### TCC Directory

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic Affairs</strong></td>
<td>201-8680</td>
<td><a href="mailto:acadaffairs@tcc.fl.edu">acadaffairs@tcc.fl.edu</a></td>
</tr>
<tr>
<td><strong>Academic Computing Center</strong></td>
<td>201-8265</td>
<td></td>
</tr>
<tr>
<td><strong>Academic Computing Lab</strong></td>
<td>201-8268</td>
<td><a href="mailto:acc@tcc.fl.edu">acc@tcc.fl.edu</a></td>
</tr>
<tr>
<td><strong>Academic Support Programs</strong></td>
<td>201-8505</td>
<td></td>
</tr>
<tr>
<td><strong>Admissions</strong></td>
<td>201-8555</td>
<td><a href="mailto:admissions@tcc.fl.edu">admissions@tcc.fl.edu</a></td>
</tr>
<tr>
<td><strong>Alumni Association</strong></td>
<td>201-6065</td>
<td><a href="mailto:alumni@tcc.fl.edu">alumni@tcc.fl.edu</a></td>
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<tr>
<td><strong>Athletics</strong></td>
<td>201-8066</td>
<td><a href="mailto:athletics@tcc.fl.edu">athletics@tcc.fl.edu</a></td>
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<tr>
<td><strong>Barry University @ TCC</strong></td>
<td>201-8650</td>
<td><a href="mailto:mbowden@mail.barry.edu">mbowden@mail.barry.edu</a></td>
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<tr>
<td><strong>Bookstore</strong></td>
<td>575-9200</td>
<td><a href="mailto:tccbookstore@tcc.fl.edu">tccbookstore@tcc.fl.edu</a></td>
</tr>
<tr>
<td><strong>Boys &amp; Girls State</strong></td>
<td>201-8145</td>
<td></td>
</tr>
<tr>
<td><strong>Campus Life</strong></td>
<td>201-8420</td>
<td><a href="mailto:campuslife@tcc.fl.edu">campuslife@tcc.fl.edu</a></td>
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<tr>
<td><strong>Campus Police</strong></td>
<td>201-6100</td>
<td><a href="mailto:campuspolice@tcc.fl.edu">campuspolice@tcc.fl.edu</a></td>
</tr>
<tr>
<td><strong>Career Services</strong></td>
<td>201-9970</td>
<td><a href="mailto:careercenter@tcc.fl.edu">careercenter@tcc.fl.edu</a></td>
</tr>
<tr>
<td><strong>Center for Instructional Technology</strong></td>
<td>201-8388</td>
<td><a href="mailto:ctit@tcc.fl.edu">ctit@tcc.fl.edu</a></td>
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<tr>
<td><strong>Center for Technology</strong></td>
<td>201-6208</td>
<td><a href="mailto:cte@tcc.fl.edu">cte@tcc.fl.edu</a></td>
</tr>
<tr>
<td><strong>CLASwT Office</strong></td>
<td>201-8476</td>
<td><a href="mailto:clastcommunications@tcc.fl.edu">clastcommunications@tcc.fl.edu</a></td>
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<tr>
<td><strong>Communications &amp; Humanities</strong></td>
<td>201-6070</td>
<td><a href="mailto:cohu@tcc.fl.edu">cohu@tcc.fl.edu</a></td>
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<tr>
<td><strong>Communications &amp; Public Information</strong></td>
<td>201-6049</td>
<td><a href="mailto:communications@tcc.fl.edu">communications@tcc.fl.edu</a></td>
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<tr>
<td><strong>Conferences &amp; Events</strong></td>
<td>201-8653</td>
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<tr>
<td><strong>Disability Support Services</strong></td>
<td>201-8430</td>
<td><a href="mailto:dss@tcc.fl.edu">dss@tcc.fl.edu</a></td>
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<tr>
<td><strong>Eagles' Nest (Child Care)</strong></td>
<td>414-2512</td>
<td><a href="mailto:gkeith@kidsincorporated.org">gkeith@kidsincorporated.org</a></td>
</tr>
<tr>
<td><strong>Embry-Riddle University @ TCC</strong></td>
<td>201-8330</td>
<td><a href="mailto:alexandk@tcc.fl.edu">alexandk@tcc.fl.edu</a></td>
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<td><strong>Enrollment/Records</strong></td>
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<tr>
<td><strong>Flagler College @ TCC</strong></td>
<td>201-8070</td>
<td><a href="mailto:brunoj@tcc.fl.edu">brunoj@tcc.fl.edu</a></td>
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<tr>
<td><strong>Florida Public Safety Institute</strong></td>
<td>201-7000</td>
<td></td>
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<tr>
<td><strong>Financial Aid</strong></td>
<td>201-8399</td>
<td><a href="mailto:finaid@tcc.fl.edu">finaid@tcc.fl.edu</a></td>
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<tr>
<td><strong>Health Care Professions</strong></td>
<td>201-8333</td>
<td><a href="mailto:healthedu@tcc.fl.edu">healthedu@tcc.fl.edu</a></td>
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<tr>
<td><strong>Help Desk</strong></td>
<td>201-8540</td>
<td><a href="mailto:helpdesk@tcc.fl.edu">helpdesk@tcc.fl.edu</a></td>
</tr>
<tr>
<td><strong>History and Social Sciences</strong></td>
<td>201-8488</td>
<td><a href="mailto:hss@tcc.fl.edu">hss@tcc.fl.edu</a></td>
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<tr>
<td><strong>Human Resources</strong></td>
<td>201-8510</td>
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<tr>
<td><strong>Learning Commons</strong></td>
<td>201-8193</td>
<td><a href="mailto:learningcommons@tcc.fl.edu">learningcommons@tcc.fl.edu</a></td>
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<tr>
<td><strong>Library Circulation Desk</strong></td>
<td>201-8376</td>
<td><a href="mailto:library@tcc.fl.edu">library@tcc.fl.edu</a></td>
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<tr>
<td><strong>Lifetime Sports Complex</strong></td>
<td>201-8093</td>
<td><a href="mailto:lifetimesports@tcc.fl.edu">lifetimesports@tcc.fl.edu</a></td>
</tr>
<tr>
<td><strong>Lost &amp; Found</strong></td>
<td>201-6100</td>
<td><a href="mailto:campuspolice@tcc.fl.edu">campuspolice@tcc.fl.edu</a></td>
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<tr>
<td><strong>Pat Thomas Law</strong></td>
<td>201-7000</td>
<td><a href="mailto:ptlea@tcc.fl.edu">ptlea@tcc.fl.edu</a></td>
</tr>
<tr>
<td><strong>Enforcement Academy</strong></td>
<td>201-7000</td>
<td></td>
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<tr>
<td><strong>President's Office</strong></td>
<td>201-8660</td>
<td><a href="mailto:tccpresident@tcc.fl.edu">tccpresident@tcc.fl.edu</a></td>
</tr>
<tr>
<td><strong>Quincy House</strong></td>
<td>558-3620</td>
<td></td>
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<tr>
<td><strong>Saint Leo University @ TCC</strong></td>
<td>201-8655</td>
<td><a href="mailto:Tallahassee@SaintLeo.edu">Tallahassee@SaintLeo.edu</a></td>
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<tr>
<td><strong>Science and Mathematics</strong></td>
<td>201-8499</td>
<td><a href="mailto:scma@tcc.fl.edu">scma@tcc.fl.edu</a></td>
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<tr>
<td><strong>Student Affairs</strong></td>
<td>201-8490</td>
<td><a href="mailto:stuservices@tcc.fl.edu">stuservices@tcc.fl.edu</a></td>
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<tr>
<td><strong>Student Government</strong></td>
<td>201-8423</td>
<td><a href="mailto:sgapres@tcc.fl.edu">sgapres@tcc.fl.edu</a>, <a href="mailto:sgavp@tcc.fl.edu">sgavp@tcc.fl.edu</a></td>
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<td><strong>Student Activities</strong></td>
<td>201-8094</td>
<td><a href="mailto:campuslife@tcc.fl.edu">campuslife@tcc.fl.edu</a></td>
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<tr>
<td><strong>Student Success Center</strong></td>
<td>201-8440</td>
<td><a href="mailto:studentssuccess@tcc.fl.edu">studentssuccess@tcc.fl.edu</a></td>
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<tr>
<td><strong>TCC Capitol Center</strong></td>
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<td><strong>TCC Fine Art Gallery</strong></td>
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<tr>
<td><strong>TCC Foundation</strong></td>
<td>201-8580</td>
<td><a href="mailto:foundation@tcc.fl.edu">foundation@tcc.fl.edu</a></td>
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<tr>
<td><strong>The Talon (Student Newspaper)</strong></td>
<td>201-8425</td>
<td><a href="mailto:talon@tcc.fl.edu">talon@tcc.fl.edu</a></td>
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<tr>
<td><strong>Technology &amp; Professional Programs</strong></td>
<td>201-8352</td>
<td><a href="mailto:tpp@tcc.fl.edu">tpp@tcc.fl.edu</a></td>
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<tr>
<td><strong>Testing Center</strong></td>
<td>201-8282</td>
<td><a href="mailto:testingcenter@tcc.fl.edu">testingcenter@tcc.fl.edu</a></td>
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<tr>
<td><strong>Transcripts</strong></td>
<td>201-8555</td>
<td><a href="mailto:enrollment@tcc.fl.edu">enrollment@tcc.fl.edu</a></td>
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<tr>
<td><strong>Turner Auditorium Box Office</strong></td>
<td>201-2787</td>
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<tr>
<td><strong>Veterans Affairs</strong></td>
<td>201-8406</td>
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<tr>
<td><strong>Wakulla Center</strong></td>
<td>922-6290</td>
<td><a href="mailto:wakullacenter@tcc.fl.edu">wakullacenter@tcc.fl.edu</a></td>
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<tr>
<td><strong>Workforce Development</strong></td>
<td>201-8760</td>
<td><a href="mailto:ewd@tcc.fl.edu">ewd@tcc.fl.edu</a></td>
</tr>
</tbody>
</table>

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

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

Frank Messersmith, Chair, 2007-10 – In 1999, Mr. Messersmith was appointed by Governor Jeb Bush to the Board. A former legislator and member of the Florida Public Service Commission, Mr. Messersmith is currently a consultant specializing in legislative and regulatory matters.

Karen Moore, Vice Chair, 2007-10 – Ms. Moore was appointed to the Board in June 2007 by Governor Charlie Crist. Moore is the president of Moore Consulting Group. She previously served TCC as president of the TCC Foundation Board, chairing the College’s first-ever capital campaign, which secured $10 million.

Kimberle Moon, 2005-09 – Appointed to the Board by Governor Jeb Bush in 2005, Dr. Moon serves on the music faculty 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.

Lyn Stanfield, 2005-09 – Ms. Stanfield, a native Floridian, has been a member of the Board since September 2001. As manager for Apple Education Strategic State Initiatives in Florida, Ms. Stanfield’s work focuses on introducing new technology into Leon County classrooms.

Bill Hebrock, 2007-11 – Mr. Hebrock is President of the Hebrock Corporation and a principal with Hebrock Steiner, Inc. He began serving on the Board in June 1999 after being appointed by Governor Jeb Bush.

Kathy Shirah, 2005-09 – Ms. Shirah has served on the 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 land surveyor.

Eugene Lamb, 2007-10 – Mr. Lamb was appointed to the Board in June 2007 by Governor Charlie Crist. Well-respected in his community, Lamb was a teacher in the Leon County School System for 30 years. Also active in neighboring Gadsden County, he has served on the Gadsden County Commission since 2004.
Welcome to Tallahassee Community College! You have made a very wise choice for your college education. TCC offers a caring, supportive learning environment bursting with academic excellence.

TCC students have gained state, regional and even national recognition through involvement with the student newspaper, The Talon, and the literary magazine, Eyrie. Our nationally renowned forensics team has brought honors to the school year after year. The Brain Bowl squad and TCC Model UN have achieved remarkable success. The College’s vibrant student life provides opportunities in theater, vocal and instrumental music, global education, clubs and organizations, intercollegiate athletics and student government.

At TCC, we constantly review and update our academic programs to ensure that our students are presented the most up-to-date curriculum and cutting edge technology. Our most recent efforts provide even more support to you, both inside and outside of the classroom. The newly established Learning Commons is a comprehensive, integrated learning center that provides academic assistance and resources to all of our students. Along with our library it is a state-of-the-art, well-equipped and user-friendly facility. We hope you will take advantage of all of the resources that are available to you.

Our Student Success Center staff is always ready to assist you, and faculty members maintain daily office hours for your convenience. Additionally, the Career Center offers a variety of programs and services designed to help students with career management.

Tallahassee Community College truly has something for everyone. I wish you much success in the classroom and throughout life.

Sincerely,

Bill Law
Dr. William D. Law, Jr.
President
## 2009-2010 Academic Calendar*

<table>
<thead>
<tr>
<th></th>
<th>FALL Semester Term I-2009</th>
<th>SPRING Semester Term II-2010</th>
<th>SUMMER Term III A-2010</th>
<th>SUMMER Term III B-2010</th>
<th>SUMMER Term III C-2010</th>
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<tbody>
<tr>
<td>Deadline for international applicants to fulfill all requirements</td>
<td>June 1</td>
<td>October 1</td>
<td>March 1</td>
<td>N/A</td>
<td>March 1</td>
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<tr>
<td>Last day to submit applications and be accepted for regular registration. Applicants to health-related programs must apply earlier. See information on next page.</td>
<td>August 1</td>
<td>December 1</td>
<td>April 1</td>
<td>June 1</td>
<td>April 1</td>
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<tr>
<td>Classes begin</td>
<td>August 24</td>
<td>January 6</td>
<td>May 5</td>
<td>June 23</td>
<td>May 5</td>
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<tr>
<td>Last day to cancel registration and receive a refund</td>
<td>August 28</td>
<td>January 12</td>
<td>May 11</td>
<td>June 29</td>
<td>May 11</td>
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<tr>
<td>Last day to change from Audit to Credit</td>
<td>September 14</td>
<td>January 27</td>
<td>May 26</td>
<td>July 14</td>
<td>May 26</td>
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<tr>
<td>Last day to withdraw from a course and receive a W grade, and last day instructors may assign AW grades</td>
<td>November 4</td>
<td>March 26</td>
<td>June 2</td>
<td>July 21</td>
<td>June 23</td>
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<tr>
<td>Classes end</td>
<td>December 4</td>
<td>April 23</td>
<td>June 15</td>
<td>August 2</td>
<td>July 14</td>
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<tr>
<td>Final examinations as scheduled</td>
<td>December 7-11</td>
<td>April 26-30</td>
<td>June 15-16</td>
<td>August 2-3</td>
<td>July 14-16</td>
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<tr>
<td>Term ends</td>
<td>December 11</td>
<td>April 30</td>
<td>June 16</td>
<td>August 3</td>
<td>July 16</td>
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<td>Final grades available on TCC Passport</td>
<td>December 15</td>
<td>May 4</td>
<td>June 19</td>
<td>August 6</td>
<td>July 20</td>
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### College Holidays/Special Events*

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Labor Day</td>
<td>September 7, 2009</td>
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<tr>
<td>Student Spirit Day</td>
<td>October 7, 2009</td>
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<tr>
<td>Veterans’ Day</td>
<td>November 11, 2009</td>
</tr>
<tr>
<td>Thanksgiving (holiday begins 5 p.m. on Nov 25, 2009)</td>
<td>November 26-27, 2009</td>
</tr>
<tr>
<td><strong>Note:</strong> No Saturday classes on November 28, 2009</td>
<td></td>
</tr>
<tr>
<td>Mid-Year Break (holiday begins 5 p.m. on Dec. 18, 2009)</td>
<td>December 19, 2009 - January 3, 2010</td>
</tr>
<tr>
<td>Martin Luther King, Jr. Day</td>
<td>January 18, 2010</td>
</tr>
<tr>
<td><strong>Note:</strong> Saturday classes will be in session</td>
<td></td>
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<tr>
<td>Spring Break - Students, faculty, staff</td>
<td>March 8-12, 2010</td>
</tr>
<tr>
<td>Student-Faculty Day</td>
<td>April 7, 2010</td>
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<tr>
<td>Graduation</td>
<td>May 1, 2010</td>
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<tr>
<td>Memorial Day</td>
<td>May 31, 2010</td>
</tr>
<tr>
<td>Independence Day (observed)</td>
<td>July 5, 2010</td>
</tr>
</tbody>
</table>

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

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**Deadlines to register for CLAST and test dates appear on page 48.**

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

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

Fall 2009
- Nursing: May 11, 2009
- Dental Hygiene: February 2, 2009
- Paramedic: April 6, 2009
- Dental Assisting: June 15, 2009
- Respiratory Care: May 18, 2009*

Spring 2010
- Nursing: September 21, 2009
- Radiologic Technology: September 21, 2009
- Emergency Medical Technology (EMT): November 2, 2009

Fall 2010
- Nursing: May 10, 2010
- Dental Hygiene: February 1, 2010
- Diagnostic Medical Sonography: May 10, 2010
- Paramedic: June 14, 2010
- Dental Assisting: June 14, 2010
- Respiratory Care: May 10, 2010*

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

For more information, 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 calendar updates.
FACTS ABOUT TCC

Institutional Mission
Statement of Philosophy
Strategic Plan
History of the College
TCC’s Commitment
Accreditation
TCC Foundation
Alumni Association
Center for Workforce Development
University Partners
Campus, Service Centers, Maps/Locations
Institutional Mission
Tallahassee Community College is an open-admission comprehensive community college committed to preparing students for university transfer and to meeting economic and workforce needs. Its mission is to attract and support an outstanding faculty and staff that pursue excellence in teaching and learning through educational programs and services that promote the intellectual, social, and personal development of students; to assist students in developing the ability to think critically, creatively and reflectively; and to prepare students 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 (2007-2010) focuses on goals and outcomes related to the following priorities:

• Student Success
Provide programs and services to students that increase the opportunity for students to define and reach their educational and career goals by connecting them to the appropriate college resources and empowering them to take responsibility for their education.

• Enhanced Learning
Deliver academic programs and learning support services that provide students with the appropriate resources for learning the knowledge and skills needed for the workplace or for transfer to baccalaureate programs in state universities. This priority requires exceptional levels of performance and achievement by all faculty and staff and therefore includes campus support and resources to meet professional growth expectations for all employees.

• Community
Provide innovative solutions that strengthen our region’s economy and workforce competitiveness

• Alternative Delivery Systems
Deliver curriculum and learning support resources at appropriate times and in appropriate formats to meet student needs

• Technology and Out of Class Support
Implement the appropriate technology and services to facilitate the learning environment for every Tallahassee Community College Student

• Finance
Provide effective stewardship to enhance new and existing revenues and resources to promote growth and increase cost effectiveness

• Facilities
Develop and construct capital projects that enhance the learning centered environment, improve physical facilities, and ensure physical safety

• Foundation
Develop and implement systems for attracting financial resources to enhance student access and promote excellence in teaching and learning
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 many foreign countries. TCC has grown from an enrollment of 698 students in Fall 1966 to over 15,000 full-time students.

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

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

1976-1985
During the second decade, enrollment steadily grew to more than 5,000. President Fred W. Turner retired and Dr. Marm M. Harris was named TCC’s second president. An Artist Series began to attract community leaders to the campus, enhancing the Town/Gown relationship. The TCC Foundation was established and the Lifetime Sports Complex opened. In 1983, Dr. James H. Hinson, Jr., became TCC’s third president and led the College through a period of 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, TCC’s 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 led the College through a decade which also saw extensive renovation and campus infrastructure upgrades. TCC’s softball team won the NJCAA Slow Pitch Championship in 1994.

1996-2005
With its fourth president, Dr. T.K. Wetherell, at the helm, numerous new occupational programs were added in the fourth decade, and cooperation with universities was enhanced. In 2000, TCC formed its first University Partnership with Flagler College and has since partnered with Embry-Riddle Aeronautical University (2001), Barry University (2003) and Saint Leo University (2006). As a result, students can pursue bachelor and graduate degrees without leaving TCC’s main campus.

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The TCC Alumni Association and Eagle Athletics Hall of Fame were established. The Challenge Scholarship Program and many other scholarships were established. Florida Governor Jeb Bush was the 2000 Commencement speaker. The Brain Bowl team won its first state title. TCC acquired the Pat Thomas Law Enforcement Academy (PTLEA).

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TCC celebrated its 40th anniversary in 2006, highlighted by a series of community and alumni events such as the TCC Alumni Hall of Fame ceremony, Community Day at TCC and the College’s 40th Anniversary Gala. Under President Bill Law’s leadership, TCC expanded its health programs and placed a major emphasis on workforce and economic development. Innovative teaching methods also began to draw frequent national recognition for faculty. 2006 also marked the successful completion of the College’s first capital campaign. The $10 million campaign included the largest private donation in the College’s history, a $2 million gift from Tallahassee’s Ghazvini family. In 2009, TCC broke ground on the Ghazvini Center for Health Education.

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

The faculty at TCC is best described as a teaching faculty. They are able to devote most of their time to teaching, to advising students individually and to helping students make the adjustment to college. Teachers impart knowledge to stimulate critical thinking, develop skills and broaden and enrich student interest. Their major efforts are directed towards 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 are available in a non-traditional format, such as television courses, Self-Paced Instruction (SPI) courses and 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 towards the Associate in Arts degree for transfer to a four-year college or university. Others seek one-year certificates or two-year degrees in occupational areas. TCC also provides non-credit courses designed to enhance the occupational skills necessary to maintain current employment or to re-train for a new occupation.

Accreditation

Tallahassee Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Tallahassee Community College.

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

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

TCC Foundation

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

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

Alumni Association

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

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

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

Center for Workforce Development

Tallahassee Community College’s Center for Workforce Development provides effective, short-term training to help individuals and organizations in the local, regional and national workforce improve personal and organizational performance in five areas: Information Technology, Manufacturing Technology, Business and Professional Development, Health Career Continuing Education and Construction and Skilled Trades. Additional services include employee and business performance improvement, conferences and events production and leasing of business suite facilities. Services are available to area businesses, governmental agencies, community organizations and nonprofit entities. The Center for Workforce Development has facilities at the main campus, The Wakulla Center and the TCC Capitol Center. For additional information, call (850) 201-8760 or visit www.tcc.fl.edu/workforce.

• Adult Education
The Adult Education Department includes Adult Basic Education (ABE), General Educational Development (GED) and English for Speakers of Other Languages (ESOL). These programs provide support for the development of basic skills in reading, writing and mathematics and offer learners the opportunity to acquire the knowledge and life skills to function effectively as a worker, citizen, and family member in a changing world.

• Business and Professional Development
Business and Professional Development courses and customized training are offered to businesses and individuals seeking credentials or to enhance their professional skills. Topics range from Intergenerational Communication and Frontline Supervision to Customer Service and Professional Writing Skills. Additional programs offered include: Certified Financial Planner TM, renewal of Real Estate and Insurance licenses.

The College’s Green Guide Program, offered through the Ecotourism Institute at TCC’s Wakulla Center, certifies students as qualified nature guides and environmentalists. Graduates of the program are equipped to operate an environmentally based small business that caters to the “green” tourism industry. For information call (850) 922-6290 or e-mail wakullacenter@tcc.fl.edu.

• Conferences and Events, Facilities Rental
The Center for Workforce Development offers state-of-the-art conference and event space on the main campus and at the TCC Capitol Center.

The TCC Capitol Center is located within easy walking distance to the State Capitol. Business suites and offices are available for annual and short-term lease to companies and individuals who need convenient access to the downtown area or the Capitol Complex.

For main campus conferences and events information call (850) 201-6058. For TCC Capitol Center information call (850) 201-8762.

• Construction and Skilled Trades
The Center for Workforce Development offers a number of Construction and Skilled Trades training programs that provide a foundation for entry-level employees to transition from the classroom to employment. Additionally, programs for current employees to upgrade their skills are available. Programs include Alternative Energy (Solar Thermal Hot Water and Photovoltaic Systems); Heating, Ventilating and Air Conditioning (HVAC); Plumbing; Electrical; Data/Communications Cabling; Masonry and Heavy Equipment Operator (Backhoe/Dump Truck). Workforce Development provides a number of construction management certificate courses, including the Construction Industry Technician and Construction Document Specialist programs. TCC also offers construction and industrial Occupational Safety and Health Administration (OSHA) employee safety and train-the-trainer courses. The college is a certified National Council of Construction Education and Research (NCCE) training facility and provides a variety of NCCE industry-recognized certificate programs. Registered Apprenticeship programs in Electrical, Plumbing and Pipefitting, HVAC and Masonry is also available.

• Corporate Services
The Center for Workforce Development provides customized business services to assist companies in identifying causes of performance gaps and develop strategic solutions to close the gap. Services include consultative performance improvement activities, training tailored to the organization and reliable cost-effective pre-hire assessment. Corporate Services uses a systemic approach that focuses on employee, process and organizational performance improvement.

• Health Career Continuing Education
A comprehensive selection of courses is offered to meet the demands of the growing health care workforce. Courses are a joint venture between the Health Care programs and the Center for Workforce Development and are designed for members of the health care profession, from the established professional in need of continuing education to the student seeking a degree. For more information about continuing education health programs, visit www.tcc.fl.edu/workforce.

• Information Technology
Information Technology (IT) courses are available to prepare for workforce entry and to enhance one’s current technology skills. Courses range from computer literacy to higher-level skills such as .Net Programming and industry-recognized certification preparation courses. The TECH@NIGHT program provides flexible and convenient workshops dedicated to a new topic each night. This allows participants to choose the courses that meet specific needs, with no commitment to a long-term schedule. TCC certificates are awarded in each class. View open enrollment courses at www.tcc.fl.edu/iti or TECH@NIGHT workshops at www.tcc.fl.edu/tech@night.

• Manufacturing & Industrial Technology
The Manufacturing & Industrial Technology Program is committed to partnering with both local and prospective manufacturing companies to design services that will ensure a company’s success in competing in today’s global market. Training programs can be customized in areas such as Safety Training, Lean Manufacturing, Quality Control, Computer Numerical Control (CNC) Machining, Composite Materials Techniques and Blueprint Reading. Both industry-recognized certifications and TCC certifications are available.

• Simulation Center
Tallahassee Community College has a state-of-the-art medical/dental Simulation Center. This center houses adult, pediatric, neonate and birthing simulators. The Simulation Center provides innovative training for all levels of health care professionals, including physicians, dentists, nurses, respiratory therapists, paramedics, radiologic technologists and dental hygienists. Training in pre-hospital and in-hospital settings is available. Training includes trauma, medication and dosage errors with associated adverse reactions, team training, new employee orientation, beginning and advanced airway competencies, mass casualty training and individual employee equipment and competency training. Continuing education credit may be offered. For additional information, please contact (850) 201-8760.

www.tcc.fl.edu
University Partners

Tallahassee Community College formed its first University Partnership with Flagler College in Fall 2000, and has since 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 TCC’s University Center and most classes offered through the University Partners are held in the Wakulla Wing of the Center for Economic and Workforce Development.

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
Maggie Bowden, Director,
Elain Carroll, Advisor
(850) 385-2279

Embry-Riddle Aeronautical University
Katrina Alexander, Assistant Director of Academic Support
(850) 201-8030

Flagler College
John Bruno, Dean
(850) 201-8070

Saint Leo University
Matthew Hollern, Director
(850) 201-8655

Campus, Service Centers, Maps/locations

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

Additionally, TCC’s beauty goes beyond the construction and design of its buildings. TCC is committed to providing an inviting learning environment for both its students and community. Its beauty does not stop at the front door since the interiors of the buildings are designed to be attractive to the eye, yet functional and user-friendly. The entire campus offers wireless technology and many buildings are equipped with cutting edge instructional technologies. The Florida Public Safety Institute, home of The Pat Thomas Law Enforcement Academy (PTLEA) and the College’s off-campus service centers throughout the tri-county service district reflects the same themes of the main campus.

TCC’s service centers reflect the College’s commitment to the Big Bend region. There are three service centers in addition to the Center for Workforce Development, located on the College’s main campus, and the Florida Public Safety Institute.

• Center for Workforce Development
The Center for Workforce Development 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. The Center is conveniently located near I-10, the Tallahassee Regional Airport and downtown Tallahassee. For additional information, call (850) 201-8760.
• **Florida Public Safety Institute**

The Florida Public Safety Institute (FPSI) offers training programs in firefighting, corrections, probation, dispatching, private security and law enforcement intelligence. FPSI is the home of The Pat Thomas Law Enforcement Academy (PTLEA). The mission remains the same yet the scope of services is greatly broadened. Students are trained to serve and protect in a variety of public safety careers. Located 14 miles from Tallahassee on 1,300 rolling and heavily wooded acres, the Institute 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, call (850) 201-7000.

• **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, call (850) 201-8762.

• **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, call (850) 875-3462.

• **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, call (850) 922-6290.
ADMISSIONS, ACADEMIC ADVISING
AND REGISTRATION

Admissions Policy and Equity Concerns
Prior Violations Policy
Admission Information and Procedures
The Honors Program
Inter-institutional Registration
Student Placement
New Student Orientation
Academic Advising
Registration
Drug-Free Campus
Tallahassee Community College welcomes applications for admission to the College for the fall, spring and summer terms. To assist students with their transition to college studies at TCC, the Enrollment Services office provides important student services which include, but are not limited to, processing applications for admission, 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
TCC is a college of equal opportunity and open admissions. All applicants for admission and student jobs 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. However, 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. Complaint procedure forms 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 provide this information on the TCC admission application. Upon receipt of this information, Enrollment Services will refer the student’s statements to the Judicial Affairs Office (JAO) in the Campus Life office for review.

All violations are reviewed case by case and weighted in favor of the safety and welfare of the campus community. When appropriate, JAO reserves the right to place conditions on a student’s enrollment or recommend to the Admissions Committee that the student be denied enrollment. When denied admission, the student may have the right to appeal based on specific criteria or circumstances.

Admission Information and Procedures
• 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 from a regionally accredited high school. An official high school transcript with high school graduation date is required for admission. (Note: Should the quality of the educational program of the institution attended appear unsatisfactory, the Director of Enrollment Services has the authority not to accept the document.)

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

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

4. Home Educated Students
   Home educated students must complete the Affidavit for Home Educated Students form verifying high school graduation. Students must certify their program has satisfied the requirements of Florida Statute 1002.41. This form may be obtained from the Enrollment Services office and must be notarized.

5. Undocumented Immigrants
   Undocumented students who graduate or earn a state General Education Diploma are eligible to be admitted but will be considered as a non-resident for tuition purposes.

   Certain Associate in Science degrees or certificates may have additional admission requirements.

   Students seeking admission to any of the health-related limited-access programs should visit the Health Care Professions Division web page (www.tcc.fl.edu/health_care) for specific application procedures. Admission to the College does not guarantee admission to these programs.

   • Transfer Students
   Students who attended another college or university are considered transfer students. These students must submit official transcripts from all colleges previously attended prior to registration with Tallahassee Community College.

   TCC 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 compared to the programs offered by TCC in light of the student’s educational goals.

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

   Transfer credit is accepted for freshman and sophomore level coursework completed at a regionally accredited institution.

   Students may request an evaluation of credit from non-regionally accredited institutions they have attended. It is the student’s responsibility to provide the Enrollment Services office with an official transcript from the non-regionally accredited college, a copy of the college’s catalog, and a course description and/ or syllabus with faculty credentials for each class the student is requesting credit. This information will be provided to the appropriate academic dean for a determination of the transfer of credit based on the considerations listed above.
Transfer students who are 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, and students will be required to follow Tallahassee Community College’s Standards of Academic Progress.

- Postsecondary Adult Vocational (PSAV) Certificate Programs (Clock-Hour Programs)

PSAV admission requirements vary by program. Students must review the criteria for the desired program regarding application, placement testing and the need of a standard high school diploma or GED. Students interested in PSAV programs that require a separate program admission application and prerequisite criteria need to complete all admissions requirements by the published application deadline. In general, a person wanting to enroll in a PSAV program must:

1. Submit an admission application and provide any additional required materials.
2. Submit an official high school transcript or official copies of GED scores for programs requiring a standard high school diploma.
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.

- Certificate Programs

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

- Adult Basic Education/GED Program

The Adult Basic 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. To enter the Adult Basic Education or GED Preparation program, students must complete the following steps:

1. Submit the TCC application for admission.
2. Take the Test of Adult Basic Education.

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

- Non-degree Students

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

1. Submit an application for admission.
2. Submit a complete Residency Affidavit as part of the College application.
3. Provide proof of graduation from high school or an unofficial transcript from the last college or university attended. (Students seeking enrollment in courses that require pre-requisite work, must submit proof that course pre-requisites have been met.)
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 and must be submitted each term for which the student wants to enroll.)

- Transient Students

Transient students are not seeking a degree but take courses at Tallahassee Community College and transfer the credits back to their home institution. Transient students seeking credit must complete the following steps:

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

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

- International Students

A student who is not a citizen or permanent resident of the United States will be considered an international student. For assistance, international students may call (850) 201-8555 or visit www.tcc.fl.edu. International students must complete the following steps:

1. Complete an application for admission.

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

2. Provide official high school transcript, or official transcripts from any colleges and/or universities attended in the U.S.:
   - Beginning freshmen must provide proof of U.S. high school equivalency. Official high school transcript must be evaluated document-by-document by a certified evaluation agency that is a member of the National Association of Credential Evaluation Services (www.naces.org) or by the International Education Credential Services provided by the American Association of Collegiate Registrars and Admissions Officers (AACRAO - www.aacrao.org). Any costs associated with the evaluation are the student’s responsibility. All evaluations must be in English.
   - Transfer students interested in receiving transfer credit for course work completed at non-U.S. schools must provide the Enrollment Services and Testing office a course-by-course evaluation done by a certified evaluation agency that is a member of the National Association of Credential Evaluation Services (www.naces.org), or by the International Education Credential Services provided by the American Association of Collegiate Registrars and Admissions Officers (AACRAO - www.aacrao.org). Any costs associated with the evaluation of international college credit are the student’s responsibility. All evaluations must be in English.

3. Submit an official Test of English as a Foreign Language (TOEFL) score report with a minimum total score of the following:
   - 173 on the computer version
   - 61 on the Internet-based version
   - 500 on the paper version
Admissions, Academic Advising and Registration

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.GoToTCC.com. Admission deadlines are established for each term:
   - Fall . . . . . . . . . . . . August 1
   - Spring . . . . . . . . . . . . December 1
   - Summer A/C . . . . . . . April 1
   - Summer B . . . . . . . . . June 1

2. Submit an official high school and/or college transcript(s) to the Enrollment Services office.
   • High school seniors must submit transcripts with the official graduation date posted.
   • GED recipients must submit a copy of their GED test scores.
   • Transfer students must submit official transcripts from all colleges and/or universities they attended.

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

3. Take the appropriate placement tests, if applicable. These tests are used for placement purposes only; they will not be used for selective admission. Students who meet the following criteria are exempt from placement testing:
   • Non-degree seeking students.
     Note: The College Placement Test or unofficial transcripts may be required for students taking English or math courses for the first time.
   • Transfer students who present transcripts showing a grade of C or better in college-level English and/or mathematics.
   • Students with ACT or SAT scores at or above the state minimum; tests result must be less than two years old. Listed below are the minimum scores for College-Level Placement based on the ACT and SAT scores:

<table>
<thead>
<tr>
<th>Enhanced ACT</th>
<th>SAT I</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading = 18</td>
<td>Verbal/Critical Reading = 440</td>
</tr>
<tr>
<td>English = 17</td>
<td>Mathematics = 440</td>
</tr>
<tr>
<td>Mathematics = 19</td>
<td></td>
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</tbody>
</table>

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

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

• 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.GoToTCC.com. Admission deadlines are established for each term:
   - Fall . . . . . . . . . . . . August 1
   - Spring . . . . . . . . . . . . December 1
   - Summer A/C . . . . . . . April 1
   - Summer B . . . . . . . . . June 1

2. Submit an official high school and/or college transcript(s) to the Enrollment Services office.
   • High school seniors must submit transcripts with the official graduation date posted.
   • GED recipients must submit a copy of their GED test scores.
   • Transfer students must submit official transcripts from all colleges and/or universities they 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.

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<tr>
<td>Reading = 18</td>
<td>Verbal/Critical Reading = 440</td>
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<tr>
<td>English = 17</td>
<td>Mathematics = 440</td>
</tr>
<tr>
<td>Mathematics = 19</td>
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</tbody>
</table>

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

   Upon 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 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. 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.GoToTCC.com. Admission deadlines are established for each term:
   - Fall . . . . . . . . . . . . August 1
   - Spring . . . . . . . . . . . . December 1
   - Summer A/C . . . . . . . April 1
   - Summer B . . . . . . . . . June 1

2. Submit an official high school and/or college transcript(s) to the Enrollment Services office.
   • High school seniors must submit transcripts with the official graduation date posted.
   • GED recipients must submit a copy of their GED test scores.
   • Transfer students must submit official transcripts from all colleges and/or universities they attended.

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

3. Take the appropriate placement tests, if applicable. These tests are used for placement purposes only; they will not be used for selective admission. Students who meet the following criteria are exempt from placement testing:
   • Non-degree seeking students.
     Note: The College Placement Test or unofficial transcripts may be required for students taking English or math courses for the first time.
   • Transfer students who present transcripts showing a grade of C or better in college-level English and/or mathematics.
   • Students with ACT or SAT scores at or above the state minimum; tests result must be less than two years old. Listed below are the minimum scores for College-Level Placement based on the ACT and SAT scores:

<table>
<thead>
<tr>
<th>Enhanced ACT</th>
<th>SAT I</th>
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<td></td>
</tr>
</tbody>
</table>

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

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

• Readmission

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

• Early Admission Program

An early admission student is an eligible high school student who enrolls on a full-time basis in courses that are creditable toward the high school diploma and the associate degree. Upon presentation of evidence of high school graduation, completed dual enrollment credit will be applied to the student’s degree. Each district school board must approve high school early admission students. 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 paying registration, matriculation and laboratory fees. For further information, contact the Enrollment Services office at (850) 201-8355.

Requirements and documentation:

1. Submit official high school transcript stating completion of the eleventh grade; an unweighted 3.0 or better high school grade point average is required.

2. Submit a recommendation letter from the high school principal/designee stating that the student has permission to dual enroll at TCC.

3. Submit a completed TCC admission application.

4. Submit satisfactory scores on an approved placement test (SAT, ACT or CPT). Scores must be less than two years old. These scores are required prior to enrollment in any college course.

• Dual Enrollment for High School Students

Dual enrollment/dual credit students are students who are taking classes at both the high school and at TCC. These students may enroll in only those courses which are creditable toward both the high school diploma and toward the associate degree or career certificate in accordance with Section 1007.271 Florida Statutes. The college class load will be determined by the high school principal or designee and should not exceed an equated full load at either institution. A college class load of 11 hours will be considered equal to a full-time high school load. Upon presentation of evidence of high school graduation and admission to TCC, completed dual enrollment credit will be applied to the student’s degree.
Students enrolled in the dual enrollment program are exempt from paying 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 interinstitutional articulation agreements. For more information, please call Enrollment Services at (850) 201-8555.

Requirements and documentation:
1. Submit a completed TCC admission application.
2. Submit an official high school transcript indicating the student has entered the 11th grade and has an unweighted 3.0 or better high school grade point average.
3. Submit satisfactory scores on an approved placement test (SAT, ACT or CPT). Scores must be less than two years old and are required prior to enrollment in any dual enrollment course.
4. Submit a completed High School Dual Enrollment Recommendation form, indicating the number and type(s) of courses to be completed at TCC.

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

Students participating in dual enrollment take classes that will satisfy high school graduation requirements and are creditable toward the associate degree or career certificate in accordance with Section 1007.271 Florida Statutes. Home educated dual enrollment students are limited to 11 credit hours of enrollment. Only college credit level classes will be considered part of the dual enrollment program. This excludes any non-credit or preparatory (remedial) courses and physical education courses. TCC waives tuition, matriculation and laboratory fees for all courses through the high school/home education dual enrollment program. Students are responsible for books, materials and transportation to the TCC Campus. Home educated students are eligible to dual enroll with TCC for two calendar years from the time they enter the program. Eligibility for the dual enrollment program expires two years from the original date of enrollment at which point students must matriculate to a regular degree seeking status to continue taking classes at TCC. Please contact the Enrollment Services office at (850) 201-8555 for more information.

Requirements and documentation:
1. Students must have attained a status equivalent to that of a public high school junior and be at least 15 years of age prior to their first semester of enrollment at TCC.
2. Students must submit a completed TCC admission application.
3. Students must submit qualifying scores on the SAT, ACT or College Placement Test (CPT). Scores must be less than two years old and are required prior to enrollment into any dual enrollment course.
4. Students must submit a permission form signed by both the home education administrator (parent) and the appropriate county official.
5. Students must provide a completed Home Education Dual Enrollment Agreement, outlining the requirements and parameters of the home education dual enrollment program.

• Dual Enrollment and FERPA
Family Educational Rights and Privacy Act (FERPA) is more commonly known as the Buckley Amendment. This federal law protects students’ rights to privacy regarding their student records. FERPA governs the release of education records maintained by an educational institution and access to these records. All college students have rights under FERPA, even those who are younger than 18 years of age. FERPA protects the education records of students who are attending or who have attended the institution and all records directly related to a student and that are maintained by the institution. A record is directly related to a student if it is personally identifiable to the student.

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

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

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

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

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

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

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

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

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

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

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

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

Florida State University and Florida A&M University students wanting to enroll at TCC at the same time must submit the following documentation to the TCC Enrollment Services office:

1. TCC application for admission
2. Permission letter or transient student form from home institution

Approval will not be given for registration in courses which are currently available at the student’s home institution. For example, a course equivalent to ENC1101 at Tallahassee Community College could not be taken by a TCC student at Florida State University under the agreement for inter-institutional registration if it is available to the student at TCC.

In the event shortage of classroom space becomes an issue, students registering inter-institutionally will be given lower priority for scheduling than will home students.

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

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

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

Student Placement

Prior to entry into the credit instructional programs of the College, students are assessed in the areas of communications and computational skills using test instruments approved by the State Articulation Coordinating Committee. Based on the results of the assessment process, students are counseled and placed into appropriate course work. Depending upon test scores and other relevant data, individual students may be required to enroll in college preparatory course work designed to remedy specific communications and/or computation skill deficiencies. (For more information on College Preparatory courses, See page 43.) 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 encourages student success by promoting the intellectual, social and personal development of students through programming, academic planning and self assessment activities.

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

• Help students take responsibility for their education.
• Help students gain a greater understanding of the value of an education.
• Help students develop an academic plan.
• Help students set priorities and balance their lives.
• Highlight the diversity of the College’s campus community.
• Highlight options of student involvement campus-wide.

The program provides students with important information on campus resources, TCC policies and procedures and degree requirements. It also highlights TCC Passport, the student portal that offers access to a variety of student resources, including Web registration and advising.

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, visit the orientation Web page at www.tcc.fl.edu/ orientation or contact the Student Success Center at (850) 201-8440 or via e-mail at studentsuccess@tcc.fl.edu.
Academic Advising

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

- Help students develop educational and career plans;
- Give students academic progression and degree requirements;
- Help students understand academic policies and procedures;
- Provide resources to help students become 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 online advising system through TCC Passport. This system uses online technology and resources and allows students and advisors to share the responsibility of developing academic plans that help students meet 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. To learn more about TCC’s advising system, visit www.tcc.fl.edu/advising.

Registration

TCC students register for classes through the TCC Passport, which is the student portal system: tccpassport.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 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 43 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. These non-traditional course alternatives place the responsibility for course management on the student and therefore are not suitable for all students. Students in distance learning and alternative learning environments need to have the following skills and abilities to be successful:
    - Self motivation and self discipline
    - Ability to work independently
    - Good time management skills
    - Good study skills and test taking skills
    - Good reading and research skills
    - Ability to understand and evaluate readings
    - Ability to analyze and synthesize information
  
  For information regarding courses currently offered via Distance Learning, visit our Web site at www.tcc.fl.edu and select Distance Learning from the tool bar under “Students.”

- Express Sessions are accelerated sections of courses offered each semester, and can range from six (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 TCC Passport. Students are encouraged to print a fee slip/class schedule after each registration.

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

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

- Student ID Number: TCC student ID numbers are automatically generated for students during admission. When logging into TCC Passport and clicking on any of the tabs, this ID 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-based courses are accessed through TCC’s home page. 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 self-motivated and have good time-management skills. Students need basic computer skills, adequate computer hardware and software to successfully participate in a Web-based course. Registration for Web-based courses occurs during regular registration periods.

Drug-Free Campus

It is the policy of Tallahassee Community College to have and 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 information, please refer to the Student Code of Conduct in the Student Handbook.
FINANCIAL INFORMATION

- Residency Information and Requirements
- Tuition and Fees
- Refunds
- Delinquent Accounts
- Tuition Payment Plan
- Financial Aid
  - Financial Aid Programs
  - Summer Financial Aid
  - Financial Aid Eligibility
  - Application Procedure
  - Evaluation and Award
  - Financial Aid and Enrollment Status
  - Satisfactory Academic Progress Requirements
  - Financial Aid Regulations
  - Veterans Affairs Services
  - Consortium Agreement with Another Educational Institution
Financial Information

Residency Information and 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 contact the Enrollment Services office at (850) 201-8555. Eligibility for Florida residency reclassification in a specific semester will be determined up until the beginning of the term; therefore, students are encouraged to submit petitions for status changes prior to the beginning of the term.

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

- Statutory Exceptions and Qualifications

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

- Dependent children residing continuously with a legal resident adult relative other than the parent, for at least 5 years immediately prior to the first day of classes of the term which Florida residency is sought.
- Persons married to legal Florida residents, who intend to make Florida their permanent home, and who relinquish their legal ties to any other state.
- Persons who were enrolled as Florida residents for tuition purposes at a Florida public institution of higher education, but who abandon Florida residency and then re-enroll in Florida within 12 months of the abandonment - provided that he/she continuously maintains the re-established domicile during the period of enrollment. (This benefit only applies one time.)
- Active duty members of the Armed Services of the United States residing or stationed in Florida (and spouse/dependent children); active duty members of the Florida National Guard (and spouse/dependent children) who qualify under 250.10(7) and (8); or military personnel not stationed in Florida whose home of record or state of legal residence certificate, DD Form 2058, is Florida (and spouse/dependent children).
- Active duty members of the Armed Services of the United States and their spouses/dependent children attending a public community college or university within 50 miles of the military establishment where they are stationed, if such military establishment is within a country contiguous to Florida.
- United States citizens living on the Isthmus of Panama, who have completed 12 consecutive months of college work at the Florida State University Panama Canal Branch and their spouse and dependent children.
- Full-time instructional and administrative personnel employed by the State public school system, community colleges and institutions of higher education (and spouse/dependent children).
- Students from Latin America and the Caribbean who receive scholarships from the federal or state government. The student must attend, on a full-time basis, a Florida institution of higher education.
- Full-time employees of state agencies or political subdivisions of the state when the student fees are paid by the state agency or political subdivision for the purpose of job-related law enforcement or corrections training.
- Active-duty members of the Canadian military residing or stationed in this state under the North American Air Defense (NORAD) agreement, and their spouses and dependent children, attending a public community college or university within 50 miles of the military establishment where they are stationed.
- Active-duty members of a foreign nation’s military who are serving as liaison officers and are residing or stationed in this state, and their spouses and dependent children, attending a community college or state university within 50 miles of the military establishment where the foreign liaison officer is stationed.
- Qualified beneficiaries under the Florida Pre-Paid Post-Secondary Expense Program per s.1009.988 (2) . (Pre-Paid ID Card Required.)
- Linkage Institute participants receiving partial or full exemptions from S. 1009.21, FS, based on criteria approved by the Florida Department of Education per S. 288.8175, FS, which establishes linkage institutes between postsecondary institutions in this state and foreign countries.

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.)

Classes must be dropped prior to the drop/add deadline in order to avoid financial responsibility for dropped classes. Students who withdraw from their class(es) after the drop/add period will be responsible for payment of fees for such classes. Students who rely on financial aid to cover the cost of their tuition, must drop their classes during the drop/add period to avoid financial responsibility.

Payments will be accepted in the following forms: cash, personal check, cashier's check, money order, MasterCard, Visa, or American Express. Checks or money orders should be made payable to Tallahassee Community College. Counter checks will not be accepted. If a check received by the College is subsequently dishonored, the student will be notified by certified mail and given ten (10) working days to make the check good. Upon receipt of this notification, it is the responsibility of the student to inquire as to the status of his/her classes. It should not be assumed that classes will be dropped. The student shall also be assessed a $20 returned check fee. Personal checks will not be accepted as payment.
for a returned check. The student shall be responsible for all checks presented to the College on his or her behalf, regardless of the account name or bank upon which drawn.

• 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. Written requests may be accepted only in person, via fax, mail or TCC Passport.

• 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 144-189).

• 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 institution of higher education. CEUs are calculated on the basis of one unit for each ten 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. The last day to withdraw, with a refund, is three business days prior to the start of class.

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 the course(s) on the TCC Passport. For a full refund of fees paid, this must be done during the first five days of the semester, 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.

After the fifth day of classes, refunds may be made via the Enrollment Appeals Committee until midterm of the current semester as a result of:

(1) a serious illness, or incapacity due to accident of the student;

(2) death, serious illness, or incapacity due to accident of a member of the immediate family upon whom the student is dependent for continuation of enrollment;

(3)-other extreme emergency or catastrophic event such as:
   a. medical/psychological trauma of the student as evidenced by a physician’s letter
   b. military orders to report
   c. natural disasters affecting student/immediate family

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

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

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

Delinquent Accounts

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

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

Tuition Payment Plan

For information on a tuition payment plan, log in to TCC Passport. https://tccpassport.tcc.fl.edu

Financial Aid

The Financial Aid office makes every effort to meet a student’s demonstrated financial need with the sources available; however, it is not always possible to do so, and it may be necessary for the student to pay some educational expenses from personal funds. All financial aid awards are estimates and are subject to change. Because most financial aid programs have limited funding, it is imperative that the student apply for financial aid as soon as possible after January 1 for the following academic year. The Financial Aid office awards funds on a first-come, first-served basis and students who apply early generally receive the best aid packages. Students must reapply for financial aid each year. TCC adheres to all federal and state guidelines when administering financial aid, without regard to race, color, gender, religion, age, handicap or national origin. All applicable federal and state laws supersede any information contained herein, and the information provided is subject to change without notice.
Student Responsibilities:
As financial aid applicants or recipients, students have the following responsibilities:
1. To apply for financial aid early if a student wants to be considered for financial assistance.
2. To submit all required forms accurately and completely.
3. To provide all documentation, verification of income, corrections and/or any information to complete the financial aid file.
4. To accept responsibility for all forms and agreements the student signs.
5. To use financial aid only for the student's actual educational expense.

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

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

- Federal Pell Grants are available to any student demonstrating eligibility as determined by the Federal Government. Students who are enrolled full-time, three-quarter-time, half-time and less-than-half-time may qualify if the Expected Family Contribution (EFC) meets the standards established by the Federal Government.
- Federal Supplemental Education Opportunity Grants (FSEOG) are awarded to students from funds made available by the federal government for students with exceptional need. The FSEOG is usually awarded to students who receive the Federal Pell Grant. Grants vary in amount, with the smallest grant valued at $200. Students must be enrolled at least half-time to receive this award.
- Academic Competitiveness Grant (ACG) are awarded to students who completed a rigorous high school curriculum as defined by the US Secretary of Education, and who are eligible to receive the Federal Pell Grant. Students must be full time and must maintain a 3.0 cumulative grade point average. Students will receive one award during their first 24 credit hours and one additional award for the remainder of the program. A new award status can only be achieved when the student completes 24 credit hours. Annual award is determined by the US Department of Education.
- Federal College Work Study Program is based on need and students are awarded part-time jobs on or off campus for use in defraying educational expense.
- 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 $3,500 per year. Borrowers who have earned 31 credit hours or more may borrow $4,500 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) allows parents who demonstrate appropriate credit worthiness to be 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.

Dependent students may borrow up to an additional $2,000 in Unsubsidized Stafford loans per academic year. Dependent students, whose parents are denied the Parent’s Loan for Undergraduate Students (PLUS), may be eligible to borrow up to an additional $4,000 per academic year in this program.

Independent students, or students whose parents are denied for the Parent’s Loan for Undergraduate Students (PLUS), may be eligible to borrow an additional $6,000 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 cancelled with the lender. An origination fee is deducted from the Federal Stafford Loan before it comes to TCC. In calculating a student's actual loan amount, students should reduce the gross amount awarded by 4 percent. This should give the student a figure close to the actual amount of loan TCC will receive and credit his/her account.

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

Students who borrow their aggregate Federal Stafford Loan limit while at TCC will not be eligible for additional funding at an upper division institution.

All borrowers must complete Entrance counseling and attend a Financial Literacy Seminar prior to TCC crediting the first Stafford Loan at TCC to the student’s account, even if the student attended Entrance counseling at another institution. Students can take their Entrance counseling via the Internet at www.nelnet.com. Financial Literacy Seminars are conducted on a daily basis. Please visit http://www.tcc.fl.edu/about_tcc/administrative_services/financial_aid_scholarship_office/federal_stafford_loan_information_-_plus_subsidized_unsubsidized/first_time_borrowers_at_tcc for dates and times.
Prior to leaving TCC, Stafford Loan borrowers are required to undergo exit counseling. All graduates and students not returning to TCC should complete the Exit Counseling online at www.nelnet.com, 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, spring or 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.

- The 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.

- The Part-time Florida Student Assistance Grant (FSAG) provides 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.

- The Florida Student Assistance Grant - Certificate Students (FSAG-CE) is a need-based grant awarded for educational purposes to Florida residents who are enrolled in certificate programs. Funds are limited and the Financial Aid Office will notify eligible students.

- Florida Bright Futures scholarship programs include the Florida Academic Scholars, the Florida Medallion 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 sites. Some of the sites are: www.fastweb.com, www.fnaid.org, www.nasfaa.org, and www.SallieMae.org. Other scholarship resources include the public library, local/civic organizations and businesses.

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

- WIA Scholarships - The Workforce Investment Act (WIA) program provides a variety of resources to eligible students looking for additional financial aid resources as well as those seeking the right job or career. The WIA scholarship offers funding for tuition and books. Resource rooms located in each Big Bend Workforce Center provide various tools designed to help customers seeking financial aid resources, including links to financial aid search banks and financial aid search software. For more information, visit www.bbjec.org.

- Students can apply for TCC Scholarships at http://www.tcc.fl.edu/about_tcc/administrative_services/financial_aid_scholarship_office/scholarships

• 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 complete the TCC Summer Financial Aid Application online. This form does not replace the need for a FAFSA and for TCC to have a valid ISIR or SAR.

• 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 want 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 admission status changes 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 the student meets TCC's Standards of Satisfactory Academic Progress for Financial Aid. Students not meeting TCC's established standards will not be eligible for financial aid.
Award Adjustments
Students who are found ineligible for the aid they received, either by clerical error, an increase in the Expected Family Contribution or any other error, are responsible for repayment of the funds they are not eligible to receive. If a student receives a refund they are not anticipating or in excess of what they expect, they need to contact the Financial Aid office. The student will be notified via e-mail if there are changes to their financial aid, other than adjustment to scholarships based on actual tuition and fees.

• Application Procedure

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

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

1. The student must submit the FAFSA as soon as possible after January 1. The FAFSA may 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 on-line at www.tcc.fl.edu/fa 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 notify the student via email 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 notify the Financial Aid Office via TCC email telling us which award to adjust.

6. The student should pay particular attention to financial aid obligations should classes be reduced or dropped - see page 28.

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

• Evaluation and 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 e-mail 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 90 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 using 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 2007-2008 and are subject to change.

<table>
<thead>
<tr>
<th></th>
<th>Resident</th>
<th>Non-Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Fees</td>
<td>$ 1801</td>
<td>$ 6143</td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>800</td>
<td>800</td>
</tr>
<tr>
<td>Room and Board</td>
<td>6,000</td>
<td>6,000</td>
</tr>
<tr>
<td>Personal Expense</td>
<td>1,800</td>
<td>1,800</td>
</tr>
<tr>
<td>Transportation</td>
<td>2,000</td>
<td>2,000</td>
</tr>
<tr>
<td>Loan Fees (Fresh/Soph)</td>
<td>79/105</td>
<td>79/105</td>
</tr>
<tr>
<td>Total</td>
<td>$12,480</td>
<td>$16,822/16,848</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 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 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 eligible credit hours a student is registered for and is defined as:

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 or more</td>
<td>full-time</td>
</tr>
<tr>
<td>9 to 11</td>
<td>three-quarter-time</td>
</tr>
<tr>
<td>6 to 8</td>
<td>half-time</td>
</tr>
<tr>
<td>1 to 5</td>
<td>less-than-half-time</td>
</tr>
</tbody>
</table>

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 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 attempted credit hours of college preparatory course work for financial aid purposes. Students taking college preparatory classes are allowed 30 credits of attempted preparatory course work that the federal government will use toward their enrollment status. After a student has completed 30 attempted 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 or 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 six eligible credit hours. Though a student may be enrolled in six or more eligible credit hours, financial aid cannot be paid until the student is actually attending class or classes that total six 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 Student Success Center. Students are not automatically withdrawn from classes.

If a student wants to cancel classes prior to the end of the drop/add period, the student is responsible for dropping all courses through TCC Passport. 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.

### 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

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

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

Students have 15 days from the receipt of a letter notifying them of their failure to meet the standards of satisfactory academic progress to appeal, or 30 days after the spring semester ends if written notification was not received.

Appealing Satisfactory Progress Requirements
Transfer students must meet the established satisfactory progress requirements and appeals are generally not granted.

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

Below are the standards of satisfactory progress for financial aid. These standards apply to all students:

- Students must maintain a 2.0 cumulative GPA.
- Students who fail to maintain a 2.0 cumulative GPA, have earned less than 30 credit hours and have a 1.5 or lower cumulative GPA will be placed on Financial Aid Warning Status
- Students on Warning status who fail to meet the 2.0 cumulative GPA by the next satisfactory academic progress review period will be ineligible for financial aid.

• 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.

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 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 receive financial aid 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 resubmit it 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 (Dependants and Survivors)
  - Chapter 32 (VEAP)
  
  Veterans, reservists, and survivors who are eligible for educational benefits and plan to attend under any of the programs should:
  
  a) Apply for admission as a degree-seeking student at TCC.
  
  b) Contact the VA Coordinator in the Financial Aid office well in advance of registration to obtain all necessary VA application forms.
  
  c) Submit the Certificate of Eligibility or a copy of your DD-214 or Notice of Basic Eligibility (NOBE) Form 2384 for selected Reserve or National Guardsmen.
  
  d) Report enrollment to the VA Coordinator each semester.
  
• Certification of Enrollment Period
  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.
  
• Deferments
  Qualified VA students may defer payment of their tuition and fees until 60 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. VA deferment form can be obtained in the Office of Veterans Affairs in the Financial Aid office. Books cannot be deferred.
  
  Note: 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
  Upon certification by the College and VA, educational benefits are paid monthly to the students. Payments are prorated for less than full-time training and training that is less than a full month. Payments are always issued after the month is complete. Summer term benefits may vary according to the length of the term in weeks and days. A standard semester is 15-19 weeks. An accelerated term, or non-standard term is shorter in length, while a decelerated term (SPI course) is longer in length than a standard semester. Enrolling in an accelerated term or SPI course will affect training rate. 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 per week = full-time
  13-17 clock-hours per week = three-fourths-time
  9-12 clock-hours per week = half-time
  5-8 clock-hours per week = less than half-time
  
  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.
  
  VA Students can certify attendance either online or by phone. Please see the VA Coordinator for web 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 Coordinator 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 to

a) 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) Notify the TCC Office of Veterans Affairs once Enrollment Services completes the evaluation.

c) 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 Coordinator 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 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 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 Coordinator 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 Coordinator 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.

• Repeat 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 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 [see page 45 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 need 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 enrollment 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 Coordinator in the initial Enrollment Certification for a scheduled period of attendance. Changes in the VA student’s enrollment that occur after the Enrollment Certification is submitted may increase or decrease his/her entitlement to monetary benefits.

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

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

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

- **Work-Study Programs**
  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 veterans, reservists, and survivors who train at the three-quarter or full-time rate. The types of work allowed include:
  
  - Outreach services for VA.
  - VA paperwork.
  - Work at national or state Veteran’s cemeteries.
  - Work at VA medical centers or state veteran’s homes.
  - Other VA approved activities.

  **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.

  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 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. 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
A member of the National Junior College Athletic Association, TCC’s athletic program emphasizes values such as teamwork, discipline, leadership and cooperation, which carry over into life after college. Comprised of four competitive teams, TCC offers women’s basketball and softball and men’s basketball and baseball. For more information on Eagle Athletics, please visit our Web site at www.TCCEagles.com.

• Black Male Achievers Program
African-American men face unique challenges as they pursue academic, career and social success. TCC’s Black Male Achievers is a program designed to help students stay in college and graduate. The program provides a variety of academic and student services, along with personal enrichment activities to advance the intellectual and personal growth of its participants. To learn more about the program, contact the Student Affairs Office at (850) 201-8490.

• Campus Life
The Department 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 an activity program which benefits both the College and individual students.

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 programs of the institution. Some of the activities currently available are intramural sports, fitness gym, aerobic classes, concerts, lectures, drama, clubs, creative art, socials, newspaper, chorus, brain bowl, band, forensics, literary magazine and Student Government Association.

• Campus Recreation
TCC students can exercise the body as well as the mind by taking part in several different recreational, fitness and wellness opportunities on campus.

• Intramural Sports
TCC offers an extensive intramural sports program. Students can participate in individual and team sports activities, including indoor and outdoor soccer, flag football, basketball, softball, volleyball, dodgeball, kickball, table tennis, X-box gaming tournaments and Ultimate Frisbee.

• Eagle Adventures (Outdoor Recreation)
Eagle Adventures offers student an opportunity to pursue various outdoor recreational adventures for the beginner to the professional. Throughout the year, students can participate in outdoor recreation trips including skydiving, snowboarding, camping, whitewater rafting, paintball, cycling, horseback riding, deep-sea fishing and more.

• The Lifetime Sports Complex & Fitness Center
The Lifetime Sports Complex houses both a 1,000-seat arena 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 Lifetime Sports Complex. Hours and rules are posted in the facility. For more information, please call (850) 201-8709.

• Career Services
TCC is committed to helping students manage their 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 as 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 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 qualified TCC students through job referral services to businesses, local and state agencies, and nonprofits, thus contributing to the economic development of the Tallahassee community and surrounding areas. Career Services and its Center are located on the second floor of the Student Union Building.

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

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.

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, after-school 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 is able to offer 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, through a partnership with the TCC Foundation Office. So far, over $2.2 million 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 students 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 provide appropriate identification and 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.

- **Available Services**
  Academic advisers are available to students with disabilities and 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.

  To ensure timely accommodations, students must request services prior to the beginning of classes each semester. Accommodations including note taking, reading, writing, interpreting, extended-time testing, adaptive computer lab 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 & Performing Arts Center) 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 to meet admission, graduation or course work requirements for eligible students. 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. The coordinator also serves 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.

