements</th>
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<tbody>
<tr>
<td>CGS1000</td>
<td>Introduction to Computer Technology</td>
<td>Prerequisite: satisfactory completion of College Preparatory Reading (REA0002) or appropriate placement scores. Overview of major fields within the computer technology area. Concepts and terminology from computer programming, computer networking, multimedia, and several other areas will be covered. Hands-on exercises are included with lecture material. The student is provided with a background in the major computer technology fields and can use this course to help pursue a career in a specific field of interest or to simply become more aware of today's trends. Contact 3 hours. Additional fee.</td>
</tr>
<tr>
<td>CGS1820</td>
<td>Web Page Authoring</td>
<td>Prerequisite: satisfactory completion of College Preparatory Reading (REA0002) or appropriate placement scores. Introduction to HTML, script 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 how 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.</td>
</tr>
<tr>
<td>CGS2069</td>
<td>Starting A Business on the Internet</td>
<td>Prerequisite: satisfactory completion of College Preparatory Reading (REA0002) or appropriate placement scores. Introduction to 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.</td>
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<tr>
<td>CGS2211</td>
<td>Intermediate Programming with C++</td>
<td>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.</td>
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<tr>
<td>COP2200</td>
<td>Introduction to Java Programming</td>
<td>Prerequisite: COP 2220 with a “C” or better or permission of the instructor. This course briefly reviews the basic concepts of programming, problem solving, and programming logic while incorporating the design techniques of an event driven language. Material covered allows programmers to learn how to deal with a visual interface while acquiring important programming skills such as creating projects with decisions, loops, control arrays and object arrays. Students will divide their time between lecture and lab. Contact 3 hours. Additional fee.</td>
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<tr>
<td>COP2822</td>
<td>Scripting for the Web</td>
<td>Prerequisite: CGS1820. This course is based on the concept of object-oriented programming and covers the use of advanced scripting 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.</td>
</tr>
</tbody>
</table>
CJT2120® 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. We will use ColdFusion MX 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. Other Web programming technologies will be discussed such as PHP and XML. Contact 3 hours. Additional fee.

Creative Writing

CRW2001 Creative Writing (3) FA SP Prerequisite: completion of communications requirement. 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.

ENC2340® Writing for Profit (3) SP Prerequisite: CRW 2001 or permission of instructor. This course offers practical advice about writing fiction, poetry, drama, and nonfiction, and provides analysis and discussion of selected works from 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.

Crime Scene

CJE1673® Crime Scene Photography (3) FA SP SU Prerequisite or 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 (ENC 0020) and College Preparatory Reading (REA 0002) or appropriate placement scores. Exposes students to the forensic value, handling, preservation, classification and prepares the student for a position as an inked fingerprint examiner. Contact 3 hours. Additional fee.

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 practice. Contact 3 hours. Additional fee.

CJE2672® Fingerprint Classification (3) FA SP Prerequisite: satisfactory completion of College Preparatory English (ENC 0020) and College Preparatory Reading (REA 0002) 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, classification and prepares the student for a position as an inked fingerprint examiner. Contact 3 hours. Additional fee.

CJT2120® Crime Scene Investigation (3) FA SP Prerequisite: satisfactory completion of College Preparatory English (ENC 0020) and College Preparatory Reading (REA 0002) or appropriate placement scores. A study of the theory and practice of the techniques used to protect, collect, process, and analyze the physical evidence found at a crime scene. Emphasis on crimes against persons including murder, rape, battery, and robbery. Contemporary cases are followed to examine the application of crime scene evidence to case solution and prosecution. Contact 3 hours. Additional fee.

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 blood, body fluids, 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

CJC1020 The Criminal Justice System (3) FA SP SU Prerequisite: satisfactory completion of College Preparatory English (ENC 0020) and College Preparatory Reading (REA 0002) 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.

CJC1600 Deviant Behavior (3) FA SP SU Prerequisite: satisfactory completion of College Preparatory English (ENC 0020) and College Preparatory Reading (REA 0002) 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.

CJC2000 Crime and Delinquency: Nature and Causes (3) FA SP SU Prerequisite: satisfactory completion of College Preparatory English (ENC 0020) and College Preparatory Reading (REA 0002) 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.

CJC2200 Introduction to Conflict Management (3) FA SP Prerequisite: CJC 1020, 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.

CJC2452 Justice Administration (3) SP SU Prerequisites: CJC1020, CJE1100, CJC1000, Florida Criminal Justice Standards and Training Commission Academy equivalent or permission of instructor. Analyzes the justice system utilizing a systems approach reflecting both “pure” administrative theory and esoteric concepts, as well as practical perspective and principles. Studies justice agencies and personnel with respect to organizational behavior, administrative techniques, and other major issues of administration. Contact 3 hours.

CJC2500 Juvenile Justice (3) FA SU Prerequisite: satisfactory completion of College Preparatory English (ENC 0020) and College Preparatory Reading (REA 0002) 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.

CJC2930 Seminar on Contemporary Criminal Justice Issues (3) FA SU Prerequisite: satisfactory completion of College Preparatory English (ENC 0020) and College Preparatory Reading (REA 0002) or appropriate placement scores. Discussion of contemporary criminal justice issues. Contact 3 hours.

CJC1000 Corrections (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 corrections in America including the organization and objectives of local, state, and federal agencies. Emphasis on contemporary problems including supervisory and training career officers to perform the wide variety of correctional functions in a democratic society. Contact 3 hours.

CJC2162 Probation, Pardons, Parole (3) SP 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.

CJC2300 Corrections Administration and Operations (3) OD Prerequisite: CJC 1020 or CJC 1000, 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.

* Course will not count toward credit for the A.A. degree
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CJE1000 Law Enforcement (3) FA SP SU Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002) 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) FA SP SU Prerequisite: or co-requisite: CJT2120. Includes basic crime scene photography skills including camera operation, exposure to specialty light sources and darkroom techniques and procedures. Contact 3 hours. Additional fee.

CJE2140 Public and Private Security (3) OD Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002) or appropriate placement scores. Exposes students to the forensic value, handling, preservation, enhancement, and recovery of latent fingerprints from physical evidence. Chemical and mechanical methods and surfaces will be analyzed and evaluated for proper application in both theory and practice. Contact 3 hours. Additional fee.

CJE2140* 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: 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.

CJE2672* Fingerprint Classification (3) 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. Prepares the student for a position as an inked fingerprint examiner. Contact 3 hours. Additional fee.

CJE2674* 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.

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.

CJL2100 Criminal Law (3) FA Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002) or appropriate placement scores. History and development of criminal law. The elements of federal and state statutes and local ordinances of frequent concern and their punishments will be discussed. Florida statutes will be emphasized. Contact 3 hours.

CJL2130 Criminal Evidence and Procedures (3) SP Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002) or appropriate placement scores. The study of the laws of arrest, search and seizure, and due process of law. Florida criminal procedure will be emphasized. Contact 3 hours.

DAA1100 Contemporary Dance I (1) FA A physical activity designed to provide the knowledge and basic skills of modern dance. Contact 2 hours.

DAA1104 Contemporary Dance II (1) FA Instructs in contemporary and fusion ballet with a focus on technique and terminology. Includes instruction in rhythm, Latin, and smooth dance including swing, hustle, mambo, salsa, merengue, rumba, cha cha, fox trot, and waltz. The appreciation of dance form is enhanced by a brief overview of ballroom dance history. Contact 2 hours.

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.

DAA1304 Dance: Swinging with Technique (1) FA 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 rhythm, Latin, and smooth dance, including swing, hustle, mambo, salsa, merengue, rumba, cha cha, fox trot, and waltz. The appreciation of dance form is enhanced by a brief overview of ballroom dance history. 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 periods of dance history, master choreographers and their works will be explored through lecture, discussion and media presentation. (Not an activity course)

Dental Assisting

DEA0020* Preclinic Orientation Theory (0) FA Corequisite: DEA0020L. 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. Clock hours 30.

DEA0020L* Preclinic Orientation Laboratory (0) FA Corequisite: DEA0020. Provides the clinical application of materials in DEA0020, with hands-on instruction of use and sterilization of all instruments and basic fundamentals of chairside assisting. Subject areas are arranged in a clinical competency program which helps the student master each skill before advancing to the next level. Clock hours 240.

DEA0800* Clinical Practice and Procedures Theory I (0) SP Prerequisite: A grade of “C” or better in DEA0020 and DEA0020L. Corequisite: DEA 0800L. Designed to acquaint the dental assisting student with the necessary background materials and assisting procedures involved in each dental specialty. Topics include, but are not limited to instrument identification for specialty practices, professional demeanor, human relations in the dental office, and oral pathology. Clock hours 30. Additional fee.

DEA0800L* Clinical Practice and Procedures I Lab (0) FA Corequisite: DEA0800L. Provides lab and clinical practice necessary to perform the expanded functions delegated by 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. Clock hours 30.

DEA0830* Expanded Functions I Theory (0) SP Corequisite: DEA0830L. Designed to provide the basic knowledge of the first component of dental assisting theory necessary for the student to perform the expanded functions delegated by 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. Clock hours 285.

DEA0830L* Expanded Functions I Lab (0) FA Corequisite: DEA0830. Provides lab and clinical practice necessary to perform 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 the student 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. Clock hours 30.

DEA0831* Expanded Functions II Theory (0) SP SU Prerequisites: A grade of “C” or better in DEA0830 and DE 0830L. Co-requisite: DEA0831L. Designed to be a continuation of DE 0830, 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. Clock hours 30.

DEA0831L* Expanded Functions II Lab (0) SP SU Prerequisites: A grade of “C” or better in DEA0830 and DE 0830L. Co-requisite: DEA0831. Designed to be a continuation 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. Clock hours 30.

DEA0850* Clinical Practice and Procedures II Theory (0) SP SU Prerequisites: A grade of “C” or better in DEA0020 and DEA0020L. Co-Requisite: DEA 0850L. A continuation of DEA 0020. Topics include, but are not limited to dental implants, cosmetic dentistry, new technology, and pharmacology. Clock hours 30.

DEA0850L* Clinical Practice and Procedures II (0) SP SU Prerequisites: A grade of “C” or better in DEA0020 and DEA0020L. Co-requisite: DEA0850. This 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. Clock hours 210.

DES0053* Nitrous Oxide Monitoring (0) FA This course is designed to certify the dental assisting student in monitoring Nitrous Oxide Analgesia in the dental office. A great deal of emphasis will be devoted to the advantages and disadvantages of the use of nitrous oxide in the dental office. This course will contain didactic and clinical experience. Clock hours 15.

DES1020L* Dental Anatomy Lab (0) FA This course is designed for the dental assisting student. Laboratory exercises will include identification, characteristics, and eruption/exfoliation dates of each of the primary and permanent teeth, distinguishing right and left. Students will use skulls to locate bones and landmarks, and find origins and insertions of the muscles of mastication and the muscles of facial expression. The skull will also be used to study the TMJ and local injection sites. Laboratory studies will be supplemented with a programmed text. Clock hours 13.

DES1200* Dental Radiology (0) SP This course is designed for the dental assisting student and includes the study of theory and principles used in exposing, processing and mounting of dental radiographs. Recognition of normal and abnormal conditions visible on dental radiographs and the identification of the hazards and safety precautions eminent to radiographic procedures are among the topics covered in the course. Clock hours 30.

DES1200L* Dental Radiology Lab (0) FA This course is designed for the dental assisting student. Students will achieve proficiency in performing radiographic techniques on a DXTTR manikin prior to exposure of patients. Intraoral and extroral exposure techniques will be covered. Students completing Dental Radiology Lab will be able to produce technically acceptable interproximal and periapical radiographs with bisecting and paralleling techniques on primary, mixed, complete or edentulous patients. Laboratory exercises will include mounting and interpretation of films prior to evaluation. Students will learn to distinguish radiographic pathology from normal landmarks. Clock hours 45.

DES2100L* Dental Materials Lab (0) FA Laboratory exercises are designed to illustrate the properties, application and uses of selected materials presented in lecture. Emphasis will be on materials used by the dental assistant. Clock hours 45.

DES2503* Clinic and Office Management (0) SP The theoretical and practical administration of the dental office/clinic. Lectures are relevant to the responsibilities of the dental assistant, including job applications and interviews, office interpersonal relations, legal responsibilities, complete office recordkeeping (i.e. appointment scheduling, billing and collections, third party payment forms, clerical and dental supply inventory, tax records, and office management. Introduction to the use of office equipment such as fax machines and computers. The lab portion of the course requires the student to perform hands-on experience with computers and a fax machine, and specific duties delegated to dental assistants. Clock hours 30.

Dental Hygiene

DEH1002* Preclinical Dental Hygiene (2) FA Prerequisites: A grade of “C” or better in BSC2085, BSC2085L, BSC2086, BSC2086L, MCB2004 and MCB2004L. Co-requisite: DEH1002. 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 such as vital signs, health history, dental charting, and oral inspection. Contact 2 hours. Additional fee.

DEH1002L* Preclinical Dental Hygiene (3) FA Prerequisites: A grade of “C” or better in BSC2085, BSC2085L, BSC2086, and BSC2086L. Co-requisite: DEH1002. The laboratory and clinical portion of DEH1002 allows students to master basic instrumentation skills through practice on mannequin models prior to performing services on peers. Contact 20 hours. Additional fee.

* Course will not count toward credit for the A.A. degree
DEH1130 Clinical Dental Hygiene I Theory (2) SP Prerequisites: A grade of "C" or better in DEH1002, DEH1002L, DEH1130. Co-requisite: DEH1800L. This course is a continuation of DEH1130 and emphasizes transfer of 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 and patient education according to priority of individual needs is emphasized. Progressive development of instrument selection, oral prophylaxis procedures, and dental and periodontal documentation in recordkeeping are theorized in the lectures. Contact 2 hours.

DEH1800L Clinical Dental Hygiene I (4) SP Prerequisites: A grade of "C" or better in DEH1002, DEH1002L, DEH1130. Co-requisite: DEH1800. Clinical application of course material from DEH1800 assimilated 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-one students with an independent ratio. Students practice individually in a competency-based learning approach according to mastery of skills. Patients range in age from preschool to geriatric with levels of difficulty in dental hygiene treatment cases ranging from health periodontal status to mild periodontitis with moderate levels of hard deposits and inflammatory states. Contact 20 hours. Additional fee.

DEH2300 Pharmacology and Anesthesiology (2) FA SP Prerequisite: Successful completion of all first year fall semester courses in the dental hygiene curriculum. The study of drugs and anesthetics, with special consideration given to those used in the treatment of dental disease. Acquaints students with the origin of these drugs and anesthetics, their physical and chemical properties, modes of administration, and effects upon the body system. This is a two hour lecture course in the dental hygiene program, and access is limited to students pursuing an AS degree in Dental Hygiene. Contact 2 hours.

DEH2504 Dental Specialties (1) FA Acquaints the dental hygiene student with all the areas of dental practice specialties which provide patients with individualized, optimal dental care. Includes prosthetics, orthodontics, pedodontics, forensics, endodontics, and oral surgery. Dental specialists will be guest lecturers on alternate weeks, reviewing pertinent material with an indepth ratio. Students practice specialty through visual presentations of patient cases, followed by question and answer periods. Contact 1 hour.

DEH2602 Periodontology (2) SU Prerequisites: DES 1840, DES 1020, DES 1020L and DES 1130. Etiology and classification of periodontal disease and principles of periodontia pertinent to dental hygiene practice. Principles of occlusion and periodontal surgery techniques are discussed through the use of case presentations. Contact 2 hours.

DEH2602L Periodontology Lab (2) SU Prerequisites: DEH 1800L. Co-requisite: DEH 2602. Lab clinical portion of DEH 2602, affording students the opportunity to assist in the periodontal surgical procedures at externship rotations in clinics and periodontal offices. Students spend half the hours in the externship and the other half in the on-campus clinic providing dental hygiene treatment that includes patient education, periodontal evaluation through radiographic interpretation and clinical assessment, treatment planning and Phase I therapy for periodontal disease. One-on-one instruction in advanced periodontal instrumentation is taught on periodontal patients who present as periodontal case studies for case-based learning requirements of the program. Contact 6 hours.

