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<tr>
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<td>Barry University at TCC</td>
<td>.201-8650 <a href="mailto:mbowden@mail.barry.edu">mbowden@mail.barry.edu</a></td>
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<td>Bookstore</td>
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<td>Boys &amp; Girls State</td>
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<td>Campus Life</td>
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<td>.201-9970 <a href="mailto:careercenter@tcc.fl.edu">careercenter@tcc.fl.edu</a></td>
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<tr>
<td>Center for</td>
<td>.201-8388 <a href="mailto:cft@tcc.fl.edu">cft@tcc.fl.edu</a></td>
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<td>Instructional Technology</td>
<td>.201-6208 <a href="mailto:cte@tcc.fl.edu">cte@tcc.fl.edu</a></td>
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<td>Center for</td>
<td>.201-6208 <a href="mailto:cte@tcc.fl.edu">cte@tcc.fl.edu</a></td>
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<td>Teaching Excellence</td>
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<td>Communications and Humanities</td>
<td>.201-6070 <a href="mailto:coh@tcc.fl.edu">coh@tcc.fl.edu</a></td>
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<td>.201-6049 <a href="mailto:communications@tcc.fl.edu">communications@tcc.fl.edu</a></td>
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<td>Disability Support Services</td>
<td>.201-8430 <a href="mailto:dss@tcc.fl.edu">dss@tcc.fl.edu</a></td>
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<td>Embry-Riddle University</td>
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<td>Enrollment Services and</td>
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<td>Student Success</td>
<td>.201-8510 <a href="mailto:tolsonr@tcc.fl.edu">tolsonr@tcc.fl.edu</a></td>
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<td>Equity Officer</td>
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<td>Flagler College at TCC</td>
<td>.201-8070 <a href="mailto:brunoj@tcc.fl.edu">brunoj@tcc.fl.edu</a></td>
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<td>.201-8399 <a href="mailto:finaid@tcc.fl.edu">finaid@tcc.fl.edu</a></td>
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<td>Florida Public Safety Institute</td>
<td>.201-7000 <a href="mailto:ptlea@tcc.fl.edu">ptlea@tcc.fl.edu</a></td>
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<td>Health Care Professions</td>
<td>.201-8333 <a href="mailto:healthedu@tcc.fl.edu">healthedu@tcc.fl.edu</a></td>
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<td>Help Desk</td>
<td>.201-8540 <a href="mailto:helpdesk@tcc.fl.edu">helpdesk@tcc.fl.edu</a></td>
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<td>History and Social Sciences</td>
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<td>Library Circulation Desk</td>
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<td>Lifetime Sports Complex</td>
<td>.201-8093 <a href="mailto:lifetimesports@tcc.fl.edu">lifetimesports@tcc.fl.edu</a></td>
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<td>Lost and Found</td>
<td>.201-6100 <a href="mailto:campuspolice@tcc.fl.edu">campuspolice@tcc.fl.edu</a></td>
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<td>Pat Thomas Law Enforcement Academy</td>
<td>.201-7000 <a href="mailto:ptlea@tcc.fl.edu">ptlea@tcc.fl.edu</a></td>
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<tr>
<td>President's Office</td>
<td>.201-8660 <a href="mailto:tccpresident@tcc.fl.edu">tccpresident@tcc.fl.edu</a></td>
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**TCC Smoking Policy Reminder:** All buildings and grounds are nonsmoking 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.

Karen Moore, Chair, 2007–10 – Ms. Moore was appointed to the board in 2007 by Governor Crist. She is the president of Moore Consulting Group, a public relations and advertising firm. Moore previously served as president of the TCC Foundation Board, chairing the College's first capital campaign, which secured $10 million. She is also chair-elect of the Economic Development Council of Tallahassee/Leon County.

Eugene Lamb, Vice-Chair, 2007–10 – Mr. Lamb was appointed to the board in 2007 by Governor Crist. He was a teacher in the Leon County school district for 30 years. Also active in neighboring Gadsden County, Lamb has served on the Gadsden County Commission since 2004 and is currently its chairman.

Dana G. Callen, 2009–13 – Dr. Callen is a school administrator for Leon County Schools. She has taught at St. Mary’s University, Florida State University and Tallahassee Community College. Callen holds certification in Family and County Court Mediation from the Florida Supreme Court and was selected for Harvard University’s Writing, Reading and Civic Education Institute. She earned a Ph.D. from FSU and has three master’s degrees.

J. Allison DeFoor, II, 2009–13 – Dr. DeFoor was appointed to the board in 2009 by Governor Crist. He is a partner at Castille, DeFoor and Armstrong, consultants in green industries. DeFoor began his academic career at a community college; he went on to become a lecturer at several universities. As a public servant, DeFoor did significant work in public policy on Everglades restoration. He is now involved in the faith-based prison/penal reform movement.

Bill Hebrock, 2007–11 – Mr. Hebrock has served on the board since 1999, having been appointed twice by Governor Bush and once by Governor Crist. He also serves on the board of governors of the Leon County Research and Development Authority (Innovation Park), a scientific research and development authority affiliated with Florida State University and Florida A & M University. He is president of Hebrock Steiner, Inc., a business consulting firm.

Frank Messersmith, 2007–10 – Mr. Messersmith was appointed to the board by Governor Bush in 1999; he was reappointed by Governor Crist in 2007. A former legislator and member of the Florida Public Service Commission, Messersmith is currently a consultant specializing in legislative and regulatory matters.

Kimberle Moon, 2009–13 – Dr. Moon was appointed to the board by Governor Bush in 2005; she was reappointed by Governor Crist in 2009. She serves on the music faculty of the Baptist College of Florida and as a singing voice specialist for the Tallahassee Professional Voice Clinic. A resident of Gadsden County, Moon earned a Doctorate of Musical Arts from The Ohio State University.
# 2010-2011 Academic Calendar*

<table>
<thead>
<tr>
<th></th>
<th>FALL 2010</th>
<th>SPRING 2011</th>
<th>SUMMER 2011</th>
<th>SUMMER 2011</th>
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<tr>
<td></td>
<td>Term I</td>
<td>Term II</td>
<td>May Express</td>
<td>June Express</td>
<td>Term III</td>
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<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>Preferred admission application dates. 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 23</td>
<td>January 6</td>
<td>May 9</td>
<td>June 27</td>
<td>May 9</td>
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<tr>
<td>Last day to cancel registration and receive a refund</td>
<td>August 27</td>
<td>January 12</td>
<td>May 13</td>
<td>July 1</td>
<td>May 13</td>
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<td>Last day to change from Audit to Credit</td>
<td>August 27</td>
<td>January 12</td>
<td>May 13</td>
<td>July 1</td>
<td>May 13</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 3</td>
<td>March 25</td>
<td>June 7</td>
<td>July 25</td>
<td>June 21</td>
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<tr>
<td>Classes end</td>
<td>December 4</td>
<td>April 23</td>
<td>June 17</td>
<td>August 9</td>
<td>July 19</td>
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<tr>
<td>Final examinations as scheduled</td>
<td>December 6-11</td>
<td>April 25-30</td>
<td>June 20-21</td>
<td>August 10-11</td>
<td>July 19-21</td>
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<tr>
<td>Term ends</td>
<td>December 11</td>
<td>April 30</td>
<td>June 22</td>
<td>August 11</td>
<td>July 21</td>
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<tr>
<td>Final grades available on TCC Passport</td>
<td>December 14</td>
<td>May 4</td>
<td>June 24</td>
<td>August 14</td>
<td>July 26</td>
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## College Holidays/Special Events*

- **Labor Day** ............................................. September 6, 2010
- **Student Spirit Day** ................................. October 6, 2010
- **Veterans’ Day** ....................................... November 11, 2010
- **Thanksgiving** (holiday begins 5 p.m. on Nov 24, 2010) .......... November 25-26, 2010
  *Note: No Saturday classes on November 27, 2010*
- **Mid-Year Break** ....................................... December 17, 2010 - January 2, 2011
  *(holiday begins 5 p.m. on Dec. 17, 2010)*
- **Martin Luther King, Jr., Day** ...................... January 17, 2011
  *Note: Saturday classes will be in session*
- **Spring Break - Students, faculty, staff** ........ March 7-11, 2011
- **Student-Faculty Day** ................................. April 6, 2011
- **Graduation** ........................................... April 30, 2011
- **Memorial Day** ........................................ May 30, 2011
- **Independence Day (observed)** ..................... July 4, 2011

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

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*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], express schedules, variable starting dates) and workforce programs have different deadlines. Please contact the Enrollment Services and Student Success Office for specific deadline information at (850) 201-8555. A detailed calendar is available on TCC's website, www.tcc.fl.edu.*
Health Program Application Deadlines*

**Fall 2010**
- Dental Assisting ........................................ June 14, 2010
- Diagnostic Medical Sonography .................. May 10, 2010
- Emergency Medical Technology (EMT) .......... June 14, 2010
- Nursing ................................................... May 10, 2010
- Paramedic ................................................ April 5, 2010
- Respiratory Care ....................................... May 10, 2010

**Spring 2011**
- Emergency Medical Technology (EMT) .......... November 1, 2010
- Nursing .................................................. September 20, 2010
- Radiologic Technology ............................. September 20, 2010

**Summer 2011**
- Emergency Medical Technology (EMT) .......... February 21, 2011

**Fall 2011**
- Dental Assisting ........................................ June 13, 2011
- Dental Hygiene ......................................... May 9, 2011
- Emergency Medical Technology (EMT) ........ June 13, 2011
- Nursing .................................................. May 9, 2011
- Paramedic ................................................ April 4, 2011
- Respiratory Care ..................................... May 9, 2011

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 Care Programs 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 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 Gadsden, Leon and Wakulla counties. Although most students still 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 more than 14,500 full-time students today.

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; 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. 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 saw its enrollment jump 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 more than 140. President Hinson led the College through a decade that also saw extensive renovation and campus infrastructure upgrades. TCC’s softball team won the National Junior College Athletic Association 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’s and graduate degrees without leaving TCC’s main campus.

The College’s infrastructure continued to grow by leaps and bounds. In the mid-1990s, a new Student Union was constructed, as was the Technology and Professional Programs Building, while a renovated facility became the Academic Computing Center. After the turn of the century, TCC opened the History and Social Sciences Building, named for President Wetherell; the Computer Technology Building; and the Center for Workforce Development.

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).

Dr. Bill Law became TCC’s fifth President in 2002 and began launching new initiatives that resulted in greater community involvement for TCC.

2006-present

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 care programs and placed a major emphasis on workforce 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.

The state-of-the-art Learning Commons opened in 2008, bringing all of the College’s academic support facilities together beneath one roof. In 2009, the TCC District Board of Trustees approved creation of the Florida Public Safety Institute (FPSI) to be the umbrella entity for the Pat Thomas Law Enforcement Academy and several other training academies housed on the site in Gadsden County. A new FPSI conference center opened in 2009. That same year, TCC broke ground on the Ghazvini Center for Health Care Education. Reflecting its active commitment to student success, the College implemented electronic learning plans that allow students to monitor their progress toward their individual academic and career goals. The Advanced Manufacturing Training Center (AMTC), funded through a Department of Defense grant, will open on the main campus in 2010. The AMTC will offer the citizens of Northwest Florida customized high-quality manufacturing training in a state-of-the-art facility.
Facts about TCC

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receiving institution and if grade level requirements are met. In general, credits will not be lost if they are applicable to the curriculum the student plans to pursue at the institutions. Courses completed at the College may be transferred to other institutions which lead to certain associate degrees and programs the College provides cooperative programs with other accredited by specialized accrediting associations. Additionally, 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.

Accreditation

Tallahassee Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees and certificates. 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.

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 courses for their enrichment or enjoyment. The policy of TCC’s District Board of Trustees 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.

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 noncredit courses designed to enhance the occupational skills necessary to maintain current employment or to re-train for a new occupation.

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. Enrollment Services and Student Success, Academic Support, Financial Aid and Workforce Development 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 uses 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 courses and Web-based courses.

The College is committed to making all its programs, services and facilities accessible to and usable by persons with disabilities in order for students to effectively transition to our college environment and to obtain maximum benefit from the educational experience.

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 events that bring alumni together, along with initiatives such as 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.

TCC Foundation

The Tallahassee Community College Foundation is the private fundraising 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 offerings. The Foundation’s investment program seeks to maximize return on investments with minimal risk.

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

Tallahassee Community College’s Center for Workforce Development reaches out to the Big Bend community by offering customized courses and services to enhance employees’ careers, programs to improve business effectiveness and support for returning adult learners. Targeted workforce training is offered in fields such as information technology, allied health, manufacturing and business, as well as construction and trades. To refine professional skills needed for in-demand jobs at local businesses, the Center for Workforce Development offers training in areas such as leadership, teamwork and supervision. The Center adapts to the evolving needs of the community, customizes offerings based on solid research and produces programs that impact North Florida’s economy.

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 our Web page workforce.tcc.fl.edu.

- **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 they need to function effectively as a worker, citizen and family member in a changing world. Adult education programs are available at no cost to students.

- **Business and Professional Development**

Business and Professional Development courses and customized training are offered to businesses and individuals seeking to acquire credentials or enhance their professional skills. Topics range from Intergenerational Communication and Frontline Supervision to Customer Service and Professional Writing Skills. Certifications and renewal of professional licenses are offered. Programs currently available include Certified Financial Planner and Real Estate and Insurance license renewals.

- **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.

Our main campus facility is ideal for conferences, seminars, banquets and trade shows from two to 250 participants.

The TCC Capitol Center is located within easy walking distance of the 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 information regarding main campus conferences and events 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. Programs that allow current employees to upgrade their skills are also available. Programs include 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 (NCCER) training facility and provides a variety of NCCER industry-recognized certificate programs. Registered apprenticeships are available in Electrical, Plumbing and Pipelining, HVAC and Masonry.

- **Corporate Services**

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

- **Green Jobs Programs**

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

Short-term training in renewable energy and conservation is also offered at The Wakulla Center and on the main campus. Programs include Solar-thermal Hot Water Heating, Photovoltaic Panel Construction and Maintenance, Weatherization, Your Role in the Green Environment and Green Building Techniques.

- **Health Careers Continuing Education**

A comprehensive menu of courses is offered to meet the demands of the growing health care workforce. Courses are a joint venture between the Division of Health Care Professions and the Center for Workforce Development and are designed for current members of the health care profession and students seeking an entry-level credential. New programs include Certified Nursing Assistant and Pharmacy Technician. For more information visit workforce.tcc.fl.edu. (See page 122)

- **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 convenient workshops dedicated to a new topic each night. This allows participants to choose courses that meet their specific needs, with no commitment to a long-term schedule. TCC certificates are awarded in each class. View Tech@Night workshops at workforce.tcc.fl.edu. View other IT courses at workforce.tcc.fl.edu/training/information_technology.

- **Manufacturing and Industrial Technology**

The Manufacturing and Industrial Technology Program partners with both local and relocating manufacturing companies to design services that will support companies’ success in the global market. Training programs can be customized in areas such as Safety Training, Lean Manufacturing, Quality Control, Computer Numerical Control Machining, Composite Materials Techniques and Blueprint Reading. Both industry-recognized certifications and TCC certifications are available. In the future, an Advanced Manufacturing Training Center will be located on campus to deliver industry-recognized training in all areas of manufacturing.
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 (2001), Barry University (2003) Saint Leo University (2006) and Thomas University (2010). 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 University Partners classes are held on the TCC campus.

Students enrolled in courses with our University Partners have access to many 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, Adviser
(850) 201-8650
(850) 385-2279

Embry-Riddle Aeronautical University
Katrina Alexander, Associate Director of Academic Support
(850) 201-8330

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

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

Thomas University
Bill Milford, Division Chair
(229) 226-1621, Ext. 223
Erin Howard, Admissions Counselor
(229) 226-1621, Ext. 116

Campus, Service Centers, Maps/Locations

Tallahassee Community College is one of the most beautiful community college campuses in the nation. Most of the main campus’ buildings are constructed in classic brick, which creates a traditional collegiate appearance, while projecting a sleek, modern design.

The College’s beauty does not stop at the front door. Interiors are 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 College’s off-campus service centers and the Florida Public Safety Institute, home of Pat Thomas Law Enforcement Academy, are also designed to provide an inviting learning environment for both students and community members.

The College’s commitment to the Big Bend region is reflected in its off-campus service centers located throughout the tri-county service district: TCC Capitol Center, The Quincy House and The Wakulla Center.
The Florida Public Safety Institute (FPSI) offers training in firefighting, corrections, probation, dispatching, private security and law enforcement intelligence and is home to the Pat Thomas Law Enforcement Academy. Located 14 miles west of Tallahassee on 1,500 rolling and heavily wooded acres, FPSI offers a unique, world-class learning environment that provides training in realistic contexts conducted by experts from all areas of criminal justice. For more information, call (850) 201-7000.

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.

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, 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. Numerous professional development courses are also offered at the center. For more information, call (850) 201-8762.

The Wakulla Center offers professional development training, after-school and summer programs, and community development activities. The Wakulla Center also provides community workshops and continuing education courses specific to the needs and interests of the county’s residents. The Wakulla Center is home to TCC’s Ecotourism Institute. 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 (TCC) 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 and Student Success office provides important student services that include, but are not limited to, processing applications for admission; evaluating high school transcripts and college transcripts for transfer credit; granting permission for international students to study at the College; coordinating new student orientation, advising, and registration; and certifying graduation. The Enrollment Services and Student Success office is located on the second floor of the Student Union.

Admissions Policy and Equity Concerns

Tallahassee Community College is a college of equal opportunity and open admissions. All applicants for admission and student jobs are considered solely on 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. This information will be referred 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 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 Dean of Enrollment Management has the authority to not accept the document.)

2. State Equivalency Diploma (GED)
   Students who have satisfied a state-issued General Educational Development diploma are entitled to admission. An official transcript of the GED test scores is required for admission.

3. Certificate of Completion/CPT Eligible
   Students who complete a certificate of completion/CPT eligible will not be admitted 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 that their program has satisfied the requirements of section 1002.41, Florida Statutes. This form may be obtained from the Enrollment Services and Student Success office and must be notarized.

5. Undocumented Immigrants
   Undocumented immigrants who graduate from a regionally accredited high school or earn a state-issued General Educational Development diploma are eligible to be admitted, but will be considered non-residents 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 Division of Health Care Professions Web page (www.tcc.fl.edu/healthcare) for specific application procedures. Admission to the College does not guarantee admission to these programs.

• Transfer Students

Students who have 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 that the student seeks to transfer

2. The comparability of the nature, content and level of credit earned to that offered by TCC

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

Transfer credit is accepted for freshman (1000) and sophomore (2000) level coursework completed at a regionally accredited institution. Students who have earned credit at the junior (3000) or senior (4000) level who want to use these credits toward a degree at TCC may pick up the request form at the Enrollment Services and Student Success office.

Students may request an evaluation of credit from non-regionally accredited institutions they have attended. It is the
Admissions, Academic Advising and Registration

For more information about the Adult Basic Education/GED Education or GED Preparation program, students must review the criteria for the desired program regarding application, placement testing, and the need for a standard high school diploma or GED diploma. Students interested in PSAV programs that require a separate program admission 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 do the following:

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) or the Basic Abilities Test (BAT) according to the requirements of the program or present evidence of allowable substitutes. Allowable substitutes include Associate in Arts, baccalaureate, or graduate 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.

Note: Persons seeking admission to any of the Florida Public Safety Institute’s limited-access programs should visit floridapsi.com for specific application procedures. Admission to the College does not guarantee admission to these programs.

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 for a standard high school diploma or GED diploma, 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 or certificate from the College is considered a nondegree student. A nondegree student seeking credit must complete the following steps:

1. Submit a TCC application for admission.
2. Submit a complete Residency Affidavit as part of the College application for admission.
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 prerequisite work must submit proof that course prerequisites 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 under Future Students, I am a Non-Degree Seeking Student, 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 a TCC application for admission.
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 (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 Student Success 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 (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

4. Submit a completed Confidential Financial Statement and supporting documents, such as bank statements and sponsor(s) letter(s). Annual estimated expenses for international students are approximately $21,700, which includes tuition, fees, personal and living expenses, and transportation expenses.

5. Submit proof of health insurance. Information about purchase of health insurance is available in the International Student 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 office 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 in the U.S. for the duration of their enrollment. A Notice of Nondiscrimination is available in the International Student Services office.

International students are responsible for making their own housing arrangements. TCC 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.

• 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 and Student Success office. Applications are available at www.GoToTCC.com. Preferred admission deadline dates are established for each term:
   - Fall .......................August 1
   - Spring .....................December 1
   - Summer May Express ......April 1
   - Summer June Express ......June 1
   - Summer Main ................April 1

2. Submit an official high school and/or college transcript(s) to the Enrollment Services and Student Success office.
   - High school seniors must submit transcripts with the official graduation date posted.
   - GED diploma 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.

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 and Student Success 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 3.0 grade point average. Students enrolled in this program are exempt from paying registration, matriculation and laboratory fees. Effective July 1, 2010, Florida Administrative Code 6A-14.064 adds additional requirements. Contact Enrollment Services and Student Success at (850) 201-8555 for more information.

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 state-approved placement test). 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 that are creditable toward both the high school diploma and the associate degree or career certificate, in accordance with section 1007.271, Florida Statutes and Rule 6A-14.064. 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 must maintain a cumulative 3.0 grade point average in all TCC courses.

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. Effective July 1, 2010, Florida Administrative Code 6A-14.064 adds additional requirements. Contact Enrollment Services and Student Success at (850) 201-8555 for more information.