  Anyone who thinks they have been discriminated against based upon disability or thinks 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 Disability Support Services Office in the Student Union Building or call (850) 201-8430 (Voice) or (850) 201-8429 (Teletypewriter Device for the Hearing and Speech Impaired) or (800) 955-8770 (voice) (800) 955-8771 (TTY) - Florida Teletypewriter Relay.

**Enrollment Services and Testing**
The Enrollment Services office, located in the Student Union, and the Testing office, located in the Fine & Performing Arts Center, provide important student services to assist students with their transition to college studies at TCC. These services include, but are not limited to, the administration of the high school dual enrollment program, conducting campus tours, processing of applications for admission, 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 Center administers the college placement test, the nursing admission test, the College Level Academic Skills Test (CLAST), provides proctoring for distance learning testing, and administers several law enforcement and corrections basic ability tests.

- **SPI, TV WEB class testing**
  Students taking a SPI, TV or WEB class, and who live in TCC’s district (Gadsden, Leon, and Wakulla counties), are required to take tests on campus at the TCC Testing Center, free of charge. Those students who require the service of a proctor at a location other than TCC should arrange the service through the Testing Center at (850) 201-8282. Students should also be aware that there may be fees associated with the use of external proctors.
• Food Services
Tallahassee Community College offers various dining options for its students, faculty, staff and visitors. In addition to the on-campus dining options, there are numerous restaurants located near TCC.

• Graduation (see page 48)

• Health Services
The College provides emergency assistance to students who are injured or become ill.

Students who are injured may obtain assistance by contacting the Campus Police in the Centre Building at (850) 201-6100.

Health education instructors can 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.

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

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

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

• Student Activities and Organizations
The Office of Student Activities offers an array of co-curricular activities, including student government, live entertainment, multicultural programs, theme-events, movie nights, comedians, gaming tournaments, financial workshops, leadership seminars, Student-Faculty Day, TCC Spirit Day, Homecoming and more. In addition, there are many clubs and teams for students to join which encompass a wide range of special interest such as homo, cultural, social, community service, performing arts, recreational, spiritual and special interests. For a comprehensive list of student activities and organizations, please visit our Web site at www.tcc.fl.edu/campuslife or contact the office at (850) 201-8420.

• TCC Student ID/Access Card
The TCC Student ID/Access Card gives students access to the TCC Library, Media Center, Academic Computing Center Labs, Testing Center, Career Services Center, The Learning Commons, Lifetime Sports Complex 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 8 a.m. - 7 p.m. Monday-Thursday, and from 8 a.m. - 5 p.m. on Friday.

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

• International Student Services
The International Student Services Office in the Student Success Center provides a wide range of support services to F-1 visa international students and plays an important role in the globalization of the campus. This Office offers the following services:

- Pre-admissions immigration counseling.
- Issues I-20s for obtaining F-1 status.
- International student orientation seminar at the beginning of each semester.
- Assistance in adjusting to a new academic environment and culture.
- Academic and career counseling.
- Monitors student compliance with the Department of Homeland Security immigration rules with regards to maintaining legal and valid status in the United States.
- Maintains the SEVIS program.
- Facilitates the SEVIS transfer to and from other schools.
- Assists students with programs such as Curricular Practical Training, Optional Practical Training, work authorization, travel and re-entry, change of status, and reinstatement.
- Monitors student compliance with the required international health insurance plan.
- Oversees the international student housing scholarship and the ISO scholarship.
- Supports partnerships with global organizations through grant opportunities which allow students to study at TCC as well as student exchange.
- Supports the International Student Organization (ISO) program and activities.
- Sponsors the celebration of International Education Week and other cultural programs on campus.

To contact the International Student Adviser, please call (850) 201-8258.

• 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 Student Code of Conduct.

• Library (see page 38)

• Mental Health Services
It is common for students to periodically experience difficulty juggling the demands of coursework with the challenges that often arise in their personal lives. Free mental health assessments, referrals and brief counseling services are offered for Tallahassee Community College students through the TCC Student Success Center. Students in need of these services should contact the Student Success Center at (850) 201-8440 or StudentSuccess@tcc.fl.edu to schedule an appointment.

Mental health services are available during most regular office hours, but after-hours students and community members can call 2-1-1 or (850) 224-6333 to access free, confidential telephone counseling, crisis intervention and community referrals. If you encounter a severe mental health crisis after hours, please call 9-1-1 for immediate assistance.
• New Student Orientation (see page 20)

• 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 to promote student success and ease of life on campus; among these services are 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 8 a.m. to 7 p.m., and Friday from 8 a.m. to 5 p.m.

• Online Student Services

Students at TCC have the opportunity to be involved with many online 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) or password.

These services include:

• Admission application
• Class search
• College catalog
• List of extracurricular activities
• Student Handbook and Planner
• Textbook purchase

The following services require a student ID number and PIN:

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

• Scholarships

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

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

• Student Success Center

The Student Success Center (SSC) provides academic, personal, career and pre-enrollment counseling and advising services. SSC advisers assist students with the development of both educational and career plans. Counselors are available for consultation throughout the year and offer assistance in the areas of academic advising, academic planning and goal setting, university transfer information and preparation, distance learning support and international student services. Personal counseling is also available to enrolled students by appointment. Licensed counselors help students explore a variety of personal concerns and issues, including anxiety, depression, relationship issues, anger, stress management and substance abuse.

For more information, please call (850) 201-8440, email studentsuccess@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 Student Union room 154.

• Educational Talent Search

Educational Talent Search is designed to identify low-income youth with potential for education at the postsecondary level; to encourage such youths to complete secondary school; and, to undertake a program of postsecondary education. It publicizes the availability of student financial assistance available to persons who pursue a program of postsecondary education. In addition, it encourages persons who have not completed programs of education at the secondary or postsecondary level, but who have the ability to complete such programs, to reenter.

The services provided include academic advice and assistance in secondary school and college course selection; assistance in completing college admission and financial aid applications; assistance in preparing for college entrance examinations; personal and career counseling; tutorial services; exposure to college campuses and cultural events; exposure to academic sites or activities not usually available to disadvantaged youth; workshops and counseling for families of students served; mentoring programs; and activities which are designed to assist students of limited English proficiency.

• Transportation

In an effort to provide students with more opportunities to be successful throughout their college experience, Tallahassee Community College provides all TCC students with a Fare-Free Zone bus service through the City of Tallahassee. With a validated TCC ID card, students can ride Star Metro to any destination in Tallahassee without paying a fare. For additional information, please call (850) 201-8420.
Student Learning Resources

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

• Academic Computing Labs

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

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

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 call: 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 room 219 of the Fine and Performing Arts Center, and are available for students with disabilities who may require specialized or adaptive equipment and testing accommodations.

• eAccounts

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

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

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

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

• Learning Commons

The TCC Learning Commons is a comprehensive, integrated learning center that provides learning assistance and resources to all TCC students. The Learning Commons offers students and faculty a broad range of services, including diagnostic assessment, learning materials and electronic resources, individual conferences, one-on-one and small group tutoring, whole class support, workshops and seminars, success strategies, technology and multi-media support, and assistance developing and assessing Individual Learning Plans. Learning specialists, student success specialists and faculty collaborate to assist students in identifying and using resources to maximize learning and support student success.

The first floor of the Learning Commons provides support for students in all levels of mathematics, business related courses, health sciences, physical sciences and natural sciences. The second floor provides support for students in all aspects of communication including reading, writing, language skills and support for non-native speakers of English. Communication specialists and library staff collaborate to provide support for research and information literacy.

Throughout the Learning Commons, students have open access to computers, computer applications and technology support. The Commons is also served by representatives from the Student Success Center, and specialists provide advising, study skills seminars and counseling support. For more information, please call (850) 201-8193.

• Library

The library houses a well-balanced collection of materials chosen for the 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 community colleges and state universities through interlibrary loan services. Electronic books, handouts and periodical databases are available for all students, including distance learners. A 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 to complete 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, 7:30 a.m. to 9 p.m.; Friday 7:30 a.m. to 5 p.m.; and Saturday 10 a.m. to 2 p.m. Special schedules posted on the Web page should be consulted for hours during semester breaks, summer terms, vacation periods and holidays.
**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. Based on legitimate educational interest, TCC may disseminate information to authorized third parties. The College and its authorized third party agents comply 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 student 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 who request their educational records should consider the following:

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

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

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

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

• Notification of Social Security Number Collection and Usage

In compliance with FL Statute 119.071(5), this document serves to notify students of the purpose for the collection and usage of their Social Security number.

Tallahassee Community College collects and uses the social security number in performance of the College's duties and responsibilities for the following purposes: admissions/testing; record identification and verification; classification of accounts; credit worthiness; billing and payments; data collection; reconciliation; tracking for outcome data and transition from one education level to the next; benefit processing; tax and scholarship reporting; financial aid processing; athletics recruiting; accreditation of programs; as a condition of employment and employment processing; and reporting to authorized agencies of the state and federal government. To protect identity, TCC will secure all students’ social security numbers from unauthorized access and assign students a unique student/employee identification number, and will never release social security numbers to unauthorized parties. This unique identification number is used for all associated employment and educational purposes at TCC.

• Enrollment Services/Workforce Programs/Pat Thomas Law Enforcement Academy

Federal legislation relating to the Hope Tax Credit requires that all postsecondary institutions report student social security numbers to the Internal Revenue Service. A student may refuse to disclose his or her social security number to the college, but the IRS is then authorized to fine the student in the amount of $50.

In addition to federal reporting requirements, the public school system in Florida uses social security numbers as a student identifier (section 229.559, Florida Statutes-new school code section 1008.386) for purposes of tracking and assisting students in the smooth transition from one education level to the next. All social security numbers are protected by the Family Educational Rights and Privacy Act (FERPA) and are never released to unauthorized parties.

• Financial Aid Department

The Financial Aid office will use the student's Social Security number to secure funds awarded, and report funds received by the student from the Federal and State government. In addition, if a student is awarded a student loan and chooses to accept the loan, the SSN will be used to obtain the loan funds from the lender the student specified.

The Financial Aid office uses the information that students provide on the FAFSA to determine eligibility to receive Federal student financial aid and the amount that students are eligible to receive. Sections 483 and 484 of the Higher Education Act of 1965, as amended, gives TCC the authority to ask students and their parents these questions, and to collect the Social Security numbers.

• Human Resources Department

Providing your Social Security number is a condition of employment at TCC. The Social Security number is used for legitimate business purposes in compliance with:

   • Completing and processing the Federal I-9 form (Department of Homeland Security)
   • Completing and processing Federal W4, W2, 1099 forms (Internal Revenue Service).
   • Completing and processing Federal Social Security taxes (Federal Insurance Contributions Act tax).
   • Processing and Distributing Federal W2 (Internal Revenue Service).
   • Completing and processing quarterly Unemployment Reports (FL Dept of Revenue).
   • Completing and processing Florida Retirement Contributions (FL Dept of Revenue).
   • Workers’ Compensation Claims (FCCRM and Department of Labor).
   • Completing and processing Direct Deposit Files (ACH).
   • Completing and processing 403b and 457b contributions.
   • Completing and processing group health, life and dental coverage enrollments.
   • Completing and processing various supplemental insurance deduction reports.
   • Completing and processing various payroll documents including contracts for service.
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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 TCC 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. For a student to make satisfactory progress and to continue successfully toward a degree, the student must maintain a 2.0 cumulative GPA and successfully complete 50 percent of all courses attempted throughout his/her college career. The College’s Standards of Academic Progress are currently under review. For more information about the criteria and consequences for academic probation, suspension and dismissal, students may obtain additional information in the Student Success Center, located on the second floor of the Student Union Building.

- Satisfactory Progress - Good Standing

Students who meet or exceed the established cumulative standards (maintain a minimum 2.0 grade point average and complete at least 50 percent of the courses they attempt) will be considered to be making satisfactory progress. Only students in this status may qualify for inclusion in the President’s List or the Dean’s List.

- Academic Probation

Students who do not make satisfactory progress will be placed on academic probation. In order to be eligible for registration for another term, the student must meet with an adviser who may require enrollment in a specific course or courses in an attempt to correct the problems. Students on probation may be limited to enrollment in no more than 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 may not be allowed to enroll at the College for one full term. Appeals of this action may be made as stipulated. In order to be eligible to register after the suspension, students must contact the Student Success Center before the beginning of any term for which they want to petition for re-enrollment. Students on academic suspension may be limited in the number of credit hours per semester. Special consideration may be given due to extenuating circumstances. 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 academic dismissal.

- Academic Dismissal

Students who do not make satisfactory progress while on returning-from-suspension status will be placed on dismissal and may 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 Student Success Center before the beginning of any term for which they want to petition for re-enrollment. If re-enrollment is permitted, the student must meet with an advisor before registration. The advisor may require enrollment in a specific course or courses and will limit the number of credits for which the student may register.

- Appeals Process

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

- Veterans’ Standards of Academic Progress

Beginning with the Fall 1993 semester, all veterans receiving educational benefits for training at Tallahassee Community College will fall under an additional qualification beyond the College’s Standards of Progress policy. Any such veteran who fails to earn a 2.0 GPA at TCC for two consecutive academic terms will be reported to the VA for unsatisfactory progress.

Attendance

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

TCC recognizes four valid reasons for absences: required military duty, court-mandated appearances including jury duty, college-sponsored activities approved by the President, and religious holidays. The instructor must receive prior notification of absences caused by such situations. Regardless of the reason for an absence, it is the student’s responsibility to follow the syllabus concerning actions that are required for missed assignments or necessary documentation. Students who feel they have been unreasonably denied an educational benefit due to required military duty, court-mandated appearances including jury duty, college-sponsored activities approved by the President, or religious holidays should contact the appropriate Dean.

Each instructor’s syllabus describes his or her attendance policy and course requirements and indicates how an Administrative Withdrawal (AW) will be applied in the class. Until midterm during Fall, Spring and Summer C terms, any student absent from any class for more times than that class meets in any one week may be withdrawn by administrative action (AW grade). Students should refer to their syllabi for specific information on the application of the AW policy. During the accelerated sessions, similar action may be taken if a student is absent from any day class for more than two times in Session A or Session B or any student is absent from any evening class for more than one evening in sessions A or B. If the student registers after the first day of class, official class attendance begins on that day rather than the first day of class. See Catalog section on Withdrawal.

A student who was Administratively Withdrawn has one week to appeal the withdrawal from the date of the withdrawal. The student should contact the instructor regarding the possible reinstatement and provide any necessary documentation.

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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 30 for additional information about Veterans Affairs.

Academic Support Programs
The division of Academic Support houses the College Preparatory Program, College Success courses and the Learning Commons which provides learning assistance to all TCC students (see page 38).

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

Full-time students who register for at least 12 credits must begin college preparatory courses immediately based on placement test results. Part-time students must begin college preparatory courses prior to accumulating 12 credits. Students enrolled in college preparatory courses may also enroll in college credit courses that do not require the skills addressed in college preparatory courses. Students must successfully complete the required college preparatory courses by the time they have accumulated 12 hours of college credit coursework. Students may continue enrollment in degree-earning coursework provided they maintain enrollment in college-preparatory coursework for each subsequent semester until college-preparatory coursework requirements are satisfied or completed. Students must also demonstrate satisfactory performance in their degree-earning coursework. (Section 1008.30 Florida Statutes). Students who have accumulated 12 hours of college credit may not withdraw from college-preparatory courses unless they are withdrawing from the College.

• College Success Courses
College success courses provide students with instruction and strategies to support success in classroom skills, life management skills and career planning. Students who place into ENC 0010 and REA 0001 must enroll in SLS 0001 in their first semester. Students who place into two or more college prep courses other than ENC 0010 and REA 0001 must enroll in SLS 1510 within the first 12 attempted hours. All students who place into two or more college prep courses, including ENC 0010 and REA 0001, must enroll in SLS 1510 within the first 15 attempted hours.

• The Learning Commons
The Learning Commons is a comprehensive center providing resources, learning support, and technology support across the curriculum. For additional information see page 38.

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

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

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

• The Student's Program
Twelve semester hours is considered to be a minimum full-time program during Fall and Spring terms; 15 semester hours is the normal full-time program. Six hours is considered to be full-time for the Summer six-week terms (A and B); for the 10-week Summer Term (C) nine hours is required for full-time status.

Students are expected to spend at least two hours in preparation for each hour of class lecture or recitation. Thus, if the student enrolls for 15 semester hours, then at least 30 hours per week should be budgeted for class preparation. Laboratory hours meet only one hour of credit for each two hours in class per week (Health Care laboratory hours meet two or three hours per week for one hour of credit). Tallahassee Community College reserves the right to restrict a student’s program to less than the full-time load permitted or to assign a student to a particular course or section of a course. Such decisions may be based on a review of the student’s previous academic record, on results of tests given at the time of registration, or on commitments outside of college. The purpose of this restriction is to better meet the needs of the student. Students who are employed and attending school should carefully consider 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 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 courses which begin and end in accordance with the traditional college term. Classes conducted in a non-traditional format (e.g., Self-Paced Instruction [SPI], compressed schedules, variable starting dates) have different deadlines. Please contact the Enrollment Services office for specific policy information.

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

• Withdrawal
TCC has one withdrawal deadline, which is 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 Student Success Center 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 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 want to withdraw from the term must complete the official Complete Withdrawal Form and have it approved by the Student Success Center Director. For additional information, please contact the Student Success Center at (850) 201-8440.

Students seeking a withdrawal and who submit their request before the withdrawal deadline will receive a grade of W recorded upon their permanent record for each course in which they were enrolled at the time of withdrawal. No instructor signature is required. Students who have accumulated 12 hours of college credit may not withdraw from college-preparatory courses unless they are withdrawing from the College.

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

Before seeking a withdrawal, students should follow these guidelines:

1. Communicate with your faculty member on a consistent basis throughout the semester to discuss the expected outcomes of 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:

• Withdrawals after the established refund deadline are not eligible for tuition refund.
• Withdrawals may affect a student’s financial aid status (see page 28 for additional information).
• Withdrawals may affect an international student’s required visa status.
• Withdrawal from a course may affect a student’s intent to apply to a limited access program.
• Withdrawals may affect a student’s graduation timeline.
• Withdrawals may be associated with higher educational costs.

TCC faculty do not automatically withdraw students who stop attending classes. Students who stop attending without withdrawing will receive a grade of F unless the instructor has issued an Administrative Withdrawal (AW). Faculty may choose whether or not to use the AW. The use of the AW to administratively withdraw a student is primarily based upon excessive student absences (See catalog section on attendance), but may be secondarily based on student academic progress. Faculty members publish their AW policy in the course syllabus. The AW may also be employed in the following circumstances:

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

• Withdrawal after Deadline

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

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

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

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

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

• Auditing Courses

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

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

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

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

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

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

Students are not permitted to repeat courses with grades of C or better, or to earn forgiveness after they receive the Associate in Arts degree. Courses may be repeated if they are designated as repeatable, such as choir, music or journalism or are individualized courses of study; if they are required to be repeated by a regulatory agency; or are being repeated as part of a regulatory requirement for continuing education to stay current in the field, such as teacher certification.

In accordance with State Board of Education Rule 6A-14.0301, students may have only three attempts per course including the original grade, repeat grades and withdrawals at any point in the semester. A fourth attempt may be allowed only through an academic appeals process based on major extenuating circumstances. Students should call the Student Success Center at (850) 201-8440 to schedule an appointment to meet with a counselor to discuss circumstances and to start the appeal process. Fourth attempt appeals are reviewed by the Enrollment Appeals Committee.

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 percent) of instruction except in approved cases of extenuating circumstances. Contact the Student Success Center at (850) 201-8440 for more information.

Appeal for Change of Grade

Ordinarily, an instructor’s grades are permanent once they have been released to the Enrollment Services office on the final day of the term. Grades may be changed only when a clerical error has been made or when new information indicates that a change be made. In certain instances, a student may have just grounds to appeal for a change of grade. All grade appeals must be initiated within one calendar year after the disputed grade was awarded. In proving grounds for a change of grade, the responsibility is on the student.

The procedure for appealing for a change of grade is as follows:

1. The student confers with the instructor.
2. If the problem is not resolved, the student confers with the appropriate Dean.
3. If the problem cannot be resolved at this level, the student may then petition the Vice President for Academic Affairs who will make a determination as to the validity of the petition. If in the Vice President’s opinion there is indeed some valid basis in fact, the student will be requested to put all of the pertinent facts in a written petition and submit a signed copy to the Vice President within a time period agreed to by both parties.
4. If the student does not provide the written petition within the agreed time period, the procedure shall terminate.
5. If the student provides the written petition to the Vice President for Academic Affairs within the agreed time period, the Vice President will forward the petition to the Enrollment Management Committee via the Vice President for Student Affairs. This Committee, which may request additional information from both parties via the Vice President for Student Affairs, will then inform the student and the faculty member of the date of the hearing and request their presence.
6. The Committee shall hold the hearing and consider the facts stated in the petition.
7. The Committee shall make a recommendation, and the Chairman will notify the Vice President for Academic Affairs via the Vice President for Student Affairs, in writing, of the committee’s recommendation. Notification will be mailed within 10 working days following the hearing.

Absence from Final Examinations

A final examination is required in all courses except those specifically exempted by the Academic Affairs Committee. For some courses, departmental policy requires that the student take the final exam before a passing grade can be earned. For all other courses, a student who does not take the final exam and is not eligible for a makeup exam will receive a zero for the exam. The zero will be averaged into the course grade. 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 changes to final exam schedule 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 points
AW* Administrative withdrawal - No grade points
W* Withdrew - 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 and has completed at least 75 percent of the required coursework may, with the permission of the instructor, be allowed to receive an Incomplete. 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**
Final grades will be posted to the TCC Passport. 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**
TCC is pleased to recognize the academic accomplishments of its students each semester as well as at graduation. Students who have satisfied all of their Developmental Education courses (e.g., college preparatory courses), who enroll in a minimum of at least six credit hours in a term and who complete all college credit hours attempted are eligible for honors recognition for that term. Honors recognition is noted on the official TCC transcript and students are notified via official institutional correspondence.

Only courses that earn quality points can be used to determine eligibility. If courses graded on a Satisfactory/Unsatisfactory basis are taken in addition to those carrying quality points, grades of “S” must be earned. The removal of an “Incomplete” will not be used in determining eligibility for honors recognition.

Eligible students who earn a 4.0 GPA will receive President’s recognition; students who earn at least a 3.5 GPA will receive Dean’s recognition; and students who earn at least a 3.0 GPA will receive Honor’s recognition for that term.

- **Merit Recognition**
Based on academic performance, TCC also recognizes students who are fulfilling their Developmental Education courses (e.g., college preparatory courses). Students who are in college preparatory courses, who enroll in a minimum of at least six hours in a term and who complete all coursework attempted are eligible for merit recognition. Merit recognition is noted on the official TCC transcript and students are notified via official institutional correspondence.

Only courses that earn quality points can be used to determine eligibility. If courses graded on a Satisfactory/Unsatisfactory basis are taken in addition to those carrying quality points, grades of “S” must be earned. The removal of an “Incomplete” will not be used in determining eligibility for Merit recognition.

Students who earn at least a 3.0 GPA will receive Merit recognition; students who earn a 4.0 will receive Presidential Merit recognition for that term.

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**Alternative Credit Programs**
TCC may award credit through the following methods:

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

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

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

2. Click on Counselors & Educators.
3. Click on College Credit Programs and Exams (under Advising Manuals).
4. Click on Articulation Coordinating Committee (ACC) Credit-By-Exam Guidelines.
5. Browse required course equivalents.

- **Correspondence Courses**
The State University System of Florida offers over 120 university-credit correspondence courses, drawing on the resources of Florida State University, the University of Florida and the University of South Florida. Enrollment may occur on any weekday throughout the year.

Descriptive course brochures are available by visiting the FSU Center for Professional Development, writing to the Department of Independent Study by Correspondence, Division of Continuing Education, the University of Florida, Gainesville, FL 32609, or calling the Gainesville office at (352) 392-1711.

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

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

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

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

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

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

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

• Post-secondary Adult Vocational Certificates

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

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

• Certified Professional Secretary’s Certificate

Students who have received certification as a Certified Professional Secretary can receive 26 semester hours of credit distributed as follows: OST1324 (3), GEB1011 (3), BUL2241 (3), MNA2100 (3 hours), OST1401 (3), ACG2021 (3), ACG2071 (3), ECO2013 (3) and OST1355 (2).

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

• Institutional Exemption Examinations

TCC students may earn TCC credit in several courses through Institutional Exemption Examinations. Students who want to pursue exemption options in Associate in Science and certificate programs should contact the Technology and Professional Programs Division at (850) 201-8352. A fee is charged for each examination.

• Exemption Credit by Certification

Upon submission of the appropriate certificate, students may be awarded a specified number of credit hours toward a degree program. Please see the following list for the appropriate credit hours to be awarded toward a degree at Tallahassee Community College. Students must be enrolled in the degree indicated. Exemption credit can only be awarded after successful completion of 9 credit hours of coursework at TCC.

<table>
<thead>
<tr>
<th>Degree:</th>
<th>Hours</th>
<th>Certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal Justice: Corrections Academy (A103)</td>
<td>28</td>
<td>Fl Crim Just Standards</td>
</tr>
<tr>
<td>Law Enforcement Academy (A106)</td>
<td>34</td>
<td>Fl Crim Just Standards</td>
</tr>
<tr>
<td>AS to BS (2138)</td>
<td>Up to 15</td>
<td>Fl Crim Just Standards</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Electronics Engineering Technology</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Electronics (AAS113)</td>
<td>21</td>
<td>Lively Vo Tech (electronics)</td>
</tr>
<tr>
<td>Computer Electronics (A114)</td>
<td>24</td>
<td>Lively Vo Tech (electronics)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Industrial Technology</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>AC/Refr/Htng (HVAC) (A116)</td>
<td>21</td>
<td>Lively Vo Tech (HVAC)</td>
</tr>
<tr>
<td>Automotive Service (A117)</td>
<td>24</td>
<td>Lively Vo Tech (Auto)</td>
</tr>
<tr>
<td>Aviation Maintenance (A118)</td>
<td>27</td>
<td>Lively Vo Tech (Aviation)</td>
</tr>
<tr>
<td>Dental Hygiene (2101)</td>
<td>12</td>
<td>Dental Assist Certificate</td>
</tr>
<tr>
<td>Early Childhood Education (2123)</td>
<td>9</td>
<td>CDA Certificate</td>
</tr>
<tr>
<td>Nursing (2103)</td>
<td>23</td>
<td>Practical Nursing Certificate</td>
</tr>
</tbody>
</table>

• Exemption Credit for Individual Courses

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

<table>
<thead>
<tr>
<th>Certification</th>
<th>TCC Course (Credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security+</td>
<td>CNT2401 (3)</td>
</tr>
<tr>
<td>CompTIA</td>
<td>Introduction to Network Security</td>
</tr>
<tr>
<td>i-Net+</td>
<td>CGS1555 (3)</td>
</tr>
<tr>
<td>CompTIA</td>
<td>Internet</td>
</tr>
<tr>
<td>Linux+</td>
<td>CGS2760 (3)</td>
</tr>
<tr>
<td>CompTIA</td>
<td>Introduction to UNIX</td>
</tr>
<tr>
<td>Network+</td>
<td>CNT1000 (3)</td>
</tr>
<tr>
<td>CompTIA</td>
<td>Introduction to Networks and Telecommunications</td>
</tr>
<tr>
<td>A+</td>
<td>CDA1302 (3)</td>
</tr>
<tr>
<td>CompTIA</td>
<td>Microcomputer Architecture</td>
</tr>
<tr>
<td>CCNA</td>
<td>CET2540 and CET2541 (6)</td>
</tr>
<tr>
<td>CCNA</td>
<td>Open Systems Architecture I and Open Systems Architecture II</td>
</tr>
<tr>
<td>MCP</td>
<td>Course(s) to be determined based upon the actual Microsoft certification exam(s) involved. Credit to be determined.</td>
</tr>
<tr>
<td>Microsoft Certified Professional</td>
<td></td>
</tr>
<tr>
<td>IC3 Certiport</td>
<td>CGS1060 – Introduction to Computer Literacy (3)</td>
</tr>
</tbody>
</table>

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

Career Pathways is a national program that combines secondary education with postsecondary education (2 + 2). Through an articulation agreement with area high schools and Tallahassee Community College, Career Pathways programs allow students to get a head start on their college education.

Articulation agreements made between high school and community college faculty align high school and college coursework to ensure a seamless academic transition from high school to college. Articulation credit is free and is awarded when the student matriculates to TCC.

Tallahassee Community College Career Pathways programs have many opportunities available for students interested in learning a skill in business, health or technology. The articulation agreement allows Career Pathways students to earn college credit in an A.A.S., A.S. degree or certificate program at TCC. Articulation Agreements are made between high school and community college faculty that aligns high school and college coursework to ensure a seamless academic transition from high school to college. Articulation credit is free of cost and is awarded when the student matriculates to TCC.

Graduation

Requirements for Graduation

• College Level Academic Skills Test

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

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

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

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

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

CLAST dates through the Summer of 2010 are as follows:

<table>
<thead>
<tr>
<th>Registration Deadline</th>
<th>Test Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 8, 2009</td>
<td>June 6, 2009</td>
</tr>
<tr>
<td>September 4, 2009</td>
<td>October 3, 2009</td>
</tr>
<tr>
<td>January 22, 2010</td>
<td>February 20, 2010</td>
</tr>
<tr>
<td>May 7, 2010</td>
<td>June 5, 2010</td>
</tr>
</tbody>
</table>

• CLAST Alternatives

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

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

1. Quantitative. Students who have earned a quantitative score of 500 hundred or above on the re-centered score scale of the Scholastic Achievement Test (SAT-I), or its equivalent on the original score scale, shall be exempt from the Computation section of the College-Level Academic Skills Test.

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

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

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

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

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

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

   a. Option 1. The student shall complete any two of the following: MAC*102 College Algebra or any other MAC course with the last three digits being higher than 102; MGF*106 Liberal Arts Mathematics I, MGF*107 Liberal Arts Mathematics II, MGF*202 Finite Mathematics or any other MGF courses with the last three digits being higher than 202; or STA*014 Statistical Methods or any other STA course.

   b. Option 2. The student shall complete any two of the following: MGF*106 Liberal Arts Mathematics I and MGF*107 Liberal Arts Mathematics II; MGF*113 Topics in College Mathematics I; MGF*114 Topics in College Mathematics II; or MGF*118 Mathematics CLAST Review. (Note: MGF*118 is a one credit course and does not meet the requirement for exemption.)

   c. Option 3. MGF*106 Liberal Arts Mathematics I or MGF*113 Topics in College Mathematics I, and MAC*102 College Algebra or MAC*105 College Algebra.

NOTE: Students who do not pass the test will not be awarded the A.A. degree and will be required to go through the official CLAST remediation process before retaking the exam. The CLAST requirements also apply to students transferring to state universities in Florida, from private colleges in Florida, and from out-of-state colleges and universities.

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

• Residence Requirement

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

• Courses and Grade Point Average Requirement

Students who graduate from Tallahassee Community College must complete the curriculum prescribed for the program in which they are enrolled.

- Candidates for degrees will be required to achieve a grade point average of at least a 2.0 in all applicable courses for their program of study (this includes both transfer courses and courses taken at TCC). In addition, candidates for degrees will be required to achieve a cumulative grade point average of at least a 2.0 in all courses taken at TCC. Please note that the final grade received in courses repeated by the student shall be used in computing the average.
- 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.

• Steps to Apply for Graduation

1. Sign on to the TCC Passport at tccpassport.tcc.fl.edu.
2. Under the Records menu, click on Graduation status.
3. Select your degree program to apply for graduation.
4. Review your graduation status information or click on Degree Audit at the bottom of the page to determine your graduation status.
5. If your degree audit shows that you have completed 75 percent of your degree requirements, apply for graduation on-line by the following deadlines:
   - Summer: July 1
   - Fall: December 1
   - Spring: April 1
6. Apply for graduation by clicking on the button Apply for Graduation or Update your Application. NOTE: If you have not met the 75 percent completion point, you will not be given the option Apply for Graduation.
7. Confirm that your address on the student database is the correct one for mailing your degree after graduation. You may change your address through the TCC Passport or at the Enrollment Services office.
8. Once you have clicked on Apply for Graduation you have successfully completed the steps required to apply 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.
9. 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 during the Spring term.

• Commencement Exercises

Formal commencement exercises are held once each year at the end of the Spring Semester. All graduates of the previous summer and fall terms will be invited to participate in these exercises with the Spring semester graduates. For additional information, please contact the Vice President for Student Affairs office at (850) 201-8490.
Teaching Mission
The faculty at Tallahassee Community College is committed to creating a learning environment for all students which promotes, encourages, and fosters higher order thinking skills and critical thinking skills that are grounded in an understanding of the fundamental concepts of the disciplines in which they are taught.

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

Students must complete the requirements shown in the College catalog for the year in which they enter the College in order to earn a degree. If the graduation requirements are changed during a student’s attendance, the student may elect to satisfy either the new requirements or the ones in force at time of enrollment, provided the student has maintained continuous enrollment. Continuous enrollment may 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 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 Health Care Professions will be required to fulfill graduation requirements specified in the catalog for the year in which they enrolled in their first health care program course. On occasion, students withdraw or exit their program prior to completing the program. If this occurs and the student seeks re-admission, the student must fulfill the requirements in force at the time he/she returns to the program.

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

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

• Associate in Arts Degree
TCC’s Associate in Arts (A.A.) degree is designed for the student who plans to transfer to a Florida public university as a junior to complete a bachelor’s degree program. This degree provides the best preparation for transfer to specific majors in Florida’s State University System (SUS). If the student plans to transfer to a Florida state university, he/she should enroll in courses at TCC that are required for admission to the major at the desired university. Not all majors are offered at every university. For assistance in obtaining additional information about majors and preparing for specific majors, students are encouraged to develop an academic plan in cooperation with an academic advisor.

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

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

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

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

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

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

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

The Web site is www.facts.org. Students will use their TCC student identification number and PIN selected at the point of application for admission to log into FACTS.org.

Associate in Arts, University Transfer

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

• Common Prerequisites

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

Common prerequisites are the same at all Florida state universities, and all institutions must accept the common prerequisites and/or substitutions in transfer. The Division of Colleges and Universities has approved exceptions to the standardized prerequisites for programs with different focuses or different structures of a similar major. The various programs, concentrations and tracks with corresponding prerequisites are noted in the Common Prerequisites Manual which can be accessed at www.facts.org. Many of the program course prerequisite requirements are easily met through careful selection of courses for the A.A. degree. Students are advised to update their learning plan regularly and consult university catalogs, counseling manuals and advisors at the state university or institution of choice to ensure accurate academic planning.

• Limited Access Majors

The A.A. degree guarantees admission to one of Florida’s 11 state universities, but not necessarily admission into a specific program. Certain majors are designated as restricted access or limited access programs, meaning that they have admission requirements in addition to earning the A.A. degree. These may include completion of specific courses, a minimum grade point average in specific courses, a minimum grade point average in all course work, an interview, a minimum number of hours of related volunteer work, an audition, the submission of a portfolio, and/or specified deadlines. Community college A.A. transfer students have equal opportunities in enrolling in university limited access programs as students who are currently enrolled at the university.

Students should work with TCC counselors to make sure they take the required courses and meet other criteria for entry into their university program of choice. Students should refer to institutional catalogs, counseling manuals and other appropriate documents for more information about the selection and enrollment criteria for limited access programs.
• General Education

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

Specifically, students will:

1. Experience the perspectives of various disciplines which comprise the arts and sciences, their historical development, continuing influence and inter-relatedness.
2. Gain a foundation of knowledge within each of the various disciplines, balancing depth and breadth of knowledge.
3. Gather, verify, organize, present and apply information.
4. Apply critical thinking skills, including analytical, evaluative and creative thinking skills appropriate to each academic discipline.
5. Demonstrate competency and application of skills in written communication (reading and writing), oral communication (listening and speaking), mathematics and computer proficiency.

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

- the use of reading, writing, listening, speaking and/or other forms of self-expression;
- providing opportunities for information gathering, synthesis and analysis in solving problems and in critical thinking (including the use of the library, electronic/computer and other resources, and quantitative reasoning and interpretation, as applicable);
- engagement in cooperative learning, teamwork and/or use of collaboration as a problem solving tool;
- participation in course projects, laboratory exercises and/or service learning projects; and,
- class discussions.

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

36 hours of General Education:

1. Communications—6 semester hours
   A. ENC1101 (College Composition) and
   B. 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, students must complete six hours in Communications with a grade of “C” or better and produce multiple writing assignments in each of the courses. Students who earn a minimum of a “C+” average in six credit hours of Communications courses are exempt from taking the CLAST subtests in essay, reading and writing.

2. Humanities—6 semester hours

   Prerequisite: completion of the six 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 (3)
      ARH 2051 Intro to Art History and Art Criticism II (3)
      ARH 2500 Non-Western Art (3)
      Literature
      AML 2600 Introduction to African American Literature (3)
      AML 2301 Major American Writers (3)
      ENL 2000 British Literature (3)
      LIT 2100 World Literature (3)
      THE 2100 Introduction to Theater History (3)
      Music
      HUM 2525 The American Music Tradition: Jazz (3)
      HUM 2529 The American Music Tradition: Popular Music (3)
      MUH 2011 Introduction to Music History (3)
      MUH 2120 Music of the World (3)
      Philosophy and Religion
      PHI 2010 Philosophy (3)
      PHI 2100 Introductory Logic (3)
      PHI 2600 Ethics (3)
      REL 2200 Introduction to Biblical Studies (3)
      REL 2300 World Religions (3)

   To satisfy the requirement of State Board of Education Rule 6A-10.030, students must complete six hours in the courses above with a grade of “C” or better and produce multiple writing assignments in each of the courses taken for this purpose.
3. Mathematics—6 semester hours
Students may choose two of the following four courses:
- MGF 1106 - Mathematics I for Liberal Arts (3)
- MGF 1107 - Mathematics II for Liberal Art (3)
- STA 2023 - Statistics (3)
- MAC 1105 - College Algebra (3)

May use any two of the following for general education math credit provided they have earned C or better in the appropriate prerequisite courses or have an appropriate score on the College Level Math (CLM) placement test.
- MAC 1105 College Algebra (3)
- MAC 2114 Trigonometry (3)
- STA 2122 - Introduction to Applied Statistics (4)
- MAC 2140 Precalculus (3)
- MAC 2132 Calculus II with Analytic Geometry (5)
- MAC 2313 Calculus III with Analytic Geometry (4)
- MAP 2302 Differential Equations (3)

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

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 (3)
- BSC 1020 Introduction to Human Biological Sciences (3)
- BSC 1050 Environmental Systems (3)
- BOT 1000 Plant Science (3)
- BSC 2010 Biology for Science Majors I (3)
- MCB 2004 Microbiology (3)

Category B (Earth Sciences)
- ESC 1000 Earth and Its Environment (3)
- GLY 1030 Environmental Geology (3)
- GLY 2010 Physical Geology (3)
- GLY 2160 Geology of National Parks (3)
- MET 1010 Meteorology (3)
- OCE 1001 Introduction to Oceanography (3)

Category C (Physical Sciences)
- AST 1002 Introduction to Astronomy (3)
- CHM 1020 Chemistry for General Education (3)
- CHM 1030 General Chemistry for Allied Health (3)
- PHY 1020 Energy and its Environmental Effects (3)
- PSC 1121 Introduction to the Physical Sciences (3)
- CHM 1045 General Chemistry I (3)
- PHY 1053 Elementary College Physics I (3)
- PHY 2048 General Physics I

Students pursuing a pre-professional program of study may be considered for a waiver of the general education science distribution requirement under the following condition: the upper division prerequisite requires completion of two sequence courses in the same category (e.g., CHM1045-1046 and PHY2048-2049). For further information contact the Student Success Center.

5. History and Social Science—12 semester hours

Category A (History)
A minimum of six hours selected from one of the following sequences:
- EUH 1000 and EUH 1001, Western Civilization I (3) and II (3)
- WOH 1012 and WOH 1022
- History of Civilization I (3) and II (3)
- EUH 1000 and WOH 1022
- Western Civilization I (3) and History of Civilization II (3)
- EUH 1001 and WOH 1012,
- Western Civilization II (3) and History of Civilization I (3)
- AMH 1041 and AMH 1050

American Experience: Institutions and Values in a World Setting I (3) and II (3)
- AMH 2010 and AMH 2020
- U.S. History from the Colonial Period to 1865 (3)
- U.S. History from 1865 to the Present (3)

Category B Three hours selected from the following:
- ANT 2140 Introduction to Archaeology (3)
- ANT 2211 Peoples of the World (3)
- ANT 2410 Introduction to Cultural Anthropology (3)
- ANT 2511 Introduction to Physical Anthropology (3)
- CHD 2220 Child Development (3)
- CHD 2240 Adolescent Development (3)
- CPO 2001 Introduction to Comparative Politics (3)
- DEP 2004 Human Development (3)
- ECO 2013 Principles of Economics: Macro (3)
- ECO 2023 Principles of Economics: Micro (3)
- GEA 2000 World Regional Geography (3)
- GEO 1400 Introduction to Human Geography (3)
- INR 2002 International Relations (3)
- POS 1041 National Government (3)
- POS 1112 State and Local Government (3)
- POS 2001 Political Systems and Institutions (3)
- PSY 2012 General Psychology (3)
- SOP 2002 Social Psychology (3)
- SOP 2740 Psychology of Women (3)
- SYG 1000 Principles of Sociology (3)
- SYG 2010 Contemporary Social Problems (3)
- SYG 2230 Race and Ethnic Relations (3)
- SYG 2340 Human Sexuality (3)
- SYG 2361 Thanatology: Dying and Death (3)
- SYG 2430 Marriage and Family (3)

Category C (Personal Development)
Three semester hours selected from the following:
- HSC 1100 Concepts of Positive Living (3)
- HSC 2200 Principles of Contemporary Health (3)
- CLP 1001 Psychology of Personal and Social Adjustment (3)
Additional Requirements for the Associate in Arts Degree

A. Electives:
In addition to the general education requirements listed above (36 semester hours), students must complete 24 semester hours of elective coursework appropriate to the A.A. degree. A total of 60 credit hours is required for the A.A. degree.

A maximum of two semester hours credit in physical education activity courses, including dance courses, may be allowed toward the 60 semester hours required for graduation. This limitation does not include non-activity courses. A total of four semester hours credit in music organization and music activity courses may be allowed. Other courses not acceptable toward the A.A. degree are designated in the Course Information section of the catalog.

B. Instruction in the U.S. Constitution.
This requirement may be fulfilled by successfully completing any one of the following courses:
   - CPO 2001 Introduction to Comparative Politics  (3)
   - POS 2001 Introduction to Political Science  (3)
   - POS 1601 Foundations of the United States Constitution  (1)
   - POS 1041 National Government  (3)
   - POS 1112 State and Local Government  (3)

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

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

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

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

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

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

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

Associate in Science (A.S.) and Associate in Applied Science (A.A.S.) degrees and certificates are described on pages 68-129. Specialized programs leading to professional certification in law enforcement and public safety are also described here. These degrees are also referenced in the list below to help students compare academic options.

ARTS and LANGUAGES

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

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

- Communication (Mass)
  - SPC 2608 Public Speaking  (3)
  - MMC1000 Survey of Mass Media  (3)

- Communications and Media Studies
  - SPC 2608 Public Speaking (3)
  - MMC1000 Survey of Mass Media (3)

See also A.S. degree in Graphic Design Technology.
• **English Creative Writing**
  ENC 1101 College Composition (3)
  ENC 1102 Argument and Persuasion (3)
  or
  Six credit hours of courses taught in the English Department, each with 6,000 words of evaluated writing for a total of 12,000 words.

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

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

• **Journalism**
  SPC 2608 Public Speaking (3)
  MMC1000 Survey of Mass Media (3)
  MMC1100 Writing for Mass Communication (3)

• **Merchandising (FSU Only)**
  ACG 2021 Financial Accounting (3)
  CGS 1060 Computer Literacy (3)
  ECO 2013 Macro Economics (3)
  ECO 2023 Micro Economics (3)
  PSY 2012 General Psychology (3)
  Take the following courses at FSU while also enrolled at TCC:
  CTE 1310 (3) Basic Apparel Construction (3)
  CTE 1401 (3) Introductory Textile Science (3)
  FAD 2230 (3) Family Relationships: A Life Span Dev Approach (3)

• **Public Relations and Organizational Communications**
  SPC 2608 Public Speaking (3)
  Consult the specific university’s catalog for additional requirements.

• **Theater**
  THE 1000 Introduction to the Theatre (3)
  and
  Nine hours of any combination of THE, TPA, and TPP courses.

### BUSINESS, LEGAL AND OFFICE ADMINISTRATION

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


  ACG 2021 Financial Accounting (3)  
  (may require grade of B or higher)
  ACG 2071 Managerial Accounting (3)  
  (consult the university’s catalog regarding acceptance of this course for transfer students)
  CGS 2100 Microcomputer Applications for Business (3)
  ECO 2013 Macro Economics (3)
  ECO 2023 Micro Economics (3)
  MAC 2233 Calculus for Management and the Non-Physical Sciences (3)
  STA 2023 Introductory Statistics I (3)

• **Construction, Engineering, and Design**
  See also engineering, technology, manufacturing, distant learning B.S., A.S., A.A.S. and certificates.

• **Architecture**
  MAC 2233 Calculus for Management and the Non-Physical Sciences (3)
  PHY 1053 Elementary College Physics I (3)
  PHY 1053L Elementary College Physics I Lab (1)
  PHY 1054 Elementary College Physics II (3)
  PHY 1054L Elementary College Physics Lab (1)
  Consult the specific university’s catalog for additional courses and acceptable substitutes which may be taken at FAMU. Also see articulated courses for a bridge program in Architecture.

• **Biotechnology**
  BSC 2010 Biology for Science Majors I (3)
  BSC 2010L Biology for Science Majors I Lab (1)
  BSC 2011C Biology for Science Majors II (4)
  CHM 1045 General Chemistry I (3)
  CHM 1045L General Chemistry I Lab (1)
  CHM 1046 General Chemistry II (3)
  CHM 1046L General Chemistry II Lab (1)
  CHM 2210 Organic Chemistry I (3)
  CHM 2210L Organic Chemistry I Lab (1)
  CHM 2211 Organic Chemistry II (3)
  CHM 2211L Organic Chemistry II Lab (1)
  PHY 1053 Elementary College Physics I (3)
  PHY 1053L Elementary College Physics I Lab (1)
  PHY 1054 Elementary College Physics II (3)
  PHY 1054L Elementary College Physics II Lab (1)
  MAC 2233 Calculus for Management and the Non-Physical Sciences (3)
  STA 2023 Introductory Statistics I (3)
  See also A.S. degree in Biotechnology.
• Engineering
ENC 1101 College Composition (3)
ENC 1102 Argument and Persuasion (3)
MAC 2311 Calculus with Analytic Geometry I (5)
MAC 2312 Calculus with Analytic Geometry II (5)
MAC 2313 Calculus with Analytic Geometry III (4)
MAP 2302 Differential Equation I (3)
CHM 1045 General Chemistry I (3)
CHM 1045L General Chemistry I Lab (1)
CHM 1046 General Chemistry II (3)
PHY 2048 General Physics I (4)
PHY 2048L General Physics I Lab (1)
PHY 2049 General Physics II (4)
PHY 2049L General Physics II Lab (1)
Six Hours Humanities Courses
Six Hours Social Science Courses
Three additional hours of humanities or social sciences
Also see articulated agreements between TCC and other Florida universities.

• Construction Engineering Technology, General
Four tracks are available through different universities; see www.facts.org. Common Prerequisite Manual for required courses and university catalog for additional requirements and possible substitutions. See also A.S. and A.A.S. degrees in Construction Engineering Technology.

• Interior Design
CGS 1060 Computer Literacy (3)
Three hours of 2 and 3 Dimensional Design
Nine hours of Art, Art History or other art related courses.
Three tracks are available through different universities; see FACTS.org. Common Prerequisite Manual for required courses and university catalog for additional requirements and possible substitutions.

EDUCATION
EDF1005 Introduction to American Education (3)
EDF 2085 Teaching Diverse Populations (3)
EME 2040 Introduction to Educational Technology (3)
Completion of these courses does not guarantee admission to limited access majors, which may have additional requirements. Contact the university of choice for specific, additional requirements.
See also Alternative Certification Program, and A.S. in Early Childhood.

HEALTH CARE PROFESSIONS
Also see A.S. degrees in Health Care Professions

• Nursing
BSC 2085 Anatomy and Physiology I (3)
BSC 2085L Anatomy and Physiology I Lab (1)
BSC 2086 Anatomy and Physiology II (3)
BSC 2086 Anatomy and Physiology II Lab (1)
CHM 1030 General Chemistry for Allied Health (3)
DEP 2004 Human Development (3)
HUN 1201 The Science of Nutrition (3)
MCB 2004 Microbiology (3)
MCB 2004L Microbiology Lab (1)
PSY 2012 General Psychology (3)
STA 2023 Introductory Statistics I (3)
SYG 1000 General Sociology

• Pre-Med/Vet
BSC 2010 Biology for Science Majors I (3)
BSC 2010L Biology for Science Majors Lab I (1)
BSC 2011C Biology for Science Majors II (4)
CHM 1045 General Chemistry I (3)
CHM 1045L General Chemistry Lab I (1)
CHM 1046 General Chemistry II (3)
CHM 1046L General Chemistry Lab II (1)
CHM 2210 Organic Chemistry I (3)
CHM 2210L Organic Chemistry Lab I (1)
CHM 2211 Organic Chemistry II (3)
CHM 2211L Organic Chemistry Lab II (1)
MAC 1105 College Algebra (3)
MAC 2114 Trigonometry (3)
PHY 1053 Elementary College Physics I (3)
PHY 1053L Elementary College Physics I Lab (1)
PHY 1054 Elementary College Physics II (3)
PHY 1054L Elementary College Physics II Lab (1)
PSY 2012 General Psychology (3)

• Pharmacy
BSC 2010 Biology for Science Majors I (3)
BSC 2010L Biology for Science Majors Lab I (1)
BSC 2011C Biology for Science Majors II (4)
BSC 2085 Anatomy & Physiology I (3)
BSC 2085L Anatomy & Physiology I Lab (1)
BSC 2086 Anatomy & Physiology II (3)
BSC 2086L Anatomy & Physiology II Lab (1)
CHM 1045 General Chemistry I (3)
CHM 1045L General Chemistry Lab I (1)
CHM 1046 General Chemistry II (3)
CHM 1046L General Chemistry Lab II (1)
CHM 2210 Organic Chemistry I (3)
CHM 2210L Organic Chemistry Lab I (1)
CHM 2211 Organic Chemistry II (3)
CHM 2211L Organic Chemistry Lab II (1)
MAC 1105 College Algebra (3)
MAC 2114 Trigonometry (3)
MAC 2140 Precalculus Mathematics (3)
MAC 2233 Calculus for Management and the NonPhysical Sciences (3)
or
MAC 2311 Calculus with Analytic Geometry I (5)
(this course is highly suggested)
PHY 1053 Elementary College Physics I (3)
PHY 1053L Elementary College Physics I Lab (1)
PHY 1054 Elementary College Physics II (3)
PHY 1054L Elementary College Physics II Lab (1)

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

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

• Computer Programming and Analysis
COP 2220 Introduction to C++ Programming (3)
MAC 2311 Calculus with Analytic Geometry I (5)
MAC 2312 Calculus with Analytic Geometry II (5)
PHY 2048 General Physics I (4)
PHY 2048L General Physics I Lab (1)
PHY 2049 General Physics II (4)
PHY 2049L General Physics II Lab (1)
Six hours of Science courses for science majors

• Digital Media
ART 1202C Design I (3)
ART 2203C Introduction to Design II (3)
ART 1300C Drawing I (3)
ART 2301C Drawing II (3)
ART 2955 Portfolio (3)
ARH 2050 Introduction to Art History I (3)
ARH 2051 Introduction to Art History II (3)
See university catalog for additional requirements and possible substitutions.

• Graphic Design
ART 1300C Drawing I (3)
ART 1202C Design I (3)
PGR 2401C Basic Photography (3)
ARH 2050 Introduction to Art History I (3)
or
ARH 2051 Introduction to Art History II (3)
Although optional, students are encouraged to include two to four of
the following courses:
ART 2301C Drawing II (3)
GRA 2100 Cg Characters Production (3)
or
any GRA (graphic design) course

• Computer Science and Software Engineering
Students may be admitted into the university without completing all
prerequisites, but will not be admitted into the degree program until
prerequisites are completed. The following must be completed with a
grade of C- or higher prior to admission to this program.
One of the following Introductory Programming Classes:
C or C++, ADA, PASCAL or equivalent language.
The TCC course is COP2220 - Introduction to C++ programming
The following courses, though not required for admission into the
program, are required for the major and should be completed (with
a grade of C- or higher) in the freshman or sophomore years.
MAC 2311 Calculus I with Analytic Geometry (5)
MAC 2312 Calculus II with Analytic Geometry (5)
PHY 2048 General Physics I (4)
PHY 2048L General Physics I Lab (1)
PHY 2049 General Physics II (4)
PHY 2049L General Physics II Lab (1)
Two science courses for science majors (6 hours). One course must be
in a discipline other than physics.

• Information Technology
STA 2122 Introduction to Applied Statistics (4)
MAC 2140 Precalculus Mathematics (3)
PHI 2600 Ethics (3)
ECO 2013 Macro Economics (3)
PSY 2012 General Psychology (3)
CGS 1540 Database Concepts (3)
or
CTS2441 Database Programming (3)
COP 2220 Introduction to C++ (3)
COP 2221 Intermediate Programming with C++ (3)
or
COP 2332 Visual Programming (3)
COP 2800 Introduction to Java Programming (3)
NATURAL SCIENCE

• Animal Science
  BSC 2010 Biology for Science Majors I (3)
  BSC 2010L Biology for Science Majors I Lab (1)
  BSC 2011C Biology for Science Majors II (4)
  CHM 1045 General Chemistry I (3)
  CHM 1045L General Chemistry I Lab (1)
  CHM 1046 General Chemistry II (3)
  CHM 1046L General Chemistry II Lab (1)
  ECO 2023 Micro Economics (3)
  ENC 2210 Technical Communications (3)
  MAC 2114 Trigonometry (3)
  MAC 2140 Precalculus Mathematics (3)
  SPC 2608 Public Speaking (3)

• Astronomy
  MAC 2311 Calculus with Analytic Geometry I (5)
  MAC 2312 Calculus with Analytic Geometry II (5)
  PHY 2048 General Physics I (4)
  PHY 2048L General Physics I Lab (1)
  PHY 2049 General Physics II (3)
  PHY 2049L General Physics II Lab (1)

• Atmospheric Science and Meteorology
  MAC 2311 Calculus with Analytic Geometry I (5)
  MAC 2312 Calculus with Analytic Geometry II (5)
  PHY 2048 General Physics I (4)
  PHY 2048L General Physics I Lab (1)
  PHY 2049 General Physics II (3)
  PHY 2049L General Physics II Lab (1)

• Biology
  BSC 2010 Biology for Science Majors I (3)
  BSC 2010L Biology for Science Majors I Lab (1)
  BSC 2011C Biology for Science Majors II (4)
  CHM 1045 General Chemistry I (3)
  CHM 1045L General Chemistry I Lab (1)
  CHM 1046 General Chemistry II (3)
  CHM 1046L General Chemistry II Lab (1)
  CHM 2210 Organic Chemistry I (3)
  CHM 2210L Organic Chemistry I Lab (1)
  CHM 2211 Organic Chemistry II (3)
  CHM 2211L Organic Chemistry II Lab (1)

• Botany
  BSC 2010 Biology for Science Majors I (3)
  BSC 2010L Biology for Science Majors I Lab (1)
  BSC 2011C Biology for Science Majors II (4)
  CHM 1045 General Chemistry I (3)
  CHM 1045L General Chemistry I Lab (1)
  CHM 1046 General Chemistry II (3)
  CHM 1046L General Chemistry II Lab (1)
  MAC 2114 Trigonometry (3)
  MAC 2140 Precalculus Mathematics (3)
  MAC 2311 Calculus with Analytic Geometry I (5)

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

• Environmental Science, Environmental Policy Track
  BSC 2010L Biology for Science Majors I Lab (1)
  CHM 1045 General Chemistry I (3)
  CHM 1045L General Chemistry I Lab (1)
  GLY 2010 Physical Geology (3)
  GLY 2010L Physical Geology Lab (1)
  MAC 2140 Precalculus Mathematics (3)
  STA 2023 Introductory Statistics (3)

• Marine/Aquatic Biology
  BSC 2010 Biology for Science Majors I (3)
  BSC 2010L Biology for Science Majors I Lab (1)
  BSC 2011C Biology for Science Majors II (4)
  CHM 1045 General Chemistry I (3)
  CHM 1045L General Chemistry I Lab (1)
  CHM 1046 General Chemistry II (3)
  CHM 1046L General Chemistry II Lab (1)
  CHM 2210 Organic Chemistry I (3)
  CHM 2210L Organic Chemistry I Lab (1)
  CHM 2211 Organic Chemistry II (3)
  CHM 2211L Organic Chemistry II Lab (1)

• Microbiology
  BSC 2010 Biology for Science Majors I (3)
  BSC 2010L Biology for Science Majors I Lab (1)
  BSC 2011C Biology for Science Majors II (4)
  CHM 1045 General Chemistry I (3)
  CHM 1045L General Chemistry I Lab (1)
  CHM 1046 General Chemistry II (3)
  CHM 1046L General Chemistry II Lab (1)
  CHM 2210 Organic Chemistry I (3)
  CHM 2210L Organic Chemistry I Lab (1)
  CHM 2211 Organic Chemistry II (3)
  CHM 2211L Organic Chemistry II Lab (1)
  MAC 2311 Calculus with Analytic Geometry I (5)
PUBLIC SAFETY
See also Criminal Justice and Public Safety A.S. and A.A.S. degrees and certificates.

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

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

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

• Leisure Services
  DEP 2004 Human Development (3)

• Sports Medicine
  BSC 2010 Biology for Science Majors I (3)
  BSC 2010L Biology for Science Majors I Lab (1)
  CHM 1045 General Chemistry I (3)
  CHM 1045L General Chemistry I Lab (1)
  PHY 1053 Elementary College Physics I (3)
  PHY 1053L Elementary College Physics I Lab (1)
  PSY 2012 General Psychology (3)
  HUN 1201 Science of Nutrition (3)
  STA 2023 Introductory Statistics I (3)
  BSC 2085 Anatomy & Physiology I (3)
  BSC 2086 Anatomy & Physiology II (3)

• Sports Management
  BSC 2085 Anatomy & Physiology I (3)
  PET 2622C Care and Prevention of Athletic Injuries (3)
  4-5 Hours of Skill Development in Physical Activities
  Three hours of conditioning, fitness and wellness courses in physical activities

SOCIAL SCIENCE

• Actuarial Sciences
  COP 2220 Introduction to C++ Programming (3)
  ECO 2013 Macro Economics (3)
  ECO 2023 Micro Economics (3)
  MAC 2311 Calculus with Analytic Geometry I (5)
  MAC 2312 Calculus with Analytic Geometry II (5)
  MAC 2313 Calculus with Analytic Geometry III (4)

• Anthropology
  Six hours of introductory courses with Anthropology ANT prefix.

• History
  Six hours in History with AMH, EUH or WOH prefix.

• International Relations
  There are no required common prerequisites for this major. Please see specific university’s catalog for additional requirements.

• Political Science
  Six hours of courses with POS, INR or CPO prefix.

• Psychology
  BSC 1005 Introduction to the Biological Sciences (3)
  PSY 2012 General Psychology (3)
  SOP 2002 Social Psychology (3)
  or
  SOP 2740 Psychology of Women (3)
  STA 2023 Introductory Statistics I (3)

• Social Work
  POS 1041 National Government (3)
  BSC 1005 Introduction to the Biological Sciences (3)
  ECO 2013 Macro Economics (3)
  or
  ECO 2023 Micro Economics (3)
  PSY 2012 General Psychology (3)
  SYG 1000 Principles of Sociology (3)
  or
  SYG 2010 Contemporary Social Problems (3)
Articulated Agreements with Florida Colleges and Universities for the Associate in Arts Transfer

Articulation agreements are official agreements between TCC and baccalaureate degree granting colleges and universities. The agreements specify the courses taught at TCC that transfer to upper division state colleges and universities, in addition to the common prerequisites listed on the previous pages. Course requirements for each articulated agreement are listed on the following pages. To obtain additional information on any of the articulation agreements listed here, please contact the college or university, or TCC's Student Success Center at (850) 201-8440 or at studentsuccess@tcc.fl.edu.

- **Statewide Articulation Agreements**
  Transfer (or articulation) agreements protect credits earned by students during their freshman and sophomore years at community colleges. To learn more about the agreements for public institutions in the state of Florida, visit www.facts.org (select College Students and then Transfer Agreements under the Transferring heading).

- **Independent Colleges and Universities in Florida (ICUF)**
  The Florida Department of Education and ICUF institutions have also developed articulation agreements to protect the credits earned by students during the transfer process. To learn more about the ICUF institution agreements, visit www.facts.org (select College Students, then Transfer Agreements under the Transferring heading).

- **Private Colleges and Universities**
  The Florida Department of Education has also developed articulation agreements with other private colleges and universities that allow students with an Associate's degree to transfer into certain majors at these institutions. Agreements have been made with such colleges as the Association of Jesuit Colleges and Universities, Keiser University, Strayer University and the University of Phoenix. To learn more about the Private Colleges and Universities articulation agreements, visit www.facts.org (select College Students, then Transfer Agreements under the Transferring heading). Tallahassee Community College has partnerships with Barry University, Flagler College, Embry-Riddle Aeronautical University and Saint Leo University, all of which offer several degree programs on the college's campus. Degree offerings for these colleges can be found on the proceeding pages.

In addition to the many agreements found with other educational institutions, TCC has the following articulated course agreements with local Florida colleges and universities:

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

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

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

- **Saint Leo University (SLU)**
  - Criminal Justice

- **University of Florida (UF)**
  - Engineering

**FLORIDA AGRICULTURAL & MECHANICAL UNIVERSITY (FAMU)**

- **Architecture**

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

**COURSES OFFERED AT FAMU**

- **ARC1301* Design 1.1 (4)**
- **ARC1302* Design 1.2 (4)**
- **ARC2303 Design 2.1 (4)**
- **ARC2304 Design 2.2 (4)**
- **ARC2201 Theory of Architecture (3)**

*These courses are needed to fulfill FAMU’s 60 hours of lower division, but are not considered part of TCC’s fulfillment of the A.A. degree.

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

EGS1111C Engineering Graphics (3)  
ETD 1320 Introduction to CAD (3) as ARC 3058  
ETD 2340 Advanced CAD (3)  

The following TCC courses are equivalent to FAMU’s course ARC2501, Architecture Structure I:

ETG 2520 Statics (3)  
ETG2530 Strength of Materials (3)  

The following TCC courses are equivalent to FAMU’s course as follows:

BCN 2230 Construction Materials (3) as ARC2470  
ETG2520 Statics (3)  
ETG2530 Strength of Materials (3) as ARC2470  

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

• Civil Engineering Technology (CET)

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

The following TCC course is equivalent to FAMU’s course:

ETG2502, Statics:

ETG2520 Statics (3)  
ETG2530 Strength of Materials (3)  

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

ETD1320 Introduction to CAD (3)  

Note: Students must take EGS1111C as a prerequisite of ETD1320.