DEH2701 Community Dental Health (2) FA Introduction to the basic concepts of community dental health. Describes the methods used to measure dental disease in a population and the process used to plan community intervention program to improve oral health. Effective preventive treatment programs will be discussed and the methods used to evaluate effectiveness will be explained. Community dental research principles will be involved in simple statistical analysis and critical review of scientific literature. Contact 2 hours.

DEH2701L Community Dental Health Practicum (1) SP Prerequisite: DEH2701. This course is a continuation of DEH2701 in which students apply public health/health education principles by designing and presenting dental health education projects to various audiences. Emphasis is placed on students interacting with a variety of groups which may include public school students (grades K-12), nursing home residents, health fair participants, mentally and physically handicapped children and Head Start children. Contact 8 hours.

DEH2802* Dental Hygiene II (2) FA Prerequisites: A grade of "C" or better in DEH1800*, DEH1800L*, DES1220, DEH2202*, DEH2202L, MC2004, HUN1201 and DEH2602*. Co-requisite: DEH2802L*. This course is a continuation of dental hygiene theory from DEH1800 and emphasizes clinical treatment planning, periodontal disease assessment, periodontal case study development, gingival curettage, dental implants, oral irrigation, post-operative osteitis, cytological specimens, and the use of ultrasonics/sonics. 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, 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 Federal Correctional Institution of Tallahassee, the Florida Department of Corrections, Southwestern Hospital, the Leon County Public Health Unit and the Veteran's Administration Laboratory. Contact 14 hours. Additional fee.

DEH2804 Dental Hygiene III (2) SP Prerequisites: A grade of "C" or better in DEH2504*, DEH2802*, DEH2802L*, DEH2701*, DEH3044*, DES2100*, DES2100L* and DEH2300*. Co-requisite: 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 Examination. Contact 2 hours.

DEH2804L* Dental Clinical Hygiene III (5) SP Prerequisites: A grade of "C" or better in DEH2504*, DEH2802*, DEH2802L*, DEH2701*, DEH3044*, DES2100*, DES2100L* and DEH2300L*. Co-requisite: DEH2804L*. 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 ultrasonics/sonics, loading and passing aspirating syringes, correlation of radiographs, root planning and taking 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, public health facilities, and the veteran’s outpatient facility. Local periodontal and general practice offices will be included in the externship rotations. 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 15 hours. Additional fee.

DEH2900* Dental Hygiene Competency Review (1) FA SU Prerequisite: Permission of program chair. This course is designed to enable students who are re-entering the program to improve their competencies and maintain pace in regular program courses or to re-enter those students who have completed the program, but need competency review to pass licensure examinations. Content will be designed to meet specific needs of the student. Not to be used to meet degree requirements. Students are graded on the basis of (S) satisfactory or (U) unsatisfactory performance. Contact 1 hour.
DES1020* Dental Anatomy (2) FA Corequisite: DES 1020L. Dental anatomy is the study of head and neck anatomy, tooth morphology, and principles of occlusion. The primary and permanent teeth are studied for identification, eruption dates, and position in the dental arch. Tooth numbering systems are discussed as well as the periodontal tissues of the oral cavity. Emphasis is placed on the skeletal, muscular, innervation, lymphatic, and blood systems of the head and neck. The salivary glands and their importance within the oral cavity are outlined. Contact 2 hours.

DES1020L* Dental Anatomy Laboratory (1) FA Corequisite: DES1020. Students learn head and neck structures by assembling mannequins which are replicas of the human skull. Extracted teeth are studied and identified in a practical exam. Contact 2 hours.

DES1044* General and Oral Pathology (3) FA Prerequisite: DES1020*, DES1020L*, and DEHI 1130*. The principles of general pathology in relationship to diseases of the teeth, soft tissues, and supporting tissues of the oral cavity. The importance of early recognition of abnormal conditions in the mouth is emphasized. Contact 3 hours.

DES1200* Dental Radiology (2) SP Prerequisite: DES1020 & DES1020L*. Corequisite: DES1200L*. Dental radiology is the study of theory and principles used in exposing, processing, and mounting of dental radiographs. Recognition of normal and abnormal conditions visible on dental radiographs, and the identification of the hazards and safety precautions inherent to radiographic procedures are among the topics covered in the course. Contact 2 hours.

DES1200L* Dental Radiology Laboratory (1) SP Corequisite: DES1200*. After achieving proficiency in radiographic technique on an x-ray mannequin, the student will progress to exposing complete mouth surveys on actual patients. Extraoral techniques will be covered with the opportunity to complete exposures in lab. Cephalometric tracing will be completed on facial profiles with measurements made and recorded. Film duplication procedures are practiced. Manual and automatic processing methods are utilized. Contact 8 hours. Additional fee.

DES1600* Office Emergencies (2) SP Familiarizes students with the disease processes that predispose patients to systemic medical emergencies in the dental office. The prevention, intervention, and management of such medical emergencies is taught through activity-based learning such as role-playing situations. Students are taught to design fail-safe medical emergency carts, deliver oxygen, draw drugs, and provide basic life support to patients in distress. Contact 4 hours. Additional fee.

DES1840* Preventive Dentistry (2) FA Introduces students to the theories of preventive dentistry including didactic instruction in normal and abnormal oral tissue conditions and the etiology, prevention and control or elimination of abnormal oral tissue conditions. The course emphasizes recognition, etiology and prevention of dental caries, periodontal diseases, oral cancer, malocclusion, dental stains and deposits. In addition, the course provides students with non-clinical learning experiences for the practical application of preventive procedures, including plaque control, fluoride, etiology tests and patient education. Contact 2 hours.

DES2051* Pain Control, Anesthesia and Nitrous Oxide (2) SP Prerequisite: DEHI 2300. Didactic information and clinical practical applications in the utilization of nitrous oxide sedation and anesthesiology. Course content and practical applications meet the requirements for certification established by Florida Statutes and Florida State Board of Dentistry. Contact 2 hours. Additional fee.

DES2100* Dental Materials (2) FA Prerequisite: CHM 1032. Corequisite: DES 2100L. A study of 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.

DES2100L* Dental Materials Laboratory (1) SU Corequisite: DES2100. Lab exercises are designed to illustrate the properties, application, and characteristics of selected materials presented in lecture. Contact 4 hours. Additional fee.

DES2503* Clinical and Office Management (1) SP This 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 1 hour.

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.

RTV1200C 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 successful grade in the course. Contact 4 hours.

RTV1265C 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.

RTV1266 Video Post-Production (3) FA SP Prerequisites: CGS 1520 and RTV 2220. 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.

RTV2206 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.

RTV2206L Video Direction Lab (1) SP Prerequisites: RTV 1200C and RTV 1208 or its equivalent. Co-requisite: RTV 2206L. 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.

RTV2220 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 learn to use software that is common to audio and video editing. Students will produce a portfolio in the process of learning the formal principles and processes of audio/video production. Contact 3 hours. Additional fee.

RTV2265 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.

* Course will not count toward credit for the A.A. degree
RTV2266 Advanced Video Post-Production (3) FA SP Pre-requisites: RTV1266 and RTV1266L. This course is designed 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.

RTV2267 DVD Creation and Authoring (3) SP This course teaches students the methods and skills used for the creation and production of interactive DVDs, Video CDs and CD-ROM. Contact 3 hours.

RTV2282C Webcast Production and Direction (4) SP A hands-on approach where students will learn about the installation, configuration and operation of new broadcasting technologies. Specific technologies and skills shall include digital video production techniques, encoding stations and server administration for use in live webcasts and the creation of archived streaming media. Contact 5 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 the classroom responsibilities by requiring them to plan, implement and evaluate learning activities, supervise children’s behavior, and plan a unit of activities. Additional assignments are decided on by the student and supervising teacher to suit the needs and skills of the student. 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 learning environment and the differing family structures. Community resources, interagency cooperation, and techniques to access services available to families will be addressed. Contact 3 hours.

ECC1001* 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 centers. Contact 3 hours. Additional fee.

ECC1300* Cognitive Experiences for Young Children (3) FA SP SU This course is an introductory study of methodology used in teaching young children mathematics, science, social studies, and health. Emphasis is upon the application of methods in early childhood centers. Contact 3 hours.

ECC1312* Creative Experiences for Young Children (3) FA SU This course is an introductory study of the relationship between children’s learning and creative activities. Emphasis is upon 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 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 for young children in the physical, social, emotional, language and cognitive development of the child, prenatal to school-aged. Students are helped to understand 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 will introduce the student to the relationships of home, school and the community in Early Childhood Education. General aspects of the importance of the family for 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 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.

Earth Sciences

GLY1030 Environmental Geology (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 geology emphasizing environmental aspects of the earth, including earthquakes, volcanoes, distribution of resources, water supply problems, pollution, and geologic land use and planning. Lecture 3 hours. Written work (1,000 words minimum) is required.

GLY2010 Physical Geology (3) FA Prerequisite: satisfactory completion of College Preparatory English (ENC 0020) and College Preparatory Reading (REA 0002) or appropriate placement scores. Corequisite: GLY 2010L. 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. Written work (1,000 words minimum) is required.

GLY2010L Physical Geology Laboratory (1) FA Prerequisite or corequisite: GLY 2010. 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: GLY 1030, GLY 2010, ISC 1140. Corequisite: GLY 2100L. 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 rocks and minerals, 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 (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. Prerequisite/corequisite: enrollment in a second general education science course in a different general education category. Emphasis is on laboratory experiences, which illustrate the interdisciplinary nature of the scientific process. Designed to supplement, reinforce, and integrate ideas presented in general education science courses. These experiences will center
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around several contemporary themes and involve critical thinking and cooperative activities. Lab 2 hours. Approved safety goggles required. Additional fee.

**ISC1140 Earth and Its Environment (3) FA SP SU**
Prerequisite: satisfactory completion of College Preparatory English (ENC 0020). College Preparatory Reading (REA 0002) 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 the environment. Lecture 3 hours. Written work (1,000 words minimum) is required.

**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 3 hours. Written work (1,000 words minimum) is required.

**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 study of the atmosphere, weather processes, and climate, including recent events and environmental concerns in these realms. Lecture 3 hours. Written work (1,000 words minimum) is required.

**OCE1001 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. 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. Written work (1,000 words minimum) is required.

**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. Written work (1,000 words minimum) is required.

**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. Written work (1,000 words minimum) is required.

**ECO2710 Introduction to International Economics (3) SP**
Satisfactory completion of Principles of Macro Economics (ECO2013), College Preparatory English (ENC0020) and College Preparatory Reading (REA0020) or appropriate placement scores. Special topics for students who wish to further explore the field of economics through discussion, observation, or research. Special focus placed on topical problems, current issues, or economic trends. Written work (1,000 words minimum) is required. Lecture 1-3 hours.

**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.

**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 the education core prerequisites for teacher education majors. Lecture 3 hours.

**EDG2701 Teaching Diverse Populations (3) SP Prerequisite:** EDF 1005. 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.

**EME2040 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 educators as competent computer-based technologists. This course is designed specifically for education majors. Students will learn how to successfully integrate instructional technology tools into their evolving teaching methodology. Based on the study of a wide range of successful technology integration models currently in use throughout the United States, students will cultivate their own sense of the importance of effective instructional technology modeling as a part of their teaching and learning strategies. This course requires a significant amount of time outside the class using a computer. This course fulfills one of the lower division education core prerequisites for teacher education majors. Contact 3 hours. Additional fee.

**Educator Preparation Institute**

**EPI1000** Classroom Management (3) FA
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 build a developmental, assessment, and professional portfolio demonstrating mastery of related competencies.

**EPI1002** Instructional Strategies (3) FA
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 and accommodations for exceptional students are addressed. Participants are required to build a developmental, assessment and professional portfolio demonstrating mastery of related competencies.

**EPI1003** Technology (3) FA
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 importance in the learning process. Content area related instructional strategies and internet resources are addressed as well as the use of WebQuests and copyright and fair use guidelines. Participants are required to build a developmental assessment and professional portfolio demonstrating mastery of related competencies.

**EPI1004** The Teaching and Learning Process (3) FA
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 eh concepts of intelligence, multiple intelligences, and exceptionalities. Various teaching techniques are presented to aid the student in the assessment of these areas. Implications of the FCAT and other standardized assessments are taught. Critical thinking and second language acquisition are addressed as well as techniques teachers utilize in helping students
acquire these skills. Students are required to build a developmental, assessment and professional portfolio demonstrating mastery of competencies.

Emergency Medical Technology

EMS105C*  First Responder  (3) FA  SP  SU  This course is designed to instruct the students in basic management of emergency medical/prehospital care of the sick and injured. This 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 skills and knowledge are needed by the first trained personnel to reach the patient. CPR Certification is required for course completion and is available at an additional cost. Additional fee.

EMS1154*  Emergency Medical Technology I  (3) FA  Prerequisite: HSC2400 or HSC2402 or Red Cross Responding to Emergencies Certificate or First Responder Certification and CPR Certificate. Students must have been approved by the Selections Committee to enroll in EMS1154*, EMS1154L*, EMS1155*, and EMS1155L*. must be taken in sequence. A comprehensive training program for developing or upgrading the skill levels of all individuals involved in providing emergency care procedures. Designed to impart the knowledge and skills required to perform all emergency care procedures short of those rendered by physicians or paramedical personnel under the direct supervision of a physician. In addition to the course work, students acquire a minimum of one hundred clock hours of clinical experience during the two-semester sequence. Upon satisfactory completion of these courses, students are eligible to take the registry examination administered by the State. Registrants are eligible for employment as Emergency Medical Technicians. Additional fee. (Liability Insurance fee, drug screen fee.)

EMS1154L*  Emergency Medical Technology Practicum I  (2) FA  Corequisite: EMS1154*. Laboratory and clinical application of concepts and procedures studied in EMS1154*. Additional fee.

EMS1155*  Emergency Medical Technology II  (3) SP  Prerequisites: EMS1154* and EMS1154L*. This is a continuation of EMS1154*. Additional fee.

EMS1155L*  Emergency Medical Technology Practicum II  (3) SU  Corequisite: EMS1155*. Continuation of EMS1154L*. Laboratory and clinical application of concepts and procedures studied in EMS1155*. Additional fee.

EMS2018*  Paramedic Competency Review  (2) OD  Prerequisite: Permission of program chair. Course designed to enable students who are re-entering the program to improve their competencies to be able to maintain pace in regular courses of the program, or for those students who have completed the program but need competency review prior to or as a pre license examination, or for other students as recommended by the program chair. Content will be designed to meet specific needs of the student. Cannot be used to meet degree requirements. Students are graded on the basis of (S) satisfactory or (U) unsatisfactory performance.

EMS2331C*  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 altitude changes 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 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. Additional fee.

EMS2341L*  EMS Extrication Techniques  (1) SU  Prerequisites: EMS 1155 and EMS 1155L 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 mobile vehicle rescue and vertical extraction situations with regard to the safety of both rescuer and patient.

EMS2346C*  Critical Care Transport Paramedic  (4) FA  SP  This course is designed for licensed respiratory therapist, credentialed paramedic, and registered nurse, in good standing, with appropriate state licensing or credenntialing agencies to become efficient in and learn the protocols in Critical Care Transport. Other professionals wishing to take this course may seek the permission of the instructor. All students will demonstrate safe performance in patient history and assessment, specimen procedures, specialized treatment modalities, transport considerations, evaluation of high risk and critical care patients, medical conditions and traumatic injuries. Student will know the transport procedures for all patients, including obstetrics, neonatal and pediatrics. Additional fee.

EMS2522C*  EMS Pharmacology  (3) SU  Prerequisites: BSC2085 and BSC2085L or BSC1084C. Corequisites: BSC2086 and BSC2086L or BSC1084C. Incorporates basic concepts of pharmacology including pharmacokinetics, pharmacodynamics, adverse reactions, mechanisms of action and drug interactions for commonly used groups of drugs. Includes effects of age and culture on drug treatment, mathematics of drugs and solutions, and principles of patient education regarding drug treatment. Includes instruction on proper methods of medication administration as it pertains to the paramedic. Contact 3 hours. Additional fee.

EMS2611*  Paramedic Preparatory  (2) FA  Prerequisite: Acceptance into Paramedic program. Corequisites: EMS2613* 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.

EMS2613*  Paramedic Patient Assessment  (1) FA  Prerequisite: Acceptance into Paramedic program and EMS2522C. Corequisites: EMS2611* 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.