Requirements and documentation:

1. Submit a completed TCC admission application.
2. Submit an official high school transcript indicating the student is entering the 11th or 12th 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 state-approved placement test). Scores must be less than two years old and are required prior to enrollment into 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 and Rule 6A-14.064. 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. Students must maintain a cumulative 3.0 grade point average in all TCC courses. 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. Effective July 1, 2010, Florida Administrative Code 6A-14.064 adds additional requirements. Contact Enrollment Services and Student Success 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 or senior 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 state-approved placement test. 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

The Family Educational Rights and Privacy Act (FERPA) is also known as the Buckley Amendment. This federal law protects students’ rights to privacy regarding their student records. The 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 contains personally identifiable information about the student.

• 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. Membership in the Honors Club, 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
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 (FSU) and Florida A&M University (FAMU). At both FSU and FAMU, 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 the TCC Enrollment Services and Student Success office and deliver the letter to the appropriate university office. In addition, it is the student’s responsibility to verify with his or her TCC academic adviser and the Enrollment Services and Student Success 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.

FSU and FAMU 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 TCC could not be taken by a TCC student at FSU 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.

Note: To participate in a special inter-institutional program such as cheerleading, dance, music ensemble/Marching Chiefs or ROTC, a signature from the program’s sponsor is required.

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:

• Acquaint and familiarize students with the campus, its resources and services
• Educate students on the importance of goals and motivation in a college setting
• Introduce students to the process of developing an individual learning plan
• Advise students and assist them with registration for their first semester courses

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.

TCC 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 online orientation programs. For detailed information on new student orientation, visit the orientation Web page at www.tcc.fl.edu/orientation or contact the Enrollment Services and Student Success office at (850) 201-8555 or enrollment@tcc.fl.edu.
Academic Advising

Tallahassee Community College is committed to providing students with appropriate guidance in academic and career planning. The College’s advising system is designed to do the following:

- Help students develop educational and career plans
- Inform students about 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 this, the College has created an online advising system through TCC Passport. This system allows students and advisers 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 and become independent learners. To learn more about TCC’s advising system, visit www.tcc.fl.edu/advising.

Registration

TCC students register for classes through TCC Passport, the student portal system at tccpassport.tcc.fl.edu.

- Registration and Enrollment Terminology

  Student portal system at tccpassport.tcc.fl.edu. TCC students register for classes through TCC Passport, the student portal system at tccpassport.tcc.fl.edu. The College’s advising system is designed to do the following:

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  - Inform students about academic progression and degree requirements
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- College Preparatory Courses

  The College Preparatory Program, a component of the Division of Academic Support, is designed to improve student performance in the college-entry skills of reading, English, and mathematics. 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 nontraditional students or students seeking alternative learning environments. These nontraditional 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 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 page at www.tcc.fl.edu and select Distance Learning from the drop down menu under “Students.”

- Express Sessions

  These accelerated sections of courses are offered each semester; they range from 6 to 12 weeks in length. These sessions provide students with more opportunities to take courses.

- Fee Slip/Class Schedule

  At the end of each registration, the 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, Cashier’s Office, Enrollment Services and Student Success, 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. The student is given 20 weeks to complete each course. Students are not required to attend on-campus classes and are 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. The SPI courses may require textbooks and other materials, including online materials. All students who wish to enroll in a SPI course must first go to the Enrollment Services and Student Success office for advisement and to sign a SPI contract. Any prerequisites and/or placement tests for a course must be met. 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 Enrollment Services and Student Success office at (850) 201-8555.

- 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 online. Students have access to the 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, along with 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 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

Florida Residency for Tuition Purposes
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
Florida Residency for Tuition Purposes

Section 1009.21, Florida Statutes (F.S.), allows a U.S. citizen or lawful permanent resident alien to be classified as a Florida resident for tuition purposes, if the applicant/student or the dependent applicant’s parent has been a legal resident of the state for at least 12 months prior to initial enrollment (the first day of classes) of the term for which Florida residency is sought.

Determination of dependent or independent status is important, because it is the basis for whether the student has to provide his or her own documentation of residency (independent) or his or her parent’s or legal guardian’s documentation of residency (dependent).

• Definitions and Required Documents

1. “Dependent” means any person, whether or not living with his or her parent, who is eligible to be claimed by his or her parent as a dependent under the federal income tax code.

2. “Independent student” means an applicant (student) who meets any one of the following criteria:
   - Is 24 years of age or older prior to his or her initial enrollment in an institution
   - Is married
   - Has children who receive more than half of their support from the student
   - Has other dependents who live with and receive more than half of their support from the student
   - Is a veteran of the U.S. Armed Forces or is currently serving on active duty in the U.S. Armed Forces for purposes other than training
   - Both parents are deceased or the student is or was (until age 18) a ward/dependent of the court

An applicant (student) who does not qualify for a statutory exception or qualification will have to submit evidence that he or she has been a Florida resident for at least 12 months prior to the first day of classes for which the student is enrolling. At least two of the following documents must be submitted, with dates that evidence the 12-month qualifying period.

**Tier 1 (at least one must be from this list):**
- Florida driver license
- State of Florida identification card
- Florida voter registration card
- Florida vehicle registration
- Proof of permanent home in Florida that is occupied as a primary residence by the individual or by the individual’s parent if the individual is a dependent child
- Proof of homestead exemption in Florida
- Transcripts from a Florida high school for multiple years, if the Florida high school diploma or GED diploma was earned within the last 12 months
- Proof of permanent full-time employment in Florida for at least 30 hours per week for a 12-month period

**Tier 2 (may be used in conjunction with documentation from Tier 1):**
- Declaration of domicile in Florida
- Florida professional or occupational license
- Florida incorporation
- A document evidencing family ties in Florida
- Proof of membership in a Florida-based charitable or professional organization
- Any other documentation that supports the student’s request for resident status, including, but not limited to, utility bills and proof of 12 consecutive months of payments; a lease agreement and proof of 12 consecutive months of payments; or an official state, federal or court document evidencing ties to Florida

3. Students who are under age 24 and wish to be considered independent must, for the term residency is sought, provide written or electronic verification of possession of the following Florida documents with issue dates more than 12 months old:
   - Driver license
   - Voter registration
   - Vehicle registration

Examples of proof that the applicant (student) must provide include the following:
- Copy of most recent tax return showing a minimum of $6,300 annual income (Annual income amount is subject to change based on federal regulations.)
- Copy of most recent tax return showing marital status
- Military discharge documents
- Legal documents showing the applicant (student) is a ward/dependent of the court

4. “Initial enrollment” means the first day of class at an institution of higher education.

5. “Legal resident” or “resident” means a person who has maintained his or her residence in this state for the preceding year, has purchased a home that is occupied by him or her as his or her residence, or has established a domicile in this state pursuant to s. 222.17, F.S.

6. “Non-resident for tuition purposes” means a person who does not qualify for the in-state tuition rate.

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

• Statutory Exceptions and Qualifications

- A dependent person who has resided for five years with an adult relative other than his or her parent or legal guardian and his or her relative has maintained legal residence in Florida for at least 12 months
- A person who has married a person who has maintained legal residency in Florida for at least 12 months and is now establishing legal residence with intent to make Florida his or her permanent home (Required: copy of marriage certificate and the claimant’s driver license, voter registration or vehicle registration)
- A person who was previously enrolled at an institution of higher education in Florida and classified as a Florida resident for tuition purposes and abandoned his or her Florida domicile less than 12 months ago and is now re-establishing Florida legal residence
• According to the Bureau of Citizenship and Immigration Services, a person who is a permanent resident alien or other legal alien granted indefinite stay and has maintained a domicile in Florida for at least 12 months (Required: copy of Permanent Resident Alien card or other immigration documentation and proof of Florida residency)

• An active duty member (or spouse or dependent child) of the Armed Services of the United States residing or stationed in Florida pursuant to military orders and whose home of record is Florida (Required: copy of military orders or Form 2238)

• An active drilling member of the Florida National Guard (Required: copy of military orders)

• An active duty member (or spouse or dependent child) of the Armed Services of the United States attending a public community college or university within 50 miles of the military establishment where the member is stationed, if such establishment is within a county contiguous to Florida

• A United States citizen (or spouse or dependent child living) on the Isthmus of Panama and who has completed 12 consecutive months of college work at the Florida State University Panama Canal Branch location

• A full-time instructional or administrative employee (or spouse or dependent child) of a Florida public school or institution of higher education (Required: copy of employment verification)

• A participant in the Latin American/Caribbean Scholarship program. Any student classified pursuant to this paragraph shall attend, on a full-time basis, a Florida institution of higher education (Required: copy of scholarship papers)

• A full-time employee of a state agency or a political subdivision of the state whose student fees are paid by the state agency or political subdivision for the purpose of job-related law enforcement or corrections training (Required: copy of employment verification)

• An active duty member (or spouse or dependent child) of the Canadian military residing or stationed in Florida under the North American Air Defense (NORAD) Agreement, attending a community college or state university within 50 miles of the military establishment where the member is stationed

• An active duty member (or spouse or dependent child) of a foreign nation's military who is serving as liaison officer and residing or stationed in Florida and attending a community college or state university within 50 miles of the military establishment where the member is stationed

• A qualified beneficiary under the terms of the Florida Pre-Paid Postsecondary Expense Program (Required: copy of Florida Pre-Paid card)

### 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 and Student Success or on the Web.)

Students must drop classes before 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 and 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 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 or her classes; the student cannot safely assume 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 or 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 143-187.)

### 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 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 10 hours of instruction. The College cannot guarantee the acceptance or recognition of CEUs for any purpose other than the statement of completion of multiple units of 10 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 and Student Success office or by dropping the course(s) on 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 that 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 the following:

1. 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
   - Medical/psychological trauma of the student as evidenced by a physician’s letter
   - Military orders to report
   - 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 appeals 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 Enrollment Services and Student Success office 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 will be subject to additional debt collection charges and will 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 at tccpassport.tcc.fl.edu

Financial Aid

The Financial Aid office makes every effort to meet a student’s demonstrated financial need with the resources 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; 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 a financial aid applicant or recipient, a student has the following responsibilities:

1. To apply for financial aid early
2. To submit all required forms accurately and completely
3. To provide all documentation, verification of income, corrections and/or other information required 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 a financial aid applicant or recipient, a student has 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**

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. They are 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 Grants (ACG) are awarded to students who completed a rigorous high school curriculum, as defined by the U.S. Secretary of Education, and who are eligible to receive the Federal Pell Grant. Students must be full-time and must maintain at least 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 U.S. 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. Borrowers who have earned 0–30 credit hours may borrow $3,500 per year. Those 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 who 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 either 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 for 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 (Institutional Student Information Report) or SAR (Student Aid Report) 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 Federal 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 and students whose parents are denied 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 Federal 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 Federal Stafford Loan, he or 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 to his or her account.

Federal regulations require TCC to delay payment of Federal Stafford Loans to first-time borrowers by 30 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 Federal 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 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.

www.tcc.fl.edu
Financial Information

• 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; the Financial Aid office will notify eligible students.

• Florida Bright Futures scholarship programs include the Florida Academic Scholarship, 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, (888) 827-2004.

• Other state programs–The State of Florida has numerous scholarship, grant and loan programs, such as the Chappie James Teacher Scholarship Loan Program and the Critical Teacher Shortage Scholarship. For more information, call the Florida Office of Student Financial Assistance at (888) 827-2004 or visit 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.finaid.org, www.nasfaa.org, and www.SallieMae.org. The public library is also a source of information about scholarships offered by civic organizations, businesses and other entities.

• 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 to 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 www.tcc.fl.edu/scholarships.

• Summer Financial Aid

Students interested in summer financial aid should complete the TCC Summer Financial Aid Application online. This form is available in early February prior to the summer the student will attend. This form does not replace the need for a FAFSA and for TCC to have a valid ISIR or SAR. Summer funds are limited; however, effective the summer of 2010, students may be eligible for summer Federal Pell Grants. The award is determined using the same formula used for Fall and Spring terms.

• 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 diploma 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 the U.S. Immigration and Naturalization Service (INS) and must complete all required forms to prove eligibility.

Students convicted of possession or distribution of drugs, students who are in default on a student loan, and students who owe 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 that indicates they graduated, or other proof of graduation or proof of GED diploma to the Enrollment Services and Student Success 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 later found to be ineligible for aid that they have received due to a clerical error, an increase in the Expected Family Contribution or any other error are responsible for repayment of the funds they were not actually eligible to receive. If a student receives a refund that he or she did not anticipate or that is in excess of what the student expected, the student needs to contact the Financial Aid office. Students will be notified via email 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 or 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 at www.fafsa.ed.gov. TCC’s code for the FAFSA is 001533.

2. The student must submit a TCC Financial Aid Application online at www.tcc.fl.edu/fa or at the TCC Financial Aid office. The application is only required of
first-time applicants and 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 his or her TCC Passport account to see if any additional information is required.

4. The Financial Aid office will use email to inform the student of the aid for which he or 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 indicating which award to adjust.

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

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 student’s 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 award letter, and return it to the Financial Aid office.

If a student has been awarded a Federal 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 32-week academic year (Fall/Spring semesters) on a full-time basis (13 hours per semester, or 26 hours per year). This is only an estimate; actual costs may be more or less than the figures shown.

The tuition costs used are based on the 2010-2011 academic year and are subject to change.

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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/or C. All fees deferred against a student’s financial aid are taken from the first funds available to a student.

Note: PLUS Loans are not used to defer costs for 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 expenses 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. Final enrollment status cannot be determined prior to the end of regular drop/add, as students change enrollment status during this period. If your final enrollment status differs from the enrollment status you indicated on your FAFSA or the status you were awarded, your aid maybe reduced.

Students must be registered in any self-paced instruction (SPI) courses that they want considered in their financial aid by the end of regular drop/add or the SPI courses 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 status for Fall, Spring and Summer is determined by the number of eligible credit hours a student is registered for and is defined as follows:

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

For the purpose of determining Federal Pell Grant award amounts, students must be enrolled in all countable hours by the end of the first (main session) drop/add period. All express sessions must be included in this enrollment status. In most cases, hours added after the first (main session) drop/add period cannot be included in determining enrollment status for Federal Pell grant.

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 (12 or more credit hours). The Federal Pell Grant Program allows a limited number of less-than-half-time students to receive a Federal Pell Grant.

Although students with documented disabilities may be considered full-time with less than 12 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, additional college prep hours taken cannot be counted in determining the students enrollment status (full-time, three-quarter-time, half-time, less-than half-time). College preparatory courses are never used for determining enrollment hours for Bright Future Scholarship recipients, including Florida Academic Scholars, Florida Merit Scholars and Gold Seal Vocational Scholars.

**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, he or she 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 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. Students receiving a Federal Pell Grant should refer to the section on Enrollment Status to ensure registered hours are countable in determining their Federal Pell Grant.

**Course Work for Degree**

A student’s enrollment status will include only courses required for the degree program in which the student is enrolled. Courses outside the degree program (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 or her degree, even if he or she has not applied for graduation, he or 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 and Student Success office. 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.

Students receiving Bright Futures Scholarships, including the Florida Academic Scholarship, Medallion Scholarship and Gold Seal Scholarship, who withdraw from one or more classes are responsible for repaying the tuition and fees for the class(es) from which they withdraw. Florida Statute allows the appeal of this repayment should the student be able to present documented evidence of unusual and mitigating circumstances. Documentation must be from a credible third party source such as a doctor, counselor, psychologist or minister.

**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 more than 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 him or her 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 or 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

(Grant programs require that only 50% of the funds be returned.)

**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. A transferring student’s satisfactory progress will be determined from the student’s academic history at 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 or her satisfactory progress. Although the Financial Aid office attempts to notify students who fail to meet the satisfactory progress standards through 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, but who have attempted fewer than 30 credit hours and have at least a 1.5 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.
- Students must complete their degree program before attempting more than 150 percent of the total credit hours required for the program.

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

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

**Financial Aid Regulations**

**Family Educational Rights and Privacy Act (FERPA)**

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

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

**Student Addresses**

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

**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 or 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 or 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 error, the information 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 the information 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 33 (Post 9/11 GI Bill)
- 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 take the following steps:

- Apply for admission as a degree-seeking student at TCC.
- Contact the VA coordinator in the Financial Aid office well in advance of registration to obtain all necessary VA application forms.
- Submit the Certification of Eligibility or a copy of the DD-214 or Notice of Basic Eligibility (NOBE) Form 2384 for selected Reserve or National Guardsmen.
- 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 are. 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 10 days before the end of the term in which they are enrolled. The VA deferment form can be obtained in the Office of Veterans Affairs in the Financial Aid office. Payment for 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 deferred 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 the 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 15-18 weeks. An accelerated, or nonstandard, term is shorter, while a decelerated term (SPI course) is longer 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-quarter-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-quarter-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-quarter-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-quarter-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 www.gibill.va.gov (click on Verify Attendance/W.A.V.E) or by phone at (877) 823-2378.

SPI Classes
Because SPI courses are certified for 20 weeks, the training rates for these courses are different than for 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 or her elective requirements, he or 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
- During a student's last term before graduation, a VA student may take non-required courses along with his or 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 or 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 or 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.
• If a VA student has completed his or 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.

• If a VA student has completed his or 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 that shortens the program accordingly.

It is the VA student’s responsibility to take the following steps:

• Request academic transcripts from all prior postsecondary educational institutions (including service schools) he or she has attended. Transcripts must be received and evaluated by the end of the second semester of enrollment.

• Notify the TCC Office of Veterans Affairs once Enrollment Services and Student Success completes the evaluation.

• Avoid pursing courses for which he or she may later receive transfer credit.

If the VA student earned an inordinate amount of credits at one or more of his or her prior educational institutions, VA may delay awarding of benefits pending VA’s 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 and Student Success office.

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, as follows:

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 or 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 or 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 or 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 a grade that 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 has not already met the elective requirement for his or her degree program, VA benefits may be paid for the repeated course. If the student does not need additional electives to meet his or her degree requirements, but chooses to repeat an elective, no benefits may be authorized unless the repetition takes place during his or 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 the 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 or her entitlement to monetary benefits.

If a VA student makes certain enrollment changes, he or she may receive one or more benefit checks in amounts that exceed his or 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 or she can show the VA that there are mitigating circumstances, the student must return all the money paid to him or her for pursuit of that course from the start of the term, not merely from the date the student dropped the course. Generally, the student will be required to submit corroborative evidence to substantiate a claim of mitigating circumstances.

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

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

• Has been recalled to active duty
• Drops, withdraws, adds or changes a course
• Enrolls in an accelerated term
• Enrolls in an SPI course
Financial Information

- Completes an SPI course early
- Fails to complete an SPI course on time
- Changes major or degree program
- Dual enrolls in another school
- Dual enrolls in another program
- Audits a course
- Takes a course not in the student’s major or 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 for which the grade 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 meet the following requirements:
  - Be enrolled in a postsecondary 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 prerequisite 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 that 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 or 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 of need.

Note: Chapter 31 students must contact their Vocational Rehabilitation case manager regarding tutorial assistance.

- Work-Study Program
The VA Work Study Program allows VA students 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 the following:
  - 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 or she must consult with the Enrollment Services and Student Success office to complete the form titled Receiving Financial Aid While Attending Another Institution. To qualify for financial aid while participating in transient study, a student must be a degree-seeking, fully admitted, regular student at TCC; take courses that will apply toward a 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 under consortium agreements. Upper division courses are junior and senior level courses.

Students who are on Consortium agreements must be prepared to pay for all expenses at the host institution until TCC is able to disburse funds under the guidelines specified above. At the end of the term on the consortium agreement, students are required to have the transcript from the host institution sent to the Enrollment Services and Student Success office at TCC. Grades earned as part of the consortium agreement will be used in determining the student’s satisfactory academic progress for financial aid.

Students who are taking classes at TCC, but who 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 Scholarships.
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 support the 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 that will help them better understand their abilities and needs and help them learn about the vast array of educational and occupational opportunities available to them.

• Academic Advising Services (see page 20)

• 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 provides many opportunities for TCC students to get connected with the campus community. All students can make important contributions to the enhancement of activity programs that benefit 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.

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

• Eagle Adventures (Outdoor Recreation)
Eagle Adventures offers students an opportunity to pursue outdoor recreational adventures geared toward both beginners and experts. Throughout the year, students can participate in outdoor recreation trips such as skydiving, snowboarding, camping, whitewater rafting, paintball, cycling, horseback riding and deep-sea fishing.

• 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.

• The Lifetime Sports Complex & Fitness Center
The Lifetime Sports Complex houses both a 812-seat arena and a recreational gymnasium. Classes in dance, physical fitness and other indoor sports are held in the complex, as are intramural 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 Center
The mission of the Career Center is to enhance student success by providing comprehensive career, transfer and employment services. The staff is committed to fostering individual growth and development by assisting students with their academic, career and employment needs. Partnerships and collaborative efforts are developed with alumni, faculty, businesses, organizations, colleges and universities to help students explore career, internship, employment and transfer opportunities. The Career Center envisions career development as a lifelong process and empowers students through its programs and services to develop and implement a plan to achieve their current and future career goals.

The Career Center houses many career-related resources. These includes student, employer and job databases; resume books; internship information; job placement assistance; and information on upcoming events like professional development workshops and career expos. Online 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 individual learning plan.

The Career Center provides assistance to students who are transitioning into the workforce and to students who want to enhance their academic experience through internship opportunities. In addition, the Career Center offers assistance with resume writing, professional development, mock interviews, dress for success and individual career counseling. The Career Center is located on the second floor of the Student Union.

For additional information on the Career Center or to schedule an appointment, please contact (850) 201-9970 or visit www.tcc.fl.edu/careercenter.

For additional information on the TCC Internship Program, contact (850) 201-9971 or visit www.tcc.fl.edu/internships.