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

• Construction Engineering Technology (CNET)

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

The following TCC course is equivalent to FAMU’s course:

EGS1110C, Engineering Graphics (w/ AutoCad):

ETD1320 Introduction to CAD (3)  

The following TCC course is equivalent to FAMU’s course:

EGS1110C, Engineering Graphics (w/ AutoCad):

EGS1111C Engineering Graphics (3)  

The following TCC course is equivalent to FAMU’s course:

SUR2140, Elementary Surveying:

SUR2100C Fundamentals of Land Surveying (3)  

The following course can be counted as a lower division elective at FAMU:

ETD2340 Advanced CAD (3)  

For additional information contact the Division of Technology and Professional Programs at (850) 201-8352.

• Electronic Engineering Technology (ET)

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

The following course can be counted as a lower division elective at FAMU:

ETG2520 Statics (3)  

The following TCC course is equivalent to FAMU’s course:

EGS1110C, Engineering Graphics (w/ AutoCad):

EGS2141C Computer Graphics for Engineering* (2)  

*The combination of EGS1111C and ETD1320 are also equivalent to TCC course EGS2141C.

For additional information contact the Division of Technology and Professional Programs at (850) 201-8352.

• Landscape Design

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

The following TCC course is equivalent to FAMU’s course LDE1210, Landscape Graphics I:

EGS1111C Engineering Graphics (3)  

The following TCC course is equivalent to FAMU’s course LDE2515, Landscape Design II:

ETD1320 Introduction to CAD (3)  

The following TCC course is equivalent to FAMU’s course:

SUR2140C, Elementary Surveying:

SUR2100C Fundamentals of Land Surveying (3)  

The following course can be counted as a lower division elective at FAMU:

ETD2340 Advanced CAD (3)  

For additional information contact the Division of Technology and Professional Programs at (850) 201-8352.

FLORIDA AGRICULTURAL & MECHANICAL UNIVERSITY—FLORIDA STATE UNIVERSITY (FAmu-FSU)

• Engineering

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

The following TCC course is equivalent to FAMU-FSU course:

EGN2123 Computer Graphics for Engineers:

EGS2141C Computer Graphics for Engineering* (2)  

*The combination of EGS1111C and ETD1320 are also equivalent to TCC course EGS2141C.

The following combination of TCC courses are equivalent to FAMU-FSU course:

EGM 3512 Engineering Mechanics:

EGS2311 Vector Statics (3)  and  
EGS2321 Vector Dynamics (3)  

The following TCC course is equivalent to FAMU-FSU course:

CGN2327L, Civil Engineering Graphics Lab:

ETD 2340 Advanced CAD (3)  

For additional information contact the Division of Technology and Professional Programs at (850) 201-8352.
**FLORIDA STATE UNIVERSITY (FSU)**

- **Criminal Justice (FSU-PC)**

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

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

  **Suggested courses**
  - CCJ1020 Criminal Justice System (3)
  - CJE 2643 Criminal Investigation (3)
  - CJL1500 The Court System (3)
  - CJE1000 Law Enforcement (3)
  - CCJ2930 Criminal Justice Seminar (3)

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

  Note: TCC Crime Scene courses will not transfer for this degree. For additional information use contact information provided above.

- **Physical Education**

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

  The following TCC courses are equivalent to FSU’s course in Sports Skills:
  - PEM1101 Theory and Practice of Adult Fitness (2), plus
  - Two one-hour activity courses (2)

  The following TCC course is equivalent to FSU’s course in Physical Fitness/Wellness:
  - PET2084 Exercise Education (3)

  The following TCC course is equivalent to FSU’s course in Anatomy/Physiology II:
  - PET1770

  The following TCC course is equivalent to FSU’s course in Care & Prevention of Athletic Injuries:
  - PET2622C Care and Prevention of Athletic Injuries (3)

  **Teacher Education Core**

  The following course is equivalent to FSU’s course in Foundations of Physical Education:
  - PET2000C Introduction to Physical Education (3)

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

  **Coaching Specialization**

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

**UNIVERSITY OF FLORIDA (UF)**

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

The following courses can be counted as Engineering Electives at UF:
- EGS2141C Computer Graphics for Engineering* (2)
- EGS 2311 Vector Statics (3)
- EGS 2321 Vector Dynamics (3)
* Combination of EGS1111C and ETD1320 at TCC can be substituted for EGS2141C.

The following course is equivalent to UF course CGN 2328 Technical Drawing and Project Visualization:
- ETD 2340 Advanced CAD (3)

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

In addition to the articulation agreements listed above, students have the opportunity to continue their education on TCC’s campus by enrolling with one of the College’s four University Partners. TCC currently has articulation agreements with all four colleges in areas of study ranging from Business Administration to Professional Aeronautics. Contact or visit one of our University Partners today to learn more.

**BARRY UNIVERSITY**
- Bachelor of Professional Studies
- Bachelor of Liberal Studies
- Bachelor of Public Administration
- Bachelor of Science in Legal Studies
- Bachelor of Science in Administration
- Bachelor of Science in Information Technology
- Master of Public Administration (NEW!)

**FLAGLER COLLEGE**
- Bachelor of Arts in Business Administration
- Bachelor of Arts in Business
- Bachelor of Arts in Business Administration/Accounting
- Bachelor of Art Elementary Education
- Bachelor of Arts Elementary Education and/or Exceptional Student Education ESOL Endorsement

**EMBRY-RIDDLE AERONAUTICAL UNIVERSITY (ERAU)**
- Associate of Science in Aircraft Maintenance
- Associate of Science in Aviation Business Administration
- Associate of Science in Technical Management
- Associate of Science in Professional Aeronautics
- Bachelor of Science in Aircraft Maintenance
- Bachelor of Science in Aviation Business Administration
- Bachelor of Science in Technical Management
- Bachelor of Science in Professional Aeronautics
- Master of Aeronautical Science
- Master of Science in Management
- Certificate: Aviation Safety and Logistics

**SAINT LEO UNIVERSITY (SLU)**
- Bachelor of Arts in Criminal Justice
- Psychology (NEW!)
BUSINESS AND MANAGEMENT

Business Administration, A.A.S. (A120)
Business Management, Certificate (6326)
Business Operations, Certificate (6327)
Business Specialist, Certificate (6328)
Business Management, A.S. (2109)
Accounting Technology Management, Certificate (6329)
Accounting Technology Operations, Certificate (6330)
Accounting Technology Specialist, Certificate (6331)
Office Administration, A.S. (2107)
Office Management, Certificate (6334)
Office Specialist, Certificate (6335)
Office Support, Certificate (6336)
Small Business Management, Certificate (6319)
Association/Non-Profit Management, Certificate (6325)
# 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 want to advance in their profession.

## Employment Types:
Business Operations Managers, Financial Services Providers, Marketing Specialists

## Program Length:
64 credit hours

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

## Academic Division:
Division of Technology and Professional Programs

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

## COURSE INFORMATION

### General Education Courses (15 hours):

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>College Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1102</td>
<td>Argument and Persuasion</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2013</td>
<td>Principles of Economics: Macro</td>
<td>3</td>
</tr>
<tr>
<td>or ECO 2023</td>
<td>Principles of Economics: Micro</td>
<td></td>
</tr>
<tr>
<td><em>Humanities</em></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td><em>College Math</em></td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

### Business Core Courses (33 hours):

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>FIN 1100</td>
<td>Personal Finance</td>
<td>3</td>
</tr>
<tr>
<td>MAR 1341</td>
<td>Marketing the Individual</td>
<td>3</td>
</tr>
<tr>
<td>MNA 1161</td>
<td>Introduction to Customer Service</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2021</td>
<td>Introduction to Management</td>
<td>3</td>
</tr>
<tr>
<td>MNA 2130</td>
<td>Business Writing</td>
<td>3</td>
</tr>
<tr>
<td>MAR 2011</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2100</td>
<td>Microcomputer Applications for Business</td>
<td>3</td>
</tr>
<tr>
<td><strong>ACG 2021</strong></td>
<td>Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUL 2241</td>
<td>Legal Concepts of Business</td>
<td>3</td>
</tr>
<tr>
<td>IDS 2182</td>
<td>Applied Ethics Seminar</td>
<td>3</td>
</tr>
</tbody>
</table>

*Choose from list of General Education Classes

**May substitute ACG2001 and ACG2011, Principles of Accounting I and II

### Professional Electives (16 Hours):

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RMI 1001</td>
<td>Introduction to Risk and Insurance</td>
<td>3</td>
</tr>
<tr>
<td>MKA1021</td>
<td>Principles of Salesmanship</td>
<td>3</td>
</tr>
<tr>
<td>MAR 1053</td>
<td>Marketing for Non-Profit Organizations</td>
<td>3</td>
</tr>
<tr>
<td>MAN 1023</td>
<td>Management for Non-Profit Organizations</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1062</td>
<td>Business and Professional Speaking</td>
<td>3</td>
</tr>
<tr>
<td>or SPC 1017</td>
<td>Interpersonal Communications</td>
<td></td>
</tr>
<tr>
<td>OST 1324</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>REE 1040</td>
<td>Real Estate Principles &amp; Practices I</td>
<td>4</td>
</tr>
<tr>
<td>REE 1041</td>
<td>Real Estate Principles &amp; Practices II</td>
<td>5</td>
</tr>
<tr>
<td>MNA 2100</td>
<td>Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>IDS2941</td>
<td>Technology &amp; Professional Programs Internship</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2071</td>
<td>Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2450</td>
<td>Computer Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACG 2500</td>
<td>Governmental &amp; Not-for-Profit Accounting</td>
<td>3</td>
</tr>
<tr>
<td>TAX 2000</td>
<td>Income Tax Accounting</td>
<td>3</td>
</tr>
<tr>
<td>SBM 2000</td>
<td>Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>MAR 2340</td>
<td>Resources Development</td>
<td>3</td>
</tr>
<tr>
<td>MNA 2300</td>
<td>Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2582</td>
<td>Introduction to Project Management</td>
<td>3</td>
</tr>
<tr>
<td>GEB 2893</td>
<td>Strategic &amp; Policy Issues in Non-Profit Organizations</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2220</td>
<td>Money and Banking</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2013</td>
<td>Principles of Economics: Macro</td>
<td>3</td>
</tr>
<tr>
<td>or ECO 2023</td>
<td>Principles of Economics: Micro</td>
<td></td>
</tr>
<tr>
<td>FIN 2010</td>
<td>Investments</td>
<td>3</td>
</tr>
<tr>
<td>LIS 2004</td>
<td>Internet Research</td>
<td>1</td>
</tr>
<tr>
<td>POS 1601</td>
<td>US Constitution</td>
<td>1</td>
</tr>
</tbody>
</table>

*Choose one course with OST prefix
Certificate Program

Business Management

Program Purpose: This program prepares students for entry into business and office occupations or allows professionals to update/obtain new skills.

Program Length: 24 credit hours

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

Academic Division: Division of Technology and Professional Programs

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

COURSE INFORMATION

Program Courses (18 hours):

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEB1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>MNA1161</td>
<td>Introduction to Customer Service</td>
<td>3</td>
</tr>
<tr>
<td>MAN2021</td>
<td>Introduction to Management</td>
<td>3</td>
</tr>
<tr>
<td>or MAN2011</td>
<td>Introduction to Marketing</td>
<td></td>
</tr>
<tr>
<td>CGS2100</td>
<td>Microcomputer Applications for Business</td>
<td>3</td>
</tr>
<tr>
<td>MNA2130</td>
<td>Business Writing</td>
<td>3</td>
</tr>
<tr>
<td>SPC1062</td>
<td>Business and Professional Speaking</td>
<td>3</td>
</tr>
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</table>

Additional Courses (6 Hours):

Select two:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>FIN1100</td>
<td>Personal Finance</td>
<td>3</td>
</tr>
<tr>
<td>MAR1341</td>
<td>Marketing the Individual</td>
<td>3</td>
</tr>
<tr>
<td>ACG2021</td>
<td>Financial Accounting (may substitute ACG2001 and ACG2011)</td>
<td>3</td>
</tr>
<tr>
<td>MAN2021</td>
<td>Introduction to Management</td>
<td>3</td>
</tr>
<tr>
<td>MAN2011</td>
<td>Introduction to Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BUL2241</td>
<td>Legal Concepts of Business</td>
<td>3</td>
</tr>
<tr>
<td>IDS2182</td>
<td>Applied Ethics Seminar</td>
<td>3</td>
</tr>
</tbody>
</table>
Certificate Program

## Business Operations

**Program Purpose:** This program prepares students for entry into business and office occupations or allows professionals to update/obtain new skills.

**Program Length:** 18 credit hours

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

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

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

### COURSE INFORMATION

#### Program Courses (12 hours):

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEB1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>MNA1161</td>
<td>Introduction to Customer Service</td>
<td>3</td>
</tr>
<tr>
<td>MAN2021</td>
<td>Introduction to Management</td>
<td></td>
</tr>
<tr>
<td>or MAN2011</td>
<td>Introduction to Marketing</td>
<td></td>
</tr>
<tr>
<td>CGS2100</td>
<td>Microcomputer Applications for Business</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Additional courses (6 additional hours):

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MNA2130</td>
<td>Business Writing</td>
<td>3</td>
</tr>
<tr>
<td>SPC1062</td>
<td>Business and Professional Speaking</td>
<td>3</td>
</tr>
</tbody>
</table>
Certificate Program

Business Specialist

Program Purpose: This program prepares students for entry into business and office occupations or allows professionals to update/obtain new skills.

Program Length: 12 credit hours

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

Academic Division: Division of Technology and Professional Programs

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

COURSE INFORMATION

GEB101 Introduction to Business 3
MNA1161 Introduction to Customer Service 3
MAN2021 Introduction to Management 3
or
MAN2011 Introduction to Marketing 3
CGS2100 Microcomputer Applications for Business 3
Associate in Science

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 on the College Placement Test, SAT or ACT (or complete necessary remediation courses)

Academic Division: Division of Technology and Professional Programs

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

COURSE INFORMATION

General Education (21 hours):
- ENC 1101  College Composition  3
- ENC 1102  Argument and Persuasion  3
- MAC 1105  College Algebra  3
- MAC 2233  Calculus for Management  3
- ECO 2013  Principles of Economics: Macro  3
- ECO 2023  Principles of Economics: Micro  3
- Any Humanities Course  3

Program Courses (27 hours):
- SPC 1062  Business and Professional Speaking  3
- MKA 1161  Introduction to Customer Service  3
- ACG 2021  Financial Accounting  3
- ACG 2071  Managerial Accounting  3
- ACG 2540  Computer Accounting  3
- TAX 2000  Income Tax Accounting  3
- CGS 2100  Microcomputer Applications for Business  3
- MAN 2021  Introduction to Management  3
- MAN 2130  Business Writing  3

Additional Requirements (16 hours):
- GEB 1101  Introduction to Business  3
- MAR 2011  Principles of Marketing  3
- BUL 2241  Legal Concepts of Business  3
- STA 2023  Introductory Statistics  3
- IDS 2182  Applied Ethics Seminar  3
- POS 1601  Foundations of U.S. Constitution  1
Certificate Program

Accounting Technology Management

Program Purpose: This program prepares students for entry into an accounting occupation or allows professionals to update/obtain new skills. This program also includes needed management courses.

Program Length: 27 credit hours

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

Academic Division: Division of Technology and Professional Programs

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

COURSE INFORMATION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<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>ACG 2540</td>
<td>Computer Accounting</td>
<td>3</td>
</tr>
<tr>
<td>TAX 2000</td>
<td>Income Tax Accounting</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2100</td>
<td>Microcomputer Applications for Business</td>
<td>3</td>
</tr>
<tr>
<td>MAN2130</td>
<td>Business Writing</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1062</td>
<td>Business and Professional Speaking</td>
<td>3</td>
</tr>
<tr>
<td>MKA 1161</td>
<td>Introduction to Customer Service</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2021</td>
<td>Introduction to Management</td>
<td>3</td>
</tr>
</tbody>
</table>
Certificate Program

Accounting Technology Operations

**Program Purpose:** This program prepares students for entry into an accounting occupation or allows professionals to update/obtain new skills.

**Program Length:** 18 credit hours

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

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

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

---

**COURSE INFORMATION**

- ACG 2021  Financial Accounting  3
- ACG 2071  Managerial Accounting  3
- ACG 2540  Computer Accounting  3
- TAX 2000  Income Tax Accounting  3
- CGS2100  Microcomputer Applications for Business  3
- MAN2130  Business Writing  3
Certificate Program

Accounting Technology Specialist

Program Purpose: This program prepares students for entry into an accounting occupation or allows professionals to update/obtain new skills.

Program Length: 12 credit hours

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

Academic Division: Division of Technology and Professional Programs

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

COURSE INFORMATION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<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>ACG2540</td>
<td>Computer Accounting</td>
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</tr>
<tr>
<td>TAX 2000</td>
<td>Income Tax Accounting</td>
<td>3</td>
</tr>
</tbody>
</table>
# Office Administration

**Program Purpose:** To prepare students for entry into an office support staff position or to allow professionals to update/obtain new skills.

**Program Length:** 63 credit hours

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

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

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

## COURSE INFORMATION

### General Education (15 credit hours):

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>College Composition</td>
<td>3</td>
</tr>
<tr>
<td>ECO 2013</td>
<td>Principles of Economics: Macro</td>
<td>3</td>
</tr>
<tr>
<td><strong>Elective</strong></td>
<td>Any Personal Development Course</td>
<td>3</td>
</tr>
<tr>
<td><strong>Elective</strong></td>
<td>Any General Education Course</td>
<td>3</td>
</tr>
<tr>
<td><strong>College Math Select one of the following:</strong></td>
<td></td>
<td></td>
</tr>
<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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<td>STA 2023</td>
<td>Introductory Statistics</td>
<td>3</td>
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<tr>
<td>MAC 1105</td>
<td>College Algebra</td>
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</table>

### Program Courses (48 Credit Hours):

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 2100</td>
<td>Microcomputer Applications for Business</td>
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<tr>
<td>CGS 2103</td>
<td>Adv. Microcomputer Applications for Business</td>
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<tr>
<td>GEB 1011</td>
<td>Introduction to Business</td>
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<tr>
<td>MNA 1161</td>
<td>Introduction to Customer Service</td>
<td>3</td>
</tr>
<tr>
<td>MNA 2130</td>
<td>Business Writing</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2021</td>
<td>Introduction to Management</td>
<td>3</td>
</tr>
<tr>
<td>OST 1324</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>OST 1355</td>
<td>Records Management</td>
<td>3</td>
</tr>
<tr>
<td>OST 1401</td>
<td>Administrative Support &amp; Procedures</td>
<td>3</td>
</tr>
<tr>
<td>OST 1718</td>
<td>Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>OST 1719</td>
<td>Advanced Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>OST 2823</td>
<td>Desktop Publishing/Web Design</td>
<td>3</td>
</tr>
<tr>
<td>PAD 2002</td>
<td>Introduction to Public Administration</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1062</td>
<td>Business &amp; Professional Speaking</td>
<td>3</td>
</tr>
</tbody>
</table>

6 hours elective credit
Certificate Program

Office Management

Program Purpose: To prepare students for entry into an office support staff position or to allow professionals to update/obtain new skills.

Program Length: 27 credit hours

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

Academic Division: Division of Technology and Professional Programs

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

COURSE INFORMATION

CGS 2100  Microcomputer Applications for Business  3
MAN 2021  Introduction to Management  3
MNA 1161  Introduction to Customer Service  3
MNA 2130  Business Writing  3
OST 1401  Administrative Support Systems and Procedures  3
OST 1355  Records Management  3
OST 1718  Word Processing  3
OST 1719  Advanced Word Processing  3
OST 2823  Desktop Publishing and Web Design  3
Certificate Program

Office Specialist

Program Purpose: To prepare students for entry into an office support staff position or to allow professionals to update/obtain new skills.

Program Length: 18 credit hours

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

Academic Division: Division of Technology and Professional Programs

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

COURSE INFORMATION

MNA 1161  Introduction to Customer Service  3
MNA 2130  Business Writing  3
OST 1401  Administrative Support Systems and Procedures  3
OST 1355  Records Management  3
OST 1718  Word Processing  3
OST 1719  Advanced Word Processing  3
Certificate Program

Office Support

Program Purpose: To prepare students for entry into an office support staff position or to allow professionals to update/obtain new skills.

Program Length: 12 credit hours

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

Academic Division: Division of Technology and Professional Programs

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

COURSE INFORMATION

- MNA 1161 Introduction to Customer Service 3
- MNA 2130 Business Writing 3
- OST 1401 Administrative Support Systems and Procedures 3
- OST 1718 Word Processing 3
Certificate Program

Small Business Management

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

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

Program Length: 24 credit hours

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

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

COURSE INFORMATION

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

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

Association and Non-Profit Management

Program Purpose: This program, developed with cooperation of the Florida Society of Association Executives (FSAE), is designed for association and non-profit organization workers who want to enhance their knowledge and position themselves for advancement in the field. This fast-track flexible program expands job related skills in specific areas and completes specific undergraduate requirements towards an associate in applied science degree in business.

Employment Type: Employment opportunities include assistants and managers in governmental agencies, associations and other non-profit organizations.

Program Length: 24 credit hours

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

Academic Division: Division of Technology and Professional Programs

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

COURSE INFORMATION

Choose three courses from the following:

- CGS 2100 Microcomputer Applications for Business 3
- GEB 1011 Introduction to Business 3
- ACG 2021 Financial Accounting 3
- MNA 1161 Introduction to Customer Service 3
- MNA 2130 Business Writing 3

and

Choose five courses from the following:

- ACG 2500 Government and Not-for-Profit Accounting 3
- SPC 1062 Business and Professional Speaking 3
- MAR 1053 Marketing for Non-Profit Organizations 3
- GEB 2893 Strategic & Policy Issues in Non-Profit Organizations 3
- MAN 1023 Management for Non-Profit Organizations 3
- MAR 2340 Resource Development 3
- MAN 2582 Introduction to Project Management 3
COMPUTER TECHNOLOGY

Computer Programming and Analysis, Certificate (6302)
Computer Programming Specialist, Certificate (6338)
Graphic Design Technology, A.S. (2125)
Graphic Design Production, Certificate (6339)
Graphic Design Support, Certificate (6340)
Interactive Media Production, Certificate (6341)
Interactive Media Support, Certificate (6342)
Help Desk/Technical Support, A.S. (2137)
Help Desk/Technical Support, Certificate (6323)
Networking Services Technology, A.S. (2126)
Information Technology Technician, Certificate (6333)
Information Technology Management, Certificate (6332)
Networking Services Technology, Certificate (6318)
Web Technologies, A.S. (2128)
Web Technologies, Certificate (6317)
Certificate

Computer Programming and Analysis

Program Purpose: To prepare students for entry into programming fields or to allow professionals to update/obtain new skills.

Program Length: 33 credit hours

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

Academic Division: Division of Technology and Professional Programs

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

Please refer to the Technology & Professional Programs Web site (www.tcc.fl.edu/tpp) for latest information.

COURSE INFORMATION

Program Courses (18 Credit Hours):

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>CGS 1000*</td>
<td>Introduction to Computer Technology</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1060*</td>
<td>Introduction to Computer Literacy</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1540</td>
<td>Database Concepts</td>
<td>3</td>
</tr>
<tr>
<td>COP 2220</td>
<td>Introduction to C++ Programming</td>
<td>3</td>
</tr>
<tr>
<td>MNA1161</td>
<td>Introduction to Customer Service</td>
<td>3</td>
</tr>
<tr>
<td>MNA2130</td>
<td>Business Writing</td>
<td>3</td>
</tr>
</tbody>
</table>

Additional Requirements (15 credit hours):

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 1820</td>
<td>Web Page Authoring</td>
<td>3</td>
</tr>
<tr>
<td>COP 2332</td>
<td>Visual Programming</td>
<td>3</td>
</tr>
<tr>
<td>COP 2800</td>
<td>Introduction to JAVA Programming</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2441</td>
<td>Database Programming</td>
<td>3</td>
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<tr>
<td></td>
<td>One Professional Elective:</td>
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<tr>
<td></td>
<td>Any CGS, CNT, COP, CTS, GRA course or IDS2941 (Internship Course)</td>
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</table>

* Exemption exam available: see Technology and Professional Programs Web site (www.tcc.fl.edu/tpp).
Certificate

Computer Programming Specialist

Program Purpose: To prepare students for entry into programming fields or to allow professionals to update/obtain new skills.

Program Length: 18 credit hours

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

Academic Division: Division of Technology and Professional Programs

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

Please refer to the Technology & Professional Programs Web site (www.tcc.fl.edu/tpp) for latest information.

COURSE INFORMATION

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 1000*</td>
<td>Introduction to Computer Technology</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1060*</td>
<td>Introduction to Computer Literacy</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1540</td>
<td>Database Concepts</td>
<td>3</td>
</tr>
<tr>
<td>COP 2220</td>
<td>Introduction to C++ Programming</td>
<td>3</td>
</tr>
<tr>
<td>MNA1161</td>
<td>Introduction to Customer Service</td>
<td>3</td>
</tr>
<tr>
<td>MNA2130</td>
<td>Business Writing</td>
<td>3</td>
</tr>
</tbody>
</table>

* Exemption exam available: see Technology and Professional Programs Web site (www.tcc.fl.edu/tpp).
# Graphic Design Technology

**Program Purpose:** To prepare for employment as graphic design assistants or supplement training for persons previously or currently employed in this occupation.

**Program Length:** 64 credit hours

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

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

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

## COURSE INFORMATION

### General Education Electives (15 Credit Hours):

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tr>
<td>ENC 1101</td>
<td>College Composition</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1017</td>
<td>Interpersonal Communications</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>Any Social Science course</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>Any General Education course</td>
<td>3</td>
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</table>

**College Math**

*Select one of the following:*

- MGF 1106 Math I for Liberal Arts
- MGF 1107 Math II for Liberal Arts
- STA 2023 Introductory Statistics
- MAC 1105 College Algebra

### Program Core (16 Credit Hours):

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ART 1202C</td>
<td>Design I</td>
<td>3</td>
</tr>
<tr>
<td>MAR 1341</td>
<td>Marketing the Individual</td>
<td>3</td>
</tr>
<tr>
<td>PGY 1800C</td>
<td>Digital Photography</td>
<td>3</td>
</tr>
<tr>
<td>MKA 1161</td>
<td>Introduction to Customer Service</td>
<td>3</td>
</tr>
<tr>
<td>MNA 2130</td>
<td>Business Writing</td>
<td>3</td>
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<tr>
<td>ART 2955</td>
<td>Art Portfolio</td>
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### Graphic Design Track (33 Credit Hours):

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>GRA 1103C</td>
<td>Computer Based Design I</td>
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<tr>
<td>GRA 1105C</td>
<td>Computer Based Design II</td>
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<tr>
<td>GRA 1131C</td>
<td>Multimedia Graphics Design</td>
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<tr>
<td>GRA 1206C</td>
<td>Typography</td>
<td>3</td>
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<tr>
<td>GRA 2121</td>
<td>Professional Desktop Publishing</td>
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</tr>
<tr>
<td>GRA 2203</td>
<td>Digital Prepress/Doc. Design</td>
<td>3</td>
</tr>
<tr>
<td>PGY 2801C</td>
<td>Electronic Still Imaging</td>
<td>3</td>
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<tr>
<td>Four professional Electives Courses</td>
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*Professional Electives (IDS 2941 recommended)

### Interactive Media Track (33 Credit Hours):

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAP 2703</td>
<td>Computer Animation</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1520</td>
<td>Introduction to Multimedia Programming</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1820</td>
<td>Web Page Authoring</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2525</td>
<td>Advanced Multimedia Programming</td>
<td>3</td>
</tr>
<tr>
<td>COP 2822</td>
<td>Scripting for the Web</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2100</td>
<td>Characters Production</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2140</td>
<td>Web Page Design</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2143</td>
<td>Advanced Web Page Design</td>
<td>3</td>
</tr>
<tr>
<td>RTV 2214</td>
<td>Digital Audio/Video Production</td>
<td>3</td>
</tr>
<tr>
<td>Two Professional Electives Courses</td>
<td>6</td>
<td></td>
</tr>
</tbody>
</table>

*Professional Electives Courses (IDS 2941 recommended)

*Professional Electives: ART, CGS, CAP, COP, GRA, PGY, RTV or course approved by TPP Division Dean
Certificate Program

Graphic Design Production

Program Purpose: To prepare for employment as graphic design assistants or supplement training for persons previously or currently employed in this occupation.

Program Length: 24 credit hours

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

Academic Division: Division of Technology and Professional Programs

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

COURSE INFORMATION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 1202C</td>
<td>Design I</td>
<td>3</td>
</tr>
<tr>
<td>GRA 1103C</td>
<td>Computer Based Design I</td>
<td>3</td>
</tr>
<tr>
<td>GRA 1131</td>
<td>Adobe Print Suite</td>
<td>3</td>
</tr>
<tr>
<td>GRA 1206</td>
<td>Typography</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2121</td>
<td>Professional Desktop Publishing</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2203</td>
<td>Digital Pre-Press and Document Design</td>
<td>3</td>
</tr>
<tr>
<td>PGY 1800</td>
<td>Digital Photography</td>
<td>3</td>
</tr>
<tr>
<td>PGY 2801C</td>
<td>Electronic Still Imaging</td>
<td>3</td>
</tr>
</tbody>
</table>
Certificate Program

Graphic Design Support

Program Purpose: To prepare for employment as graphic design assistants or supplement training for persons previously or currently employed in this occupation.

Program Length: 15 credit hours

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

Academic Division: Division of Technology and Professional Programs

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

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<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 1202C</td>
<td>Design I</td>
<td>3</td>
</tr>
<tr>
<td>GRA 1131</td>
<td>Adobe Print Suite</td>
<td>3</td>
</tr>
<tr>
<td>GRA 1206</td>
<td>Typography</td>
<td>3</td>
</tr>
<tr>
<td>PGY 1800</td>
<td>Digital Photography</td>
<td>3</td>
</tr>
<tr>
<td>PGY 2801C</td>
<td>Electronic Still Imaging</td>
<td>3</td>
</tr>
</tbody>
</table>
Certificate Program

Interactive Media Production

<table>
<thead>
<tr>
<th>Program Purpose:</th>
<th>To prepare for employment as graphic design assistants or supplement training for persons previously or currently employed in this occupation.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Length:</td>
<td>24 credit hours</td>
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<tr>
<td>Admission Requirements:</td>
<td>A high school diploma or GED and meet the required minimum scores on the College Placement Test, SAT or ACT (or complete necessary remediation courses)</td>
</tr>
<tr>
<td>Academic Division:</td>
<td>Division of Technology and Professional Programs</td>
</tr>
<tr>
<td>Contact:</td>
<td>(850) 201-8352 or <a href="mailto:techedu@tcc.fl.edu">techedu@tcc.fl.edu</a></td>
</tr>
</tbody>
</table>

COURSE INFORMATION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
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<tbody>
<tr>
<td>ART 1202C</td>
<td>Design I</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1520</td>
<td>Introduction to Multimedia Programming</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1820</td>
<td>Web Page Authoring</td>
<td>3</td>
</tr>
<tr>
<td>PGY 1800</td>
<td>Digital Photography</td>
<td>3</td>
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<tr>
<td>CGS 2525</td>
<td>Advanced Multimedia Programming</td>
<td>3</td>
</tr>
<tr>
<td>COP 2822</td>
<td>Scripting for the Web</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2140</td>
<td>Web Page Design</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2143</td>
<td>Advanced Web Design</td>
<td>3</td>
</tr>
</tbody>
</table>
Certificate Program

Interactive Media Support

Program Purpose: To prepare for employment as graphic design assistants or supplement training for persons previously or currently employed in this occupation.

Program Length: 15 credit hours

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

Academic Division: Division of Technology and Professional Programs

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

COURSE INFORMATION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>ART 1202C</td>
<td>Design I</td>
<td>3</td>
</tr>
<tr>
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<td>Digital Photography</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2140</td>
<td>Web Page Design</td>
<td>3</td>
</tr>
</tbody>
</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 meet the required minimum scores on the College Placement Test, SAT or ACT (or complete necessary remediation courses)

Academic Division: Division of Technology and Professional Programs

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

Please refer to the Technology & Professional Programs Web site (www.tcc.fl.edu/tpp) for latest information.

COURSE INFORMATION

General Education (15 Credit Hours):

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>College Composition</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1017</td>
<td>Interpersonal Communications</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>Any Social Science course</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>Any General Education course</td>
<td>3</td>
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College Math: Select one of the following

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>MGF 1106</td>
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<td>MGF 1107</td>
<td>Math II for Liberal Arts</td>
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<tr>
<td>STA 2023</td>
<td>Introductory Statistics</td>
<td>3</td>
</tr>
<tr>
<td>MAC 1105</td>
<td>College Algebra</td>
<td>3</td>
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Program Courses (48 Credit Hours):

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ENC 2210</td>
<td>Technical Communications</td>
<td>3</td>
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<tr>
<td>MNA 2130</td>
<td>Business Writing</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1000*</td>
<td>Intro to Computer Technology</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1555</td>
<td>Internet</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1560</td>
<td>Introduction to Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1060*</td>
<td>Introduction to Computer Literacy</td>
<td>3</td>
</tr>
<tr>
<td>CNT 1000</td>
<td>Intro to Networks &amp; Telecommunications</td>
<td>3</td>
</tr>
<tr>
<td>CTS 1131**</td>
<td>Microcomputer Architecture</td>
<td>3</td>
</tr>
<tr>
<td>CNT 1500</td>
<td>Computer Networking, Cabling &amp; Troubleshooting</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2103</td>
<td>Advanced Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2155</td>
<td>Computer User Support</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2351</td>
<td>Network Administration &amp; Management</td>
<td>3</td>
</tr>
<tr>
<td>MNA 1161</td>
<td>Introduction to Customer Service</td>
<td>3</td>
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<tr>
<td>MNA 2100</td>
<td>Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>Electives***</td>
<td></td>
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</tbody>
</table>

* Exemption exam available: see Technology and Professional Programs Web site (www.tcc.fl.edu/tpp).

** Current A+ certification for credit. Contact Technology and Programs division office at (850) 201-8352 or techedu@tcc.fl.edu for more information.

*** Select any CGS, COP, CET, CTS, GRA course or IDS 2941
Certificate Program

Help Desk/Technical Support

<table>
<thead>
<tr>
<th>Program Purpose:</th>
<th>To prepare students for entry level employment in the fields of help desk services and technical support.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment Types:</td>
<td>Help Desk Troubleshooter, Technical Support Assistant</td>
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<tr>
<td>Program Length:</td>
<td>33 credit hours</td>
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<tr>
<td>Admission Requirements:</td>
<td>A high school diploma or GED and meet the required minimum scores on the College Placement Test, SAT or ACT (or complete necessary remediation courses)</td>
</tr>
<tr>
<td>Academic Division:</td>
<td>Division of Technology and Professional Programs</td>
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<tr>
<td>Contact:</td>
<td>(850) 201-8352 or <a href="mailto:techedu@tcc.fl.edu">techedu@tcc.fl.edu</a></td>
</tr>
<tr>
<td></td>
<td>Please refer to the Technology &amp; Professional Programs Web site (<a href="http://www.tcc.fl.edu/tpp">www.tcc.fl.edu/tpp</a>) for latest information.</td>
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</table>

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<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 1060**</td>
<td>Introduction to Computer Literacy</td>
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<tr>
<td>CGS 1555</td>
<td>Internet</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1560</td>
<td>Introduction to Operating Systems</td>
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<tr>
<td>CNT 1000</td>
<td>Intro to Networks &amp; Telecommunications</td>
<td>3</td>
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<tr>
<td>CNT 1500</td>
<td>Computer Networking, Cabling &amp; Troubleshooting</td>
<td>3</td>
</tr>
<tr>
<td>CTS 1131*</td>
<td>Microcomputer Architecture</td>
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<tr>
<td>CTS 2155</td>
<td>Computer User Support</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

* Current A+ certification for credit. Contact Technology and Programs division office at (850) 201-8352 or techedu@tcc.fl.edu for more information.

** Exemption exam available: see Technology and Professional Programs Web site (www.tcc.fl.edu/tpp).
# 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/Intranet Worker

**Program Length:** 63 credit hours

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

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

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

## COURSE INFORMATION

### General Education (15 Credit Hours):

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
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<tr>
<td>ENC 1101</td>
<td>College Composition</td>
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<td>ENC1102</td>
<td>Argument and Persuasion</td>
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<td>Elective</td>
<td>Any Humanities course</td>
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**College Math:** Select one:

- MGF 1106 Math I for Liberal Arts
- MGF 1107 Math II for Liberal Arts
- STA 2023 Introductory Statistics
- MAC 1105 College Algebra

### Program Courses (33 Credit Hours):

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>MNA 2130</td>
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<td>3</td>
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<td>CGS 1000*</td>
<td>Introduction to Computer Technology</td>
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<td>CGS 1060*</td>
<td>Introduction to Computer Literacy</td>
<td>3</td>
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<tr>
<td>CGS 1555</td>
<td>Internet</td>
<td>3</td>
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<tr>
<td>CGS 1560</td>
<td>Introduction to Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>CNT 1000</td>
<td>Intro to Networks &amp; Telecommunications</td>
<td>3</td>
</tr>
<tr>
<td>CNT 1500</td>
<td>Computer Networking, Cabling and Troubleshooting</td>
<td>3</td>
</tr>
<tr>
<td>CTS 1131**</td>
<td>Microcomputer Architecture</td>
<td>3</td>
</tr>
<tr>
<td>MAN 2021</td>
<td>Introduction to Management</td>
<td>3</td>
</tr>
<tr>
<td>CET 2540***</td>
<td>Open Systems Architecture I</td>
<td>3</td>
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<tr>
<td>CET 2541***</td>
<td>Open Systems Architecture II</td>
<td>3</td>
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### Additional Requirements (18 Credit Hours):

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<tbody>
<tr>
<td>CTS 2351</td>
<td>Network Administration &amp; Management</td>
<td>3</td>
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<tr>
<td>CTS 2352</td>
<td>Advanced Network Administration</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2106</td>
<td>Introduction to UNIX</td>
<td>3</td>
</tr>
<tr>
<td>CNT 2401</td>
<td>Introduction to Network Security</td>
<td>3</td>
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<tr>
<td>Any Computer Elective</td>
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<td>3</td>
</tr>
<tr>
<td>IDS 2941</td>
<td>Technology &amp; Professional Programs Internship recommended</td>
<td>3</td>
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</tbody>
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**Notes:**

* Exemption exam available: see Technology and Professional Programs Web site (www.tcc.fl.edu/tpp).

**Current A+ certification for credit. Contact Technology and Programs division office at (850) 201-8352 or techedu@tcc.fl.edu for more information.

**Current CCNA certification for credit. Contact Technology and Programs division office at (850) 201-8352 or techedu@tcc.fl.edu for more information.
Certificate Program

Information Technology Technician

<table>
<thead>
<tr>
<th>Program Purpose:</th>
<th>To prepare students for entry into a networking/computer technology position or to allow professionals to update/obtain new skills.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Length:</td>
<td>21 credit hours</td>
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<tr>
<td>Admission Requirements:</td>
<td>A high school diploma or GED and meet the required minimum scores on the College Placement Test, SAT or ACT (or complete necessary remediation courses)</td>
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<tr>
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</table>

<table>
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<tr>
<th>COURSE INFORMATION</th>
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</thead>
<tbody>
<tr>
<td>CGS 1000*</td>
<td>Introduction to Computer Technology 3</td>
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<tr>
<td>CGS 1060*</td>
<td>Introduction to Computer Literacy 3</td>
</tr>
<tr>
<td>CGS 1555</td>
<td>Internet 3</td>
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<tr>
<td>CGS 1560</td>
<td>Introduction to Operating Systems 3</td>
</tr>
<tr>
<td>CNT 1000</td>
<td>Intro to Networks &amp; Telecommunications 3</td>
</tr>
<tr>
<td>CNT 1500</td>
<td>Computer Networking, Cabling and Troubleshooting 3</td>
</tr>
<tr>
<td>CTS 1131**</td>
<td>Microcomputer Architecture 3</td>
</tr>
</tbody>
</table>

* Exemption exam available: see Technology and Professional Programs Web site (www.tcc.fl.edu/tp).  

**Current A+ certification for credit. Contact Technology and Programs division office at (850) 201-8352 or techedu@tcc.fl.edu for more information.
# Information Technology Management

**Program Purpose:** To prepare students for entry into a networking/computer technology position or to allow professionals to update/obtain new skills.

**Program Length:** 30 credit hours

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

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

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

## COURSE INFORMATION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>CGS 1000*</td>
<td>Introduction to Computer Technology</td>
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</tr>
<tr>
<td>CGS 1060*</td>
<td>Introduction to Computer Literacy</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1555</td>
<td>Internet</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1560</td>
<td>Introduction to Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>CNT 1000</td>
<td>Intro to Networks &amp; Telecommunications</td>
<td>3</td>
</tr>
<tr>
<td>CNT 1500</td>
<td>Computer Networking, Cabling and Troubleshooting</td>
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<td>Microcomputer Architecture</td>
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**Additional Requirements (9 credit hours):**

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<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>MAN2021</td>
<td>Introduction to Management</td>
<td>3</td>
</tr>
<tr>
<td>CET 2540***</td>
<td>Open Systems Architecture I</td>
<td>3</td>
</tr>
<tr>
<td>CET 2541***</td>
<td>Open Systems Architecture II</td>
<td>3</td>
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</tbody>
</table>

* Exemption exam available: see Technology and Professional Programs Web site (www.tcc.fl.edu/tpp).

**Current A+ certification for credit. Contact Technology and Programs division office at (850) 201-8352 or techedu@tcc.fl.edu for more information.

***Current CCNA certification for credit. Contact Technology and Programs division office at (850) 201-8352 or techedu@tcc.fl.edu for more information.
Certificate Program

Networking Services Technology

Program Purpose
To prepare students for entry level positions in the field of networking.

Employment Types
Network Administrator, Help Desk Support Tech, Network Designer and Installer, Network Manager

Program Length
33 credit hours

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

Academic Division
Division of Technology and Professional Programs

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

COURSE INFORMATION

CGS 1060*  Introduction to Computer Literacy  3
CGS 1555  Internet  3
CNT 1000  Introduction to Networks and Telecommunications  3
CNT 1500  Computer Networking, Cabling and Troubleshooting  3
CTS 1131**  Microcomputer Architecture  3
CET 2540***  Open Systems Architecture I  3
CET 2541***  Open Systems Architecture II  3
CNT 2401  Introduction to Network Security  3
CTS 2106  Introduction to UNIX  3
CTS 2351  Network Administration & Management  3
CTS 2352  Advanced Network Administration  3

* Exemption exam available: see Technology and Professional Programs Web site (www.tcc.fl.edu/tpp).

**Current A+ certification for credit. Contact Technology and Programs division office at (850) 201-8352 or techedu@tcc.fl.edu for more information.

***Current CCNA certification for credit. Contact Technology and Programs division office at (850) 201-8352 or techedu@tcc.fl.edu for more information.
# Web Technologies

**Program Purpose:** To prepare students for entry level positions in Internet/Intranet related fields.

**Employment Types:** Web Master, Web Server Administrator, Web Technician, HTML Author, Site Design and Management, Internet Programmer

**Program Length:** 63 credit hours

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

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

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

Please refer to the Technology & Professional Programs Web site (www.tcc.fl.edu/tpp) for latest information.

## COURSE INFORMATION

### General Education (15 Credit Hours):

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>College Composition</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1017</td>
<td>Interpersonal Communications</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>Any Social Science course</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>Any Personal Development course</td>
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</table>

*College Math Select one of the following:*

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MGF 1106</td>
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<tr>
<td>MGF 1107</td>
<td>Math II for Liberal Arts</td>
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</tr>
<tr>
<td>STA 2023</td>
<td>Introductory Statistics</td>
<td></td>
</tr>
<tr>
<td>MAC 1105</td>
<td>College Algebra</td>
<td></td>
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</tbody>
</table>

### Program Courses (48 Credit Hours):

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENC 2210</td>
<td>Technical Communications or</td>
<td>3</td>
</tr>
<tr>
<td>MNA 2130</td>
<td>Business Writing</td>
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<td>CGS 1000*</td>
<td>Computer Technology</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1060*</td>
<td>Computer Literacy</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1540</td>
<td>Database Concepts</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1555</td>
<td>Internet</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1820</td>
<td>Web Page Authoring</td>
<td>3</td>
</tr>
<tr>
<td>CNT 1000</td>
<td>Intro to Networks &amp; Telecommunications</td>
<td>3</td>
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<tr>
<td>CGS 2069</td>
<td>Start a Business on the Web</td>
<td>3</td>
</tr>
<tr>
<td>CNT 2401</td>
<td>Introduction to Computer Security</td>
<td>3</td>
</tr>
<tr>
<td>COP 2220</td>
<td>Introduction to C++ Programming</td>
<td>3</td>
</tr>
<tr>
<td>COP 2822</td>
<td>Scripting for the Web</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2106</td>
<td>Introduction to UNIX</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2140</td>
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<td>GRA 2143</td>
<td>Advanced Web Design</td>
<td>3</td>
</tr>
<tr>
<td>Electives</td>
<td>Any CGS, COP, CNT, CTS, ETD, or GRA</td>
<td>6</td>
</tr>
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</table>

* Exemption exam available: see Technology and Professional Programs Web site (www.tcc.fl.edu/tpp).
Certificate Program

**Web Technologies**

<table>
<thead>
<tr>
<th>Program Purpose:</th>
<th>To prepare students with job opportunities in web site design, management, programming and administration.</th>
</tr>
</thead>
<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>
<tr>
<td>Program Length:</td>
<td>33 credit hours</td>
</tr>
<tr>
<td>Admission Requirements:</td>
<td>A high school diploma or GED and meet the required minimum scores on the College Placement Test, SAT or ACT (or complete necessary remediation courses)</td>
</tr>
<tr>
<td>Academic Division:</td>
<td>Division of Technology and Professional Programs</td>
</tr>
<tr>
<td>Contact:</td>
<td>(850) 201-8352 or <a href="mailto:techedu@tcc.fl.edu">techedu@tcc.fl.edu</a></td>
</tr>
</tbody>
</table>

Please refer to the Technology & Professional Programs Web site (www.tcc.fl.edu/tpp) for latest information.

**COURSE INFORMATION**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CGS 1000*</td>
<td>Introduction to Computer Technology</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1555</td>
<td>Internet</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1820</td>
<td>Web Page Authoring</td>
<td>3</td>
</tr>
<tr>
<td>CNT 1000</td>
<td>Intro to Networks &amp; Telecommunications</td>
<td>3</td>
</tr>
<tr>
<td>CGS 2069</td>
<td>Starting a Business on the Internet</td>
<td>3</td>
</tr>
<tr>
<td>COP 2822</td>
<td>Scripting for the Web</td>
<td>3</td>
</tr>
<tr>
<td>CTS 2106</td>
<td>Introduction to UNIX</td>
<td>3</td>
</tr>
<tr>
<td>GRA 2140</td>
<td>Web Site Design</td>
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</tr>
<tr>
<td>GRA 2143</td>
<td>Advanced Web Design</td>
<td>3</td>
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<tr>
<td>Elective</td>
<td>Any CGS, COP, CET CTS or ETD course</td>
<td>6</td>
</tr>
</tbody>
</table>

*Exemption exam available: see Technology and Professional Programs Web site (www.tcc.fl.edu/tpp).*
CRIMINAL JUSTICE AND PUBLIC SAFETY

Crime Scene Investigation, Certificate (6324)

Criminal Justice Technology, A.S. (2138)
  –Transfer to Barry University
  –Transfer to Florida Gulf Coast University

Criminal Justice Technology, A.A.S.
  – Corrections (A104)
  – Crime Scene Investigation (A111)
  – Law Enforcement (A106)

Criminal Justice Technology Academy Tracks, A.A.S.
  – Corrections (A105)
  – Law Enforcement (0743)

Law Enforcement, Certificate (5007)
  – Crossover Corrections to Law Enforcement (5006)
  – Crossover Correctional Probation Officer to Law Enforcement (5015)

Corrections, Certificate (5005)
  – Crossover Law Enforcement to Corrections (5008)
  – Crossover Correctional Probation Officer to Corrections (5016)

Correctional Probation, Certificate (5012)
  – Crossover Correctional Officer to Correctional Probation Officer (5014)
  – Crossover Law Enforcement to Correctional Probation Officer (5013)

Firefighter, Certificate (5020)

Telecommunications, Certificate (5011)

Unarmed Private Security Officer, Certificate

Armed Private Security Officer, Certificate

Paralegal/Legal Studies, A.S. (2112)
Certificate Program

Crime Scene Investigation

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

Employment Types: Crime Scene Photographer, Crime Scene Investigative Assistant

Program Length: 28 credit hours

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

Academic Division: Division of Technology and Professional Programs

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

COURSE INFORMATION

CJE 1770*  Crime Scene Photography  3  
CJE 2640*  Crime Scene Investigation  3  
CJE 2643*  Advanced Crime Scene Investigation  3  
CJE 2670*  Introduction to Forensic Science  3  
CJE 2671*  Latent Fingerprint Development  3  
CJE 2672*  Fingerprint Classification  3  
CJE 2676*  Biological Evidence  3  
ENC 1101*  College Composition  3  
ENC 2210  Technical Communications  3  
or  
ENC 1102  Argument and Persuasion  3  
POS 1601**  Foundations in the U.S. Constitution  1  

* Course will not transfer to A.A. degree.

**Students may substitute one of these three hour courses: CPO 2001, POS 1041, POS 1112, or POS 2001
## Criminal Justice Technology

### Program Purpose:
To prepare students for employment in law enforcement or corrections and to meet the needs of persons employed in those fields who want 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

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

### Academic Division:
Division of Technology and Professional Programs

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

## COURSE INFORMATION

### General Education (24 Credit Hours):
- Communications: 6 credit hours
- Humanities: 3 credit hours
- Science: 6 credit hours
- Math: 3 credit hours
- History: 3 credit hours

### Required Program Core (40 Credit Hours):
- CJE 1000 A or CJC 1000 B: Law Enforcement or Corrections
- CJC 1100: Criminal Justice System
- CCJ 1000: Crime & Delinquency: Nature and Causes
- CCJ 1400: Conflict Management
- CJE 1000: Police Administration & Operations
- or CJC 1000: Corrections Administration & Operations
- Electives: Select 22 credit hours from the elective program courses list

### Elective Program Courses:
- CCJ 1600: Deviant Behavior
- CJC 1000: Corrections
- CJE 1000: Law Enforcement
- CJE 1770*: Crime Scene Photography
- CCJ 2452: Justice Administration
- CCJ 2930: Seminar-Contemporary Criminal Justice Issues
- CJC 2300: Corrections Administration & Ops.
- CJE 2300: Police Administration & Operations
- CJE 2400*: Police Community Relations
- CJE 2600: Criminal Investigation
- CJE 2640*: Crime Scene Investigation
- CJE 2643*: Advanced Crime Scene Investigation
- CJE 2670*: Introduction to Forensic Science
- CJE 2672*: Fingerprint Classification
- CJE 2676*: Biological Evidence
- CJJ 2002: Juvenile Justice
- CJL 2100 A,B: Criminal Law
- CJL 2130 A,B: Criminal Evidence & Procedure
- DSC 1005: Terrorism
- EMS 1059C*: First Responder
- POS 1601: Foundations of the U.S. Constitution

* *Course will not transfer to A.A. degree.
A-Law Enforcement Academy Credit
B-Corrections Academy Credit
Criminal Justice Technology

Program Purpose: To transfer to Barry University’s Bachelor in Public Administration.

Employment Types: Law Enforcement Officer, Correctional Officer, Juvenile Justice Officer, Public or Private Security Guard or Detective. With bachelor’s degree one may qualify for local, state and federal law enforcement or corrections positions.

Program Length: 64 credit hours

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

Academic Division: Division of Technology and Professional Programs

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

COURSE INFORMATION

General Education (40 Credit Hours):

<table>
<thead>
<tr>
<th>Category</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>Communications</td>
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<tr>
<td>Humanities</td>
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</tr>
<tr>
<td>Science</td>
<td>6</td>
</tr>
<tr>
<td>Math</td>
<td>3</td>
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<tr>
<td>History</td>
<td>6</td>
</tr>
<tr>
<td>Electives</td>
<td>Any General Education Courses 16</td>
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Required Program Core (24 Credit Hours):

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>CJE 1000 A</td>
<td>Law Enforcement</td>
<td>3</td>
</tr>
<tr>
<td>CJC 1000 A</td>
<td>Corrections</td>
<td>3</td>
</tr>
<tr>
<td>CJI 1500</td>
<td>The Court System</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 1020 A</td>
<td>Criminal Justice System</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 2192</td>
<td>Conflict Management</td>
<td>3</td>
</tr>
<tr>
<td>CJE 2300</td>
<td>Police Administration &amp; Operations</td>
<td>3</td>
</tr>
<tr>
<td>CJC 2300</td>
<td>Corrections Administration &amp; Ops</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 2452</td>
<td>Justice Administration</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 2930</td>
<td>Criminal Justice Seminar</td>
<td>3</td>
</tr>
<tr>
<td>IDS 2182</td>
<td>Applied Ethics Seminar</td>
<td>3</td>
</tr>
</tbody>
</table>

A - Law Enforcement Academy Credit
B - Corrections Academy Credit
# Criminal Justice Technology

**Florida College/University:** Florida Gulf Coast University (FGCU)

**Program Purpose:** To transfer to FGCU’s Bachelor of Science in Criminology.

**Employment Types:** Law Enforcement Officer, Correctional Officer, Juvenile Justice Officer, Public or Private Security Guard or Detective. With bachelor’s degree graduates may qualify for local, state and federal law enforcement or corrections positions.

**Program Length:** 64 credit hours, up to 72 credit hours if student earns the A.A. degree at the same time for transfer to FGCU.

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

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

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

### COURSE INFORMATION

#### General Education (28 Credit Hours):
- **Communications:** 6
- **Humanities:** 3
- **Science:** 6
- **Math:** 6
- **U.S. Constitution:** 1
- **History:** 6

#### Required Program Core (36 Credit Hours):
- **CCJ 1020 A,B** Criminal Justice System 3
- **CCJ1600** Deviant Behavior 3
- **CJE 1000 A** Law Enforcement 3
  or  
- **CJC 1000 B** Corrections 3
- **CJL 1500** The Court System 3
- **CCJ 2192** Conflict Management 3
- **CJE 2300** Police Administration & Operations 3
  or  
- **CJC 2300** Corrections Administration & Ops 3
- **CJL 2100 A,B** Criminal Law 3
- **CJL 2130 A,B** Criminal Evidence and Procedure 3
- **CJJ 2002** Juvenile Justice 3
- **CJE 2600** Criminal Investigation 3
- **Electives** Select 6 credit hours from the elective program courses list 6

**Elective Program Courses:**
- **CJC 1000** Corrections 3
- **CJE 1000** Law Enforcement 3
- **CJE 1770** Crime Scene Photography 3
- **CCJ 2000** Crime & Delinquency: Nature and Causes 3
- **CCJ 2452** Justice Administration 3
- **CCJ 2930 B** Seminar - Contemporary Criminal Justice Issues 3
- **CJC 2300** Corrections Administration & Ops. 3
- **CJE 2300** Police Administration & Operations 3
- **CJE 2400 A** Police Community Relations 3
- **CJE 2640** Crime Scene Investigation 3
- **CJE 2643** Advanced Crime Scene Investigation 3
- **CJE 2670** Introduction to Forensic Science 3
- **CJE 2672** Fingerprint Classification 3
- **CJE 2676** Biological Evidence 3
- **DSC 1005** Terrorism 3
- **EMS 1059C** First Responder 3

*Course will not transfer to A.A. degree.*

**A - Law Enforcement Academy Credit**

**B - Corrections Academy Credit**

**A.A. Degree and Florida Gulf Coast University Bachelor of Science degree transfer option (9 Credit Hours):**

The following three additional General Education courses are required: Additional Humanities (3), Social Science Electives (3) and Personal Development (3).
# 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 want to advance in their professions.

**Employment Types:** Law Enforcement Officer, Crime Scene Investigator, Corrections Officer

**Program Length:** 64 credit hours

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

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

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

## General Education (15 Credit Hours):

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>College Composition</td>
<td>3</td>
</tr>
<tr>
<td>MAT 1033</td>
<td>Intermediate Algebra (or higher)</td>
<td>3</td>
</tr>
<tr>
<td>Select one of the following:</td>
<td></td>
<td>3</td>
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<tr>
<td>ENC 1102</td>
<td>Argument &amp; Persuasion</td>
<td>3</td>
</tr>
<tr>
<td>ENC 2210</td>
<td>Technical Communications</td>
<td>3</td>
</tr>
<tr>
<td>Select one of the following:</td>
<td></td>
<td>3</td>
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<tr>
<td>SYG 1000</td>
<td>Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SYG 2230</td>
<td>Race and Minority Relations</td>
<td>3</td>
</tr>
<tr>
<td>SYG 2430</td>
<td>Marriage and Family</td>
<td>3</td>
</tr>
<tr>
<td>PSY 2012</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Select one of the following:</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>CLP 1002</td>
<td>Personal &amp; Social Adjustment</td>
<td>3</td>
</tr>
<tr>
<td>HSC 1100</td>
<td>Concepts of Positive Living</td>
<td>3</td>
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## Program Courses (21 Credit Hours):

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>CCJ 1020</td>
<td>The Criminal Justice System</td>
<td>3</td>
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<tr>
<td>CCJ 1600</td>
<td>Deviant Behavior</td>
<td>3</td>
</tr>
<tr>
<td>CJE 2100</td>
<td>Criminal Law</td>
<td>3</td>
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<tr>
<td>CJE 2640*</td>
<td>Crime Scene Investigation</td>
<td>3</td>
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<tr>
<td>CGS 1060</td>
<td>Introduction to Computer Literacy</td>
<td>3</td>
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<tr>
<td>IDS 2182</td>
<td>Applied Ethics Seminar</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>Any CCJ, CJC, CJE, CJL, CJJ or DSC1005 course or EMS1059C, SUR2390, SUR2392, SUR2533 or SUR2534</td>
<td>3</td>
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## Corrections Track (28 Credit Hours):

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJC 2300</td>
<td>Corrections Administration</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 2452</td>
<td>Justice Administration</td>
<td>3</td>
</tr>
<tr>
<td>CJC 1000</td>
<td>Corrections</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 2000</td>
<td>Crime and Delinquency</td>
<td>3</td>
</tr>
<tr>
<td>CJE 2002</td>
<td>Juvenile Justice</td>
<td>3</td>
</tr>
<tr>
<td>CJL 1500</td>
<td>The Court System</td>
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</table>

## Crime Scene Investigation Track (28 Credit Hours):

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<tr>
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<th>Hours</th>
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<tr>
<td>*BSC 2085</td>
<td>Anatomy &amp; Physiology I</td>
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<td>*BSC 2085L</td>
<td>Anatomy &amp; Physiology I Lab</td>
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<tr>
<td>PSC 1121</td>
<td>Introduction to Physical Science</td>
<td>3</td>
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<tr>
<td>*CJE 1770</td>
<td>Crime Scene Photography</td>
<td>3</td>
</tr>
<tr>
<td>*CJL 2610</td>
<td>Courtroom Presentation of Scientific Evidence</td>
<td>3</td>
</tr>
<tr>
<td>*CJE 2643</td>
<td>Adv. Crime Scene Investigation</td>
<td>3</td>
</tr>
<tr>
<td>*CJE 2670</td>
<td>Introduction to Forensic Science</td>
<td>3</td>
</tr>
<tr>
<td>*CJE 2672</td>
<td>Fingerprint Classification</td>
<td>3</td>
</tr>
<tr>
<td>*CJE 2671</td>
<td>Latent Fingerprint Development</td>
<td>3</td>
</tr>
<tr>
<td>*CJE 2676</td>
<td>Biological Evidence</td>
<td>3</td>
</tr>
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</table>

## Law Enforcement Track (28 Credit Hours):

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJE 2300</td>
<td>Police Administration</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 2452</td>
<td>Justice Administration</td>
<td>3</td>
</tr>
<tr>
<td>CJE 1000</td>
<td>Law Enforcement</td>
<td>3</td>
</tr>
<tr>
<td>CJL 1500</td>
<td>The Court System</td>
<td>3</td>
</tr>
<tr>
<td>CJL 2130</td>
<td>Criminal Evidence &amp; Procedure</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 2192</td>
<td>Conflict Management</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 2002</td>
<td>Juvenile Justice</td>
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<tr>
<td>CCJ 2930</td>
<td>Criminal Justice Seminar</td>
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<td>Criminal Investigation</td>
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<td>CCJ 2000</td>
<td>Crime and Delinquency</td>
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<tr>
<td>POS 1601</td>
<td>U.S. Constitution</td>
<td>1</td>
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</table>
Criminal Justice Technology – Academy Tracks

Program Purpose: To prepare students for employment in the fields of corrections or law enforcement and to meet the needs of persons employed in those fields who want to advance in their professions.

Employment Types: Corrections Officer, Law Enforcement Officer

Program Length: 64 credit hours

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

Academic Division: Division of Technology and Professional Programs

Contact: (850) 201-8352, techedu@tcc.fl.edu or (850) 201-7000, Florida Public Safety Institute, Pat Thomas Law Enforcement Academy (PTLEA)

COURSE INFORMATION

General Education (15 Credit Hours):
- ENC1101 College Composition 3
- MAT 1033 Intermediate Algebra (or higher) 3

Social Science Select one of the following: 3
- SYG 1000 Principles of Sociology
- SYG 2230 Race and Minority Relations
- SYG 2430 Marriage and Family

AMH 1041 American Experience I 3

Personal Dev. Select one of the following: 3
- CLP 1002 Pers. & Social Adjustment
- HSC 1100 Concepts of Positive Living

Corrections Track (49 Credit Hours):
- CCJ 2930 Criminal Justice Seminar 3
- CGS 1060 Computer Literacy
- CCJ 1600 Deviant Behavior 3
- CJC 2162 Probation, Pardons & Parole 3
- CJC 2300 Corrections Admin & Ops 3
- CCJ 2452 Justice Administration
- CJJ 2002 Juvenile Justice 3
- CCJ 2192 Conflict Management 3
- IDS 2182 Applied Ethics Seminar 3
- Academy Credit 28

Law Enforcement Track (49 Credit Hours):
- CJE 2300 Police Administration 3
- CCJ 2452 Justice Administration
- CJL 1500 The Court System 3
- CCJ 2192 Conflict Management 3
- CCJ 2000 Crime and Delinquency 3
- IDS 2182 Applied Ethics Seminar 3
- Academy Credit 34
Certificate Program

Law Enforcement

Program Purpose: This program is established for the purpose of providing job-related training to candidates for full-time or part-time law enforcement officers that require entry level certification in accordance with Chapter 11B-35, Florida Administrative Code (F.A.C.), and Chapter 943, Florida Statutes (F.S.).