EMS2617C*  Paramedic Assessment Based Management  (1) SC  Prerequisites: EMS2638*, EMS2662L* and EMS2639* all completed with a “C” or better. Corequisites: EMS2617C. This course focuses on the paramedic student’s ability to integrate pathophysiological principles and physical examination findings to formulate a field impression and implement a treatment plan for patients with common complaints. The course involves classroom lecture and laboratory scenario practice utilizing programmed or simulated patients.

EMS2618*  EMS Special Operations  (1) SU  Prerequisite: EMS2636L, EMS2638, EMS2639. This course is designed to teach the paramedic student to the knowledge and skills necessary to perform in and around rescue and crime scene operations. Hazardous material training at the EMS level is included.

EMS2637*  Paramedic Medical Emergencies I  (3) FA  Prerequisites: Acceptance into Paramedic program and EMS2522C. 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.

EMS2638*  Paramedic Medical Emergencies II  (4) SP  Prerequisites: EMS2611*, EMS2613*, EMS2637* and EMS2662L* all completed with a C or better. Corequisites: EMS2639* and EMS2663L*. This course focuses on the many types of medical conditions that can lead to a medical emergency. Topics covered in this course include neurology, endocrinology, allergies and anaphylaxis, urology, gastroenterology, renal, toxicology, hematology, environmental conditions, infectious and communicable diseases, behavioral and psychiatric disorders, gynecology, obstetrics, neonatology, pediatrics, geriatrics, abuse and neglect, patients with special challenges, and the home health care patient. Methods of advanced airway management will also be covered in this course.

EMS2639*  Paramedic Trauma Emergencies  (2) SP  Prerequisite: EMS2611*, EMS2613*, EMS2637* and EMS2662L* all completed with a C or better. Corequisites: EMS2638* and EMS2663L*. This course focuses on the trauma emergencies and their 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.

* Course will not count toward credit for the A.A. degree.
EMS259L*  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.

EMS266L*  Paramedic Clinical/Lab I (6) FA  
Co-requisites: EMS 2611 and EMS 2613. This course includes assigned clinical rotations (averaging 16-24 hours weekly) and lab experiences (4 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 fee, and liability insurance fee, drug screen fee.

EMS266L*  Paramedic Clinical/Lab II (6) SP  
**Prerequisite:** A grade of “C” or better in all previous EMS courses. Co-requisites: EMS 2639 and EMS 2638. This course includes assigned clinical rotations (averaging 16-24 hours weekly) and laboratory experiences (4 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  
Course is designed to broaden the knowledge of the paramedic in fields related to emergency medicine including current issues, management techniques, and legal and ethical aspects. Course to be taken final semester of paramedic program.

HSC2402*  Emergency Techniques (2) SP  
Offered primarily for nursing students. Others must have BSC2084 and permission of instructor. First aid and methods for personal and community survival in natural and man-made disasters. CPR certification will be available at an additional cost. Meets two consecutive hours a week. Contact 2 hours.

BCN2230  Construction Materials and Methods (3) FA SP  
**Prerequisite or corequisite:** EGS 1111C. 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:** EGS 2112C. Corequisite: ETD 2350. 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:** CGS 1060. 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.

ETC2705  Construction Management (3) SP  
**Prerequisite:** EIT 2321. Critical patient assessment/management skills are emphasized. Additional fee and liability insurance fee, drug screen fee.

EGS1111C  Engineering Graphics (3) FA SP SU  
Emphasis upon the principles of engineering graphics such as drafting techniques, lettering, geometric construction, frehand sketching, orthographic projection, sectional views, auxiliary views, pictorials and prepares students to solve problems in descriptive geometry such as: true length and point view of a line, true size and edge view of a plane, angle between planes and intersection and development of objects. Contact 4 hours. Additional fee.

EGS2112C  Computer Application in Drafting and Design (3) FA SP SU  
**Prerequisite:** EGS 1111C. Corequisite: ETD 1320. Instruction of drafting and design of civil engineering, architectural engineering, and surveying plans. This includes light construction principles, topographic, architectural, and structural details, and application of a CAD system (AutoCAD Release 2007). Contact 4 hours. Additional fee.

EGS2141C  Computer Graphics for Engineers (2) OD  
**Prerequisite:** MAC 2311. Covers principles of engineering graphics and descriptive geometry. Topics include multi-views sketching, drawing and dimensioning, design process, auxiliary views, sectional views, pictorials, working drawings, tolerancing, graphical calculi, and descriptive geometry utilizing AutoCAD 2007. Contact 4 hours. Additional fee.

EGS2211  Vector Statics (3) SP  
**Prerequisites:** MAC 2311 and PHY 2048. Corequisites: MAC 2312. Two and three dimensional equilibrium of frames, machines and trusses, principles of frictions, centeroid, center of gravity and area moment of inertia, using vector algebra and calculus. Contact 3 hours.

EGS2221  Vector Dynamics (3) SU  
**Prerequisite:** EGS 2311. Absolute and relative motion of particles and rigid bodies in translating and rotating reference frames using vector analysis, Newton’s laws of motion, work and energy, and impulse momentum. Contact 3 hours.

EGS2941  Internship in Engineering and Technology (3) FA SP  
**Prerequisites:** Dependent upon certificate or degree concentration. The internship course will provide students with an opportunity to gain hands-on experience in their chosen area of study. Interns will complete a minimum of 150 hours in the field under the guidance of an instructor and the supervision of a designated professional. Contact 3 hours.

ETC1500  Highways and Transportation (3) FA  
An introductory course in highways and transportation. The course covers terminology and design practices of highways from the initial planning stages through construction and maintenance of the final roadway. Contact 3 hours.

ETC2410  Structures (3) OD  
**Prerequisite:** ETC 2520. Corequisite: ETC 2530. Theories and principles of building structures and their application in the design of structural members such as beams, tension members, columns, connections, reinforced concrete columns, and wall footings. Contact 3 hours.

ETD1320  Introduction to CAD (3) FA SP SU  
**Prerequisite or corequisite:** EGS 1111C or consent of the division dean. Prepares students with the skills of using a computer in technical communication.
including the application of the latest version of AutoCAD 2007 in engineering, architecture, engineering technology, construction, and related fields. Software used AutoCAD 2007. Contact 3 hours. Additional fee.

ETD2350 Advanced Cad (3) FA SP SU Prerequisite: ETD 1320 or consent of the division dean. A continuation of ETD 1320. Application of advanced AutoCAD commands to the complex graphical figures in engineering, engineering technology, architecture, and related disciplines. Software used AutoCAD release 2007. Contact 3 hours. Additional fee.

ETD2375C 3D Modeling, Rendering and Animation (3) FA SP Prerequisite: ETD 1320. Emphasis upon the creation 3D geometry, 3D solid modeling, rendering still-frame images, and animation of objects by utilizing Autodesk Vis 2006 in engineering, construction, engineering technology, architecture, interior design, industry and related disciplines. Contact 3 hours. Additional fee.

ETG2530 Strength of Materials (3) FA Prerequisite: MAC 1105 and MAC 2114 or MTB 1321 and MTB 1322 or consent of the division dean. An introductory course in engineering mechanics with emphasis on statics and strength of materials. Through the study of basic concepts, the course develops the principles of analyzing the external and internal forces on structural members. Computer exercises are included. Contact 3 hours.

ETG2530 Strength of Materials (3) SP Prerequisite: ETG 2520. A continuing study of strength of materials and an introduction to structural analysis. Topics include the analysis of beams, columns, connections, trusses and indeterminate beams. Computer exercises included. Contact 3 hours.

MTB1321 Technical Math I (3) OD Prerequisite: A grade of “C” or better in MAT 1033 or a satisfactory score on placement test, SAT or ACT. The 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/fractions; 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 MTB 1321. This course is the continuation of MTB 1321 (Technical Mathematics I). 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 Prerequisites: MAC1105 and MAC2114 or MTB 1321 and MTB 1322 or consent of the division dean. Course includes basic principles of engineering surveys, land surveys, care and use of distance measuring equipment, leveling, transit traversing, area surveys, topographic surveys, and stadia surveys. Contact 4 hours. Additional fee.

SUR2200C Route Surveying (3) SP Prerequisite: SUR 2100C. Study of highway route design, route location factors, simple and compound circular curves, spiral curves, vertical curves, earthwork calculations, and analysis of surveying error. Contact 3 hours.

SUR2390 GIS Application in Engineering and Technology (3) FA Prerequisite: 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 ArcView software for data management in mapping and topographic survey. Contact 3 hours. Additional fee.

SUR2390 Advanced GIS Application in Engineering & Tech (3) SP Prerequisite: SUR 2390. 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 ArcView software to manage, manipulate, analyze, and display spatially referenced data for solving problems in complex planning and management. Contact 3 hours. Additional fee.

SUR2400 Legal Principles of Land Surveying (3) SP Prerequisite: SUR2100C*. Covers the legal principles of land surveying and its application to the establishment of boundaries for public and private properties. Contact 3 hours.

SUR2533 Global Positioning Systems (GPS) (3) FA This course covers the concepts and the latest knowledge and techniques in Global Positioning Systems (GPS). Students learn the theory and skills needed to benefit from the application of this satellite technology in Engineering and Technology and related areas. It also provides students the opportunity to gain hands-on experience with GPS receiver and software. Contact 3 hours. Additional fee.

SUR2534 Advanced Global Positioning Systems (3) SP Prerequisites: SUR2533 (GPS). Course covers the advance 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

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. Written work (6,000 words minimum) is required. 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. Written work (6,000 words minimum) 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 and discussion 3 hours. Written work (6,000 words minimum) includes a research paper. Additional fee.

ENC1210 Technical Communications (3) FA SP Prerequisite: a C or better in ENC 1101. Elective course open to A.A. and A.S. degree-seeking students. 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 2000 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 experience 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.

* Course will not count toward credit for the A.A. degree
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, Browning, Hopkins, Yeats, Joyce, and Lawrence. Lecture 3 hours. Written work (3,500 words minimum) is required.

LIT2080 Individualized Reading in Modern Language (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. Lecture 3 hours.

LIT2233 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 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 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.

LIT2370 The Bible As Literature (3) SP Prerequisite: a C or better in ENC 1101. Focuses on the study of the Old and New Testament from historical, philosophical, and literary perspectives. The student is also introduced to the various cultures relative to the development of the Bible. 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.

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 for the mass media with emphasis on newspaper work and on-line production. Lecture 3 hours. Written work (6,000 words minimum) 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. Lecture 3 hours. Written work of 3,500 words minimum is required. Course satisfies the general education requirement.

IDS2182 Applied Ethics Seminar (3) FA SP SU The 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 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.

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 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. Course cannot be used in lieu of FIN 2000 to fulfill AS Degree in Business Management requirements. Contact 3 hours.

Film
FIL101 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.

FIL202 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.

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.

Financial Planning
FIN2010 Investments (3) FASP 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).

Foreign Language
FRE1120 Elementary French I (4) FA Basic elements of French usage taught in context. Emphasis is on pronunciation and comprehension. Lecture 3 hours. Lab 2 hours. Additional fee.

FRE1121 Elementary French II (4) SP Prerequisite: a C or better in FRE1120. Continuation of FRE1120. Lecture 3 hours. Lab 2 hours. Additional fee.

GER1120 Elementary German I (4) FA Essentials of German with emphasis on auditory experience, oral practice, and the structure of the language. Lecture 3 hours. Lab 2 hours. Additional fee.

GER1121 Elementary German II (4) SP Prerequisite: a C or better in GER1120. Continuation of GER1120. Lecture 3 hours. Lab 2 hours. Additional fee.

* Course will not count toward credit for the A.A. degree
### 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.

**SPC2594 Speech and Debate Workshop** (1) FA

Provides instruction in individual oral interpretation events with an emphasis on inter-collegiate 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.

### 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.

### Geography

**GEO1400 Introduction to Human Geography** (3) FA SP SU

Prerequisite: satisfactory completion of College Preparatory English (ENC0020) or its equivalent. An introduction to the teaching of geography in the classroom, including presentation of content, teaching strategies, and evaluation techniques. Lecture 3 hours. Written work (1,000 words minimum) is required.

**GEO2010 Physical Geography** (3) FA

Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002) or appropriate placement scores. An introductory course in physical geography emphasizing the nature of the earth, its atmosphere, and oceans. Lecture 3 hours. Written work (1,000 words minimum) is required.

### 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 SP

Prerequisite: satisfactory completion of College Preparatory English (ENC0020) or its equivalent. A continuation of CGS 1520. Topics include advanced uses of multimedia authoring and design issues for multimedia. Macromedia Director and Fireworks for multimedia development, Adobe Photoshop for editing graphics, and Adobe Premiere for video editing will be used for developing multimedia projects. Contact 3 hours. Additional fee.

**CGS2525 Advanced Multimedia Programming** (3) SP

Prerequisite: satisfactory completion of CGS 1520 or its equivalent. A continuation of CGS 1520. Topics include advanced uses of multimedia authoring and design issues for multimedia. Contact 3 hours. Additional fee.
GRA1103C Computer Based Design I (3) FA Prerequisite: GRA 1113C 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, Pagemaker, and Photoshop needed to successfully complete the course projects. Contact 4 hours. Additional fee.

GRA1105C 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, Pagemaker, and Photoshop will be utilized. 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 Prerequisite: or co-requisite: CGS 1060 or instructor approval. An overview to the technical principles, fundamentals and terminology of the electronic publishing field. Introduction to professional level software packages AdobePagemaker, Illustrator and Photoshop. Contact 4 hours. Additional fee.

GRA1206C Typography (3) 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. 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. Instruction in the most current applications used for production of Web pages including creation of interactive Web graphics. Proper coding of the page with consideration of various platforms will be provided. Special emphasis on good design and images for delivery on the Internet will be covered. 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: GRA131C, GRA1206C, and PGY2801C with a grade of “C” or better. 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 popper compressions and special effects. Industry- standard hardware and software will be utilized. Contact 3 hours.

PGY2801C Electronic Still Imaging (3) FA SP Prerequisite: GRA 1131C or instructor approval. This course will focus on learning more advanced aspects of Adobe Photoshop and proper scanning techniques and resolutions needed for working with bitmapped images and their connection to other digital output applications. Contact 4 hours. Additional fee.

RTV2220 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 computers as non-linear editing systems. Students will learn to use software that is common to audio and video editing. Students will produce a portfolio in the process of learning the formal principles and processes of audio/video production. Contact 3 hours. Additional fee.

Guitar

MYS1116 Beginning Class Guitar (1) FA SP SU Prerequisite: access to a guitar. For beginning guitar students. Emphasis on music reading and elementary techniques. Meets 2 hours a week.

MYS1126 Intermediate Guitar (1) FA SP Prerequisite: MYS 1116 or prior guitar experience. An extension of MYS 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.

MYS2127 Advanced Class Guitar (1) SP Prerequisites: completion of MYS 1126, permission of the instructor, and access to a guitar. Refinement of 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 in 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: BSC2085, BSC2085L, BSC2086, BSC2086L, HSC2531. Corequisite: 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: BSC2085, BSC2085L, BSC2086, BSC2086L, HSC2531. Corequisite: HIM2222. 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, HIM1433. 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. Written work (1,000 words minimum) is required.

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. Written work (1,000 words minimum) is required.

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.

SLS1223 Stress Management (2) 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 stresses are discussed. Contact 3 hours.
AMH1041 American Experience I (3) FA SP SU Prerequisite: satisfactory completion of College Preparatory English (ENC 0020) and College Preparatory Reading (REA 0002) or appropriate placement scores. Examines the historical experiences and events that shaped America’s social and economic development in order to foster a better understanding of America’s culturally diverse society. Lecture 3 hours. Written work (1,000 words minimum) is required.

AMH1050 American Experience II (3) FA SP SU Prerequisite: satisfactory completion of College Preparatory English (ENC 0020) and College Preparatory Reading (REA 0002) or appropriate placement scores. Acquaints students with the historical origins and context for America’s evolving role in the world. Provides perspective on major issues and themes of American foreign policy. Lecture 3 hours. Written work (1,000 words minimum) is required.