• Child Care Services
TCC understands the importance of providing quality child care services for our students. The Leon County Schools Early Childhood Professional Development Center (ECPDC) is available for TCC students’ children ages four weeks old to five years old. Program fees are based on parent/student eligibility for state-funded programs and private pay fees.

ECPDC 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 follows the Leon County Schools’ calendar and is open Monday through Friday between 7:45 a.m. and 5:30 p.m. To enroll your child or to find out more about ECPDC, please contact (850) 922-2099.

• 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 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, parent 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 prepaied 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. More than $3.5 million in scholarships has been 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. The DSS office is committed to supporting students as they strive to obtain maximum benefit from the educational experience and to effectively transition to the college environment.

- How to Register with the DSS Office

To register for accommodations and learn about services available at TCC, students should make an appointment with a DSS counselor. Documentation should be provided by a medical doctor, a psychologist or other licensed specialist recognized to treat the specific disability.

- Available Services

Academic advisers are available to students with disabilities. DSS advisers act as advocates, mediate with instructors and assist students in working with 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, an 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 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 procedures for substitution approval. The proper statement of substitution and/or CLAS (College Level Academic Skills) 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 TCC.

DSS 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 oversees and coordinates 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 they relate to ADA policies, procedures and concerns. The ADA coordinator can be contacted at (850) 201-8430.

- ADA Grievance Procedure

TCC has adopted an internal grievance procedure that allows for the prompt and equitable resolution of complaints that 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 on 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 on disability or thinks there has been a violation of ADA guidelines may contact the TCC ADA Coordinator at (850) 201-8430.

For additional information, stop by the Disability Support Services Office in the Student Union Building or call (850) 201-8430 (voice) or (850) 201-8429 (TDD); toll-free (800) 955-8770 (voice) or (800) 955-8771 (TTY).

- Educational Talent Search

Educational Talent Search is designed to identify low-income youth with potential for education at the postsecondary level and encourage them to complete secondary school and 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 designed to assist students of limited English proficiency.

- Enrollment Services and Student Success

The Enrollment Services and Student Success office, located in the Student Union, provides important 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 applications for admission; evaluating high school transcripts and college transcripts for transfer credit; granting permission for international students to study at the college; coordinating new student orientation, advising and registration; providing academic support through academic planning, goal setting and study skills seminars; releasing official transcripts; and certifying graduation.
• Food Services
Tallahassee Community College offers various dining options for its students, faculty, staff and visitors in the Student Union. There are also 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.

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.

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, affordable student housing is located within a five-minute walk of campus. For more information contact the Department of Campus Life at (850) 201-8420 for the off-campus housing fair.

• 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 www.TCCEagles.com.

• International Student Services
The International Student Services office, as part of Enrollment Services and Student Success, provides a wide range of support services to international students and other foreign nationals. It also plays an important role in the globalizaton of the campus. This office offers the following services:

- Provides pre-admissions immigration counseling
- Issues I-20s for obtaining F-1 status
- Conducts international student orientation seminar at the beginning of each semester
- Helps students adjust to a new academic environment and culture
- Provides 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

• Judicial Affairs
Judicial Affairs deals with students who are suspected of violating 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 Conduct Code.

• 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 arise in their personal lives. Free mental health assessments, referrals and short-term counseling services are offered for TCC students through the Enrollment Services and Student Success office. Students in need of these services should contact Student Support Services at (850) 201-7726 to schedule an appointment.

Mental health services are available during most regular office hours; 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 19)

• One-Stop Center at the Student Union
The One-Stop Center is an expression of the student-centered vision of the College. The Center provides a wide range of services that 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, 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 access 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 online services are available without a student ID number and personal password, including the following:

- Admission application
- Class search
- College catalog
- List of extracurricular activities
- Answers to frequently asked questions
- Student handbook and planner
- Textbook purchase

The following services do require an eAccount username and eAccount password:

- 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 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
- Online tutoring (Learning Commons)
- Orientation
- Plato
- Registration
- Software programs accessible in the Learning Commons
- TCC Passport
- Transcript request
- Turnitin.com

• Scholarships
Tallahassee Community College is committed to helping 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 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, comedy shows, gaming tournaments, financial workshops, leadership seminars, Student-Faculty Day, TCC Spirit Day, Homecoming and more. In addition, there are many clubs and teams encompassing a wide range of special interests, such as honorary and scholastic programs; cultural, social and community service organizations; and performing arts, recreational and spiritual pursuits. For a comprehensive list of student activities and organizations, please visit www.tcc.fl.edu/campuslife or call (850) 201-8420.

• 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 Cashier's Office in the One-Stop Center (Student Union Building, Room 273). The hours of operation are 8 a.m.-7 p.m. Monday-Thursday and 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 Cashier's Office. To obtain a replacement card, students must pay a $10.00 fee at the TCC Cashier's Office.

• 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, from the Red Cross to Habitat for Humanity, there is a project that suits each student's interests and abilities. 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.

• Testing Center
The Testing Center, located in the Fine & Performing Arts Center., Rms. 208/211, provides the following testing services: College Placement Test; SPI/WEB/TV course exams; Criminal Justice Basics Abilities Test (CJBAT); HESI Nurse Exam; Exemption Tests; Microsoft Certification testing (MCAS); CPT/CLAS Math Pretesting and Distance Education proctor services.

- SPI, TV and Web Class Testing
Students who are taking a SPI, TV or Web class and who live in TCC's district (Gadsden, Leon or Wakulla county) are required to take tests on campus at the TCC Testing Center, free of charge. Those students who do not reside in TCC’s district and require the service of a proctor at a location other than TCC should arrange the service through the Testing Center at (850) 201-8282. There may be fees associated with the use of external proctors.

• 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 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. For more on student resources visit [www.tcc.fl.edu/about_tcc/student_affairs/publications](http://www.tcc.fl.edu/about_tcc/student_affairs/publications) and click on ‘My Resources’ in the 2010-2011 Student Handbook.

- **Academic Computing Labs**

TCC prides itself on its commitment to providing students access to the latest technology. The Academic Computing Labs, located in AC210 and the Learning Commons, 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 the Learning Commons. 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 Lab), located in the Learning Commons, 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.

- **Adaptive Computer Lab**

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

- **eAccounts**

Tallahassee Community College students have access to many electronic services in support of their academic experience. eAccounts are automatically assigned to all currently enrolled TCC students. 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 online tutor
  - Web-based courses

Instructions for accessing the eAccount can be found at [https://tccpassport.tcc.fl.edu/Pages/Help.aspx](https://tccpassport.tcc.fl.edu/Pages/Help.aspx)

*The TCC student e-mail system is the official method of communication among 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 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 Enrollment Services and Student Success office; 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 their quality, currency, diversity and relevance to the academic curriculum and educational needs of the college community. Clean, safe, attractive and reasonably quiet surroundings foster an environment of research and learning. Public computer workstations and wireless connection for laptops are available on both floors in 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 page (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 for individualized help for students and faculty. The librarians also participate in the statewide 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. 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.

- **Study Abroad Programs**

  - **Humanities Study Abroad Program**

The Humanities Study Abroad program offers students an opportunity to both study and experience many of the greatest achievements in cultural history. Students seeking to satisfy the six-hour humanities requirement for the A. A. degree may enroll in the sequence of HUM 2740 (Humanities Abroad I) and HUM 2741 (Humanities Abroad II).

The first course of the sequence is designed to prepare students both academically and practically for their participation in an educationally oriented overseas tour, and the second course of each sequence consists of such a tour. The second course literally brings students face-to-face with the cultural accomplishments they studied in the
Student Rights and Responsibilities

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

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

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

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

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 of 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 the following:

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 College Registrar 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 that 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 as follows:

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

Student Life


**Student Life**

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

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

**Notification of Social Security Number Collection and Usage**

In compliance with section 119.071(5), Florida Statutes, Tallahassee Community College issues this notification to students, employees, and applicants regarding the collection and usage of your Social Security Number (SSN).

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 of outcome data; transition from one education level to the next; financial aid processing; athletics recruiting; accreditation of programs; as a condition of employment at TCC. The social security number is used for legitimate business purposes in compliance with the following:

- Completing and processing federal Social Security taxes (Federal Insurance Contributions Act tax).
- Completing and processing the Federal Work Study Program, and on all loan applications for use by the lender/servicer/guarantor.
- Completing and processing quarterly unemployment reports (Florida Department of Revenue).
- Completing and processing Florida Retirement Contributions (Florida Department of Revenue).
- Completing and processing various supplemental insurance deduction reports (Internal Revenue Service).
- Completing and processing various payroll documents, including contracts for service.
- Completing and processing the federal I-9 form (Department of Homeland Security).
- Completing and processing the federal W4, W2, 1099 forms (Internal Revenue Service).
- Completing and processing Federal Student Aid (FAFSA).
- Completing and processing direct deposit files (Automated Clearing House [ACH]).
- Completing and processing group health, life and dental coverage enrollments.
- Completing and processing Florida Retirement Contributions (Florida Department of Revenue).
- Completing and processing quarterly unemployment reports (Florida Department of Revenue).
- Completing and processing Federal Student Aid (FAFSA).

Tallahassee Community College issues this notification to students, employees, and applicants regarding the collection and usage of your Social Security Number (SSN).

**Directory Information**

The following information may be released to anyone unless a student specifies in writing to the College Registrar in the Enrollment Services and Student Success office 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, academic honors and awards
- Enrollment status (i.e., full-time, part-time)
- Photographs*
- Previous schools attended

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 and Student Success office. Any future release of such information would require permission by the student.*

**Financial Aid Department**

The Financial Aid office will use the student’s social security number to secure funds awarded and to report funds received by the student from the state and federal government. In addition, if a student is awarded, and chooses to accept, a student loan, the social security number will be used to obtain the loan funds from the lender the student specifies.

The United States Department of Education (USDOE) Free Application for Federal Student Aid (FAFSA) requires all applicants to report their social security number to be used for all federal financial aid programs as a student identifier for processing and reporting. In addition to its use by USDOE as a student identifier, the social security number is required in order for the Department of Homeland Security to investigate citizenship status, for the Federal Work Study program, and on all loan applications for use by the lender/servicer/guarantor.

Sections 483 and 484 of the Higher Education Act of 1965, as amended, give 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 the following:

- Completing and processing various supplemental insurance deduction reports (Internal Revenue Service).
- Completing and processing various payroll documents, including contracts for service.
ACADEMIC INFORMATION

Attendance
Academic Standards
Academic Support Programs
Classification of Students
Course Guidelines
– Dropping/Adding
– Withdrawal
– Withdrawal after Deadline
– Auditing Courses
– Repeating Courses
– Appeal for Grade Change
– Absence from Final Exam

Grading System

Alternative Credit Programs

Graduation
– College Level Academic Skills

Academic Programs
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. The following will not be counted as absences if the student notifies the instructor and provides appropriate documentation prior to the absence: 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 to assure the absence will not be counted. Regardless of the reason for an absence, it is the student’s responsibility to follow the instructor’s policies regarding making up missed assignments and providing any required documentation related to the absence. 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/Director.

Students may be Administratively Withdrawn by their instructor for excessive absences if students are absent for more hours than the credit hours of the course. For example, a student who misses more than three (3) hours of class in a three (3) credit hour class for any reason except those above is subject to the instructor’s withdrawal policy. If a student registers after the first day of class, official class attendance begins on that day rather than the first day of class. Instructor syllabi for Web classes explain how this requirement is applied in the online environment.

Other than the situations described above, faculty requirements for attendance vary but must be clearly stated in the instructor’s syllabus. Students reporting to class late or leaving early may be considered by their instructor to be absent. 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. Students should refer to their syllabi for specific information on the application of the AW policy.

See also the information about Withdrawal on page 44.

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 their educational objectives 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 or 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 or 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 contact the Enrollment Services and Student Success office, located on the second floor of the Student Union.

- 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 Enrollment Services and Student Success office 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 they may register for 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 below. Students on academic dismissal must contact the Enrollment Services and Student Success office 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 adviser before registration. The adviser 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 Suspension Appeals Group established in Enrollment Services and Student Success, if the student thinks that the suspension was caused by extenuating circumstances. If the appeal is not approved, the full sanctions will apply.

- Veterans’ Standards of Academic Progress

All veterans receiving VA educational benefits for training at Tallahassee Community College fall under an additional qualification beyond the College’s Standards of Progress policy. Any such veteran who fails to earn a 2.0 GPA at TCC for two consecutive academic terms will be reported to the VA for unsatisfactory progress, and VA educational benefits will cease. This qualification addresses only VA benefits and does not have any direct impact on the student’s academic standing.
with the College itself. All questions regarding this policy should be addressed to the veterans’ adviser 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 college credit coursework provided they maintain enrollment in college preparatory coursework for each subsequent semester until college preparatory coursework requirements are satisfactorily completed. Students must also demonstrate satisfactory performance in their college credit 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 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.

• 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 or certificate but who is registered in at least one college-level credit course.

• The Student’s Program
Twelve credit hours is considered a minimum full-time program during Fall and Spring terms; 15 credit hours is the normal full-time program. Six hours is considered full-time for the Summer six-week term; for the 10-week Summer term, nine hours is required for full-time status.

Students are expected to spend at least two hours per week in preparation for each hour of class lecture or recitation. Thus, if the student enrolls for 15 credit hours, then at least 30 hours per week should be budgeted for class preparation. Some courses, such as laboratory courses, require students to attend additional contact hours, so students should plan their schedules accordingly. 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 will 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 a unit of measure assigned to courses or course-equivalent learning. Credit is awarded if the learning activity it represents is part of, or preparatory for, an organized and specified program leading to a postsecondary certificate or degree.

College credit is assigned to courses or course-equivalent learning that is part of an organized and specified program leading to an associate degree. One college credit is based on the learning expected from the equivalent of fifteen 50-minute periods of classroom instruction. Credits for laboratory instruction, internships and clinical experience are determined by the proportion of direct instruction to the laboratory exercise, internship hours or clinical practice hours.

Career credit is assigned to courses or course-equivalent learning that is part of an organized and specified program leading to a career certificate. It applies to postsecondary adult vocational courses (PSAV). One career credit is based on the learning expected from the equivalent of 30 hours of instruction.

College preparatory credit is assigned to courses that provide pre-college-level academic preparation as determined by State Board of Education Rule 6A-10.0315. One college preparatory credit is based on the learning expected from the equivalent of fifteen 50-minute periods of classroom instruction, with credit for laboratory instruction and individualized study determined based on the proportion of direct instruction to the laboratory exercise or individualized program.

Course Guidelines
• Dropping/Adding
The time periods referenced in the following policies 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], express schedules or variable starting dates) have different deadlines. Please contact the Enrollment Services and Student Success office at (850) 201-8555 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 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 and Student Success office at (850) 201-8555. Deadlines for withdrawal from Self-Paced Instruction (SPI) courses or courses taught in an express session will be determined by the Enrollment Services and Student Success office and provided to the student. For information regarding withdrawals after the deadline, please contact the Office of the Vice President for Student Affairs at (850) 201-8490 or see the Withdrawal After Deadline section below. 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 in the Enrollment Services and Student Success office. For additional information, please contact the Enrollment Services and Student Success at (850) 201-8555.

Students seeking a withdrawal 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 grade must do so by the College’s established withdrawal deadline.

Before seeking a withdrawal, students should follow these guidelines:

1. Communicate with your faculty member on a consistent basis throughout the semester to discuss the expected outcomes of your progress in the course.
2. Familiarize yourself with TCC’s academic resources.
3. Contact your adviser 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 27 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 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 End of Semester 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

- **Excess Hours Advisory Statement**

Section 1009.286, Florida Statutes, establishes an “excess hour” surcharge for a student seeking a baccalaureate degree at a state university. It is critical that students, including those entering Florida colleges, are aware of the potential for additional course fees.

“Excess hours” are defined as hours that go beyond 120% of the hours required for a baccalaureate degree program. For example, if the length of the program is 120 credit hours, the student may be subject to an excess hour surcharge for any credits attempted beyond 144 credit hours (120 x 120%).

All students whose educational plan may include earning a bachelor’s degree should make every effort to enroll in and successfully complete those courses that are required for their intended major on their first attempt. Florida college students intending to transfer to a state university should identify a major or “transfer program” early and be advised of admission requirements for that program, including the
approved common prerequisites. Course withdrawals and/or repeats, as well as enrollment in courses nonessential to the intended major, may contribute to a potential excess hours surcharge.

- 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/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 and Student Success 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. Students who have not successfully completed their college preparatory courses may not audit those preparatory courses. Students who have met college preparatory requirements through previous satisfactory grades or appropriate test scores may audit college preparatory classes.

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 a grade of D or F, only the last grade and grade points earned in the repetitions will be used in calculating the TCC GPA and credits earned. However, 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 in which they have received 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 if they 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 Enrollment Services and Student Success office at (850) 201-8555 for more information.

In special circumstances, approval of the Dean/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 and Student Success 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. Students who have not successfully completed their college preparatory courses may not audit those preparatory courses. Students who have met college preparatory requirements through previous satisfactory grades or appropriate test scores may audit college preparatory classes.

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.

- 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/Director 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/Director.

- Appeal for Change of Grade

Ordinarily, an instructor’s grades are permanent once they have been released to the Enrollment Services and Student Success 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. 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/Director.
3. If the problem cannot be resolved at this level, the student may then petition the Vice President for Academic Affairs. The Vice President will require the student 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 investigate.
6. If the problem cannot be resolved at this level, the Vice President for Academic Affairs will forward the petition to the Student Services 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.
7. The Committee shall hold the hearing and consider the facts stated in the petition.
8. 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.
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 a majority 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 or to avoid an earned grade. 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 that 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 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. Students are notified of honors recognition via official institutional correspondence. President’s and Dean’s recognition is noted on the official TCC transcript.

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 not 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.
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), Florida Statutes, 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. No more than 75 percent of the credits in a certificate program may be earned by alternative 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 and Student Success office, (850) 201-8555, on the TCC Web page (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.

• Distance Learning

Florida colleges and universities have many options for students to take distance learning courses. To view possible courses and degrees that may be completed through distance learning, visit www.distancelearn.org.

• Military Service

Veterans should contact the Enrollment Services and Student Success 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 and Student Success 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.

• Postsecondary Adult Vocational Certificates

Students who receive a certificate indicating completion of a postsecondary 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 that 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), 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) 201-8332. 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. Exemption credit will be awarded only for certificates of completion issued within five years of the date such exemption is requested. Please see the following list for the appropriate credit hours to be awarded toward a degree at TCC. Students must be enrolled in the degree program indicated. Exemption credit will be awarded only after successful completion of nine 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</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Corrections Academy (A105)</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>A.S. to B.S. (2138)</td>
<td>Up to 15</td>
<td>Fl Crim Just Standards</td>
</tr>
<tr>
<td>Electronics Engineering Technology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electronics (AAS113)</td>
<td>21</td>
<td>Lively Vo Tech (electronics)</td>
</tr>
<tr>
<td>Computer Electronics (A114)</td>
<td>24</td>
<td>Lively Vo Tech (electronics)</td>
</tr>
<tr>
<td>Industrial Technology</td>
<td></td>
<td></td>
</tr>
<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>
</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+ CompTIA</td>
<td>CNT2401 (3) – Introduction to Network Security</td>
</tr>
<tr>
<td>i-Net+ CompTIA</td>
<td>CGS1555 (3) – Internet</td>
</tr>
<tr>
<td>Linux+ CompTIA</td>
<td>CGS2760 (3) – Introduction to UNIX</td>
</tr>
<tr>
<td>Network+ CompTIA</td>
<td>CNT1000 (3) – Introduction to Networks and Telecommunications</td>
</tr>
<tr>
<td>A+ CompTIA</td>
<td>CTS1331 (3) – Microcomputer Architecture</td>
</tr>
<tr>
<td>CCNA</td>
<td>CET2540 and CET2541 (6) – Open Systems Architecture I and II</td>
</tr>
<tr>
<td>MCP</td>
<td>Course(s) to be determined based upon the actual Microsoft certification exam(s)</td>
</tr>
<tr>
<td>Microsoft Certified Professional</td>
<td></td>
</tr>
<tr>
<td>IC3 Certiport</td>
<td>CGS1060 – Computer and Internet 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 between high school and community college faculty align high school and college coursework to ensure a seamless academic transition from high school to college. The articulation agreement allows Career Pathways students to earn college credit in an A.A.S. degree, A.S. degree or certificate program at TCC. Articulation credit is free and is awarded when the student matriculates to TCC.

Graduation

Requirements for Graduation

• College Level Academic Skills

Students pursuing an Associate in Arts degree must satisfy the state CLAS requirements. College Level Academic Skills (CLAS) are defined in State Board of Education Rule 6A-10.0316. The CLAS test, however, was discontinued effective July 1, 2009.

Students can meet the CLAS requirements through the following:

- Course Options

  CLAS Communication Skills (Reading, Writing, and Essay)
  A student must earn a 2.5 GPA in a combination of at least one (1) writing course with the ENC prefix and any other course that is designated as a writing course (excluding courses with SPC prefixes). For the purposes of satisfying CLAS, courses must be designated as meeting the writing requirements specified in Rule 6A-10.030 at the time the student is enrolled in the course. For information on what courses you have taken that qualify, please contact the Enrollment Services and Student Success office at (850) 201-8555 or enrollment@tcc.fl.edu.