Employment Types: Law Enforcement Officer

Program Length: 497-834 clock hours, depending upon previous certification(s).

Admission Requirements: Applicants must be at least 19 years of age, a U.S. citizen and have a high school diploma or GED. Applicants must not have had a dishonorable discharge from the Armed Forces of the United States or any felony convictions. Applicant must take the Basic Abilities Test and achieve required scores. Additionally, applicants must have a physical examination prior to program entry.

Academic Division: Florida Public Safety Institute, Pat Thomas Law Enforcement Academy (PTLEA)

Contact: (850) 201-7000

Florida CMS Law Enforcement Basic Recruit Training Program

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>CJK 0007</td>
<td>Introduction to Law Enforcement</td>
<td>11</td>
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<tr>
<td>CJK 0008</td>
<td>Legal</td>
<td>69</td>
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<tr>
<td>CJK 0017</td>
<td>Communications</td>
<td>76</td>
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<tr>
<td>CJK 0011</td>
<td>Human Issues</td>
<td>40</td>
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<tr>
<td>CJK 0061</td>
<td>Patrol I</td>
<td>58</td>
</tr>
<tr>
<td>CJK 0062</td>
<td>Patrol II</td>
<td>40</td>
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<tr>
<td>CJK 0076</td>
<td>Crime Scene Investigations</td>
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<tr>
<td>CJK 0071</td>
<td>Criminal Investigations</td>
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<tr>
<td>CJK 0082</td>
<td>Traffic Stops</td>
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<tr>
<td>CJK 0083</td>
<td>DUI Traffic Stops</td>
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<td>CJK 0086</td>
<td>Traffic Crash Investigations</td>
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<td>CJK 0020</td>
<td>CMS Law Enforcement Vehicle Operations</td>
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<td>CJK 0031</td>
<td>CMS First Aid for Criminal Justice Officers</td>
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<td>CJK 0040</td>
<td>CMS Criminal Justice Firearms</td>
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<td>CJK 0096</td>
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<td>CJK 0241</td>
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<td>CJD 0234</td>
<td>State Exam Review Course</td>
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<td>TOTAL PTLEA PROGRAM HOURS</td>
<td></td>
<td>834</td>
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</table>

Correctional Officer Cross-Over Training to Florida CMS Law Enforcement Basic Recruit

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJK 0221</td>
<td>Correctional Cross-Over to Law Enforcement</td>
<td>47</td>
</tr>
<tr>
<td>CJK 0222</td>
<td>Correctional Cross-Over to Law Enforcement</td>
<td>56</td>
</tr>
<tr>
<td>CJK 0223</td>
<td>Correctional Cross-Over to Law Enforcement</td>
<td>32</td>
</tr>
<tr>
<td>CJK 0061</td>
<td>Patrol I</td>
<td>58</td>
</tr>
<tr>
<td>CJK 0062</td>
<td>Patrol II</td>
<td>40</td>
</tr>
<tr>
<td>CJK 0076</td>
<td>Crime Scene Investigations</td>
<td>24</td>
</tr>
<tr>
<td>CJK 0071</td>
<td>Criminal Investigations</td>
<td>56</td>
</tr>
<tr>
<td>CJK 0082</td>
<td>Traffic Stops</td>
<td>24</td>
</tr>
<tr>
<td>CJK 0083</td>
<td>DUI Traffic Stops</td>
<td>24</td>
</tr>
<tr>
<td>CJK 0086</td>
<td>Traffic Crash Investigations</td>
<td>32</td>
</tr>
<tr>
<td>CJK 0020</td>
<td>CMS Law Enforcement Vehicle Operations</td>
<td>48</td>
</tr>
<tr>
<td>CJK 0040</td>
<td>CMS Criminal Justice Firearms</td>
<td>80</td>
</tr>
<tr>
<td>CJK 0422</td>
<td>Dart Firing Stun Gun</td>
<td>8</td>
</tr>
<tr>
<td>CJK 0241</td>
<td>Application Based Scenario Course</td>
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<tr>
<td>CJD 0234</td>
<td>State Exam Review Course</td>
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<td>TOTAL PTLEA PROGRAM HOURS</td>
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Correctional Probation Officer Cross-Over Training to Florida CMS Law Enforcement Basic Recruit Training Program

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJK 0221</td>
<td>Correctional Cross-Over to Law Enforcement</td>
<td>47</td>
</tr>
<tr>
<td>CJK 0222</td>
<td>Correctional Cross-Over to Law Enforcement</td>
<td>56</td>
</tr>
<tr>
<td>CJK 0223</td>
<td>Correctional Cross-Over to Law Enforcement</td>
<td>32</td>
</tr>
<tr>
<td>CJK 0061</td>
<td>Patrol I</td>
<td>58</td>
</tr>
<tr>
<td>CJK 0062</td>
<td>Patrol II</td>
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<tr>
<td>CJK 0076</td>
<td>Crime Scene Investigations</td>
<td>24</td>
</tr>
<tr>
<td>CJK 0071</td>
<td>Criminal Investigations</td>
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</tr>
<tr>
<td>CJK 0082</td>
<td>Traffic Stops</td>
<td>24</td>
</tr>
<tr>
<td>CJK 0083</td>
<td>DUI Traffic Stops</td>
<td>24</td>
</tr>
<tr>
<td>CJK 0086</td>
<td>Traffic Crash Investigations</td>
<td>32</td>
</tr>
<tr>
<td>CJK 0020</td>
<td>CMS Law Enforcement Vehicle Operations</td>
<td>48</td>
</tr>
<tr>
<td>CJK 0040</td>
<td>CMS Criminal Justice Firearms</td>
<td>80</td>
</tr>
<tr>
<td>CJK 0422</td>
<td>Dart Firing Stun Gun</td>
<td>8</td>
</tr>
<tr>
<td>CJK 0241</td>
<td>Application Based Scenario Course</td>
<td>24</td>
</tr>
<tr>
<td>CJD 0234</td>
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<tr>
<td>TOTAL PTLEA PROGRAM HOURS</td>
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Certificate Programs

Corrections

Program Purpose: This program provides job-related training to students for full-time or part-time correctional officer positions that require entry level certification in accordance with Chapter 943, Florida Statutes (F.S.) and Chapter 11B-35, Florida Administrative Code (F.A.C.).

Employment Types: Corrections Officer

Program Length: 239-592 clock hours, depending upon previous certification(s).

Admission Requirements: Applicants must be at least 19 years of age, a U.S. citizen and have a high school diploma or GED. Applicants may be a dual enrollment student covered by an articulation agreement between TCC and one of its district school boards. Applicants must not have had a dishonorable discharge from the Armed Forces of the United States or any felony convictions. Applicant must take the Basic Abilities Test and achieve required scores. Additionally, applicants must have a physical examination prior to program entry.

Academic Division: Florida Public Safety Institute, Pat Thomas Law Enforcement Academy (PTLEA)

Contact: (850) 201-7000

COURSE INFORMATION AND CLOCK HOURS

Traditional Correctional Basic Recruit Training Program

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Clock Hours</th>
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<tbody>
<tr>
<td>CJD 770</td>
<td>Criminal Justice Legal 1</td>
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<td>CJD 771</td>
<td>Criminal Justice Legal 2</td>
<td>22</td>
</tr>
<tr>
<td>CJD 772</td>
<td>Criminal Justice Communications</td>
<td>42</td>
</tr>
<tr>
<td>CJK 0283</td>
<td>Interpersonal Skills 1</td>
<td>62</td>
</tr>
<tr>
<td>CJD 750</td>
<td>Interpersonal Skills 2</td>
<td>50</td>
</tr>
<tr>
<td>CJK 0051</td>
<td>CMS Criminal Justice Defensive Tactics</td>
<td>80</td>
</tr>
<tr>
<td>CJK 0040</td>
<td>CMS Criminal Justice Firearms</td>
<td>80</td>
</tr>
<tr>
<td>CJK 0031</td>
<td>CMS First Aid for Criminal Justice Officers</td>
<td>40</td>
</tr>
<tr>
<td>CJD 741</td>
<td>Emergency Preparedness</td>
<td>26</td>
</tr>
<tr>
<td>CJD 752</td>
<td>Correctional Operations</td>
<td>64</td>
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<tr>
<td>CJK 0280</td>
<td>Criminal Justice Officer Physical Fitness</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>Training</td>
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<td></td>
<td><strong>CJSTC REQUIRED HOURS</strong></td>
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<td><strong>TOTAL PTLEA PROGRAM HOURS</strong></td>
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Law Enforcement Officer Cross-Over Training to Traditional Correctional Basic Recruit Training Program

<table>
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<tr>
<th>Course</th>
<th>Title</th>
<th>Clock Hours</th>
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<td>CJK 0204</td>
<td>Law Enforcement Cross-Over to Correctional Introduction</td>
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<td>CJD 741</td>
<td>Emergency Preparedness</td>
<td>26</td>
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<tr>
<td>CJD 750</td>
<td>Interpersonal Skills 2</td>
<td>50</td>
</tr>
<tr>
<td>CJD 752</td>
<td>Correctional Operations</td>
<td>64</td>
</tr>
<tr>
<td></td>
<td><strong>CJSTC REQUIRED HOURS</strong></td>
<td><strong>199</strong></td>
</tr>
<tr>
<td>CJD 0234</td>
<td>State Exam Review Course</td>
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<td></td>
<td><strong>TOTAL PTLEA PROGRAM HOURS</strong></td>
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Correctional Probation Officer Cross-Over Training to Traditional Correctional Basic Recruit Training Program

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Clock Hours</th>
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</thead>
<tbody>
<tr>
<td>CJK 0277</td>
<td>Correctional Probation Cross-over to Correctional Legal and Communications</td>
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<td>CJK 0278</td>
<td>Correctional Probation Cross-over to Correctional Interpersonal Skills 1</td>
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<tr>
<td>CJK 0279</td>
<td>Correctional Probation Cross-over to Correctional Interpersonal Skills 2</td>
<td>35</td>
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<tr>
<td>CJD 741</td>
<td>Emergency Preparedness</td>
<td>26</td>
</tr>
<tr>
<td>CJD 752</td>
<td>Correctional Operations</td>
<td>64</td>
</tr>
<tr>
<td>CJK 0040</td>
<td>CMS Criminal Justice Firearms</td>
<td>80</td>
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<td></td>
<td><strong>CJSTC REQUIRED HOURS</strong></td>
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<tr>
<td></td>
<td><strong>TOTAL PTLEA PROGRAM HOURS</strong></td>
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</table>
Certificate Program

Correctional Probation

**Program Purpose:** This program provides job-related training to candidates for full-time or part-time correctional probation officer positions that require entry level certification in accordance with Chapter 943, Florida Statutes (F.S.) and Chapter 11B-35, Florida Administrative Code (F.A.C.).

**Employment Types:** Correctional Probation Officer

**Program Length:** 239-592 clock hours, depending upon previous certification(s).

**Admission Requirements:** Applicants must be at least 19 years of age, a U.S. citizen and have a high school diploma or GED. Applicants must not have had a dishonorable discharge from the Armed Forces of the United States or any felony convictions. Applicant must take the Basic Abilities Test and achieve required scores. Additionally, applicants must have a physical examination prior to program entry.

**Academic Division:** Florida Public Safety Institute, Pat Thomas Law Enforcement Academy (PTLEA)

**Contact:** (850) 201-7000

### COURSE INFORMATION AND CLOCK HOURS

**Florida Correctional Probation Basic Recruit Training Program**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Clock Hours</th>
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<tbody>
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<td>CJK 0271</td>
<td>Correctional Probation Legal</td>
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<tr>
<td>CJK 0272</td>
<td>CPO /IPS Communication Skills</td>
<td>44</td>
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<tr>
<td>CJK 0273</td>
<td>CPO Caseload Management</td>
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</tr>
<tr>
<td>CJK 0274</td>
<td>CPO Supervision</td>
<td>88</td>
</tr>
<tr>
<td>CJK 0275</td>
<td>CPO Investigations</td>
<td>39</td>
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<tr>
<td>CJK 0276</td>
<td>CPO Mgt Information Systems</td>
<td>27</td>
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<tr>
<td>CJK 0255</td>
<td>CMS Correctional Probation Firearms</td>
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<tr>
<td>CJK 0031</td>
<td>CMS First Aid for Criminal Justice Officers</td>
<td>40</td>
</tr>
<tr>
<td>CJK 0051</td>
<td>CMS Criminal Justice Defensive Tactics</td>
<td>80</td>
</tr>
<tr>
<td>CJK 0281</td>
<td>Criminal Justice Officer Physical Fitness Training</td>
<td>334</td>
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<tr>
<td></td>
<td><strong>CJSTC REQUIRED HOURS</strong></td>
<td><strong>465</strong></td>
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<tr>
<td>CJD 0234</td>
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<td></td>
<td><strong>TOTAL PITLEA PROGRAM HOURS</strong></td>
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**Crossover from Correctional Officer to Correctional Probation Basic Recruit Training Program**

<table>
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<th>Course Code</th>
<th>Course Title</th>
<th>Clock Hours</th>
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<tbody>
<tr>
<td>CJK 0230</td>
<td>Correctional Cross-Over to Correctional Probation Legal and Communications</td>
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<tr>
<td>CJK 0231</td>
<td>Correctional Cross-Over to Correctional Probation Supervision</td>
<td>57</td>
</tr>
<tr>
<td>CJK 0232</td>
<td>Correctional Cross-Over to Correctional Probation Investigations</td>
<td>30</td>
</tr>
<tr>
<td>CJK 0273</td>
<td>CPO Caseload Management</td>
<td>40</td>
</tr>
<tr>
<td>CJK 0276</td>
<td>CPO Mgt Information Systems</td>
<td>27</td>
</tr>
<tr>
<td></td>
<td><strong>CJSTC REQUIRED HOURS</strong></td>
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<tr>
<td>CJD 0234</td>
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<tr>
<td></td>
<td><strong>TOTAL PITLEA PROGRAM HOURS</strong></td>
<td><strong>212</strong></td>
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**Crossover from Law Enforcement Officer to Correctional Probation Officer Basic Recruit Training Program**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Clock Hours</th>
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<tbody>
<tr>
<td>CJK 0252</td>
<td>Law Enforcement Cross-Over to Correctional Probation Legal and Investigations</td>
<td>18</td>
</tr>
<tr>
<td>CJK 0256</td>
<td>Law Enforcement Cross-Over to Correctional Probation Caseload Management</td>
<td>27</td>
</tr>
<tr>
<td>CJK 0257</td>
<td>Law Enforcement Cross-Over to Correctional Probation Supervision</td>
<td>40</td>
</tr>
<tr>
<td>CJK 0276</td>
<td>CPO Mgt Information Systems</td>
<td>27</td>
</tr>
<tr>
<td></td>
<td><strong>CJSTC REQUIRED HOURS</strong></td>
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<tr>
<td>CJD 0234</td>
<td>State Exam Review Course</td>
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<tr>
<td></td>
<td><strong>TOTAL PITLEA PROGRAM HOURS</strong></td>
<td><strong>152</strong></td>
</tr>
</tbody>
</table>
### Program Purpose:
This program prepares students for employment as a Volunteer Firefighter (Firefighter I) and a Firefighter (Firefighter II).

### Employment Types:
Volunteer Firefighter, Firefighter

### Program Length:
225-450 clock hours, depending on certification sought.

### Admission Requirements:
Applicants must be at least 18 years of age and have a high school diploma or GED. Applicant must take the Test of Adult Basic Education (TABE) or College Placement Test (CPT) and achieve required scores. Additionally, applicants must have a physical examination prior to program entry.

### Academic Division:
Florida Public Safety Institute, Tallahassee Fire Academy

### Contact:
(850) 201-7000

### COURSE INFORMATION AND CLOCK HOURS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FFP 0010</td>
<td>Firefighter I</td>
<td>225</td>
</tr>
<tr>
<td>FFP 0020</td>
<td>Firefighter II</td>
<td>225</td>
</tr>
</tbody>
</table>

**TOTAL PROGRAM HOURS**
450
Program Purpose: The purpose of this program is to prepare students for employment as a dispatcher for police, fire and ambulance as well as emergency medical dispatcher (EMD).

Employment Types: Telecommunications Officer, Dispatcher, Communications Officer

Program Length: 232 clock hours.

Admission Requirements: Applicants must have a high school diploma or GED, or must be a dual enrollment student covered by an articulation agreement between TCC and one of its district school boards.

Academic Division: Florida Public Safety Institute, Pat Thomas Law Enforcement Academy (PTLEA)

Contact: (850) 201-7000

COURSE INFORMATION AND CLOCK HOURS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Clock Hours</th>
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</thead>
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<tr>
<td>CJD 520</td>
<td>Public Safety Telecommunications</td>
<td>208</td>
</tr>
<tr>
<td>CJD 199</td>
<td>Emergency Medical Dispatcher</td>
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</tr>
<tr>
<td>TOTAL PROGRAM HOURS</td>
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<td>232</td>
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</table>
**Unarmed Private Security Officer**

<table>
<thead>
<tr>
<th>Program Purpose:</th>
<th>This program prepares students to meet the minimum standards for class “D” licensure as an unarmed private security officer through the Department of Agriculture. This license ensures that the public is served by private security officers who are ethical, qualified and well-trained.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment Types:</td>
<td>Unarmed Private Security Officer</td>
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<tr>
<td>Program Length:</td>
<td>40 clock hours</td>
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<tr>
<td>Admission Requirements:</td>
<td>Applicants must have a high school diploma or GED, or must be a dual enrollment student covered by an articulation agreement between TCC and one of its district school boards.</td>
</tr>
<tr>
<td>Academic Division:</td>
<td>Florida Public Safety Institute, Pat Thomas Law Enforcement Academy (PTLEA)</td>
</tr>
<tr>
<td>Contact:</td>
<td>(850) 201-7000</td>
</tr>
</tbody>
</table>

**COURSE INFORMATION AND CLOCK HOURS**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Hours</th>
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<tbody>
<tr>
<td>CJT 0800</td>
<td>Private Security Officer Course A</td>
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<tr>
<td>CJT 0802</td>
<td>Private Security Officer Course B</td>
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<td>TOTAL PROGRAM HOURS</td>
<td>40</td>
</tr>
</tbody>
</table>

*Check with Admissions Office for program code (850) 201-8555.*
Certificate Program

Armed Private Security Officer*

Program Purpose: This program prepares students to meet the minimum standards for class “G” licensure as an armed private security officer through the Department of Agriculture. This license ensures that the public is served by private security officers who are ethical, qualified and well-trained.

Employment Types: Armed Private Security Officer

Program Length: 28 clock hours

Admission Requirements: Applicants must have a high school diploma or GED, or must be a dual enrollment student covered by an articulation agreement between TCC and one of its district school boards.

Academic Division: Florida Public Safety Institute, Pat Thomas Law Enforcement Academy (PTLEA)

Contact: (850) 201-7000

COURSE INFORMATION AND CLOCK HOURS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>CJT 0801</td>
<td>Armed Private Security Officer</td>
<td>28</td>
</tr>
</tbody>
</table>

TOTAL PROGRAM HOURS 28

* Check with Admissions Office for program code (850) 201-8555.
Paralegal/Legal Studies

Program Purpose: This program prepares students for entry into the field of Paralegal and/or Legal Studies to perform effectively as a part of a legal services team. The course work in the program also serves as an informal primer for students considering law school.

Employment Types: Paralegal, Legal Assistant

Program Length: 64 credit hours

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

Academic Division: Division of Technology and Professional Programs

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

Program Courses (40 Credit Hours):

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
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<td>BUL 2241</td>
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<td>BUL 2242</td>
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<td>PLA 1003</td>
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<td>PLA 2223</td>
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<tr>
<td>CJE 2600</td>
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</tbody>
</table>

*Special Note: Students who intend to earn a Paralegal and Legal Studies Associate of Science degree in a timely manner should pay close attention to the paralegal classes offered each semester and make enrolling in paralegal classes their first scheduling priority. The courses in this program are primarily offered as Web-based or evening classes.
EDUCATION

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

Educator Preparation Institute*
Alternative Certification Program (F001)

Recreation Technology (2124)

Personal Training, Certificate

*This program is not currently offered.
Early Childhood Development and Education

Program Purpose: To prepare students seeking careers in Early Childhood Education, Child Care Facility Management and/or Child Care Facility Ownership.

Employment Types: Early Childhood Teacher, Child Care Facility Director

Program Length: 63 credit hours

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

Academic Division: Division of Technology and Professional Programs

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

COURSE INFORMATION

General Education (18 Credit Hours):
- ENC 1101 College Composition 3
- SYG 1000 Principles of Sociology 3
- SPC 1017 Interpersonal Communication 3
- PSY 2012 General Psychology 3
- EDF 1004 Educational Field Experience* 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

Early Childhood Education Courses (45 Credit Hours):
- EEC 1308 Education of the Young Child* 3
- EEC 1603 Early Childhood Dev. & Guidance* 3
- EEC 1907 Directed Observation & Participation* 3
- EEC 2401 Home, School, and Community in Early Childhood Education 3
- EDG 1319 Special Topics 3
- EEC 1600 Guiding the Young Child 3
- EEX 2010 Disabling Conditions in Young Children 3
- CHD 2220 Child Development 3
- LIT 2330 Children's Literature 3
- PEM 1101 Theory & Practice of Adult Fitness 2
- CGS 1060 Introduction Computer Literacy 3
- EEC 2523** Early Childhood Organizational Leadership and Management (Advanced Director's Credential Course) 3

Select two of the following: 6
- EEC 2521 Management of Childcare Center (Director's Credential Course)
- EEC 1300 Cognitive Experiences for Young Children
- EEC 1312 Creative Experiences for Young Children

Electives 7

* Students can earn a Florida Child Care Professional Credential (FCCPC) equivalent certificate recognized by the Florida Department of Children and Families (formerly CDA) by completing these five courses: EEC1308, EEC1603, EEC1907, EEC2401, EDF1004. Students who already have a current CDA or FCCPC may receive credit for EEC1308, EDF1004 and EEC1907 upon submission of a copy of their current CDA or FCCPC certificate to the Division of Technology and Professional Programs or Enrollment Services.

** Optional course.
Associate in Science

Recreation Technology

Program Purpose: This program prepares students for careers as recreation leaders, recreation supervisors, group recreation workers, activity leaders or recreation facility attendants

Employment Types: Recreation Leaders, Recreation Supervisors, Group Recreation Workers, Activity Leaders or Recreation Attendants

Program Length: 63 credit hours

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

Academic Division: Division of Technology and Professional Programs

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

COURSE INFORMATION

General Education (15 Credit Hours):

- ENC 1101 College Composition 3
- HSC 1100 Concepts of Positive Living 3
- SYG 1000 Principles of Sociology 3
- Elective General Science Course 3
- College Math Select one of the following: 3
  - MGF 1106 Mathematics I for Liberal Arts
  - MGF 1107 Mathematics II for Liberal Arts
  - MAC 1105 College Algebra
- STA 2023 Introductory Statistics

Program Courses (45 Credit Hours):

- LEI 1000 Introduction to Recreation and Leisure Services 3
- LEI 1541 Outdoor Recreation Management 4
- LEI 2730 Adaptive Therapeutic Recreation 4
- PET 2000C Introduction to Physical Education 3
- PEO 2033 Officiating Techniques for Individual Sports 2
- PEM 1101 Adult Fitness 2
- PET 2084 Exercise Education 3
- SPC 1017 Fundamentals of Interpersonal Communication: 3
- CGS 1060* Introduction to Computer Literacy 3
- EDF 1004 Educational Field Experience 3
- Select one of the following: 1
  - PEL 1341 Beginning Tennis
  - PEL 1621 Beginning Basketball
- Select one of the following: 3
  - DEP 2004 Human Growth and Development
  - EEC 1603 Early Childhood Development & Guidance
- Select one of the following:
  - EEC 2401 Home, School, and Community and Early Childhood Education
  - PSY 2012 General Psychology
  - Select two of the following activity courses: 2
    - PEL 1320 Volleyball
    - PEL 1342 Intermediate Tennis
    - PEM 1171 Aerobics
    - PEM 1121 Beginning Golf
    - DAA 1300 Social Dance
    - DAA 1304 Dance: Swinging with Technique
  - Select one of the following electives: 3
    - CCJ 2500 Juvenile Justice
    - CCJ 2400 Police Community Relations
    - SYG 2230 Race and Minority
    - EEC 1308 Education of the Young Child
  - Select two of the following courses: 6
    - THE 1000 Introduction to Theatre
    - EEC 1907 Direct Observation and Participation
    - REA 1105 College Reading Techniques
    - LIT 2330 Children's Literature
    - ART 1340C Drawing Techniques
    - ART 1201C Methods and Concepts I
    - ART 1300C Basic Freehand Drawing
    - PEM 1770 Personal Training
    - Two Elective Credits

*Exemption exam available: See Technology and Professional Programs Web site (www.tcc.fl.edu/tpp)
Program Purpose: This program provides the trainer or student with basic knowledge to successfully pass the Personal Trainer Strength and Condition assessment. Completion of this program will also provide student with basic knowledge useful in start-up opportunities, in addition to knowledge necessary for health club management.

Employment Types: Personal trainer, Health Club Management

Program Length: 15 semester hours

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

Academic Division: Division of Technology and Professional Programs

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

COURSE INFORMATION

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<thead>
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<th>Course</th>
<th>Title</th>
<th>Hours</th>
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<td>Personal Training Fundamentals and Techniques</td>
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<td>GEB 1011</td>
<td>Introduction to Business</td>
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<tr>
<td>CGS 2100</td>
<td>Microcomputer Applications for Business</td>
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<tr>
<td>PET 2622C</td>
<td>Care and Prevention of Athletic Injuries</td>
<td>3</td>
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<tr>
<td>PEM 1101</td>
<td>Theory and Practice of Adult Fitness</td>
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ENGINEERING AND TECHNOLOGY

Biotechnology, A.S. (2152)

Building Construction, Certificate

Civil Engineering Technology, A.S. (2122)

Computer-Aided Drafting and Design (CADD) Technology, Certificate (6314)

Construction Engineering Technology, A.A.S.
  –Building Construction (A110)
  –Construction Management (A112)

Drafting and Design Technology, A.S.
  –CAD Specialization (2135)
  –GIS Specialization (2136)

Electronics Engineering Technology, A.A.S.
  –Electronics Specialization (A113)
  –Computer Electronics (A114)

Geographic Information Systems (GIS) Technology, Certificate (6320)

Industrial Technology, A.A.S.
  –Air Conditioning, Refrigeration and Heating (A116)
  –Aviation Maintenance (A118)
  –Automotive Service (A117)
  –Industrial Management Specialization (A115)

Technology Education, A.S.
  –Architecture (2144)
  –Computer Networking Services (2146)
  –Construction (2147)
  –Geographic Information System (GIS)/Mapping (2148)
Program Purpose: To develop competent and professional biotechnicians who are proficient in entry-level biotechnology techniques, laboratory safety, and have a high degree of adaptability to changing technology.

Employment Types: Biotechnology Lab Assistant, Quality Control Technician, Manufacturing Technician

Program Length: 61 credit hours, 46 credit hours at TCC and 15 hours at Santa Fe Community College

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

Academic Division: Division of Science and Mathematics

Contact: (850) 201-8499 or biotech@tcc.fl.edu

Course Information

**TCC Courses (46 Credit Hours):**
- BSC 1404C Introduction to Biotechnology Methods 3
- BSC 1421 Introduction to Biotechnology 1
- BSC 2010 General Biology I 3
- BSC 2010L General Biology I Laboratory 1
- BSC 2085 Anatomy & Physiology I 3
- BSC 2085L Anatomy & Physiology I Laboratory 1
- BSC 2086 Anatomy & Physiology II 3
- BSC 2086L Anatomy & Physiology II Laboratory 1
- CHM 1030 General Chemistry for Allied Health 3
- CHM 1030L General Chemistry for Allied Health Lab 1
- CHM 1031 Physiological Chemistry for Allied Health 3
- CHM 1031L Physiological Chemistry for Allied Health Lab 1
- ENC 1101 Composition 3
- ENC 2210 Technical Communications 3
- MAC 1105 College Algebra 3
- MCB 2004 Microbiology 3
- MCB 2004L Microbiology Laboratory 1
- PHI 2600 Introduction to Ethics 3
- PSY 2012 Psychology 3
- STA 2023 Introductory Statistics 3

**Santa Fe Community College Courses (15 Credit Hours):**
- BCS 2401C Biotechnology Methods I 3
- BSC 2402C Biotechnology Methods II 3
- BSC 2419C Protein Biotech & Cell Culture 3
- BSC 2941 Biotechnology Industry Intern 6
Certificate Program

Building Construction

Program Purpose: To prepare students with technical knowledge and skills needed for the entry level occupation in the Building Construction.

Employment Type: Cost Estimator, Field Supervisor, Scheduler, Surveyors

Program Length: 33 credit hours

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

Academic Division: Division of Technology and Professional Programs

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

Course Information

EGS 1111C Engineering Graphics 3
MAC 1105 College Algebra 3
MAC 2114 Trigonometry 3
BCN 2230 Construction Materials and Methods 3
BCT 2600 Construction Estimating & Concepts 3
BCT 2705 Construction Management 3
SUR 2100C Fund. Of Land Surveying 3
SUR 2200C Route Surveying 3
BCN 2704 Construction Contract, Code & Laws 3
EGS2941 Internship in Engineering & Technology 3

*Program Elective 3

*Select program elective course with BCN, BCT, EGS, ETD, ETG or SUR prefix.
Associate in Science

Civil Engineering Technology

**Program Purpose:** To prepare students for transfer to the University of Central Florida (UCF) as a junior to earn the Bachelor of Science (B. S.) Degree in Engineering Technology.

**Employment Types:** Civil Engineer Assistant, CAD Technician, Surveying Technician, Structural Design Assistant, Equipment Distributor

**Program Length:** 63 credit hours

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

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

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

### COURSE INFORMATION

<table>
<thead>
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<th>General Education (18 Credit Hours)</th>
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<tr>
<td>ENC 1101  College Composition</td>
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<tr>
<td>MAC 1105  College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MAC 2114  Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>GLY 1030  Environmental Geology</td>
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<tr>
<td>SPC 1017  Interpersonal Communications</td>
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<tr>
<td>CGS 1060*  Computer Literacy</td>
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<tr>
<td>EGS 1111C  Engineering Graphics</td>
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<td>ETD 1320  Introduction to CAD</td>
<td>3</td>
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<tr>
<td>EGS 2112C  Computer Application, Drafting &amp; Design</td>
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<tr>
<td>ETD 2340  Advanced CAD</td>
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<tr>
<td>ETC 2520  Statics</td>
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<td>ETG 2530  Strength of Materials</td>
<td>3</td>
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<tr>
<td>BCN 2230  Construction Materials and Methods</td>
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<tr>
<td>BCN 2272  Plans Interpretation</td>
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<td>BCT 2770  Construction Estimating &amp; Concepts</td>
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<td>ETC 1500  Highways and Transportation</td>
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<td>SUR 2100C  Fundamentals of Surveying</td>
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<td>SUR 2200C  Route Surveying</td>
<td>3</td>
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<tr>
<td>SUR 2400  Legal Principle of Land Surveying</td>
<td>3</td>
</tr>
<tr>
<td>EGS 2941  Internship</td>
<td>3</td>
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**Articulated Courses**

The following articulated courses are designed to prepare students for transfer into the Engineering program at the University of Central Florida (UCF).

The following TCC courses can be counted as 12-credit hours of lower level electives towards the Engineering degree at UCF.

- EGS1111C  Engineering Graphics 3
- ETD1320  Introduction to CAD 3
- SUR 2100C  Fundamentals of Land Surveying 3
- ETC1500  Highways and Transportation 3

The following TCC course is equivalent to UCF’s ETD 3350C Applied CADD

- ETD 2340  Advanced CAD 3

The following TCC course is equivalent to UCF’s ETG3533 Applied Engineering Strength of Materials

- ETG2530  Strength of Materials 3

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

*Exemption exam available: See Technology and Professional Programs Web site (www.tcc.fl.edu/tpp).
# Computer-Aided Drafting and Design Technology

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

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

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

## COURSE INFORMATION

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<tr>
<td>EGS 111C</td>
<td>Engineering Graphics</td>
<td>3</td>
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<tr>
<td>CGS 1060*</td>
<td>Introduction to Computer Literacy</td>
<td>3</td>
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<tr>
<td>ETD 1320</td>
<td>Introduction to CAD</td>
<td>3</td>
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<tr>
<td>EGS 2112C</td>
<td>Computer App. in Drafting &amp; Design</td>
<td>3</td>
</tr>
<tr>
<td>ETD 2340</td>
<td>Advanced CAD</td>
<td>3</td>
</tr>
<tr>
<td>SUR 2390</td>
<td>GIS App in Engineering &amp; Technology</td>
<td>3</td>
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<tr>
<td>SUR 2533</td>
<td>Global Positioning Systems (GPS)</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>BCN 2272</td>
<td>Plans Interpretation</td>
<td>3</td>
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<tr>
<td>EGS 2941</td>
<td>Internship in Engineering &amp; Tech.</td>
<td>3</td>
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<td>BCN2230, CGS1520, ETC1500, SUR2534, SUR2392, SUR2200, SUR2400, or SUR2100C</td>
<td>3</td>
</tr>
</tbody>
</table>

*Exemption exam available: See Technology and Professional Programs Web site (www.tcc.fl.edu/tpp).*
## Associate in Applied Science

### Construction Engineering Technology

**Program Purpose:** To provide students with the technical knowledge and skills demanded in modern construction technology. This program prepares students for a wide variety of careers in residential and commercial construction projects.

**Employment Types:** Project Manager, Estimator, Scheduler, Field Supervisor, Inspector, Contractor

**Program Length:** 64 credit hours

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

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

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

### COURSE INFORMATION

#### General Education (16 Credit Hours):

<table>
<thead>
<tr>
<th>Course</th>
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<th>Credit Hours</th>
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<tbody>
<tr>
<td>ENC 1101</td>
<td>College Composition</td>
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<tr>
<td>MAC 1105</td>
<td>College Algebra and Calculus</td>
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<tr>
<td>MAC 2114</td>
<td>Trigonometry</td>
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<td>GLY 2010</td>
<td>Physical Geology</td>
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<td>GLY 2010L</td>
<td>Physical Geology Laboratory</td>
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<td>Any Social Science course</td>
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#### Building Construction Specialization (27 Credit Hours):

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<thead>
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<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ETD 1320</td>
<td>Introduction to CAD</td>
<td>3</td>
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<tr>
<td>ETD 2340</td>
<td>Advanced CAD</td>
<td>3</td>
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<tr>
<td>EGS 2112C</td>
<td>Computer Application in Drafting &amp; Design</td>
<td>3</td>
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<tr>
<td>BCN 2272</td>
<td>Plans Interpretation</td>
<td>3</td>
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<td>ETG 2520</td>
<td>Statics</td>
<td>3</td>
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<td>ETG 2530</td>
<td>Strength of Materials</td>
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<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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#### Construction Management Specialization (27 Credit Hours):

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<td>MAN 2021</td>
<td>Introduction to Management</td>
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<td>BUL 2241</td>
<td>Legal Concepts of Business</td>
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<td>ACG 2021</td>
<td>Financial Accounting</td>
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<td>ACG 2071</td>
<td>Managerial Accounting</td>
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<td>CCJ 2192</td>
<td>Intro to Conflict Management</td>
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<td>IDS 2182</td>
<td>Applied Ethics Seminar</td>
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<tr>
<td>Elective*</td>
<td>Program Electives</td>
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* Program Requirement: Select from the following: BCN2272, EGS2112C, ETC1500, ETD1320, ETD2340, ETG2520, ETG2530, ETD2375C, SUR2100C, SUR2200, SUR2390, SUR2392, SUR2400, SUR 2534, or SUR2533.

**Exemption exam available: See Technology and Professional Programs Web site (www.tcc.fl.edu/tpp).**
Drafting and Design Technology

Program Purpose: To prepare students with technical knowledge and skills that enable them to translate the ideas, specifications and calculations to complete accurate working drawings and provide the students with appropriate applications of Geographic Information System (GIS) in topographic surveying.

Employment Types: Drafter, CAD Technician, CAD Specialist, GIS Technician, Assistant Architect, Assistant Engineer

Program Length: 62 credit hours

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

Academic Division: Division of Technology and Professional Programs

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

COURSE INFORMATION

General Education (18 Credit Hours):
- ENC 1101 College Composition 3
- MAC 1105 College Algebra 3
- MAC 2114 Trigonometry 3
- SPC 1017 Interpersonal Communications 3
- Elective Any Physical Science course 3
- Elective Any Social Science course 3

CAD Specialization (29 Credit Hours):
- ETD 2340 Advanced CAD 3
- ETD 2375C 3D Modeling, Rendering & Animation 3
- EGS 2112C Computer Applications in Drafting & Design 3
- BCN 2230 Construction Materials and Methods 3
- BCN 2272 Plans Interpretation 3
- ETG 2520 Statics 3
- ETG 2530 Strength of Materials 3
- EGS 2941 Internship 3
- Electives* Program Electives 5

GIS Specialization (29 Credit Hours):
- ETC 1500 Highways and Transportation 3
- SUR 2390 GIS Applications in Engineering & Tech 3
- SUR 2392 Advanced GIS Apps in Engineering & Tech 3
- SUR 2533 Global Positioning Systems (GPS) 3
- SUR 2100C Fundamentals of Surveying 3
- SUR 2200C Route Surveying 3
- SUR 2400 Legal Principles of Land Surveying 3
- EGS 2941 Internship 3
- Electives* Program Electives 5

*Select program elective courses with BCN, CGS, EGS, ETC, ETD, ETG, GRA, OST, PGY or SUR prefix.

**Exemption exam available: See Technology and Professional Programs Web site (www.tcc.fl.edu/tpp).
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: 68 credit hours

Admission Requirements: A high school diploma or GED and meet the required minimum scores on the College Placement Test, SAT, or ACT (or complete necessary remediation courses). Important: Students must also enroll at Lively Technical Center to complete this degree.

Academic Division: Division of Technology and Professional Programs

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

COURSE INFORMATION

General Education (10 Credit Hours):
- ENC 1101 College Composition 3
- PHY 1053 Elementary College Physics I 3
- PHY 1053L Elementary College Physics I Lab 1
- Elective Any Social Science course 3

Electronics Specialization:
(Clock hours from Lively Electronics Technology Program***)
- EEV 821 Lab Practices & Basic Soldering 60
- EEV 811 DC Circuits 250
- EEV 812 AC Circuits 250
- EEV 813 Semiconductor Devices 250
- EEV 814 Electronic Circuits 250
- EEV 815 Digital Electronics 200
- EEV 816 Microcompressor Fundamentals 175

Total Clock/Semester Hours*** 1435/21

Electronics Engineering Technology

Program Courses (18 Credit Hours):
- CGS 1060** Computer Literacy 3
- EGS 111C Engineering Graphics 3
- ETD 1320 Introduction to CAD 3
- ETG 2520 Statics 3
- ETG 2530 Strength of Materials 3
- EGS 2941 Internship 3

Electronics Specialization:
(Clock hours from Lively Electronics Technology Program***)
- EEV 534C Basic Electronics 150
- EEV 607C Digital/Microprocessor Technology 450
- EEV 0533 Microcomputer Operating System 450
- EEV 537C Microcomputer Troubleshooting 300
- EEV 553 Microcomputer Systems Networking 300

Total Clock/Semester Hours*** 1650/24

Tallahassee Community College

CTS 1131 Microcomputer Architecture 3
Electives* 7
Total 34

*Program Electives - Select from the following:
- CTS 2106, CTS 2351, CTS 2352, CET 2540, CET 2541, EGS 2112C, ETD 2340, ETD 2375C, PHY 1054 and PHY 1054L, SUR 2390, SUR 2392 or SUR 2533

**Exemption exam available: See Technology and Professional Programs Web site (www.tcc.fl.edu/tpp).

***Credit From Lively Technical Center:

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www.tcc.fl.edu
Certificate Program

Geographic Information Systems (GIS) Technology

Program Purpose: To prepare students with technical knowledge and skills needed in the occupation of Geographic Information Systems Technology.

Employment Types: Topographic Surveying, GIS Specialist, Assistant to Civil Engineer

Program Length: 33 credit hours

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

Academic Division: Division of Technology and Professional Programs

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

COURSE INFORMATION

EGS 1111C Engineering Graphics 3
MAC 1105 College Algebra 3
MAC 2114 Trigonometry 3
ETD 1320 Introduction to CAD 3
SUR 2390 GIS App. in Engineering 3
SUR 2100C Fundamentals of Surveying 3
SUR 2392 Advanced GIS Applications in Engineering & Technology 3
SUR 2533 Global Positioning Systems (GPS) 3
SUR 2200C Route Surveying 3
SUR 2534 Advanced Global Positioning 3
EGS 2941 Internship 3
Industrial Technology

Program Purpose: To prepare students with the technical knowledge and skills demanded by the field of Industrial Technology and Industrial Management.

Employment Types: Industrial Production Manager, General Operations Manager, Industrial Engineering Technician

Program Length: 64 credit hours

Admission Requirements: A high school diploma or GED and meet the required minimum scores on the College Placement Test, SAT, or ACT (or complete necessary remediation courses). Important: Students must also enroll at Lively Technical Center to complete this degree.

Academic Division: Division of Technology and Professional Programs

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

COURSE INFORMATION

General Education (15 Credit Hours):
ENC 1101  College Composition  3
MAC 1105  College Algebra and  3
MAC 2114  Trigonometry  3
Elective  Social Science Course  3
Elective  Physical Science Course  3

Program Courses (15 Credit Hours):
CGS 1060*  Computer Literacy  3
EGS 1111C  Engineering Graphics  3
ETD 1320  Introduction to CAD  3
IDS 2182  Applied Ethic Seminar  3
EGS 2941  Internship in Engineering  3

Air Conditioning, Refrigeration and Heating (HVAC):
Lively Technical Center Clock Hours/Semester Hours
OCP-A  HVAC Helper  250
OCP-B  HVAC Mechanic Asst.  250
OCP-C  HVAC Mechanic  500
OCP-D  Refrigeration Mechanic  350
Total Clock/Semester Hours  1350/21

Tallahassee Community College Credit Hours
ETG2520  Statics  3
ETG2530  Strength of Materials  3
Electives Any CGS, CTS, EGS, ETD, ETG GEB, MAN, or SUR courses  7

Aviation Maintenance:

Lively Technical Center Clock Hours/Semester Hours
1. AMT  Aviation General Maintenance  540
2. AMT  Airframe Maintenance Tech  810
3. AMT  Power Plant Maintenance  810
Total Clock/Semester Hour 2160/27

Tallahassee Community College Credit Hours
ETG2520  Statics  3
ETG2530  Strength of Materials  3
Electives Any CGS, CTS, EGS, ETD, ETG, GEB, MAN, or SUR courses  1

*Exemption exam available: See Technology and Professional Programs Web site (www.tcc.fl.edu/tpp).
# Industrial Technology (continued)

## Automotive Service:

<table>
<thead>
<tr>
<th>Lively Technical Center</th>
<th>Clock Hours/Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>OCP-A</td>
<td>Lube Technician 150</td>
</tr>
<tr>
<td>OCP-B</td>
<td>Service Assistor 150</td>
</tr>
<tr>
<td>OCP-C</td>
<td>Engine Technician 150</td>
</tr>
<tr>
<td>OCP-D</td>
<td>Automatic Transmission Tech. 150</td>
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<tr>
<td>OCP-E</td>
<td>Manual Transmission Tech. 150</td>
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<tr>
<td>OCP-F</td>
<td>Steering &amp; Suspension Tech. 150</td>
</tr>
<tr>
<td>OCP-G</td>
<td>Brake Technician 150</td>
</tr>
<tr>
<td>OCP-H</td>
<td>Electrical/Electronic System Tech. 300</td>
</tr>
<tr>
<td>OCP-I</td>
<td>Automotive Heat/AC Tech. 150</td>
</tr>
<tr>
<td>OCP-J</td>
<td>Engine Performance Tech. 300</td>
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</table>

**Total Clock/Semester Hours:** 1800/24

## Tallahassee Community College

<table>
<thead>
<tr>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETG2520</td>
</tr>
<tr>
<td>ETG2530</td>
</tr>
<tr>
<td>Electives</td>
</tr>
</tbody>
</table>

**Total Credit Hours:** 34

## Industrial Management Specialization:

<table>
<thead>
<tr>
<th></th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>MAN 2021</td>
<td>Intro. to Management 3</td>
</tr>
<tr>
<td>MNA 2130</td>
<td>Business Writing 3</td>
</tr>
<tr>
<td>MNA 2345</td>
<td>Effective Supervision I 3</td>
</tr>
<tr>
<td>MNA 2346</td>
<td>Effective Supervision II 3</td>
</tr>
<tr>
<td>MNA 2100</td>
<td>Human Resource Mgmt. 3</td>
</tr>
<tr>
<td>ACG 2021</td>
<td>Financial Accounting 3</td>
</tr>
<tr>
<td>ACG 2071</td>
<td>Managerial Accounting 3</td>
</tr>
<tr>
<td>Electives*</td>
<td>Any CGS, CTS, EGS, ETD, ETG, GEB, MAN, or SUR courses 10</td>
</tr>
</tbody>
</table>

**Total Credit Hours:** 34

*Program Electives - Select courses from other areas of specialization or with the following prefixes: CGS, CTS, EGS, ETD, GEB, MAN, or SUR.*
Associate in Science

Technology Education

Program Purpose: To prepare students for transfer to Florida A&M University at the junior level to pursue a Bachelor of Science (B.S.) Degree in Technology Teacher Education.

Employment Types: CAD Technician, Surveying Technician, Estimator, GIS Specialist, Computer Technician, Teacher Aide, Carrier in Commercial and for transfer to FAMU B.S. in Technology Teacher Education.

Program Length: 63 credit hours

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

Academic Division: Division of Technology and Professional Programs

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

COURSE INFORMATION

General Education (18 Credit Hours):
- ENC 1101 College Composition 3
- College Math Select one of the following: 3
  - STA 2023 Introductory Statistics
  - MAC 1105 College Algebra
- AMH 2010 American History 3
- HSC 2200 Contemporary Health 3
- Science Any Science course 3
- Social Science Select one of the following: 3
  - ECO 2013 Principles of Economics: Macro
  - ECO 2023 Principles of Economics: Micro
  - PSY 2012 General Psychology
  - SYG 2230 Race and Minority
  - SYG 2430 Marriage and Family

Program Courses (15 Credit Hours):
- SPC 1017 Interpersonal Communications 3
- EDF 1005 Introduction to American Education 3
- EDG 2701 Teaching Diverse Populations 3
- EME 2040 Introduction to Educational Technology 3
- EGS 2941 Internship 3

Architecture Emphasis (30 Credit Hours):
- MAC 2114 Trigonometry 3
- EGS 1111C Engineering Graphics 3
- ETD 1320 Introduction to CAD 3
- BCN 2230 Construction Materials & Methods 3
- ETD 2340 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

Computer/Networking Services Emphasis (30 Credit Hours):
- CGS 1000* Introduction to Data Processing 3
- CNT 1000 Intro to Networks & Telecommunications 3
- CGS 1820 Web Page Authoring 3
- COP 2220 Introduction to C++ Programming 3
- COP 2800 Introduction to JAVA Programming 3
- CTS2106 Introduction to UNIX 3
- CET 2540 Open Systems Architecture I 3
- CET 2541 Open Systems Architecture II 3
- CNT 2401 Introduction to Network Security 3
### Construction Emphasis (30 Credit Hours):

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAC 2114</td>
<td>Trigonometry</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>BCN 2230</td>
<td>Construction Materials &amp; Methods</td>
<td>3</td>
</tr>
<tr>
<td>EGS 2112C</td>
<td>Computer Apps. In Drafting &amp; Design</td>
<td>3</td>
</tr>
<tr>
<td>BCN 2272</td>
<td>Plans Interpretation</td>
<td>3</td>
</tr>
<tr>
<td>BCT 2705</td>
<td>Construction Management</td>
<td>3</td>
</tr>
<tr>
<td>BCT 2770</td>
<td>Construction Estimating &amp; Concept</td>
<td>3</td>
</tr>
<tr>
<td>BCN 2704</td>
<td>Construction Contracts, Codes &amp; Laws</td>
<td>3</td>
</tr>
<tr>
<td>SUR2100C</td>
<td>Fundamentals of Surveying</td>
<td>3</td>
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</tbody>
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### GIS/Mapping Emphasis (30 Credit Hours):

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAC 2114</td>
<td>Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>EGS 1111C</td>
<td>Engineering Graphics</td>
<td>3</td>
</tr>
<tr>
<td>ETC 1500</td>
<td>Highways &amp; Transportation</td>
<td>3</td>
</tr>
<tr>
<td>ETD 1320</td>
<td>Introduction to CAD</td>
<td>3</td>
</tr>
<tr>
<td>SUR 2100C</td>
<td>Fundamentals of Land Surveying</td>
<td>3</td>
</tr>
<tr>
<td>SUR 2200C</td>
<td>Route Surveying</td>
<td>3</td>
</tr>
<tr>
<td>SUR 2390</td>
<td>GIS Applications in Engineering &amp; Technology</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 2400</td>
<td>Legal Principles of Land Surveying</td>
<td>3</td>
</tr>
<tr>
<td>SUR 2533</td>
<td>Global Positioning Systems (GPS)</td>
<td>3</td>
</tr>
</tbody>
</table>

*Exemption exam available: See Technology and Professional Programs Web site (www.tcc.fl.edu/tpp).*
HEALTH CARE

Dental Assisting, Certificate (5001)
Dental Hygiene, A.S. (2101)
Diagnostic Medical Sonography, Certificate (4002)
Emergency Medical Services (EMS) Technology, A.S. (2104)
Emergency Medical Technician (EMT), Certificate (B312)
Nursing (R.N.), A.S. (2103)
Paramedic, Certificate (6309)
Polysomnography Technology, Certificate (4001)
Radiologic Technology, A.S. (2149)
Respiratory Care, A.S. (2106)
Certificate Program

Dental Assisting

Program Purpose: To prepare students for certification in Dental Assisting and to safely and effectively perform all functions which are legal in Florida for the dental assistant to perform. Quality patient care and the development of skilled dental assistants are the ultimate goals of the Dental Assisting Program.

Employment Types: Dental Assistant in private practice or community dentistry

Program Length: 1,230 clock hours

Admission Requirements: A high school diploma or GED and an appropriate score on the College Placement Test (CPT). Applicant must be eligible to enroll in at least ENC 1101 College Composition and MAT 1033 Intermediate Algebra and have college level reading skills as demonstrated by adequate CPT scores or by previous college enrollment. Applicants must have successfully completed Biology in high school or college, and have a high school or college cumulative unrounded GPA of 2.0 or better.

See additional important information on page 138-140 of this catalog.

Program Application: This is a limited access program. Persons interested in entering the Dental Assisting program should begin the application process during the Spring term preceding the year in which entry is anticipated. Applicants must submit a Dental Assisting program application for admission by the published application deadline; this is a separate application from the college application. Additional criteria for admission are outlined in the application packet, accessible on the program Web page (www.tcc.fl.edu/dental), Dental Programs Office (DH123), or from the Division of Health Care Professions office (TPP 141).

Academic Division: Health Care Professions

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

COURSE INFORMATION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Description</th>
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</thead>
<tbody>
<tr>
<td>DEA 0020</td>
<td>Preclinic Theory</td>
</tr>
<tr>
<td>DEA 0020L</td>
<td>Preclinic Lab</td>
</tr>
<tr>
<td>DEA 0800</td>
<td>Clinical Practice &amp; Procedures I Theory</td>
</tr>
<tr>
<td>DEA 0800L</td>
<td>Clinical Practice &amp; Procedures I Lab</td>
</tr>
<tr>
<td>DEA 0830</td>
<td>Expanded Functions I Theory</td>
</tr>
<tr>
<td>DEA 0830L</td>
<td>Expanded Functions I Lab</td>
</tr>
<tr>
<td>DEA 0831</td>
<td>Expanded Function II Theory</td>
</tr>
<tr>
<td>DEA 0831L</td>
<td>Expanded Function II Lab</td>
</tr>
<tr>
<td>DEA 0850</td>
<td>Clinical Practice &amp; Procedures II Theory</td>
</tr>
<tr>
<td>DEA 0850L</td>
<td>Clinical Practice &amp; Procedures II Lab</td>
</tr>
<tr>
<td>DES 0053</td>
<td>Nitrous Oxide Monitoring</td>
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<tr>
<td>DES 1020</td>
<td>Dental Anatomy/Head &amp; Neck Anatomy Theory</td>
</tr>
<tr>
<td>DES 1020L</td>
<td>Dental Anatomy Lab</td>
</tr>
<tr>
<td>DES 1200</td>
<td>Dental Radiology</td>
</tr>
<tr>
<td>DES 1200L</td>
<td>Dental Radiology Lab</td>
</tr>
<tr>
<td>DES 1600</td>
<td>Dental Office Emergencies</td>
</tr>
<tr>
<td>DES 2100</td>
<td>Dental Materials Theory</td>
</tr>
<tr>
<td>DES 2100L</td>
<td>Dental Materials Theory Lab</td>
</tr>
<tr>
<td>DES 2502</td>
<td>Clinic &amp; Office Management</td>
</tr>
</tbody>
</table>

Note: All courses must be completed with a grade of C or better.
Associate in Science
Dental Hygiene

Program Purpose: To prepare students for licensure as registered Dental Hygienists and to perform safely and effectively all the dental hygienist functions which are legal to perform in Florida.

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 program required prerequisite courses with a minimum, unrounded GPA of 2.5.

See additional important information on page 138-140 of this catalog.

Program Application: This is a limited access program. Persons interested in entering the Dental Hygiene Program should begin the application process during the fall term preceding the year in which entry is anticipated. Applicants must submit a Dental Hygiene program admission application by the published application deadline; this is a separate application from the college application. Additional criteria for admission are outlined in the application packet accessible on the program Web page (www.tcc.fl.edu/dental), the Dental Programs office (DH123), or from the Division of Health Care Professions office (TPP 141).

Academic Division: Health Care Professions

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

COURSE INFORMATION

Prerequisite Courses

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BSC 2085</td>
<td>Anatomy &amp; Physiology I</td>
<td>3</td>
</tr>
<tr>
<td>BSC 2085L</td>
<td>Anatomy &amp; Physiology I Lab</td>
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<tr>
<td>BSC 2086</td>
<td>Anatomy &amp; Physiology II</td>
<td>3</td>
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<tr>
<td>BSC 2086L</td>
<td>Anatomy &amp; Physiology II Lab</td>
<td>1</td>
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<tr>
<td>MCB 2004</td>
<td>Microbiology</td>
<td>3</td>
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<tr>
<td>MCB 2004L</td>
<td>Microbiology Lab</td>
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<tr>
<td>CHM 1030</td>
<td>General Chemistry</td>
<td>3</td>
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15 Hours

After Acceptance into Program

Fall Semester I

<table>
<thead>
<tr>
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<th>Course Title</th>
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<tbody>
<tr>
<td>DEH 1002L</td>
<td>Preclinical Dental Hygiene</td>
<td>3</td>
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<tr>
<td>DEH 1002</td>
<td>Preclinical DH Theory</td>
<td>2</td>
</tr>
<tr>
<td>DES 1020</td>
<td>Dental Anatomy</td>
<td>2</td>
</tr>
<tr>
<td>DES 1020L</td>
<td>Dental Anatomy Lab</td>
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<tr>
<td>DES 1600</td>
<td>Office Emergencies</td>
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</tr>
<tr>
<td>DEH 1130</td>
<td>Embryology &amp; Oral Histology</td>
<td>2</td>
</tr>
<tr>
<td>HUN 1201</td>
<td>Science of Nutrition</td>
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<tr>
<td>ENC 1101</td>
<td>College Composition</td>
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18 Hours

Spring Semester I

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<tr>
<td>DEH 1800L</td>
<td>Clinical Dental Hygiene I</td>
<td>3</td>
</tr>
<tr>
<td>DEH 1800</td>
<td>Dental Hygiene I Theory</td>
<td>2</td>
</tr>
<tr>
<td>DES 1200</td>
<td>Dental Radiology</td>
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<td>DES 1200L</td>
<td>Dental Radiology Lab</td>
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</tr>
<tr>
<td>DEH 2300</td>
<td>Pharmacology and Anesthesiology</td>
<td>3</td>
</tr>
<tr>
<td>DES 1840</td>
<td>Preventive Dentistry</td>
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16 Hours

Summer Semester I

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<td>DEH 1400</td>
<td>General and Oral Pathology</td>
<td>3</td>
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<tr>
<td>DEH 2602</td>
<td>Periodontology</td>
<td>2</td>
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<td>DEH 2602L</td>
<td>Periodontology Lab</td>
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<td>DES 2100</td>
<td>Dental Materials</td>
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<tr>
<td>DES 2100L</td>
<td>Dental Materials Lab</td>
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<tr>
<td>DES 2502</td>
<td>Clinic and Office Management</td>
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Any college-level math course

15 Hours

Fall Semester II

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<tr>
<td>DEH 1802L</td>
<td>Clinical Dental Hygiene II</td>
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<tr>
<td>DEH 1802</td>
<td>Dental Hygiene II Theory</td>
<td>2</td>
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<tr>
<td>DES 2051</td>
<td>Pain Control</td>
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<tr>
<td>DEH 2701</td>
<td>Community Dental Health</td>
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Any college-level sociology course

13 Hours

Spring Semester II

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<tr>
<td>DEH 2804L</td>
<td>Clinical Dental Hygiene III</td>
<td>4</td>
</tr>
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<td>DEH 2804</td>
<td>Dental Hygiene III</td>
<td>2</td>
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<tr>
<td>DEH 2701L</td>
<td>Community Dental Health Lab</td>
<td>1</td>
</tr>
<tr>
<td>DEH 2504</td>
<td>Dental Specialties</td>
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</tr>
</tbody>
</table>

Any college-level psychology course

11 Hours

College-level math course must be completed by the end of the Summer semester.

Note: All courses must be completed with a grade of C or better.
Certificate Program

Diagnostic Medical Sonography

Program Purpose: To prepare students to become Medical Sonographers who can perform safely and effectively as members of the health care team. Sonographers perform technical procedures necessary to produce diagnostic sonograms, provide quality patient care, and are committed to professionalism and life long learning. The program will emphasize the responsibilities of the sonographer in promoting high clinical standards within the field of Sonography through education. Upon completion of this program and completion of required clinical experiences, graduates are eligible to take the examinations of American Registry of Diagnostic Medical Sonographers and/or the specialty examination of the American Registry of Radiologic Technologist.

Employment Types: Sonographers are employed by hospitals, clinics, and private diagnostic practices.

Program Length: 42 credit hours, 14 months

Admission Requirements: Applicants to the Diagnostic Medical Sonography Program must complete all admission requirements to the College and have an overall unrounded GPA of 2.50. Applicants must hold an associate degree in an imaging science (e.g., Radiologic Technology, Nuclear Medicine), hold a current, valid State of Florida imaging science license and national certification. Applicants must submit a Diagnostic Medical Sonography program admission application by the published application deadline; this is a separate application from the college application. All students participating in this program must pass all clinical affiliates’ requirements for criminal background checks, drug screenings and health/immunization requirements prior to starting all classes. Student must have current American Heart Association’s BLS certification at the Health Care Provider level while enrolled in the program.

See additional important information on page 138-140 of this catalog.

Program Application: This is a limited access program with a limited number of seats per class. Application procedures for the Diagnostic Medical Sonography Program must be completed by the published application deadline. Application packets are available on the program Web page (www.tcc.fl.edu/radtech) or from the Division of Health Care Professions office (TPP 141). The program accepts students every fourth semester. For upcoming admission dates, see the program’s Web page.

Academic Division: Health Care Professions

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

COURSE INFORMATION

SON 1100 Principles and Protocols of Sonographic Imaging 3
SON 1111C Abdominal Sonography I 3
SON 1112C Abdominal Sonography II 3
SON 1121C Sonographic OB/GYN I 3
SON 1122C Sonographic OB/GYN II 3
SON 1141C Small Parts Sonography 3
SON 1170C Sonography of the Circulatory System 3
SON 1211 Medical Sonography Physics I 3
SON 1212 Medical Sonography Physics II 3
SON 1214 Practical Aspects of Sonography I 3
SON 1215 Practical Aspects of Sonography II 3
SON 1400 Introduction to Echocardiography 3
SON 1804 Clinical Experience I 1
SON 1814 Clinical Experience II 2
SON 1824 Clinical Experience III 2
SON 1864 Summer Clinical Experience 1

Note: All courses must be completed with a grade of C or better.

In addition to the coursework, the students must participate in required specified hours of clinical experience during each semester.
# Associate in Science

## Emergency Medical Services (EMS) Technology

<table>
<thead>
<tr>
<th>Program Purpose:</th>
<th>To further prepare registered paramedics who want to earn employment advancement that requires an associate degree. The degree includes additional competencies for advancement to management and teaching responsibilities within the profession.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment Types:</td>
<td>Registered Paramedics are employed by emergency care providers, ambulance companies, hospital emergency departments and intensive care units, educational organizations and other settings.</td>
</tr>
<tr>
<td>Program Length:</td>
<td>73 credit hours, six semesters</td>
</tr>
</tbody>
</table>
| Program Explanation: | For students currently enrolled in, or who have completed, the paramedic certification program. The degree option below shows the non-paramedic courses needed to complete the degree. If a nonparamedic applicant wants to earn this degree, see the criteria for admission as outlined on the Certificate in Paramedic in this catalog or in the Paramedic certificate application packet, which may be obtained from the program Web page (www.tcc.fl.edu/ems) or from the Division of Health Care Professions office (TPP 141). Applicants must be admitted first to the paramedic program before declaring their intent on earning the associate degree. All students participating in this program who are enrolled in paramedic (EMS) courses must pass all clinical affiliates’ requirements for criminal background checks, drug screenings and health/immunization requirements prior to starting all classes. Students must have current American Heart Association’s BLS certification at the Health Care Provider level while enrolled in the program. 

See additional important information on page 138-140 of this catalog. |
| Academic Division: | Health Care Professions |
| Contact: | (850) 201-8441 or healthedu@tcc.fl.edu |

## COURSE INFORMATION

### Required General Education Courses (31 Credit Hours): *(may be taken at any time)*

**Prerequisite courses:**

<table>
<thead>
<tr>
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<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS 1154*</td>
<td>Emergency Medical Technician I</td>
<td>3</td>
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<td>EMS 1154L*</td>
<td>Emergency Medical Technician Practicum I</td>
<td>2</td>
</tr>
<tr>
<td>EMS 1155*</td>
<td>Emergency Medical Technician II</td>
<td>3</td>
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<tr>
<td>EMS 1155L*</td>
<td>Emergency Medical Technician Practicum II</td>
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<tr>
<td>EMS 2341L***</td>
<td>EMS Extrication Techniques</td>
<td>1</td>
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<tr>
<td>BSC 1084C**</td>
<td>Essentials of Anatomy &amp; Physiology</td>
<td>4</td>
</tr>
<tr>
<td>EMS 2522C**</td>
<td>Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>DEP2004</td>
<td>Human Development</td>
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<tr>
<td>ENC1101</td>
<td>College Composition</td>
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</tr>
<tr>
<td>HSC2531</td>
<td>Medical Terminology</td>
<td>3</td>
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<tr>
<td>Any college-level mathematics</td>
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### After Acceptance into Program

#### First Year (31 Credit Hours):

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<thead>
<tr>
<th>Semester</th>
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<th>Course Name</th>
<th>Credit Hours</th>
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<td>MCB2004</td>
<td>Microbiology</td>
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<td>MCB2004L</td>
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</table>

All courses must be completed with a grade of C or better.