AMH2010 History of the United States I (3) FA SP SU Prerequisite: satisfactory completion of College Preparatory English (ENC 0020) and College Preparatory Reading (REA 0002) or appropriate placement scores. A comprehensive survey of U.S. history from the Colonial period through Reconstruction. Provides perspective on the historical roots of America through examination of major issues and interpretations of U.S. history. Lecture 3 hours. Written work (1,000 words minimum) is required.

AMH2020 History of the United States II (3) FA SP SU Prerequisite: satisfactory completion of College Preparatory English (ENC 0020) and College Preparatory Reading (REA 0002) or appropriate placement scores. A comprehensive survey of U.S. history from the Reconstruction era to the present. Provides perspective of the historical roots of America through examination of major issues and interpretations of U.S. history. Lecture 3 hours. Written work (1,000 words minimum) is required.

AMH2070 Florida History (3) FA Prerequisites: satisfactory completion of College Preparatory English (ENC 0020) and College Preparatory Reading (REA 0002) or appropriate placement scores. Presents the history of Florida from the beginnings of European settlement to the present, emphasizing the period since 1821 when the United States acquired Florida from Spain. Course includes 45 contact hours and will satisfy 1,000 words of the WAC requirement.

AMH2091 African-American History (3) SP Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA 0002) or appropriate placement scores. A survey of African-American history from its roots in 15th century West Africa to contemporary U.S. society, examining the major political, economic, and social factors which shaped that history. Lecture 3 hours.

ASH1044 Introduction to Middle Eastern History and Civilization (3) Prerequisite: satisfactory completion of College Preparatory English (ENC 0020) and College Preparatory Reading (REA 0002) or appropriate placement scores. This course is designed to familiarize students with the history, civilization, culture and religion of the Middle East. The survey course covers the broad sweep of Middle Eastern history and culture including the foundation of Islam and its interaction with Judaism and Christianity. Its primary emphasis will be to provide a basis for understanding the background of the major problems facing the Middle East today.

ASH2041 China: Its History and Culture (3) SP Prerequisites: satisfactory completion of College Preparatory English (ENC 0020) and College Preparatory Reading (REA 0002) or appropriate placement scores. An introduction to the history and culture of China from its origins to the present. The course will examine the political, economic, social, and intellectual development of Chinese civilization, its response to Western influences, and its place in the modern world community.

EUN1000 Western Civilization I (3) FA SP SU Prerequisite: satisfactory completion of College Preparatory English (ENC 0020) and College Preparatory Reading (REA 0002) or appropriate 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. Written work (1,000 words minimum) is required.

EUN1001 Western Civilization II (3) FA SP SU Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA 0002) or appropriate 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. Written work (1,000 words minimum) is required.

HIS2930 Special Topics in History (3) FA SP SU Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002) or appropriate placement scores. This course is designed to cross conventional academic disciplines and present a view of Florida from a historical, political, and economic perspective. The Florida course will acquaint the student with Florida’s diverse history by analyzing its evolving multi-cultural population. Additionally, the course reviews the state’s current political institutions and explores the future of Florida, particularly in economic terms. By completing this course and its assigned writing requirements (1,000 words minimum) students will satisfy WAC specifications and computer proficiency requirements.

WOF1012 History of Civilization I (3) FA SP 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. Written work (1,000 word minimum) is required.

WOF1022 History of Civilization II (3) FA SP 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. Written work (1,000 words minimum) is required.

Human Development

CHD2220 Child Development (3) FA SP SU Prerequisite: satisfactory completion of College Preparatory English (ENC 0020) and College Preparatory Reading (REA 0002) 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. Written work (1,000 words minimum) is required.

CHD2240 Adolescent Development (3) SP Prerequisite: satisfactory completion of College Preparatory English (ENC 0020) and College Preparatory Reading (REA 0002) or appropriate placement scores. A study of cognitive, physical, and psycho-social 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. Written work (1,000 words minimum) is required.

DEP2004 Human Development: Birth to Senescence (3) FA SU Prerequisite: satisfactory completion of College Preparatory English (ENC 0020) and College Preparatory Reading (REA 0002) 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

AML1600 Introduction to African American Literature (3) FA SP SU Prerequisite: completion of the six hour general education communications requirement. Examination of 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. Lecture 3 hours. Written work (3,500 words minimum) is required.

AML2301 Major American Writers (3) FA SP SU Prerequisite: completion of the six hour general education communications requirement. An in-depth study of major works of writers whose contribution to American literature are most significant or whose impact on the literary, philosophical, and intellectual milieu in America is unquestionable. Lecture 3 hours. Written work (3,500 words minimum) is required.

* Course will not count toward credit for the A.A. degree
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. Written work (3,500 words minimum) is required. Lecture 3 hours.

ARH2051 Introduction to Art History and Art Criticism II (3) FA SP Prerequisite: satisfactory completion of the general education communications requirement. The study of European art styles from the Renaissance to the present. Written work (3,500 words minimum) is required. Lecture 3 hours.

ARM500 Northern European 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. Written work (3,500 words minimum) is required. Lecture 3 hours.

FHCPENL2000 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 include Chaucer, Shakespeare, Donne, Milton, Swift, Blake, Keats, Tennyson, Browning, Hopkins, Yeats, Joyce, and Lawrence. Lecture 3 hours. Written work (3,500 words minimum) is required.

HUM1700 Humanities Overseas Study I (3) SP Prepares students for the overseas tour connected with HUM 1701. Academically, students receive instruction about the cultural achievements they will explore on the tour. Practically, students receive instruction about topics as culture shock, foreign currency, passports, foreign phrases, packing, and budgeting of expenditures. Course outline varies in accordance with the tour itinerary. Offered solely for students who plan to enroll in HUM 1701 and travel as participants in the Humanities Study Abroad Program. Does not satisfy the general education requirement. Credit for HUM 1700/HUM 1701 may not substitute for HUM 2740/HUM 2741. Lecture 3 hours.

HUM1701 Humanities Overseas Study II (3) SU Prerequisite: satisfactory completion of HUM 1700. The course consists of an overseas tour designed to provide students with on-site observations and lectures related to the cultural achievements they studied in HUM 1700. Provides opportunities for students to practice what they learned about the customs, languages, and monetary currencies of the locations they visit. Course outline and travel cost vary in accordance with the tour itinerary. Does not satisfy the general education requirement. Credit for HUM 1700/HUM 1701 may not substitute for HUM 2740/HUM 2741. Lecture 3 hours.

HUM1930 Special Topics in Culture (3) FA An interdisciplinary examination of the origins, history, and social contexts of Hip-hop culture and its impact upon American culture and society. The course will explore “hip-hop culture” as originally manifested in music, visual art, and dance, and trace these developments through a variety of media and genres up to the present day. Students will be exposed to the dynamics of race, class, gender, regionalism, personal competition, and aesthetics as expressed in hip-hop, and how these interrelated issues relate to and influence the wider culture.

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. Lecture 3 hours. Written work (3,500 words minimum) is required. Satisfies the general education requirement.

HUM2220 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, economics, and film. Covers the expressions that date from the sixteenth century to the contemporary world including European culture, China, Japan, Russia, Africa, and the Americas. Lecture 3 hours. Written work (3,500 words minimum) is required. Satisfies the general education requirement.

HUM2525 The American Music Tradition: jazz (3) FA SP SU Prerequisite: successful completion of the general education communications requirement. The study of a uniquely American art form covering pre-jazz influences, the significance of New Orleans in the early development of jazz and the later dissemination of jazz throughout America. The evolution of jazz styles from early blues to the present jazz-oriented rock will be explored through the study of individual performers, composers, and arrangers. Lecture 3 hours. Student research required. Written work (3,500 word minimum) is required.

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 1800, the synthesis of those styles as evidenced in American popular music since 1945. Student research is required. Written work (3,500 words minimum) is required.

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. Written work (3,500 words minimum) is required. Lecture 3 hours. Satisfies the general education requirement.

HUM2741 Humanities Abroad II (3) SU Prerequisite: C or better in HUM 2740; or C or better in HUM 2210 and HUM 2230; 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 currencies of the locations they visit. This is a higher level course designed to be more extensive in terms of material covered and more intensive in terms of academic requirements, than 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. Written work (3,500 words minimum) is required. Lecture 3 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 breaks between Seminars with two (2) class meetings (1 hour) for information. Written work required is as 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. Written work (1,000 word minimum) is required. 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. An introduction to selected major works of literature from Eastern and Western traditions. 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. Lecture 3 hours. Written work (3,500 words minimum) is required.

* Course will not count toward credit for the A.A. degree
LIT2370 The Bible As Literature (3) SP Prerequisite: a C or better in ENC 1101. Focuses on the study of the Old and New Testament from historical, philosophical, and literary perspectives. The student is also introduced to the various cultures relative to the development of the Bible. Lecture 3 hours.

MUH2011 Introduction to Music History (3) FA SP Prerequisite: successful completion of the general education communications requirement. The study of music history from the middle ages to the present. A general education course for non-music majors. Lecture 3 hours. Written work (3,500 words minimum) is required.

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 musics 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. Lecture 3 hours. Written work (3,500 words minimum) is required.

PHI2010 Philosophy (3) FA SP SU Prerequisite: successful completion of the general education communications requirement. An introductory study of metaphysics, ethics, aesthetics, and logic based upon the inquiries of the speculative and critical philosophers both traditional and modern. Lecture 3 hours. Written work (3,500 words minimum) is required.

PHI2100 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. Lecture 3 hours.

PHI2600 Ethics (3) FA SP SU Prerequisite: successful completion of the general education communications requirement. The course consists of an introduction to the study of ethics (the rationale behind human behavior) through an examination of the theoretical traditions that shaped the globe and that came 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. Lecture 3 hours. Written work of 3,500 words minimum is required. Course satisfies the general education requirement.

REL2000 Introduction to the Study of Religion (3) FA SP Prerequisite: successful completion of the general education communications requirement. The course is designed to introduce students to the academic study of religion. Students will examine the important terms, issues, thinkers, and trends which have been part of that study. Although the course does not involve a systematic study of the religions of the world, various aspects of specific religions are presented to illustrate certain concepts. Topics generally 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. Lecture 3 hours. Written work of 3,500 words minimum is required. 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, Bahá’í, Shintoism, Zoroastrianism, native African religion, native American religion, and others. Written work (3,500 words minimum) is required. Course 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. Lecture 3 hours. Written work (3,500 words minimum) is required. Satisfies the general education requirement.

Insurance

RM11001 Introduction to Risk and Insurance (3) FA SP. An introductory course for students who want to learn about individual or 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 A course designed to cross conventional academic disciplines and present a view of Florida from a historical, political, and economic perspective. The Florida course will acquaint the student with Florida’s diverse history by analyzing its evolving multi-cultural population. Additionally, the course will review the state’s current political institutions and explore the future of Florida, particularly in economic terms. By completing this course and its assigned writing requirements (1,000 words minimum) students will satisfy WAC specifications 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 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.

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) FASP 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).

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.

* Course will not count toward credit for the A.A. degree
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, editing poetry and prose, 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 for the mass media with emphasis on newspaper work and on-line production. Lecture 3 hours. Written work (6,000 words minimum) 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. Written work (3,000 minimum) is required and 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.

Legal Assisting

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, 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) FA SP SU Prerequisite: PLA1003. Introduction to legal research including citation form, reading and finding legislative history and 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.

PLA2114 Legal Writing (3) FA SP SU 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) FA SP SU Prerequisite: PLA1003. Principles of litigation, lawyer/client relationships, ethical considerations, causes of action, remedies and defenses, affirmative defenses, jurisdiction, commencement of lawsuits, rules of procedure, pleadings, gathering evidence, and ethical considerations. Appropriate for students interested in any legal career. Contact 3 hours.

PLA2223 Litigation Procedures II (3) FA SP SU Prerequisite: PLA 1003. Includes instruction in gathering evidence, discovery, rules of evidence, trial preparation, trial procedure, judgments, appeals, criminal procedure, and ethical considerations. Appropriate for students interested in any legal career. Contact 3 hours.

PLA2483 Florida Administrative Law (3) FA SP SU 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.

PLA2600 Wills, Trusts and Probate (3) FA SP SU Prerequisites: PLA 1003. 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 SP SU 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.

PLA2732 Computer Applications for Legal Assistants (3) FA SP SU Prerequisites: PLA 1003 or work related proficiency with computers and permission of instructor. Work-related experience or other computer proficiency is highly recommended. This course serves as an introduction to the use of computers in managing complex litigation. Staffing and managing a team of persons who will assist in document control in complex litigation and law office management will be discussed. Emphasis will be on managing a database system to assist in management of document intensive cases. Contact 3 hours. Additional fee.

PLA2763 Law Office Procedures and Management (3) FA SP 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.

PLA2800 Family Law (3) FA SP SU Prerequisite: PLA 1003. Study of family law, legal institutions, the family law office and ethical considerations. Study of various aspects of family law, including marriage, prenuptial and antenuptial agreements, annulment dissolution of marriage, separation agreements, child custody and support, alimony, judicial separation, adoptions and other areas. Appropriate for students interested in any legal career. Contact 3 hours.

* Course will not count toward credit for the A.A. degree
Library Sciences

LIS2004 Introduction to Internet Research (1) FA SP SU  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

AML1600 Introduction to African American Literature (3) FA SP SU  Prerequisite: completion of the six hour general education communications requirement. Examination of the ideas and literary contributions of 19th and 20th century African-Americans such as Frederick Douglass, Malcolm X, Richard Wright, and Toni Morrison. Lecture 3 hours. Written work (3,500 words minimum) is required.

AML2301 Major American Writers (3) FA SP SU  Prerequisite: completion of the six hour general education communications requirement. An in-depth study of major works of writers whose contribution to American literature are most significant or whose impact on the literary, philosophical, and intellectual milieu in America is unquestionable. Lecture 3 hours. Written work (3,500 words minimum) is required.

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. 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. Lecture 3 hours. Written work (3,500 words minimum) is required.

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. Lecture 3 hours.

LIT2100 Masterpieces of World Literature (3) FA SP SU  Prerequisite: successful completion of the general education communications requirement. An introduction to selected major works of literature from Eastern and Western humanities. A study of various genres such as drama, poetry, the short story, the epic, the novel, and philosophy as they reflect the ideas and attitudes of the respective cultures. Lecture 3 hours. Written work (3,500 words minimum) is required.

Logic

PHI2100 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. Lecture 3 hours. Written work (3,500 words minimum) is required.

Management

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.

MNA1161 Introduction to Customer Service (3) FA SP SU  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 (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.

MNA2130 Business Writing (3) SP  Prerequisite: Satisfactory completion of College Preparatory English (ENC 0020) or appropriate placement score. Emphasis on effective writing in business communications. Stress 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.

Contact 3 hours.

* Course will not count toward credit for the A.A. degree
MNA2300 Human Resource Management (3) FA  Prerequisite: satisfactory completion of College Preparatory English (ENC2202), College Preparatory Reading (REA0002) and Elementary Algebra (MAT0244) 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.

MNA2345 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.

MNA2346 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 (MAT0244) 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
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.

MAR2011 Principles of Marketing (3) FA  Prerequisite: satisfactory completion of College Preparatory English (ENC2202), College Preparatory Reading (REA0002) and Elementary Algebra (MAT0244) 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) FA  This is an introductory course in retail management giving the student the opportunity to learn and develop skills relating to the analysis of management techniques and controls, and the actual operations involved in managing a retail operation. Contact 3 hours.

MKA2511 Advertising and Sales Promotion (3) SP  Prerequisite: satisfactory completion of College Preparatory English (ENC2202), College Preparatory Reading (REA0002) and Elementary Algebra (MAT0244) 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 means 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 2333, 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 for 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 MAC231. A study of the trigonometric functions of angles and trigonometric 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 MAC231. 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.

MAC2147 Precalculus Algebra and Trigonometry (5) OD  Prerequisite: completion of High school trigonometry with a grade of A or B plus completion of MAC1105 with a grade of A or B or appropriate score on the College Level Math (CLM) placement test. MAC2147 is a prerequisite for MAC 2311. Topics include properties and graphs of polynomials, rational, exponential, and logarithmic functions, solutions of higher degree polynomials. Solutions of systems of equations using matrices and determinants; sequences and series; the binomial theorem, an introduction to conic sections, proof by mathematical induction, trigonometric functions of angles and real numbers along with their graphs, inverses, solutions of triangles and other applications, trigonometric identities, conditional trigonometric equations, complex numbers in trigonometric form and DeMoivre's Theorem, vectors, polar coordinates, and an introduction to parametric equations. A graphing calculator is required. Check with instructor for the most appropriate one. May not be taken for credit by any student who has a grade of C or better in MAC 2140 or MAC 2114. Lecture 5 hours.