  CLAS Computation Skills
  A student must earn a 2.5 GPA in any combination of two (2) courses from the list below:
  - Any MAC course with the last three digits of 102 or higher (e.g., MAC1105)
  - MGF*106 – Liberal Arts Mathematics I
  - MGF*107 – Liberal Arts Mathematics II
  - MGF*113 – Topics in College Mathematics I
  - MGF*114 – Topics in College Mathematics II
  - Any MGF course with last three digits of 202 or higher (not applicable at this institution)
  - STA*023 – Introductory Statistics
  - Any math course that has College Algebra (MAC1105) as a prerequisite (For a listing of the courses offered by TCC, contact the Enrollment Services and Student Success office at (850) 201-8555 or enrollment@tcc.fl.edu.)
• National Standardized Assessments
Students meeting or exceeding the approved score on one of the following nationally standardized exams have met the particular CLAS requirement associated with that area (e.g., Reading and Writing/English = Communications CLAS requirement).

<table>
<thead>
<tr>
<th>ACT</th>
<th>SAT</th>
<th>ACCUPLACER/CPT</th>
</tr>
</thead>
<tbody>
<tr>
<td>22</td>
<td>500</td>
<td>93</td>
</tr>
<tr>
<td>21</td>
<td>500</td>
<td>105</td>
</tr>
<tr>
<td>21</td>
<td>500</td>
<td>91</td>
</tr>
</tbody>
</table>

• Credit-by-Examination
- Credit granted in accordance with the ACC Credit by Examination Equivalency List (including AP, IB, AICE, CLEP, DSST and Excelsior) may be substituted for the courses used to meet CLAS skills requirements. For a copy of the Examination Equivalency List, view the Credit By Exam Chart through the TCC Enrollment Services and Student Success Web page.
- If a student earns credit in two (2) college courses within the same subject area via ACC-approved credit-by-examination, the CLAS requirement in that subject area will be met.
- If a student earns credit for one (1) college course via approved ACC credit-by-examination, no grade will be assigned for that course. The 2.5 GPA calculation will be calculated only on the grade earned in the second course (i.e., the grade in the second course must equate to a 2.5 or higher).
- CLAS Requirement Appeal for Waiver Process
For information on appealing to the CLAS Waiver Committee, contact the Enrollment Services and Student Success office at (850) 201-8555 or enrollment@tcc.fl.edu.

• 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 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 2.0 in all courses taken at TCC.
- 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 TCC Passport at tccpassport.tcc.fl.edu.
2. Under the MyRecords 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 online 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 TCC Passport or at the Enrollment Services and Student Success 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 and Student Success 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 that 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. The College also grants 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 or certificate. 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 sciences/mathematics.

Degree, Certificate and Diploma; Professional
Development; 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 four-year
institution 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 College System (SCS) and
State University System (SUS). If the student plans to transfer
to a Florida four-year institution, he/she should enroll in
courses at TCC that are required for admission to the major
at the desired college or university. Not all majors are offered
at every institution. 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 adviser.

• Associate in Science and Associate in
Applied Science Degrees

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 program.

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 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 Center for Workforce
Development at (850) 201-8760.

• 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 page 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
• College transcript access

Students use their TCC student identification number and PIN
selected at the point of application for admission to log into
FACTS.org.
Associate in Arts,  
College and 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 colleges and universities. A student who earns an A.A. degree from TCC meets the lower division general education requirements of a Florida state college or 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.

• Common Prerequisites

Many majors at the Florida State colleges and 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 Florida State University System (SUS) and Florida State College System (SCS). Common prerequisite courses have been identified for more than 600 bachelor’s degrees across all public institutions throughout the state of Florida.

Common prerequisites are the same at all Florida state colleges and 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 standard 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 Prerequisite Manual,” which can be accessed at www.facts.org (click on College Students). 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 college and university catalogs, counseling manuals and advisers at the state college, university or institution of choice to ensure accurate academic planning.

• Limited-Access Majors

The A.A. degree guarantees admission to one of Florida’s state colleges or 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 college or university limited-access programs as students who are currently enrolled at the college or university.

Students should work with TCC advisers to make sure they take the required courses and meet other criteria for entry into their college or 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 Requirements

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 do the following:

• Experience the perspectives of various disciplines that comprise the arts and sciences, their historical development, continuing influence and interrelatedness
• Gain a foundation of knowledge within each of the various disciplines, balancing depth and breadth of knowledge
• Gather, verify, organize, present and apply information.
• Apply critical-thinking skills, including analytical, evaluative and creative skills appropriate to each academic discipline
• 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
• 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. For specific information about the general education requirements for the A.A. degree, see the following pages.
36 Hours of General Education:

1. Communications—6 semester hours
   A. ENC1101 (College Composition) and
   B. Three hours minimum selected from the following:
      ENC1102 (Argument and Persuasion)
      ENC1141 (Writing about Literature)
      MMC1100 (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 or three hours of Communications and three hours of Humanities courses listed below meet the state CLAS requirement 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. HUM2210 and HUM2230 (Humanities of the World I, II) or
   B. HUM2740 and HUM2741 (Humanities Abroad I and II) or
   C. Six hours minimum selected from two of the following categories:
      Art History
      ARH2050 Intro to Art History and Art Criticism I (3)
      ARH2051 Intro to Art History and Art Criticism II (3)
      ARH2500 Non-Western Art (3)

      Literature
      AML2000 Introduction to African American Literature (3)
      AML2301 Major American Writers (3)
      ENL2000 British Literature (3)
      LIT2100 World Literature (3)
      THE2100 Introduction to Theater History (3)

      Music
      HUM2525 The American Music Tradition: Jazz (3)
      HUM2529 The American Music Tradition: Popular Music (3)
      MUH2011 Introduction to Music History (3)
      MUH2120 Music of the World (3)

      Philosophy and Religion
      PHI2010 Philosophy (3)
      PHI2100 Introductory Logic (3)
      PHI2600 Ethics (3)
      REL2200 Introduction to Biblical Studies (3)
      REL2300 World Religions (3)

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

3. Mathematics—6 semester hours
   Students may choose two of the following four courses:
   MGF1106 Mathematics I for Liberal Arts (3)
   MGF1107 Mathematics II for Liberal Art (3)
   STA2023 Statistics (3)
   MAC1105 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.
   MAC1105 College Algebra (3)
   MAC2114 Trigonometry (3)
   STA2122 Introduction to Applied Statistics (4)
   MAC2140 Pre-calculus (3)
   MAC2147 Pre-calculus Alg/Trig (5)
   MAC2233 Calculus for Management (3)
   MAC2311 Calculus I with Analytic Geometry (5)
   MAC2312 Calculus II with Analytic Geometry (5)
   MAC2313 Calculus III with Analytic Geometry (4)
   MAP2302 Differential Equations (3)

   To satisfy the requirement of State Board of Education Rule 6A-10.030, students must complete each course that is to be counted toward these requirements with a “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 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 or three hours of Communications and three hours of Humanities courses listed below meet the state CLAS requirement in essay, reading and writing.

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

   Category A (Biological Sciences)
   BSC1005 Introduction to the Biological Sciences (3)
   BSC1020 Introduction to Human Biological Sciences (3)
   BSC1050 Environmental Systems (3)
   BOT1000 Plant Science (3)
   BSC2010 Biology for Science Majors I (3)
   MCB2004 Microbiology (3)

   Category B (Earth Sciences)
   ESC1000 Earth and Its Environment (3)
   GLY1030 Environmental Geology (3)
   GLY2010 Physical Geology (3)
   GLY2160 Geology of National Parks (3)
   MET1010 Meteorology (3)
   OCE1001 Introduction to Oceanography (3)

   Category C (Physical Sciences)
   AST1002 Introduction to Astronomy (3)
   CHM1020 Chemistry for General Education (3)
   CHM1030 General Chemistry for Allied Health (3)
   PHY1020 Energy and Its Environmental Effects (3)
   PSC1121 Introduction to the Physical Sciences (3)
   CHM1045 General Chemistry I (3)
   PHY1053 Elementary College Physics I (3)
   PHY2048 General Physics I

Students pursuing a preprofessional 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 Enrollment Services and Student Success office.
5. History and Social Science—12 semester hours

Category A (History)

A minimum of six hours selected from one of the following sequences:

- EUH1000 and EUH1001 Western Civilization I (3) and II (3)
- WOH2012 and WOH2022 History of Civilization I (3) and II (3)
- EUH1000 and WOH2022 Western Civilization I (3) and History of Civilization II (3)
- EUH1001 and WOH2012 Western Civilization II (3) and History of Civilization I (3)
- AMH1041 and AMH1050 American Experience: Institutions and Values in a World Setting I (3) and II (3)
- AMH2010 and AMH2020 U.S. History from the Colonial Period to 1865 (3) and History of Civilization II (3)

Category B Three hours selected from the following:

- ANT2140 Introduction to Archaeology (3)
- ANT2211 Peoples of the World (3)
- ANT2410 Introduction to Cultural Anthropology (3)
- ANT2511 Introduction to Physical Anthropology (3)
- CHD2220 Child Development (3)
- CHD2240 Adolescent Development (3)
- CPO2001 Introduction to Comparative Politics (3)
- DEP2004 Human Development (3)
- ECO2013 Principles of Economics: Macro (3)
- ECO2023 Principles of Economics: Micro (3)
- GEA2000 World Regional Geography (3)
- GEO1400 Introduction to Human Geography (3)
- INR2002 International Relations (3)
- POS1041 National Government (3)
- POS1112 State and Local Government (3)
- POS2001 Political Systems and Institutions (3)
- PSY2012 General Psychology (3)
- SOP2002 Social Psychology (3)
- SOP2740 Psychology of Women (3)
- SYG1000 Principles of Sociology (3)
- SYG2010 Contemporary Social Problems (3)
- SYG2230 Race and Ethnic Relations (3)
- SYG2340 Human Sexuality (3)
- SYG2361 Thanatology: Dying and Death (3)
- SYG2430 Marriage and Family (3)

Category C (Personal Development)

Three semester hours selected from the following:

- HSC1100 Concepts of Positive Living (3)
- HSC2200 Principles of Contemporary Health (3)
- CLP1001 Psychology of Personal and Social Adjustment (3)

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- 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:

- CPO2001 Introduction to Comparative Politics (3)
- POS2001 Introduction to Political Science (3)
- POS1601 Foundations of the United States Constitution (1)
- POS1041 National Government (3)
- POS1112 State and Local Government (3)

C. Two courses 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. Satisfaction of the CLAS requirement 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).

F. Competency in the use of computers is required. This requirement may be satisfied through one of the following options:

- Satisfactory completion of a high school or vocational computer course
- Satisfactory completion of an approved college computer course
- Satisfactory completion of a TCC course that includes computer-related skills
- Satisfactory completion of an exemption or proficiency examination
Associate in Arts General Transfer

Pre-Major Courses

Florida’s higher education system is designed to allow students to successfully pursue a bachelor’s degree by first earning an Associate in Arts degree at a Florida College and then transferring to a four-year institution. There is, however, no guarantee that students will be admitted into a specific institution or program. Transfer admission to four-year institutions and specific programs can be highly competitive. Most bachelor’s degree programs require specific coursework be completed prior to transfer. These additional courses are referred to as common prerequisites. Students working towards an A.A. degree should decide upon a program of study/major as early as possible so they can identify the prerequisite courses required and complete them as part of the Associate in Arts degree (taken from the 2+2 Publication from FACTS.org).

TCC provides students this information through a variety of sources including the My Success Platinum advising tool which has links to the Florida Colleges and State Universities Web sites, the Common Prerequisite Manual, and FACTS.org. Students are required to select a career goal and university pre-major no later than 18 college credit hours so they can work with an academic adviser on developing an individual learning plan that includes the common prerequisites for their four-year major.

Associate in Science (A.S.) and Associate in Applied Science (A.A.S.) degrees and certificates are described on pages 59-133. Specialized programs leading to professional certification in law enforcement and public safety are also described here.

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.

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 Enrollment Services and Student Success office at (850) 201-8555 or at enrollment@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.)

ARTICULATED AGREEMENTS

In addition to the many agreements with other educational institutions, TCC has the following articulated course agreements with local Florida colleges and universities for the Associate in Arts Transfer:

• 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)

• Saint Leo University (SLU)
  - Criminal Justice

• University of Florida (UF)
  - Engineering
Florida Agricultural and 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:
EGS1110C 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) and
ETG 2530 Strength of Materials (3)

The following TCC courses are equivalent to FAMU’s courses as follows:
BCN 2230 Construction Materials (3) as ARC 2470
ETG 2520 Statics (3) and
ETG 2530 Strength of Materials (3) as ARC 2470

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

- Civil Engineering Technology (CET)

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

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

The following TCC course is equivalent to FAMU’s course 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):
EGS1110C Engineering Graphics (3)

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

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

* Students must take EGS2112C as a prerequisite and ETD2340 as a co-requisite.

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

- Electronic Engineering Technology (ET)

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

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

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

* The combination of EGS1111C and ETD1320 is 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.

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**FLORIDA AGRICULTURAL AND 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 is also equivalent to TCC course EGS2141C.

**The following combination of TCC courses is 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:**
ETD2340 Advanced CAD (3)

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

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**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 contact the Division of Technology and Professional Programs at (850) 201-8352.
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)
EGS2311 Vector Statics (3)
EGS2321 Vector Dynamics (3)

* Combination of EGS1111C and ETD1320 at TCC can be substituted for EGS2141C.

The following course is equivalent to UF course CGN2328, Technical Drawing and Project Visualization:
ETD2340 Advanced CAD (3)

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

University Partners

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 five University Partners. Contact or visit one of our University Partners today to learn more. See www.tcc.fl.edu.

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

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

THOMAS UNIVERSITY

- Bachelor of Science in Social Work
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 and Non-Profit Management, Certificate (6325)
Associate in Applied Science

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 diploma 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 credit hours):
- ENC1101 College Composition 3
- ENC1102 Argument and Persuasion 3
- ECO2013 Principles of Economics: Macro 3
- or ECO2023 Principles of Economics: Micro 3
- Humanities* 3
- College Math* 3

Program Courses (33 credit hours):
- GEB1011 Introduction to Business 3
- FIN1100 Personal Finance 3
- MAR1341 Marketing the Individual 3
- MNA1161 Introduction to Customer Service 3
- MAN2021 Introduction to Management 3
- MNA2130 Business Writing 3
- MAR2011 Principles of Marketing 3
- CGS2100 Microcomputer Applications for Business 3
- ACG2021** Financial Accounting 3
- BUL2241 Legal Concepts of Business 3
- IDS2182 Applied Ethics Seminar 3

Program Electives (16 credit hours):

Choose from the following list
- RMI1001 Introduction to Risk and Insurance 3
- MKA1021 Principles of Salesmanship 3
- MAR1053 Marketing for Non-Profit Organizations 3
- MAN1023 Management for Non-Profit Organizations 3
- SPC1062 Business and Professional Speaking 3
- or SPC1017 Interpersonal Communications 3
- OST1324 Business Mathematics 3
- REE1040 Real Estate Principles & Practices I 4
- REE1041 Real Estate Principles & Practices II 5
- MNA2100 Human Relations 3
- IDS2941 Technology & Professional Programs Internship 3
- ACG2071 Managerial Accounting 3
- ACG2450 Computer Accounting 3
- ACG2500 Governmental & Not-for-Profit Accounting 3
- TAX2000 Income Tax Accounting 3
- SBM2000 Small Business Management 3
- MAR2340 Resources Development 3
- MNA2300 Human Resource Management 3
- MAN2582 Introduction to Project Management 3
- GEB2893 Strategic & Policy Issues in Non-Profit Organizations 3
- ECO2220 Money and Banking 3
- ECO2013 Principles of Economics: Macro 3
- or ECO2023 Principles of Economics: Micro 3
- FIN2010 Investments 3
- LIS2004 Internet Research 1
- POS1601 US Constitution 1
- Choose one course with OST prefix 3

* Choose from list of General Education classes.
** Students may substitute ACG2001 and ACG2011.
Certificate Program

Business Management

Program Purpose: To prepare students for entry into business and office occupations or allow professionals to update/obtain new skills.

Program Length: 24 credit hours

Admission Requirements: A high school diploma or GED diploma 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 credit hours):

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>GEB1011</td>
<td>Introduction to Business</td>
<td>3</td>
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<tr>
<td>MNA1161</td>
<td>Introduction to Customer Service</td>
<td>3</td>
</tr>
<tr>
<td>MAN2021</td>
<td>Introduction to Management or Principles of Marketing</td>
<td>3</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>
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Additional Courses (6 credit hours):

Select two

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>FIN1100</td>
<td>Personal Finance</td>
<td>3</td>
</tr>
<tr>
<td>MAR1350</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>MAR2011</td>
<td>Principles of 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: To prepare students for entry into business and office occupations or allow professionals to update/obtain new skills.

Program Length: 18 credit hours

Admission Requirements: A high school diploma or GED diploma 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 credit 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>3</td>
</tr>
<tr>
<td>MAR2011</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>CGS2100</td>
<td>Microcomputer Applications for Business</td>
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</table>

Additional courses (6 additional credit hours):

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

Business Specialist

Program Purpose: To prepare students for entry into business and office occupations or allow professionals to update/obtain new skills.

Program Length: 12 credit hours

Admission Requirements: A high school diploma or GED diploma 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>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</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAR2011</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>CGS2100</td>
<td>Microcomputer Applications for Business</td>
<td>3</td>
</tr>
</tbody>
</table>
# 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 diploma 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 credit hours):

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC1101</td>
<td>College Composition</td>
<td>3</td>
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<tr>
<td>ENC1102</td>
<td>Argument and Persuasion</td>
<td>3</td>
</tr>
<tr>
<td>MAC1105</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MAC2233</td>
<td>Calculus for Management</td>
<td>3</td>
</tr>
<tr>
<td>ECO2013</td>
<td>Principles of Economics: Macro</td>
<td>3</td>
</tr>
<tr>
<td>ECO2023</td>
<td>Principles of Economics: Micro</td>
<td>3</td>
</tr>
<tr>
<td>Any Humanities course</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

### Program Courses (43 credit hours):

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPC1062</td>
<td>Business and Professional Speaking</td>
<td>3</td>
</tr>
<tr>
<td>MNA1161</td>
<td>Introduction to Customer Service</td>
<td>3</td>
</tr>
<tr>
<td>ACG2021*</td>
<td>Financial Accounting</td>
<td>3</td>
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<tr>
<td>ACG2071</td>
<td>Managerial Accounting</td>
<td>3</td>
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<tr>
<td>ACG2450</td>
<td>Computer Accounting</td>
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<tr>
<td>TAX2000</td>
<td>Income Tax Accounting</td>
<td>3</td>
</tr>
<tr>
<td>CGS2100</td>
<td>Microcomputer Applications for Business</td>
<td>3</td>
</tr>
<tr>
<td>MAN2021</td>
<td>Introduction to Management</td>
<td>3</td>
</tr>
<tr>
<td>MAN2130</td>
<td>Business Writing</td>
<td>3</td>
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<tr>
<td>GEB1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>MAR2011</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BUL2241</td>
<td>Legal Concepts of Business</td>
<td>3</td>
</tr>
<tr>
<td>STA2023</td>
<td>Introductory Statistics</td>
<td>3</td>
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<td>IDS2182</td>
<td>Applied Ethics Seminar</td>
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<tr>
<td>POS1601</td>
<td>Foundations of U.S. Constitution</td>
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</tr>
</tbody>
</table>

* Students may substitute ACG2001 and ACG2011.
Certificate Program

Accounting Technology Management

Program Purpose: To prepare students for entry into an accounting occupation or allow 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 diploma 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>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ACG2021</td>
<td>Financial Accounting</td>
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<tr>
<td>ACG2071</td>
<td>Managerial Accounting</td>
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<td>ACG2450</td>
<td>Computer Accounting</td>
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<td>MNA2130</td>
<td>Business Writing</td>
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<tr>
<td>SPC1062</td>
<td>Business and Professional Speaking</td>
<td>3</td>
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<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>
</tbody>
</table>
Certificate Program

Accounting Technology Operations

Program Purpose: To prepare students for entry into an accounting occupation or allow professionals to update/obtain new skills.