In addition to the coursework, the student must participate in required specified hours of clinical experience during each semester.

**Fall II**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>EMS2611***</td>
<td>Paramedic Preparatory</td>
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<td>EMS2613***</td>
<td>Paramedic Patient Assessment</td>
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<td>EMS2637***</td>
<td>Paramedic Medical Emergencies I</td>
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<tr>
<td>EMS2662L***</td>
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**Spring II**

<table>
<thead>
<tr>
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<th>Course Name</th>
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</thead>
<tbody>
<tr>
<td>EMS2638***</td>
<td>Paramedic Medical Emergencies II</td>
<td>4</td>
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<td>EMS2639***</td>
<td>Paramedic Trauma Emergencies</td>
<td>3</td>
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<tr>
<td>EMS2663L***</td>
<td>Paramedic Clinical/Lab II</td>
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#### Second Year (11 Credit Hours)

<table>
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<th>Semester</th>
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<tr>
<td>Summer II</td>
<td>EMS2930***</td>
<td>Paramedic Seminar</td>
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<td></td>
<td>EMS2617C***</td>
<td>Paramedic Assessment Based Management</td>
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<td></td>
<td>EMS2659L***</td>
<td>Paramedic Field Internship</td>
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<tr>
<td></td>
<td>EMS2618***</td>
<td>EMS Special Operations</td>
<td>1</td>
</tr>
</tbody>
</table>

Any college-level computer course

### Elective

Choose any 1 credit course

*The EMT Applied Technology Diploma

** Pre-requisites for Paramedic: students may take BSC2085 and 2085L, plus BSC2086 and 2086L instead of BSC1084C.

*** Paramedic Certificate courses (total 41 semester hours)
Certificate Program

Emergency Medical Technician

Program Purpose: To prepare students for employment as Certified Emergency Medical Technicians (EMT) to work as part of the emergency medical team and to provide the first level of educational preparation for students seeking to become registered Paramedics.

Employment Types: Certified Emergency Medical Technicians (EMT) are employed by emergency care providers, ambulance companies, hospitals and other settings.

Program Length: 11 credit hours, two semesters

Program Application: This is a limited access program with a limited number of seats per class. Application procedures for the EMT Certificate Program must be completed by the published deadline dates in College Catalog. The application packet which is on the program Web page (www.tcc.fl.edu/ems) or from the from the Division of Health Care Professions office (TPP 141).

Admission Requirements: Applicants must be at least 18 years of age and meet all admission requirements of the College, including appropriate placement scores. Applicants must have also completed one of the following within the past two years: an approved college level first aid course (HSC 2400), an approved first responder course, or have current certification as a First Responder. Applicants must submit an Emergency Medical Technician program admission application by the published application deadline; this is a separate application from the college application.

At a scheduled time, applicants will have to demonstrate an ability to lift 125 pounds; successfully complete a course readiness test; and, complete an interview. All students participating in this program must pass all clinical affiliates’ requirements for criminal background checks, drug screenings and health/immunization requirements prior to starting all classes. Students must have current American Heart Association’s BLS certification at the Health Care Provider level while enrolled in the program.

Academic Division: Health Care Professions

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

COURSE INFORMATION

<table>
<thead>
<tr>
<th>Semester I</th>
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<th></th>
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<tbody>
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<td>EMS 1154</td>
<td>Emergency Medical Technician I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>EMS 1154L</td>
<td>Emergency Medical Technician I Practicum</td>
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</table>

<table>
<thead>
<tr>
<th>Semester II</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
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<td>EMS 1155</td>
<td>Emergency Medical Technician II</td>
<td>3</td>
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<tr>
<td>EMS 1155L</td>
<td>Emergency Medical Technician II Practicum</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

Note: All courses must be completed with a grade of C or better.

In addition to the coursework, students 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 positions.

Employment Types: Registered Nurses are employed in a variety of settings, including hospitals, home health, public health, schools, physician’s offices, nursing homes, educational organizations and other settings.

Program Length: 72 credit hours

Admission Requirements: Applicants must be at least 18 years of age; have a high school diploma or equivalent (GED); meet all admission requirements of the College, including appropriate placement test scores; successfully complete any required developmental courses; complete the published required prerequisite courses with a grade of C or better; have an unrounded GPA of 2.50 or better; and, have current American Heart Association’s Basic Life Support (BLS) certification at the Health Care Provider level.

Program Application: This is a limited access program with a limited number of seats per class; applicants are accepted based on academic achievement. Persons interested in entering the nursing program should obtain information and an application packet from the program Web page (www.tcc.fl.edu/nursing) or from the Division of Health Care Professions office (TPP 141). A complete explanation of criteria for admission, application and selection processes is available in the program application packet.

Applicants must submit a Nursing program admission application by the published application deadline; this is a separate application from the college application. Students admitted after August 2008 will be admitted under a revised curriculum. For more information, please see the Nursing program Web page (www.tcc.fl.edu).

The program accepts students each fall, spring and/or summer. The fall and spring classes are daytime classes with daytime and/or evening and weekend clinicals. A cohort of evening/weekend students is admitted every 18-24 months. This program is an extended program and requires eight semesters to complete. Classes/clinicals take place in the evenings and on weekends. LPN transition students may be accepted each fall, spring and/or summer terms. All students participating in this program must pass all clinical affiliates’ requirements for criminal background checks, drug screenings and health/immunization requirements prior to starting all classes. Students must have current American Heart Association’s BLS certification at the Health Care Provider level while enrolled in the program.

See additional important information on page 138-140 of this catalog.

Academic Division: Health Care Professions

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

### COURSE INFORMATION

**Prerequisite Courses (23 Credit Hours):**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
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<td>BSC 2085</td>
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<td>BSC 2085L</td>
<td>Anatomy and Physiology I Lab</td>
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<tr>
<td>BSC 2086</td>
<td>Anatomy and Physiology II</td>
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<td>BSC 2086L</td>
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<td>PSY 2012</td>
<td>General Psychology</td>
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<tr>
<td>DEP 2004</td>
<td>Human Development</td>
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</tr>
<tr>
<td>HUN 1201</td>
<td>Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1101</td>
<td>College Composition</td>
<td>3</td>
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</tbody>
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**College Math Select one of the following:**

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

Note: All courses must be completed with a grade of C or better.
Associate in Science

Nursing (R.N.) continued

Spring Acceptance (50 Credit Hours):

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<thead>
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<th>Spring I</th>
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<tbody>
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<td>NUR 1020C</td>
<td>Fundamentals of Nursing</td>
<td>6</td>
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<tr>
<td>NUR 1141</td>
<td>Pharmacology I</td>
<td>2</td>
</tr>
<tr>
<td>CHM 1030</td>
<td>General Chemistry for Allied health</td>
<td>3</td>
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<tr>
<td>MCB2004</td>
<td>Microbiology</td>
<td>3</td>
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<td>MCB2004L</td>
<td>Microbiology Lab</td>
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<tr>
<td><strong>Fall I</strong></td>
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<td></td>
</tr>
<tr>
<td>NUR 1213C</td>
<td>Adult Health I</td>
<td>8</td>
</tr>
<tr>
<td>NUR 1422C</td>
<td>Maternal-Infant I</td>
<td>2</td>
</tr>
<tr>
<td>NUR 1312C</td>
<td>Pediatrics I</td>
<td>3</td>
</tr>
<tr>
<td><strong>Spring II</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 1520C</td>
<td>Mental-Health Nursing</td>
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<tr>
<td>NUR 2450C</td>
<td>Maternal-Infant II</td>
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</tr>
<tr>
<td>MCB 2004</td>
<td>Microbiology (required by this term)</td>
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<tr>
<td>MCB 2004L</td>
<td>Microbiology Laboratory (required by this term)</td>
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<tr>
<td>NUR 2005C</td>
<td>LPN Transition (for LPNs accepted)</td>
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<tr>
<td><strong>Summer II</strong></td>
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<td></td>
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<tr>
<td>NUR 2260C</td>
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<td>6</td>
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<tr>
<td><strong>Fall II</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 2241C</td>
<td>Adult Health III</td>
<td>6</td>
</tr>
<tr>
<td>NUR 2313C</td>
<td>Pediatrics II</td>
<td>2</td>
</tr>
<tr>
<td>NUR 2813</td>
<td>Professional Seminar II</td>
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Fall Acceptance (49 Credit Hours):

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<tr>
<td>CHM 1030</td>
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<tr>
<td><strong>Spring I</strong></td>
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<tr>
<td>NUR 1213C</td>
<td>Adult Health I</td>
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</tr>
<tr>
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<td><strong>Summer I</strong></td>
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<tr>
<td>NUR 2005C</td>
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<tr>
<td>NUR 2260C</td>
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<td>NUR 2450C</td>
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<td><strong>Spring II</strong></td>
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<tr>
<td>NUR 2241C</td>
<td>Adult Health III</td>
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<td>NUR 2813</td>
<td>Professional Seminar II</td>
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Summer Part-Time Evening Acceptance
(50 Credit Hours):

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<td>CHM 1030</td>
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<tr>
<td><strong>Semester II</strong></td>
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<td>NUR 1020C</td>
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</tr>
<tr>
<td><strong>Semester III</strong></td>
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<td><strong>Semester IV</strong></td>
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<td>NUR 1312C</td>
<td>Pediatrics I</td>
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<tr>
<td><strong>Semester V</strong></td>
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<td><strong>Semester VII</strong></td>
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<tr>
<td><strong>Semester VIII</strong></td>
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</tr>
<tr>
<td>NUR 2813</td>
<td>Professional Seminar II</td>
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</tr>
</tbody>
</table>

Note: All courses must be completed with a grade of C or better.

In addition to the coursework, students must participate in required specified hours of clinical experiences during each semester.
Certificate Program

Paramedic

Program Purpose: To prepare students for employment as Registered Paramedics (PM) who can perform safely and effectively as part of an emergency medical team.

Employment Types: Registered Paramedics are employed by emergency care providers, ambulance companies, hospital emergency departments and intensive care units, and other settings.

Program Length: 42 credit hours, 14 months

Admission Requirements: Must complete all admission requirements of the College, have a high school diploma or equivalent (GED), take the College Placement Test (CPT) and score placing into college-level courses. Must be a Florida certified EMT or be eligible to take the Florida EMT examination (certification must be obtained before starting the program), have current American Heart Association’s Basic Life Support (BLS) certification at the Health Care Provider level, and must have completed the prerequisite courses with a C or better.

Program Application: This is a limited access program with a limited number of seats per class. Application procedures for the Paramedic Certificate Program must be completed by the published application deadline. The application packet is available on the program Web page (www.tcc.fl.edu/ems) or from the Division of Health Care Professions office (TPP 141). Applicants must submit a Paramedic program admission application by the published application deadline; this is a separate application from the college application. All students participating in this program must pass all clinical affiliates’ requirements for criminal background checks, drug screenings and health/immunization requirements prior to starting all classes. Students must have current American Heart Association’s BLS certification at the Health Care Provider level while enrolled in the program.

See additional important information on page 138-140 of this catalog.

Academic Division: Health Care Professions

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

COURSE INFORMATION

Prerequisites (7 Credit Hours):

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tr>
<td>Or BSC 2085/2085L/2086/2086*</td>
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<tr>
<td>EMS 2522C</td>
<td>EMS Pharmacology</td>
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After Acceptance into Program

(35 Credit Hours):

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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>
<td>2</td>
</tr>
<tr>
<td></td>
<td>EMS 2637</td>
<td>Paramedic Medical Emergencies I</td>
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<tr>
<td></td>
<td>EMS 2662L</td>
<td>Paramedic Clinical/Lab I</td>
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<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></td>
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<tr>
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<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
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<td>Paramedic Assessment Based Management</td>
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<td></td>
<td>EMS 2659L</td>
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<td>EMS 2930</td>
<td>Paramedic Seminar</td>
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<tr>
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<td>EMS 2618</td>
<td>EMS Special Operations</td>
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<tr>
<td></td>
<td>EMS 2341L</td>
<td>EMS Extrication Techniques</td>
<td>1</td>
</tr>
</tbody>
</table>

Note: All courses must be completed with a grade of C or better.

In addition to the coursework, the student must participate in required specified hours of clinical experience during each semester.

*Students may choose to complete the Anatomy & Physiology series (BSC 2085, 2085L, 2086, and 2086L) in lieu of BSC 1084C. All courses must be completed before application to the program.
Certificate Program

Polysomnography Technology

Program Purpose: To prepare students enrolled in Respiratory Programs and licensed Respiratory Therapists to specialize in Polysomnography.

Employment Types: Polysomnography Specialist, Respiratory Therapist

Program Length: 10 credit hours, two semesters

Admission Requirements: Applicants must be at least 18 years of age, must complete all admission requirements to the College, 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 and must have current American Heart Association’s Basic Life Support (BLS) certification at the Health Care Provider level.

See additional important information on page 138-140 of this catalog.

Program Application: This is a limited access program with limited number of seats per class. For more information on admission and selection, contact the Chair of the Respiratory Care Program at (850) 201-8333.

Applicants must submit a Polysomnography Technology program admission application by the published application deadline; this is a separate application from the college application. All students participating in this program must pass all clinical affiliates’ requirements for criminal background checks, drug screenings and health/immunization requirements prior to starting all classes. Students must have current American Heart Association’s BLS certification at the Health Care Provider level while enrolled in the program.

Academic Division: Health Care Professions

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

COURSE INFORMATION

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

Spring Semester
PSG 1001 Polysomnography Technology II 3
PSG 1001L Polysomnography Technology II Laboratory 1
PSG 1801 Polysomnography Technology Clinical II 1

Note: All courses must be completed with a grade of C or better.

In addition to the coursework, students must participate in required specified hours of clinical experience during each semester.
Radiologic Technology

Program Purpose: To prepare students to become registered Radiologic Technologists who can perform safely and effectively as members of a health care team. Radiologic Technologists perform the technical procedures necessary to produce diagnostic x-ray studies, administer quality patient care and to assist the radiologist. Upon successful completion of the program, the graduate is eligible to apply to take the certification examination offered by the American Registry of Radiologic Technologists (ARRT). Upon passing the ARRT registry examination, the graduate becomes a Registered Radiologic Technologist.

Employment Types: Radiologic Technologists work in hospitals, clinics, home health, and private practice.

Program Length: 77 credit hours, six semesters

Admission Requirements: Applicants must be at least 18 years of age, be high school graduates or have passed an equivalency exam (GED) and meet all admission requirements of the College. Applicants must successfully complete the prerequisite courses and have an unrounded GPA of 2.5 or better. The applicant must also have current American Heart Association’s Basic Life Support (BLS) certification at the Health Care Provider level.

See additional important information on page 138-140 of this catalog.

Program Application: This is a limited access program with a limited number of seats per class. Applicants must submit a Radiologic Technology program admission application by the published application deadline; this is a separate application from the college application. Application procedures for the Radiologic Technology Program must be completed by the published application deadline. Application packets are available on the program Web page (www.tcc.fl.edu/radtech) or from the Division of Health Care Professions office (TPP 141). All students participating in this program must pass all clinical affiliates’ requirements for criminal background checks, drug screenings and health/immunization requirements prior to starting all classes. Students must have current American Heart Association’s BLS certification at the Health Care Provider level while enrolled in the program.

Academic Division: Health Care Professions
Contact: (850) 201-8441 or healthedu@tcc.fl.edu

COURSE INFORMATION

Prerequisite Courses (7 Credit Hours):
- MAC 1105 College Algebra 3
- BSC 2085 Anatomy & Physiology I 3
- BSC 2085L Anatomy & Physiology I Lab 1

After Acceptance into Program (70 Credit Hours):

Semester I
- BSC 2086 Anatomy & Physiology II 3
- BSC 2086L Anatomy & Physiology II Lab 1
- RTE 1000 Orientation to Radiography 4
- RTE 1418 Principles of Radiographic Exposure I 3
- RTE 1503 Radiographic Positioning I 3
- RTE 1503L Radiographic Positioning I Lab 1
- RTE 1804 Radiographic Clinical Education I 1

Semester II
- ENC 1101 College Composition 3
- RTE 1513 Radiographic Positioning II 3
- RTE 1513L Radiographic Positioning II Lab 1
- RTE 1814 Radiographic Clinical Education II 1

Semester III
- RTE 1613 Radiation Physics 4
- RTE 1824 Radiographic Clinical Education III 3
- RTE 2523 Radiographic Positioning III 3
- RTE 2523L Radiographic Positioning Lab III 1
- General Education Course (Choose from list) 3

Semester IV
- RTE 1458 Principles of Radiographic Exposure II 2
- RTE 1458L Principles of Radiographic Imaging II Lab 1
- RTE 2385 Radiation Biology and Protection 3
- RTE 2782 Radiographic Pathology 2
- RTE 2834 Radiographic Clinical Education IV 3

Semester V
- RTE 2844 Radiographic Clinical Education V 2
- RTE 2930 Special Topics in Radiography 3
- Two (2) General Education Courses (choose from list) 6

Semester VI
- RTE 2861 ARRT Exam Review 4
- RTE 2854 Radiographic Clinical Education VI 2
- RTE 2920L Competency Lab 1
- RTE 2931 Special Topics in Radiography II 3

General Education Courses
- Any college-level computer course
- Elective Humanities/Fine Arts course
- Elective Social Science course

Note: All courses must be completed with a grade of C or better. In addition to the coursework, the student must participate in required specified hours of clinical experience during each semester.
COURSE INFORMATION
First Year (42 Credit Hours):

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<tr>
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<tbody>
<tr>
<td>RET 1026</td>
<td>Fundamentals of Respiratory Care</td>
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<tr>
<td>RET 1483</td>
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<td>RET 1874</td>
<td>Clinical Practice I</td>
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<td>RET 2485</td>
<td>Cardiopulmonary Physiology I</td>
<td>2</td>
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<tr>
<td>BSC 2085</td>
<td>Anatomy &amp; Physiology I</td>
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<td>RET 1350</td>
<td>Cardiopulmonary Pharmacology</td>
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<td>BSC 2086</td>
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<td>ENC 1101</td>
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<td>RET 1293</td>
<td>Cardiopulmonary Disease</td>
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<td>RET 1434</td>
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<td>RET 2876</td>
<td>Clinical Practice III</td>
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<td>RET 2027</td>
<td>Instrumentation</td>
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<td>RET 2264</td>
<td>Advanced Procedures in Respiratory Care I</td>
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Second Year (34 Credit Hours):

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<tr>
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<td>RET 2442</td>
<td>Cardiopulmonary Hemodynamics</td>
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<td>RET 2534</td>
<td>Clinical Assessment in Respiratory Care IV</td>
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<tr>
<td>RET 2714</td>
<td>Pediatrics &amp; Neonatology</td>
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<td>RET 2936</td>
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<td>RET 2879</td>
<td>Clinical Practice VI</td>
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<tr>
<td>Social Science Any Social Science Course</td>
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Note: All courses must be completed with a grade of C or better.

In addition to the coursework, students must participate in required specified hours of clinical experience during each semester.
Additional Health Care Degree Requirements

General Requirements for all Health Care Programs

Students enrolled in all health care programs will be required to fulfill graduation requirements specified in the catalog for the year in which they enrolled in their first health care programs course. On occasion, students withdraw or exit their program prior to completing the program. If this occurs and students seek readmission into their program, students must fulfill the requirements in force at the time they return to the program.

Costs for all programs include regular college tuition and fees, laboratory fees, uniforms, books, instruments, supplies and insurance (this is not an all inclusive list). 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.

Students are responsible for the cost of any medical care required during the program. It is strongly suggested that students have health insurance in the event they are injured or become ill during class, clinicals or lab experiences. The College, program, faculty or clinical affiliates are not responsible for any injury, illness or medical cost incurred by students.

Students must have reliable transportation for clinical experiences both in Tallahassee and the surrounding areas. Students must be prepared to assume the cost of uniforms, books, insurance, laboratory fees and other items or fees.

Requirements for all Programs

Florida Statute and/or area Health Care agencies require that students participating in clinical rotations at their agencies have a Florida Department of Law Enforcement (FDLE), a Federal Bureau of Investigation (FBI), and/or local background checks including fingerprints, drug screenings, and meet the agencies’ health and immunization requirements. The background checks, drug screening and health record requirements will be completed and reviewed before attending any clinical rotations. All results will be submitted to the facilities requiring these items. The cost of the background checks, drug screenings and health/immunization requirements are the responsibility of the applicant. The agencies will determine whether an applicant/student is acceptable as a caregiver. Students whose drug screening and/or background checks are determined to be unsatisfactory by a clinical agency may be denied access to clinical experiences. This may necessitate withdrawal from the program since clinical experiences are required for successful completion of the program. The cost of these screenings will not be reimbursed by the College.

See the application packet or program Web pages (www.tcc.fl.edu/health_care) for more details.

Applicants must have completed the American Heart Association’s BLS certification at the Health Care Provider level at the time of admission. The BLS Certification must be kept current the entire time students are enrolled in the programs.

Additional criteria for admission and an explanation of the selection procedures are outlined in the Dental Assisting Program application packet, which may be obtained from the program Web page (www.tcc.fl.edu/dental) or the Dental Program office (DH 123).

- Dental Assisting, Certificate

The Dental Assisting Program curriculum leads to a Certificate in Dental Assisting. Applications of students wanting to transfer from another Dental Assisting 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 policies outlined by the program chair. Initial contact should be made through the Dental Assisting Program chair.

Costs include regular college tuition and fees, laboratory fees, uniforms, books, instruments and insurance (this is not an all inclusive list). 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.

Applicants accepted into the program must make a grade of “C” or better in all dental assisting courses to remain in the program. Students failing any courses will automatically be dismissed from the program. Readmission will be contingent upon 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 Assisting Program application packet, which may be obtained from the program Web page (www.tcc.fl.edu/dental) or the Dental Program office (DH 123).

- 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 wanting 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.

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 (unrounded 2.0 g.p.a.) or better 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 upon 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 program Web page (www.tcc.fl.edu/dental) or the Dental Program office (DH 123).
• Diagnostic Medical Sonography Certificate
Upon successful completion of the program and College requirements for graduation, the graduate is awarded a Certificate in Diagnostic Medical Sonography. Applicants must have a current Imaging Science license or certification and have graduated with an associate or bachelor's degree from an approved program. Students must apply to Tallahassee Community College and complete all admission requirements.

Application procedures for the Diagnostic Medical Sonography program must be completed by the published application deadline. The application packet is available on the program web page (www.tcc.fl.edu/radtech) or the Division of Health Care Professions Office (TPP 141).

• Associate in Science Degree in Emergency Medical Services (EMS) Technology; Emergency Medical Technician and Paramedic Certificates
Additional criteria for admission and an explanation of the selection procedures are outlined in the application packet, which may be obtained from the program Web page (www.tcc.fl.edu/ems) or at the Division of Health Care Professions office (TPP 141). Upon successful completion of EMS 2637 and EMS 2662L of the Paramedic Program, students must stipulate intention to complete the degree program by signing an application form (see program Director).

Application procedures for the EMT and Paramedic Certificate Programs must be completed by the published deadline dates. All courses for the EMS, paramedic or EMT Programs, including general education courses, must be completed with a “C” or better.

• Associate in Science Degree in Nursing (R.N.)
For more information, please see the Nursing program web page (www.tcc.fl.edu).

Applicants must complete the following prerequisite courses, with a grade of “C” or better, prior to starting the program: BSC2085, BSC2085L, BSC2086, BSC2086L, PSY2012, DEP2004, HUN1201, ENC1101, and one of the following math courses MGF1106, MGF1107, MAC1003 or STA2023. Applicants are accepted based upon academic achievement. Students may also complete MCB2004 and MCB2004L prior to entry into the program. The following courses must be completed within ten years of admission: BSC2085, BSC2085L, BSC2086, BSC2086L, DEP2004, HUN1201, MCB2004 and MCB2004L. Students must satisfy the Math/Science Division’s pre-requisite for Microbiology - Satisfactory completion of CHM1030 or CHM1045 during the last five years. All courses for the Nursing Program (general education and nursing) must be completed with a “C” or better.

A complete explanation of the admission criteria, admission application and selection processes is available in the program application packet. Program application packets may be obtained from the Program Web page (www.tcc.fl.edu/nursing) or the Division of Health Care Professions Office (TPP 141). Students must complete all of the nursing courses in sequence, and earn a grade of “C” or better in each nursing course before advancing to the next course(s). Students must achieve a satisfactory grade in each clinical laboratory and must not receive a grade of F for the final course grade.

Students who receive a grade less than “C” in any nursing course may be readmitted with permission of the Director of Nursing. Readmission must be within one year and is possible only if essential elements of the curriculum are unchanged and if space is available. Enrollment in the Nursing Program may be discontinued at any time if, in the opinion of the Nursing faculty, the student is unsafe, engaged in academic dishonesty, has violated patient confidentiality or safety, or is arrested (see program handbook for more information).

Schedules for class and clinical experiences may vary from the published schedule. Although every 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’s or course schedules.

Students should not plan to work full-time since nursing courses alone may require 30 hours per week plus substantial study time.

Students must pass a dosage calculations (mathematics) test prior to their first clinical experience in each nursing course with 90 percent accuracy. Students may attempt the test more than once. The content of the test each semester will be based on clinical expectations of the student for that course level. Students who do not obtain a level of 90 percent accuracy by the specified date in the course syllabus will receive an F for the course. Clinical attendance, class attendance and enrollment in the program will be discontinued at that time. Students may choose to withdraw from the course if the withdrawal deadline has not passed.

Applications of students wishing to transfer from another program will be evaluated on an individual basis by the nursing faculty. Persons interested in transfer should contact the Director of Nursing. Transfer students must provide a letter from the transfer institution stating they are in good standing for that program.

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

A person licensed in a foreign country who is interested in completing deficiencies in order to take the Florida State Board Examination to become a Registered Nurse should contact the Director of Nursing to discuss eligibility.

All students must meet the Florida Statute requirements for a federal background and FDLE check. Students must also submit to a drug screen. Students must assume the cost for the background check and drug screen. All results will be submitted to clinical facilities requiring these background checks. The facility will determine whether a student is acceptable as a caregiver. All students must sign and have notarized the Affidavit of Good Moral Character.

The LPN Transitional Program: LPNs must hold current, active, unencumbered licenses in the state of Florida, have graduated from an approved Florida LPN program within the past five years, 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 with an unrounded GPA of 2.50 or higher and meet all program admission requirements. LPN’s will be accepted on a space available basis. LPN’s will complete the LPN Transition course along with the other required courses. The required BLS and health requirements must be current throughout the program. LPN’s have to meet the same requirements as other nursing students for background checks, drug screenings and health requirements.
Additional Health Care Degree Requirements

• Associate in Science Degree in Respiratory Care and Polysomnography Certificate

The program includes technical courses in respiratory and/or polysomnography therapy, clinical experiences at various 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 or polysomnography program application packets, which may be obtained from the program Web page (www.tcc.fl.edu/respiratory) or the Division of Health Care Professions Office (TPP 141).

Immunizations, health, background and drug screenings must be submitted before beginning classes. Students who have previous experience in respiratory care may be eligible for exemption of certain courses; detailed information is available from the Program Chair.

• 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, Registered [RT(R)].

Application procedures for the Radiologic Technology Program must be completed by the published date. The application packet is available on the program Web page (www.tcc.fl.edu/radtech) or the Division of Health Care Professions Office (TPP 141).

- Students may elect to take some or all of the required general studies courses prior to starting radiologic technology courses. This is strongly recommended since this will lighten the student’s course load. Students may begin the general education course component at any time but may start the radiologic technology courses only if accepted into the program.

- Students may choose to be employed while in the program; however, all employment must be scheduled around the College’s class/lab/clinical schedules. Past experiences have shown that most students attempting to work more than 20 hours per week are not successful in the program due to lack of study time.

- The program requires full-time attendance. Lecture classes, lab classes and clinical rotations will vary between semesters. Day, evening and weekends will be utilized.
Students at Tallahassee Community College may participate in ROTC programs conducted at Florida A&M University and Florida State University.

Basic and intermediate Army ROTC classes offered through Florida A&M University and Florida State University are held at Tallahassee Community College. A program in Aerospace Studies (Air Force ROTC) is available at Florida State University and the Naval Science Program (NROTC) is conducted at Florida A&M University.

**Army ROTC**

Army ROTC is conducted by the Department of Military Science at Florida State University and Florida A&M University. The first two years of the program are open to any full-time student at Tallahassee Community College by registering for the appropriate course. This can be determined by contacting the Army ROTC program. These classes are designed to introduce students to Army leadership and management techniques. The classes include a leadership lab and an hour of physical fitness. The classes are taught at TCC but the locations for lab and physical training vary between TCC, FSU and FAMU. 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 sciences are provided free of charge. All students who enroll in Army ROTC must have a medical fitness statement from a physician. This form can be obtained through the Army ROTC office at FSU or FAMU.

Scholarships paying full tuition, fees and allowance for textbooks and a $300 per month for subsistence are available on a competitive basis. The scholarships also provide an allowance once they begin the advanced program their junior year. Special programs are also available for veterans and graduate students 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 at FSU, telephone (850) 644-1016; FAMU, telephone (850) 599-3515.

Dual enrollment is not necessary and the ROTC classes taken at TCC transfer to either FSU or FAMU.

**Air Force ROTC**

Air Force ROTC is conducted by the Department of Aerospace Studies at Florida State University. The first two years of the program (the General Military Course, or GMC) are open to any student at Tallahassee Community College. All courses are held on the FSU campus.

No commitment for military service is required and students can learn about the Air Force while deciding if they want to pursue a commission as an Air Force officer. Uniforms and textbooks are provided free of charge. Scholarships paying full TCC tuition, fees, allowances for textbooks and a $300.00 per month stipend are available on a competitive basis, and are later transferable to FSU or FAMU for students who remain in the AFROTC program.

Admission to the second two years of AFROTC (the Professional Officer Course, or POC) is on a competitive basis and requires full-time attendance at FSU or FAMU. Completion of the POC combined with a receipt or a college degree result in commissioning and entry onto active duty as a Second Lieutenant in the United States Air Force. Application for the POC must be made by the end of the sophomore year. All POC students receive $350 for juniors or $400 for seniors per month once contracted regardless of scholarship status.

Full details on this program may be obtained by contacting the Department of Aerospace Studies (AFROTC) located on the FSU campus on the Harpe-Johnson Hall, room 212, telephone (850) 644-3461 or (850) 561-9968, or visit our Web site at www.fsu.edu/~rotec.

**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 and textbooks, and provide up to $400 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 to $400 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 students do 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, student’s 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 Web site at www.famanrotc.com.
## ROTC Programs

### Army ROTC Courses

<table>
<thead>
<tr>
<th>Course Number</th>
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<th>Course Title</th>
<th>Term I</th>
<th>Term II</th>
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<td>MSL 1001</td>
<td>1</td>
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### Air Force ROTC Courses

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### Second Year

<table>
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**Note:**
All courses also include a required one hour per week Leadership Laboratory at the AFROTC detachment on the FSU campus.

### Navy-Marine ROTC Courses

<table>
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### Second Year

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<td>NSC 2231</td>
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<td>Principles of Naval Management I</td>
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**Note:**
Swimming and physical fitness qualifications are also included in this lab.

* All programs include a required leadership laboratory for four hours per week (zero credit hours).

**Note:**
All FSU courses also include a required one and one-half hours per week Leadership Laboratory on Wednesdays from 3:30 p.m. until 5:00 p.m., and one hour physical fitness training on Wednesdays and Fridays from 6:30 a.m. until 7:30 a.m.
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 are 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>
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<tbody>
<tr>
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<td>1</td>
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<td>0</td>
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<td>HUS 011</td>
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<td>HUS 012</td>
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<td>Human Resources Introduction Survey Course</td>
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<td>HUS 013</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Relationship Skills</td>
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</table>

---

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.
Course Credit and Frequency

Course credit hours are indicated by parentheses after the course title. The letters FA, SP, SU and OD (Fall, Spring, Summer and on-demand) indicate the term in which the course may be offered; however, the College cannot guarantee that any particular course will be offered during the term indicated in the Catalog. In addition, the College reserves the right to withdraw any course for which demand seems insufficient. Courses may be added or deleted between Catalog printing.

The Course Prefix

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or sub-category of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix used to identify the course.

•Course Prefix Guide

The following is a guide to the course prefixes and the course description heading(s) under which they can be located:

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<tr>
<th>Course Prefix</th>
<th>Catalog Heading</th>
<th>Page</th>
</tr>
</thead>
<tbody>
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<td>ACG</td>
<td>Accounting</td>
<td>147</td>
</tr>
<tr>
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<td>170</td>
</tr>
<tr>
<td>AML</td>
<td>English, Humanities, Literature</td>
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<tr>
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<td>Anthropology</td>
<td>147</td>
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<td>Art, Art-Study</td>
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<td>CAP</td>
<td>Art-Computer</td>
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<td>Criminal Justice</td>
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<td>Computer Networking</td>
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<td>Computer Programming and Technology, Business</td>
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### Accounting

**ACG2001 Principles of Accounting I** (3) FA  |  **Prerequisite:** satisfactory completion of College Preparatory English (ENC0020), College Preparatory Reading (REA0002) and College Preparatory Algebra (MAT0024), or appropriate placement scores. An introduction to the theory and procedures used in recording, processing, reporting and analyzing financial information for business organizations. Topics include accounting for current assets, long-lived assets, liabilities and owner’s equity. After completing this course, students should enroll in ACG2011. Students who complete the ACG2001-ACG2011 sequence should not enroll in ACG2021. The ACG2001 and ACG2011 sequence meets college and university requirements for financial accounting.  Contact: 3 hours.

**ACG2011 Principles of Accounting II** (3) SP  |  **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 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.

**ACG2021 Financial Accounting** (3) FA SP SU  |  **Prerequisite:** satisfactory completion of College Preparatory English (ENC0020), College Preparatory Reading (REA0002) 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:** satisfactory completion of ACG2021 or ACG2001 and ACG2011. An introduction to managerial accounting concepts and procedures. Emphasis is on the use of accounting information for managerial planning, control and decision-making. Topics include cost behavior, accounting for manufacturing operations, control of decentralized operations and budgeting. Contact: 3 hours.

**ACG2450 Computer Accounting** (3) SP  |  **Prerequisite:** satisfactory completion of College Preparatory English (ENC0020), College Preparatory Reading (REA0002) and College Preparatory Algebra (MAT0024), or appropriate placement scores. An introductory computer accounting course. Accounting with QuickBooks will be emphasized. The computer will be used for general ledger procedures, accounts receivable, accounts payable, inventory, fixed assets, payroll and financial statement preparation. Contact: 3 hours.  Additional fee.

**AGC2500**  **Governmental and Not-for-Profit Accounting** (3) FA  |  **Prerequisite:** satisfactory completion of ACG 2021 or ACG 2001 and ACG 2011. The study of the principles and practices of governmental and non-for-profit accounting. Topics include budgetary accounting, general and special revenue funds, capital projects, debt service funds, proprietary funds, fiduciary funds, account groups, inter-fund transactions and not-for-profit entities. Contact: 3 hours.

**TAX2000 Income Tax Accounting** (3) SP  |  **Prerequisite:** satisfactory completion of College Preparatory English (ENC0020), College Preparatory Reading (REA0002) and College Preparatory Algebra (MAT0024), or appropriate placement scores. Study of federal income tax laws and procedures; concepts and methods of determining income of individuals, partnerships and corporations for income tax purposes. Contact: 3 hours.

### Anthropology

**ANT2100 Introduction to Archaeology** (3) FA SP  |  **Prerequisite:** satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. An introduction to archaeology, tracing the development of theory and techniques. The origins and development of human culture are traced through fossils and artifacts. Case studies from selected geographical areas are presented. Lecture emphasized; off-campus sites visited. Lecture: 3 hours.

**ANT2211 Peoples of the World** (3) FA SP SU  |  **Prerequisite:** satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. A survey of primitive and nonindustrialized societies. Societies are grouped according to complexity of social organization. Special attention is given to ecological relationships, subsistence techniques and belief systems. Lecture: 3 hours.

**ANT2410 Introduction to Cultural Anthropology** (3) FA SP SU  |  **Prerequisite:** satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. The origin and development of human ways of life, with emphasis on the customs of preliterate peoples. Lecture: 3 hours.

**ANT2511 Introduction to Physical Anthropology** (3) FA SP  |  **Prerequisite:** satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. The origin and development of human behavior and culture. The interdependence of human biology and culture will be emphasized. 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. Substantial writing component. Fulfills state writing requirement. Contact: 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. Substantial writing component. Fulfills state writing requirement. Contact: 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. Substantial writing component. Fulfills state writing requirement. Contact: 3 hours.

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

**ART1151C Introduction to Jewelry Making II** (3) FA  |  **Prerequisite:** metal working 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  |  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  |  Creative problems in use of color, with emphasis on color fundamentals; also, exploration of media employing color. Lecture and lab: 6 hours.

**ART1300C Drawing I** (3) FA SP  |  Beginning freehand drawing, with emphasis on problems in observation and interpretation of visual images and ideas. Open to all students, but required of art majors. Lecture and lab: 6 hours.

**ART1330C Figure Drawing** (3) FA SP  |  Introduction to figure drawing, emphasizing the development of technical skills and self-expression through drawing the nude and clothed figure. Begins with anatomy studies and progresses to the conceptualization of human form. Lecture and lab: 6 hours.
Course Descriptions

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 fitter 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 those 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 (1-3) FA SP SU Prerequisite: any course beginning with the prefix ART, PGY or GRA. The internship course will provide students with an opportunity to gain professional experience at an art museum. Interns will complete from 20 to 60 hours in the field under the guidance of an instructor and the supervision of a designated professional.

ART2301C Drawing II (3) SP Prerequisite: ART1300C or acceptance of portfolio by instructor. Intermediate freehand drawing, with emphasis on still life and the figure in black and white and colored drawing media. Required of art majors. Lecture and lab: 6 hours.

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

ART2500C Painting I (3) FA SP Craft and technique of oil painting. The learning program is based on a number of problems encouraging individual solutions and involvement in aesthetic considerations. Lecture and lab: 6 hours.

ART2501C Painting II (3) SP Oriented to the student who has previous experience in painting, design, color or drawing. This course aims at depth in understanding established directions of painting, technology of color, composition, visual strategies and perception of form. Lecture and lab: 6 hours.

ART2750C Introduction to Ceramics I (3) FA SP 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 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 on developing a suitable portfolio and resume. Lab: 2 hours.

CAP2703 Computer Animation (3) SP Prerequisite: GRA2100. 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. Satisfies elective credit only. Satisfies computer proficiency requirement. Lecture and lab: 4 hours.

GRA2100 CG Characters Production (3) FA Prerequisite: CGS1060. Using computer 3D graphics programs as a medium, emphasis will be placed on 3D design, creative expression and communication of ideas. Enrollment is recommended for film, art or art-related majors. Lab: 4 hours.

PGY1800C Digital Photography (3) FA SP This course combines fundamental photographic skills with digital technologies. Emphasis is placed on basic camera operation, techniques and aesthetics. Students will explore a range of both commercial and fine art photographic applications. Students must supply their own digital camera. Lecture and lab: 6 hours.

PGY1801C Basic Photography (3) FA SP SU 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. Beyond the additional fee, expenses include cost of film, photo paper and other supplies (approximately $200). Additional fee.

PGY2410C Intermediate Photography (3) SP Prerequisite: PGY2401C. Creative print techniques in black and white photography; rudiments of the zone system for 35mm photography; experimentation with ortho-chromatic film leading to nonsilver printing processes. Students will produce a portfolio of high-quality prints. Beyond the additional fee, expenses include cost of film, photo paper and other supplies (approximately $200). Students must supply their own 35mm camera, which must have a manual metering mode and adjustable controls (ability to select shutter speeds and f/stops). Additional fee. Contact: 6 hours.

PGY2400C Digital Photography (3) FA SP Prerequisite: PGY2401C. Creative print techniques in black and white photography; rudiments of the zone system for 35mm photography; experimentation with ortho-chromatic film leading to nonsilver printing processes. Students will produce a portfolio of high-quality prints. Beyond the additional fee, expenses include cost of film, photo paper and other supplies (approximately $200). Students must supply their own 35mm camera, which must have a manual metering mode and adjustable controls (ability to select shutter speeds and f/stops). Additional fee. Contact: 6 hours.

Art - Computer

CAP2701 Computer Animation (3) SP Prerequisite: GRA2100. Computer graphics are used as a medium for computer animation, with emphasis on design, creative expression and communication techniques of animation. Enrollment recommended for film, art, or art-related majors. Satisfies elective credit only. Satisfies computer proficiency requirement. Lecture and lab: 4 hours.

GRA2100 CG Characters Production (3) FA Prerequisite: CGS1060. Using computer 3D graphics programs as a medium, emphasis will be placed on 3D design, creative expression and communication of ideas. Enrollment is recommended for film, art or art-related majors. Lab: 4 hours.

PGY1800C Digital Photography (3) FA SP This course combines fundamental photographic skills with digital technologies. Emphasis is placed on basic camera operation, techniques and aesthetics. Students will explore a range of both commercial and fine art photographic applications. Students must supply their own digital camera. Lecture and lab: 6 hours.

Art - 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 Introduction to metal forming in silver. Emphasis will be on conceptual design development and professional craftsmanship. Students will explore a variety of additive and subtractive techniques. Lecture and lab: 6 hours. Additional fee.

ART202C Design I (3) FA SP SU 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.

ART205C 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.

ART300C Drawing I (3) FA SP Beginning freehand drawing, with emphasis on problems in observation and interpretation of visual images and ideas. Open to all students, but required of art majors. Lecture and lab: 6 hours.

ART330C Figure Drawing (3) FA SP 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.

ART340C 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.

ART430C 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 fitter stencils as well as the tusche method. Lecture and lab: 6 hours.

ART540C Watercolor Fundamentals (3) FA Introduction to transparent and opaque watercolor techniques through lab, lecture and demonstration that focus on the unique possibilities of this medium. Lecture and lab: 6 hours.

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

ART2201C Drawing II (3) SP Prerequisite: ART1300C or acceptance of portfolio by instructor. Intermediate freehand drawing, emphasis on still life and the figure in black and white and colored drawing media. Required of art majors. Lecture and lab: 6 hours.

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

ART2500C Painting I (3) FA SP Craft and technique of oil painting. The learning program is based on a number of problems encouraging individual solutions 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.

ART2750C Introduction to Ceramics I (3) FA SP 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 on developing a suitable portfolio and resume. Lab: 2 hours.

PGY1800C Digital Photography (3) FA SP This course combines fundamental photographic skills with digital technologies. Emphasis will be on basic camera operation, techniques and aesthetics. Students will explore a range of both commercial and fine art photographic applications. Students must supply their own digital camera. Lecture and lab: 6 hours.

Art History

ARH2050 Introduction to Art History and Art Criticism I (3) FA SP SU Prerequisite: satisfactory completion of the general education communications requirement. The study of art styles in Europe from prehistory to the Renaissance. Substantial writing component. Fulfills state writing requirement. Contact: 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. Substantial writing component. Fulfills state writing requirement. Contact: 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 Oceania. Substantial writing component. Fulfills state writing requirement. Contact: 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. Provides a general nonmathematical introduction to astronomy, stressing basic physical principles applied to the universe as a whole. Includes features of our night sky, our solar system, stars and their evolution, galaxies and cosmology. 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 nonscience majors. 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. Internet and e-mail is required. Lecture: 3 hours.

BSC1005 Introduction to Biological Sciences (3) FA SP SU Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. This course is designed to give a basic understanding of the unity of life and major biological concepts. The course surveys various topics in plant life, animal life, cell biology, anatomy, physiology, reproduction, development, genetics, ecology, evolution and taxonomy. Human life will be emphasized. Included are some topics for nonscience majors. Cannot be used to satisfy degree requirements by students who already have credit in BSC2011C. Lecture: 3 hours.

BSC1020 Introduction to Human Biological Sciences (3) FA SP SU Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. This introductory level human biological sciences course will focus on the anatomy and physiology of human beings, with emphasis on basic concepts and principles describing, atomic, molecular and cellular structures and a complete overview of major tissues, organs and organ systems. Additionally, the student will be introduced to basic diseases of each of the major organ systems, caused by either physical, biochemical, bacterial, viral or parasitic agents or by pollutants. Contact: 3 hours.

BSC1050 Environmental Systems (3) FA SP SU Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. Focus is on basic biological principles pertaining to the minimal imperatives and the impact of human and environmental systems. Energy principles, computer simulations and systems thinking may be used as tools for discussing public policy issues concerning environmental problems. Environmental issues unique to Florida will be used as a starting point for discussing more global problems. Lecture: 3 hours.

BSC1084C Human Biology: Essentials of Anatomy and Physiology (4) FA SP Prerequisite: satisfactory completion of College Preparatory English (ENC0020), College Preparatory Reading (REA0002), General Chemistry (CHE1011) and College Preparatory Math (MAT1033), or appropriate placement scores. This one-semester combined lecture/laboratory course provides an introduction to the topics of the anatomy and physiology of the human body that are required for students enrolled in Emergency Medical Services Technology and Paramedic programs. Not intended for nursing, dental hygiene, respiratory care 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 or 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. Additional fee. Contact: 105 hours.

BSC1421 Introduction to Biotechnology (1) FASP Prerequisites: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. Introduction to the biotechnology industry, with emphasis on current applications in medicine, agriculture, forensics and the environment. Introduction to bioprocessing and quality management and the ethical, legal and social issues relevant to biotechnology are 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 College Preparatory Chemistry (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 such as medicine, dentistry and veterinary medicine. Topics include methods of science, structural 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 do Internet research related to lecture topics outside of class. Lecture: 3 hours.

* Course will not count toward credit for the A.A. degree
BSC2010 L 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. Students will be required to do Internet research related to lab topics outside of lab. Lab: 2 hours. Additional fee.

BSC2011C  Biology for Science Majors II (4) FA SP SU  Prerequisites: grade of C or better in BSC2010, BSC2010L, and satisfactory completion of College Preparatory English (ENC0020). A combined lecture/lab course emphasizing organismal and population biology. Topics include regulation of metabolism, comparative plant and animal physiology, developmental biology, population biology and ecology, evolutionary biology and applications to clinical sciences. Strong college chemistry and algebra background 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 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), College Preparatory Reading (REA0002) and Elementary Algebra (MAT0024), or appropriate placement scores. Recommended Corequisite: BSC2085L. High school chemistry, high school biology (or above) and Medical Terminology are strongly recommended before taking this course. This course, along with BSC2085L, is the first half of an investigation of the structure and functioning of the human body. The lecture and the lab together cover basic chemistry, basic cell biology, tissues and the integumentary system, skeletal system, muscular system and nervous system. Designed primarily for nursing, respiratory therapy, dental hygiene and other health care professions, the primary emphasis is physiology (function). Not intended for biology majors or nonscience majors. A comprehensive final exam in all sections of this course will test the student's knowledge of all the units covered in the semester. Lecture: 3 hours. Recitation: 1 hour. Additional fee.

BSC2085L Anatomy and Physiology I Laboratory (1) FA SP SU  Prerequisite or corequisite: BSC2085. This course, along with BSC2085, is the first half of an investigation of the structure and functioning of the human body. The lecture and the lab together cover basic chemistry, basic cell biology, tissues and the integumentary system, skeletal system, muscular system and nervous system. The primary emphasis is anatomy (structure). Designed primarily for nursing, respiratory therapy, dental hygiene and other health care professions. Not intended for biology majors or nonscience majors. Major exams will be practical exams. Lab: 2 hours. Additional fee.

BSC2086 Anatomy and Physiology II (3) FA SP SU  Prerequisite: grade of C or better in BSC2085. Recommended Corequisite: BSC2086L. This course is the second half of an investigation of the structure and functioning of the human body. Topics include the anatomy and physiology of cellular control systems; the special senses; the endocrine, cardiovascular, lymphatic, respiratory and reproductive systems; and fluid/electrolyte and acid/base balance. Lectures will focus on the physiology and lab will focus on anatomy. All sections of lecture will have a mandatory comprehensive final exam. It is assumed that students have a mastery of the core physiological principles from BSC2085, including membrane dynamics and transport, cell signaling, biopotentials, molecular basis of muscle physiology, synaptic transmission and organization of the ANS. This material is not reviewed in BSC2086. Topics are available from the course coordinator. All sections are either Web-assisted or Web-based, so computer skills are required. Designed primarily for nursing, respiratory therapy and other health care professions. Not intended for biology majors. Lecture: 3 hours.

BSC2086L Anatomy and Physiology II Laboratory (1) FA SP SU  Prerequisite or corequisite: BSC2086L. Lab exercises designed to illustrate and reinforce the prerequisite or corequisite lecture topics. Major exams will be practical exams. Lab: 2 hours. Additional fee.

ISC1000L  Interdisciplinary Science Laboratory (1) SP  Prerequisite: grade of C or better in one general education science course. Prerequisite or 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 on several contemporary themes and require critical thinking and cooperative activities. Lab: 2 hours. Additional fee.

MCB2004 Microbiology (3) FA SP SU  Prerequisites: 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. Recommended Corequisite: MCB2004L. Principles of microbiology and cell biology, emphasizing microbial and viral structure, physiology, genetics, growth, pathogenesis and control. Basic physical, chemical and biochemical explanations of microbial actions at the cellular and population levels will be presented, including membrane transport, enzyme kinetics, cellular metabolism and molecular genetics. Specific and nonspecific defenses will be explored in detail, along with dynamics about the spread of epidemics and immune disorders. The biology and medical implication of HIV infection will be addressed. Students will be responsible for understanding major features of approximately 50-60 microbial diseases. Quantitative, critical thinking and writing skills will be emphasized. All sections are Web-assisted or Web-enhanced, so computer skills are required. Lecture: 3 hours.

MCB2004L Microbiology Laboratory (1) FA SP SU  Prerequisite or corequisite: MCB2004. Chemical, biochemical and microbiological principles will be studied and demonstrated. Topics include isolation and identification of bacteria and fungi, bacterial growth and control, genetics, immunology, diseases, epidemiology, microbial principles will be studied and demonstrated. Topics include isolation and identification of bacteria and fungi, bacterial growth and control, genetics, immunology, diseases, epidemiology, water quality and strict aseptic technique. Case studies and problem-solving sessions will be included. All sections are Web-assisted or Web-enhanced, so computer skills are required. Approved lab coats are required for course. Students will be expected to apply the principles learned in MCB2004. Lab: 2 hours. Additional fee.

**Business**

ACG2001 Principles of Accounting I (3) FA SP SU  Prerequisite: satisfactory completion of College Preparatory English (ENC0020), College Preparatory Reading (REA0002) and College Preparatory Algebra (MAT0024), or appropriate placement scores. Introduction to the 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 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.

ACG2021 Financial Accounting (3) FA SP SU  Prerequisite: satisfactory completion of College Preparatory English (ENC0020), College Preparatory Reading (REA0002), 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.
Course Descriptions

AGC2071 Managerial Accounting (3) FA SP SU Prerequisite: Satisfactory completion of AC2021 or AC2001 and AC2011. An introduction to managerial accounting concepts and procedures. Emphasis is on the use of accounting information for managerial planning, control and decision-making. Topics include cost behavior, accounting for manufacturing operations, control of decentralized operations and budgeting. Contact: 3 hours.

AGC2450 Computer Accounting (3) SP Prerequisite: Satisfactory completion of College Preparatory English (ENC0020), College Preparatory Reading (REA0002) and College Preparatory Algebra (MAT0024), or appropriate placement scores. This is an introductory course that teaches students how to use computers (hardware and software) in business, including business applications, commercial packages and the Internet. Overview of microcomputer applications, including a brief introduction to computer concepts, Microsoft Windows, Microsoft Office (Word, Excel, Access and PowerPoint), Web mail through the student's TCC eAccount, Internet Explorer and integration of the applications. Contact: 3 hours. Additional fee.

AGC2500 Governmental and Not-for-Profit Accounting (3) FA Prerequisite: Satisfactory completion of AC2021 or AC2001 and AC2011. 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, inter-fund transactions and not-for-profit entities. Contact: 3 hours.

BUL2241 Legal Concepts of Business (3) FA SP SU Introduction to the legal setting in which business operates. Introduction to law, constitutional law, administrative law, torts, crimes, contracts and ethics. Contact: 3 hours.

CGS2100 Microcomputer Applications for Business (3) FA SP SU Prerequisite: MAT1033 or OST1324 with grade of C or better or placed into MGF1106 or higher. Designed to teach students how to use computers (hardware and software) in business, including business applications, commercial packages and the Internet. Overview of microcomputer applications, including a brief introduction to computer concepts, Microsoft Windows, Microsoft Office (Word, Excel, Access and PowerPoint), Web mail through the student's TCC eAccount, Internet Explorer and integration of the applications. Contact: 3 hours. Additional fee.

CGS2103 Advanced Microcomputer Applications (3) FA SP Prerequisite: CGS2100 with grade of C or better, or CGS1060 and OST1324 or MAT1033 with grade of C or better in both classes. An advanced personal computer course that will provide specialized training in advanced microcomputer software applications that are used in the workplace. Complex aspects and advanced features of word processing, spreadsheet, database, presentation, Internet and integrated applications are included in the course. Contact: 3 hours. Additional fee.

ECO2220 Money and Banking (3) FA Prerequisite: Satisfactory completion of College Preparatory English (ENC0020), College Preparatory Reading (REA0002) 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. Additional fee.

FIN1100 Personal Finance (3) FA SP SU Introductory personal finance course. Basic personal finance concepts will be used to study topics such as personal financial planning and budgeting, money management and tax strategies, banking services, consumer credit, home finance, transportation options, insurance, investing fundamentals and retirement planning. Contact: 3 hours.

FIN2010 Investments (3) SP Prerequisite: FIN 1100 and satisfactory completion of College Preparatory English (ENC0020), College Preparatory Reading (REA0002) and College Preparatory Algebra (MAT0024), or appropriate placement scores. Introductory course that builds upon FIN1100 (Personal Finance) and explores, in-depth, the objectives, opinions and strategies available to increase personal wealth and retirement income. Course content will expand upon the subjects covered in Personal Finance by presenting guest speakers, computer simulations through which students plan for their personal or family net worth and retirement (two distinct programs) and other methods. Contact: 3 hours.

GBE1011 Introduction to Business (3) FA SP SU Introductory survey course designed to acquaint the student with the nature of American business and how it operates in the contemporary economic, social and political environment. Contact: 3 hours.

GEB2893 Strategic & Policy Issues in Non-Profit Organizations (3) OD This course will focus on a variety of soft management issues, such as organizational vision and mission, strategic planning, goal setting, program evaluation, leadership and the coordination of volunteers and staff. The course helps students develop rational management tools for working within an organization by understanding and analyzing management techniques, organizational concepts, and analytical skills required for effective organizations. Contact: 3 hours.

IDS2941 Technology and Professional Programs Internship (3) OD Prerequisites: 18 hours of courses within the student's program core. The internship course will provide students with an opportunity to gain hands on experience in their chosen area of study. Interns will complete a minimum of 150 hours in the field under the guidance of an instructor and the supervision of a designated professional. Contact: 3 hours.

MAN1023 Management for Non-Profit Organizations (3) OD Introduction to the basic principles, fundamentals, practices and techniques required for nonprofit management within a competing values and work. Contact: 3 hours.

MAN2021 Introduction to Management (3) FA SP Prerequisite: Satisfactory completion of College Preparatory English (ENC0020), College Preparatory Reading (REA0002) and College Preparatory Algebra (MAT0024), or appropriate placement scores. Introduction to the basic principles, fundamental practices and techniques required for the managerial process within a variety of organizational frameworks. Emphasis is on helping the student to develop an effective managerial philosophy. Contact: 3 hours.

MAN2582 Introduction to Project Management (3) OD This course prepares students to use project management techniques in the workplace by using the functional areas of the Microsoft application and by emphasizing the relationships among critical project tasks. Contact: 3 hours.

MAR1053 Marketing for Non-Profit Organizations (3) OD This course provides an overview of marketing concepts, techniques and promotional strategies that pertain to nonprofit enterprises. Contact: 3 hours.

MARC1021 Marketing the Individual (3) FA SP The course will require students to develop a self-marketing plan built upon the following marketing principles: research, communication skills and customer service. Students will develop career marketing goals and detailed marketing strategies or tools to achieve the goals. Marketing tools will include packaging, pricing, customer satisfaction, communications (oral and written) and creativity. Contact: 3 hours. Additional fee.

MAR2011 Principles of Marketing (3) FA SP Prerequisite: Satisfactory completion of College Preparatory English (ENC0020), College Preparatory Reading (REA0002) and College Preparatory Algebra (MAT0024), or appropriate placement scores. A study of the activities involved in the flow of goods and services from producers to consumers, of marketing institutions and of the role of marketing in the economy. Contact: 3 hours.

MAR2340 Resources Development (3) OD This course provides an examination of new services, new facilities and new technologies required to remain competitive in a nonprofit sector. Contact: 3 hours.

MKA1021 Principles of Salesmanship (3) OD This is a practical course developing sales skills for students with an entry-level occupational interest and students pursuing a career in selling. Contact: 3 hours.

MNA1161 Introduction to Customer Service (3) FA 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 (ENC0020), College Preparatory Reading (REA0002) 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.

* Course will not count toward credit for the A.A. degree
MNA2130 Business Writing (3) FA SP Prerequisite: satisfactory completion of College Preparatory English (ENC0020) or appropriate placement score. Emphasis on effective writing in business communications. Focus on clarity, conciseness and directness in handling a variety of written business communications. Concepts of human relations as they affect written communications are included. Contact: 3 hours.

MNA2300 Human Resource Management (3) FA Prerequisite: satisfactory completion of College Preparatory English (ENC0020), College Preparatory Reading (REA0002) and College Preparatory Algebra (MAT0024), or appropriate placement scores. Study of the knowledge and skills that are part of the management task that focuses primarily on the management of people. Contact: 3 hours.

OST1324 Business Mathematics (3) FA A review of fundamental mathematics processes and the common business applications of these processes, such as cash and trade discounts, interest, markup, commission, payroll and taxes. The course includes training and practice in the use of electronic calculating machines. Contact: 3 hours.

REE1040* Real Estate Principles and Practices: Course I (4) FA Evening. 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 for those who desire to become a real estate salesperson in Florida.) Contact: 4 hours.

REE1040* Real Estate Principles and Practices: Course II (5) FA Prerequisites: REE1040 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.

RM1001 Introduction to Risk and Insurance (3) FA An introductory course to learn about personal and professional risk management and insurance. The course surveys various policy and risk options including property, homeowners, auto, life and health insurance and employee benefits. The lectures will present essential terminology and key insurance and risk management concepts. Includes discussions of current insurance issues. Contact: 3 hours.

SBM2000 Small Business Management (3) FA SP Prerequisite: satisfactory completion of College Preparatory English (ENC0020), College Preparatory Reading (REA0002) and College Preparatory Algebra (MAT0024), or appropriate placement scores. Study of concerns and trends unique to small businesses. Emphasis is on the effective establishment of a small business and on the profitable operation of an ongoing small business. Contact: 3 hours.

SPC1062 Business and Professional Speaking (3) FA SP Prerequisite: satisfactory completion of ENC0020 and REA0002, or appropriate placement score. Designed to focus on developing and refining oral communication skills in business and professions. Enhances basic speaking and listening skills, with additional attention to making presentations, working in groups, handling interviews, meetings, and employing multimedia materials in oral presentations. Lecture: 3 hours.

TAX2000 Income Tax Accounting (3) SP Prerequisite: satisfactory completion of College Preparatory English (ENC0020), College Preparatory Reading (REA0002) and College Preparatory Algebra (MAT0024), or appropriate placement scores. Study of federal income tax laws and procedures; concepts and methods of determining income of individuals, partnerships and corporations for income tax purposes. Contact: 3 hours.

Chemistry

CHM1020 Chemistry for General Education (3) FA SP Prerequisite: 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. This course is not designed to prepare students for CHM1030 or CHM1045. It cannot be used to satisfy degree requirements by students who already have credit for CHM1030 or CHM1045. Lecture: 3 hours.

CHM1030 General Chemistry for Allied Health (3) FA SP SU Prerequisites: satisfactory completion of College Preparatory English (ENC0020), College Preparatory Reading (REA0002) and Intermediate Algebra (MAT1033), or appropriate placement scores. Optional lab: CHM1030L. Topics include atomic theory, bonding, nomenclature, gases, acids and bases, solutions, reaction rates, equilibria and introduction to organic functional groups and biocatalytic molecules. Cannot be used to satisfy degree requirements by students who already have credit for CHM1020 or CHM1045. Lecture: 3 hours.

CHM1030L General Chemistry for Allied Health Laboratory (1) FA SP SU Corequisite: CHM1030 or CHM1020. Emphasis is on lab experiences from the health care professions that illustrate basic chemical principles. This course is designed to supplement and reinforce ideas presented in both CHM1030 and CHM1020. Lab: 2 hours. Approved chemical safety goggles required. Additional fee.

CHM1031 Physiological Chemistry for Allied Health (3) OD Prerequisite: satisfactory completion of CHM1030L. Emphasis is on lab experiences from the health care professions that illustrate basic organic and biochemical principles. Student experiences include amino acid chromatography, study of enzyme-catalyzed reaction rates, electrophoresis techniques, tests for amino acids, proteins, carbohydrates and lipids. This course is designed to supplement and reinforce ideas presented in CHM1031. Approved chemical safety goggles required. Lab: 2 hours. Additional fee.

CHM1045 General Chemistry I (3) FA SP SU Prerequisites: satisfactory completion of College Preparatory English (ENC0020), College Preparatory Reading (REA0002) and MAC1105, or appropriate placement scores. Corequisites: CHM1045L. Primarily designed for students planning to take the state real estate brokers license exam. Contact: 3 hours.

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: grade of C or better in CHM1045. 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. Recitation: 1 hour. Additional fee.

CHM1046L General Chemistry Laboratory II (2) FA SP SU Prerequisite: 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 safety goggles required. Additional fee.

CHM2210 Organic Chemistry I (3) FA SP SU Prerequisite: grade of C or better in CHM1046L or its equivalent. Corequisite: CHM2210L. Primarily designed for students planning to major in science and related fields. Nomenclature and physical properties of alcohols, aldehydes, ketones, amines, amides, halides and amines are covered. This course takes a mechanistic approach to organic chemistry. Students are expected to learn not only the reactions discussed in class but also the mechanism by which the reactions take place. Lecture: 3 hours. Recitation: 1 hour. Additional fee.