MAC2233 Calculus for Management (3) FA SP SU  Prerequisite: MAC 1105 with a grade of C or better. Not open to students with credit in MAC 2311 or MAC 2312 or to students who plan to major in mathematics or the physical sciences. A study of the basic concepts and techniques of the differential and integral calculus of one variable, optimization techniques, exponential growth and decay, and a brief introduction to multivariate calculus with application to business and the social and biological sciences. A graphing calculator is required. Check with instructor for the most appropriate one. Lecture 3 hours.

MAC2311 Calculus with Analytic Geometry I (5) FA SP SU  Prerequisite: completion of MAC 2147 or both MAC 2114 and MAC 2140 with grades of C or better. Topics include limits of functions and continuity, the derivative of a function, techniques of differentiation of algebraic and trigonometric functions, the Mean Value Theorem, applications of the derivative (relative and absolute extrema, velocity and acceleration, related rates, curve sketching, differentials), indefinite and definite integrals, the Fundamental Theorem of Calculus, integration by substitution, approximate integration, and applications of the definite integral (area and volume). A graphing calculator is required. Check with instructor for the most appropriate one. An introduction to the use of MAPLE computer software will be given as a calculus learning and verification tool. Lecture 5 hours.

MAC2312 Calculus with Analytic Geometry II (5) FA SP SU  Prerequisite: MAC 2311 with a grade of C or better. Topics include applications of the definite integral (arc length, work, and fluid pressure), the calculus of inverse functions with emphasis on inverse trigonometric, exponential, and logarithmic functions, indeterminate forms and use of L'Hopital's Rule, introduction to hyperbolic functions, techniques of integration, infinite sequences and series, polar coordinates and parametric equations, and a brief study of conic sections. A graphing calculator is required. Check with instructor for the most appropriate one. Also, MAPLE is used as a teaching and learning tool. Lecture 5 hours.

MAC2313 Calculus with Analytic Geometry III (4) FA SP  Prerequisite: MAC 2312 with a grade of C or better. Topics include vectors, equations of planes and lines in space, vector-valued functions (including unit tangent and unit normal vectors, velocity and acceleration of objects in space, and curvature), multivariable functions, the differential and integral calculus of multivariable functions and line and surface integrals including Green's Theorem, the Divergence Theorem, and Stoke's Theorem. There is also extensive use of CAS (Computer Algebra System) MAPLE. This is a WEB assisted course. A graphing calculator is required. Check with your instructor for the most appropriate one. Lecture 5 hours. Special fee.

MAP2302 Differential Equations I (3) SP  Prerequisite: MAC 2312 with a grade of “C” or better. Calculus II. methods of solutions of ordinary differential equations, linear and non-linear, systems of linear differential equations, boundary value problems. Methods include operators undetermined co-efficients, variation of parameters. Laplace transforms, and series solutions. There is also

* Course will not count toward credit for the A.A. degree.
extensive utilization of the CAS (Computer Algebra System) MAPLE. A graphing calculator is required. Lecture 3 hours.

MAT1033 Intermediate Algebra (3) FA SP SU Prerequisite: satisfactory placement score or satisfactory completion of MAT 0024 or MAT 0024C. MAT 1033 cannot be taken for credit by any student who has C or better in any higher mathematics course. Major topics include linear equations, linear inequalities and their graphs, systems of linear equations, inequalities and their graphs, introduction to relations and functions, rational exponents, operations with rational expressions, complex fractions and rational equations, operations with radical expressions and radical equations, and quadratic equations. A scientific calculator is required. Check with instructor for the most appropriate one. Does not satisfy the TCC math requirement. Lecture 3 hours. Special fee.

MGFI106 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: 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 MGF2202. Contains non-algebraic CLAST skills. A scientific calculator is required. Lecture 3 hours. Special fee.

MGFI107 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: a unit which reviews the techniques of one and two variable linear algebra and concludes with applying two variable linear algebra to solving problems; a unit on mathematics of finance which encompasses simple interest, compound interest, annuities, and amortization; and a unit drawn from the following possible topics - history of mathematics, number theory, the nature of our number system, other number systems (with emphasis on the binary system), graph theory, sequences, mathematics in nature and the world, voting and apportionment methods, and current developments in mathematics. A scientific calculator is required. Please check with your instructor for the most appropriate one for the course. Lecture 3 hours. Special fee.

MGFI118 Mathematics Preparation for Clast (1) FA SP SU This is a one hour elective credit self-paced instruction course that gives students the opportunity to review math skills prior to taking the CLAST. Students should have successfully completed Intermediate Algebra, MAT 1033 (or its equivalent) and one college-level math course. Prior to registering for this course, students should take the CLAST pretest (administered by the college CLAST office). Topics include arithmetic, algebra, probability, statistics, informal geometry, and sets/logic. Calculators are not allowed on CLAST.

MTB1304 Graphing Calculators (1) OD Prerequisite or corequisite: 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 3 hours per week from the second through the sixth week of the term.

MTB1321 Technical Math I (3) OD Prerequisite: A grade of "C" or better in MAT 1033 or a satisfactory score on placement test, SAT or ACT. Covers the topics in introductory Technical Mathematics (Algebra and geometry) that are essential in the understanding of technological problems. Topics include: linear equations and inequalities; factors and fractions; exponents and radicals; functions and 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 MTB 1321. This course is the continuation of MTB 1321 (Technical Mathematics I). 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.

MTG2204 Geometry for Educators (3) FA SP Prerequisite: MAT1033 or equivalent, or appropriate placement score. Emphasis is on Euclidean 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 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 TI83 or graphing calculator with equivalent statistical features is required. Lecture 3 hours. Special fee.

Meteorology

MET1010 Meteorology (3) FA SP SU Prerequisite: satisfactory completion of College Preparatory English (ENC 0020) and College Preparatory Reading (REA 0002). Co-requisite: STA1023. Offered in the fall, spring, and summer. This course introduces students to the study of meteorology by offering an overview of the atmosphere, including its basic characteristics and processes. Topics include the formation and movement of weather systems, atmospheric pressure systems, and the processes that control weather patterns. Lecture 3 hours. Special fee.

Military Science

AFRI101 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.

AFRI102 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.

AFRI2130 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, support of national objectives, and a look at the evolution of airpower concepts and doctrine.

AFRI2140 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.

AFRI2233L Aerospace Studies Leadership Lab (1) FA SP This lab is a core-requisite 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 introduction course designed to provide an understanding of the organizations of the army and its role in society. All sections include a required 2-hours per week leadership laboratory on Wednesday 6:30P-8:00P 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 Support (1) SP Introductions 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.

* Course will not count toward credit for the A.A. degree.
MUS2101 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.

MUS2102 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.

MUS2102L 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 organization 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. The study of a uniquely American art form covering pre-jazz influences, the significance of New Orleans in the early development of jazz and the later dissemination of jazz throughout America. The evolution of jazz styles from early blues to the present jazz-oriented rock will be explored through the study of individual performers, composers, and arrangers. Lecture 3 hours. Student research required. Written work (3,500 word minimum) is required.

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 earlier 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. Written work (3,500 words minimum) is required.

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 musics 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. Lecture 3 hours. Written work (3,500 words minimum) is required.

MUN1180 Concert Band (1) FA SP SU An instrumental ensemble designed for students and citizens of the community. Performance and rehearsal literature is taken from all areas - symphonic to jazz. May be taken for credit four times. Meets 3 hours per week.

MUN1310 College Chorale (1) FA SP SU Open to any student interested in singing a wide variety of choral literature. May be taken for credit 4 times. Meets 2 hours a week. Additional fee.

MUN1340 Vocal Ensemble (1) FA SP Corequisite: enrollment in MUN 1310. May be taken for credit 4 times. Meets 2 hours a week. Additional fee.

MUN1710 Jazz Band (1) FA SP SU Prerequisite: ability to read music and play an instrument appropriate to the ensemble. Jazz band will provide students with an opportunity to study and perform literature arranged specifically for large jazz ensembles and traditional big bands. May be taken for credit 4 times. Meets 3 hours a week.

MUT1111 Music Theory I (3) FA Prerequisite: enrollment in or successful completion of MUT 1241 or MUT 1242. The basic materials and structure of music. 96 hours and clinical 30 hours for the course. Additional fee.

MUT1112 Music Theory II (3) SP Prerequisite: successful completion of MUT 1111 or permission of instructor. The materials and structures of music and their application to basic composition.

MVS1116 Beginning Class Guitar (1) FA SP SU Prerequisite: 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 Prerequisite: 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. Reinforcement of technical skills learned in other guitar classes. Meets 2 hours weekly.

Nursing
HCP0200* Nursing Assistant/Home Health Aide (0) OD This program is designed to prepare students to work as nursing assistants and home health aids in nursing homes, sub-acute care facilities, and home health agencies. A student must pass the certification test after they complete the program to get a job in most agencies. The program consists of 150 clock hours and follows the curriculum prescribed by the Florida Department of Education. It includes skills focused on providing assistance with activities of daily living and assisting the nurse with monitoring of patients. Clock hours 150.

NUR1010* Professional Seminar I (1) FA SP Prerequisites: BSC2085, BSC2085L, BSC2086, BSC2086L, PSY2012, DEP2004, PUB101, ENC1101, Choice of one Math: MGF1106, MGF1107, MAC1105 or STA203. Corequisites: NUR1280C, NUR1010, NUR1141. This course is designed as an introduction to the healthcare career of nursing. Information will be provided to give the student an overview of the nursing profession. Included in the information will be such issues as the historical events that influenced nursing. The legal, ethical, and economic issues that influence nursing will also be emphasized. The nurse must be aware of are presented. Workplace communication, time management, and self-care strategies are among the career advancement tools provided. Information related to effective resume writing, interviewing tips, and employee benefits is also provided. One hour of lecture per week.

NUR1020C* Fundamentals of Nursing (6) FA SU Prerequisite: BSC 2085, BSC 2085L, BSC 2086, BSC 2086L, PSY 2012, DEP 2004, HUS 1201, ENC 1101, Choice of one Math: MGF 1106, MGF 1107, MAC 1105 or STA 2023. Corequisites: NUR 1280C, NUR 1010 and NUR 1141. This 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 health care 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. Basic needs relative to hygiene; activity; rest and sleep; comfort safety; nutrition; and fluid and electrolytes; urinary and bowel elimination; and oxygenation are necessary to meet the needs of the moderately ill, hospitalized patient. The content includes consideration of growth and development, socio-economic, ethnic cultural and spiritual needs, community health concepts, nutrition, professional role and function, health counseling, current issues in nursing, 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 insure rational and optimal patient care. Serious attention is given to informing the student about the legal and ethical implications of practice. Clinical experiences will be such issues as the historical events that influenced nursing. The legal, ethical, and economic issues that influence nursing will also be emphasized. The nurse must be aware of are presented. Workplace communication, time management, and self-care strategies are among the career advancement tools provided. Information related to effective resume writing, interviewing tips, and employee benefits is also provided. One hour of lecture per week.
NUR1212C* Adult Health I (8) FA SP Prerequisites: Successful completion of all previous semester course work. This introductory course is designed to provide students with the opportunity to acquire the knowledge and skills to promote or restore the health of patients through critical thinking skills and the health of patients within a holistic framework. Clinical experience is provided in acute care settings. Observational time may be scheduled to enhance learning experiences. Additional fee.

NUR1280C* Geriatric Nursing (1) FA SP Prerequisites: 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 1020C, NUR 1010, NUR 1141. This unit of study is designed to help the student understand the health related needs of the older adult with age related diseases. One hour of lecture per week. Additional fee.

NUR1312C* Pediatrics I (3) FA SP Co-requisites: NUR 1422C and NUR 2110C. 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. Additional fee.

NUR1422C* Maternal-Infant I (2) FA SP Prerequisites: Successful completion of all previous semester course work. 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 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. Concepts related to pre, intra, and postoperative care are discussed. Additional fee.

NUR1520C* Mental Health Nursing (4) SP SU Prerequisites: Successful completion of all previous semester course work. This course provides the student with the opportunity to acquire knowledge and skills needed to care for patients with anxiety, mood and coping disorders. Therapeutic nurse/patient interaction skills are stressed. Clinical experiences are selected to help students increase their understanding of the interdisciplinary health team and the nurse’s role as a member of the team. Clinical practice is provided in a psychiatric setting. This course will also cover Domestic Violence and Alternative Therapies. Additional fee.

NUR2005C* LPN Transition (1) SP SU Prerequisites: Successful completion of all previous semester course work. This course is designed to facilitate the entry of Licensed Practical Nurses into the Associate Degree Nursing Program. Students will demonstrate safe performance of selected nursing procedures included on the Fundamentals Skills List. Theoretical components include those not commonly included in the practical nursing curriculum. Information related to the roles of the registered nurse and additional theory related to the Nursing Process will be emphasized. Additional fee.

NUR2142* Pharmacology II (1) FA SU Prerequisites: Successful completion of all previous semester course work. This course builds on the acquired knowledge of basic pharmacology and is designed to prepare the advanced students to perform safe and effective medication administration of intravenous medications. Content will include information developed to decrease the errors to the nursing skills of medication administration. (15 lecture hours.) Additional fee.

NUR2241C* Adult Health II (6) FA SP Prerequisites: Successful completion of all previous semester course work. This course is designed to provide information to assist the student to acquire the knowledge and skills to provide safe and effective care for patients with critical medical and/or surgical problems. This course builds upon material from Adult Health I and Adult Health II. The Nursing Process will be a guide for the student to utilize critical thinking skills to promote or restore the health of patients within a holistic framework. Additional fee.

NUR2260C* Adult Health II (6) FA SU Prerequisites: Successful completion of all previous semester course work. This course is designed to provide information to assist the student in acquiring the knowledge and skills to provide safe and effective care for patients with complex medical and/or surgical problems. This course builds upon material from Adult Health I concepts. The nursing process will be a guide for the student to utilize critical thinking skills to promote or restore the health of patients within a framework. Clinical experience is provided in acute care settings and specialty care areas. Observational time may be scheduled to enhance learning experiences. Additional fee.

NUR2313C* Pediatrics II (2) FA SP Prerequisites: Successful completion of all previous semester course work. 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 patient on the wellness-illness continuum with inclusion of human growth and development, culture diversity, community health concepts, pharmacology and administration of medications, nutrition, legal aspects of practice, interpersonal relationships, health teaching and counseling, and current issues in nursing. Clinical experience is provided in both clinic and acute care settings. Observational time may be scheduled to enhance learning experiences. Additional fee.

NUR2450C* Maternal-Infant II (2) FA SP Prerequisites: Successful completion of all previous semester course work. This course is designed to present the nursing student with advanced concepts of knowledge and skills related for the high-risk neonate. The nursing process is utilized in caring for the high-risk obstetric patient on the wellness-illness continuum with inclusion of human growth and development, culture diversity, community health concepts, pharmacology and administration of medications, nutrition, legal aspects of practice, interpersonal relationships, health teaching and counseling, and current issues in nursing. Clinical experience is provided in both clinic and acute care settings. Observational time may be scheduled to enhance learning experiences. Concepts related to pre, intra, and post-operative care are discussed. Additional fee.

NUR2813* Professional Seminar II (1) FA SP Prerequisites: Successful completion of all previous semester course work. This course is designed to assist the student in the transition from the role of student to that of graduate enabling effective practice at entry level. It is also designed to assist the graduate nurse to anticipate the challenges of a rapidly changing work environment. Information will be provided on such issues as dealing effectively with social and economic factors that impact the profession, the role of professional organizations and licensure requirements. Tools for developing leadership- management roles, delegating appropriately, thinking critically and creatively will be presented. (15 lecture hours.) Additional fee.

NUR2930C* Nursing Competency Review (2) OD Prerequisite: Permission of program chair. Course designed to enable students who are re-entering the program to improve their competencies to be able to maintain pace in regular courses of the program, or for those students who have completed the program but who need competency reviews to be able to pass prerequisite examinations, or for other students if recommended by the program chair. Content will be designed to meet specific needs of the student. Cannot be used to meet degree requirements. Students are graded on the basis of satisfactory (S) or unsatisfactory (U) performance.