Program Length: 18 credit hours

Admission Requirements: A high school diploma or GED diploma 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

ACG2021 Financial Accounting 3
ACG2071 Managerial Accounting 3
ACG2450 Computer Accounting 3
TAX2000 Income Tax Accounting 3
CGS2100 Microcomputer Applications for Business 3
MNA2130 Business Writing 3
# Accounting Technology Specialist

- **Program Purpose:** To prepare students for entry into an accounting occupation or allow professionals to update/obtain new skills.
- **Program Length:** 12 credit hours
- **Admission Requirements:** A high school diploma or GED diploma 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 Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG2021</td>
<td>Financial Accounting</td>
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<td>ACG2071</td>
<td>Managerial Accounting</td>
<td>3</td>
</tr>
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<td>ACG2450</td>
<td>Computer Accounting</td>
<td>3</td>
</tr>
<tr>
<td>TAX2000</td>
<td>Income Tax Accounting</td>
<td>3</td>
</tr>
</tbody>
</table>
Associate in Science

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 diploma 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):
- ENC1101 College Composition 3
- ECO2013 Principles of Economics: Macro 3
- Elective Any Personal Development course 3
- Elective Any General Education course 3

College Math: Select one of the following:
- MGF1106 Mathematics I for Liberal Arts
- MGF1107 Mathematics II for Liberal Arts
- STA2023 Introductory Statistics
- MAC1105 College Algebra

Program Courses (48 credit hours):
- CGS2100 Microcomputer Applications for Business 3
- CGS2103 Adv. Microcomputer Applications for Business 3
- GEB1011 Introduction to Business 3
- MNA1161 Introduction to Customer Service 3
- MNA2130 Business Writing 3
- MAN2021 Introduction to Management 3
- OST1324 Business Mathematics 3
- OST1355 Records Management 3
- OST1401 Administrative Support & Procedures 3
- OST1718 Word Processing 3
- OST1719 Advanced Word Processing 3
- OST2823 Desktop Publishing/Web Design 3
- PAD2002 Introduction to Public Administration 3
- SPC1062 Business & Professional Speaking 3
- Elective credit* 6

* Select courses from OST, Technology, Business or IDS2941.
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 diploma 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

CGS2100  Microcomputer Applications for Business  3
MAN2021  Introduction to Management  3
MNA1161  Introduction to Customer Service  3
MNA2130  Business Writing  3
OST1401  Administrative Support Systems and Procedures  3
OST1355  Records Management  3
OST1718  Word Processing  3
OST1719  Advanced Word Processing  3
OST2823  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 diploma 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>
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<td>MNA2130</td>
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<td>OST1401</td>
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<tr>
<td>OST1718</td>
<td>Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>OST1719</td>
<td>Advanced Word Processing</td>
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</tbody>
</table>
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 diploma 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

MNA1161 Introduction to Customer Service 3
MNA2130 Business Writing 3
OST1401 Administrative Support Systems and Procedures 3
OST1718 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 diploma 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:**

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<tr>
<td>GEB1011</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>SBM2000</td>
<td>Small Business Management</td>
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<tr>
<td>MAN2021</td>
<td>Introduction to Management</td>
<td>3</td>
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<tr>
<td>MNA2130</td>
<td>Business Writing</td>
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<tr>
<td>CGS2100</td>
<td>Microcomputer Applications for Business</td>
<td>3</td>
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<tr>
<td>MAR2011</td>
<td>Principles of Marketing</td>
<td>3</td>
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</tbody>
</table>

Choose from one of the following:

- MNA2300 Human Resources Management
- MNA1161 Introduction to Customer Service
## 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 diploma 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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### COURSE INFORMATION

*Choose three courses from the following:*

- CGS2100 Microcomputer Applications for Business 3
- GEB1011 Introduction to Business 3
- ACG2021 Financial Accounting 3
- MNA1161 Introduction to Customer Service 3
- MNA2130 Business Writing 3

*and*

*Choose five courses from the following:*

- ACG2500 Government and Not-for-Profit Accounting 3
- SPC1062 Business and Professional Speaking 3
- MAR1053 Marketing for Non-Profit Organizations 3
- GEB2893 Strategic & Policy Issues in Non-Profit Organizations 3
- MAN1023 Management for Non-Profit Organizations 3
- MAR2340 Resource Development 3
- MAN2582 Introduction to Project Management 3
COMPUTER TECHNOLOGY

Computer Programming and Analysis, Certificate (6302)
Computer Programming and Analysis – Computer Game Design & Logic, A.S. (2158)
Computer Programming Specialist, Certificate (6338)
Graphic Design Technology, A.S.
  –Graphic Design (2125)
  –Interactive Media (2155)
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)
# 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 diploma 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 and Professional Programs Web page (www.tcc.fl.edu/tpp) for latest information.

## COURSE INFORMATION

<table>
<thead>
<tr>
<th>Program Courses (18 credit hours):</th>
<th>Additional Requirements (15 credit hours):</th>
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<tbody>
<tr>
<td>CGS1000* Introduction to Computer Technology 3</td>
<td>CGS1820 Web Page Authoring 3</td>
</tr>
<tr>
<td>CGS1060* Introduction to Computer Literacy 3</td>
<td>COP2332 Visual Programming 3</td>
</tr>
<tr>
<td>CGS1540 Database Concepts 3</td>
<td>COP2800 Introduction to JAVA Programming 3</td>
</tr>
<tr>
<td>COP2220 Introduction to C++ Programming 3</td>
<td>CTS2441 Database Programming 3</td>
</tr>
<tr>
<td>MNA1161 Introduction to Customer Service 3</td>
<td>One Professional Elective: 3</td>
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<tr>
<td>MNA2130 Business Writing 3</td>
<td>Any CDA, CGS, CIS, CNT, COP, CTS, ETD, GRA course or IDS2941 (Internship Course) or course approved by the TPP Dean</td>
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</table>

* Exemption exam available: see Technology and Professional Programs Web page (www.tcc.fl.edu/tpp).
Computer Programming and Analysis – Computer Game Design & Logic

Program Purpose: To prepare students for employment as computer programmers for Web-based applications or supplement training for persons previously or currently employed in this occupation.

Program Length: 63 credit hours

Admission Requirements: A high school diploma or GED diploma 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):

- ENC1101 College Composition 3
- ENC1102 Argument and Persuasion 3
- ENC2210 Technical Communications 3
- Elective Any Social Science course 3
- Elective Any General Education course 3
- MGF1106 Math I for Liberal Arts 3

Program Core (48 credit hours):

- CGS1060* Computer and Internet Literacy 3
- CGS1555 Internet 3
- CGS1520 Introduction to Multimedia Programming 3
- CGS2525 Advanced Multimedia Programming 3
- GRA1131C Multimedia Graphics 3
- CGS1820 Web Page Authoring 3
- GRA2140 Web Page Design 3
- COP2220 Introduction to C++ Programming 3
- COP2221 Intermediate C++ Programming 3
- COP2822 Scripting for the Web 3
- CAP2023 Introduction to Game Programming 3
- CAP2024 Advanced Game Programming 3
- CAP2204 Portfolio Presentation 3
- Three Professional Electives** 9

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

** Professional Electives: IDS2941 (recommended), CGS, CAP, COP, GRA, PGY, RTV or course approved by TPP Division Dean
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 diploma 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 and Professional Programs Web page (www.tcc.fl.edu/tpp) for latest information.

COURSE INFORMATION

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<tr>
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<td>CGS1000*</td>
<td>Introduction to Computer Technology</td>
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<tr>
<td>CGS1060*</td>
<td>Computer and Internet Literacy</td>
<td>3</td>
</tr>
<tr>
<td>CGS1540</td>
<td>Database Concepts</td>
<td>3</td>
</tr>
<tr>
<td>COP2220</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 page (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 diploma 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>General Education Electives (15 credit hours)</th>
<th>Program Core (16 credit hours)</th>
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<tr>
<td>ENC1101 College Composition</td>
<td>ART1202C Design I</td>
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<tr>
<td>SPCXXXX Any Speech course</td>
<td>MAR1341 Marketing the Individual</td>
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<tr>
<td>Elective Any Social Science course</td>
<td>PGY1800C Digital Photography</td>
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<tr>
<td>Elective Any General Education course</td>
<td>MNA1161 Introduction to Customer Service</td>
</tr>
<tr>
<td></td>
<td>MNA2130 Business Writing</td>
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<tr>
<td></td>
<td>ART2955 Art Portfolio</td>
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<td>College Math: Select one of the following:</td>
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<tr>
<td>MGF1106 Math I for Liberal Arts</td>
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<tr>
<td>MGF1107 Math II for Liberal Arts</td>
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</tr>
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<td>STA2023 Introductory Statistics</td>
<td></td>
</tr>
<tr>
<td>MAC1105 College Algebra</td>
<td></td>
</tr>
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</table>

**Graphic Design Track (33 credit hours):**

| GRA1103C Computer Based Design I             | 3 |
| GRA1105C Computer Based Design II            | 3 |
| GRA1131C Multimedia Graphics Design          | 3 |
| GRA1206C Typography                          | 3 |
| GRA2121 Professional Desktop Publishing      | 3 |
| GRA2203 Digital Prepress/Doc. Design         | 3 |
| PGY2801C Intermediate Photoshop              | 3 |
| Four Professional Electives*                 | 12 |

* Professional Electives: IDS2941 (recommended), ART, CGS, CAP, COP, GRA, PGY, RTV or course approved by TPP Division Dean

**Interactive Media Track (33 credit hours):**

| CAP2703 Computer Animation                   | 3 |
| CGS1520 Introduction to Multimedia Programming| 3 |
| CGS1820 Web Page Authoring                   | 3 |
| CGS2525 Advanced Multimedia Programming      | 3 |
| COP2822 Scripting for the Web                | 3 |
| GRA2100 Characters Production                | 3 |
| GRA2140 Web Page Design                      | 3 |
| GRA2143 Advanced Web Page Design             | 3 |
| RTV2214 Digital Audio/Video Production        | 3 |
| Two Professional Electives*                  | 6 |

* Professional Electives: IDS2941 (recommended), 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 diploma 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>
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<th>Credits</th>
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<tr>
<td>ART1202C</td>
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<td>GRA1103C</td>
<td>Computer Based Design I</td>
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<tr>
<td>GRA1131C</td>
<td>Adobe Print Suite</td>
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<tr>
<td>GRA1206C</td>
<td>Typography</td>
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</tr>
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<td>GRA2121</td>
<td>Professional Desktop Publishing</td>
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</tr>
<tr>
<td>GRA2203</td>
<td>Digital Pre-Press and Document Design</td>
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<tr>
<td>PGY1800C</td>
<td>Digital Photography</td>
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<tr>
<td>PGY2801C</td>
<td>Intermediate Photoshop</td>
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</table>
Certificate Program

Graphic Design Support

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<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>15 credit hours</td>
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<td>Admission Requirements:</td>
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<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>
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<td>PGY2801C</td>
<td>Intermediate Photoshop</td>
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Certificate Program

Interactive Media 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 diploma 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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<td>CGS1520</td>
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<td>CGS1820</td>
<td>Web Page Authoring</td>
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<td>PGY1800C</td>
<td>Digital Photography</td>
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<td>CGS2525</td>
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<td>COP2822</td>
<td>Scripting for the Web</td>
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<td>GRA2140</td>
<td>Web Page Design</td>
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<td>GRA2143</td>
<td>Advanced Web Design</td>
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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 diploma and meet the required minimum scores on the College Placement Test, SAT or ACT (or complete necessary remediation courses)

Academic Division: Division of Technology and Professional Programs

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

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<tr>
<td>PGY1800C</td>
<td>Digital Photography</td>
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</tr>
<tr>
<td>GRA2140</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 diploma 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 and Professional Programs Web page (www.tcc.fl.edu/tpp) for latest information.

COURSE INFORMATION

General Education (15 credit hours):

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<tr>
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<td>Elective</td>
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<td>Elective</td>
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College Math: Select one of the following: 3

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<td>MGF1107</td>
<td>Math II for Liberal Arts</td>
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<td>STA2023</td>
<td>Introductory Statistics</td>
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<td>MAC1105</td>
<td>College Algebra</td>
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Program Courses (48 credit hours):

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<td>ENC2210</td>
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<td>or MNA2130</td>
<td>Business Writing</td>
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<tr>
<td>CGS1000*</td>
<td>Intro to Computer Technology</td>
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<tr>
<td>CGS1555</td>
<td>Internet</td>
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<tr>
<td>CGS1560</td>
<td>Introduction to Operating Systems</td>
<td>3</td>
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<tr>
<td>CGS1060*</td>
<td>Computer and Internet Literacy</td>
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<tr>
<td>CNT1000</td>
<td>Intro to Networks &amp; Telecommunications</td>
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<tr>
<td>CTS1131**</td>
<td>Microcomputer Architecture</td>
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<td>MNA1161</td>
<td>Introduction to Customer Service</td>
<td>3</td>
</tr>
<tr>
<td>MNA2100</td>
<td>Human Relations</td>
<td>3</td>
</tr>
</tbody>
</table>

Program Electives*** 9

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* Exemption exam available: see Technology and Professional Programs Web page (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 or GRA course; IDS2941; or course approved by the TPP Dean.
Certificate Program

Help Desk/Technical Support

Program Purpose: To prepare students for entry-level employment in the fields of help desk services and technical support.

Employment Types: Help Desk Troubleshooter, Technical Support Assistant

Program Length: 33 credit hours

Admission Requirements: A high school diploma or GED diploma 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 and Professional Programs Web page (www.tcc.fl.edu/tpp) for latest information.

COURSE INFORMATION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>CGS1060*</td>
<td>Computer and Internet Literacy</td>
<td>3</td>
</tr>
<tr>
<td>CGS1555</td>
<td>Internet</td>
<td>3</td>
</tr>
<tr>
<td>CGS1560</td>
<td>Introduction to Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>CNT1000</td>
<td>Intro to Networks &amp; Telecommunications</td>
<td>3</td>
</tr>
<tr>
<td>CNT1500</td>
<td>Computer Networking, Cabling &amp; Troubleshooting</td>
<td>3</td>
</tr>
<tr>
<td>CTS1131**</td>
<td>Microcomputer Architecture</td>
<td>3</td>
</tr>
<tr>
<td>MNA1161</td>
<td>Introduction to Customer Service</td>
<td>3</td>
</tr>
<tr>
<td>CGS2103</td>
<td>Advanced Microcomputer Applications</td>
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<tr>
<td>CTS2351</td>
<td>Network Administration &amp; Management</td>
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<tr>
<td>CTS2155</td>
<td>Computer User Support</td>
<td>3</td>
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<tr>
<td>Program Elective***</td>
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</table>

* Exemption exam available: see Technology and Professional Programs Web page (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 or GRA course; IDS2941; or course approved by the TPP Dean.
# 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 diploma 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>ENC1101</td>
<td>College Composition</td>
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<tr>
<td>ENC1102</td>
<td>Argument and Persuasion</td>
<td>3</td>
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<tr>
<td>Elective</td>
<td>Any Social Science course</td>
<td>3</td>
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<tr>
<td>Elective</td>
<td>Any Humanities course</td>
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<tr>
<td>MGF1106</td>
<td>Math I for Liberal Arts</td>
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</tr>
<tr>
<td>MGF1107</td>
<td>Math II for Liberal Arts</td>
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</tr>
<tr>
<td>STA2023</td>
<td>Introductory Statistics</td>
<td>3</td>
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</table>

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

- MGF1106 Math I for Liberal Arts
- MGF1107 Math II for Liberal Arts
- STA2023 Introductory Statistics
- MAC1105 College Algebra

### Program Courses (33 credit hours):

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MNA2130</td>
<td>Business Writing</td>
<td>3</td>
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<tr>
<td>CGS1000*</td>
<td>Introduction to Computer Technology</td>
<td>3</td>
</tr>
<tr>
<td>CGS1060*</td>
<td>Computer and Internet Literacy</td>
<td>3</td>
</tr>
<tr>
<td>CGS1555</td>
<td>Internet</td>
<td>3</td>
</tr>
<tr>
<td>CGS1560</td>
<td>Introduction to Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>CNT1000</td>
<td>Intro to Networks &amp; Telecommunications</td>
<td>3</td>
</tr>
<tr>
<td>CNT1500</td>
<td>Computer Networking, Cabling and Troubleshooting</td>
<td>3</td>
</tr>
<tr>
<td>CTS1131**</td>
<td>Microcomputer Architecture</td>
<td>3</td>
</tr>
<tr>
<td>MAN2021</td>
<td>Introduction to Management</td>
<td>3</td>
</tr>
<tr>
<td>CET2540***</td>
<td>Open Systems Architecture I</td>
<td>3</td>
</tr>
<tr>
<td>CET2541***</td>
<td>Open Systems Architecture II</td>
<td>3</td>
</tr>
<tr>
<td>CTS2351</td>
<td>Network Administration &amp; Management</td>
<td>3</td>
</tr>
<tr>
<td>CTS2352</td>
<td>Advanced Network Administration</td>
<td>3</td>
</tr>
<tr>
<td>CTS2106</td>
<td>Introduction to UNIX (or approved substitute if course is not available)</td>
<td>3</td>
</tr>
<tr>
<td>CNT 2401</td>
<td>Introduction to Network Security</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>Any Computer Technology Elective (Internship recommended)</td>
<td>3</td>
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</tbody>
</table>

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* Exemption exam available: see Technology and Professional Programs Web page (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.
## Information Technology Technician

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

### Program Length:
21 credit hours

### Admission Requirements:
A high school diploma or GED diploma 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>CGS1000*</td>
<td>Introduction to Computer Technology</td>
<td>3</td>
</tr>
<tr>
<td>CGS1060*</td>
<td>Computer and Internet Literacy</td>
<td>3</td>
</tr>
<tr>
<td>CGS1555</td>
<td>Internet</td>
<td>3</td>
</tr>
<tr>
<td>CGS1560</td>
<td>Introduction to Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>CNT1000</td>
<td>Intro to Networks &amp; Telecommunications</td>
<td>3</td>
</tr>
<tr>
<td>CNT1500</td>
<td>Computer Networking, Cabling and Troubleshooting</td>
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</tr>
<tr>
<td>CTS1131**</td>
<td>Microcomputer Architecture</td>
<td>3</td>
</tr>
</tbody>
</table>

* Exemption exam available: see Technology and Professional Programs Web page (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.
Certificate Program

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 diploma 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>
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<tbody>
<tr>
<td>CGS1000*</td>
<td>Introduction to Computer Technology</td>
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<tr>
<td>CGS1060*</td>
<td>Computer and Internet Literacy</td>
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<tr>
<td>CGS1555</td>
<td>Internet</td>
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<tr>
<td>CGS1560</td>
<td>Introduction to Operating Systems</td>
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<tr>
<td>CNT1000</td>
<td>Intro to Networks &amp; Telecommunications</td>
<td>3</td>
</tr>
<tr>
<td>CNT1500</td>
<td>Computer Networking, Cabling and Troubleshooting</td>
<td>3</td>
</tr>
<tr>
<td>CTS1131**</td>
<td>Microcomputer Architecture</td>
<td>3</td>
</tr>
<tr>
<td>MAN2021</td>
<td>Introduction to Management</td>
<td>3</td>
</tr>
<tr>
<td>CET2540***</td>
<td>Open Systems Architecture I</td>
<td>3</td>
</tr>
<tr>
<td>CET2541***</td>
<td>Open Systems Architecture II</td>
<td>3</td>
</tr>
</tbody>
</table>

* Exemption exam available: see Technology and Professional Programs Web page (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 diploma and meet the required minimum scores on the College Placement Test, SAT or ACT (or complete necessary remediation courses)

Academic Division
Division of Technology and Professional Programs

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

COURSE INFORMATION

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS1060*</td>
<td>Computer and Internet Literacy</td>
<td>3</td>
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<tr>
<td>CGS1555</td>
<td>Internet</td>
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<tr>
<td>CNT1000</td>
<td>Introduction to Networks and Telecommunications</td>
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<tr>
<td>CNT1500</td>
<td>Computer Networking, Cabling and Troubleshooting</td>
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</tr>
<tr>
<td>CTS1131**</td>
<td>Microcomputer Architecture</td>
<td>3</td>
</tr>
<tr>
<td>CET2540***</td>
<td>Open Systems Architecture I</td>
<td>3</td>
</tr>
<tr>
<td>CET2541***</td>
<td>Open Systems Architecture II</td>
<td>3</td>
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<tr>
<td>CNT2401</td>
<td>Introduction to Network Security</td>
<td>3</td>
</tr>
<tr>
<td>CTS2106</td>
<td>Introduction to UNIX (or approved substitute if class is not available)</td>
<td>3</td>
</tr>
<tr>
<td>CTS2351</td>
<td>Network Administration &amp; Management</td>
<td>3</td>
</tr>
<tr>
<td>CTS2352</td>
<td>Advanced Network Administration</td>
<td>3</td>
</tr>
</tbody>
</table>

* Exemption exam available: see Technology and Professional Programs Web page (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.
Associate in Science

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 diploma 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 and Professional Programs Web page (www.tcc.fl.edu/tpp) for latest information.

COURSE INFORMATION

General Education (15 credit hours):

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tr>
<td>ENC1101</td>
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<tr>
<td>SPC1017</td>
<td>Interpersonal Communications</td>
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<td>Any Social Science course</td>
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<tr>
<td>Elective</td>
<td>Any Personal Development course</td>
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College Math: Select one of the following: 3

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<tr>
<td>MGF1106</td>
<td>Math I for Liberal Arts</td>
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<td>MGF1107</td>
<td>Math II for Liberal Arts</td>
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<tr>
<td>STA2023</td>
<td>Introductory Statistics</td>
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<tr>
<td>MAC1105</td>
<td>College Algebra</td>
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Program Courses (48 credit hours):

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<tr>
<td>ENC2210</td>
<td>Technical Communications</td>
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<td>MNA2130</td>
<td>Business Writing</td>
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<tr>
<td>CGS1000*</td>
<td>Computer Technology</td>
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<tr>
<td>CGS1060*</td>
<td>Computer and Internet Literacy</td>
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<tr>
<td>CGS1540</td>
<td>Database Concepts</td>
<td>3</td>
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<td>CGS1555</td>
<td>Internet</td>
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<tr>
<td>CGS1820</td>
<td>Web Page Authoring</td>
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<tr>
<td>CNT1000</td>
<td>Intro to Networks &amp; Telecommunications</td>
<td>3</td>
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<tr>
<td>CGS2069</td>
<td>Start a Business on the Web</td>
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<tr>
<td>CNT2401</td>
<td>Introduction to Computer Security</td>
<td>3</td>
</tr>
<tr>
<td>COP2220</td>
<td>Introduction to C++ Programming</td>
<td>3</td>
</tr>
<tr>
<td>COP2822</td>
<td>Scripting for the Web</td>
<td>3</td>
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<tr>
<td>CTS2106</td>
<td>Introduction to UNIX</td>
<td>3</td>
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<tr>
<td>(or approved substitute if course is not available)</td>
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<tr>
<td>GRA2140</td>
<td>Web Page Design</td>
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<tr>
<td>GRA2143</td>
<td>Advanced Web Design</td>
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<tr>
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<td>Any CGS, COP, CNT, CTS, ETD, GRA or IDS2941</td>
<td>6</td>
</tr>
</tbody>
</table>

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

Certificate Program

Program Purpose: To prepare students for job opportunities in Web page design, management, programming and administration.