CHM2210L Organic Chemistry I Laboratory (1) FA SP Prerequisite: grade of C or better in CHM1046L or its equivalent. Corequisite: CHM 2210. 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. Additional fee.
**Child Development**

CHD2220 Child Development (3) FA SP SU  
**Prerequisite:** satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. The developmental study of the normal child from conception to age twelve. The general developmental process and physical, mental and psychosocial development are discussed. The interaction between these processes and the individual's environment are examined and implications for the child, family and society are discussed. Lecture: 3 hours.

CHD2240 Adolescent Development (3) FASPSU  
**Prerequisite:** satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. A study of cognitive, physical and psychosocial development during adolescence and young adulthood. Substantive issues such as identity formation, interaction with parents, peer group associations, sexuality and psychological problems are discussed. Lecture: 3 hours.

DEP2004 Human Development: Birth to Senescence (3) FA SP SU  
**Prerequisite:** satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002). An overview of normal human behavior from birth to senescence. Cognitive, physical and psychosocial development are examined within a developmental framework and implications for the individual and the various institutions of our society are discussed. Lecture: 3 hours.

**College Prep English**

EAP0384* English as a Second Language for Academic Purposes I (4) FASP  
This course is intended to assist 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. Minimum of one hour per week in lab setting required. Students will be eligible for enrollment in EAP0440 upon completion of EAP0384 with a grade of C or better. Lecture: 3 hours. Lab: 1 hour. Does not carry degree credit.

EAP0440* English as a Second Language for Academic Purposes II (4) FA SP  
**Prerequisite:** EAP0384 This course is intended to assist 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, effective paragraph writing, and short essay development. Skills are developed by speaking, listening, reading and writing in English. Minimum of one hour per week in lab setting required. To enroll in ENC1101, the student must score C or better in this class and pass the state-mandated exit exam. Lecture: 3 hours. Lab: 1 hour. Does not carry degree credit.

**College Prep Mathematics**

MAT0012* Pre-Algebra (4) FA SP SU  
This course is designed for students who have little or no background in algebra and need to strengthen their mathematics background in order to be successful in MAT0024, Elementary Algebra. The course builds students' skills in performing basic algebraic manipulations as they apply to integers and rational numbers, properties of real numbers as applied to variable expressions and solving linear equations. Carries 4 hours of institutional credit, 1 hour of which is a required lab hour. Does not carry degree credit.

MAT0024 Elementary Algebra (4) FA SP SU  
**Prerequisite:** Appropriate score on CPT and ALEKS assessment or completion of MAT0012. This course is for students who possess basic arithmetic skills and have some background in algebra, but have not demonstrated the algebra skills necessary to be successful in college-level mathematics courses. The course is designed to supplement and strengthen the skills the student possesses and to give the student the skills required for successful completion of MAT1033, Intermediate Algebra. The course focuses on algebraic concepts and skills for solving equations and inequalities, applying the laws of exponents to simplify polynomials, factoring polynomial expressions and using factoring to solve equations, graphing linear equations in two variables and performing basic operations with radical expressions. Successful completion of MAT0024 requires students to pass the class with a grade of "C" or better and to achieve a passing score on a state-mandated exit exam. Carries 4 hours of institutional credit, 1 hour of which is a lab hour. Does not carry degree credit.

**College Prep Reading**

REA0001* College Preparatory Reading I (4) FA SP SU  
**Prerequisite:** appropriate CPT Score. This course helps students develop vocabulary, reading strategies and study skills through a wide variety of readings and Web-assisted instruction. REA0001 must be completed prior to enrolling in REA0002. Does not carry degree credit. Lecture: 3 hours. Lab 1 hour.

REA0002* College Preparatory Reading II (4) FA SP SU  
**Prerequisite:** appropriate CPT score or successful completion of REA0001. This course helps students develop the reading skills and strategies that are essential for literal and critical comprehension of ideas expressed in writing. This course incorporates CLAST reading skills and emphasizes effective strategies for college-level reading through classroom instruction. To enroll in ENC1101, the student must score C or better in the class and pass the state-mandated exit exam. Does not carry degree credit. Lecture: 3 hours. Lab 1 hour.

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

College Success

SLS0001* Foundations of Student Development (1) FA SP SU
Corequisite: REA0001 and/or ENC0010. This course is designed to help students develop the basic skills necessary to become responsible learners and to prepare them for success in the classroom. Course topics include classroom behavior, attitude, basic study and test-taking skills and introduction to TCC resources and technology and to TCC policies and procedures critical to the first semester. Students who place into ENC0010 and REA0001 must enroll in SLS0001 in their first semester. Students cannot enroll in SLS0001 and SLS1510 at the same time. Lecture and discussion: 1 hour. Does not carry degree credit.

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 hour.

SLS1510 College Success (3) FA SP SU
This course is designed to build and reinforce skills necessary for college and career success. Topics include motivation, goal setting, learning styles, time management techniques, test skills, reading textbooks and memory skills. This course also covers topics such as writing, ethical behavior, interpersonal relationships, employability skills, financial management, choosing a college major and other career planning topics. Students who place into two or more college prep courses other than ENC0010 and REA0001 must enroll in SLS1510 within the first 12 attempted hours. All students who place into two or more college prep courses, including ENC0010 and REA0001, must enroll in SLS1510 within the first 15 attempted hours. Students cannot enroll in SLS0001 and SLS1510 at the same time. Students cannot receive credit for both SLS1301 and SLS1510. Contact: 3 hours.

Communications

CRW2001 Creative Writing (3) FA SP Prerequisite: completion of the general education 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.

ENCI101 College Composition (3) FA SP SU Prerequisite: ENC0020 and REA0002, or appropriate placement scores. 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. Substantial writing component. Fulfills state writing requirement. Lecture: 3 hours. Students must complete this course with grade of C or better before enrolling in other communication courses.

ENCI102 Argument and Persuasion (3) FA SP SU Prerequisite: grade of C or better in ENCI101. This course incorporates the process of expository and persuasive writing that the student learned in ENCI101. The major elements of the course are inductive and deductive reasoning, evidence, audience, style and fallacies. Lecture: 3 hours. Substantial writing component. Fulfills state writing requirements. Includes a research paper.

ENCI141 Writing about Literature (3) FA SP SU Prerequisite: grade of C or better in ENCI101. This course continues to stress techniques of expository writing. Students will read and analyze various literary genres for form and meaning. Students should also gain increased understanding of and appreciation for those same creative elements in modern media. Lecture: 3 hours. Substantial writing component. Fulfills state writing requirement. Includes a research paper.

ENC2210 Technical Communications (3) FA SP Prerequisite: grade of C or better in ENCI1101. Does not fulfill the general education communications requirement. Designed to further mastery of the written communications encountered in the world of work. Focuses on the more rhetorical and persuasive aspects of effective technical communications. Students will become proficient in the use of standard professional correspondence (various types of letters, memos and e-mail) and also write descriptions of objects, processes, instructions, reports and proposals. Contact: 3 hours.

ENC2942 Intern Program in Publishing (3) OD Prerequisite: permission of instructor. 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 credits. Lab: 6 hours.

FIL1930 Special Topics in Film (3) SP Special topics for students who wish to further explore the field of film. Focus is placed on topical problems, current issues or emerging trends. Contact: 3 hours.

JOU2420L Newspaper Production (3) FA SP Prerequisite: ENCI101 required. Recommended Prerequisite or corequisite: MMC1100. 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 ENCI101. 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 lab: 3 hours.

JOU2940L Newspaper Practicum (2) FA SP Prerequisite: satisfactory completion of six hours of JOU2420L. 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: grade of C or better in ENCI1101. 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. Substantial writing component. Fulfills state writing requirement. Includes a research paper. Lecture: 3 hours.

RTV2102 Writing for the Electronic Media (3) FA SP Prerequisite: grade of C or better in ENCI1101. An introductory course in gathering information and writing for the media, with emphasis on radio, television, and online broadcasts. Lecture: 3 hours. Substantial writing component. Includes a research project.

SFC1017 Fundamentals of Interpersonal Communications (3) FA SP SU Prerequisite: successful completion of ENC0020, or appropriate placement score. Designed to promote understanding of the transactional nature of speech communication. Provides concepts and experiences to help students communicate more effectively in interpersonal as well as public settings. Student participation centers on verbal and nonverbal aspects of speaking and listening. Lecture: 3 hours.

SFC2608 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. SPC1017 is recommended but not required as a prerequisite. Lecture: 3 hours.
Composition

ENC1101 College Composition (3) FA SP SU Prerequisite: ENC0020 and REA0002 or appropriate placement scores. 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 English. Substantial writing component. Fulfills state writing requirement. Lecture: 3 hours. Students must complete this course with a grade of C or better before enrolling in other communication courses.

ENC1102 Argument and Persuasion (3) FA SP SU Prerequisite: grade of C or better in ENC1101. This course incorporates the process of expository and persuasive writing that the student learned in ENC1101. The major elements of the course are inductive and deductive reasoning, evidence, audience, style and fallacies. Lecture: 3 hours. Substantial writing component. Fulfills state writing requirement. Includes a research paper.

ENC1141 Writing about Literature (3) FA SP SU Prerequisite: grade of C or better in ENC1101. This course continues to stress techniques of expository writing. Students will read and analyze various literary genres for form and meaning. Students should also gain increased understanding of and appreciation for those same creative elements in modern media. Lecture: 3 hours. Substantial writing component. Fulfills state writing requirement. Includes a research paper.

Computer Literacy

CGS1060 Introduction to Computer Literacy (3) FA SP SU Recommended Prerequisite: MAT0024 and ENC0020, or appropriate placement scores. Keyboarding skills are useful. Designed for students aspiring to learn computer terminology, the use and applications of software packages and an overview of computer hardware. Structured for students with little or no computer experience. Students should gain confidence in the use of microcomputers and the use of software packages and their documentation. Students should gain the ability to transfer these skills to other college courses. 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.

CGS1555 Internet (3) FA SP Prerequisite: satisfactory completion of College Preparatory Reading (REA0002), 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.

CGS2103 Advanced Microcomputer Applications (3) FA SP Prerequisite: grade of C or better in CGS2100, or CGS1060 with OST1324 or MAT1033 with grade of C or better in both classes. Continuation of CGS2100. An advanced personal computer course that provides specialized training in advanced microcomputer software applications that are 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.

Computer Networking

CET2540 Open Systems Architecture I (3) FA SP Prerequisite: CNT1000. Provides students with a basic understanding of frame relay, integrated services digital network (ISDN), asynchronous transfer mode (ATM), synchronous optional network (SONET) and troubleshooting and problem solving of network systems. Contact: 3 hours.

CET2541 Open Systems Architecture II (3) SP SU Prerequisite: CET2540. Continuation of CET2540. Provides understanding of frame relay, integrated services digital network (ISDN), asynchronous transfer mode (ATM), synchronous optional network (SONET) and troubleshooting and problem solving of network systems. Contact: 3 hours.

CET5155 Internet (3) FA SP Prerequisite: satisfactory completion of College Preparatory Reading (REA0002), 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.

CET5160 Introduction to Operating Systems (3) FA SP This course is designed to provide instruction regarding the management and maintenance of a desktop (client) computer on a local area network. Both stand-alone and network connectivity issues will be explored. Contact: 3 hours. Additional fee.

CET5100 Introduction to Networks and Telecommunications (3) FA SP SU Covers network topics from the perspective of both the user and network administrators, giving students an insight into the field of computer networking. Covers the fundamentals of networking and telecommunications and career opportunities. Contact: 3 hours.

CET5150 Computer Networking, Cabling & Troubleshooting (3) FA SP SU Prerequisite: satisfactory completion of College Preparatory Reading (REA0002), or appropriate placement scores. Covers the standards and protocols of local area networks (LANs), wide area networks (WANs), Ethernet, token ring, frame relay, asynchronous transfer mode (ATM), synchronous optional network (SONET) and troubleshooting and problem solving of network 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 emerging technologies. Contact: 3 hours. Additional fee.

CET240 Introduction to Network Security (3) SP This course will serve as an introduction to network security. Topics covered include legal issues and policies, managing risks, identifying types of attacks, information systems best practices, e-commerce needs, intrusion detection and platform-specific implementations. Contact: 3 hours.

CTS1131 Microcomputer Architecture (3) SP This course covers the concepts of how computer hardware works, how hardware interacts with software to perform instructions and how to identify PC peripherals. Computer troubleshooting and maintenance will be covered in a hands-on lab, allowing the student to perform repairs and upgrades. Contact: 3 hours. Additional fee.

CET2510 Introduction to Unix (3) FA Prerequisite or corequisite: CGS 1000. Serves as an introduction to the UNIX operating system through Linux and covers fundamental terminology, user and administrative commands, managing files and directories, creating and managing user accounts, scripting, managing resources and backing up system data. Students experience hands-on lab activities, including installation, configuration, monitoring and troubleshooting the operating system. Contact: 3 hours. Additional fee.

* Course will not count toward credit for the A.A. degree
COP2220   Introduction to C++ Programming   (3)   FA SP
Prerequisite: satisfactory completion of College Preparatory Reading (REA0002), or appropriate placement scores and 3 credit hours of application software course(s). Covers the technical, interpersonal, communication and problem-solving skills required for those who intend to serve as IT support professionals or have a desire to understand the needed skills. The course will cover the needs of the end user and the role of end user support. Minimum of one hour per week in a computer lab setting required. Lecture: 3 hours. Lab: 1 hour. Additional fee.

CTS2351 Network Administration and Management   (3)   FA
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.

CTS2352 Advanced Network Administration   (3)   SP
Prerequisite: grade of C or better in CTS2351. This course is designed to reinforce and build on concepts presented in CTS2351. Enterprise-wide network design, security, services and monitoring will be covered. Students will experience hands-on lab activities, including installation, configuration and monitoring and troubleshooting a network operating system. Contact: 3 hours. Additional fee.

Computer Programming

CAP2023 Introduction to Game Programming   (3)   FA SP
Prerequisite: grade of C or better in MAT1033, or appropriate score on math placement test for MGF1106 or higher. This course introduces students to the exciting world of computer game design, covering the core concepts and providing hands-on experience. Contact: 3 hours.

CGS1000 Introduction to Computer Technology   (3)   FA SP
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 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.

CGS1540 Database Concepts   (3)   FA
Serves as an introduction to database systems. Emphasis will be on the concept of information as a corporate resource and the importance of managing this resource. Topics covered include a comparison of databases with traditional file systems, related database concepts, introduction to structured query language (SQL), database design using entity relationship models and database normalization. Contact: 3 hours. Additional fee.

CGS1820 Web Page Authoring   (3)   FA
Prerequisite: satisfactory completion of College Preparatory Reading (REA0002), or appropriate placement scores. Introduction to HTML for use in creation of web pages, covering the basics of creating web pages with links, graphics, tables, forms and cascading style sheets. Basic page design fundamentals are covered. Page formatting using table layout methods is included. Students will be introduced to JavaScript to see programming can add dynamic qualities to a web page. It is recommended that students have basic file management and browser skills. Contact: 3 hours. Additional fee.

CGS2069 Starting a Business on the Internet   (3)   SP
Prerequisite: satisfactory completion of College Preparatory Reading (REA0002), or appropriate placement scores. Introduction to the 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.

COP2220 Introduction to C++ Programming   (3)   FA SP
Prerequisite: satisfactory completion of College Preparatory Reading (REA0002) and Intermediate Algebra (MAT1033), or appropriate placement scores. This is an introductory course in computer programming. Algorithm design and the concepts of problem solving for computer software development are emphasized. The fundamentals of the C++ language are covered. C++ is used to implement and code computer programming problems. Contact: 3 hours. Additional fee.

COP2221 Intermediate Programming with C++   (3)   FA SP
Prerequisite: grade of C or better in CGS2220. Serves as a second semester of programming using the C++ programming language. Topics covered include arrays, array searching and sorting algorithms, pointer variables, character and string processing, structures, arrays of structures, file operations, object-oriented programming, linked lists, and stacks and queues. Contact: 3 hours. Additional fee.

COP2332 Visual Programming   (3)   FA
Prerequisite: grade of C or better in COP2220. This course briefly reviews the basic concepts of programming, problem solving and programming logic while introducing 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 and loops. Students will divide their time between lecture and lab. Contact: 3 hours. Additional fee.

COP2800 Introduction to Java Programming   (3)   FA SP
Prerequisite: grade of C or better in COP2220, or permission of the instructor. Introduction to object oriented programming using the JAVA programming language. Contact: 3 hours. Additional fee.

COP2822 Scripting for the Web   (3)   SP
Prerequisite: CGS1820. This project-oriented course covers basic through advanced JavaScript skills including integrating JavaScript into an HTML file, writing user-defined functions, creating popup 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.

CST2441 Database Programming   (3)   SP
Prerequisite: grade of C or better in CGS1540 with grade of C or better. This course prepares students for the first exam in both the Oracle Database Administrator (DBA) and Oracle Forms Developer certification tracks and offers them a solid understanding of Oracle and how to use it effectively. Students begin with a solid foundation for creating databases, then strengthen their knowledge in creating queries. This textbook also covers SQL*Plus and iSQL*Plus so students can identify and distinguish the differences between these interfaces. Contact: 3 hours.

Creative Writing

CRW2001 Creative Writing   (3)   FA SP
Prerequisite: completion of communications requirement. This course offers instruction in writing fiction, poetry, drama and nonfiction and provides analysis of the student’s work. The guiding principles of creativity will be discussed and illustrated. Lecture and discussion: 3 hours.

Crime Scene

CJE1770* Crime Scene Photography   (3)   FA SP
Prerequisite or corequisite: CJE2640. Includes basic crime scene photography skills including camera operation, exposure to specialty light sources and digital photography techniques and procedures. Contact: 3 hours. Additional fee.

CJE2640* Crime Scene Investigation   (3)   FA SP
Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. A study of the theory and practice of the techniques used to protect, collect, process and analyze the physical evidence 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.

CJE2643* Advanced Crime Scene Investigation   (3)   FA SP
Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores, and CJE2640. Covers advanced principles, theories and applications in crime scene investigation. Specialized collection procedures of weapons, traffic crash evidence, arson, gunshot residue, blood spatter and recovery of buried bodies and surface skeletons included. Data analysis, reporting and plan of action development emphasized. Contact: 3 hours. Additional fee.
CJE2670* Introduction to Forensic Science (3) FA SU  
Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. Exposes the student to the capabilities and functions of a full-service crime lab. Also covers evidence selection and submission to crime labs in accordance with established standards and legal requirements, including chain of custody. Contact: 3 hours.

CJE2671* Latent Fingerprint Development (3) SP  
Prerequisite: CJE2640. 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 (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. Teaches the Henry modified system of fingerprint classification and prepares the student for a position as an inked fingerprint examiner. Contact: 3 hours. Additional fee.

CJE2673 Biological Evidence (3) SP  
Prerequisite: CJE2640. 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.

CJL2610* Courtroom Presentation of Scientific Evidence (3) SP SU  
Prerequisites: CJE2640 and CJE2643. This course covers dress and grooming for and speaking, listening and stress control during courtroom proceedings. Visual aid preparation and presentations of all evidence (commonly referred to as scientific evidence) are discussed. The principles and methods of paralegal and probate systems are also included. Mock trial exercises will be used. Contact: 3 hours.

Criminal Justice

CCJ1020 The Criminal Justice System (3) FA SP SU  
Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. Introduces the structure and function of components of the criminal justice system, including law enforcement and courts and corrections; an explanation of the goals of the system; and the major issues, concepts and trends surrounding the field of criminal justice. Contact: 3 hours.

CCJ1600 Deviant Behavior (3) FA SP SU  
Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. Studies deviant behaviors that criminal justice practitioners interact with daily. Topics include the nature of deviance, sexual deviance, alcoholism, drug addiction, mental illness, violence and suicide. Contact: 3 hours.

CCJ2000 Crime and Delinquency: Nature and Causes (3) FA SP SU  
Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. Provides a framework for studying criminology by defining the field of criminology and discussing its basic concepts. The major criminological and juvenile delinquency themes are examined in detail, including the biological, psychological, and sociological theories, as well as the integration of these theories. Contact: 3 hours.

CCJ2192 Introduction to Conflict Management (3) FA  
Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. Examines the tools that criminal justice personnel can use to manage or resolve conflicts in constructive ways. Processes such as active listening, principles of negotiation, mediation, arbitration, victim and criminal offender mediation, and nonviolent direct action will be addressed. Contact: 3 hours.

CCJ2452 Justice Administration (3) SP SU  
Prerequisite: CCJ1020, or CJE1000, or CJC1000, or 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.

CCJ2930 Seminar on Contemporary Criminal Justice Issues (3) FA SU  
Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. Discussion of contemporary criminal justice issues. Contact: 3 hours.

CCJ1000 Corrections (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 corrections in America including the organization and objectives of local, state and federal agencies. Emphasis on contemporary problems, including selecting and training career officers to perform the wide variety of correctional functions in a democratic society. Contact: 3 hours.

CCJ2162 Probation, Pardons, Parole (3) OD  
Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. The principles and methods of parole and probation systems at federal, state and local levels; court procedures; the role of parole and probation officers and their associates in the rehabilitation process and the procedures for granting pardons. Contact: 3 hours.

CCJ2300 Corrections Administration and Operations (3) OD  
Prerequisite: CCJ1020, or CJC1000, or 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.

CCJ1000 Law Enforcement (3) FA SP SU  
Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. Examines the origins and development of security from medieval England to current times. The concept of security is discussed as a response to and a reflection of society’s structure and economic emulations, society’s perception of law and crime and society’s morality. Introduces contemporary security issues such as security equipment and procedures, current relevant legislation and loss prevention theory. Contact: 3 hours.

CCJ1770* Crime Scene Photography (3) FA SP  
Prerequisite or corequisite: CJE 2640. Includes basic crime scene photography skills, such as camera operation, exposure to specialty light sources, digital photography techniques and procedures. Contact: 3 hours. Additional fee.

CCJ2140 Public and Private Security (3) OD  
Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. Examines the origins and development of security from medieval England to current times. The concept of security is discussed as a response to and a reflection of society’s structure and economic emulations, society’s perception of law and crime and society’s morality. Introduces contemporary security issues such as security equipment and procedures, current relevant legislation and loss prevention theory. Contact: 3 hours.

CCJ2300 Police Administration and Operations (3) OD  
Prerequisite: CCJ1020 or CJE1000, 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.

CCJ2400 Police Community Relations (3) OD  
Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. Studies the development of police-community relations. Areas of concern will be the police and formal community organizations, minority groups, religious groups, student groups and political dissenters. Contact: 3 hours.

CCJ2600 Criminal Investigation (3) FA  
Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. A study of the theory and application of methods of investigation that include, but go beyond the scope of the crime scene. Emphasis on felonies, specifically the crimes against persons: murder, rape, battery and robbery. Contemporary cases are followed to demonstrate how the detective solves the crime and helps prosecute the felon. Contact: 3 hours.

CCJ2640* Crime Scene Investigation (3) FA SP  
Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. A study of the theory and practice of the techniques used to protect, collect, process and analyze the physical evidence
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.

CJE2463* Advanced Crime Scene Investigation (3) FA SP Preerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores and CJE2640. Covers advanced principles, theories and applications in crime scene investigation. Specialized collection procedures of weapons, traffic crash evidence, arson, gunshot residue, blood spatter and recovery of buried bodies and surface skeletons are included. Data analysis, reporting, and plan of action development is emphasized. Contact: 3 hours. Additional fee.

CJE2670* Introduction to Forensic Science (3) FA SU Preerequisite: 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 Preerequisite: CJE2640. 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 Prequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. Teaches the Henry modified system of fingerprint classification and prepares the student for a position as an inked fingerprint examiner. Contact: 3 hours. Additional fee.

CJE2676* Biological Evidence (3) SP Prequisite: CJE2640. 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.

CJJ2002 Juvenile Justice (3) SP Prequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. Introduces the major issues and trends surrounding the field of juvenile justice, primarily in the United States. Includes an explanation and analysis of juvenile law, theories of delinquency causation and procedural requirements in the system. Major concentration is on the structure and procedural aspects of the juvenile justice system. Contact: 3 hours.

CJL1500 The Court System (3) SP Prequisite: 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) SP Prequisite: 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.

CJL2610* Courtroom Presentation of Scientific Evidence (3) SP Prequipe: CJE2640 and CJE2643. This course covers dress and grooming for and speaking, listening and stress control during courtroom proceedings. Visual aid preparation and presentation of all evidence (commonly referred to as scientific evidence) collected at the crime scene are also included. Mock trial exercises will be used. Contact: 3 hours.

CJL2130 Criminal Evidence and Procedures (3) SP Prequisite: 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.

DSC1005 Terrorism (3) SP Prequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. Comprehensive overview of international and domestic terrorism, including the theoretical foundations and the criminoLOGY of terrorism. Special emphasis on U.S. Homeland Security. Contact: 3 hours.

Dance

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 A.A. degree.

DAA1100 Contemporary Dance (1) FA A physical activity designed to provide the knowledge and basic skills of modern dance. Also included are brief readings in the history of dance and its place in contemporary society. Activity: 3 hours.

DAA1101 Contemporary Dance II (1) SP Prequisite: DAA1100 or permission of the instructor. A continuation of dance techniques as learned in DAA1100, with additional experiences in dance composition. Activity: 3 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 Prequisite: DAA1200 or equivalent. Using skills learned in DAA1200, students will learn more advanced combinations and applications of the movement vocabulary. Activity: 3 hours.

DAA1300 Social Dance (1) FA SP Instruction in contemporary ballroom dance, with an emphasis on dancing as a physical activity that enhances physical fitness and social well-being. The course includes instruction in rhythm, Latin and smooth dance including swing, hustle, mambo, salsa, merengue, rumba, cha cha, fox trot and waltz. The appreciation of ballroom dance will be enhanced by a brief overview of ballroom dance history. Contact: 2 hours.

DAA1304 Dance: Swinging with Technique (1) FA SP Instruction in contemporary country western dance and a variety of swing dances, with an emphasis on dancing as a physical activity that enhances physical fitness and social well-being. The course includes instruction in the basic elements of the country western dances recognized by the United Country Western Dance Council as the competition dances and a variety of the popular swing dances. Proper technique and execution will be emphasized. The dances taught will include, but not be limited to, the two-step, night club two-step, polka, cha cha, waltz, East coast swing, West coast swing, hustle (3-count) and single swing. The country western techniques will be compared to ballroom dance techniques to enhance an appreciation of both areas of dance. Contact: 2 hours.

DAA1500 Beginning Jazz Dance (1) FA SP Basic techniques and skills of jazz dance. Activity: 3 hours.

DAA1610 An Introduction to Dance Composition (2) SP Introduction to the craft of choreography. Students will explore basic rhythmic, spatial and dynamic materials through group improvisation and individual studies. 2 Contact: 2 hours.

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 of dance as an integral part of society and establish an appreciation of dance’s 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) Contact: 3 hours.

Dental Assisting

DEA0020 Dental AssistingPracticum Theory (0) FA Prequisite: acceptance into the dental assisting program. Corequisite: DEA0020L. The course is an introduction to dentistry and the dental assisting profession, including duties and responsibilities, orientation to the dental office, basic concepts of microbiology and an introduction to the basic skills in dental assisting including, but not limited to, infection control procedures, instrument identification and four-handed dentistry. Contact: 30 hours per semester.
DEA0800* Clinical Practice and Procedures I Theory (0) SP Prerequisites: grade of C or better in DEA0020, DEA0020L, DES1020 and DES1020L. Corequisite: DEA0800L. The course is 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 and human relations in the dental office. Contact: 30 hours per semester. Additional fee.

DEA0800L* Clinical Practice and Procedures I Lab (0) SP Prerequisites: grade of C or better in DEA0020, DEA0020L, DES1020 and DES1020L. Corequisite: DEA0800L. The course provides the opportunity for each student to receive closely supervised instruction in all phases of chair-side dental assisting through rotations at the public health units and community dental offices. Contact: 285 hours per semester. Additional fee.

DEA0830* Expanded Functions I Theory (0) SP Prerequisites: grade of C or better in DEA0020 and DEA0020L, DES1020 and DES1020L. Corequisite: DEA0830L. The course is designed to provide the basic knowledge of the first component of the rules and regulations of the Florida State Board of Dentistry. Topics include, but are not limited to, preliminary charting, coronal polishing, fluoride application, and application of topical anesthesia. Contact: 30 hours per semester.

DEA0830L* Expanded Functions I Lab (0) SP Prerequisites: grade of C or better in DEA0020 and DEA0020L, DES1020 and DES1020L. Corequisite: DEA0830L. The course provides lab and clinical practice necessary for the first component of the rules and regulations of the Florida State Board of Dentistry. Subject areas are arranged in a lab and clinical competency program, which helps students master each skill before advancing to the next module. Each module contains information needed to learn through the use of general and specific behavioral objectives. Contact: 30 hours per semester.

DEA0831* Expanded Functions II Theory (0) SP SU Prerequisites: grade of C or better in DEA0020, DEA0020L, DEA0830, DEA0830L, DES1020, DES1020L, DES1200 and DES1200L. Corequisite: DEA0831L. The course is designed to be a continuation of DEA0830, providing the basic knowledge necessary to perform the more complex expanded functions delegated by the rules and regulations of the Florida State Board of Dentistry. Contact: 30 hours per semester.

DEA0831L* Expanded Functions II Lab (0) SP SU Prerequisites: grade of C or better in DEA0020, DEA0020L, DEA0830, DEA0830L, DES1020, DES1020L, DES1200 and DES1200L. Corequisite: DEA0831L. The course is designed to be a continuation of DEA0830L. Subject areas are arranged in a lab and clinical competency program that helps the student master each skill before advancing to the next module. Each module contains the information needed to learn through the use of general and specific behavioral objectives. Contact: 30 hours per semester.

DEA0850* Clinic Practice and Procedures II Theory (0) SP SU Prerequisites: grade of C or better in DEA0020, DEA0020L, DES1020, DES1020L, DES1200 and DES1200L. Corequisite: DEA0850L. The course is a continuation of DEA0800. Topics include, but are not limited to, dental implants, oral pathology, new technology and pharmacology. Contact: 30 hours per semester.

DEA0850L* Clinic Practice and Procedures II Lab (0) SP SU Prerequisites: grade of C or better in DEA0020, DEA0020L, DES1020, DES1020L, DES1200 and DES1200L. Corequisite: DEA0850L. The course provides the student the opportunity to assist dentists and their staff in a variety of private practice offices in the community. Assignments are in specialty as well as general practice offices. Contact: 210 hours per semester.

DEA0805* Nitrous Oxide Monitoring (0) SU Prerequisite: grade of C or better in DEA0120, DEA0120L, DES1020, DES1020L, DES1200, DES1200L, DEA0830 and DEA0830L. Didactic information and clinical practical applications in the use of nitrous oxide sedation and general anesthesia. Topics covered include proper handling of related equipment, delivery techniques, pharmacology, safety considerations, signs and symptoms of complications and emergency management. Contact: 15 hours per semester.

DEA0805L* Nitrous Oxide Monitoring Lab (0) SU Prerequisite: grade of C or better in DEA0120, DEA0120L, DES1020, DES1020L, DES1200, DES1200L, DEA0830 and DEA0830L. Didactic information and clinical practical applications in the use of nitrous oxide sedation and general anesthesia. Topics covered include proper handling of related equipment, delivery techniques, pharmacology, safety considerations, signs and symptoms of complications and emergency management. Contact: 15 hours per semester.

Course Descriptions

* Course will not count toward credit for the A.A. degree
DESI600® Dental Office Medical Emergencies (2) Prerequisite: acceptance into the dental assisting or dental hygiene program. This course provides an introduction to elements of dental care as it relates to risk management of medically compromised patients. The major portion of the course deals with the prevention, recognition and management of medical emergencies that occur in the dental office. An introduction to common systemic diseases, with emphasis on their implications for dental treatment planning, and the management of medical and dental emergencies. Contact: 2 hours per week.

DESI200® Dental Materials Theory (2) Prerequisite: acceptance into the dental assisting or hygiene program. Corequisite: DESI2100L. The course provides an introduction to the chemical, physical and handling characteristics of materials commonly used in dentistry. The biological compatibility of each material will be outlined. These materials include precious and nonprecious metals, ceramics, dental amalgams, acrylic plastics, filled and nonfilled resins, porcelains, impression materials, implant materials and various waxes. Contact: 2 hours per week.

DESI2100L® Dental Materials Lab (1) FA Prerequisite: acceptance into the dental assisting or hygiene program. Corequisite: DESI2100. The Dental Laboratory exercises are designed to familiarize the student with the properties, application and uses of selected materials presented in lecture. The student will develop a working knowledge of those materials and gain entry level experience in the handling of materials through participation in the laboratory exercises and dental laboratory visitation. The information presented in the laboratory course will coincide with DESI2100, Dental Materials Lecture, which is recommended as a corequisite. Contact: 45 hours per semester. Additional fee.

DESI2502® Clinic and Office Management (1) SP Prerequisite: acceptance into the dental assisting or hygiene program. The course includes information relevant to the theoretical and practical administration of the dental office/clinic. Lectures are relevant to the responsibilities of the dental professional in the dental office/infection control. Emphasis is presented in development and use of resourced interviewing, office interpersonal relations, legal responsibilities, complete office record keeping (i.e. appointment scheduling, billing and collections, third party payment, clerical and dental supply inventory and tax records) and office management techniques. The student is also introduced to the use of office equipment such as fax machines, calculators, telephones, postage meters and computers. There is a laboratory portion of the course that requires the student to perform hands-on exercises with computers and a fax machine. Contact: 30 hours per semester.

Dental Hygiene

DESI1002® DentalHygienePreClinic Theory (2) FA Prerequisites: grade of C or better in BSC2085, BSC2085L, BSC2086, BSC2086L, MCB2004, MCB2004L, CHM1032 and ENC1101 and acceptance into the dental hygiene program. Corequisite: DEH1002L. 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, oral inspections and treatment planning. Contact: 2 hours per week.

DESI1002L® Dental Hygiene PreClinic Lab (3) FA Prerequisites: grade of C or better in BSC2085, BSC2085L, BSC2086, BSC2086L, MCB2004, MCB2004L, CHM1032 and ENC1101 and acceptance into the dental hygiene program. Corequisite: DEH1002. The laboratory and clinical portion of DEH1002 allows students to master basic assessment and instrumentation skills through practice on manakin models prior to performing services on peers. Contact: 135 hours per semester. Additional fee.

DESI1100® Embryology and Oral Histology (2) FA Prerequisites: grade of C or better in BSC2085, BSC2085L, BSC2086, BSC2086L, MCB2004, MCB2004L, CHM1032 and ENC1101 and acceptance into the dental hygiene program. The study of the minute structures of the body, with particular reference to the teeth and the supporting tissues. Morphology of different tissues, early embryonic development and histological features of the structure of the oral cavity are studied. Contact: 2 hours per week.

DESI1400® General and Oral Pathology (3) SU Prerequisites: grade of C or better in: DEH1002, DEH1002L, DEI1020, DEI1020L and DEI130. The principles of general pathology in relationship to diseases of the teeth, soft tissues and supporting structures of the oral cavity. The importance of early recognition of abnormal conditions in the mouth is emphasized. Contact: 4.5 hours per week.

DESI1800® Dental Hygiene I Theory (2) SP Prerequisites: grade of C or better in BSC2085, BSC2085L, BSC2086, BSC2086L, MCB2004, MCB2004L, CHM1032 and ENC1101. Corequisite: DEH1800L. An introduction to the elements of dental hygiene care as they relate to the clinical learning experience. Topics include selected patient assessment procedures, dental hygiene treatment planning, informed consent and treatment presentation. Methods of presenting oral hygiene instruction and patient education according to priority of individual needs is emphasized. Progress in the use of instrumentation, oral prophylaxis procedures, and dental and periodontal documentation in record keeping are theorized in the lectures. Contact: 2 hours per week.

DESI1800L® Dental Hygiene I Clinic (3) SP Prerequisites: grade of C or better in BSC2085, BSC2085L, BSC2086, BSC2086L, MCB2004, MCB2004L, CHM1032, ENC1101, DEH1002 and DEH1002L. Corequisite: DEH1800. Course material from DEH1800 applied 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-five instructor to student ratios. Students progress individually in a competency-based learning approach for mastery of skills. Patients range in age from preschool to geriatric, with levels of difficulty in dental hygiene treatment cases ranging from healthy periodontal status to mild periodontitis with moderate levels of hard deposits and inflammatory states. Contact: 120 clock hours per semester. Additional fee.

DESI1802® Dental Hygiene II Theory (2) FA Prerequisites: grade of C or better in DEH1800, DEH1800L, DEI1200, DEI1200L and DEH2300. Corequisite: DEH1802L. The course is a continuation of dental hygiene theory from DEH1800, with emphasis on didactic information regarding patient assessment, periodontal case study development, gingival curettage, oral irrigation, post-operative ostestis, cytological specimens and the use of ultrasonic scalers. State-regulated expanded functions are presented didactically and in laboratory, including proper procedures in use of rubber dams, matrix retainers, correlation of radiographs, root planing, use of ultrasonic scalers, advanced instrumentation techniques, retraction cord placement and removal, post-operative ostestis dressing, periodontal dressing and cytological specimens. Selected topics are required for clinical competence in DEH2300. Contact: 2 hours per week.

DESI1802L® Dental Hygiene II Clinic (3) FA Prerequisites: grade of C or better in DEH1800, DEH1800L, DEI1200, DEI1200L, DEH2300 and DEH2602L. Corequisite: DEH1802. The course includes the application of course material from Dental Hygiene II Theory in providing patient care in the dental hygiene clinic. Emphasis is placed on total patient care through treatment planning from thorough patient assessment. Periodontally involved patients will be treated affording students the opportunity for instruction in advanced periodontal instrumentation. Clinical observation and student opportunities to practice advanced instrumentation techniques as well as expanded functions as taught in the theory course. Competency requirements for the completion of this clinical course include application of pit and fissure sealants, polishing amalgam restorations, transferring dental instruments, use of ultrasonic scaling, loading and passing aspirating syringes, correlation of radiographs, root planing and taking impressions for study models. External clinical experience in the areas of special need patients and geriatric patients will be obtained from the Florida Department of Corrections, Southwest Hospital, the Leon County Public Health Unit and the Veteran’s Administration. Contact: 240 clock hours per semester. Additional fee.

DESI2300® Pharmacology (3) FA SP Prerequisites: grade of C or better in DEH1002, DEH1002L, DEI1020, DEI1020L and DEI130. The study of drugs and anesthetics, with special consideration to those used in the treatment of dental disease. The course acquaints students with the origin of these drugs and anesthetics, their physical and chemical properties, modes of administration and effects upon the body system. Contact: 3 hours per week.

DESI2504® Dental Specialties (1) FA Prerequisites: grade of C or better in DEH1800, DEH1800L, DEI1200, DEI1200L and DEH2300. The course is designed to acquaint the dental hygiene student with all the areas of specialization and the duties and responsibilities assigned to the dental assistant. The course may be limited to in providing patients with individualized, optimal dental care. An overview of some specialties will be provided by the course leader. Dental specialists and guest lecturers will provide students with an in-depth understanding of each specialty, through visual presentation of patient cases followed by a question and answer period. Contact: 1 hour per week.

* Course will not count toward credit for the A.A. degree
DEH2602* Periodontology (2) SU Prerequisites: grade of C or better in DEH1800, DEH1800L, DES1200, DES1200L and DEH2300. A study of biological and clinical factors as they relate to periodontal disease. This course is designed to help the dental hygiene student acquire knowledge of the biologic basis for periodontal therapy. Emphasis will be placed on the recognition and differentiation of periodontal health and disease states, formulation of a dental hygiene treatment plan, initial and maintenance therapy strategies, and referral options. Contact: 2 hours per week.

DEH2602L* Periodontology Lab (2) SU Prerequisites: grade of C or better in DEH1800, DEH1800L, DES1200, DES1200L and DEH2300. Corequisite: DEH2602. This lab/clinical course introduces students to the treatment of moderate to advanced periodontal disease. Part of the clinical component includes rotations in periodontal offices in the community where students can observe and assist with periodontal surgery. Students also rotate through expanded clinical opportunities in the community, including Leon County Health Department. The on-campus clinic experience involves dental hygiene treatment that includes patient education, periodontal evaluation through radiographic interpretation and clinical 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-based learning requirements of the program. Contact: 120 clock hours per semester.

DEH2701* Community Dental Health (2) FA Prerequisites: grade of C or better in DEH1800, DEH1800L, DES1200, DES1200L and DEH2300. The course prepares the dental hygiene student to promote oral health and prevent oral disease in the community. The concepts of assessment, planning, implementation and evaluation phases of community-based programs are taught. The student will plan a community oral health education program that is implemented and evaluated in the community. Community Dental Health Practicum. Cultural differences, socioeconomic factors and barriers to health care are discussed in relation to developing preventive programs. Federal and state public health programs are discussed, as are current public health issues. Community oral health programs for vulnerable populations such as indigent, geriatric and special needs patients are included. Contact: 2 hours per week.

DEH2701L* Community Dental Health Lab (1) SP Prerequisites: grade of C or better in DEH2304, DEH2802, DEH2802L, DEH2701, DES1044, DES1200, DES1200L, DEH2602, DEH2602L and DEH2300. This course is a continuation and practicum component of DEH2701. In this course, 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 adults and children in Head Start programs. Contact: 15 hours per semester.

DEH2804* Dental Hygiene III Theory (2) SP Prerequisites: grade of C or better in DEH1800, DEH1800L, DES1044, DES1200, DES1200L, DEH2602, DEH2602L and DEH2300. Corequisite: DEH2804L. This is the final dental hygiene theory course. Emphasis is on ethics and jurisprudence, clinical seminars (as needed), student preparation of periodontal case studies and an in-depth review of Florida statutes and laws regulating the practice of dentistry and dental hygiene. Time is also allowed for a Mock Clinical Board Examination. Contact: 2 hours per week.

DEH2804L* Dental Hygiene III Clinic (4) SP Prerequisites: grade of C or better in DEH1802, DEH1802L, DES1044, DES1200, DES1200L, DEH2602, DEH2602L and DEH2300. Corequisite: DEH2804*. This is the final clinical course. The student will demonstrate ability to synthesize and conceptualize all knowledge, theory and skills previously learned and use these skills and practical skill review exercises 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, use of ultrasonic scalers, correlation of radiographs, root planning and impressions for study models. Expanded clinical experience in the care of special needs and geriatric patients will be obtained from area correctional institutions and public health facilities. A mock clinical board examination using members of the professional community as examiners will be administered to students in preparation for the state board examination. Contact: 240 clock hours per semester. Additional fee.

DEH2900* Dental Programs Independent Study (1) FA Prerequisite: Permission of program chair. The course is an independent study whereby dental assisting, dental hygiene, dental students or pre-dental students may be provided individual instruction for shadowing in the on-campus or off-campus clinics, or remediating or reviewing clinical skills and/or didactic course materials. Each student will meet with the course director to establish requirements for individual student needs. Students are graded on the basis of (S) satisfactory or (U) unsatisfactory performance. Contact: 15 hours per semester. Additional fee.

DES1020* Dental Anatomy (2) FA Prerequisites: acceptance into the dental assisting or hygiene program. Corequisite: DES1020L. This course is a comprehensive study of the orofacial and related structures in the head and neck. Included is a study of basic tooth structure in the primary and permanent dentition, the formation of those structures, types of teeth, relationship of form to function, the postural dental health, tooth eruption schedule and the effects of deviation from normal findings in the permanent dentition. The tissues of the oral cavity and pharynx are discussed along with salivary glands and various types of papillae and tonsillar tissues. The course content includes a detailed examination of head and neck anatomy; the bones of the skull and the landmarks of each; muscles of mastication; muscles of facial expression, with origins, insertions, blood supply and innervation of each; distribution of the arteries and veins of the head neck; lymphatic drainage; and the twelve cranial nerves, with special emphasis on the fifth and seventh. Temporomandibular joint function and disorders causing facial pain will also be discussed. Timing of the content will correlate with the corequisite, Dental Anatomy Lab, DES1020L. Contact: 2 hours per week.

DES1020L* Dental Anatomy Laboratory (1) FA Prerequisites: acceptance into the dental assisting or hygiene program. Corequisite: DES1020L. This course is to provide an in-depth study of tooth morphology for dental assisting, bridge and hygiene students. Laboratory exercises will include identification, characteristics, and eruption/exfoliation dates of each of the primary and permanent teeth, and distinguishing right from left. Students will use acrylic replicas and natural teeth to locate landmarks and characteristics on each of the primary and permanent teeth. Basic information about orofacial landmarks and anatomy of the support structures of the teeth will be provided. Laboratory exercises will be supplemented with a study guide. Contact: 1 hour per week.

DES1200* Dental Radiology (2) SP Prerequisite: grade of C or better in DEA0020 and DEA0020L, DES1020 and DES1020L. Corequisite: DES1200L. The course is designed for the dental assisting or hygiene student and includes the study of the theory and principles used to expose, process, and mount dental radiographs. Recognition of normal and abnormal dental radiographs, and the identification of the hazards and safety precautions eminient to radiographic procedures are among the topics covered in the course. Intraoral and extraoral techniques will be discussed, as well as the types of films, sensors and cassettes that might be used. Digital radiography principles and techniques will be included. Quality control procedures will be followed in both the darkroom and chair-side settings. Slides will be used extensively to study radiographic anatomy and pathology. Cephalometric tracings will be done in class. The course content will be structured to complement laboratory activities. Special emphasis will be placed on infection control. Carpal radiographs will be included as required by Florida Law. Contact: 2 hours per week.

DES1200L* Dental Radiology Lab (1) SP Prerequisite: grade of C or better in DEA0020 and DEA0020L, DES1020 and DES1020L. Corequisite: DES1200L. Students will achieve proficiency in radiographic technique on a DXTTR machine prior to exposure of radiographs on patients. Intraoral and extraoral exposure techniques will be covered. Students completing Dental Radiology Lab will be able to produce technically acceptable interproximal and periapical radiographs with bisecting and paralleling techniques on primary, mixed, or complete dentitions, or edentulous patients. Students will also expose technically acceptable oclusal, panoramic, facial profile, and carpal radiographs. Digital radiography will be included. Manual and automatic processing methods are used and film duplication procedures are practiced. Laboratory exercises will include mounting and interpretation of films prior to evaluation. Students will learn to distinguish radiographic pathology from normal oral landmarks. Infection control and quality control is maintained throughout laboratory exercises. Contact: 45 clock hours per semester. Additional fee.

Course Descriptions

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

#### Dental Office Medical Emergencies (2) SP
**Prerequisite:** acceptance into the dental assisting or dental hygiene program. This course provides an introduction to elements of dental care as it relates to risk management of medically compromised patients. The major portion of the course deals with the prevention, recognition, and management of medical emergencies which occur in the dental office. An introduction to common systemic diseases with emphasis on their implication on dental treatment planning, and the management of medical and dental emergencies. Contact: 2 hours per week.

#### Preventive Dentistry (2) FA
**Prerequisite:** grade of C or better in: BSC2085, BSC2085L, BSC2086, BSC2086L, MCB2004, MCB2004L, CHM1032 and ENC1101 and acceptance into the dental hygiene program. An introduction to concepts used in oral health instruction and patient education. Includes etiology of dental disease, plaque control, oral physiotherapy, methodology of oral health instruction and patient motivation techniques. This course is designed to give the student an opportunity to develop skills needed for teaching patients how to achieve optimal dental health and to offer experience in communication skills for interpersonal, professional and patient education interaction. Contact: 2 hours per week.

#### Pain Control (2)
**Prerequisite:** grade of C or better in DEH1800, DEH1800L, DES1200, DES1200L and DEH2300. Didactic information and clinical practical applications in the use of nitrous oxide sedation and anesthesiology, with specific emphasis on the use of local and general anesthesia used in dentistry. Topics covered include the handling of related equipment delivery techniques, pharmacology, safety considerations, signs and symptoms of complications and emergency management. Contact: 2 hours per week.

#### Dental Materials Theory (2) FA
**Prerequisite:** acceptance into the dental assisting or hygiene program. **Corequisite:** DES2100L. The course provides an introduction to the chemical, physical and handling characteristics of materials commonly used in dentistry. The biological compatibility of each material will be outlined. These materials include precious and non-precious metals, ceramics, dental amalgams, acrylic plastics, filled and non-filled resins, porcelains, impression materials, implant materials and various laboratory waxes. Contact: 2 hours per week.

#### Dental Materials Laboratory (1) SU
**Prerequisite:** acceptance into the dental assisting or hygiene program. **Corequisite:** DES2100. The Dental Laboratory exercises are designed to familiarize the student with the properties, application, and uses of selected dental materials presented in lecture. The student will develop a working knowledge of those materials and gain entry level experience in the handling of materials through participation in the laboratory exercises and dental laboratory visitation. The information presented in the laboratory course will coincide with DES 2100, Dental Materials Lecture, which is recommended as a corequisite. Contact: 45 clock hours per semester. Additional fee.

#### protester
**Prerequisite:** acceptance into the dental assisting or hygiene program. The course includes information relevant to the theoretical and practical application of dental office procedures. Lectures are oriented 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 record keeping (i.e., appointment scheduling, billing and collections, third party payment, clerical and dental supply inventory, and tax records) and office management techniques. The student is also introduced to the use of office equipment such as fax machines, calculators, telephones, postage meters and computers. There is a laboratory portion of this course that requires the student to perform hands-on exercises with computers and a fax machine. Contact: 30 clock hours per semester.

### Diagnostic Medical Sonography

#### Principles and Protocols of Sonographic Imaging (3)
**Prerequisites:** admission to the Diagnostic Medical Sonography Program. **Corequisite:** SON1170C. An introduction to the basic approaches of sonographic scanning and scanning protocols for the abdomen and pelvis. Lecture: 30 hours per semester.

#### Abdominal Sonography I (3)
**Prerequisites:** SON1100C, SON1170C. **Corequisites:** SON1121C, SON1121, SON11804. An introduction to the crosssectional anatomy of the abdominal area and its recognition on sonographic visualization systems. Contact: 30 lecture hours and 45 lab hours per semester.

#### Abdominal Sonography II (3)
**Prerequisites:** SON1111C, SON1121C, SON1121 and SON1804. **Corequisites:** SON1122C, SON11212, SON1124C and SON1814. An in-depth presentation of sonographs of the abdominal area, stressing deviations from the norm and studies that make a diagnostically acceptable study. Contact: 30 lecture and 45 lab hours per semester.

#### Sonographic OB/GYN I (3)
**Prerequisites:** SON1100C and SON1170C. **Corequisites:** SON1111C, SON1121, SON1214 and SON1804. An introduction to the cross-sectional anatomy of the female reproductive system with and without an existing pregnancy. The sonographic recognition of the normal pregnancy throughout all terms of pregnancy is presented. Contact: 30 lecture and 45 lab hours per semester.

#### Sonographic OB/GYN II (3)
**Prerequisites:** SON1111C, SON1121C, SON11212 and SON1804. **Corequisites:** SON1112C, SON1212, SON1214C and SON1814. The detection of anomalies, pathology, deviation from normal and the planes that must be sonographically imaged for accurate diagnosis of fetal anomalies and gynecological and obstetric patients. Contact: 30 lecture and 45 lab hours per semester.

#### Small Parts Sonography (3)
**Prerequisites:** SON1112C, SON1122C, SON1212C and SON1814. **Corequisites:** SON1215C, SON1824. A general introduction to the areas of carotid, eye, thyroid, prostate, scrotum, breast and other superficial structures. Contact: 30 lecture and 45 lab hours per semester.

#### Sonography of the Circulatory System (3)
**Prerequisites:** Admission to the Diagnostic Medical Sonography Program. **Corequisites:** SON1100. Upon successful completion of the course, the student will be able to apply knowledge of the anatomy and physiology hemodynamics of the cardiovascular and vascular system to sonographic imaging and Doppler evaluation of the various systems of the body. Contact: 30 lecture and 45 lab hours per semester.

#### Medical Sonographic Physics I (3)
**Prerequisites:** SON1100C and SON1170C. **Corequisites:** SON1111C, SON1121C and SON1804. A study of the principles of diagnostic ultrasound and the fundamental properties of ultrasonic physics, stressing tissue interactions and interfaces. Focusing characteristics, methods, intensity and power considerations are introduced, along with system resolution considerations. Contact: 3 hours per week.

#### Medical Sonographic Physics II (3)
**Prerequisites:** SON1111C, SON1121C, SON1211 and SON1804. **Corequisites:** SON1112C, SON1122C, SON1214C and SON1814. A continuation of the study of the properties of diagnostic ultrasound, stressing the operation of diagnostic equipment, the display systems, biological effects and quality assurance methods. Current developments in ultrasound are reviewed, discussed and evaluated. Contact: 3 hours per week.

#### Practical Aspects of Sonography I (3)
**Prerequisites:** SON1111C, SON1121C, SON1211 and SON1804. **Corequisites:** SON1122C, SON11212, SON1212 and SON1814. A study of the principles of diagnostic ultrasound and practical aspects of scanning techniques, film critique, film identification and patient care and handling as related to sonographic examination. Stressing the operation of diagnostic ultrasound equipment and routine images obtained. Contact: 45 lecture hours per semester.

#### Practical Aspects of Sonography II (3)
**Prerequisites:** SON1112C, SON1122C, SON1212, SON1214C and SON1814. **Corequisites:** SON1114C and SON1824. Offering more advanced principles of diagnostic ultrasound, adding knowledge of pathological processes. Further presenting the practical aspects of scanning techniques, film critique, film identification and patient care and handling as related to sonographic examination. Stressing the correlation of all patient data, including sonographic images obtained to assist in the differential diagnosis process. Contact: 45 lecture hours per semester.

#### Introduction to Echocardiography (3)
**Prerequisites:** SON1100, SON1214, SON1111C and SON1121C. **Corequisites:** SON1115, SON1141C and SON1824. Upon successful completion of this course, the student will be able to apply knowledge of scanning planes, protocols and scanning techniques to basic sonographic examination of the heart. Contact: 45 hours per semester.

*Course will not count toward credit for the A.A. degree*
SON1804*  Clinical Experience I  (1)  Prerequisites: SON1100C and SON1170C. Corequisites: SON1111C, SON1121C and SON1211. Clinical education requiring the application of the knowledge learned. Professionalism and personal interaction are stressed, along with technical abilities. As the student progresses, he or she will be performing examinations with less and less supervision. Contact: 120 clinical hours per semester. Additional fee.

SON1814C*  Clinical Experience II  (3)  Prerequisites: SON1111C, SON1121C, SON1122C and SON1804. Corequisites: SON1112C, SON1122C, SON1212 and SON1214C. A continuation of the learning-by-doing process in which the student is responsible in the form of decision making regarding anatomical areas and resultant imaging is assumed by the student being supervised. Contact: 360 clinical hours per semester.

SON1824*  Clinical Experience III  (2)  Prerequisites: SON1111C, SON1122C, SON1212, SON1214C and SON1814. Corequisites: SON1141C and SON1215C. Application of all the material presented, requiring the student to make judgmental decisions regarding technical aspects, to interact in a professional manner with those with whom he or she comes in contact, and to generally progress to the point where, after successful testing, he or she may be accepted as a competent sonographer for general sonographic exams. Contact: 240 clinical hours per semester. Additional fee.

SON1864*  Summer Clinical Experience  (1)  Prerequisites: SON1100, SON1214, SON1111C and SON1121C. Clinical education requiring the application of the knowledge learned. Professionalism and personal interaction are stressed, along with technical abilities. Contact: 80 hours per semester.

Digital Media Broadcasting

RTV1000  Survey of Broadcasting  (3)  FA SP  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.

RTV1208  Studio Production  (3)  FA SP  A practical approach to 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.

RTV1266  Video Post-Production  (3)  FA SP  Prerequisites: CGS1520 and RTV2214. Corequisite: RTV1266L. TV, film, art, videos and multimedia projects depend heavily on creative expression and communication of imagery. In fact, video manipulation is a component that cannot be overlooked when it comes to video post-production. Using computers as a medium for video postproduction, this course places an emphasis on video and audio postproduction techniques and application of filters and multitude of layers. Contact: 3 hours.

RTV1266L  Video Post-Production Lab  (1)  FA SP  Prerequisites: CGS1520 and RTV2214. Corequisite: RTV1266. This course is envisioned for hands-on projects and creative expressions proposed by the material covered in RTV1266. 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 broadcast-ready video and audio material. Contact: 2 hours. Additional fee.

RTV1267  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-ROMs. Contact: 3 hours.

RTV2214  Digital Audio/Video Production  (3)  FA SP  Prerequisite: CGS 1520. This course is designed to help in the development of skills related to generating, recording and editing audio and video using computers as nonlinear 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.

Early Childhood Education

EDF1004*  Educational Field Experience  (3)  FA SP SU  This course is designed for students pursuing the Florida Child Care Professional Credential (FCCPC), formerly the CDA. This course focuses on introducing students to classroom responsibilities by requiring them to plan, implement and evaluate learning activities; supervise children; and create lesson plans. Additional assignments are determined by the student and supervising teacher. Contact: 3 hours.

EDG1319*  Special Topics  (3)  FA SP SU  This course is designed for teachers of young children. Students are taught to understand the learning environment and the development of early childhood centers. Contact: 3 hours.

EEC1300*  Cognitive Experiences for Young Children  (3)  FA SP SU  This is an introductory study of methodology used in teaching young children literacy, mathematics, science, social studies and health. Emphasis is on the application of methods in early childhood centers. Contact: 3 hours.

EEC1308*  Education of the Young Child  (3)  FA SP SU  This course is designed for students pursuing the Florida Child Care Professional Credential (FCCPC), formerly the CDA. This course will instruct the student in the observation and understanding of the young child in the preschool environment. Competencies in program planning, organization of space and equipment and planning appropriate learning experiences will be stressed. Contact: 3 hours.

EEC1312*  Creative Experiences for Young Children  (3)  FA SP SU  This is an introductory study of the relationship between children’s learning and creative activities. Emphasis is on the application of activities. The student will assemble the professional resource file to include creative art, music and play activities. Contact: 3 hours.

EEC1600*  Guiding the Young Child  (3)  FA SP SU  A behavior management course for parents and professionals who care for and work with young children. It examines the range of appropriate and acceptable behaviors, consistent limits, communication patterns and styles and simple rules that clearly define behavioral guidelines employed to guide young children in a variety of settings. Contact: 3 hours.

EEC1603*  Early Childhood Development and Guidance  (3)  FA SP SU  This course is designed for students pursuing the Florida Child Care Professional Credential (FCCPC), formerly the CDA. This is an introductory course designed for teachers of young children in the physical, social, emotional, language and cognitive development of the child, prenatal to school age. Students are taught the dynamics of behavior by emphasizing the importance of guidance in teaching. Contact: 3 hours.

EEC1907*  Directed Observation and Participation  (3)  FA SP SU  This course is designed for students pursuing the Florida Child Care Professional Credential (FCCPC), formerly the CDA. 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 curriculum. Contact: 3 hours.

EEC2401*  Home, School, and Community in Early Childhood Education  (3)  FA SP SU  This course is designed for students pursuing the Florida Child Care Professional Credential (FCCPC), formerly the CDA. This course introduces students to classroom the relationships of home, school and the community in early childhood education. The importance of the family to young children, responsibilities of the early childhood staff to parents and the responsibilities of parents to their children will be covered. Additional emphasis will be given to the social, economic, cultural, linguistic and political forces that 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.

EEC2521*  Management of a Childcare Center  (3)  FA SP SU  (Director's Credentials Course) This course provides a foundation for the financial and personnel management of the child care center. Topics include leadership, organizational skills, budgeting, financial management, legal issues, marketing, hiring, supervision and professional development of a child care center. Regulations and resources of national, state and local organizations are also addressed. Contact: 3 hours.
Course Descriptions

Earth Sciences

**ESC1000 Earth and Its Environment (3) FA SP SU**
*Prerequisites:* satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. Provides a general background in the earth sciences for nonscience majors. Contains elements of astronomy, geology, oceanography and meteorology. Illustrates the influence of natural phenomena upon society and of society upon the environment. Lecture: 3 hours.

**GLY1030 Environmental Geology (3) FA SP SU**
*Prerequisites:* satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. Provides a general background in the earth sciences for nonscience majors. Contains elements of astronomy, geology, oceanography and meteorology. Illustrates the influence of natural phenomena upon society and of society upon the environment. Lecture: 3 hours.

**GLY2010 Physical Geology (3) FA**
*Prerequisites:* satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. An introductory course in geology emphasizing the geological history of selected national parks while illustrating the interdisciplinary nature of the science, including the biological, chemical, physical and geological aspects of oceanographic studies. Lecture: 3 hours.

**GLY2010L Physical Geology Laboratory (1) FA**
*Prerequisites:* satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. An introductory course in geology emphasizing the geological history of selected national parks while illustrating the interdisciplinary nature of the science, including the biological, chemical, physical and geological aspects of oceanographic studies. Lecture: 3 hours.

**GLY2100 Historical Geology (3) OD**
*Prerequisites:* satisfactory completion of the following: GLY1030, GLY2010 and ESC1000. *Corequisite:* GLY2100L. Overview of geological techniques used to unravel earth history. Includes a description of geological evolution of the earth—both movement of plates to create and change land masses and development and changes in life over time. Lecture: 3 hours.

**GLY2100L Historical Geology Laboratory (1) OD**
*Prerequisites:* satisfactory completion of the following: GLY1030, GLY2010 and ESC1000. *Corequisite:* GLY2100L. Overview of geological techniques used to unravel earth history. Includes a description of geological evolution of the earth—both movement of plates to create and change land masses and development and changes in life over time. Lecture: 3 hours.

**GLY2160 Geology of National Parks (3) SP**
*Prerequisites:* satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. An introductory course in geology that develops the geological history of selected national parks while illustrating essential principles and processes of geology. Lecture: 3 hours.

**ISC1001L Interdisciplinary Science Laboratory (1) SP**
*Prerequisite:* grade of C or better in one general education science course. Design to supplement, reinforce and integrate ideas presented in general education science courses. These experiences will center around several contemporary themes and involve critical thinking and cooperative activities. Lab: 2 hours. Additional fee.

**MET1010 Meteorology (3) FA SP SU**
*Prerequisites:* satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. An introduction to the structure of the atmosphere, weather processes and climate, including recent events and environmental concerns in these realms. Lecture: 3 hours.

**OCE1001 Introductory Oceanography (3) FA SP SU**
*Prerequisites:* satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. An introduction to the study of the oceans, emphasizing the understanding of the definitions of, characteristics of, and conditions associated with each disability, the early childhood educator will be better able to interact with, instruct and provide care to children with disabilities. The purpose of this course is to provide early childhood personnel working with young disabled children with a historical perspective on special education and with the State Department of Education definitions for categorical programs. Contact: 3 hours.

**Economics**

**ECO2013 Principles of Economics: Macro (3) FA SP SU**
*Prerequisites:* satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), 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 macroeconomics. Lecture: 3 hours.

**ECO2023 Principles of Economics: Micro Economics (3) FA SP SU**
*Prerequisites:* satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. Covers basic economic concepts and theories related to consumer demand and economics of the firm. Stress is placed on microeconomics. Lecture: 3 hours.

**ECO2220 Money and Banking (3) FA**
*Prerequisites:* satisfactory completion of College Preparatory English (ENC0020), College Preparatory Reading (REA0002) 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.