Nutrition Science

HUN1002 Contemporary Nutrition (3) FA SP An introductory nutrition course. Basic nutrition concepts are used to implement the topics such as individual nutritional intake, vegetarianism, eating disorders, putting nutrition into practice at the supermarket and restaurants, as well as, the nutritional needs of athletes, mothers, infants, children and aging adults. Cannot be used in lieu of HUN 1201 to fulfill AS degree requirements in any limited access health program or nutrition requirement for a bachelor’s degree. Contact 3 lecture hours.

HUN1201 The Science of Nutrition (3) FA SP SU Recommendation: Students need English, Reading, and Math at the level of ENC 1101, REA 1105 and MAT 1033. 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.
Oceanography

OCE1001 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. Written work (1,000 words minimum) is required.

Office Systems Technology

CGS2100 Microcomputer Applications for Business (3) FA SP SU
Prerequisite: MAT 1033 with a grade of “C” or better or placed into MGF 1106 or higher or OST 1324. This course enables students in business and economics to become proficient with microcomputer hardware and software applications that are typically used in the workplace. Topics include: hardware concepts, operating systems, spreadsheets financial management, tax preparation and time management software, Internet, World Wide Web, and electronic commerce including security, privacy and ethics. Contact 3 hours. Additional fee.

CGS2103 Advanced Microcomputer Applications (3) FA SP
Prerequisites: CGS2100 with a grade of “C” or better. Continuation of CGS2100. An advanced personal computer course that will provide specialized training in advanced microcomputer software applications that are typically used in the workplace. More complex aspects and advanced features of word processing, spreadsheet, database, presentation, internet and integrated applications are topics included in the course. Contact 3 hours. Additional fee.

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 of these processes such as cash and trade discounts, interest, markup, commission, payroll, and taxes. Also includes training and practice in the use of electronic calculating machines. Contact 3 hours.

OST1335 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) FA SP SU Prerequisite: 15 semester hours earned in Office Systems Program including OST 1718 and OST 1719 and permission of Dean. 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 I (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 Word Processing II (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 with Windows (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 or keyboarding test required or permission of the instructor. Applications of skills in medical terminology and medical 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) FA SP
Prerequisites: Keyboarding skills, Word or WordPerfect, Internet, and Windows 2000 or (above) 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 Prerequisite: Windows experience. 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, 35mm slides, and virtual presentations on the Internet. Contact 1 hour. 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: Windows experience and 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 Prerequisite: Windows experience. This course will provide the opportunity for the student to learn the fundamentals of a spreadsheet application and to foster an appreciation of spreadsheets 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: Windows experience and OST 2852 or its equivalent. This course will provide the opportunity for the student to learn the advanced features of a spreadsheet application and 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.

P.E. And Recreation

Note: A total of two semester hours credit in physical education activity courses, including dance courses, may be allowed toward the 60 semester hours required for graduation with the AA degree.

HLP2104 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.

LEI1000 Introduction to Recreation and Leisure Services (3) FA SP SU General orientation into the nature and scope of recreation and leisure services. Designed to introduce the student to historical and philosophical foundations, current trends and challenges, professional opportunities and areas. Contact 3 hours.

* Course will not count toward credit for the A.A. degree
LEI1541 Outdoor Recreation Management (4) FA An orientation participation course designed for those students who plan to pursue recreation or physical education as a profession. Knowledge in outdoor activity planning, conservation, nature activities, safety and hazard precautions. Contact 4 hours.

LEI2730 Adaptive/Therapeutic Recreation (4) SP An orientation course designed for those students who plan to pursue recreation or adaptive physical education as a profession. Knowledge of the ADA, program planning, activity modification, program adaptations, and risk management will be included. Contact 4 hours.

PEL121 Beginning Golf (1) FA SU A skill-learning experience designed to provide proper knowledge and techniques necessary to enjoy recreational golf. Contact 2 hours. Additional fee.

PEL122 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, sideshift, 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.

PEL1320 Volleyball and Bowling (1) FA SP A learning experience in two activities designed to produce recreational level skills for leisure time use. Contact 2 hours. Additional fee.

PEL1341 Beginning Tennis (1) FA SU A skill-learning experience designed to produce proper knowledge and techniques necessary to enjoy recreational tennis. Contact 2 hours. Additional fee.

PEL1342 Intermediate Tennis (1) FA Prerequisite: PEL 1341 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 PEL 1341 by including instruction on the volley, power game, the overhead, lobs and drop shots. Contact 2 hours. Additional fee.

PEL1346 Beginning Badminton (1) SU A skill-learning experience designed to produce a skilled player and an appreciative spectator. Contact 2 hours. Additional fee.

PEL1441 Racquetball (1) FA SU A skill-learning experience intended to promote skill, game edge, and appreciation necessary to enjoy recreational participation. Contact 2 hours. Additional fee.

PEL1442 Intermediate Racquetball (1) FA An activity course stressing instruction in shot selection and advanced game strategy. PEL 1441 or consent of instructor is necessary for course enrollment. Contact 2 hours. Additional fee.

PEL1621 Beginning Basketball (1) SP A skill-learning course designed to produce a knowledgeable player with proper perspective relative to the use of basketball in the worthy use of leisure. Contact 2 hours. Additional fee.

PEL1610 Theory and Practice of Adult Fitness (3) FA SP SU Provide insight and experience into the philosophy of adult fitness, principles of exercise, individualized program construction and the safe use of weight training and aerobics. Course is designed for adults seeking basic knowledge and selective participation in the wholesome use of exercise. This course may be used in applying for AFAA recertification. Contact 3 hours. Additional fee.

PEM1171 Aerobics (1) FA 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.

PEM1431 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.

PEM1432 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.

PEO2033 Officiating Techniques for Individual Sports (3) SP An orientation and skills course designed for those students who plan to pursue recreation or physical education as a profession. Individual sports officiating will include high school (FHSAA), college (NCAA, NJCAA) officiating rules, and skill techniques. Contact 2 hours.

PET1770 Personal Training Fundamentals and Techniques (4) FA SP A comprehensive course to prepare students to perform personal training. This course will cover the fundamentals of muscle physiology and physiological adjustments of training. This class will provide 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.

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.

Philosophy

PHI2010 Philosophy (3) FA SP SU Prerequisite: successful completion of the general education communications requirement. An introductory study of metaphysics, ethics, aesthetics, and logic based upon the inquiries of the speculative and critical philosophers both traditional and modern. Lecture 3 hours. Written work (3,500 words minimum) is required.

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 the 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. Lecture 3 hours. Written work of 3,500 words minimum is required. Course satisfies the general education requirement.

Photography

PGY1800C Digital Photography (3) FA SP This course combines fundamental photographic skills with digital technologies. Emphasis is placed on basic camera operation, techniques and aesthetics. Students will explore a range of both commercial and fine art photographic applications. Students must supply their own digital camera. Lecture/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 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 films leading to non-silver printing processes. Students will produce a high quality final portfolio of prints. In addition to a $ 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.
### 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. Written work (1,000 words minimum) is required. Lecture 1 hour.

**CHM1020 Chemistry for General Education** (2) **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. Written work (1,000 words minimum) is required.

**CHM1030 General Chemistry for Allied Health** (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. Topics include atomic theory, bonding, nomenclature, gases, acids and bases, stoichiometry, solubility, 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 CHM1020 or CHM1045. Lecture 3 hours. Written work (1,000 words minimum) is required.

**CHM1030L General Chemistry for Allied Health Laboratory** (1) **FA/SP/SU**
**Corequisite:** CHM1030 or CHM1020. Emphasis is given 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.

**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 a study of the dynamics of the compounds that are active in the human body. Topics include review of basic organic chemistry, the structure and function of proteins, nucleic acids, carbohydrates, and lipids, protein biosynthesis, enzyme characteristics and regulation, and metabolism. Lecture 3 hours.

**CHM1031L Physiological Chemistry for Allied Health Lab** (1) **SP**
**Prerequisites:** satisfactory completion of General Chemistry for Allied Health Laboratory. Corequisite: Physiological Chemistry for Allied Health (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 CHM1031L. 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. Successful completion of high school chemistry or CHM1030 with a grade of “C” or better. Corequisites: CHM1045L and MAC1105. 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. Written work (1,000 words minimum) is required. Special fee.

**CHM1045L General Chemistry Laboratory I** (1) **FA/SP/SU**
**Corequisite:** CHM1045. Emphasis on qualitative and quantitative lab techniques as well as on illustrations of the corequisite lecture topics. Lab 2 hours. Approved safety goggles required. Additional fee.

**CHM1046 General Chemistry II** (3) **FA/SP/SU**
**Prerequisite:** satisfactory completion of College Preparatory English (ENC0020), College Preparatory Reading (REA0002) or appropriate placement scores. A grade of “C” or better in CHM1045 and MAC1105. Corequisite: CHM1046L. Topics include colligative properties, acid-base theory, electrolytes, oxidation-reduction, chemical equilibrium, solubility product, chemical thermodynamics, and electrochemistry. A graphing calculator is required; check with the instructor for the most appropriate one. Lecture 3 hours.

**CHM1046L General Chemistry Laboratory II** (2) **FA/SP/SU**
**Prerequisite:** a grade of “C” or better in CHM1045L. Corequisite: CHM1046. Emphasis is on qualitative techniques as well as illustrations of the corequisite lecture topics. Lab 4 hours. Approved chemical safety goggles required. Additional fee.

**CHM2210 Organic Chemistry I** (3) **FA/SP/SU**
**Prerequisite:** a grade of “C” or better in CHM1046 or its equivalent. Satisfactory completion of College Preparatory English (ENC0020), College Preparatory Reading (REA0002) or appropriate placement scores. Corequisite: CHM2210L. This course provides an introduction to lab techniques important in the study of organic compounds, such as distillation, simple and steam distillation, and crystallization. Lab 4 hours. A graphing calculator is required; check with the instructor for the most appropriate one. Lecture 3 hours. Recitation 1 hour. Special Fee.

**CHM2210L Organic Chemistry I Laboratory** (1) **FA/SP/SU**
**Prerequisite:** grade of “C” or better in CHM2210L or its equivalent. Satisfactory completion of College Preparatory English (ENC0020), College Preparatory Reading (REA0002) or appropriate placement scores. Corequisite: CHM2210L. This course provides an introduction to lab techniques important in the study of organic compounds, such as distillation, simple and steam distillation, and crystallization. Lab 4 hours. A graphing calculator is required; check with the instructor for the most appropriate one. Lecture 3 hours. Recitation 1 hour. Special Fee.

**CHM2211 Organic Chemistry II** (3) **SP/SU**
**Prerequisite:** a grade of “C” or better in CHM2210L and CHM2210 or its equivalent. Corequisite: CHM2211L. Nomenclature and physical properties of alcohols, ketones, ethers, carboxylic acids, alky halides, esters, 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. Lecture 2 hours. Lab 3 hours. Additional fee.

**CHM2211L Organic Chemistry II Laboratory** (1) **SP/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, a vacuum distillation and a multi-step synthesis. Experiments are conducted on both microscale and miniscale. 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. Prerequisite/Corequisite: enrollment in a second general education science course in a different general education category. Emphasis is on laboratory experiences which illustrate the interdisciplinary nature of the scientific process. Designed to supplement, reinforce, and integrate ideas presented in general education science courses. These experiences will center 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 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 PHY1007 or PHY2040. Lecture 3 hours. Written work (1,000 words minimum) is required.

*Course will not count toward credit for the A.A. degree.*
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) 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. Mechanics, thermodynamics, sound, oscillation, motion, and mechanical waves. Lecture 3 hours. Cannot be used to satisfy degree requirement by students who already have credit in PHY2048. Written work (1,000 word minimum) is required.

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. 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. Lab fee.

PHY2048 General Physics I (4) FA SP Pre/corequisite: 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 science or related fields. Mechanics, gravitation, fluids, waves, and thermodynamics. Calculus is used. Four lectures and one discussion session per week. Written work (1,000 words minimum) is required. Special fee.

PHY2048L General Physics Laboratory I (1) FA SP A corequisite for the students of PHY2048 which is used to reinforce the main concepts in that course. Lab 3 hours. Lab fee.

PHY2049 General Physics II (4) FA SP Prerequisite: a grade of C or better in MAC2311, PHY2048, and PHY2048L. Corequisite: PHY2049L. Electricity, magnetism, circuits, interference phenomena, and optics. Four lectures and one discussion session per week. Special fee.

PHY2049L General Physics Laboratory II (4) FA 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.

PSCI 121 Introduction to Physical Sciences (3) FA SP SU 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) and related to everyday applications of science and technology and the exploration of our universe. Written work (1,000 words minimum) is required.

PSCI 121 Introduction to Physical Sciences (3) FA SP SU 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. Written work (1,000 words minimum) is required.

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. Mechanics, thermodynamics, sound oscillation, motion, and mechanical waves. Lecture 3 hours. Cannot be used to satisfy degree requirement by students who already have credit in PHY2048. Written work (1,000 word minimum) is required.

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. 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 Prerequisite: 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 science or related fields. Mechanics, gravitation, fluids, waves, and thermodynamics. Calculus is used. Four lectures and one discussion session per week. Written work (1,000 words minimum) is required. Special fee.

PHY2048L General Physics Laboratory I (1) FA SP A corequisite for the students of PHY2048 which is used to reinforce the main concepts in that course. Lab 3 hours. Lab fee.

PHY2049 General Physics II (4) FA SP Prerequisite: a grade of C or better in MAC2311, PHY2048, and PHY2048L. Corequisite: PHY2049L. 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 Prerequisite: a grade of C or better in PHY2048L. 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. Written work (1,000 word minimum) is required. 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. Written work (1,000 word minimum) is required.

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. American government, the constitutional basis, structural organization, functions, and operations of our national government, emphasizing the relationship of the individual to the government. Lecture 3 hours. Written work (1,000 words minimum) is required.

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. 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. Written work (1,000 words minimum) is required.

* Course will not count toward credit for the A.A. degree
POSI1601 Foundations of the United States Constitution (1) FA SP SU 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.

POSI2001 Introduction to Political Science (3) FA SP Prerequisite: satisfactory completion of College Preparatory English (ENC 0020) and College Preparatory Reading (REA 0002) 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. Written work (1,000 words minimum) is required.

POSI2930 Special Topics in Political Science (3) FA SP SU Special topics for students who wish to further explore the field of political science through discussion, observation, or research. Focus placed on topical problems, current issues, or emerging political/social trends. Lecture 1-3 hours.

POSI2949 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

CLPI1001 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. Written work (1,000 word minimum) is required.

PSY2012 General Psychology (3) FASPSU 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 system, emotions, and other factors of human behavior. Lecture 3 hours. Written work (1,000 words minimum) is required.

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 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 the area will be used to explore the historical, social, and psychological aspects of female development in American society. Theories of development, psychological influences, sex difference, female achievement, and androgyny will be discussed. Lecture 3 hours.

Public Administration

PAD2002 Introduction to Public Administration (3) FA SP A general introductory course in public administration. Management of large-scale government bureaucracies including organization, career systems, and financing priorities. The role of bureaucracies in modern society in the formulation and implementation of public policies.

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 (2) SP This course provides an orientation to the profession of radiography. Topics include the history and organization of the profession, medical terminology, 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.

RTE1418* Principles of Radiographic Exposure I (3) SP 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.

RTE1458* Principles of Radiographic Exposure II (2) FA The objective of this course is to provide advanced, comprehensive instruction and discussion in principles of radiographic exposure, properties of x-ray tubes, principles of image intensification and fluoroscopy, and the production and characteristics of radiation. Tube rating charts, technique charts, principles of radiographic exposure and processing and selected topics in quality assurance are included.

RTE1458L* Principles of Radiographic Exposure II Lab (1) FA This course is designed to provide the student an opportunity to apply radiographic exposure principles in the energized laboratory. Topics include film radiographic cassettes and processing. Additional fee.

RTE1473 Radiographic Quality Assurance (2) SP This course provides the student an opportunity to apply radiographic principles and accessories in the classroom. Topics include radiographic density, contrast, definition, distortion, radiographic grids, filters, film, processing, beam restrictors, screens and the application of basic principles and radiologic physics, exposure and quality assurance, quality control and quality improvement, and film critique.