Employment Types: Web Server Administrator, Web Technician, HTML Author, Site Design and Management, Web Graphic Artist or Internet Programmer

Program Length: 33 credit hours

Admission Requirements: A high school diploma or GED diploma 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 page (www.tcc.fl.edu/tpp) for latest information.

COURSE INFORMATION

<table>
<thead>
<tr>
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<th>Course Name</th>
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</tr>
<tr>
<td>CGS1555</td>
<td>Internet</td>
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</tr>
<tr>
<td>CGS1820</td>
<td>Web Page Authoring</td>
<td>3</td>
</tr>
<tr>
<td>CNT1000</td>
<td>Intro to Networks &amp; Telecommunications</td>
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<td>CGS2069</td>
<td>Starting a Business on the Internet</td>
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<tr>
<td>COP2822</td>
<td>Scripting for the Web</td>
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<td>CTS2106</td>
<td>Introduction to UNIX</td>
<td>3</td>
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<tr>
<td>GRA2140</td>
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<td>Advanced Web Design</td>
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<tr>
<td>Electives</td>
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</tbody>
</table>

* Exemption exam available: see Technology and Professional Programs Web page (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 (2156)
  – Transfer to Florida Gulf Coast University (2157)

Criminal Justice Technology, A.A.S.
  – Corrections (A104)
  – Crime Scene Investigation (A111)
  – Law Enforcement (A103)

Criminal Justice Technology — Academy Tracks, A.A.S.
  – Corrections (A105)
  – Law Enforcement (A106)

Law Enforcement, 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 (5021)

Armed Private Security Officer, Certificate (5021)

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 diploma 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

CJE1770* Crime Scene Photography 3
CJE2640* Crime Scene Investigation 3
CJE2643* Advanced Crime Scene Investigation 3
CJE2670* Introduction to Forensic Science 3
CJE2671* Latent Fingerprint Development 3
CJE2672* Fingerprint Classification 3
CJE2676* Biological Evidence 3
ENC1101 College Composition 3
ENC2210 Technical Communications or
ENC1102 Argument and Persuasion 3
POS1601** Foundations in the U.S. Constitution 1

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

** Students may substitute one of these three-hour courses: CPO2001, POS1041, POS1112, or POS2001.
Associate in Science

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 diploma 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
- Humanities 3
- Science 6
- Math 3
- History 6

Required Program Core (40 credit hours):
- CJE1000 A Law Enforcement 3
- or
- CJC1000 B Corrections 3
- CJL1500 The Court System 3
- CCJ1020 A,B Criminal Justice System 3
- CCJ2192 Conflict Management 3
- CJE2300 Police Administration & Operations 3
- or
- CJC2300 Corrections Administration & Ops 3
- or
- CCJ2452 Justice Administration 3
- Electives Select 22 credit hours from the elective program courses list

A-Law Enforcement Academy Credit
B-Corrections Academy Credit

Elective Program Courses:
- CCJ1600 Deviant Behavior 3
- CJC1000 Corrections 3
- CJE1000 Law Enforcement 3
- CJE1770* Crime Scene Photography 3
- CCJ2452 Justice Administration 3
- CCJ2930 B Seminar-Contemporary Criminal Justice Issues 3
- CJC2300 Corrections Administration & Ops. 3
- CJE2300 Police Administration & Operations 3
- CJE2400 A Police Community Relations 3
- CJE2600 Criminal Investigation 3
- CJE2640* Crime Scene Investigation 3
- CJE2643* Advanced Crime Scene Investigation 3
- CJE2670* Introduction to Forensic Science 3
- CJE2672* Fingerprint Classification 3
- CJE2676* Biological Evidence 3
- CJJ2002 Juvenile Justice 3
- CJL2100 A,B Criminal Law 3
- CJL2130 A,B Criminal Evidence & Procedure 3
- DSC1005 Terrorism 3
- EMS1059C First Responder 3
- POS1601 Foundations of the U.S. Constitution 1

* Course will not transfer to A.A. degree.
Criminal Justice Technology

**Florida College/University**: Barry University

**Program Purpose**: To prepare students 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 diploma 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):**

- Communications: 6
- Humanities: 3
- Science: 6
- Math: 3
- History: 6
- Electives Any General Education Courses: 16

**Required Program Core (24 credit hours):**

- CJE1000 ^ A - Law Enforcement
- or CJC1000 ^ B - Corrections
- CJE2300 or CJC2300 - Police Administration & Operations
- or CCJ2452 - Justice Administration
- CCJ2930 - Criminal Justice Seminar
- IDS2182 - Applied Ethics Seminar

---

^ A - Law Enforcement Academy Credit
^ B - Corrections Academy Credit
## Florida College/University:
Florida Gulf Coast University (FGCU)

## Program Purpose:
To prepare students to transfer to FGCU’s Bachelor of Science in Criminology program.

## 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 diploma 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):
- CCJ1020 A,B: Criminal Justice System 3
- CCJ1600: Deviant Behavior 3
- CJE1000 A: Law Enforcement 3
- CJC1000 B: Corrections 3
- CJL1500: The Court System 3
- CCJ2192: Conflict Management 3
- CJE2300: Police Administration & Operations 3
- CJC2300: Corrections Administration & Ops 3
- CJL2100 A,B: Criminal Law 3
- CJL2130 A,B: Criminal Evidence and Procedure 3
- CJJ2002: Juvenile Justice 3
- CJE2600: Criminal Investigation 3
- Electives: Select 6 credit hours from the elective program courses list 6

**Elective Program Courses:**
- CJC1000: Corrections 3
- CJE1000: Law Enforcement 3
- CJE1770*: Crime Scene Photography 3
- CCJ2452: Justice Administration 3
- CJC2930 B: Seminar - Contemporary Criminal Justice Issues 3
- CJC2300: Corrections Administration & Ops 3
- CJE2300: Police Administration & Operations 3
- CJE2400 A: Police Community Relations 3
- CJE2640*: Crime Scene Investigation 3
- CJE2643*: Advanced Crime Scene Investigation 3
- CJE2670*: Introduction to Forensic Science 3
- CJE2672*: Fingerprint Classification 3
- CJE2676*: Biological Evidence 3
- DSC1005: Terrorism 3
- EMS1059C*: First Responder 3

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

### 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).
Associate in Applied Science

Criminal Justice Technology

Program Purpose: To prepare students for employment in the field of law enforcement, corrections or crime scene investigation and to meet the needs of persons employed in those fields who 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 diploma 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>
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<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>ENC1101</td>
<td>College Composition</td>
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<tr>
<td>MAT1033</td>
<td>Intermediate Algebra (or higher)</td>
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<tr>
<td>Select one of the following:</td>
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<tr>
<td>ENC1102</td>
<td>Argument &amp; Persuasion</td>
<td>3</td>
</tr>
<tr>
<td>ENC2210</td>
<td>Technical Communications</td>
<td>3</td>
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<tr>
<td>SYG1000</td>
<td>Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SYG2230</td>
<td>Race and Minority Relations</td>
<td>3</td>
</tr>
<tr>
<td>SYG2430</td>
<td>Marriage and Family</td>
<td>3</td>
</tr>
<tr>
<td>PSY2012</td>
<td>General Psychology</td>
<td>3</td>
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<td>Select one of the following:</td>
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<td>CLP1001</td>
<td>Personal &amp; Social Adjustment</td>
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<td>HSC1100</td>
<td>Concepts of Positive Living</td>
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Program Courses (21 credit hours):

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<tr>
<td>CCJ1020</td>
<td>The Criminal Justice System</td>
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<td>CCJ1600</td>
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<td>CJE2640</td>
<td>Crime Scene Investigation</td>
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<td>CGS1060</td>
<td>Computer and Internet Literacy</td>
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<td>IDS2182</td>
<td>Applied Ethics Seminar</td>
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<tr>
<td>CJC2300</td>
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<tr>
<td>CCJ2452</td>
<td>Justice Administration</td>
<td>3</td>
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<tr>
<td>CJC1000</td>
<td>Corrections</td>
<td>3</td>
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<tr>
<td>CCJ2000</td>
<td>Crime and Delinquency</td>
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<tr>
<td>CJJ2002</td>
<td>Juvenile Justice</td>
<td>3</td>
</tr>
<tr>
<td>CJL1500</td>
<td>The Court System</td>
<td>3</td>
</tr>
<tr>
<td>CCJ2192</td>
<td>Conflict Management</td>
<td>3</td>
</tr>
<tr>
<td>CCJ2930</td>
<td>Criminal Justice Seminar</td>
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<tr>
<td>CJC2162</td>
<td>Probation, Pardons, Parole</td>
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<tr>
<td>POS1601</td>
<td>U.S. Constitution</td>
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Corrections Track (28 credit hours):

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<tr>
<td>BSC2085</td>
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<td>BSC2085L</td>
<td>Anatomy &amp; Physiology I Lab</td>
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<tr>
<td>PSC1121</td>
<td>Introduction to Physical Science</td>
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<tr>
<td>*CJE1770</td>
<td>Crime Scene Photography</td>
<td>3</td>
</tr>
<tr>
<td>*CJL2610</td>
<td>Courtroom Presentation of Scientific Evidence</td>
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</tr>
<tr>
<td>*CJE2643</td>
<td>Adv. Crime Scene Investigation</td>
<td>3</td>
</tr>
<tr>
<td>*CJE2670</td>
<td>Introduction to Forensic Science</td>
<td>3</td>
</tr>
<tr>
<td>*CJE2672</td>
<td>Fingerprint Classification</td>
<td>3</td>
</tr>
<tr>
<td>*CJE2671</td>
<td>Latent Fingerprint Development</td>
<td>3</td>
</tr>
<tr>
<td>*CJE2676</td>
<td>Biological Evidence</td>
<td>3</td>
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Crime Scene Investigation Track (28 credit hours):

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<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CJE2300</td>
<td>Police Administration</td>
<td>3</td>
</tr>
<tr>
<td>CCJ2452</td>
<td>Justice Administration</td>
<td>3</td>
</tr>
<tr>
<td>CJL1500</td>
<td>The Court System</td>
<td>3</td>
</tr>
<tr>
<td>CJE2600</td>
<td>Criminal Investigation</td>
<td>3</td>
</tr>
<tr>
<td>CCJ2002</td>
<td>Juvenile Justice</td>
<td>3</td>
</tr>
<tr>
<td>CCJ2930</td>
<td>Criminal Justice Seminar</td>
<td>3</td>
</tr>
<tr>
<td>CCJ2612</td>
<td>Probation, Pardons, Parole</td>
<td>3</td>
</tr>
<tr>
<td>POS1601</td>
<td>U.S. Constitution</td>
<td>1</td>
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Law Enforcement Track (28 credit hours):

<table>
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<tr>
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<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CCJ2192</td>
<td>Conflict Management</td>
<td>3</td>
</tr>
<tr>
<td>CJE1000</td>
<td>Law Enforcement</td>
<td>3</td>
</tr>
<tr>
<td>CJL1500</td>
<td>The Court System</td>
<td>3</td>
</tr>
<tr>
<td>CJE2600</td>
<td>Criminal Investigation</td>
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<tr>
<td>CCJ2002</td>
<td>Crime and Delinquency</td>
<td>3</td>
</tr>
<tr>
<td>POS1601</td>
<td>U.S. Constitution</td>
<td>1</td>
</tr>
</tbody>
</table>

* Course cannot be used for the A.A. degree.
Criminal Justice Technology – Academy Tracks

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

COURSE INFORMATION

General Education (15 credit hours):
ENC1101 College Composition 3
MAT1033 Intermediate Algebra (or higher) 3
Social Science: Select one of the following: 3
SYG1000 Principles of Sociology
SYG2230 Race and Minority Relations
SYG2430 Marriage and Family
AMH 1041 American Experience I 3
Personal Dev.: Select one of the following: 3
CLP1001 Pers. & Social Adjustment
HSC1100 Concepts of Positive Living

Corrections Track (49 credit hours):
CCJ2930 Criminal Justice Seminar or 3
CGS1060 Computer and Internet Literacy 3
CCJ1600 Deviant Behavior 3
CJC2162 Probation, Pardons & Parole 3
CJC2300 Corrections Admin & Ops or 3
CCJ2452 Justice Administration
CCJ2002 Juvenile Justice
CCJ2192 Conflict Management
IDS2182 Applied Ethics Seminar
Academy Credit 28

Law Enforcement Track (49 credit hours):
CJE2300 Police Administration or 3
CCJ2452 Justice Administration
CJL1500 The Court System 3
CCJ2192 Conflict Management 3
CCJ2000 Crime and Delinquency 3
IDS2182 Applied Ethics Seminar 3
Academy Credit 34
Certificate Program

Law Enforcement

Program Purpose: To provide job-related training to candidates for full-time or part-time law enforcement positions that require entry-level certification in accordance with Chapter 11B-35, Florida Administrative Code, and Chapter 943, Florida Statutes.

Employment Types: Law Enforcement Officer

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

Admission Requirements: Applicant must be at least 19 years of age, be a U.S. citizen and have a high school diploma or GED diploma. Applicant 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, applicant 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 Description</th>
<th>Hours</th>
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<tbody>
<tr>
<td>CJK0007</td>
<td>Introduction to Law Enforcement</td>
<td>11</td>
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<tr>
<td>CJK0008</td>
<td>Legal</td>
<td>69</td>
</tr>
<tr>
<td>CJK0017</td>
<td>Communications</td>
<td>76</td>
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<tr>
<td>CJK0011</td>
<td>Human Issues</td>
<td>40</td>
</tr>
<tr>
<td>CJK0061</td>
<td>Patrol I</td>
<td>58</td>
</tr>
<tr>
<td>CJK0062</td>
<td>Patrol II</td>
<td>40</td>
</tr>
<tr>
<td>CJK0076</td>
<td>Crime Scene Investigations</td>
<td>24</td>
</tr>
<tr>
<td>CJK0071</td>
<td>Criminal Investigations</td>
<td>56</td>
</tr>
<tr>
<td>CJK0082</td>
<td>Traffic Stops</td>
<td>24</td>
</tr>
<tr>
<td>CJK0083</td>
<td>DUI Traffic Stops</td>
<td>24</td>
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<tr>
<td>CJK0086</td>
<td>Traffic Crash Investigations</td>
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<td></td>
<td><strong>TOTAL PTLEA PROGRAM HOURS</strong></td>
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CJSTC REQUIRED HOURS 770

Correctional Officer Cross-Over Training to Florida CMS Law Enforcement Basic Recruit

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Description</th>
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<tbody>
<tr>
<td>CJK0221</td>
<td>Correctional Cross-Over to Law Enforcement</td>
<td>47</td>
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<tr>
<td></td>
<td>Introduction and Legal</td>
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<tr>
<td>CJK0222</td>
<td>Correctional Cross-Over to Law Enforcement</td>
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<td></td>
<td>Communications</td>
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<tr>
<td>CJK0223</td>
<td>Correctional Cross-Over to Law Enforcement</td>
<td>32</td>
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<td></td>
<td>Human Issues</td>
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</tr>
<tr>
<td>CJK0061</td>
<td>Patrol I</td>
<td>58</td>
</tr>
<tr>
<td>CJK0062</td>
<td>Patrol II</td>
<td>40</td>
</tr>
<tr>
<td>CJK0076</td>
<td>Crime Scene Investigations</td>
<td>24</td>
</tr>
<tr>
<td>CJK0071</td>
<td>Criminal Investigations</td>
<td>56</td>
</tr>
<tr>
<td>CJK0082</td>
<td>Traffic Stops</td>
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<td><strong>TOTAL PTLEA PROGRAM HOURS</strong></td>
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CJSTC REQUIRED HOURS 457

Correctional Probation Officer Cross-Over Training to Florida CMS Law Enforcement Basic Recruit Training Program

<table>
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<tr>
<th>Course Code</th>
<th>Course Description</th>
<th>Hours</th>
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<tbody>
<tr>
<td>CJK0221</td>
<td>Correctional Cross-Over to Law Enforcement</td>
<td>47</td>
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<tr>
<td></td>
<td>Introduction and Legal</td>
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<td>CJK0222</td>
<td>Correctional Cross-Over to Law Enforcement</td>
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<td>CJK0223</td>
<td>Correctional Cross-Over to Law Enforcement</td>
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<td>Human Issues</td>
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<td>CJK0061</td>
<td>Patrol I</td>
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<tr>
<td>CJK0062</td>
<td>Patrol II</td>
<td>40</td>
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<td>CJK0076</td>
<td>Crime Scene Investigations</td>
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<td>Criminal Investigations</td>
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CJSTC REQUIRED HOURS 529

State Exam Review Course 40

www.tcc.fl.edu
## Corrections

### Program Purpose:
To provide job-related training to candidates for full-time or part-time correctional officer positions that require entry-level certification in accordance with Chapter 943, Florida Statutes, and Chapter 11B-35, Florida Administrative Code.

### Employment Types:
Corrections Officer

### Program Length:
239-592 clock hours, depending upon previous certification(s)

### Admission Requirements:
Applicant must be at least 19 years of age, be a U.S. citizen and have a high school diploma or GED diploma. Applicant may be a dual enrollment student covered by an articulation agreement between TCC and one of its district school boards. Applicant 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, applicant 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 Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>CJK270</td>
<td>Criminal Justice Legal 1</td>
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<td>CJK285</td>
<td>Criminal Justice Legal 2</td>
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<td>CJK286</td>
<td>Criminal Justice Communications</td>
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<td>CJK100</td>
<td>Interpersonal Skills 1</td>
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<td>CJK101</td>
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<td>CJK0051</td>
<td>CMS Criminal Justice Defensive Tactics</td>
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<td>CJK0040</td>
<td>CMS Criminal Justice Firearms</td>
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<tr>
<td>CJK0031</td>
<td>CMS First Aid for Criminal Justice Officers</td>
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<tr>
<td>CJK480</td>
<td>Emergency Preparedness</td>
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<tr>
<td>CJK102</td>
<td>Correctional Operations</td>
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<td>CJK0280</td>
<td>Criminal Justice Officer Physical Fitness</td>
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<td><strong>CJSTC REQUIRED HOURS</strong></td>
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#### Law Enforcement Officer Cross-Over Training to Traditional Correctional Basic Recruit Training Program

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<th>Course Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>CJK0204</td>
<td>Law Enforcement Cross-Over to Correctional Introduction</td>
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<td>CJK480</td>
<td>Emergency Preparedness</td>
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<td>CJK101</td>
<td>Interpersonal Skills 2</td>
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<td>CJK102</td>
<td>Correctional Operations</td>
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<td><strong>CJSTC REQUIRED HOURS</strong></td>
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<td>CJD0234</td>
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<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>
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<th>Course Code</th>
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<tbody>
<tr>
<td>CJK0277</td>
<td>Correctional Probation Cross-over to Correctional Legal and Communications</td>
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<tr>
<td>CJK0278</td>
<td>Correctional Probation Cross-over to Correctional Interpersonal Skills 1</td>
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<td>CJK0279</td>
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<td>CJK102</td>
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<td>CJK0040</td>
<td>CMS Criminal Justice Firearms</td>
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<td></td>
<td><strong>CJSTC REQUIRED HOURS</strong></td>
<td><strong>256</strong></td>
</tr>
<tr>
<td>CJD0234</td>
<td>State Exam Review Course</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL PTLEA PROGRAM HOURS</strong></td>
<td><strong>296</strong></td>
</tr>
</tbody>
</table>
Certificate Program

Correctional Probation

Program Purpose: To provide 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, and Chapter 11B-35, Florida Administrative Code.

Employment Types: Correctional Probation Officer

Program Length: 239-592 clock hours, depending upon previous certification(s)

Admission Requirements: Applicant must be at least 19 years of age, be a U.S. citizen and have a high school diploma or GED diploma. Applicant 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, applicant 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>
</tr>
</thead>
<tbody>
<tr>
<td>CJK0271</td>
<td>Correctional Probation Legal</td>
<td>57</td>
</tr>
<tr>
<td>CJK0272</td>
<td>CPO /IPS Communication Skills</td>
<td>44</td>
</tr>
<tr>
<td>CJK0273</td>
<td>CPO Caseload Management</td>
<td>40</td>
</tr>
<tr>
<td>CJK0274</td>
<td>CPO Supervision</td>
<td>88</td>
</tr>
<tr>
<td>CJK0275</td>
<td>CPO Investigations</td>
<td>39</td>
</tr>
<tr>
<td>CJK0276</td>
<td>CPO Mgt Information Systems</td>
<td>27</td>
</tr>
<tr>
<td>CJK0255</td>
<td>CMS Correctional Probation Firearms</td>
<td>16</td>
</tr>
<tr>
<td>CJK0031</td>
<td>CMS First Aid for Criminal Justice Officers</td>
<td>40</td>
</tr>
<tr>
<td>CJK0051</td>
<td>CMS Criminal Justice Defensive Tactics</td>
<td>80</td>
</tr>
<tr>
<td>CJK0280</td>
<td>Criminal Justice Officer Physical Fitness Training</td>
<td>34</td>
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</table>

**CJSTC REQUIRED HOURS 465**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Clock Hours</th>
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<tbody>
<tr>
<td>CJD0234</td>
<td>State Exam Review Course</td>
<td>40</td>
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</tbody>
</table>

**TOTAL PTLEA PROGRAM HOURS 505**

Crossover from Correctional Officer to Correctional Probation Basic Recruit Training Program

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJK0230</td>
<td>Correctional Cross-Over to Correctional Probation Legal and Communications</td>
<td>18</td>
</tr>
<tr>
<td>CJK0231</td>
<td>Correctional Cross-Over to Correctional Probation Supervision</td>
<td>57</td>
</tr>
<tr>
<td>CJK0232</td>
<td>Correctional Cross-Over to Correctional Probation Investigations</td>
<td>30</td>
</tr>
<tr>
<td>CJK0273</td>
<td>CPO Caseload Management</td>
<td>40</td>
</tr>
<tr>
<td>CJK0276</td>
<td>CPO Mgt Information Systems</td>
<td>27</td>
</tr>
</tbody>
</table>

**CJSTC REQUIRED HOURS 172**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJD0234</td>
<td>State Exam Review Course</td>
<td>40</td>
</tr>
</tbody>
</table>

**TOTAL PTLEA PROGRAM HOURS 212**

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>
</tr>
</thead>
<tbody>
<tr>
<td>CJK0252</td>
<td>Law Enforcement Cross-Over to Correctional Probation Legal and Investigations</td>
<td>18</td>
</tr>
<tr>
<td>CJK0256</td>
<td>Law Enforcement Cross-Over to Correctional Probation Caseload Management</td>
<td>27</td>
</tr>
<tr>
<td>CJK0257</td>
<td>Law Enforcement Cross-Over to Correctional Probation Supervision</td>
<td>40</td>
</tr>
<tr>
<td>CJK0276</td>
<td>CPO Mgt Information Systems</td>
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</table>

**CJSTC REQUIRED HOURS 112**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Clock Hours</th>
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<tbody>
<tr>
<td>CJD0234</td>
<td>State Exam Review Course</td>
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</table>

**TOTAL PTLEA PROGRAM HOURS 152**
Certificate Program

Firefighter

Program Purpose: To prepare students for employment as a volunteer firefighter (Firefighter I) or a firefighter (Firefighter II).