**ECO2710 Introduction to International Economics (3) SP**
*Prerequisites:* Satisfactory completion of Principles of Macroeconomics (ECO2013), College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), 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. Lecture: 1-3 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. Includes 15 hours of field experience. This course fulfills one of the lower division education core prerequisites for teacher education majors. Lecture: 3 hours.

**EDF2085 Teaching Diverse Populations (3) FA SP SU**
*Prerequisites:* EDF1005. An introduction to the value of diversity in American society and the manifestations of diversity in the educational system. Focuses on providing prospective teachers with knowledge about students in American schools who are from different ethnic, racial, cultural and/or linguistic backgrounds or who represent other categories of diversity, and how the needs of diverse students may be addressed. Includes 15 hours of field experience. This course fulfills one of the lower division education core prerequisites for teacher education majors. Lecture: 3 hours.
EME2040 Introduction to Educational Technology (3) FA SP
The purpose of this course is to prepare teachers and future teachers as competent computer-based technologists. This course is designed specifically for education majors. Students will learn how to successfully integrate instructional technology tools into their evolving teaching methodology. Based on the study of a wide range of successful technology integration models currently in use throughout the United States, 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.

Emergency Medical Technology

EMS1059C* First Responder (3) FA SP SU
This course is designed to instruct students in basic management of emergency medical pre-hospital care of the sick and injured. The course provides the information and skills needed to recognize, properly assess and treat the sick and injured as a First Responder. The First Responder is a vital part of the pre-hospital Emergency Medical Services system. First Responders are trained to reach patients, find out what is wrong, provide emergency care and, when necessary, move patients without causing further injury. These individuals are usually the first trained personnel to reach the patient. CPR Certification is required for course completion and is available at an additional cost. Contact: 3 hours per week. Additional fee.

EMS1154* Emergency Medical Technician I (3) FA SP
Prerequisites: First Responder certification, successful completion of HSC2400 or Red Cross Responding to Emergencies Certificate and BLS (CPR) Certification, and admission to the EMT program.
Corequisite: EMS1154L. The following courses must be taken in sequence: EMS1154*, EMS1154L*, EMS1155*, and EMS1155L*. The Emergency Medical Technology Program is a two-semester, comprehensive training program designed to prepare the student for employment as an entry-level emergency medical technician (EMT). The courses are based on the current DOT National Standard EMT-B curriculum. In addition to coursework, students will participate in at least one hundred hours of ambulance and in-hospital clinical experience during the two-semester sequence. The program includes two hours of instruction in trauma scorecard methodology and four hours of instruction in HIV/AIDS, as required by the Florida State Board of Health. Upon completion of the program, students are eligible to take the registry examination administered by the State of Florida. Registrants are eligible for employment as EMTs. Contact: 3 hours per week. Some Saturday classes required.

EMS1154L* Emergency Medical Technician Practicum I (2) FA SP
Corequisite: EMS1154*. Laboratory and clinical application of concepts and procedures studied in EMS1154*. Lab: 3 hours per week. Clinical: minimum 50 hours per semester. Additional fee.

EMS1155* Emergency Medical Technician II (3) SP
Prerequisites: EMS1154* and EMS1155L*. Corequisite: EMS1155L*. This is a continuation of EMS1154*. Contact: 3 hours per week. Some Saturday classes required.

EMS1155L* Emergency Medical Technician Practicum II (3) SP
Prerequisites: EMS1154* and EMS1155L*. Laboratory and clinical application of concepts and procedures studied in EMS1155L*. Lab: 3 hours per week. Clinical: minimum 60 hours per semester. Additional fee.

EMS2018* EMS Competency Review (2) OD
Prerequisite: permission of program chair. Course designed to enable students who are re-entering the program to improve their competencies to be able to maintain pace in regular courses of the program, or for those students who have completed the program but need competency review to be able to pass licensure examinations, or for other students if recommended by the program chair. Content will be designed to meet specific needs of the student. Course cannot be used to meet degree requirements. Students are graded on the basis of (S) satisfactory or (U) unsatisfactory performance. Contact: minimum of 30 hours per semester.

EMS2341L* EMS Extrication Techniques (1) SU
Prerequisites: EMS1155 and EMS1155L or certification as a registered emergency medical technician. This course is designed to teach the EMT or paramedic the skills and knowledge necessary to perform rescue operations using hand and power tools, ropes and other rescue equipment. Emphasis will be placed on the evolution of motor vehicle rescue and vertical extraction situations with regard to the safety of both rescuer and patient. Lab hours. Contact: 40 hours.

EMS2522C* EMS Pharmacology (3) SU
Prerequisites: BSC2085* and BSC2085L*, EMS1155 and EMS1155L and permission of EMS program director is required. This course incorporates basic concepts of pharmacology, including pharmacokinetics, pharmacodynamics, adverse reactions, mechanisms of action and drug interactions for commonly used groups of drugs. Includes effects of age and culture on drug treatment, mathematics of drugs and solutions and principles of nursing education regarding drug treatment. Includes instruction on proper methods of medication administration as it pertains to the paramedic. Contact: 5 hours per week. Additional fee.

EMS2611* Paramedic Preparatory (2) FA
Prerequisite: acceptance into the Paramedic program and anatomy and physiology prerequisite course(s) and EMS2522C. Corequisites: EMS2613, EMS2637 and EMS2662L. This is the first course in the sequence of paramedic level courses. It is designed to provide the student with the foundation necessary to understand the paramedic's role within the medical community. The course focuses on the paramedic's roles and responsibilities, the well-being of the paramedic, injury protection and medical-legal and ethical issues, as well as specific topics in pathophysiology, pharmacology and therapeutic communications. Contact: 2 hours per week.

EMS2613* Paramedic Patient Assessment (1) FA
Prerequisite: permission of program director is required. This course incorporates basic concepts of patient assessment practice and paramedic principles and procedures studied in EMS1154*. Lab: 3 hours per week. Clinical: minimum 50 hours per semester. Additional fee.

EMS2616T* Paramedic Assessment Based Management (2)
SU
Prerequisites: Successful completion of EMS2611, EMS2613, EMS2637, EMS2638, EMS2662L, EMS2663L and EMS2639. The course focuses on the paramedic's ability to integrate pathophysiological principles and physical examination findings to formulate a field impression and implement a treatment plan for patients with common complaints. The course involves classroom lecture and laboratory scenario practice using programmed or simulated patients. Contact: 3 hours per week.

EMS2618* EMS Special Operations (1) SU
Prerequisite: EMS2663L, EMS2638 and EMS2639. This course is designed to teach the paramedic student the skills and knowledge necessary to perform in and around rescue and crime scene operations. Hazardous material training at the EMS level is included. Contact: 15 hours per semester.

EMS2637* Paramedic Medical Emergencies I (4) FA
Prerequisites: admission to paramedic program, completion of the anatomy and physiology requirement and EMS2522C. Corequisites: EMS2611, EMS2613 and EMS2662L. This course focuses on the rapid, thorough assessment and pre-hospital treatment of patients with pulmonary and cardiac problems. The student will become knowledgeable of causes, complications, signs and symptoms and the full range of pre-hospital management of these serious patients. Contact: 4 hours per week.

EMS2638* Paramedic Medical Emergencies II (4)
Prerequisites: Successful completion of EMS2611*, EMS2613*, EMS2637* and EMS2662L*. Corequisites: EMS2639* and EMS2663L*. This course focuses on the many types of medical conditions that can lead to a medical emergency. Topics covered in this course include neurology, endocrinology; allergies and anaphylaxis, urology; gastroenterology, renal, toxicology, hematology, environmental conditions, infectious and occupational diseases, behavioral and psychiatric disorders, gynecology, obstetrics, neonatology, pediatrics, geriatrics, abuse and neglect, patients with special challenges and the home health care patient. Methods of advanced airway management will also be covered in this course. Contact: 4 hours per week.
EM2639* Paramedic Trauma Emergencies (3) SP
Prerequisites: successful completion of EMS2611, EMS2613, EMS2637 and EMS2662L. Corequisites: EMS2638 and EMS2663L. This course focuses on the trauma emergencies encountered by EMS personnel. Specific topic areas include trauma systems, mechanism of injury, hemorrhage, shock, soft tissue injuries, burns, head and facial trauma, spinal trauma, abdominal trauma and musculoskeletal trauma. Contact: 3 hours per week.

EM2659L* Paramedic Field Internship (3) SU
Prerequisite: grade of C or better in all previous EMS courses and successful completion of the clinical semester of paramedic training. This course includes assigned clinical rotations to complete the required clinical experiences during the final semester of paramedic training. Lab: 1 hour per week. Clinical: minimum of 112 hours per semester. Additional fees.

EM2662L* Paramedic Clinical/Lab I (6) FA
Prerequisite: successful completion of all previous EMS courses. Corequisites: EMS2639 and EMS2663. This course includes assigned clinical rotations and lab experiences 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. Lab: 6 hours or more per week. Clinical: minimum of 164 hours per semester. Additional fee.

EM2663L* Paramedic Clinical/Lab II (6) SP
Prerequisite: successful completion of all previous EMS courses. Corequisites: EMS2639 and EMS2663. This course includes assigned clinical rotations and lab experiences required during the second semester of paramedic training. Advanced life support skills are taught and evaluated. Critical patient assessment/management skills are emphasized. Lab: 6 hours or more per week. Clinical: minimum of 217 hours per semester. Additional fee.

EM2693O* Paramedic Seminar (1) SU
Prerequisite: successful completion of all previous EMS courses. Corequisites: EMS2639 and EMS2663L. Final semester paramedic program 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. Includes internship component. Contact: 1 hour per semester.

HSC2400 First Aid (2) FA SP SU
College-level first aid course designed to teach students how to effectively assess and treat the first aid needs of the injured and ill patient. Especially recommended for students who plan to major in recreation, physical education, and related fields. Critical patient assessment/management/ treatment skills are emphasized. Lab: 6 hours or more per week. Clinical: minimum of 64 hours per semester. Additional fee.

EGS1111C Engineering Graphics (3) FA SP SU
Emphasis upon the principles of engineering graphics such as drafting techniques, lettering, geometric construction, freehand sketching, orthographic projection, sectional views, auxiliary views and pictorials. 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
Prerequisite: EGS1111C and ETG1130. Drafting and design related to civil engineering design using AutoCAD. Covers principles related to civil engineering design and surveying plans. This includes light construction principles; topographic, architectural and structural details; and application of a CAD system (AutoCAD Release 2009). Contact: 4 hours. Additional fee.

EGS2141C Computer Graphics for Engineers (2) OD
Prerequisite: MAC2311. Covers principles of engineering graphics and descriptive geometry. Topics include multiviews sketching, drawing and dimensioning, design process, auxiliary views, sectional views, pictorials, working drawings, tolerancing, graphical calculus and descriptive geometry using AutoCAD 2009. Contact: 4 hours. Additional fee.

EGS211I 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.

EGS2150 Highway and Transportation (3) FA
An introductory course in highways and transportation. The course covers terminology and design practices related to highways, from the initial planning stages through construction and maintenance of the final roadway. Contact: 3 hours.

ETD1320 Introduction to CAD (3) FA SP SU
Prerequisite or corequisite: EGS1111C. Prepares students to use a computer in technical communication, including the application of the latest version of AutoCAD 2009 in engineering, architecture, engineering technology, construction and related fields. Contact: 3 hours. Additional fee.

ETD2340 Advanced CAD (3) FA SP SU
Prerequisite: ETD1320. A continuation of ETD1320. Application of advanced AutoCAD commands to the computer figures in engineering, engineering technology, architecture and related disciplines. Software used is AutoCAD Release 2009. Contact: 3 hours. Additional fee.

ETD2375C 3D Modeling, Rendering and Animation (3) FA SP
Prerequisite: ETD1320. Emphasis upon the creation 3D geometry, 3D solid modeling, rendering still-frame images and animation of objects using 3D Studio Max 2009 in engineering, construction, engineering technology, architecture, interior design, industry and related disciplines. Contact: 3 hours. Additional fee.

ETG2520 Statics (3) FA
Prerequisite: MAC1105 and MAC2114. An introductory course in engineering mechanics, with emphasis on statics and strength of materials. Through the study of basic concepts, the course develops the principles of analyzing the external and internal forces on structural members. Contact: 3 hours.

ETG2530 Strength of Materials (3) SP
Prerequisite: ETG2520. A continuing study of strength of materials and an introduction to structural analysis. Topics include the analysis of beams, columns, connections, trusses and indeterminate beams. Contact: 3 hours.

SUR2100C* Fundamentals of Land Surveying (3) FA
Prerequisites: MAC1105 and MAC2114. 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.

* Course will not count toward credit for the A.A. degree
SUR2200C* Route Surveying (3) SP Prerequisite: SUR2100C. 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: 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 using ArcView software for data management in mapping and topographic survey. Contact: 3 hours. Additional fee.

SUR2392* Advanced GIS Application in Engineering & Tech (3) SP Prerequisite: SUR 2390. This course is a continuation of SUR2390 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 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 advanced concepts and techniques in global positioning systems (GPS). Students learn the theory and skills needed to benefit from the applications of this advanced 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. Contact: 3 hours.

English

AML201 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 unusually influential. Lecture: 3 hours. Substantial writing requirement. Fulfills state writing requirement.

AML260 African American Literature (3) FA SP SU Prerequisite: successful completion of the six-hour general education communications requirement. This survey course draws upon a compilation of genres, themes, styles and language used by various writers of African American descent. This course will also examine the ideas and literary contributions of 19th and 20th century African Americans such as Frederick Douglass, Malcolm X, Richard Wright, Toni Morrison, Alice Walker and Nikki Giovanni. This course meets three hours of the six-hour general education humanities requirements. Substantial writing requirement. Fulfills state writing requirement.

CRW2001 Creative Writing (3) FAS 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.

ENC101 College Composition (3) FA SP SU Prerequisite: ENC0020 and REA0002, or appropriate placement score. This course centers on reading and writing activities that support critical inquiry. Stressing writing as a process, the course emphasizes the rhetorical principles of academic writing, including the following: thesis statement; development with specific information and analysis; organization and transition; diction, tone, and sentence style; and the grammar and the mechanics of standard formal English. Substantial writing component. Fulfills state writing requirement. Lecture: 3 hours. Students must complete this course with grade of C or better before enrolling in other communication courses.

ENC1102 Argument and Persuasion (3) FAS SP SU Prerequisite: grade of C or better in ENC1101. This course incorporates the process of expository and persuasive writing that the student learned in ENC1101. The major elements of the course are inductive and deductive reasoning, evidence, audience, style and fallacies. Lecture: 3 hours. Substantial writing component. Fulfills state writing requirement. Includes a research paper.

ENC1141 Writing about Literature (3) FA SP SU Prerequisite: grade of C or better in ENC1101. This course continues to stress techniques of expository writing. Students will read and analyze various literary genres for form and meaning. Students should also gain increased understanding of and appreciation for those same creative elements in modern media. Lecture: 3 hours. Substantial writing component. Fulfills state writing requirement. Includes a research paper.

ENC2210 Technical Communications (3) FAS SP Prerequisite: grade of C or better in ENC1101. Does not fulfill the general education communications requirement. Designed to further mastery of the written communications encountered in the world of work. Focuses on the more rhetorical and persuasive aspects of effective technical communications. Students will become proficient in the use of standard professional correspondence (various types of letters, memos and e-mail) and also write descriptions of objects and processes, instructions, reports and proposals. Contact: 3 hours.

ENC2942 Intern Program in Publishing (3) OD Prerequisite: permission of instructor. Designed to provide students with real life experiences in publishing, such as manuscript selection, research, editing, proofreading, layout, typography, 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. Lab: 6 hours a week.

ENC2948 Practicum in College Composition Mentoring (3) FA SP Prerequisites: completion of ENC1101 for students mentoring in ENC1101; completion of ENC1102, ENC1141 or MMC1100 for students mentoring in a second-semester composition course. The student works with the College Composition 2 mentoring program at Tallahassee Community College. English professor to design a mentoring program for a first- or second-level composition class, including activities both inside and outside of the composition classroom. The student attends all meetings of the composition class and provides assistance as designated. The student also participates in out-of-class activities, including reading, writing, mentoring and other activities designed in conjunction with the professor. All work is carefully monitored by and discussed with the professor throughout the term. If recommended by the professor, a student may enroll for a second semester and receive an additional 3 credit hours. Lab: 3 hours.

ENL2000 British Literature (3) FA SP SU Prerequisite: successful completion of the general education communications requirement. A chronological study of the major works in British literature, from Beowulf through the Twentieth Century. Readings are varied in their historical and cultural impact on the form and process of expository and persuasive writing that the student learned in ENC1101. Designed to allow students to mentor in a second-semester composition course. The student works with the professor throughout the term. If recommended by the professor, a student may enroll for a second semester and receive an additional 3 credit hours. Lab: 3 hours.

ENL2330 Introduction to Shakespeare (3) FAS SP Prerequisite: grade of C or better in ENC1101. An exploration of Shakespeare's poetry and his dramatic comedies, histories and tragedies. The course primary purpose is to present the literary works and to relate them to the age to which they belong. Lecture: 3 hours. Substantial writing component. Fulfills state writing requirement.

ENL2350 Individualized Reading in Modern Literature (3) SP Prerequisite: grade of C or better in ENC1101. Designed to allow students of all reading capabilities to explore modern literature. A wide range of topics and selections will be suggested to satisfy individual student interest and chosen to meet the approval of both the student and the instructor. Individual reading, group discussion and presentation of projects. Lecture: 3 hours.

LIT2080 Individualized Reading in Modern Literature (3) SP Prerequisite: grade of C or better in ENC1101. Designed to allow students of all reading capabilities to explore modern literature. A wide range of topics and selections will be suggested to satisfy individual student interest and chosen to meet the approval of both the student and the instructor. Individual reading, group discussion and presentation of projects. Lecture: 3 hours.

LIT2321 Multicultural Mythology (3) FAS SP Prerequisite: grade of C or better in ENC1101. This course explores the rich heritage of mythological literature as manifested in different cultures throughout the world. Through readings, lectures, discussions and writing assignments, students will gain an increased understanding and appreciation of how myths have influenced cultural traditions and values. Lecture: 3 hours. Satisfies 3 hours of elective credit.

Course Descriptions

* Course will not count toward credit for the A.A. degree
LIT2330 Children's Literature (3) FA SP SU Prerequisite: ENC0020 and REA0002, or appropriate placement scores. Focuses on the child and the book. Structure is on recognized principles of learning and child development. Provides insights into growth patterns and characteristics of children from infancy through adolescence, examines the impact of these characteristics on reading, investigates by interest levels and genre the wide spectrum of children in testing theories and techniques learned and encourages creativity and ingenuity in individual projects and activities. Lecture: 3 hours.

LIT2380 Introduction to Women Writers (3) FA Prerequisite: grade of C or better in ENC1101. Examines the ideas and literary contributions of 20th century women writers. Focuses not only on their expressions of the female experience but also on their views of the shared experiences and conflicts of men and women. Lecture: 3 hours.

LIT2930 Special Topics in Literature (3) FA SP Prerequisite: ENC020 and REA0002, or appropriate placement scores. Successful completion of the general education communications requirement is recommended, but not required. This course continues to develop critical reading and thinking skills through detailed analysis of literature using discussion and composition. Particular emphasis will be on literary trends, genres, periods, places and authors. LIT2930 is the elective course that does not satisfy the general education humanities requirement. Contact: 3 hours.

MMCI100 Writing for Mass Communication (3) FA SP Prerequisite: grade of C or better in ENC1101. An introductory course in the fundamentals of gathering, writing and evaluating news and opinion articles for the mass media, with emphasis on newspaper writing and on-line production. Lecture: 3 hours. Substantial writing component. Fulfills state writing requirement. Includes a research paper.

Ethics
IDS2182 Applied Ethics Seminar (3) FA SP SU The emphasis of this course is on applying critical thinking skills to daily decisions 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 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. Cannot be used to fulfill the general education humanities requirement.

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. Contact: 3 hours. Substantial writing component. Fulfills state writing requirement. Fulfills general education requirement.

Film
FIL1031 History of Film I (3) FA Prerequisite: satisfactory completion of ENC1101. Examination of the history of film, concentrating on initial theories, early development and technological advances through film's maturity into a major art form and industry at the conclusion of World War II. Lecture: 3 hours.

FIL1930 Special Topics in Film (3) SP Special topics for students who wish to further explore the field of film. Focus is placed on topical problems, current issues or emerging trends. Lecture: 3 hours.

FIL2000 Film Appreciation (3) FA SP Prerequisite: satisfactory completion of ENC1101. 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.

FIL2032 History of Film II (3) SP Prerequisite: satisfactory completion of ENC1101. 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. Includes an analysis of the strengths and weaknesses of the modern film industry. Lecture: 3 hours.

MMCI540 Media Aesthetics (3) SP Prerequisite: satisfactory completion of ENC1101. This course is an introduction to media design and aesthetics. The course will introduce concepts and terminology while exploring how the media communicate meanings within a culture. Principles of visual literacy and how these principles may be used for the critical analysis of the media will also be investigated. Lecture: 3 hours.

Finance
ECO2220 Money and Banking (3) FA Prerequisite: satisfactory completion of College Preparatory English (ENC0202), College Preparatory Reading (REA0002) and College Preparatory Algebra (MAT0024), or appropriate placement scores. This course is a general survey of money and banking, covering the nature and functions of money, monetary standards, structure and functions of the Federal Reserve System, monetary and fiscal policy, recent monetary problems and international financial issues. Contact: 3 hours.

FIN1100 Personal Finance (3) FA SP SU Prerequisite: satisfactory completion of College Preparatory English (ENC0202), College Preparatory Reading (REA0002) and College Preparatory Algebra (MAT0024), or appropriate placement scores. This is an introductory personal finance course. Basic personal finance concepts will be used to implement the study of topics such as personal financial planning and budgeting, money management and tax strategies, banking services, consumer credit, home finance, transportation options, insurance, investing fundamentals and retirement planning. Contact: 3 hours.

Financial Planning
FIN2010 Investments (3) SP Prerequisite: satisfactory completion of College Preparatory English (ENC0202), College Preparatory Reading (REA0002) and College Preparatory Algebra (MAT0024), or appropriate placement scores, and FIN1100. An introductory course that builds upon FIN1100 (Personal Finance) and explores in-depth the strategies available to increase personal wealth and retirement income. Course contents should expand upon the current subjects covered in Personal Finance but include much greater information, including guest speakers and a computer simulated game where the students plan for their personal or family net worth and retirement (two distinct programs). Contact: 3 hours.

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

FRE1211 Elementary French II (4) SP Prerequisite: grade of 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.

GER1211 Elementary German II (4) SP Prerequisite: grade of C or better in GER1120. Continuation of GER1120. Lecture: 3 hours. Lab: 2 hours. Additional fee.

ITA1120 Beginning Italian I (4) FA Essentials of Italian, with special emphasis on oral and aural practice in the language. Lecture: 3 hours. Lab: 2 hours. Additional fee.

ITA1211 Beginning Italian II (4) FA Prerequisite: grade of C or better in ITA1120 Continuation of ITA1120, with special emphasis on oral and aural practice in the language. Lecture: 3 hours. Lab: 2 hours. Additional fee.

* Course will not count toward credit for the A.A. degree
<table>
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<tr>
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<tbody>
<tr>
<td>LAT1120</td>
<td>Beginning Latin I (4)</td>
<td>FA</td>
<td>FA</td>
<td>Essentials of Latin, with emphasis upon grammar, syntax and Roman civilization. Lecture: 4 hours.</td>
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<tr>
<td>LAT1121</td>
<td>Beginning Latin II (4)</td>
<td>SP</td>
<td>SP</td>
<td>Prerequisite: grade of C or better in LAT1120. Continuation of LAT 1120. Lecture: 4 hours.</td>
</tr>
<tr>
<td>SPN1120</td>
<td>Elementary Spanish I (4)</td>
<td>FA</td>
<td>SP</td>
<td>Essentials of Spanish, with special emphasis on oral and aural practice in the language. Lecture: 3 hours. Lab: 2 hours. Additional fee.</td>
</tr>
<tr>
<td>SPN1121</td>
<td>Elementary Spanish II (4)</td>
<td>SP</td>
<td>SU</td>
<td>Prerequisite: grade of C or better in SPN1120. Continuation of SPN1120. Lecture: 3 hours. Lab: 2 hours. Additional fee.</td>
</tr>
<tr>
<td>GER1120</td>
<td>Elementary German I (4)</td>
<td>FA</td>
<td></td>
<td>Essentials of German with emphasis on auditory experience, oral practice and the structure of the language. Lecture: 3 hours. Lab: 2 hours. Additional fee.</td>
</tr>
<tr>
<td>GER1121</td>
<td>Elementary German II (4)</td>
<td>SP</td>
<td></td>
<td>Prerequisite: grade of C or better in GER1120. Continuation of GER1120. Lecture: 3 hours. Lab: 2 hours. Additional fee.</td>
</tr>
<tr>
<td>GEO1400</td>
<td>Introduction to Human Geography (3)</td>
<td>FA</td>
<td>SP</td>
<td>SU Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. An introductory course surveying world demographic patterns and problems, human elements of geography and how those elements contribute to the development of regional cultural landscapes, processes of landscape development and modification, environmental problems that are related to human activity, current political and economic interdependencies, and activities related to global economic restructuring. Lecture: 3 hours.</td>
</tr>
<tr>
<td>GEO1410</td>
<td>Introduction to Geography (3)</td>
<td>FA</td>
<td>SU</td>
<td>Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. An introductory course surveying world demographic patterns and problems, human elements of geography and how those elements contribute to the development of regional cultural landscapes, processes of landscape development and modification, environmental problems that are related to human activity, current political and economic interdependencies, and activities related to global economic restructuring. Lecture: 3 hours.</td>
</tr>
<tr>
<td>GLY1030</td>
<td>Environmental Geology (3)</td>
<td>FA</td>
<td>SP</td>
<td>Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. An introductory course surveying world demographic patterns and problems, human elements of geography and how those elements contribute to the development of regional cultural landscapes, processes of landscape development and modification, environmental problems that are related to human activity, current political and economic interdependencies, and activities related to global economic restructuring. Lecture: 3 hours.</td>
</tr>
<tr>
<td>GLY1030L</td>
<td>Physical Geology Laboratory (1)</td>
<td>FA</td>
<td></td>
<td>Prerequisite or corequisite: GLY1030. Students will identify rocks and minerals and interpret topographic maps and aerial photographs. Saturday field trip required. Lab: 3 hours. Additional fee.</td>
</tr>
<tr>
<td>GLY1030L</td>
<td>Historical Geology Laboratory (1)</td>
<td>OD</td>
<td></td>
<td>Prerequisite or corequisite: GLY1030. Students will identify rocks and minerals and interpret topographic maps and aerial photographs. Saturday field trip required. Lab: 3 hours. Additional fee.</td>
</tr>
<tr>
<td>GLY1030L</td>
<td>Geology of National Parks (3)</td>
<td>SP</td>
<td></td>
<td>Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. An introductory course in geology that develops the geological history of selected national parks while illustrating essential principles and processes of geology. Lecture: 3 hours.</td>
</tr>
<tr>
<td>GLY1030L</td>
<td>Geology and Environmental Geology (3)</td>
<td>FA</td>
<td>SP</td>
<td>Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. An introductory course in geology that develops the geological history of selected national parks while illustrating essential principles and processes of geology. Lecture: 3 hours.</td>
</tr>
<tr>
<td>GLY1030L</td>
<td>Environmental Geology (3)</td>
<td>FA</td>
<td>SP</td>
<td>Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. An introductory course in geology that develops the geological history of selected national parks while illustrating essential principles and processes of geology. Lecture: 3 hours.</td>
</tr>
<tr>
<td>SPN1120</td>
<td>Intermediate Spanish I (4)</td>
<td>FA</td>
<td>SP</td>
<td>Prerequisite: grade of C or better in SPN1120 and SPN1121, or equivalent. Development of conversational skills in Spanish through drill and practice. Contact: 5 hours.</td>
</tr>
<tr>
<td>SPN1121</td>
<td>Intermediate Spanish II (4)</td>
<td>SP</td>
<td>SU</td>
<td>Prerequisite: grade of C or better in SPN1120 and SPN1121, or equivalent. Presents an overall view of Spanish literature and culture. Contact: 3 hours.</td>
</tr>
<tr>
<td>SPN2220</td>
<td>Intermediate Spanish (4)</td>
<td>FA</td>
<td>SP</td>
<td>Prerequisite: grade of C or better in SPN1120 and SPN1121. 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.</td>
</tr>
<tr>
<td>SPC2512</td>
<td>Parliamentary Debate (3)</td>
<td>SP</td>
<td></td>
<td>Prerequisite: grade of C or better in SPN1120 and SPN1121, or equivalent. Development of conversational skills in Spanish through drill and practice. Contact: 5 hours.</td>
</tr>
<tr>
<td>SPC2594</td>
<td>Speech and Debate Workshop (1)</td>
<td>FA</td>
<td></td>
<td>Prerequisite: grade of C or better in SPN1120 and SPN1121, or equivalent. Development of conversational skills in Spanish through drill and practice. Contact: 5 hours.</td>
</tr>
<tr>
<td>SPC2594</td>
<td>Speech and Debate Practicum (1)</td>
<td>SP</td>
<td></td>
<td>Prerequisite: grade of C or better in SPN1120 and SPN1121, or equivalent. Development of conversational skills in Spanish through drill and practice. Contact: 5 hours.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Term(s)</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORI2000</td>
<td>Introduction to Oral Interpretation (3)</td>
<td>FA</td>
<td>SP</td>
<td>Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. An introductory course surveying world demographic patterns and problems, human elements of geography and how those elements contribute to the development of regional cultural landscapes, processes of landscape development and modification, environmental problems that are related to human activity, current political and economic interdependencies, and activities related to global economic restructuring. Lecture: 3 hours.</td>
</tr>
<tr>
<td>SPC2512</td>
<td>Parliamentary Debate (3)</td>
<td>SP</td>
<td></td>
<td>Prerequisite: grade of C or better in SPN1120 and SPN1121, or equivalent. Development of conversational skills in Spanish through drill and practice. Contact: 5 hours.</td>
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<tr>
<td>SPC2594</td>
<td>Speech and Debate Workshop (1)</td>
<td>FA</td>
<td></td>
<td>Prerequisite: grade of C or better in SPN1120 and SPN1121, or equivalent. Development of conversational skills in Spanish through drill and practice. Contact: 5 hours.</td>
</tr>
<tr>
<td>SPC2594</td>
<td>Speech and Debate Practicum (1)</td>
<td>SP</td>
<td></td>
<td>Prerequisite: grade of C or better in SPN1120 and SPN1121, or equivalent. Development of conversational skills in Spanish through drill and practice. Contact: 5 hours.</td>
</tr>
<tr>
<td>FREN1120</td>
<td>Elementary French I (4)</td>
<td>FA</td>
<td></td>
<td>Essentials of French usage taught in context. Emphasis is on pronunciation and comprehension. Lecture: 3 hours. Lab: 2 hours. Additional fee.</td>
</tr>
<tr>
<td>FREN1121</td>
<td>Elementary French II (4)</td>
<td>SP</td>
<td></td>
<td>Prerequisite: grade of C or better in FREN1120. Continuation of FREN1120. Lecture: 3 hours. Lab: 2 hours. Additional fee.</td>
</tr>
<tr>
<td>GER1120</td>
<td>Elementary German I (4)</td>
<td>FA</td>
<td></td>
<td>Essentials of German with emphasis on auditory experience, oral practice and the structure of the language. Lecture: 3 hours. Lab: 2 hours. Additional fee.</td>
</tr>
<tr>
<td>GER1121</td>
<td>Elementary German II (4)</td>
<td>SP</td>
<td></td>
<td>Prerequisite: grade of C or better in GER1120. Continuation of GER1120. Lecture: 3 hours. Lab: 2 hours. Additional fee.</td>
</tr>
<tr>
<td>CGS1520</td>
<td>Introduction to Multimedia Programming (3)</td>
<td>FA</td>
<td>SP</td>
<td>Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. An introductory course surveying world demographic patterns and problems, human elements of geography and how those elements contribute to the development of regional cultural landscapes, processes of landscape development and modification, environmental problems that are related to human activity, current political and economic interdependencies, and activities related to global economic restructuring. Lecture: 3 hours.</td>
</tr>
</tbody>
</table>

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

CGS052S Advanced Multimedia Programming (3) SP
Prerequisite: Satisfactory grade in CGS1520 or its equivalent. A continuation of CGS1520. Topics include advanced uses of Macromedia Director, Lingo and Flash animation. This course will cover the fundamentals of professional multimedia projects development. In-depth study and successful implementation of multimedia applications for CD-ROM, Kiosk, and Web distribution. Emphasis on video and audio compressions; multi-platform implementations and applications authoring will also be covered. Hands-on projects will be required for presentation and grade. Contact: 3 hours. Additional fee.

GRA1103C Computer Based Design I (3) FA Prerequisite: GRA1131C or instructor approval. Uses the principles of good visual communication and the computer as a tool for creating graphic design materials and products. Advanced design skills and functional knowledge of professional software programs such as Adobe Illustrator, InDesign, Photoshop and QuarkXPRESS needed to successfully complete the course projects. Contact: 4 hours. Additional fee.

GRA1105C Computer Based Design II (3) SP Prerequisite: GRA1103C. A continuation of GRA1103C, leading to more advanced topics and design projects. Uses the principles of good visual communication and design and professional software such as Adobe Illustrator, InDesign, Photoshop, and QuarkXPRESS to successfully complete the course projects. From concept stage to electronic pre-press, the entire process will be studied, with finished portfolio pieces the final outcome. Contact: 4 hours. Additional fee.

GRA1113C Multimedia Graphics (3) FA SP An overview of the technical principles, fundamentals and terminology of the electronic publishing field. Introduction to professional-level software packages such as the Adobe suite of InDesign, Illustrator and Photoshop. Contact: 4 hours. Additional fee.

GRA1206C Typography (3) FA SP Prerequisite: GRA1131C 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 QuarkXPRESS. Contact: 4 hours. Additional fee.

GRA2121 Professional Desktop Publishing (3) FA Prequisite or corequisite: GRA1131C or instructor approval. Provides instruction in the fundamentals of the most widely used page layout applications in the professional field, Adobe InDesign and QuarkXpress. Complete and proper use of the tools to create professional level single- and multi-page documents will be covered. Special emphasis will be placed on good design and proper setup of documents. Contact: 3 hours. Additional fee.

GRA2140 Web Page Design (3) FA SP Prerequisite: satisfactory completion of College Preparatory Reading (REA0002), or appropriate placement scores. This course teaches students how to design and publish Web sites using the latest standards and practices. Topics include Web site development essentials, Web design elements, basic and advanced Web technologies. Contact: 3 hours.

GRA2143 Advanced Web Design (3) SP Prerequisite: GRA2140, PGY 2801C and GRA1131C. Through the use of practical activities, students will learn advanced web design concepts and techniques. Topics include advanced CSS, Templates, Reusable Objects, Search Engine Optimization, Ecommerce components, Advanced Page Layout, and intro dynamic web application development. Contact: 4 hours. Additional fee.

GRA2203 Digital Pre-Press and Document Design (3) SP Prerequisite: Satisfactory completion of GRA1131C, GRA1206C and PGY2801C, or permission of instructor. This course will focus on an in-depth understanding of electronic pre-press issues and survey the major page layout software programs used in the industry. Students will produce digital portfolio projects. Contact: 4 hours. Additional fee.

GRA2207 Advanced Image Editing (3) FA SP Prerequisite: PGY2801C or instructor approval. Exploration of advanced image processing techniques. Students will learn how to prepare images for various output venues, including web and multimedia publishing, animation and video. Project focus on resolution, color management, image creation, video and audio proper compressions and special effects. Industry- standard hardware and software will be used. Contact: 3 hours.

PGY2801C Electronic Still Imaging (3) FA SP Prerequisite: GRA1131C 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.

RTV2214 Digital Audio/Video Production (3) FA SP Prerequisite: CGS1520. Designed to help in the development of skills related to generating, recording and editing audio and video using computers as nonlinear 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

MVS1116 Beginning Class Guitar (1) FA SP Prerequisite: access to a guitar. For beginning guitar students. Emphasis on music reading and elementary techniques. Contact: 2 hours.

MVS1126 Intermediate Guitar (1) FA SP Prerequisite: MVS1116 or prior guitar experience. An extension of MVS1116. Students will learn classical compositions, song accompaniments, basic improvisation for various musical styles and exercises to advance their technical and musical development. Contact: 2 hours.

MVS2127 Advanced Class Guitar (1) SP Prerequisites: completion of MVS1126, permission of the instructor and access to a guitar. Refinement of technical skills learned in other guitar classes. Contact: 2 hours.

Health Education and Safety

HSCI100 Concepts of Positive Living (3) FA SP SU Prerequisite: Satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. An introductory course in 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.

HSCI171 Wellness through Stress Management (3) FA SP SU Explores the nature and scope of stress in today's society, with emphasis on the impact of stress on human health. Coping strategies for environmental, social and internally induced stressors are discussed. Contact: 3 hours.

HSCI2122 Consumer Health (3) FA SP Prerequisites: REA0002 and ENC0020, or appropriate placement scores. This course will provide 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.

HSCI2200 Principles of Contemporary Health (3) FA SP SU Prerequisite: Satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), 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.

HSCI2531 Medical Terminology (3) FA SP SU This course prepares 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.

History

AMHI041 American Experience I (3) FA SP SU Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), 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 is required.
Course Descriptions

**AMHI050 American Experience II (3) FA SP SU Prerequisite:** satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), 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 is required.

**AMHI2010 History of the United States I (3) FA SP SU Prerequisite:** satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. A comprehensive survey of U.S. history from the Reconstruction era to the present. Provides perspective on the historical roots of America through examination of major issues and interpretations of U.S. history. Lecture: 3 hours. Written work is required.

**AMHI2020 History of the United States II (3) FA SP SU Prerequisite:** satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. A comprehensive survey of U.S. history from the Reconstruction era to the present. Provides perspective on the historical roots of America through examination of major issues and interpretations of U.S. history. Lecture: 3 hours. Written work is required.

**AMHI2070 Florida History (3) FA Prerequisites:** satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), 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. Written work is required. Contact: 3 hours.

**AMHI2091 African-American History (3) FA SP Prerequisite:** satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), 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 that shaped that history. Lecture: 3 hours.

**ASHI044 Introduction to Middle Eastern History and Civilization (3) FA SP Prerequisite:** satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), 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. Contact: 3 hours.

**ASHI2041 China: Its History and Culture (3) SP Prerequisites:** satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), 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. Contact: 3 hours.

**EUHI000 Western Civilization I (3) FA SP SU Prerequisite:** satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), 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 prehistory to 1715. Lecture: 3 hours. Contact: 3 hours.

**EUHI001 Western Civilization II (3) FA SP SU Prerequisite:** satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. A general 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. Contact: 3 hours.

**EUHI2080 Survey of English History I (3) FA SP Prerequisite:** satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. This course will examine the major historical events and personalities in English history from pre-history to 1603. This course will examine the development and evolution of political, legal and religious institutions. It will also examine the nature of English society and changes that occurred within that society. Lecture: 3 hours.

**EUHI2081 Survey of English History II (3) SP Prerequisite:** satisfactory completion of College Preparatory English (ENC0020) and college Preparatory Reading (REA0002), or appropriate placement scores. This course will examine the major historical events and personalities in English history since 1603. This course will examine the development and evolution of political, legal, and religious institutions and the conflict between monarchy and individual liberty. It will also examine the creation of the British Empire and the influence imperialism had on Britain. Lecture: 3 hours.

**HIS2930 Special Topics in History (3) FA SP SU Special topics for students who wish to further explore the field of history through discussion, observation or research. Special focus placed on topical problems, current issues, or historic trends. Lecture: 1-3 hours.**

**IDS2194 Florida: History, People, Politics (3) FA SP 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 students will satisfy WAC specifications and computer proficiency requirements. Contact: 1 hour.**

**WOHI102 History of Civilization I (3) FA SP SU Prerequisite:** satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. General history of civilization, emphasizing the economic, intellectual, political and cultural aspects that have contributed to the development of our world. Covers the period up to 1715. Lecture: 3 hours.

**WOHI1022 History of Civilization II (3) FA SP SU Prerequisite:** satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. A general history of civilization emphasizing the economic, intellectual, political, and cultural aspects that have contributed to the development of our society. Covers the period from 1715 to the present. Lecture: 3 hours.

**Human Development**

**CHDI220 Child Development (3) FA SP SU Prerequisite:** satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. The developmental study of the normal child from conception to age 12. The general developmental process and 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.

**CHDI240 Adolescent Development (3) FA SP SU Prerequisite:** satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. A study of cognitive, physical and psychosocial development during adolescence and young adulthood. Substantive issues such as identity formation, interaction with parents, peer group associations, sexuality and psychological problems are discussed. Lecture: 3 hours.

**DEPI2004 Human Development: Birth to Senescence (3) FA SP SU Prerequisite:** satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. An overview of normal human behavior from birth to senescence. Cognitive, physical and psychosocial development are examined within a developmental framework, and implications for the individual and the various institutions of our society are discussed. Lecture: 3 hours.
**Humanities**

**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 contributions to American literature are most significant or whose impact on the literary, philosophical and intellectual milieu in America is unquestionable. Lecture: 3 hours. Substantial writing component. Fulfills state writing requirement.

**AML2600 African American Literature (3) FA SP SU**  
**Prerequisite:** successful completion of the six-hour general education communications requirement. This survey course draws upon a compilation of genres, themes, styles and language used by various writers of African American descent. The course will also examine the ideas and literary contributions of 19th and 20th century African Americans such as Frederick Douglass, Malcolm X, Richard Wright, Toni Morrison, Alice Walker and Nikki Giovanni. This course fulfills three hours of the six-hour humanities requirement. Lecture: 3 hours. Substantial writing component. Fulfills state writing requirement.

**ARH2050 Introduction to Art History and Art Criticism I (3) FA SP SU**  
**Prerequisite:** satisfactory completion of the general education communications requirement. The study of art styles in Europe from prehistory to the Renaissance. Substantial writing component. Fulfills state writing requirement. 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. Substantial writing component. Fulfills state writing requirement. Lecture: 3 hours.

**ARH2500 Non-Western Art History (3) FA SP SU**  
**Prerequisite:** completion of the general education communications requirement. Introduction to the art from non-Western cultures including Ancient America, Africa, Asia, and Oceania. Substantial writing component. Fulfills state writing requirement. Lecture: 3 hours.

**ENL2000 British Literature (3) FA SP SU**  
**Prerequisite:** successful completion of the general education communications requirement. A chronological study of the major works in British literature from Beowulf through the Twentieth Century. Readings consist of a variety of literary types—drama, fiction and poetry. The primary purpose is to present the literary works and to relate them to the age to which they belong. Substantial writing component. Fulfills state writing requirement. Lecture: 3 hours.

**HUM1930 Special Topics in Humanities (3) FA SP**  
**Special topics** for students who wish to further explore the field of humanities. Focus is placed on topical problems, current issues and emerging cultural trends. Contact: 3 hours.

**HUM2210 Humanities I (3) FA SP SU**  
**Prerequisite:** successful completion of the general education communications requirement. The study of the arts and ideas of various cultures, consisting of an integrated historical and global approach to cultural expressions in the humanities, including architecture, sculpture, painting, music, drama, literature, religion, philosophy, politics, jurisprudence and economics. Covers the earliest traces of human culture, ancient Egypt, the Aegean world, ancient Greece, ancient Rome, the Jewish tradition, the Christian tradition, Islamic culture, India, China, Japan, the Americas, medieval European culture, and the Renaissance in Europe. Substantial writing component. Fulfills state writing requirement. Lecture: 3 hours. Satisfies the general education humanities requirement.

**HUM2230 Humanities II (3) FA SP SU**  
**Prerequisite:** successful completion of the general education communications requirement. HUM2210 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. Substantial writing component. Fulfills state writing requirement. Lecture: 3 hours. Satisfies the general education humanities 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. Substantial research required. Substantial writing component. Fulfills state writing requirement.

**HUM2529 The American Music Tradition: Popular Music (3) FA SP SU**  
**Prerequisite:** successful completion of the general education communications requirement. Survey of American popular music, focusing on folk music traditions planted on American soil during the earliest periods of settlement, the evolution of those styles after 1900 and the synthesis of those styles evidenced in American popular music since 1945. Student research required. Substantial writing component. Fulfills state writing requirement. Contact: 3 hours.

**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 HUM2741. 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, using public transportation, 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 HUM1700. Course outline and travel costs vary in accordance with the itinerary. Credit for HUM1700/Hum1701 may not substitute for HUM2740/2741. Contact: 3 hours. Substantial writing component. Fulfills state writing requirement. 3 credit hours. Satisfies the general education humanities requirement.

**HUM2741 Humanities Abroad II (3) SU**  
**Prerequisite:** grade of C or better in HUM2740, or grade of C or better in HUM2210 and HUM 2230, or grade of C or better in ARH2050 and ARH2051. 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 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 HUM1701. Course outline and travel costs vary in accordance with the itinerary. Credit for HUM1700/Hum1701 may not substitute for HUM2740/HUM2741. Substantial writing component. Fulfills state writing requirement. 3 credit hours. Satisfies the general education humanities requirement.

**HUM2942 Museum Field Trip (1) SP**  
The study of art and architecture in major collections in cities such as Washington and New York during break between Spring and Summer terms, with 2 one-hour for information. Written work is required, as is the completion of questionnaires on collections.

**HUM2950 Humanities Abroad Option (1) SU**  
**Intended solely for students who participate in the HUM2950 tour offered through the Humanities Study Abroad Program. The overseas tour will bring to life what the participants learned in two preparation sessions (five hours total). Students will be required to write academic essays about the cultural expressions they encounter. Does not satisfy the general education humanities 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. For elective credit only; does not satisfy the general education humanities requirement. Contact: 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. Substantial writing component. Fulfills state writing requirement. Lecture: 3 hours.
Course Descriptions

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Offered</th>
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<tbody>
<tr>
<td>THE2100</td>
<td>Introduction to Theatre History</td>
<td>(3)</td>
<td>FA SP SU</td>
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<tr>
<td>REL2200</td>
<td>Introduction to Biblical Studies</td>
<td>(3)</td>
<td>FA SP SU</td>
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<tr>
<td>PHIL2010</td>
<td>Philosophy</td>
<td>(3)</td>
<td>FA SP SU</td>
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<tr>
<td>PHIL2100</td>
<td>Introductory Logic</td>
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<td>FA SP SU</td>
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<tr>
<td>PHIL2600</td>
<td>Ethics</td>
<td>(3)</td>
<td>FA SP SU</td>
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<tr>
<td>REL2300</td>
<td>World Religions</td>
<td>(3)</td>
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<tr>
<td>THE1001</td>
<td>Introduction to Music History</td>
<td>(3)</td>
<td>FASP</td>
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<tr>
<td>RMI1001</td>
<td>Introduction to Risk and Insurance</td>
<td>(3)</td>
<td>SP</td>
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<tr>
<td>IDS2194</td>
<td>Florida: History, People, Politics</td>
<td>(3)</td>
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<td>IDS2900</td>
<td>Changes in Multicultural American Society</td>
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<td>SP</td>
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<tr>
<td>ISCI930</td>
<td>Special Topics in Interdisciplinary Science</td>
<td>(1)</td>
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<td>Investments</td>
<td>(3)</td>
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<td>ITA1120</td>
<td>Beginning Italian I</td>
<td>(4)</td>
<td>FA</td>
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*Course will not count toward credit for the A.A. degree*
Course Descriptions

**Legal Studies**

See page 180 for paralegal program course descriptions

**Journalism**

ENC2942 Intern Program in Publishing (3) OD Prerequisite: permission of instructor. 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 credits. Lab: 6 hours.

JOU2420L Newspaper Production (3) FA SP Prerequisite: ENC1101 required. Prerequisite or corequisite: MMC1100 recommended. A lab for developing skill in gathering, writing and evaluating news, copy reading, heading 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 ENC1101. 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 lab: 3 hours.

MMC1000 Survey of Mass Media (3) FA SP Prerequisite: satisfactory completion of six hours of JOU2420L. Practical application of writing, editing, design and photographic skills through producing the student newspaper. May be taken one time for credit. Lab: 3 hours.

MMC1100 Writing for Mass Communication (3) FA SP Prerequisite: grade of C or better in ENC1101. An introductory course in the fundamentals of gathering, writing and evaluating news and opinion articles for the mass media, with emphasis on newspaper work and on-line production. Substantial writing component. Fulfills state writing requirement. Includes a research paper. Lecture: 3 hours.

Latin

LAT1120 Beginning Latin I (4) FA Essentials of Latin, with emphasis upon grammar, syntax and Roman civilization. Lecture: 4 hours.

LAT1121 Beginning Latin II (4) SP Prerequisite: grade of C or better in LAT1120. Continuation of LAT 1120. Lecture: 4 hours.

**Leadership**

MNA2764 Leadership Development through the Classics (3) OD 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.

**Library Sciences**

LIS2004 Introduction to Internet Research (1) FA SP Web-based course designed to help in the development of skills for searching the Internet successfully. Students will learn how to evaluate information retrieved on the Internet for its content and credibility, with emphasis placed on the development of critical thinking skills. Reviews the parts of the Internet that are important for accessing information necessary for essays and research reports. Contact: 1 hours.

**Literature**

AML2301 Major American Writers (3) FASP 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. Substantial writing requirement. Fulfills state writing requirement.

AML2600 African American Literature (3) FA SP SU Prerequisite: successful completion of the six-hour general education communications requirement. This survey course draws upon a compilation of genres, styles and language used by various writers of African American descent. This course will also examine the ideas and literary contributions of 19th and 20th century African Americans such as Frederick Douglass, Malcolm X, Richard Wright, Toni Morrison, Alice Walker and Nikki Giovanni. This course meets three hours of the six-hour general education humanities requirements. Substantial writing requirement. Fulfills state writing requirement.

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. The primary purpose is to present the literary works and to relate them to the age to which they belong. Lecture: 3 hours. Substantial writing component. Fulfills state writing requirement.

ENL2330 Introduction to Shakespeare (3) FA SP Prerequisite: grade of C or better in ENC1101. An exploration of Shakespeare’s poetry and his dramatic comedies, histories and tragedies. The course will focus on understanding the plays both as textual and dramatic productions and will explore the way in which such productions contribute to the ideological discourse of society. ENL2330 is an elective course that does not satisfy the general education humanities requirement. Contact: 3 hours.

LIT2080 Individualized Reading in Modern Literature (3) SP Prerequisite: grade of C or better in ENC1101. Designed to allow students of all reading capabilities to explore modern literature. A wide range of topics and selections will be suggested to satisfy individual student interest and chosen to meet the approval of both the student and the instructor. Individual reading, group discussion and presentation of projects. Lecture: 3 hours.

LIT2100 Masterpieces of World Literature (3) 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. Substantial writing component. Fulfills state writing requirement. Lecture: 3 hours.

LIT2321 Multicultural Mythology (3) FA SP Prerequisite: grade of C or better in ENC1101. This course explores the rich heritage of mythology as manifested in different cultures throughout the world. Through readings, lectures, discussions and writing assignments, students will gain an increased understanding and appreciation of how myths have influenced cultural traditions and values. Lecture: 3 hours. This course satisfies 3 hours of elective credit.

LIT2330 Children’s Literature (3) FA SP SU Prerequisite: ENC0020 and REA0002, or appropriate placement scores. Focuses on the child and the book. Structure is on recognized principles of learning and child development. Provides insights into growth patterns and characteristics of children from infancy through adolescence, examines the impact of these characteristics on reading, investigates by interest levels and genre the wide spectrum of children in testing theories and techniques learned and encourages creativity and ingenuity in individual projects and activities. Lecture: 3 hours.
LIT2380 Introduction to Women Writers (3) FA 
Prerequisite: course of grade of C or better in ENC1101. Examines the ideas and literary contributions of 20th century women writers. Focuses not only on their expressions of the female experience but also on their views of the shared experiences and conflicts of men and women. Lecture: 3 hours.

LIT2930 Special Topics in Literature (3) FA SP 
Prerequisite: ENC020 and REA0002, or appropriate placement scores. Successful completion of the general education communications requirement is recommended, but not required. This course continues to develop critical reading and thinking skills through detailed analysis of literature using discussion and composition. Particular emphasis will be on literary trends, genres, periods, places and authors. LIT2930 is an elective course that does not satisfy the general education humanities requirement. Contact: 3 hours.

Logic

PHI2100 Introductory Logic (3) FA SP 
Prerequisite: satisfactory completion of the general education communications requirement. This course consists of an introduction to Aristotelian logic, which is the deductive 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 and proving logical truths. Substantial writing component. Fulfills state writing requirement. Lecture: 3 hours.

Management

MAN1023 Management for Non-Profit Organizations (3) OD 
Introduction to the basic principles, fundamentals, practices and techniques required for nonprofit management within a competing values framework. Contact: 3 hours.

MAN2021 Introduction to Management (3) FA SP 
Prerequisite: satisfactory completion of College Preparatory English (ENC020), College Preparatory Reading (REA002) 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 on helping the student to develop an effective managerial philosophy. Contact: 3 hours.

MAN2582 Introduction to Project Management (3) OD 
This course prepares students to use project management techniques in the workplace by surveying the functional areas of the Microsoft application and by emphasizing the relationships among critical project tasks. Contact: 3 hours.

MANA161 Introduction to Customer Service (3) FA 
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.

MANA200 Human Relations (3) FA SP SU 
Prerequisite: satisfactory completion of College Preparatory English (ENC020), College Preparatory Reading (REA0002) 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.

MANA230 Business Writing (3) FA SP 
Prerequisite: satisfactory completion of College Preparatory English (ENC020) or appropriate placement score. Emphasis on effective writing in business communications. Focus on clarity, conciseness and directness in handling a variety of written business communications. Concepts of human relations as they affect written communications are included. Contact: 3 hours.

MNA2300 Human Resource Management (3) FA 
Prerequisite: satisfactory completion of College Preparatory English (ENC020), College Preparatory Reading (REA0002) and College Preparatory Algebra (MAT0024), or appropriate placement scores. Study of the knowledge and skills that are part of the management task that focuses primarily on the management of people. Contact: 3 hours.

SMB2000 Small Business Management (3) FA SP 
Prerequisite: satisfactory completion of College Preparatory English (ENC020), College Preparatory Reading (REA0002) and College Preparatory Algebra (MAT0024), or appropriate placement scores. Study of concepts and trends unique to small businesses. Emphasis is on the effective establishment of a small business and on the profitable operation of an ongoing small business. Contact: 3 hours.

Marketing

MAR1053 Marketing for Non-Profit Organizations (3) OD 
Prerequisite: satisfactory completion of College Preparatory English (ENC020), College Preparatory Reading (REA0002) and College Preparatory Algebra (MAT0024), or appropriate placement scores. This course provides an overview of marketing concepts, techniques and promotional strategies that pertain to nonprofit enterprise. Contact: 3 hours.

MAR1341 Marketing the Individual (3) FA SP 
Prerequisite: satisfactory completion of College Preparatory English (ENC020), College Preparatory Reading (REA0002) and College Preparatory Algebra (MAT0024), or appropriate placement scores. The course will require students to develop a self-marketing plan built upon the following marketing principles: research, communication skills and customer service. Students will develop career marketing goals and detailed marketing strategies or tools to achieve the goals. Marketing tools will include packaging, pricing, customer satisfaction, communications (oral and written) and creativity. Contact: 3 hours. Additional fee.

MAR201 Principles of Marketing (3) FA SP 
Prerequisite: satisfactory completion of College Preparatory English (ENC020), College Preparatory Reading (REA0002) and Elementary Algebra (MAT0024), or appropriate placement scores. A study of the activities involved in the flow of goods and services from producers to consumers, of marketing institutions and of the role of marketing in the economy. Contact: 3 hours.

MAR2340 Resources Development (3) OD 
Prerequisite: satisfactory completion of College Preparatory English (ENC020), College Preparatory Reading (REA0002) and College Preparatory Algebra (MAT0024), or appropriate placement scores. This course provides an examination of new services, new facilities and new technologies required to remain competitive in a nonprofit sector. Contact: 3 hours.

MKA102 Principles of Salesmanship (3) OD 
Prerequisite: satisfactory completion of College Preparatory English (ENC020), College Preparatory Reading (REA0002) and College Preparatory Algebra (MAT0024), or appropriate placement scores. This is a practical course developing sales skills for both students with an entry-level occupational interest and students pursuing a career in selling. Contact: 3 hours.

Mathematics

MAC1105 College Algebra (3) FA SP SU 
Prerequisite: grade of C or better in MAT1053, 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. 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 MAC1102. A graphing calculator is required; check with instructor for the most appropriate one. Lecture: 3 hours.

MAC2114 Trigonometry (3) FA SP SU 
Prerequisite: grade of C or better in MAC1105 or its equivalent. A study of the trigonometric functions of angles and real numbers, along with their graphs and inverses, solutions of triangles and other applications, trigonometric identities and conditional trigonometric equations. Also introduces vectors and polar coordinates. A graphing calculator is required; check with instructor for the most appropriate one. Lecture: 3 hours.

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

MAC2140 Precalculus Algebra (3) FA SP SU Prerequisite: grade of C or better in MAC1105. 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, proof by mathematical induction, elementary mathematical logic, the binomial theorem and an introduction to conic sections. A graphing calculator is required; review with instructor for the most appropriate type. Credit only. Lecture: 3 hours.

MAC2147 Precalculus Algebra and Trigonometry (5) SP Honors Program Prerequisite: grade of A or B in MAC1105, or appropriate score on the College Level Math (CLM) placement test. 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 MAC2140 or MAC2144. Lecture: 5 hours.

MAC2233 Calculus for Management (3) FA SP SU Prerequisite: grade of C or better in MAC1105. Not open to students with credit in MAC2311 or MAC2312. Topics include methods in mathematics or the physical sciences. Topics include basic concepts and techniques of the differential and integral calculus of one variable, optimization techniques and exponential growth and decay, along with a brief introduction to calculus with applications 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 Prerequisites: grade of C or better in MAC2147, or grades of C or better in both MAC2140 and MAC2144. Topics include limits of functions and continuity; the derivative of a function; techniques of differentiation of algebraic, trigonometric, inverse, exponential and logarithmic functions; the Mean Value Theorem; parametric equations; applications of the derivative (relative and absolute extrema, velocity and acceleration, related rates, curve sketching, differentials); indeterminate forms and L’Hospital’s Rule; indefinite and definite integrals; the Fundamental Theorem of Calculus; integration by substitution; and area between curves. A graphing calculator is required; check with instructor for the most appropriate one. Lecture: 3 hours.

MAC2312 Calculus with Analytic Geometry II (5) FA SP SU Prerequisite: grade of C or better in MAC2311. Topics include applications of the definite integral (volume, arc length, center of mass, surface area, work, fluid pressure), the calculus of exponential and logarithmic functions, introduction to hyperbolic functions, techniques of integration, numerical integration, slope fields and separable differential equations, infinite sequences and series and polar coordinates. Includes a brief study of conic sections. A graphing calculator is required; check with instructor for the most appropriate one. Lecture: 5 hours.

MAC2313 Calculus with Analytic Geometry III (4) FA SP Prerequisite: grade of C or better in MAC2312. 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 Stokes’ theorem. CAS (Computer Algebra System) software will be used as a teaching and learning tool. A graphing calculator is required; check with instructor for the most appropriate one. Lecture: 5 hours. Additional fee.

MAP2302 Differential Equations I (3) SP SU Prerequisite: grade of C or better in MAC2312. Topics include methods of solutions of ordinary differential equations, linear and nonlinear systems of differential equations and boundary value problems. Methods include operators, undetermined coefficients, variation of parameters and eigenvalue problems, Laplace transforms and function of rational exponents, operations with rational expressions, complex fractions and rational equations, operations with radical expressions, radical equations and quadratic equations. Application problems of various types are included to reinforce skills and concepts. A graphing calculator is required; check with instructor for the most appropriate type. Lecture: 3 hours.

MAT1033 Intermediate Algebra (3) FA SP SU Prerequisite: appropriate placement score or satisfactory completion of MAT0024 or MAT0024C. MAT1033 cannot be taken for credit by any student who has grade of C or better in any higher mathematics course. This course carries elective credit and does not count toward the six hours of mathematics required for the A.A. degree. Major topics include linear equations, linear inequalities, systems of linear equations, inequalities in two variables and their graphs, functions and function notation, rational exponents, operations with rational expressions, complex fractions and rational equations, operations with radical expressions and radical equations and quadratic equations. Application problems of various types are included to reinforce skills and concepts. This course requires a computer component that will require students to complete on-line computer assignments out of class, either at home or in the computer labs provided on campus. A scientific calculator is required for this course; it does not have to be a graphing calculator. Check with instructor for the most appropriate type of calculator. Lecture: 3 hours. Elective credit only; does not satisfy the general education mathematics requirement.

MGFI106 Mathematics I for Liberal Arts (3) FA SP SU Prerequisite: grade of C or better in MAT1033, or appropriate score on placement test. This course is for liberal arts students who plan to concentrate in fields that 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. Contains nonalgebraic CLAST skills. A scientific calculator is required. Lecture: 3 hours.

MGFI110 Mathematics II for Liberal Arts (3) FA SP SU Prerequisite: grade of C or better in MAT1033, or appropriate score on placement test. This course is for liberal arts students who plan to concentrate in fields that require no specialized mathematics beyond the general education level. The course content includes a unit that reviews the techniques of one- and two-variable linear algebra and concludes with applying two-variable linear programming to solving problems; a unit on mathematics of finance that 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; check with instructor for the most appropriate one. Lecture: 3 hours.

MGFI118 Mathematics Preparation for CLAST (1) FA SP SU Prerequisite: grade of C or better in MAT1033, or appropriate score on placement test. This course is for liberal arts students who plan to concentrate in fields that require no specialized mathematics beyond the general education level. The course content includes a unit that reviews the techniques of one- and two-variable linear algebra and concludes with applying two-variable linear programming to solving problems; a unit on mathematics of finance that 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; check with instructor for the most appropriate one. Lecture: 3 hours.

MTG2204 Geometry for Educators (3) OD Prerequisite: MAT1033 or equivalent, or appropriate placement score. Emphasis on Euclidean geometry. The problems and proofs involve lines, angles, triangles, polygons and circles. Course is designed for teachers, present and future. Web course: 3 hours.

STA2023 Introductory Statistics (3) FA SP SU Prerequisite: grade of C or better in MAT1033, 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, financial management, social science, health, psychology and education. Topics include graphical description of data, measures of location and dispersion, goodness of fit, 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.

STA2122 Introduction to Applied Statistics (4) FA SP SU Prerequisite: grade of C or better in MAC1105. This course is a required prerequisite for majors in psychology, mathematics education for middle schools, mathematics education for higher education and science and education. Topics include descriptive statistics, probability distributions, confidence intervals and hypothesis tests for one mean or proportion and the comparison

Course will not count toward credit for the A.A. degree.
of two means or proportions, correlation and regression, analysis of variance (ANOVA) and chi-square tests. A TI83 or graphing calculator with equivalent statistical features is required. Access to campus computer labs with Minitab statistics software or own license for Minitab is required. Satisfies computer proficiency requirement. Can be used to satisfy one of the two general education mathematics requirements. Credit toward the general education mathematics requirement cannot be earned for both STA2023 and STA2122. This class meets in a computer classroom. Lecture: 4 hours. Additional fee.