RTE1503* Radiographic Positioning I (3) SP This course is a study of basic anatomy and positioning of the pelvis and extremities for radiographic procedures.

RTE1503L* Radiographic Positioning I Lab (1) SP This course is a laboratory study of basic anatomy and positioning of the pelvis and extremities for radiographic procedures. Contact 3 hours. Additional fee.

RTE1513* Radiographic Positioning II (3) SU This course is a study of radiographic anatomy, physiology and positioning of spine, chest and abdomen and GI tract. Procedures requiring the use of contrast materials within the digestive system, as well as the pharmacology of contrast agents will also be studied. Contact 3 hours.

RTE1513L* Radiographic Positioning II Lab (1) SU This course 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 system, and urinary system, as well as the pharmacology of contrast agents will also be studied. Additional fee.

RTE1523* Radiographic Positioning III (3) SP This course is a study of radiographic anatomy, physiology, and positioning of radiologic examinations of the skull and facial bones for radiographic procedures. Positioning of the trauma patient, the elderly, pediatrics and surgical procedures will also be covered.

* Course will not count toward credit for the A.A. degree
RTE1523L* Radiographic Positioning III Lab (1) SP This is a laboratory study of basic radiographic anatomy. This course includes skull, facial bones, digestive system and urinary system.

RTE1804* Radiographic Clinical Education I (1) SP This is an introductory clinical course meeting at local hospitals to give the student an opportunity to apply theoretical concepts taught in classroom courses. Topics include basic positioning of the upper and lower extremities. Basic patient care procedures, radiation protection practices and radiologic exposure and processing principles are introduced. Contact 12 hours. Additional fee.

RTE1814* Radiographic Clinical Education II (2) SU Topics include positioning of the extremities, chest, and abdomen. Intermediate-level patient care procedures, radiation protection practices, radiologic exposure principles and the use of radiographic accessories are introduced. Additional fee.

RTE1824* Radiographic Clinical Education III (3) SP Topics include positioning of the chest, abdomen, and spine for competencies. If a student is on a fluoroscopy rotation, GI system competencies will be required. Adaptation of technical factors, advanced radiation protection procedures and advanced patient care techniques. Additional fee.

RTE2185* Radiation Biology (3) SP The objective of this course is to provide the student with fundamental principles of radiobiology. Topics include early and late effects of radiation exposure, basic interactions of ionizing radiation with biological systems, factors modifying the body’s response to radiation, principles of radiation protection and radiation monitoring and identifying the different units of measurement of all types of radiation. Contact 2 hours.

RTE2563* Advanced Medical Imaging (3) FA This course is a study of sectional anatomy, special radiographic procedures and advanced radiologic modalities. Topics specifically addressed include invasive and noninvasive specialized radiographic studies, Computed Tomography (CT), Magnetic Resonance Imaging (MRI), Cardiovascular procedures (CV) and Mammography.

RTE2563L* Advanced Medical Imaging Lab (1) FA This course is a laboratory study of sectional anatomy, special radiographic procedures and advanced radiologic modalities. Topics specifically addressed include invasive and noninvasive specialized radiographic studies, Computed Tomography (CT), Magnetic Resonance Imaging (MRI), Cardiovascular procedures (CV) and Mammography. Additional fee.

RTE2613* Radiation Physics (4) FA The objective of this course is to introduce fundamental principles of radiologic physics including atomic and subatomic theory, interactions or radiation with matter, the nature of electricity and magnetism and properties of x-rays, diagnostic x-ray tubes, x-ray circuits, units of measurements and the structure of matter and the atom. Contact 4 hours.

RTE2782* Radiographic Pathology (2) SU The objective of this course is to introduce the disease processes most frequently encountered in the radiology department. The etiology, pathogenesis, treatment and resolution of each disease is discussed with an attempt to relate recent advances in these areas. Emphasis is placed on radiologic diagnosis and the relationship of the radiographic appearance of the disease to its anatomic, physiologic, and pathologic characteristics.

RTE2824* Radiographic Clinical Education IV (3) SU 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 16 hours. Additional fee.

RTE2834* Radiographic Clinical Education IV (3) SU Topics include positioning of the traumatized patient, adaptation of technical factors to obtain optimum film quality, advanced specialized radiographic procedures, mobile radiography and surgical procedures. Additional fee.

RTE2844* Radiographic Clinical Education V (3) SU Topics include adoption of technical factors to obtain optimum film quality, advanced radiologic procedures, advanced surgical radiologic procedures, advanced mobile radiography and surgical procedures. Additional fee.

RTE2854* Radiographic Clinical Education VI (2) FA The objective of this course is to prepare the student for a career as a medical radiographer. All clinical aspects are reviewed and emphasis is placed on radiography of the difficult patient, good radiation protection practices and application of sound patient care procedures in the radiology department.

RTE2930* Topics in Radiography (4) FA This course is a review of radiation protection, equipment operation and maintenance, image production and evaluation of radiographic procedures, and patient care, to prepare the student to take the ARRT exam.

Reading
REAL105 Critical and Creative Reading (3) FA SP Prerequisite: REAL0002 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.

REAL1505 Vocabulary (1) FA SP A course designed to acquaint the student with the most commonly used prefixes, root words, and suffixes. Lecture 1 hour.

Real Estate
REE1400* Real Estate Principles and Practices: Course I (4) FA SP SU 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.

REE1401* Real Estate Principles and Practices: Course II (5) SP Prerequisite: 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, lease, 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
REL2000 Introduction to the Study of Religion (3) FA SP Prerequisite: successful completion of the general education communications requirement. The course is designed to introduce students to the academic study of religion. Students will examine the important terms, issues, thinkers, and trends which have been part of that study. Although the course does not involve a systematic study of the religions of the world, various aspects of specific religions are presented to illustrate certain concepts. Topics generally include the definition of religion, concepts and experiences of sacred reality, scriptures, rituals, the problem of evil, religion and morality, concepts of salvation and views on life after death, religion and myth, and religion and the arts. Lecture 3 hours. Written work (3,500 words minimum) is required. 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, Bahai’, Shintoism, Zoroastrianism, native African religion, native American religion, and others. Written work (3,500 words minimum) is required. Lecture 3 hours. Course satisfies the general education requirement.

Respiratory Care
HSC1651 Ethics of Health Care (1) FA Ethics in health care involves a system of principles governing medical conduct. Each health care practitioner is invested with the responsibility to adhere to the standards of ethical practice and conduct set by the profession. This course will cover these principles and help the health practitioner deal with ethical problems encountered in health care. A variety of ethical controversies will be discussed.

* Course will not count toward credit for the A.A. degree
PSG1000* Polysomnography Technology I (3) FA Corequisite: PSG1000*. This course is offered to Credentialed Respiratory Therapists in good standing with the National Board for Respiratory Care (NBRC) and presently enrolled students within the respiratory care program. This course is designed to provide training for entry-level personnel in the basics of Polysomnography technology. Students will become familiar with medical terminology, instrumentation setup and calibration, recording and monitoring techniques, documentation, professional issues, and patient-technologist interactions related to Polysomnography Technology. Lecture 3 hours

PSG1000L* Polysomnography Technology I Laboratory (1) FA Corequisite: PSG1000*. This course is offered to Credentialed Respiratory Therapists in good standing with the National Board for Respiratory Care (NBRC) and presently enrolled students within the respiratory care program. This course is designed to provide training for entry-level personnel in the basics of Polysomnography technology. Students will become familiar with medical terminology, instrumentation setup and calibration, recording and monitoring techniques, documentation, professional issues, and patient-technologist interactions related to Polysomnography Technology. Laboratory sessions will provide practical experience in the skills required of an entry-level polysomnography-technologist. Contact 3 hours. Additional fee.

PSG1001* Polysomnography Technology II (3) SP Corequisite: PSG1001L*. This course is offered to Credentialed Respiratory Therapists in good standing with the National Board for Respiratory Care (NBRC) and presently enrolled students within the respiratory care program. This course expands upon the topics covered in PSG1000*. Students will become familiar with the skills and knowledge needed to obtain and evaluate high quality sleep recordings. It covers all aspects of sleep scoring and event recognition, instrumentation setup and calibration, recording and monitoring techniques, documentation, professional issues, therapeutic interventions, and patient-technologist interactions. Credit 3 hours.

PSG1001L* Polysomnography Technology II Laboratory (1) SP Corequisite: PSG1001L*. This course is offered to Credentialed Respiratory Therapists in good standing with the National Board for Respiratory Care (NBRC) and presently enrolled students within the respiratory care program. This course is designed to provide training for entry-level personnel in the basics of Polysomnography technology. Students will become familiar with medical terminology, instrumentation setup and calibration, recording and monitoring techniques, documentation, professional issues, and patient-technologist interactions related to Polysomnography Technology. Clinical Rotation will provide practical experience in the skills required of an entry-level polysomnography-technologist. Contact 3 hours.

PSG1800* Polysomnography Technology I Clinical (1) FA This course is offered to Credentialed Respiratory Therapists in good standing with the National Board for Respiratory Care (NBRC) and presently enrolled students within the respiratory care program. This course is designed to provide training for entry-level personnel in the basics of Polysomnography technology. Students will become familiar with medical terminology, instrumentation setup and calibration, recording and monitoring techniques, documentation, professional issues, and patient-technologist interactions related to Polysomnography Technology. Clinical Rotation will provide practical experience in the skills required of an entry-level polysomnography-technologist. Contact 8 hours.

PSG1801* Polysomnography Technology II Clinical (1) SP This course is offered to Credentialed Respiratory Therapists in good standing with the National Board for Respiratory Care (NBRC) and presently enrolled students within the respiratory care program. Students will become familiar with pulmonary and neurophysiology, sleep-related disease diagnosis and treatment, and other concepts encountered in PSG1001*.

RET1026* Fundamentals of Respiratory Care (4) FA Survey of the respiratory care profession including history, ethics and standards. Discussion of department organization. Instruction in medical gas preparation, physical and chemical properties of oxygen, basic respiratory care equipment, oxygen administration, various breathing modalities, medical gas storage and safety precautions. Chest assessment including breath sounds and patient history. Introduction to various smoking prevention programs and asthma training programs. A basic overview of medical terminology is also included. Lecture 4 hours.

RET1026L* Fundamentals of Respiratory Care Lab (1) FA Lab application of concepts and procedures studied in RET1026*. Contact 3 hours. Additional fee.

RET1293* Respiratory Diseases (4) SU Instruction in respiratory infections. COPD, fibrotic diseases malignant diseases, respiratory failure, and other major respiratory diseases. Study of laboratory examinations. Pathophysiology associated with these diseases. X-ray interpretations.

RET1350* Cardiopulmonary Pharmacology (4) SP History of pharmacology, regulatory agencies, and regulations covering use of drugs; drug action, absorption, distribution, and use in the human body; emphasis on respiratory drugs, cardiac drugs, and related drugs the therapist encounters in hospitals. Contact 4 hours.

RET1434* Clinical Assessment in Respiratory Care III (1) SU Instruction in clinical applications of chest x-ray, physical assessment of the critically ill patient, nutritional assessment of patients with respiratory disease. Case studies are extensively used for patient assessment practice. Contact 3 hours.

RET1450* Clinical Assessment in Respiratory Care II (1) SP Instruction in clinical laboratory studies and interpretation of blood gases. S.O.A.P. notes are used extensively. Contact 3 hours.

RET1483* Clinical Assessment in Respiratory Care I (1) FA Instruction in taking a patient history, assessing vital signs, and chest assessment including inspection, percussion, palpation, and auscultation. Contact 3 hours.

RET1874* Clinical Practice I (1) FA Orientation to the clinical facility and observation of basic respiratory therapy procedures studied in the fundamentals course. Instruction in various aspects of respiratory therapy encountered during student's first clinical practice. Topics include basic patient care, medical gas therapy, aerosol therapy, incentive spirometry, and IPPB. Additional fee.

RET1875* Clinical Practice II (2) SP A continuation of RET 1874. Students continue performing procedures with clinical instructor supervision. Student will complete fundamental procedures competency checkoff in preparation for beginning critical care rotation. Continued extensive patient simulation laboratory time is included in this clinical rotation. This rotation continues basic patient care, medical gas therapy, aerosol therapy, incentive spirometry, IPPB and patient assessment. Additional fee.

RET2027* Instrumentation (2) SU Instruction in therapeutic and diagnostic instruments encountered in respiratory care practice. Included are: pulse-oximetry, capnography, blood gas machine, cooximeter, ECG interpretation, cell saver blood recovery unit, various patient parameter monitors including tranducers and other advanced respiratory equipment. Other specialty diagnostic equipment and procedures will also be covered. The patient simulation laboratory will be utilized extensively for this class.

RET2264* Advanced Procedures in Respiratory Care I (2) SP Instruction in functions of advanced respiratory equipment, prolonged mechanical ventilation, bedside volumetric spirometry, evaluation prior to and during weaning from ventilator and instruction in basic modes of ventilation. RET2264L* Advanced Procedures/Equip in Respiratory Care Lab (1) SP Lab application of concepts and procedures studied in RET 2264. Contact 3 hours. Additional fee.

RET2265* Advanced Procedures in Respiratory Care II (2) SU Instruction in functions of advanced respiratory equipment, prolonged mechanical ventilation, bedside volumetric spirometry, evaluation prior to and during weaning from ventilator. Instruction also in basic modes of ventilation, home mechanical ventilation, advanced modes of ventilation, ventilation waveforms, specialized techniques and future therapies and ACLS protocol. Contact 2 hours.

RET2265L* Advanced Procedures in Respiratory Care Lab II (1) SU Instruction in functions of advanced respiratory equipment, prolonged mechanical ventilation, bedside volumetric spirometry, evaluation prior to and during weaning from ventilator and instruction in basic modes of ventilation. Also included is home ventilation, advanced modes of ventilation, ventilation waveforms, specialized techniques and future therapies and ACLS protocol. There will be extensive use of the patient simulation laboratory. Contact 3 hours. Additional fee.

RET2414* Pulmonary Functions (2) SP Instruction in evaluation and performance of pulmonary function tests. Topics include lung volumes, ventilation tests, pulmonary mechanics, diffusion ventilation, blood flow, normal and abnormal results of tests, and equipment used in performing these tests. Additional fee.

RET2418* Clinical Assessment in Respiratory Care V (1)SP Instruction in assessment of homecare and cardiopulmonary rehabilitation patients. Students compete in a respiratory brain bowl. Contact 3 hours.

RET2442* Cardiopulmonary Hemodynamics (2) FA Catheterization lab procedures, echo cardiology, intra-aortic balloon pump and thoracic surgery, hemodynamic pressure monitoring and quality control, fluid and electrolytes, and hyperbaric oxygen therapy. Contact 2 hours.

* Course will not count toward credit for the A.A. degree.
Course Information

**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  
Prerequisite: 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**

**SOW1031** Introduction to Social Work (3) FA SP  
Prerequisite: satisfactory completion of college preparatory english (ENC0020) and college preparatory reading (REA0002) or appropriate placement scores. This course 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**

**SOW1031** 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. Historical and political perspectives will be used in the description of the field, emphasizing the relationship between social work and social welfare institutions. Students will critically examine the values, mandates, and issues of diversity that affect the field. Professional ethics and practice principles will be discussed. Service learning (volunteer hours) are also required. Lecture 3 hours.

**SYG1000** Principles of Sociology (3) FA SP SU  
Prerequisite: satisfactory completion of College Preparatory English (ENC 0020) and College Preparatory Reading (REA 0002) 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. Written work (1,000 words minimum) is required.

**SYG2010** Contemporary Social Problems (3) FA SP SU  
Prerequisite: satisfactory completion of College Preparatory English (ENC 0020) and College Preparatory Reading (REA 0002) or appropriate placement scores. SYG 1000 recommended. An examination of theoretical approaches to deviant behavior with emphasis on contemporary social problems in the United States. Lecture 3 hours. Written work (1,000 words minimum) is required.

**SYG2012** Global Issues (3) SP  
This course will prepare students for upper-division course work 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. The 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. Written work (1000 words minimum) is required.

* Course will not count toward credit for the A.A. degree
SYG2230  Race and Minority Group Relations  (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 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.