Employment Types: Volunteer Firefighter, Firefighter

Program Length: 225-450 clock hours, depending on certification sought

Admission Requirements: Applicant must be at least 18 years of age and have a high school diploma or GED diploma. Applicant must take the Test of Adult Basic Education (TABE) or College Placement Test (CPT) and achieve required scores. Additionally, applicant 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 Name</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FFP0010</td>
<td>Firefighter I</td>
<td>225</td>
</tr>
<tr>
<td>FFP0020</td>
<td>Firefighter II</td>
<td>225</td>
</tr>
<tr>
<td>TOTAL PROGRAM HOURS</td>
<td></td>
<td>450</td>
</tr>
</tbody>
</table>
Certificate Program

**Telecommunications**

<table>
<thead>
<tr>
<th>Program Purpose:</th>
</tr>
</thead>
<tbody>
<tr>
<td>To prepare students for employment as Dispatchers for police, fire and ambulance and as emergency medical dispatchers (EMDs).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employment Types:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telecommunications Officer, Dispatcher, Communications Officer</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Length:</th>
</tr>
</thead>
<tbody>
<tr>
<td>232 clock hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Admission Requirements:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant must have a high school diploma or GED diploma, or must be a dual enrollment student covered by an articulation agreement between TCC and one of its district school boards.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Academic Division:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Florida Public Safety Institute, Pat Thomas Law Enforcement Academy (PTLEA)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(850) 201-7000</td>
</tr>
</tbody>
</table>

### 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>CJD520</td>
<td>Public Safety Telecommunications</td>
<td>208</td>
</tr>
<tr>
<td>CJD199</td>
<td>Emergency Medical Dispatcher</td>
<td>24</td>
</tr>
</tbody>
</table>

**TOTAL PROGRAM HOURS**: 232
# Unarmed Private Security Officer

## Program Purpose:
To prepare students to meet the minimum standards for class “D” licensure as unarmed private security officers 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:
Unarmed Private Security Officer

## Program Length:
40 clock hours

## Admission Requirements:
Applicant must have a high school diploma or GED diploma, 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 Name</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJT0800</td>
<td>Private Security Officer Course A</td>
<td>24</td>
</tr>
<tr>
<td>CJT0802</td>
<td>Private Security Officer Course B</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL PROGRAM HOURS</strong></td>
<td><strong>40</strong></td>
</tr>
</tbody>
</table>
Certificate Program

Armed Private Security Officer

<table>
<thead>
<tr>
<th>Program Purpose:</th>
<th>To prepare students to meet the minimum standards for class “G” licensure as armed private security officers 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>Armed Private Security Officer</td>
</tr>
<tr>
<td>Program Length:</td>
<td>28 clock hours</td>
</tr>
<tr>
<td>Admission Requirements:</td>
<td>Applicant must have a high school diploma or GED diploma, 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>CJT0801</th>
<th>Armed Private Security Officer</th>
<th>28</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>TOTAL PROGRAM HOURS</td>
<td>28</td>
</tr>
</tbody>
</table>
# Paralegal/Legal Studies

**Program Purpose:** To prepare students to enter the field of paralegal and/or legal assisting and 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 diploma 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):**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC1101</td>
<td>College Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENC1102</td>
<td>Argument and Persuasion</td>
<td>3</td>
</tr>
<tr>
<td>AMH1041/50</td>
<td>American History 1</td>
<td>3</td>
</tr>
<tr>
<td>AMH2010/20</td>
<td>American History 2</td>
<td>3</td>
</tr>
<tr>
<td>EUH1000/01</td>
<td>Ethics 1</td>
<td>3</td>
</tr>
<tr>
<td>EUH2012/22</td>
<td>Ethics 2</td>
<td>3</td>
</tr>
<tr>
<td>Science: Any Science course</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Humanities: Any Humanities course</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Social Science: Select one of the following:</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>POS2001</td>
<td>Introduction to Political Science</td>
<td>3</td>
</tr>
<tr>
<td>POS1041</td>
<td>National Government</td>
<td>3</td>
</tr>
<tr>
<td>POS1112</td>
<td>State and Local Government</td>
<td>3</td>
</tr>
<tr>
<td>College Math: Select one of the following:</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>MGF1106</td>
<td>Mathematics I for Liberal Arts</td>
<td>3</td>
</tr>
<tr>
<td>MGF1107</td>
<td>Mathematics II for Liberal Arts</td>
<td>3</td>
</tr>
<tr>
<td>STA2023</td>
<td>Introductory Statistics</td>
<td>3</td>
</tr>
<tr>
<td>MAC1105</td>
<td>College Algebra</td>
<td>3</td>
</tr>
</tbody>
</table>

**Program Courses (40 credit hours):**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUL2241</td>
<td>Legal Concepts of Business</td>
<td>3</td>
</tr>
<tr>
<td>BUL2242</td>
<td>The Laws of Business</td>
<td>3</td>
</tr>
<tr>
<td>PLA1003</td>
<td>Introduction to the Legal Process</td>
<td>3</td>
</tr>
<tr>
<td>PLA1104</td>
<td>Legal Research</td>
<td>4</td>
</tr>
<tr>
<td>PLA2800</td>
<td>Family Law</td>
<td>3</td>
</tr>
<tr>
<td>PLA2203</td>
<td>Litigation Procedures I</td>
<td>3</td>
</tr>
<tr>
<td>PLA2763</td>
<td>Law Office Procedure &amp; Management</td>
<td>3</td>
</tr>
<tr>
<td>PLA2114</td>
<td>Legal Writing</td>
<td>3</td>
</tr>
<tr>
<td>PLA2610</td>
<td>Real Estate Law &amp; Property Transactions</td>
<td>3</td>
</tr>
<tr>
<td>PLA2600</td>
<td>Wills, Trusts and Probate</td>
<td>3</td>
</tr>
<tr>
<td>PLA2223</td>
<td>Litigation Procedures II</td>
<td>3</td>
</tr>
<tr>
<td>IDS2182</td>
<td>Applied Ethics Seminar</td>
<td>3</td>
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<tr>
<td>PUP2020</td>
<td>Legislative Law</td>
<td>3</td>
</tr>
<tr>
<td>PLA2941</td>
<td>Paralegal Internship</td>
<td>3</td>
</tr>
<tr>
<td>PLA2483</td>
<td>Florida Administrative Law</td>
<td>3</td>
</tr>
<tr>
<td>CGS2100</td>
<td>Microcomputer Applications for Business</td>
<td>3</td>
</tr>
<tr>
<td>CJL1500</td>
<td>Courts</td>
<td>3</td>
</tr>
<tr>
<td>CJL2100</td>
<td>Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>CJL2130</td>
<td>Criminal Evidence &amp; Procedure</td>
<td>3</td>
</tr>
<tr>
<td>CJE2600</td>
<td>Criminal Investigation</td>
<td>3</td>
</tr>
</tbody>
</table>

*Note: Students who intend to earn a Paralegal/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, A.S. (2124)

*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 diploma 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</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC1101</td>
<td>College Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENC1102</td>
<td>Argument and Persuasion</td>
<td>3</td>
</tr>
<tr>
<td>SYG1000</td>
<td>Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td>PSY2012</td>
<td>General Psychology</td>
<td>3</td>
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</tbody>
</table>

College Math: Select one of the following: 3

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGF1106</td>
<td>Mathematics I for Liberal Arts</td>
<td></td>
</tr>
<tr>
<td>MGF1107</td>
<td>Mathematics II for Liberal Arts</td>
<td></td>
</tr>
<tr>
<td>STA2023</td>
<td>Introductory Statistics</td>
<td></td>
</tr>
<tr>
<td>MAC1105</td>
<td>College Algebra</td>
<td></td>
</tr>
</tbody>
</table>

Early Childhood Education Courses – FCCPC (15 credit hours)*:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEC1308</td>
<td>Education of the Young Child</td>
<td>3</td>
</tr>
<tr>
<td>EEC1907</td>
<td>Directed Observation &amp; Participation</td>
<td>3</td>
</tr>
<tr>
<td>EDF1004</td>
<td>Educational Field Experience</td>
<td>3</td>
</tr>
<tr>
<td>EEC1603</td>
<td>Early Childhood &amp; Guidance</td>
<td>3</td>
</tr>
<tr>
<td>EEC2401</td>
<td>Home, School and Community in Early Childhood Education</td>
<td>3</td>
</tr>
</tbody>
</table>

Core Courses (30 credit hours – Students in the A.S. degree must also take the FCCPC courses):

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEC1300</td>
<td>Cognitive Experiences for Young Children</td>
<td>3</td>
</tr>
<tr>
<td>EEC1600</td>
<td>Guiding the Young Child</td>
<td>3</td>
</tr>
<tr>
<td>EEX2010</td>
<td>Disabling Conditions in Young Children</td>
<td>3</td>
</tr>
<tr>
<td>EDG1319</td>
<td>Special Topics</td>
<td>3</td>
</tr>
<tr>
<td>EEC2521</td>
<td>Management of Childcare Center</td>
<td>3</td>
</tr>
<tr>
<td>EEC2008</td>
<td>Children’s Literature In Early Child</td>
<td>3</td>
</tr>
<tr>
<td>CHD2220</td>
<td>Child Development</td>
<td>3</td>
</tr>
<tr>
<td>HSC1100</td>
<td>Concepts of Positive Living</td>
<td>3</td>
</tr>
<tr>
<td>EME2040</td>
<td>Introduction to Technology for Educators</td>
<td>3</td>
</tr>
<tr>
<td>FIN1100</td>
<td>Personal Finance</td>
<td>3</td>
</tr>
</tbody>
</table>

Students earning the A.S. degree without the Childcare Management Track must take one elective course:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEC1312</td>
<td>Creative Experiences for Young Children</td>
<td>3</td>
</tr>
<tr>
<td>SLS1510</td>
<td>College Success</td>
<td>3</td>
</tr>
</tbody>
</table>

Students taking the Childcare Management Track must complete the following four courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEX2010</td>
<td>Disabling Conditions in Young Children (also part of the core for the A.S. degree)</td>
<td>3</td>
</tr>
<tr>
<td>FIN1100</td>
<td>Personal Finance (also part of the core for the A.S. degree)</td>
<td>3</td>
</tr>
<tr>
<td>EEC2521</td>
<td>Management of Childcare Center (Director’s Credential Course) (also part of the core for the A.S. degree)</td>
<td>3</td>
</tr>
<tr>
<td>EEC2523</td>
<td>Early Childhood Organizational Leadership and Management (Advanced Director’s Credential Course)</td>
<td>3</td>
</tr>
</tbody>
</table>

* 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 the indicated five courses (above). 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 to the Enrollment Services and Student Success office.
Recreation Technology—2124

Associate in Science

Recreation Technology

Program Purpose: To prepare 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 diploma 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):
ENC1101 College Composition 3
HSC1100 Concepts of Positive Living 3
SYG1000 Principles of Sociology 3
Elective General Science Course 3

College Math: Select one of the following:
MGF1106 Mathematics I for Liberal Arts 3
MGF1107 Mathematics II for Liberal Arts
MAC1105 College Algebra

Select one of the following:
ECH2401 Home, School, and Community and Early Childhood Education
PSY2012 General Psychology

Select two of the following activity courses:
PEL1320 Volleyball
PEL1342 Intermediate Tennis
PEM1171 Aerobics
PEL1121 Beginning Golf
DAA1300 Social Dance
DAA1304 Dance: Swinging with Technique

Select one of the following electives:
CCJ2002 Juvenile Justice
CJE2300 Police Administration & Operations
SYG2230 Race and Minority
ECC1308 Education of the Young Child

Select two of the following courses:
THE1000 Introduction to Theatre
ECC1907 Direct Observation and Participation
REA1105 College Reading Techniques
LIT1230 Children’s Literature
ART1340C Drawing Techniques
ART1202C Design I
ART1300C Basic Freehand Drawing

Select one of the following:
PEL1341 Beginning Tennis
PEL1621 Beginning Basketball

Select one of the following credits:
DEP2004 Human Growth and Development
ECC1603 Early Childhood Development & Guidance

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

Note: Students interested in childcare afterschool recreation employment should also earn the FCCPC (FL Child Care Professional Certificate), which consists of ECC1308, ECC1603, ECC1907, ECC2401 and EDF1004.
ENGINEERING AND TECHNOLOGY

Biotechnology, A.S.  (2152)
Civil Engineering Technology, A.S.  (2122)
Computer-Aided Drafting and
Design (CADD) Technology, Certificate  (6314)
Construction Engineering Technology, A.A.S.
  –Building Construction  (A110)
  –Construction Management  (A112)
Drafting and Design Technology, A.S.
  –CAD Specialization  (2135)
  –GIS Specialization  (2136)
Electronics Engineering Technology, A.A.S.
  –Electronics Specialization  (A113)
  –Computer Electronics  (A114)
Geographic Information Systems
(GIS) Technology, Certificate  (6320)
Industrial Technology, A.A.S.
  –Air Conditioning, Refrigeration and Heating  (A116)
  –Aviation Maintenance  (A118)
  –Automotive Service  (A117)
  –Industrial Management  (A115)
Technology Education, A.S.
  –Architecture  (2144)
  –Computer Networking Services  (2146)
  –Construction  (2147)
  –Geographic Information System (GIS)/Mapping  (2148)
Health Information Specialist, Certificate  (6343)
Biotechnology

Program Purpose: To develop competent and professional biotechnicians who are proficient in entry-level biotechnology techniques and laboratory safety and who 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 diploma 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):

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC1404C</td>
<td>Introduction to Biotechnology Methods</td>
<td>3</td>
</tr>
<tr>
<td>BSC1421</td>
<td>Introduction to Biotechnology</td>
<td>1</td>
</tr>
<tr>
<td>BSC2010</td>
<td>General Biology I</td>
<td>3</td>
</tr>
<tr>
<td>BSC2010L</td>
<td>General Biology I Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>BSC2085</td>
<td>Anatomy &amp; Physiology I</td>
<td>3</td>
</tr>
<tr>
<td>BSC2085L</td>
<td>Anatomy &amp; Physiology I Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>BSC2086</td>
<td>Anatomy &amp; Physiology II</td>
<td>3</td>
</tr>
<tr>
<td>BSC2086L</td>
<td>Anatomy &amp; Physiology II Laboratory</td>
<td>1</td>
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<tr>
<td>CHM1030</td>
<td>General Chemistry for Allied Health</td>
<td>3</td>
</tr>
<tr>
<td>CHM1030L</td>
<td>General Chemistry for Allied Health Lab</td>
<td>1</td>
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<td>CHM1031</td>
<td>Physiological Chemistry for Allied Health</td>
<td>3</td>
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<tr>
<td>CHM1031L</td>
<td>Physiological Chemistry for Allied Health Lab</td>
<td>1</td>
</tr>
<tr>
<td>ENC1101</td>
<td>Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENC2210</td>
<td>Technical Communications</td>
<td>3</td>
</tr>
<tr>
<td>MAC1105</td>
<td>College Algebra</td>
<td>3</td>
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<tr>
<td>MCB2004</td>
<td>Microbiology</td>
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<tr>
<td>PHI2600</td>
<td>Introduction to Ethics</td>
<td>3</td>
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<tr>
<td>PSY2012</td>
<td>Psychology</td>
<td>3</td>
</tr>
<tr>
<td>STA2023</td>
<td>Introductory Statistics</td>
<td>3</td>
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</table>

Santa Fe Community College Courses (15 credit hours):

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCS2401C</td>
<td>Biotechnology Methods I</td>
<td>3</td>
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<tr>
<td>BSC2402C</td>
<td>Biotechnology Methods II</td>
<td>3</td>
</tr>
<tr>
<td>BSC2419C</td>
<td>Protein Biotech &amp; Cell Culture</td>
<td>3</td>
</tr>
<tr>
<td>BSC2941</td>
<td>Biotechnology Industry Intern</td>
<td>6</td>
</tr>
</tbody>
</table>
### Civil Engineering Technology

**Program Purpose:** To prepare students for transfer to the University of Central Florida (UCF) as a junior to earn the Bachelor of Science (B.S.) degree in Engineering Technology.

**Employment Types:** Civil Engineer Assistant, CAD Technician, Surveying Technician, Structural Design Assistant, Equipment Distributor

**Program Length:** 63 credit hours

**Admission Requirements:** A high school diploma or GED diploma 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):

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC1101</td>
<td>College Composition</td>
<td>3</td>
</tr>
<tr>
<td>MAC1105</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MAC2114</td>
<td>Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>GLY1030</td>
<td>Environmental Geology</td>
<td>3</td>
</tr>
<tr>
<td>SPC1017</td>
<td>Interpersonal Communications</td>
<td>3</td>
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<tr>
<td>Elective</td>
<td>Any Social Science course</td>
<td>3</td>
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</table>

#### Program Courses (45 credit hours):

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>CGS1060*</td>
<td>Computer and Internet Literacy</td>
<td>3</td>
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<tr>
<td>EGS1111C</td>
<td>Engineering Graphics</td>
<td>3</td>
</tr>
<tr>
<td>ETD1320</td>
<td>Introduction to CAD</td>
<td>3</td>
</tr>
<tr>
<td>EGS2112C</td>
<td>Computer Application, Drafting &amp; Design</td>
<td>3</td>
</tr>
<tr>
<td>ETD2340</td>
<td>Advanced CAD</td>
<td>3</td>
</tr>
<tr>
<td>ETG2520</td>
<td>Statics</td>
<td>3</td>
</tr>
<tr>
<td>ETG2530</td>
<td>Strength of Materials</td>
<td>3</td>
</tr>
<tr>
<td>BCN2230</td>
<td>Construction Materials and Methods</td>
<td>3</td>
</tr>
<tr>
<td>BCN2272</td>
<td>Plans Interpretation</td>
<td>3</td>
</tr>
<tr>
<td>BCT2770</td>
<td>Construction Estimating &amp; Concepts</td>
<td>3</td>
</tr>
<tr>
<td>ETC1500</td>
<td>Highways and Transportation</td>
<td>3</td>
</tr>
<tr>
<td>SUR2100C</td>
<td>Fundamentals of Surveying</td>
<td>3</td>
</tr>
<tr>
<td>SUR2200C</td>
<td>Route Surveying</td>
<td>3</td>
</tr>
<tr>
<td>SUR2400</td>
<td>Legal Principle of Land Surveying</td>
<td>3</td>
</tr>
<tr>
<td>EGS2941</td>
<td>Internship</td>
<td>3</td>
</tr>
</tbody>
</table>

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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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EGS1111C</td>
<td>Engineering Graphics</td>
<td>3</td>
</tr>
<tr>
<td>ETD1320</td>
<td>Introduction to CAD</td>
<td>3</td>
</tr>
<tr>
<td>SUR2100C</td>
<td>Fundamentals of Land Surveying</td>
<td>3</td>
</tr>
<tr>
<td>ETC1500</td>
<td>Highways and Transportation</td>
<td>3</td>
</tr>
</tbody>
</table>

The following TCC course is equivalent to UCF’s ETD3350C Applied CADD

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETD2340</td>
<td>Advanced CAD</td>
<td>3</td>
</tr>
</tbody>
</table>

The following TCC course is equivalent to UCF’s ETG3533 Applied Engineering Strength of Materials

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETG2530</td>
<td>Strength of Materials</td>
<td>3</td>
</tr>
</tbody>
</table>

Note: The B.S. degree will be delivered via distance learning. The program consists of 129 credit hours, of which 82 credit hours will be taken at Tallahassee Community College and the remaining 47 credit hours will be delivered by the University of Central Florida at TCC’s Web page: http://ent.engr.ucf.edu.

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.