**Meteorology**

**MET1010 Meteorology (3) FA SP SU Prerequisite:** satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA002), or appropriate placement scores. An introduction to the structure of the atmosphere, weather processes and climate, including recent events and environmental concerns in these realms. Lecture: 3 hours.

**Military Science**

These courses are offered as part of a cooperative arrangement between TCC, FSU and FAMU. Student may enroll in Army, Air Force or Navy ROTC tracks. All classes are held on the FSU or FAMU campus, depending on the program. For details see page 141-142.

**MSL1001 Basic Officership TBA (1) TBA** Introduction to military science. Establishes a basic foundation for officership. Classes are held at TCC. A lab is required on Wed. 3:30P–5:00P. Physical fitness training is held at FSU and TCC on M, W and F 6:30A–7:30A. Contact FSU/TCC ROTC at 644-1016 for information. Lecture: 1 hour.

**MSL1002 Basic Officership TBA (1) TBA** Prerequisite: MSL1001. Introduction to military science. Establishes a basic foundation for officership. Classes are held at TCC. A lab is required on Wed. 3:30P–5:00P. Physical fitness training is held at FSU and TCC on M, W and F 6:30A–7:30A. Contact FSU/TCC ROTC at 644-1016 for information. Lecture: 1 hour.

**MSL2101 Leadership Teamwork TBA (1) TBA** Prerequisite: MSL1001. Continuation of MSL1001, the basic foundation for officership. It also focuses on developing leadership and teamwork. Classes are held at TCC. A lab is required on Wed. 3:30P–5:00P. Physical fitness training is held at FSU and TCC on M, W and F 6:30A–7:30A. Contact FSU/TCC ROTC at 644-1016 for information. Lecture: 2 hours.

**MSL2102 Leadership Teamwork TBA (1) TBA** Prerequisite: MSL2101. Continuation of MSL2002, the basic foundation for officership. It also focuses on developing leadership and teamwork. Classes are held at TCC. A lab is required on Wed. 3:30P–5:00P. Physical fitness training is held at FSU and TCC on M, W and F 6:30A–7:30A. Contact FSU/TCC ROTC at 644-1016 for information. Lecture: 2 hours.

**MSL2102L Leadership Teamwork Lab (4) SP** 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. Contact FSU/TCC ROTC at 644-1016 for information. Lecture: 4 hours.

**Music**

Note: A total of four semester hours credit in music performance and music activity courses may be allowed toward the 60 semester hours required for graduation with the A.A. degree.

**HUM2529 The American Music Tradition: Jazz (3) FA SP** 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. Substantial writing component. Fulfills state writing requirement.

**HUM2529 The American Music Tradition: Popular Music (3) FA SP** Prerequisite: successful completion of the general education communications requirement. Survey of American popular music, focusing on the folk music traditions planted on American soil during the earliest periods of settlement, the evolution of those styles after 1900 and the synthesis of those styles as evidenced in American popular music since 1945. Student research is required. Substantial writing component. Fulfills state writing requirement. Contact: 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 nonmusic majors. Substantial writing component. Fulfills state writing requirement. Lecture: 3 hours.

**MUH2120 Music of the World (3) FA SP SU Prerequisite:** successful completion of the general education communications requirement. An introductory course that surveys traditional, indigenous, and popular music of the United States, Latin America, Africa, Europe and Asia. Emphasis is placed on music as culture and music as sound. A general education course for nonmusic majors. Substantial writing component. Fulfills state writing requirement. Lecture: 3 hours.

**MUL1110 Music Appreciation (3) FA** This course is an introduction to musical concepts, terms and styles. The fundamentals of musical expression are explored from a social, cultural, economic and technological perspective through listening, concert attendance and discussion. Students will also explore social and cultural conditions under which music was and is created. This course does not fulfill the general education humanities requirement. Contact: 3 hours.

**MUN180 Concert Band (1) FASPSU** 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 a week.

**MUN130 College Chorale (1) FASPU** 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) FASPCorequisite:** enrollment in MUN130. May be taken for credit 4 times. Meets 2 hours a week. Additional fee.

**MUN1710 Jazz Band (1) FASPU 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.

**MUN2800 African Drum and Dance Ensemble (3) FA** This course will survey the music and dance cultures of sub-Saharan Africa. Students will learn fundamentals of African music systems, including tonality, rhythmic modes and son structures. They will also gain training on djembe, dundun, ngoma and conga drums along with melodic and harmonic instruments such as African harps, xylophones, thumb pianos, fiddles and bells. In addition, students will have the opportunity to learn traditional dances from Ghana, Guinea, South Africa and Uganda, along with songs from those areas. Contact: 3 hours.

**MVS1116 Beginning Class Guitar (1) FASPU** 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) FASPU** Prerequisite: MVS1116 or prior guitar experience. An extension of MVS1116. 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 a week.

**MVS2127 Advanced Class Guitar (1) SP** Prerequisites: completion of MVS1126, permission of the instructor, and access to a guitar. Refinement of technical skills learned in other guitar classes. Meets 2 hours a week.
Course Descriptions

Nursing

NUR1020C* Fundamentals of Nursing (6) FA SP SU

This is the first required course in the Nursing Program. This course is designed to orient the student to the understanding of 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. The student explores basic needs related to hygiene; activity, rest and sleep; comfort and safety; nutrition; fluid and electrolytes; urinary and bowel function; and oxygenation as they apply to the moderately ill, hospitalized patient. The content also considers growth and development; socioeconomic, ethnic cultural and spiritual needs; community health concepts; nutrition; professional roles and functions; end of life care; HIV; and domestic violence. Instruction includes the development of critical thinking skills. The clinical application of medications is also emphasized to ensure rational and optimal patient care. Serious attention is given to the mathematical knowledge and skills that are essential to safe patient care. Supervised practice and clinical experiences will provide the student opportunities to assist patients to an optimal level of functioning. Contact: per semester: 45 hours lecture, 90 hours lab and 45 hours of clinical. Additional fees.

NUR1141* Pharmacology I (2) FA SP SU Prerequisites: admission to the Nursing Program and BSC2085, BSC2085L, BSC2086, BSC2086L, PSY2012, DEP2004, HUN1201, ENC1101 and choice of one math: MGF1106, MGF1107, MAC1105 or STA2023. Corequisites: NUR1020C, NUR1280 and NUR1010.

This course introduces the study of medications and is designed to provide nursing students with a basic background of drug classifications, actions, dosages and side effects. This course includes basic drugs and reviews the mathematical computations that are necessary for safe administration in the clinical setting. This course also presents subject matter related to the reduction of errors in medication administration in the skills laboratory in NUR1020C prior to administering medications in the clinical area. Contact: 30 hours per semester.

NUR1213C* Adult Health I (8) FA SP SU Prerequisites: NUR1020C, NUR1141, NUR1010 and NUR1280. Corequisites: NUR1422C and NUR1312C.

This introductory course is designed to provide students with the opportunity to acquire the knowledge and skills needed to provide safe and effective care for clients with complex medical/surgical problems. This course builds upon foundation material from previous courses. The nursing process provides a framework for the students to use critical thinking skills to promote or restore the health of clients within a holistic framework. Clinical experience is provided in acute care settings. Observational time may be scheduled to enhance learning experiences. Contact: per semester: 90 lecture hours, 20 lab hours and 70 clinical hours. Additional fee.

NUR1312C* Pediatrics I (3) FA SP SU Prerequisites: NUR1020C, NUR1141, NUR1010 and NUR1280. Corequisites: NUR1213C and NUR1422C.

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, health care concepts, pharmacology and administration of medications, nutrition, legal aspects of practice, interpersonal relationships and current issues in nursing. Contact: per semester: 30 hours lecture, 10 hours lab and 35 hours of clinical. Additional fee.

NUR1422C* Maternal-Infant I (2) FA SP SU Prerequisites: NUR1020C, NUR1141, NUR1010 and NUR1280.

Corequisites: NUR1213C and NUR1312C. This course is designed to present the nursing student with basic knowledge and skills related to care of a client from delivery through postpartum, as well as care of the neonate. The course will present an introduction of high-risk factors. 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, pharmacology and administration of medications, nutrition, legal aspects of practice, interpersonal relationships, current issues in nursing. Contact: per semester: 15 hours lecture, 5 hours lab and 40 hours of clinical. Additional fee.

NUR1520C* Mental Health Nursing (4) SP SU Prerequisites: NUR1020C, NUR1141, NUR1010, NUR1280, NUR1213C, NUR1422C and NUR1312C. Corequisites: MCB2004 and MCB2004L.

This course provides the student with the opportunity to acquire knowledge and skills needed to care for patients throughout the mental health-mental illness continuum. Therapeutic nurse-patient interactions 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 the mental health aspects of domestic violence, homelessness and HIV/AIDS. Contact: per semester: 45 hours lecture and 45 hours of clinical.

NUR2005C* LPN Transition (1) SP SU FA Prerequisites: admission to the Nursing Program and BSC2085, BSC2085L, BSC2086, BSC2086L, PSY2012, DEP2004, HUN1201, ENC1101 and choice of one math: MGF1106, MGF1107, MAC1105 or STA2023. Corequisites: NUR1520C, MCB2004, MCB2004L (Spring and Summer) and NUR2450C (Spring only). This course is designed to facilitate the entry of licensed practical nurses into the Associate Degree Nursing Program. All students will demonstrate safe performance of selected nursing procedures included on the Fundamental Skills List. Theoretical components include those not commonly included in the LPN curriculum. Information related to the roles of the registered nurse and additional theory related to the nursing process will be emphasized. Contact: per semester: 10 hours lecture, 10 hours lab and 5 hours of clinical. Additional fee.

NUR2241C* Adult Health III (6) FA SP SU Prerequisites: NUR2260C, NUR2142 and NUR2450C. Corequisites: NUR2313C and NUR2813.

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 and to provide an overview of the health care, nursing leadership and managerial processes. The focus of this course is to provide an overview of critical care of complex patients and to provide the student with the opportunity to develop competence in caring for a group of patients and the decision making process in theoretical and clinical situations of various medical-surgical content. This course builds upon foundational material from previous courses. The Nursing Process provides a framework for the student to use critical thinking skills to promote or restore the health of patients within a holistic framework. Contact: per semester: 45 hours lecture and 135 hours of clinical. Additional fee.

NUR2260C* Adult Health II (6) FA SU Prerequisites: NUR1213C, NUR1520C, MCB2004 and MCB2004L. Corequisites: NUR2142 (Summer and Fall), NUR2450C (Fall only), NUR2313C and NUR2813. This course is designed to provide the student with the opportunity to acquire the knowledge and skills to provide safe and effective care for patients with complex medical/surgical problems. This course builds upon foundational material from previous courses. The nursing process provides a framework for the students to use critical thinking skills to promote or restore the health of clients within a holistic framework. Clinical experiences are provided in acute care settings. Observational time may be scheduled to enhance learning experiences. Contact: per semester: 60 lecture hours, 25 hours lab and 65 hours of clinical. Additional fee.

NUR2313C* Pediatrics II (2) FA SP Prerequisites: NUR1520C, NUR2260C, MCB2004 and MCB2004L. Corequisites: NUR2241C and NUR2813. This course is designed to present the nursing student with advanced concepts of knowledge and skills related to care of a patient from birth through childhood and adolescence. The nursing process is used in caring for the high-risk pediatric 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. Contact: per semester: 15 hours lecture, 5 hours lab and 40 hours of clinical. Additional fee.
NUR2450C*  Maternal-Infant II  (2)  FA SP  Prerequisites: NUR1213C, NUR1520C, NUR1422C, NUR1312C, MCB2004 and MCB2004L. Corequisites: NUR2142 and NUR2260C. This course is designed to present the nursing student with advanced knowledge and skills related to care of a patient from conception through labor, delivery and postpartum and to care for the high-risk neonate. The nursing process is used in caring for the high-risk obstetric patient 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, 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. Contact: per semester: 15 hours lecture, 15 hours lab and 30 hours of clinical. Additional fee.

NUR2813*  Professional Seminar II  (1)  FA SP  Prerequisites: NUR2260C, NUR2142, NUR2450C and NUR1520C. Corequisites: NUR2141C and NUR2313C. This course is designed to assist the student in the transition from the role of student to that of graduate, enabling effective practice at the 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 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 and thinking critically and creatively will be presented. Contact: per semester: 15 hours.

Nutrition Science

HUN1201  The Science of Nutrition  (3)  FA SP SU  Prerequisite: satisfactory completion of College Preparatory English (ENC0020), College Preparatory Reading (REA0020) and Elementary Algebra (MAT0024), or appropriate placement scores. This course is based on the principles of chemistry and molecular biology; the properties, functions, requirements, digestion, absorption, metabolism and interrelationships of nutrients are explored. Contact: 3 hours.

HUN2270  Introduction to Sports Nutrition  (3)  FA SP  Prerequisite: Satisfactory completion of College Preparatory English (ENC0020), College Preparatory Reading (REA0020) and Elementary Algebra (MAT0024), or appropriate placement scores. This course integrates nutrition and exercise physiology principles, emphasizing scientific reasoning. The course provides students with the tools they need to make good decisions regarding their own training, nutrition and performance. Contact: 3 hours.

Oceanography

OCE1001  Introductory Oceanography  (3)  FA SP SU  Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), 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.

Office Systems Technology

CGS2101  Advanced Microcomputer Applications  (3)  FA SP  Prerequisites: grade of C or better in CGS2100; or grade of C or better in CGS1060 and in OST1324 or MAT1033. 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 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 such as cash and trade discounts, interest, markup, commission, payroll and taxes. Contact: 3 hours.

OST1355  Records Management  (3)  SP  Instruction in records management concepts and skills, with emphasis on the information cycle and systems for managing and using information. Instruction in the four basic classification systems for storing and retrieving documents (office filing). Introduction of principles for managing paper-based, image-based and digital-based records. Contact: 3 hours.

OST1401  Administrative Support Systems and Procedures  (3)  FA  Designed for first-year office systems technology students as an introduction to administrative systems and procedures used to process information and expedite activities in the automated office environment. Emphasis on office system concepts. Contact: 3 hours.

OST1718  Word Processing  (3)  FA  Prerequisite: OST1141 or appropriate placement score. Course in document formatting for the production of letters, reports, memos, tables and other commonly used documents. Further development of keyboarding skills and basic composition of documents on the keyboard using fundamental word processing functions. Contact: 3 hours. Additional lab hours may be necessary to complete the course. Additional fee.

OST1719  Advanced Word Processing  (3)  SP  Prerequisite: OST1718 or appropriate placement score. Course that refines keyboarding skills and advanced document formatting skills. It uses word processing functions for both copy work and composition on the keyboard. Additional lab hours may be needed to complete the course. Contact: 3 hours. Additional fee.

OST1755  Microsoft Word  (1)  OD  Keyboarding skills desired. Basic instruction and competency development in the word processing program Microsoft Word with Windows. Meets 15 hours. Additional lab hours may be necessary to complete the course. This course will not meet the requirements/electives for students enrolled in the Office Systems Technology program. Contact: 1 hour. Additional fee.

OST2823  Desktop Publishing and Web Design  (3)  SP  Prerequisites: keyboarding skills and Word, Internet and current Windows experience. This course uses two major professional software programs to introduce both desktop publishing and Web site publishing. Students will be presented techniques and methods that lead step by step from conception of a project through successful completion. Students will design and create print documents and Web pages, with emphasis on proper layout and appropriate inclusion of text and graphics. Contact: 3 hours. Additional fee.

OST2828  PowerPoint  (1)  OD  This course will provide the opportunity for the student to develop an ability to design and/or create visually appealing slides (with sound, animation and possibly video), overhead transparencies, speaker notes to aid in the delivery of the speech, audience handouts and virtual presentations on the Internet. Contact: 1 hour. Additional fee.

OST2835  Access  (1)  OD  Prerequisite: 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 create information collections that can organize data on any subject quickly and easily. Contact: 1 hour. Additional fee.
OST2852 Excel (1) OD  This course will provide the opportunity for the student to learn the fundamentals of a spreadsheet application and to foster an appreciation of worksheets as a useful tool in the workplace. The student will gain an in-depth understanding of a spreadsheet program that allows one to organize data, complete calculations, make decisions, graph data, develop professional-looking reports, convert Excel files for use on the Web and access the Web. Contact: 1 hour. Additional fee.

Paralegal and Legal Studies

BUL2241 Legal Concepts of Business (3) FA SP  An introduction to the legal setting in which business operates. Coverage includes introduction to law, constitutional law, administrative law, torts, crimes, contracts and ethics. Contact: 3 hours.

BUL2242 The Law of Business (3) FA  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  Emphasis of this course is on applying critical thinking skills to daily decisions in the legal, criminal justice, biomedical, business and communications areas that concern moral duty, obligation, values and beliefs. The seminar will enable students in 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 general education humanities requirement.

PLA1003 Introduction to the Legal Process (3) FA SP  Introduces the legal system and legal terminology. Examines the role of the lawyer and paralegal in modern society and the ethical and professional practice standards applicable to both lawyer and assistant. Surveys the various skills to be covered in the paralegal program. Appropriate for students interested in any legal career. Contact: 3 hours. Additional fee.

PLA1104 Legal Research (3) SP  Prerequisite: PLA1003. Introduction to legal research, including citation form, reading and finding case law, statutes, legislative history, constitutional law, administrative law, court rules, local rules, loose-leaf services and secondary references. Computer research and ethical considerations will be discussed. Appropriate for students interested in any legal career. Contact: 3 hours.

PLA2114 Legal Writing (3) FA  Prerequisite: PLA1104. Study of legal memorandum, including format and purpose, citations, law office correspondence, preparation of legal instruments and documents, drafting intraoffice memorandum and ethical considerations. Appropriate for students in any legal career. Contact: 3 hours.

PLA2203 Litigation Procedures I (3) SP  Prerequisite: PLA1003. Principles of litigation, lawyer/client relationships, ethical considerations, causes of action, remedies and defenses, affirmative defenses, jurisdiction, 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  Prerequisite: PLA1003. 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) OD  Prerequisite: PLA1003 or permission of the Dean. This course is designed to provide basic knowledge about the administrative process and specifically Florida Administrative Law, to provide an understanding of functions that the paralegal 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  Prerequisite: PLA1003. Instruction in estate planning, probate practice and procedures, jurisdiction, functions of lawyers and personal representatives, initial steps in probate, inventory and appraisal creditors’ claims, accountings distribution and discharge, ancillary administration, family and summary administration and ethical considerations. Appropriate for students interested in any legal career. Contact: 3 hours.

PLA2610 Real Estate Law and Property Transactions (3) SU  Prerequisite: PLA1003. The scope of real estate law, ownership of real estate, evidence, examination, conveyance of title, legal descriptions, real estate contracts, transfer of real estate, transactions, real estate closings and ethical considerations. Appropriate for students interested in any legal career. Contact: 3 hours.

PLA2763 Law Office Procedures and Management (3) SU  Principles of organization and management, management styles, communications process, utilizing paralegals, 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) SP  Prerequisite: PLA1003. Study of family law, legal institutions, the family law office and ethical considerations. Study of various aspects of family law, including marriage, prenuptial and ante nuptial 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.

PLA2941 Paralegal Internship (3) OD  Prerequisites: PLA1003, PLA1104, PLA2214, PLA2203, PLA2223, BUL2241 and BUL2242, or permission of program coordinators. This course provides an opportunity for the student to become job ready, interning in an area law office or legal/business organization under the guidance of the internship coordinators and law office supervisor. Student will work at least 10 hours per week performing legal assisting duties such as drafting simple pleadings, responding to discovery, digesting depositions, aiding at deposition and trial, legal research, file organization and other legal assisting tasks. Contact: 3 hours.

PUP2020 Lobbying and Legislative Law (3) OD  Prerequisites: PLA1003 and BUL2241, or permission of the program coordinator. In this hands-on seminar students will take an in-depth look at the legislative process through the eyes of lobbyists, legislators, other elected and appointed government officials and their staff, public relations consultants, nonprofit executives and reporters. Both the state and federal legislative arenas will be discussed; however, because of our unique opportunities in Florida’s Capital City, the focus of our inquiry will be the state Legislature. The seminar is for students who would like to advance their knowledge about the Legislature, who want to learn to participate more intelligently in the democratic process and/or who may be interested in working in the legislative arena. Contact: 3 hours.

Philosophy

PHI2100 Introductory Logic (3) FA SP SU  Prerequisite: satisfactory completion of the general education communications requirement. An introductory study of metaphysics, ethics, aesthetics and logic based upon the inquiries of the speculative and critical philosophers both traditional and modern. Substantial writing component. Fulfills state writing requirement. Contact: 3 hours.

PHI2100 Introductory Logic (3) FA SP  Prerequisite: satisfactory completion of the general education communications requirement. This course consists of an introduction to Aristotelian logic, which is the deductive 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 and proving logical truths. Substantial writing component. Fulfills state writing requirement. 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 span the globe and that date from the ancient through the modern world. Students will be introduced to a wide range of outstanding moral theorists whose ideas will be examined within the cultural contexts that gave them birth. Substantial writing component. Fulfills state writing requirement. Lecture: 3 hours. Satisfies the general education humanities requirement.

Photography

PGY1800C Digital Photography (3) FA SP SU This course combines fundamental photographic skills with digital technologies. Emphasis is placed on basic camera operation, techniques and aesthetics. Students will explore a range of both commercial and fine art photographic applications. Students must supply their own digital camera. Lecture and lab: 6 hours.

PGY2401C Basic Photography (3) FA SP SU 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. Beyond the additional fee, expenses include cost of film, photo paper and other supplies (approximately $200). Students must supply their own 35mm camera, 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: PGY2401C. Creative print techniques in black and white photography; rudiments of the zone system for 35mm photography; experimentation with ortho-chromatic film leading to nonsilver printing processes. Students will produce a portfolio of high-quality prints. Beyond the additional fee, expenses include cost of film, photo paper and other supplies (approximately $200). Students must supply their own 35mm camera, which must have a manual metering mode and adjustable controls (ability to select shutter speeds and f/stops). Additional fee. Contact: 6 hours.

Physical Education and Recreation

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

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 and professional opportunities and areas. Contact: 3 hours.

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. Topics include outdoor activity planning, conservation, nature activities and safety and hazard precautions. Contact: 4 hours.

LEI2720 Adaptive/Therapeutic Recreation (4) SP An orientation/course designed for those students who plan to pursue recreation or adaptive physical education as a profession. Topics include the Americans with Disabilities Act, program planning, activity modification, program adaptations and risk management. Contact: 4 hours.

PEL1121 Beginning Golf (1) FA This is a skill-learning experience designed to provide knowledge and techniques necessary to enjoy recreational golf. Contact: 2 hours. Additional fee.

PEL1122 Intermediate Golf (1) FA 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 (e.g., traps, sidehill lies) and correcting common errors. Videotapes from teaching professionals, as well as individual videotaping, will be used as learning tools. Limited course play is included. Contact: 2 hours. Additional fee.

PEL1320 Volleyball (1) FA SP This is a learning experience designed to produce recreational level skills for leisure time use. Contact: 2 hours. Additional fee.

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

PEL1342 Intermediate Tennis (1) FA PEL1341 or consent of instructor. An activity course stressing advanced techniques and strategy in skill and competitive development. This course extends the teaching of PEL1341 by including instruction on the volley, power game, the overhead, lobbs and drop shots. Contact: 2 hours. Additional fee.

PEL1346 Beginning Badminton (1) SU This is 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 PEL1441 or consent of instructor. This is an activity course stressing instruction in shot selection and advanced game strategy. Contact: 2 hours. Additional fee.

PEL1621 Beginning Basketball (1) FA SP This is a skill-learning course designed to produce a knowledgeable, skilled player with proper perspective relative to the use of basketball in the worthy pursuit of leisure. Contact: 2 hours. Additional fee.

PEM1101 Theory and Practice of Adult Fitness (2) 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. Contact: 3 hours. Additional fee.

PEM1171 Aerobics (1) FA SP SU Will introduce the student to cardiovascular conditioning through aerobic exercise, using 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 SU Prerequisite: PEM1431. 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 PEM1431. Upon completion of this course, students will be eligible to test for advanced Judo ranking. A gi is required for participation in this course and is not included in the course fee. Contact: 2 hours. Additional fee.

PEO2003 Officiating Techniques for Individual Sports (2) SP An orientation and skills course designed for those students who plan to pursue recreation or physical education as a profession. Individual sports officiating will include high school (FHSAA), college (NCAA, NJCAA) officiating rules and skills techniques. Contact: 2 hours.

PET1770 Personal Training Fundamentals and Techniques (4) FA SP SU This comprehensive course prepares students to perform personal training and covers the fundamentals of muscle physiology and physiological adjustments of training. This class provides hands-on experience in a fitness setting to apply knowledge of physiology, kinesiology, nutrition, and assessment. Students who choose to sit for the National Council on Strength and Fitness (NCSF) certification exam will be assessed a fee for the exam. Contact: 5 hours.

PET2000C Introduction to Physical Education (3) FA SP An orientation/course designed for those students who plan to pursue physical education or its allied careers (e.g., recreation, coaching, exercise, physiology) 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.

PET2084 Exercise Education (3) FA SP This discussion course focuses on 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.

* Course will not count toward credit for the A.A. degree
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 that addresses how athletic and fitness injuries occur, how they are treated and how they can be prevented. In addition, it is the purpose of this course to teach basic strapping and wrapping techniques to the student, as well as the rudiments of therapeutic modalities in the treatment of sports injuries. Contact: 4 hours.

Physical Sciences

AST1002 Introduction to Astronomy (3) FA SP SU
Prerequisites: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. Provides a general, nontechnical introduction to astronomy stressing basic physical principles applied to the universe as a whole. Includes features of our night sky, our solar system, stars and their evolution, galaxies and cosmology. Lecture: 3 hours.

CHM1020 Chemistry for General Education (3) FA SP SU
Prerequisites: satisfactory completion of College Preparatory English (ENC0020), College Preparatory Reading (REA0002), and Elementary Algebra (MAT0024), or appropriate placement scores. Covers the basic concepts of chemistry, with emphasis on its impact on modern society, including issues regarding energy, consumer products and health. This course is not designed to prepare students for CHM1030 or CHM1045. It cannot be used to satisfy degree requirements by students who already have credit for CHM1030 or CHM1045. Lecture: 3 hours.

CHM1030 General Chemistry for Allied Health (3) FA SP SU
Prerequisites: satisfactory completion of College Preparatory English (ENC0020), College Preparatory Reading (REA0002) and Intermediate Algebra (MAT1033), or appropriate placement scores. Optional lab: CHM1030L. Covers the basic concepts of chemistry, with emphasis on its impact on modern society, including issues regarding energy, consumer products and health. This course is not designed to prepare students for CHM1030 or CHM1045. It cannot be used to satisfy degree requirements by students who already have credit for CHM1030 or CHM1045. Lecture: 3 hours.

CHM1030L General Chemistry for Allied Health Laboratory (1) FA SP SU
Corequisite: CHM1030 or CHM1020. Emphasis is on laboratory experiences from the health care professions that illustrate basic chemical principles. This course is designed to supplement and reinforce ideas presented in both CHM1030 and CHM1020. Lab: 2 hours. Approved chemical safety goggles required. Additional fee.

CHM1031 Physiological Chemistry for Allied Health (3) OD
Prerequisites: satisfactory completion of CHM1030 and Anatomy and Physiology I (BSC2085). Corequisite: 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) OD
Prerequisite: satisfactory completion of CHM1030L. Corequisite: CHM1031L. Emphasis is on lab experiences from the health care professions that illustrate basic organic and biochemical principles. Student experiences include amino acid chromatography; study of enzyme-catalyzed reaction rates; electrophoresis techniques; and 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), College Preparatory Reading (REA0002) and MAC1105, or appropriate placement scores. Corequisites: CHM1045L. Primarily designed for students planning to major in science and 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. Additional 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: grade of C or better in CHM1045. 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: grade of C or better in CHM1045L. Corequisite: CHM1046L. Emphasis is on quantitative 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: grade of C or better in CHM1046L or its equivalent. Corequisite: CHM2210L. Primarily designed for students planning to major in science and related fields. Nomenclature and physical properties of alkanes, alkenes, alkyl halides and aromatic compounds are covered. This course takes a mechanistic approach to organic chemistry. Students are expected to learn not only the reactions discussed in class but also the mechanism by which the reactions take place. Lecture: 3 hours. Recitation: 1 hour. Additional fee.

CHM2210L Organic Chemistry I Laboratory (1) FA SP SU
Prerequisite: grade of C or better in CHM2210L. Corequisite: CHM2210L. Emphasis is on 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. Additional fee.

CHM2211 Organic Chemistry II (3) SP SU
Prerequisite: grade of C or better in CHM2210 and CHM2210L or its equivalent. Corequisite: CHM2211L. Nomenclature and physical properties of aldehydes, ketones, ethers, carboxylic acids, acyl halides, esters, amides and amines are covered. This course takes a mechanistic approach to organic chemistry. Students are expected to learn not only the reactions discussed in class but also the mechanism by which the reactions take place. Spectroscopic analysis is covered, including proton and carbon-13 NMR and IR, UV and mass spectroscopy. Lecture: 3 hours. Recitation: 1 hour. 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 and a multi-step synthesis. Experiments are conducted on both microscale and miniscale. Lab: 3 hours. Approved chemical safety goggles required. Additional fee.

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

PHY1020 Energy and Its Environmental Effects (3) 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 nonscience majors. Cannot be used to satisfy degree requirements by students who already have credit in PHY1053 or PHY2048. Lecture: 3 hours.

* Course will not count toward credit for the A.A. degree.
PHY1053 Elementary College Physics (3) FA Prerequisites: MAC1105 and MAC2114, or permission from the instructor; satisfactory completion of College Preparatory English (ENC0020) or College Preparatory Reading (REA0002), or appropriate placement scores. Corequisite: PHY1053L. Physics without calculus for science or related majors; not for physics or engineering majors. Topics include one dimensional motion, projectile motion, Newton’s laws, energy conservation, torque and rotational motion. Cannot be used to satisfy degree requirements by students who already have credit in PHY2048. Lecture: 3 hours.

PHY1053L Elementary College Physics Laboratory I (1) FA Corequisite: PHY1053. Reinforces main concepts taught in PHY1053. Lab: 3 hours. Additional fee.

PHY1054 Elementary College Physics II (3) SP Prerequisites: grade of C or better in PHY1053 or PHY2048. Corequisite: PHY1054L. Continuation of PHY1053. Topics include thermodynamics, electricity and magnetism and optics. Cannot be used to satisfy degree requirements by students who already have credit in PHY2049. Lecture: 3 hours.

PHY1054L Elementary College Physics Laboratory II (1) SP Corequisite: PHY1054. Reinforces main concepts taught in PHY1054. Lab: 3 hours. Additional fee.

PHY2048 General Physics I (4) FASP Prerequisite or corequisite: MAC2311. Satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. Corequisite: PHY2048L. Physics with calculus for students who plan to major in a physical science, engineering or related fields. Topics include mechanics, gravitation, fluids, waves, and thermodynamics. Calculus is used. Four lectures and one discussion session per week. Lecture: 4 hours. Recitation: 1 hour. Additional fee.

PHY2048L General Physics Laboratory I (1) FASP Corequisite: PHY2048. Reinforces main concepts taught in PHY2048. Lab: 3 hours. Additional fee.

PHY2049 General Physics II (4) FA SP Prerequisite: grade of C or better in MAC2311, PHY2048 and PHY2048L. Corequisite: PHY2049L. Topics include electricity, magnetism, circuits, interference phenomena and optics. Lecture: 4 hours. Recitation: 1 hour. Additional fee.

PHY2049L General Physics Laboratory II (1) FA SP Corequisite: PHY2049. Reinforces main concepts taught in PHY2049. Lab: 3 hours. Additional fee.

PHY2049 General Physics II (4) FA SP Prerequisite: grade of C or better in MAC2311, PHY2048 and PHY2048L. Corequisite: PHY2049L. Topics include electricity, magnetism, circuits, interference phenomena and optics. Lecture: 4 hours. Recitation: 1 hour. Additional fee.

PHY2049L General Physics Laboratory II (1) FA SP Corequisite: PHY2049. Reinforces main concepts taught in PHY2049. Lab: 3 hours. Additional fee.

Political Science

CPO2001 Introduction to Comparative Politics (3) FA SP Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. This course will introduce the student to the fundamental concepts put forth in the sub-field of comparative politics. The course examines the political structure of several states and political systems, both in the developed and developing world. The student is exposed to comparative systems of governance and is presented a clearer picture of the civil society. Lecture: 3 hours.

INR2002 International Relations (3) FA SP Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. A study of the basic principles of international relations, a consideration of national power and foreign policy, various forms of relations between states, the problem of power and the power pattern and contemporary problems. Lecture: 3 hours.

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 politics: the constitutional basis, structural organization, functions and operations of our national government, emphasizing the relationship of the individual to the government. Lecture: 3 hours.

POS1112 State and Local Government (3) FA SP SU Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. Study of state, county and municipal government; the role of the states in our federal system; and structure, functions and services. Special emphasis will be given to the Florida governmental system. Lecture: 3 hours.

POS1601 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.
POS2001 Introduction to Political Science (3) FA SP SU
Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. The scope and methods of political science, as well as a review of the major concepts. An introduction to political science as a discipline. Lecture: 3 hours.

POS2930 Special Topics in Political Science (3) FA 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.

POS2949 College Internship in Political Science (3) FA SP
Offered by DIS only. Course of study is designed to provide applied work experience within the political process, either through the private or public sector. Evaluation of student performance will be based on pre-defined learning objectives and documented with specific information acquired from the student and employer. The student will be expected to commit between 10 to 20 hours per week to the internship.

Psychology
CLP1001 Psychology of Personal and Social Adjustment (3) FA SP SU
Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. This course surveys the field of abnormal psychology. It specifically focuses on the different developmental models and categories of mental disorders, as well as their diagnosis and treatment. Lecture: 3 hours.

CLP2140 Abnormal Psychology (3) FA SP SU
Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. A study of personality development and of what adjustment means in areas of vocations, avocation, sex, education and morality—and in society in general. Lecture: 3 hours.

PSY2012 General Psychology (3) FA SP SU
Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. Designed to introduce the study of behavior to both majors and nonmajors. Interrelates personality, learning, perception, nervous system, emotions and other factors of human behavior. Lecture: 3 hours.

PSY2930 Special Topics in Psychology (3) FA SP SU
Special topics for students who wish to further explore the field of psychology through discussion, observation or research. Focus is placed on topical problems, current issues or emerging trends. Lecture: 1–3 hours.

SOP2002 Social Psychology (3) FA SP
Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), 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 (ENC0020) and College Preparatory Reading (REA0002), 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. Lecture: 3 hours.

Radiologic Technology
RTE1000* Orientation to Radiography (4) SP
Prerequisite: admission to the program. Corequisites: RTE1418, RTE1503, RTE1503L and RTE1804. This course provides an orientation to the program, program structure, procedures and expectations. The student will understand the role of the radiologic technologist in the health care system, medical terminology, radiation safety and ethical and legal considerations. The student will receive an introduction to imaging equipment and procedures. Contact: 4 hours per week.

RTE1418* Principles of Radiographic Exposure I (3) SP
Prerequisite: RTE1000, RTE1503, RTE1503L and RTE1804. 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 and latent image formulation of radiologic technical factors. Contact: 3 hours per week.

RTE1458* Principles of Radiographic Exposure II (3) FA
Prerequisite: RTE1513, RTE1513L and RTE1814. Corequisites: RTE1458L, RTE1613 and RTE1824. 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. Contact: 2 hours per week.

RTE1458L* Principles of Radiographic Exposure II Lab (1) FA
Prerequisite: RTE1000, RTE1418, RTE1503L and RTE1804. This course is designed to provide the student an opportunity to apply radiographic exposure principles in the energized laboratory. Topics include film processing and imaging. Contact: 3 hours per week. Additional fee.

RTE1503* Radiographic Positioning I (3) SP
Prerequisite: admission to the program. Corequisites: RTE1000, RTE1418, RTE1503L and RTE1804. This course is a study of basic radiographic anatomy and positioning of the pelvis and extremities for radiographic procedures. Contact: 3 hours per week.

RTE1503L* Radiographic Positioning I Lab (1) SP
Prerequisite: RTE1000, RTE1418, RTE1503L and RTE1804. This course is a study of basic radiographic anatomy and positioning of the pelvis and extremities for radiographic procedures. Contact: 3 hours per week. Additional fee.

RTE1513* Radiographic Positioning II (3) SU
Prerequisite: RTE1000, RTE1418, RTE1503, RTE1503L and RTE1804. Corequisites: RTE1513L and RTE1814. This course is a study of radiographic anatomy, physiology and positioning for radiologic examinations of the spine, chest, abdomen, GI tract and urinary system. Procedures requiring the use of contrast materials within the digestive and urinary systems, as well as the pharmacology of contrast agents, will also be studied. Contact: 3 hours per week.
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RTE1513L* Radiographic Positioning II Lab (1) SU
Prerequisites: RTE1000, RTE1418, RTE1503, RTE1503L and RTE1804.
Corequisites: RTE1E13 and RTE1814. This is a laboratory study of basic radiographic anatomy and positioning for radiologic examinations of the spine, chest, abdomen, GI tract and urinary system procedures requiring the use of contrast materials within the digestive and urinary systems, as well as the pharmacology of contrast agents. Contact: 3 hours per week. Additional fee.

RTE1613* Radiation Physics (4) FA
Prerequisites: RTE1513, RTE1513L and RTE1814. Corequisites: RTE2385, RTE2523L, RTE2782 and RTE2834. This course is a study of radiographic anatomy, physiology and positioning for radiologic examinations of the skin and facial bones. Advanced procedures such as mammography, angiography and computed tomography will be presented. Contact: 3 hours per week.

RTE2523* Radiographic Positioning III (3) SP
Prerequisites: RTE1458, RTE1458L, RTE1613 and RTE1824. Corequisites: RTE2385, RTE2523L, RTE2782 and RTE2834. This course is a study of radiographic anatomy, physiology and positioning for radiologic examinations of the skin and facial bones. Advanced procedures such as mammography, angiography and computed tomography will be presented. Contact: 3 hours per week.

RTE1613* Radiation Physics (4) FA
Prerequisites: RTE1513, RTE1513L and RTE1814. Corequisites: RTE2385, RTE1458L and RTE1824. This course is designed to introduce fundamental principles of radiologic physics, including atomic and sub-atomic theory, interactions of 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 per week.

RTE1824* Radiographic Clinical Education III (3) SP
Prerequisites: RTE1458, RTE1458L, RTE1613 and RTE1824. Corequisites: RTE2385, RTE2523L, RTE2782 and RTE2834. This course is a study of radiographic anatomy, physiology and positioning for radiologic examinations of the skin and facial bones. Advanced procedures such as mammography, angiography and computed tomography will be presented. Contact: 3 hours per week.

RTE1503L and RTE1418. This is an introductory clinical course to provide the student with fundamental principles of radiobiology. 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 the building of comprehension skills and habits that may impede their progress toward becoming efficient readers. Contact: 2 hours per week.

RTE1000, RTE1503, RTE1503L and RTE1418. This is an introductory clinical course designed to teach the student proper film critique, including both geometric and photographic factors, along with proper positioning protocols. Radiographs of the upper and lower extremity, hip and pelvis will be reviewed. Contact: 3 hours per week.

RTE2930L and RTE1814. This is a laboratory study of basic radiographic anatomy. This course includes skin and facial bones. Advanced procedures such as mammography, angiography and computed tomography are presented. Contact: 3 hours per week.

RTE2061* AART Exam Review (4) Prerequisites: RTE2844 and RTE2930. Corequisites: RTE2854, RTE2920L and RTE2931. Course content is a synthesis of all major topics in radiography in preparation for the American Registry of Radiologic Technologists' national certification. Contact: 120 hours per semester. Additional fee.

RTE2834* Radiographic Clinical Education IV (3) SP
Prerequisites: RTE1458, RTE1458L, RTE1613 and RTE1824. Corequisites: RTE2385, RTE2523, RTE2523L and RTE2782. 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. Contact: 24 hours per week. Additional fee.

RTE2844* Radiographic Clinical Education V (2) SU
Prerequisites: RTE2782, RTE2385, RTE2523 and RTE2523L. Corequisites: RTE2930. Students will be applying positioning skills as in the previous practicum courses. Topics include positioning of the skin, surgical, and portable radiography 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 will be expected. Contact: 24 hours per week. Additional fee.

RTE2854* Radiographic Clinical Education VI (2) FA
Prerequisites: RTE2930 and RTE2844. Corequisites: RTE2061, RTE2920L and RTE2931. 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. Contact: 16 hours per week.

RTE1000, RTE1503, RTE1503L and RTE1418. This is an introductory clinical course designed to teach the student proper film critique, including both geometric and photographic factors, along with proper positioning protocols. Radiographs of the upper and lower extremity, hip and pelvis will be reviewed. Contact: 3 hours per week.

RTE2930L and RTE2931. 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. Contact: 16 hours per week.

RTE2844 and RTE2930. Students will be applying positioning skills as in previous practicum courses. Topics include positioning of upper and lower extremities for competencies. If a student is on a fluoroscopy rotation, GI system competencies will be required. Adaptation of technical factors, advanced radiation protection procedures and advanced patient care techniques will be expected. Contact: 24 hours per week. Additional fee.

RTE2930* Special Topics in Radiography I (3) FA
Prerequisites: RTE2782, RTE2385, RTE2523L and RTE2834. Corequisites: RTE2844. This course is designed to teach the student proper film critique, including both geometric and photographic factors, along with proper positioning protocols. Radiographs of the upper and lower extremity, hip and pelvis will be reviewed. Contact: 3 hours per week.

RTE2931* Special Topics in Radiography II (3) FA
Prerequisites: RTE2844 and RTE2930. Corequisites: RTE2061, RTE2920L and RTE2854. This is a course designed to teach the student proper film critique, including both geometric and photographic factors, along with proper positioning protocols. Films of the chest, head, spine, abdominal, spinal column, sternum, ribs, cranium and digestive system, will be reviewed. Contact: 3 hours per week.

Reading

REA1105 Critical and Creative Reading (3) FA
Prerequisite: REA0002, or appropriate placement score. Designed to develop and improve college reading skills. The course makes students aware of their reading habits and provides them an opportunity to overcome habits that may impede their progress toward becoming efficient readers. Learn to read and understand a wide variety of printed materials. Emphasis placed on the building of comprehension skills and study skills, as well as increasing vocabularies and rates. All CLAST reading objectives are taught in this course. Lecture and lab: 3 hours.

Real Estate

REE1040* Real Estate Principles and Practices: Course I (4) FA
Prerequisite: satisfactory completion of College Preparatory English (ENC3020), College Preparatory Reading (REA0002) and College Preparatory Algebra (MAT0024), or appropriate placement scores. A basic course designed to introduce the beginner to some of the major aspects of the real estate business today, such as property, contracts, deeds, financing, mortgages, brokerage, taxation, legal descriptions and Florida real estate license law. This course is designated as Course I by the Florida Real Estate Commission. (Course I is required by those who desire to become a real estate salesperson in Florida.) Contact: 4 hours.

REE1041* Real Estate Principles and Practices: Course II (5) OD
Prerequisites: RRE 1040 and six months verified experience as a real estate salesperson. Evening. Concentrates on real estate brokerage, advertising, selling, property insurance, real estate instruments, liens, leases, property management, plan reading, city planning and zoning. This course is designated as Course II by the Florida Real Estate Commission and is required of those who desire to take the state real estate brokers license exam. Contact: 5 hours.
Religion

REL2200 Introduction to Biblical Studies (3) FA SP SU
Prerequisite: successful completion of the general education communications requirement. Provides a chronological introduction to the formation and content of the Hebrew Tanak (or the Christian Old Testament) and the Christian New Testament, as well as an examination of relevant cultural expressions or historical events that may have impacted that formation and content. Lecture: 3 hours. Substantial writing component. Fulfills state writing requirement. Satisfies the general education humanities 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. Lecture: 3 hours. Substantial writing component. Fulfills state writing requirement. Satisfies the general education humanities requirement.

Respiratory Care

PSG1000* Polysonomography Technology I (3) FA SP SU
Prerequisite: admission to the program. Corequisites: PSG1000L and PSG1800. The course provides 3 hours of credit toward the Advanced Certificate in Polysomnography Technology. This course is offered to Credentialed Respiratory Practitioners in good standing with the National Board for Respiratory Care or presently enrolled students in a CoARC accredited respiratory care program. The course will focus on the basics of polysomnography technology, including medical terminology, instrumentation setup, calibration, recording and monitoring techniques, documentation, professional issues and patient-technologist interactions related to polysomnography technology. Case studies are used within this course to incorporate the critical thinking process. Contact: 3 hours per week.

PSG1000L* Polysonomography Technology I Laboratory (1) FA SP SU
Prerequisite: PSG1000. Corequisites: PSG1000L and PSG1800. The course provides 3 contact hours and 1 hour of credit toward the Advanced Certificate in Polysomnography Technology. This course is offered to Credentialed Respiratory Practitioners in good standing with the National Board for Respiratory Care or presently enrolled students in a CoARC accredited respiratory care program. The lab will apply and add to concepts learned in PSG1000. Case studies will be used within this course to incorporate the critical thinking process. Contact: 3 hours per week.

PSG10000* Polysonomography Technology II (3) SP SU
Prerequisite: PSG1000, PSG1000L and PSG1800. Corequisites: PSG1000L and PSG1801. The course provides 3 contact hours and 1 hour of credit toward the Advanced Certificate in Polysomnography Technology. This course is offered to Credentialed Respiratory Practitioners in good standing with the National Board for Respiratory Care or presently enrolled students in a CoARC accredited respiratory care program. This course expands upon the topics covered in PSG1000. It covers all the aspects of sleep scoring and practical experience in the skills and concepts acquired in PSG1000. Case studies will parallel with diseases being taught in PSG1801. The course will focus on polysomnography technology I clinical. Contact: 8 hours per week.

PSG1800* Polysonomography Technology I Clinical (1) FA
Prerequisite: admission to the program. Corequisites: PSG1000 and PSG1000L. This course is offered to Credentialed Respiratory Practitioners in good standing with the National Board for Respiratory Care or presently enrolled students in a CoARC accredited respiratory care program. This rotation will provide practical experience in the skills and concepts acquired in PSG1000 and PSG1000L. The critical thinking process will be used during this rotation. Contact: 8 hours per week.

PSG1801* Polysonomography Technology II Clinical (1) SP
Prerequisites: PSG1000, PSG1000L and PSG1800. Corequisites: PSG1001 and PSG1001L. This course is offered to Credentialed Respiratory Practitioners in good standing with the National Board for Respiratory Care or presently enrolled students in a CoARC accredited respiratory care program. This rotation will provide practical experience in the skills and concepts acquired in PSG1001 and PSG1801L. The critical thinking process will be used during this rotation. Contact: 8 hours per week.

RET1026* Fundamentals of Respiratory Care (4) FA
This course will cover the disease processes encountered in the acute and subacute setting. Emphasis will be placed upon etiology, anatomic changes, pathophysiology, assessment and management and treatment of cardiopulmonary diseases and disorders. Case studies will be used to incorporate the critical thinking process. Contact: 4 hours per week.

RET1026L* Fundamentals of Respiratory Care Lab (1) FA
This lab will apply and add to concepts learned in RET1026. Case studies and simulation lab will be used to incorporate the critical thinking process. Contact: 3 hours per week. Additional fee.

RET1293* Respiratory Diseases (4) SU
This course will focus on the drugs used in caring for the individual with cardiopulmonary disorders. General pharmacologic principles, mechanisms of action, adverse reactions and therapeutic use will be covered. Case studies will be used to incorporate the critical thinking process. Contact: 4 hours per week.

RET1350* Cardiopulmonary Pharmacology (4) SP
The course will focus on the drugs used in caring for the individual with cardiopulmonary disorders. General pharmacologic principles, mechanisms of action, adverse reactions and therapeutic use will be covered. Case studies will be used to incorporate the critical thinking process. Contact: 4 hours per week.

RET1434* Clinical Assessment in Respiratory Care III (1) SU
The course will focus on more advanced assessment techniques for the individual with cardiopulmonary disorders. This will include chest x-ray examination, magnetic resonance imaging, lung scans, angiography, and the effects and complications of mechanical ventilation. This course will also take a more detailed approach to evaluating airway, breathing and circulation in the critically ill patient. Case studies will parallel with diseases being taught in Respiratory Diseases and concepts being presented in Advanced Procedures II. Contact: 3 hours per week.

RET1450* Clinical Assessment in Respiratory Care II (1) SP
Clinical laboratory studies will be discussed, along with their relationship to assessment of the patient with cardiopulmonary disease. The student will also learn to recognize the physiologic effects of positive pressure ventilation on various body systems. The SOAP note will be introduced for assessment of the cardiopulmonary patient. Case studies will be used to incorporate concepts and information for critical thinking. Contact: 3 hours per week.

RET1483* Clinical Assessment in Respiratory Care I (1) FA
The course will focus on basic assessment for the individual with cardiopulmonary disorders. This will include patient-physician interaction, universal precautions, patient interview, health history, common symptoms of pulmonary disorders, obtaining vital signs and clinical impression, examination of head and neck, lung topography, examination of the thorax, examination of the precordium, examination of the extremities and physical signs of respiratory disease. Case studies will be used to incorporate the critical thinking process. Contact: 3 hours per week.

RET1874* Clinical Practice I (1) FA
This course will focus on preparing students for clinical rotation. There will be an orientation to the various clinical sites, as well as to the Human Patient Simulator. Students will demonstrate charting, communicating with patients, basic assessment, medical gas therapy, aerosol therapy and IPPB. Contact: 12 hours per week. Additional fee.

* Course will not count toward credit for the A.A. degree
RET1875* Clinical Practice II (1) SP
This course will require the students to recognize and practice floor therapy procedures introduced in RET1026L. The students will attend 8 hours of clinical rotation each week at various clinical sites, as well as participate in a variety of scenarios using the Human Patient Simulator. Contact: 12 hours per week. Additional fee.

RET2027* Instrumentation (2) SU
The course will focus on therapeutic and diagnostic instruments encountered in respiratory care practice. These include pulseoximetry, capnography, blood gas machine, cooximeter, ECG interpretation, hyperbaric oxygen therapy and noninvasive cardiac output system. Case studies and simulations are used within this course to incorporate the critical thinking process. Contact: 2 hours per week.

RET2264* Advanced Procedures in Respiratory Care I (2) SU
This course will cover basic terms and concepts of mechanical ventilation, how ventilators work, how a breath is delivered, establishing the need for mechanical ventilation, selecting the ventilator and the mode, initial ventilator settings and final considerations in ventilator setup. The course will also begin the process of initial assessment of the mechanically ventilated patient. Case studies will be used to incorporate the critical thinking process. Contact: 2 hours per week.

RET2264L* Advanced Procedures in Respiratory Care I Lab (1)
Students will apply concepts learned in RET2264 with case studies using simulators, mechanical ventilators and all peripheral equipment. Contact: 3 hours per week. Additional fee.

RET2265* Advanced Procedures in Respiratory Care II (3) FA
This course will cover assessment of the mechanically ventilated patient, ventilator graphics, noninvasive assessment of respiratory function, techniques in patient-ventilator management, improving oxygenation and concepts of noninvasive positive pressure ventilation, discontinuation of and weaning from mechanical ventilation, long-term ventilation and special techniques in ventilatory support. Case studies will be presented. Contact: 3 hours per week.

RET2265L* Advanced Procedures in Respiratory Care II Lab (1)
Students will apply concepts learned in RET2265 with case studies using simulators, mechanical ventilators and all peripheral equipment. Contact: 3 hours per week. Additional fee.

RET2414* Pulmonary Functions (2) SP
The course will focus on evaluation and performance of various pulmonary function tests and protocols. Topics include lung volumes, ventilation tests, pulmonary mechanics, diffusion ventilation, blood flow, normal and abnormal results of tests results and various equipment used to perform these tests. Case studies are used within the course to incorporate the critical thinking process. Contact: 2 hours per week. Additional fee.

RET2418* Clinical Assessment V (1) SP
Students will develop a cardiopulmonary rehabilitation program and/or a homecare business. This process will include clinical assessment plans and evaluation of measured outcomes. Students compete in a respiratory bowl based on weekly assigned NBRC matrix topics. Contact: 3 hours per week.

RET2442* Cardiopulmonary Hemodynamics (2) FA
This is a more in-depth look at the cardiovascular system, with a review of the pulmonary system. The course will detail diagnostics and therapeutics related to these systems. These will include various types of pressure monitoring, cardiac output monitoring, intra-aortic balloon pumping, open heart and thoracic surgery, fluid and electrolytes and pharmacologic intervention. Critical thinking skills are applied with assessment, monitoring and management of the patient with hemodynamic instabilities. Contact: 2 hours per week.

RET2442L* Cardiopulmonary Hemodynamics Lab (1)
The course provides 3 contact hours and 1 credit hour towards the A.S. degree in Respiratory Care and will transfer to the University of Central Florida’s B.S. in Cardiopulmonary Sciences. The lab will apply and add to concepts learned in RET2442 using equipment and procedures in a case study context. Contact: 3 hours per week. Additional fee.

RET2485* Cardiopulmonary Physiology (2) FA
This course will focus on anatomy of the cardiopulmonary system, mechanics of ventilation, lung volumes and deadspace, diffusion of pulmonary gases and oxygen transport. Case studies will be used to incorporate the critical thinking process. Contact: 2 hours per week.

RET2486* Cardiopulmonary Physiology II (2) SP
The course will focus on the circulatory system, oxygen transport, carbon dioxide transport, ventilation to perfusion relationships, control of ventilation, renal failure and its effects on the cardiopulmonary system, aging and its effects on the cardiopulmonary system, exercise, high altitude and high pressure environments and their effects on the cardiopulmonary system. Case studies will be used to incorporate the critical thinking process. Contact: 2 hours per week.

RET2534* Clinical Assessment in Respiratory Care IV (1) FA
This course will focus on critical thinking skills, using therapist-driven protocols in managing case studies of cardiopulmonary patients. The course will also focus on respiratory monitoring, cardiac assessment and hemodynamic assessment in the intensive care unit. Contact: 2 hours per week.

RET2714* Pediatrics and Neonatology (3) FA
This course covers the development and physiology of the neonatal pulmonary system. Disorders and diseases will be examined, with emphasis on etiology, pathophysiology, treatment and management. Students are taught PALS and NRP content and finish the class with NRP certification. Contact: 3 hours per week.

RET2714L* Pediatrics and Neonatology Lab (1) FA
Application of concepts learned in RET2714 will be used with case scenarios on the simulator, as well as basic lab competencies. Contact: 3 hours per week. Additional fee.

RET2876* Clinical Practice III (1) SU
The students will attend 8 hours of clinical rotation each week, continuing to practice floor therapy procedures. They will also attend a weekly lab applying advanced Respiratory Care procedures learned using the Human Patient Simulator. The course will focus on general airway management, ventilator initiation and management, charting, weaning and extubation. Contact: 12 hours per week. Additional fee.

RET2877* Clinical Practice IV (1) FA
This course will prepare students for intubation and code management. Once the course is completed, students will receive a certificate of completion in intubation and will be certified in ACLS. The students will attend 16 hours of clinical rotation each week in the intensive care unit. They will also attend a weekly lab using the Human Patient Simulator. In lab they will participate in a variety of scenarios, practicing crisis management and teamwork, and will present case studies. Contact: 24 hours per week. Additional fee.

RET2878* Clinical Practice V (2) SP
This course will prepare students for intubation and code management. Once the course is complete students will receive a certificate of completion in intubation, and will be certified in ACLS. The students will attend 16 hours of clinical rotation each week in the Intensive Care Units and specialty areas. Students will also attend a weekly lab where they will continue to demonstrate critical thinking skills using simulation. Contact: 24 hours per week. Additional fee.

RET2879* Clinical Practice VI (1) SP
This course will prepare students for intubation and code management. Once the course is completed, students will receive a certificate of completion in intubation and will be certified in ACLS. This course is a continuation of rotations in ICUs and specialty areas. The student will continue to participate in simulation labs. Contact: 24 hours per week. Additional fee.

RET2936* Topics in Respiratory Care (3) SU
This course will prepare students for the entry-level written registry and clinical simulation credentialing examinations. NBRC matrix content will be emphasized. Sample NBRC questions are covered, as are simulation case scenarios. Contact: 3 hours per week.

Social Sciences
IS52933 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.

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

SYO1031 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 that 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

SYO1031 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 that 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.

SYG1000 Principles of Sociology (3) FA SP SU Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. An examination of theoretical approaches to deviant behavior, with emphasis on contemporary social problems in the United States. Lecture: 3 hours.

SYG2010 Contemporary Social Problems (3) FA SP SU Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. An examination of theoretical approaches to deviant behavior, with emphasis on contemporary social problems in the United States. Lecture: 3 hours.

SYG2012 Global Issues (3) SP This course prepares students for upper-division coursework in related topic areas by providing a general introduction to the study of global-level problems and social change. Includes an overview of the major trends, theories, issues and controversies surrounding the economic, political and cultural facets of globalization. Students will be introduced to important challenges facing humankind and will explore these challenges in research projects focused on specific countries or regions. Lecture: 3 hours.

SYG2230 Race and Minority Group Relations (3) FA SP Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. An introduction to the study of prejudice, discrimination, immigration patterns, acculturation, assimilation and amalgamation of minority groups in the United States. The focus will be on attempting to understand the changing patterns of prejudice and discrimination. Lecture: 3 hours.

SYG2340 Human Sexuality (3) FASPSU Prerequisites: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), 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. Lecture: 3 hours.

SYG2341 Thanatology: Dying and Death (3) FA SP SU Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), 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.

SYG2430 Marriage and the Family (3) FA SP SU Prerequisites: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), 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. Lecture: 3 hours.

SYG2930 Special Topics in Sociology (3) FA SP SU Special topics for students who wish to further explore the field of sociology through discussion, observation or research. Focus placed on topical problems, current issues or emerging trends. Lecture: 1–3 hours.

Spanish

SPN1120 Elementary Spanish I (4) FA SP SU Essentials of Spanish, with special emphasis on oral and aural practice in the language. Lecture: 3 hours. Lab: 2 hours. Additional fee.

SPN1121 Elementary Spanish II (4) FA SP SU Prerequisite: grade of C or better in SPN1120. Continuation of SPN1120. Lecture: 3 hours. Lab: 2 hours. Additional fee.

SPN2220 Intermediate Spanish (4) FA SP Prerequisites: grade of C or better in SPN1120 and SPN1121. Develops the student's reading, grammar, vocabulary and conversational skills and introduces certain literary and cultural concepts that will enhance comprehension of the unique qualities of Hispanic civilization. Lecture: 3 hours. Lab: 2 hours. Additional fee.

SPN2240 Intermediate Conversational Spanish I (3) SP Prerequisite: grade of C or better in SPN 1120 and SPN1121, or equivalent. Development of conversational skills in Spanish through drill and practice. Contact: 5 hours.

SPW2010 Introduction to Spanish Literature and Culture (3) SU Prerequisite: grade of C or better in SPN 1120 and SPN1121, or equivalent. Presents an overall view of Spanish literature and culture. Contact: 3 hours.

Speech

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.

SPC1017 Fundamentals of Interpersonal Communications (3) FA SP SU Prerequisite: successful completion of ENC0020, or appropriate placement score. Designed to promote understanding of the transactional nature of speech communication. Provides concepts and experiences to help students communicate more effectively in interpersonal as well as public settings. Student participation centers on verbal and nonverbal aspects of speaking and listening. Lecture: 3 hours.

SPC1062 Business and Professional Speaking (3) FA SP Prerequisite: successful completion of ENC0020 and REA0002, or appropriate placement scores. 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, conducting meetings and employing multimedia materials in oral presentations. Lecture: 3 hours.

SPC1330 Non-Verbal Communication (3) FA This course explores the various facets of nonverbal communication and will teach students to interpret, practice and better understand the role of this type of communication in all environments. Contact: 3 hours.

SPC2512 Parliamentary Debate (3) FA SP This course is designed to provide students with fundamental instruction and practice in parliamentary debate to reinforce skills in argumentation, public speaking and intercollegiate forensics competition. This class is not a study of parliamentary procedure, but rather a forum to improve students’ effectiveness as persuasive speakers. Contact: 3 hours.
Course Descriptions

Statistics

STA2023 Introductory Statistics (3) FA SP SU
Prerequisite: grade of C or better in MAT1033, 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.

STA2122 Introduction to Applied Statistics (4) FA SP SU
Prerequisite: grade of C or better in MAC1105. This course is a required prerequisite for majors in psychology, mathematics education for middle schools, mathematics education for higher education, athletic training and sports medicine. Covers descriptive statistics, probability distributions, confidence intervals and hypothesis tests for one mean or proportion and the comparison of two means or proportions, correlation and regression, analysis of variance (ANOVA) and chi-square tests. A TI83 or graphing calculator with equivalent statistical features is required. Access to campus computer labs with Minitab statistics software or own license for Minitab is required. Satisfies computer proficiency requirement. Can be used to satisfy one of the two general education mathematics requirements. Credit toward the general education mathematics requirement cannot be earned for both STA2023 and STA2122. This class meets in a computer classroom. Lecture: 4 hours. Additional fee.

Theatre

FIL1031 History of Film I (3) FA
Prerequisite: satisfactory completion of ENC1101. Examination of the history of film, concentrating on initial theories, early development and technological advances through film's maturity into a major art form and industry at the conclusion of World War II. Lecture: 3 hours.

FIL1930 Special Topics in Film (3) SP
Special topics for students who wish to further explore the field of film. Focus is placed on topical problems, current issues or emerging trends. Lecture: 3 hours.

FIL2000 Film Appreciation (3) FA SP
Prerequisite: satisfactory completion of ENC1101. 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.

FIL2032 History of Film II (3) SP
Prerequisite: satisfactory completion of ENC1101. 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. Includes an analysis of the strengths and weaknesses of the modern film industry. Lecture: 3 hours.

MMC1540 Media Aesthetics (3) SP
Prerequisite: satisfactory completion of ENC1101. This course is an introduction to media design and aesthetics. The course will introduce concepts and terminology while exploring how the media communicate meanings within a culture. Principles of visual literacy and how these principles may be used for the critical analysis of the media will also be investigated. Lecture: 3 hours.

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: 3 hours. Additional fee.

TPP2110 Fundamentals of Acting (3) FA SP
Prerequisite: satisfactory completion of TPP2110. 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.

TPP2210 Creative Improvisation (2) FA SP
Introductory course in acting especially designed for the student who has no experience in theatre or who is not seeking a major in the field. Course examines the basic physical and mental resources of the performer and enables the individual to achieve greater self-confidence, poise and freedom of expression. Lecture: 2 hours. Lab: 1 hour.

TPP2653 Play Analysis (3) SP
This course is a survey of dramatic literature in Western culture, featuring the study of plays in terms of style, content, themes and theatrical conventions. Emphasis is upon the plays of the 20th century. The material will include the reading of selected dramatic forms. Lecture: 3 hours.
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