SYG2340  Human Sexuality  (3) FA  
Prerequisite: satisfactory completion of College Preparatory English (ENC 0020) and College Preparatory Reading (REA 0002) or appropriate placement scores. An introductory course in human sexuality designed to acquaint the student with a broad range of information about sexuality including historical, cross-cultural, biological, psychological, socio-cultural, legal, and ethical perspectives. Topics include research methods, sexual anatomy, arousal and response, sexual communication, reproduction, sexual orientation, dysfunctions, sexually transmitted diseases, and sexual ethics.

SYG2361  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. A sociological view of the conceptual, medical, legal, and practical problems involved with the dying, the deceased, and the survivors. Lecture 3 hours. Written work (1,000 words minimum) is required.

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 marriage and family relationships in a changing society. Topics include interpersonal attraction, intimate relationships, premarital and marital sexuality, and marital and family interaction. The major course objective is to familiarize students with the process of heterosexual and parent-child interaction over the life cycle from a sociological perspective.

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**

SPN 120  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.

SPN 121  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.

SPN 2220  Intermediate Spanish  (4) FA SP  
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.

SPN 2240  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.

SPW 2010  Introduction to Spanish Literature and Culture  (3) SU  
Prerequisite: a C or better in SPN 1120, SPN 1121, or equivalent. Presents an overall view of Spanish literature and culture.

**Statistics**

STA 2023  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 TI83 or graphing calculator with equivalent statistical features is required. Lecture 3 hours. Special fee.

**Theatre**

FIL 1031  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.

FIL 2012  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
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, terminologies, 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.

SPC2594 Speech and Debate Workshop (1) FA
Provides instruction in individual oral interpretation events with an emphasis on inter-collegiate 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.

THE1000 Introduction to the Theatre (3) FA SP
Provides an opportunity for the student to become a more knowledgeable member of the theater audience. Students will have opportunity to view and examine play styles and forms. Some physical participation may be included in class and individual projects. Lecture 3 hours.

THE2090 Play Production (1) FA SP SU
Students will learn the finer aspects of theatre production through practical experiences related to an actual performance. Students involved in the technical, performance, and managerial elements of the production will be supervised in at least 70 hours of lab work in the theatre. Course may be repeated four times for credit. Permission of instructor required.

THE2100 Introduction to Theatre History (3) FA SP SU
Prerequisite: satisfactory completion of the general education communications requirement. Designed to survey the development of theater from classical to contemporary with emphasis on the relationship between theatre genres and styles and cultural and societal influences. The material will include the reading of selected dramatic forms. Lecture 3 hours. Written work (3,500 words minimum) is required. Satisfies the general education requirement.

TPA1200 Introduction to Stagecraft (3) FA SP
TPA 1200 provides an opportunity for the student to apply basic theories in technical theatre. Students will have the opportunity to study academic and aesthetic theories in scenic design, lighting design, set construction, and prop construction and then create physical models, designs, and layouts to illustrate their proficiency. Lecture 2 hours / lab 2 hours.

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.

TPP2650 Play Analysis (3) FA SP
Prerequisite: satisfactory completion of general education communications requirement. Provides students with an overview of the dynamics of the literature of the theatre. Selected scripts will be analyzed in both written and verbal form to comprehend dramatic structure and the development of genre and styles. Lecture 3 hours. Written work (1,000 words minimum) will be required.

* Course will not count toward credit for the A.A. degree
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Cory Beal, Stores Clerk, Mail/Supply
Don Chambers, Receiving Clerk, Mail/Supply
Dalphine Clack, Purchasing Technician, Purchasing
Tim Corker, Supplies Specialist, Mail/Supply
Cheryl Davis, Purchasing Assistant, Purchasing
Eric Henderson, Property Records Specialist
Dwayne Pugh, Stores Clerk, Mail/Supply
Charles Riley, Purchasing Manager, Purchasing
Art Southall, Courier
Larry Spradley, Receiving/Supplies/Mail Coordinator

Health Care Programs
Lois Ewen, Dean
John Goss, Director, Nursing Program
Donna Allocco, Professor, Nursing
Cynthia Biron, Professor, Dental Health Program Chair
Bette Burrau, Staff Assistant I
Debra Burroaft, Associate Professor, Dental Health
Lauren Campbell, Associate Professor, Nursing
Brian Dumnyer, Professor, EMS/Paramedics Program Chair
Rebecca Daley, Associate Professor, Radiology Technology Chair
Helen Dorman, Professor, Respiratory Care
Michele Edwards, Associate Professor, Dental Hygiene
Veronica Forehand, Office Manager
Carolann Gegenheimer, Associate Professor, Nursing
Tara Hayes, Assistant Professor, Nursing
Cherie Hodge, Assistant Professor, Nursing
Carolyn Lytte, Assistant Professor, Nursing
Nancy Mckissock, Professor, Dental Health
Alícia Mersdorf, Assistant Professor, Nursing
Cynda Oliver, Staff Assistant I
Martha Onate, Assistant Professor, Nursing
Perni Preston, Assistant Professor, Radiology Technology
Dewey Streetman, Professor, Respiratory Care Program Chair
Wendy Trawick, Simulator Lab Coordinator
Virginia Wagner, Assistant Professor, Dental Hygiene
Anne Winston, EMS Tech Clinical Coordinator

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History and Social Sciences

Monte Finkelstein, Dean
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Don Barry, Professor, History
Will Benedicks, Jr., Professor, History Program Chair
Valarie Clements, Office Assistant I
Lynn Curtright, Professor, History
Nancy Duffy, Professor, Political Science
Mary Louise Ellis, Professor, History
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Elizabeth Garner, Associate Professor, Psychology
Mark Goldman, Professor, History Honors Program Chair
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Jeffrey Liang, Assistant Professor, Sociology
Debra Illic-Horan, Office Manager
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Russell McGuff, Professor, Psychology
Carol Miller, Professor, History
David Mock, Professor, History
Rick Mursg, Professor, Political Science Program Chair
Jeanne O’Kon, Professor, Behavioral Sciences Program Chair
Andrea Oliver, Assistant Professor, History
Jarrett Phipps, Assistant Professor, History/Anthropology
Stephen Powers, Professor, Political Science
David Proctor, Assistant Professor, History
Peggy Russell, Educator Preparation Institute Coordinator
Stacie Sheffield, Associate Professor, Economics
Melissa Soldani-Lemon, Assistant Professor, History
Janet Thompson, Professor, History
Andrew Tucker, Professor, Economics
Tony Viegeses, Professor, Economics/Public Administration
Thom Waller, Professor, Sociology
Patricia Wilhoit, Professor, Child/Human Development
Dallas Williams, Professor, Psychology
Juanita Williams, Professor, Psychology

Human Resources

Margaret Howard, Director
Rosawnda Beckett, Human Resources Specialist III
Tim Evans, Campus Resource Advisor
Debi Fox, Human Resources Specialist III
Robert Ingram, Staff Assistant II
Cecilia Johnson, Human Resources Specialist I
Claudia McDaniel, Human Resources Specialist I
Mary Nicholson, Human Resources Specialist III
Sheila Payne, Human Resources Aide
Vanessa Roberts, Office Assistant II
Horace Wright, Human Resources Specialist II

Information Technology

William Campman, Vice President
Debbie Anderson, LAN Administrator
Brian Banazynski, LAN Administrator
John Burch, Director, Mainframe & Web Technology
Chris Chesnut, Distributed Computer Systems Technician
Thomas Cook, Distributed Computer Systems Technician
Wayne Cowley, Computer Systems Analyst
Barbara Douglas, Mainframe/Web Applications Editor
Dick Handverger, Systems Programmer
Anthony Harrell, Distributed Computer Systems Technician
Mary Heard, Distributed Computer Systems Specialist
Lynda Hudson, Computer Programmer/Analyst
Jeannette Humphrey, Information Technology and Research Coordinator
Teresa Ilagan, Distributed Computer Systems Analyst
William Lee, Computer Operator
Renee Maples, IT Support Specialist
Michael Mathews, Distributed Computer Systems Technician
Dale Meadows, Distributed Computer Systems Technician
Joe Mills, Computer Programmer/Analyst
Luevenia Moore, Computer Operations Specialist
James Oligny, telecommunications Systems Tech
Kevin Peddle, Distributed Computer Systems Analyst
Jacqueline Powell, Instructional Network Coordinator
William Powell, Jr., Computer Programmer/Analyst
Kris Reeves, Distributed Computer Systems Technician
Mike Robeck, Computer Systems Analyst
Chip Singletary, Distributed Systems Technician
Debbie Smith, E-Mail/Network Technician
Kay Tatum, Director, Business Integration & Research Support
Mike Thomas, Database Administrator
Donnie Thompson, Director, Network Infrastructure Support
Charles Washington, Distributed Computer Systems Specialist
Ed Wilson, Assistant Communications and Services Manager
Tina Workman, User Support Technician
Michael Young, LAN Administrator

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Patrick McDermott, Assistant to the Director

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Kathleen Coleman, Library Services Specialist, Reference
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Jacqueline Drusau, Library Services Specialist, Reference
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Colleen Thorburn, Librarian, Technical Processing
Evelyn Wadlin, Library Technical Assistant II, Circulation
Edwenea Williams, Library Technical Assistant II, Technical Processing

Pat Thomas Law Enforcement Academy

Jim Murdaugh, Assistant Vice President
Jean Alexis, Food Service Assistant
Anthony Allbaugh, Maintenance Technician II
Kimberly Allen, Advanced & Specialized Instructional Coordinator
Jason Bailey, Criminal Justice Instructional Coordinator
Harel Barnes, Academy Program Coordinator
Lottie Barnes, Academy Coordinator
Charles Bradford, Academy Program Coordinator
Henry Bullard, Custodial Worker
Cynthia Dupont-Jones, Academy Business Manager
Greg Eastman, Facilities Maintenance Supervisor
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Thomas Gleason, Academy Program Coordinator
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Mark Rominger, High Liability Training Coordinator
Terry Sherman, Dining Facilities Manager
Stephanie White, Academy Program Coordinator
Annie Williams, Food Service Assistant
Rita Williams, Custodial Worker
Rod Young, Custodial Shift Supervisor
Larry Zeigler, Landscaper

Plant Operations

Robert Bell, Director
John Norris, Assistant Plant Operations Director
Robert Sherman, Facilities Maintenance Superintendent
Ray Andrew, Landscaper
Stephan Andrews, Custodial Worker
Darel Ashley, Senior Custodian
David Barron, Senior Custodian
Teresa Bradley, Custodial Worker
Will Breeden, Landscaper
John Brice, Custodial Worker
Andrew Brown, Maintenance Technician II
Anita Brown, Senior Custodian
Tina Bryant, Custodial Worker
Rich Carter, Senior Engineering Technician
Patricia Chukes, Custodial Worker
DeWitt Clark, Maintenance Technician II
Wesley Coleman, Maintenance Technician II
Hodges Collins, Custodial Worker
Connie Copeland, Senior Custodian
Jerry Daniels, Senior Custodian
Jannie Davis-Miller, Custodial Worker
James Dixon, Custodial Worker
Alfonza Dupree, Senior Custodian
Harry Goodman, Equipment Mechanic
Gary Gordon, Maintenance Technician II

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Timothy Jones, Custodial Worker
John Jordan, Maintenance Technician I
Jonathan Kendrick, Maintenance Technician II
Delores Kent, Custodial Worker
Johnnie Knight, Custodial Worker
David Lewis, Supervisor Landscape Services
Robert Lilly, Locksmith
Tim Madry, Custodial Worker
Louis Mathis, Custodial Superintendent
Bethel Lee McMullen, Landscaper
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Rickey Palmer, Custodial Worker
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Mark Pottle, Landscaper
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Ron Rackley, Custodial Shift Supervisor
Glen Robinson, Maintenance Technician II
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Leroy Rockwell, Maintenance Support Worker
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Garry Smith, Landscaper
Earnest Starks, Custodial Worker
Harry Strawter, Custodial Shift Supervisor
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Kent Taylor, Senior Custodian
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Matt Thomas, Landscaper
Alvin Thompson, Custodial Worker
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Lonnie Walker, Maintenance Technician II
Betsy Williams, Custodial Worker
Curtis Williams, Custodial Worker
Gwendolyn Williams, Custodial Worker
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Geraldyn Rogers, Professor, Mathematics
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Liz Dameron, Professor, Mathematics
Manuel Daniels, Professor, Biology
Nancy Dignon, Professor, Meteorology
Guenna Dohrman, Professor, Mathematics
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Janice Lyon, Professor, Mathematics
Rhonda MacLeod, Associate Professor, Astronomy/Physics
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Mac McCorvey, Professor, Mathematics
Bill McCracken, Professor, Biology
Randy McKee, Associate Professor, Astronomy/Physics
Marshall Miller, Professor, Mathematics
Tim Morrison, Professor, Mathematics
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Lori Prudom, Associate Professor, Mathematics
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Margaret Cooksey, Associate Professor, Computer Literacy
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 Mona Hamilton, Professor, Computer Literacy
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Linda McLean, Staff Assistant I
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Kaye Chase, Executive Assistant I
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Alphabetical Listing

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Auchmoody, Francine, Public Safety Telecommunications Operator, Campus Police

Baglione, Frank, Professor, History, History and Social Sciences
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Bahl, Valerie, Contracts & Grants Coordinator, Administrative Services
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Bailey, Jason, Criminal Justice Instructional Coordinator, Pat Thomas Law Enforcement Academy

Bajoczky, Amy, Senior Accounting Specialist, Business Office
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Breden, William, Landscaper, Plant Operations

Bredlove, Stephanie, Associate Professor, College Prep Mathematics, Academic Support
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Carter, Rich, Senior Engineering Technician, Plant Operations

Chambers, Don, Receiving Clerk, General Services

TCC Faculty and Staff
<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Position</th>
<th>Institution/University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chaney, Robert</td>
<td>Communications Specialist, Communications &amp; Public Information</td>
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<tr>
<td>Chase, Kaye</td>
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<tr>
<td>Chenoweth, Carol</td>
<td>Library Services Specialist, Reference, Library Services</td>
<td></td>
</tr>
<tr>
<td>Chenowut, Chris</td>
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<tr>
<td>Chukwu, Patricia</td>
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</tr>
<tr>
<td>Clack, Dalphine</td>
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</tr>
<tr>
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<td>Clayton, Jessie</td>
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<td>B.A., B.S., Auburn University</td>
</tr>
<tr>
<td>Clements, Yalani</td>
<td>Office Assistant I, History and Social Sciences</td>
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</tr>
<tr>
<td>Clevett, Larry</td>
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<td>A.A., Middle Georgia Junior College; B.S., Auburn University</td>
</tr>
<tr>
<td>Cobb, George, Jr.</td>
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</tr>
<tr>
<td>Coleman, Kathleen</td>
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<td>B.A., Florida State University</td>
</tr>
<tr>
<td>Coleman, Wesley</td>
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<tr>
<td>Collins, Hodges</td>
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<tr>
<td>Collins, Rodges</td>
<td>Public Safety Officer, Campus Police</td>
<td></td>
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<tr>
<td>Collins, Tanglel</td>
<td>Financial Aid Technician, Financial Aid</td>
<td></td>
</tr>
<tr>
<td>Cook, Thomas</td>
<td>Distributed Computer Systems Technician, Information Technology</td>
<td>A.A., Tallahassee Community College</td>
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<tr>
<td>Cooksey, Margaret</td>
<td>Associate Professor, Computer Literacy, Professional Programs</td>
<td></td>
</tr>
<tr>
<td>Copeland, Connie</td>
<td>Senior Custodian, Plant Operations</td>
<td></td>
</tr>
<tr>
<td>Copps, Sally</td>
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</tr>
<tr>
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<tr>
<td>Cowley, Wayne</td>
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</tr>
<tr>
<td>Cox, Terry</td>
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</tr>
<tr>
<td>Cromble, Larry</td>
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</tr>
<tr>
<td>Crowdis, Robert</td>
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</tr>
<tr>
<td>Crutchfield, Susan</td>
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</tr>
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<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Education</th>
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Gene Walton, Ph.D., 1981-2005
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Thomas K. Wetherell, Ph.D., 1995-2003
Bonnie Wimberly, Ph.D., 1970-2005
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