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* Exemption exam available: See Technology and Professional Programs Web page (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 diploma 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

EGS1111C Engineering Graphics 3
CGS1060* Computer and Internet Literacy 3
ETD1320 Introduction to CAD 3
EGS2112C Computer App. in Drafting & Design 3
ETD2340 Advanced CAD 3
SUR2390 GIS App in Engineering & Technology 3
SUR2533 Global Positioning Systems (GPS) 3
ETD2375C 3D Modeling, Rendering & Animation 3
BCN2272 Plans Interpretation 3
EGS2941 Internship in Engineering & Tech. 3
Elective BCN2230, CGS1520, ETC1500, SUR2534, SUR2392, SUR2200, SUR2400, or SUR2100C 3

* Exemption exam available: See Technology and Professional Programs Web page (www.tcc.fl.edu/tpp).
# 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 diploma 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 Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC1101</td>
<td>College Composition</td>
<td>3</td>
</tr>
<tr>
<td>MAC1105</td>
<td>College Algebra and Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>MAC2114</td>
<td>Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>GLY2010</td>
<td>Physical Geology</td>
<td>3</td>
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<tr>
<td>GLY2010L</td>
<td>Physical Geology Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>Elective</td>
<td>Any Social Science course</td>
<td>3</td>
</tr>
</tbody>
</table>

### Building Construction Specialization (27 credit hours):

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETD1320</td>
<td>Introduction to CAD</td>
<td>3</td>
</tr>
<tr>
<td>ETD2340</td>
<td>Advanced CAD</td>
<td>3</td>
</tr>
<tr>
<td>EGS2112C</td>
<td>Computer Application in Drafting &amp; Design</td>
<td>3</td>
</tr>
<tr>
<td>BCN2272</td>
<td>Plans Interpretation</td>
<td>3</td>
</tr>
<tr>
<td>ETG2520</td>
<td>Statics</td>
<td>3</td>
</tr>
<tr>
<td>ETG2530</td>
<td>Strength of Materials</td>
<td>3</td>
</tr>
<tr>
<td>SUR2100C</td>
<td>Fundamentals of Surveying</td>
<td>3</td>
</tr>
<tr>
<td>SUR2200C</td>
<td>Route Surveying</td>
<td>3</td>
</tr>
<tr>
<td>Elective*</td>
<td>Program Elective</td>
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</tbody>
</table>

### Construction Management Specialization (27 credit hours):

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPC2608</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>MAN2021</td>
<td>Introduction to Management</td>
<td>3</td>
</tr>
<tr>
<td>BUL2241</td>
<td>Legal Concepts of Business</td>
<td>3</td>
</tr>
<tr>
<td>ACG2021</td>
<td>Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACG2071</td>
<td>Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>CCJ2192</td>
<td>Intro to Conflict Management</td>
<td>3</td>
</tr>
<tr>
<td>IDS2182</td>
<td>Applied Ethics Seminar</td>
<td>3</td>
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<tr>
<td>Elective*</td>
<td>Program Electives</td>
<td>6</td>
</tr>
</tbody>
</table>

* Select program electives from the following: BCN2272, EGS2112C, ETC1500, ETD1320, ETD2340, ETG2520, ETG2530, ETD2375C, SUR2100C, SUR2200, SUR2390, SUR2392, SUR2400, SUR2534 or SUR2533.

**Exemption exam available: See Technology and Professional Programs Web page (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 diploma 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):
- ENC1101 College Composition 3
- MAC1105 College Algebra 3
- MAC2114 Trigonometry 3
- SPC1017 Interpersonal Communications 3
- Elective Any Physical Science course 3
- Elective Any Social Science course 3

CAD Specialization (29 credit hours):
- ETD2340 Advanced CAD 3
- ETD2375C 3D Modeling, Rendering & Animation 3
- EGS2112C Computer Applications in Drafting & Design 3
- BCN2230 Construction Materials and Methods 3
- BCN2272 Plans Interpretation 3
- ETG2520 Statics 3
- ETG2530 Strength of Materials 3
- EGS2941 Internship 3
- Electives* Program Electives 5

GIS Specialization (29 credit hours):
- ETC1500 Highways and Transportation 3
- SUR2390 GIS Applications in Engineering & Tech 3
- SUR2392 Advanced GIS Apps in Engineering & Tech 3
- SUR2533 Global Positioning Systems (GPS) 3
- SUR2100C Fundamentals of Surveying 3
- SUR2200C Route Surveying 3
- SUR2400 Legal Principles of Land Surveying 3
- EGS2941 Internship 3
- Electives* Program Electives 5

* Select program electives with BCN, CGS, EGS, ETC, ETD, ETG, GRA, OST, PGY or SUR prefix.

**Exemption exam available: See Technology and Professional Programs Web page (www.tcc.fl.edu/tpp).
Associate in Applied Science Joint Degree with Lively Technical Center

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 diploma and meet the required minimum scores on the College Placement Test, SAT or ACT (or complete necessary remediation courses). Note: 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 (16 credit hours):**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC1101</td>
<td>College Composition</td>
<td>3</td>
</tr>
<tr>
<td>PHY1053</td>
<td>Elementary College Physics I</td>
<td>3</td>
</tr>
<tr>
<td>PHY1053L</td>
<td>Elementary College Physics I Lab</td>
<td>1</td>
</tr>
<tr>
<td>MAC1105</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MAC2114</td>
<td>Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>Any Social Science course</td>
<td>3</td>
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</tbody>
</table>

**Electronics Specialization:**

*(Clock hours from Lively Electronics Technology Program***)*

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEV821</td>
<td>Lab Practices &amp; Basic Soldering</td>
<td>60</td>
</tr>
<tr>
<td>EEV811</td>
<td>DC Circuits</td>
<td>250</td>
</tr>
<tr>
<td>EEV812</td>
<td>AC Circuits</td>
<td>250</td>
</tr>
<tr>
<td>EEV813</td>
<td>Semiconductor Devices</td>
<td>250</td>
</tr>
<tr>
<td>EEV814</td>
<td>Electronic Circuits</td>
<td>250</td>
</tr>
<tr>
<td>EEV815</td>
<td>Digital Electronics</td>
<td>200</td>
</tr>
<tr>
<td>EEV816</td>
<td>Microcompressor Fundamentals</td>
<td>175</td>
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**Total Clock/Semester Hours*** 1435/21

**Computer Electronics Specialization:**

*(Clock hours from Lively Electronics Technology Program***)*

<table>
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<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>EEV534C</td>
<td>Basic Electronics</td>
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</tr>
<tr>
<td>EEV607C</td>
<td>Digital/Microprocessor Technology</td>
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<tr>
<td>EEV0533</td>
<td>Microcomputer Operating System</td>
<td>450</td>
</tr>
<tr>
<td>EEV537C</td>
<td>Microcomputer Troubleshooting</td>
<td>300</td>
</tr>
<tr>
<td>EEV553</td>
<td>Microcomputer Systems Networking</td>
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**Total Clock/Semester Hours*** 1650/24

**Tallahassee Community College**

<table>
<thead>
<tr>
<th>Course</th>
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<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS1000**</td>
<td>Introduction to Data Processing</td>
<td>3</td>
</tr>
<tr>
<td>CNT1000</td>
<td>Intro to Networks &amp; Telecommunications</td>
<td>3</td>
</tr>
<tr>
<td>Electives*</td>
<td>Program Electives</td>
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</tbody>
</table>

**Total 34**

* *Select program electives from the following: CTS2351, CTS2352, CET2540, CET2541, EGS2112C, ETD2340, ETD2375C, PHY1054 and PHY1054L, SUR2390, SUR2392 or SUR2533.*

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

**Credit From Lively Technical Center:**

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

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

Contact: Division of Technology and Professional Programs
(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>EGS1111C</td>
<td>Engineering Graphics</td>
<td>3</td>
</tr>
<tr>
<td>MAC1105</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MAC2114</td>
<td>Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>ETD1320</td>
<td>Introduction to CAD</td>
<td>3</td>
</tr>
<tr>
<td>SUR2390</td>
<td>GIS App. in Engineering</td>
<td>3</td>
</tr>
<tr>
<td>SUR2100C</td>
<td>Fundamentals of Surveying</td>
<td>3</td>
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<tr>
<td>SUR2392</td>
<td>Advanced GIS Applications in Engineering &amp; Technology</td>
<td>3</td>
</tr>
<tr>
<td>SUR2533</td>
<td>Global Positioning Systems (GPS)</td>
<td>3</td>
</tr>
<tr>
<td>SUR2200C</td>
<td>Route Surveying</td>
<td>3</td>
</tr>
<tr>
<td>SUR2534</td>
<td>Advanced Global Positioning</td>
<td>3</td>
</tr>
<tr>
<td>EGS2941</td>
<td>Internship</td>
<td>3</td>
</tr>
</tbody>
</table>
Associate in Applied Science Joint Degree with Lively Technical Center

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 diploma and meet the required minimum scores on the College Placement Test, SAT or ACT (or complete necessary remediation courses). Note: 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):

ENC1101  College Composition  3
MAC1105  College Algebra and  3
MAC2114  Trigonometry  3
Elective  Social Science Course  3
Elective  Physical Science Course  3

Program Courses (15 credit hours):

CGS1106*  Computer and Internet Literacy  3
EGS1111C  Engineering Graphics  3
ETD1320  Introduction to CAD  3
IDS2182  Applied Ethics Seminar  3
EGS2941  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
Total Credit Hours 34

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  34

* Exemption exam available: See Technology and Professional Programs Web page (www.tcc.fl.edu/tpp).
## Industrial Technology (continued)

### Automotive Service:

<table>
<thead>
<tr>
<th>Lively Technical Center</th>
<th>Clock Hours/Semester Hours</th>
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<tbody>
<tr>
<td>OCP-A Lube Technician</td>
<td>150</td>
</tr>
<tr>
<td>OCP-B Service Assistor</td>
<td>150</td>
</tr>
<tr>
<td>OCP-C Engine Technician</td>
<td>150</td>
</tr>
<tr>
<td>OCP-D Automatic Transm.</td>
<td>150</td>
</tr>
<tr>
<td>OCP-E Manual Transm.</td>
<td>150</td>
</tr>
<tr>
<td>OCP-F Steering &amp; Suspen.</td>
<td>150</td>
</tr>
<tr>
<td>OCP-G Brake Technician</td>
<td>150</td>
</tr>
<tr>
<td>OCP-H Electrical/El.</td>
<td>300</td>
</tr>
<tr>
<td>OCP-J Automotive Heat/AC</td>
<td>150</td>
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<td>Total Clock/Semester Hours</td>
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### Industrial Management Specialization:

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<tr>
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<tbody>
<tr>
<td>MAN2021</td>
<td>Intro. to Management</td>
<td>3</td>
</tr>
<tr>
<td>MNA2130</td>
<td>Business Writing</td>
<td>3</td>
</tr>
<tr>
<td>MNA2345</td>
<td>Effective Supervision I</td>
<td>3</td>
</tr>
<tr>
<td>MNA2346</td>
<td>Effective Supervision II</td>
<td>3</td>
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<tr>
<td>MNA2100</td>
<td>Human Resource Mgmt.</td>
<td>3</td>
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<tr>
<td>ACG2021</td>
<td>Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACG2071</td>
<td>Managerial Accounting</td>
<td>3</td>
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<tr>
<td>Electives*</td>
<td>Any CGS, CTS, EGS, ETD, ETG,</td>
<td>10</td>
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<tr>
<td></td>
<td>GEB, MAN, or SUR courses</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>34</td>
</tr>
</tbody>
</table>

* Select program electives from other areas of specialization or with the following prefixes: CGS, CTS, EGS, ETD, GEB, MAN or SUR.
## 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 diploma 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):

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENC1101</td>
<td>College Composition</td>
<td>3</td>
</tr>
<tr>
<td>STA2023</td>
<td>Introductory Statistics</td>
<td>3</td>
</tr>
<tr>
<td>MAC1105</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>AMH2010</td>
<td>American History</td>
<td>3</td>
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<tr>
<td>HSC2200</td>
<td>Contemporary Health</td>
<td>3</td>
</tr>
<tr>
<td>Science</td>
<td>Any Science course</td>
<td>3</td>
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#### College Math: Select one of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
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<tbody>
<tr>
<td>STA2023</td>
<td>Introductory Statistics</td>
<td>3</td>
</tr>
<tr>
<td>MAC1105</td>
<td>College Algebra</td>
<td>3</td>
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#### Social Science: Select one of the following:

<table>
<thead>
<tr>
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<th>Description</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ECO2013</td>
<td>Principles of Economics: Macro</td>
<td>3</td>
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<tr>
<td>ECO2023</td>
<td>Principles of Economics: Micro</td>
<td>3</td>
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<tr>
<td>PSY2012</td>
<td>General Psychology</td>
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<tr>
<td>SYG2230</td>
<td>Race and Minority</td>
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<tr>
<td>SYG2430</td>
<td>Marriage and Family</td>
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</table>

#### Program Courses (15 credit hours):

<table>
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<th>Course</th>
<th>Description</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>SPC1017</td>
<td>Interpersonal Communications</td>
<td>3</td>
</tr>
<tr>
<td>EDF1005</td>
<td>Introduction to American Education</td>
<td>3</td>
</tr>
<tr>
<td>EDF2085</td>
<td>Introduction to Diversity for Educators</td>
<td>3</td>
</tr>
<tr>
<td>EME2040</td>
<td>Introduction to Technology for Educators</td>
<td>3</td>
</tr>
<tr>
<td>EGS2941</td>
<td>Internship</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Architecture Emphasis (30 Credit Hours):

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAC 2114</td>
<td>Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>EGS 111C</td>
<td>Engineering Graphics</td>
<td>3</td>
</tr>
<tr>
<td>ETD 1320</td>
<td>Introduction to CAD</td>
<td>3</td>
</tr>
<tr>
<td>BCN 2230</td>
<td>Construction Materials &amp; Methods</td>
<td>3</td>
</tr>
<tr>
<td>ETD 2340</td>
<td>Advanced CAD</td>
<td>3</td>
</tr>
<tr>
<td>EGS 2112C</td>
<td>Computer Apps in Drafting &amp; Design</td>
<td>3</td>
</tr>
<tr>
<td>ETD 2375C</td>
<td>3D Modeling, Rendering &amp; Animation</td>
<td>3</td>
</tr>
<tr>
<td>BCN 2272</td>
<td>Plans Interpretation</td>
<td>3</td>
</tr>
<tr>
<td>ETG 2520</td>
<td>Statics</td>
<td>3</td>
</tr>
<tr>
<td>ETG 2530</td>
<td>Strength of Materials</td>
<td>3</td>
</tr>
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</table>

#### Computer/Networking Services Emphasis (30 Credit Hours):

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS 1000*</td>
<td>Introduction to Data Processing</td>
<td>3</td>
</tr>
<tr>
<td>CNT 1000</td>
<td>Intro to Networks &amp; Telecommunications</td>
<td>3</td>
</tr>
<tr>
<td>CGS 1820</td>
<td>Web Page Authoring</td>
<td>3</td>
</tr>
<tr>
<td>COP 2220</td>
<td>Introduction to C++ Programming</td>
<td>3</td>
</tr>
<tr>
<td>COP 2800</td>
<td>Introduction to JAVA Programming</td>
<td>3</td>
</tr>
<tr>
<td>CTS2106</td>
<td>Introduction to UNIX</td>
<td>3</td>
</tr>
<tr>
<td>CNT 1500</td>
<td>Computer Networking, Cabling and Troubleshooting</td>
<td>3</td>
</tr>
<tr>
<td>CET 2540</td>
<td>Open Systems Architecture I</td>
<td>3</td>
</tr>
<tr>
<td>CET 2541</td>
<td>Open Systems Architecture II</td>
<td>3</td>
</tr>
<tr>
<td>CNT 2401</td>
<td>Introduction to Network Security</td>
<td>3</td>
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</tbody>
</table>
**Construction Emphasis (30 Credit Hours):**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</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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**GIS/Mapping Emphasis (30 Credit Hours):**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</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>
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</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>
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<tr>
<td>SUR 2390</td>
<td>GIS Applications In Engineering &amp; Technology</td>
<td>3</td>
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<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>
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</table>

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

Program Purpose: To prepare students for employment as entry-level healthcare information specialists or to provide supplemental training for persons previously or currently employed in related health record occupations.

Employment Types: Health Information Specialist

Program Length: 18 credit hours

Admission Requirements: A high school diploma or GED diploma 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

CGS1060 Computer and Internet Literacy 3
HIM1000 Introduction to Health Information 2
HIM1102 Introduction to Health Informatics 3
HSC2531 Medical Terminology 3
HIM1433 Pathophysiology 3
HIM2012 Legal Aspects of Healthcare 2
HIM2211 Health Information Technology 2
HIM2304 Healthcare Informatics Project Management 3
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)
Pharmacy Technician, PSAV Program (5022)
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 that are legal for the dental assistant to perform in Florida. Quality patient care and the development of skilled dental assistants are the ultimate goals of the Dental Assisting program.

**Employment Type:** Dental assistant in private practice or community dentistry

**Program Length:** 1,230 clock hours

**Admission Requirements:** A high school diploma or GED diploma 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 134-136 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).

**Academic Division:** Health Care Professions

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

### COURSE INFORMATION

<table>
<thead>
<tr>
<th>Semester</th>
<th>Clock Hours</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td><strong>Fall Semester</strong></td>
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<tr>
<td>DEA0020</td>
<td>Preclinic Theory</td>
<td>30</td>
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<tr>
<td>DEA0020L</td>
<td>Preclinic Lab</td>
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<tr>
<td>DES1020</td>
<td>Dental Anatomy/Head &amp; Neck Anatomy</td>
<td>2</td>
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<tr>
<td>DES1020L</td>
<td>Dental Anatomy Lab</td>
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<tr>
<td>DES2100</td>
<td>Dental Materials Theory</td>
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<td>DES21000L</td>
<td>Dental Materials Lab</td>
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<tr>
<td><strong>Spring Semester</strong></td>
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<tr>
<td>DEA0800</td>
<td>Clinical Practice &amp; Procedures I Theory</td>
<td>30</td>
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<td>DEA0800L</td>
<td>Clinical Practice &amp; Procedures I Lab</td>
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<tr>
<td>DEA0830</td>
<td>Expanded Functions I Theory</td>
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<tr>
<td>DES1200</td>
<td>Dental Radiology</td>
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<tr>
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<tr>
<td>DES1600</td>
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<tr>
<td><strong>Summer Semester</strong></td>
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<tr>
<td>DEA0831</td>
<td>Expanded Functions II Theory</td>
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<td>DEA0831L</td>
<td>Expanded Functions II Lab</td>
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<td>DEA0850</td>
<td>Clinical Practice &amp; Procedures II</td>
<td>30</td>
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<td>DEA0850L</td>
<td>Clinical Practice &amp; Procedures II Lab</td>
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<td>DES0053</td>
<td>Nitrous Oxide Monitoring</td>
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<tr>
<td>DES2502</td>
<td>Clinic and Office Management</td>
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<td><strong>Total</strong></td>
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**Total Program Clock Hours = 960 and Credit Hours = 12**

*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 that 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 the program’s required prerequisite courses with a minimum unrounded GPA of 2.5.

*See additional important information on page 134-136 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 proceeding 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).

**Academic Division:** Health Care Professions

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

### COURSE INFORMATION

#### Prerequisite Courses

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<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC2085</td>
<td>Anatomy &amp; Physiology I</td>
<td>3</td>
</tr>
<tr>
<td>BSC2085L</td>
<td>Anatomy &amp; Physiology I Lab</td>
<td>1</td>
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<tr>
<td>BSC2086</td>
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<tr>
<td>MCB2004</td>
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<tr>
<td>CHM1030</td>
<td>General Chemistry for Allied Health</td>
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15 Hours

#### After Acceptance into Program

**Fall Semester I**

<table>
<thead>
<tr>
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</tr>
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<tbody>
<tr>
<td>DEH1002</td>
<td>Preclinic DH Theory</td>
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<tr>
<td>DEH1002L</td>
<td>Preclinic Dental Hygiene</td>
<td>3</td>
</tr>
<tr>
<td>DEH1130</td>
<td>Embryology &amp; Oral Histology</td>
<td>2</td>
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<tr>
<td>DES1020</td>
<td>Dental Anatomy</td>
<td>2</td>
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<td>DES1020L</td>
<td>Dental Anatomy Lab</td>
<td>1</td>
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<tr>
<td>DES1600</td>
<td>Dental Office Emergencies</td>
<td>2</td>
</tr>
<tr>
<td>ENC1101</td>
<td>College Composition</td>
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<tr>
<td>HUN1201</td>
<td>Science of Nutrition</td>
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18 Hours

**Spring Semester I**

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<tr>
<td>DEH1800</td>
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<td>Clinical Dental Hygiene I</td>
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<tr>
<td>DEH2300</td>
<td>Pharmacology</td>
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<tr>
<td>DES1200</td>
<td>Dental Radiology</td>
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<td>DES1840</td>
<td>Preventive Dentistry</td>
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Any college-level speech course 3

16 Hours

**Summer Semester I**

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<td>DEH1400</td>
<td>General and Oral Pathology</td>
<td>3</td>
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<tr>
<td>DEH2602</td>
<td>Periodontology</td>
<td>2</td>
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<td>DEH2602L</td>
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<tr>
<td>DES2100</td>
<td>Dental Materials</td>
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<td>DES2100L</td>
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Any college-level math course* 3

14 Hours

**Fall Semester II**

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<td>DEH1802</td>
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<td>DEH1802L</td>
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<td>4</td>
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<tr>
<td>DEH2701</td>
<td>Community Dental Health</td>
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<tr>
<td>DES2051</td>
<td>Pain Control</td>
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Any college-level sociology course 3

13 Hours

**Spring Semester II**

<table>
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<tr>
<td>DES2502</td>
<td>Clinical and Office Management</td>
<td>1</td>
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<td>DEH2504</td>
<td>Dental Specialties</td>
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<td>DEH2701L</td>
<td>Community Dental Health Lab</td>
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<td>DEH2804</td>
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<td>DEH2804L</td>
<td>Clinical Dental Hygiene III</td>
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</table>

Any college-level psychology course 3

12 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 diagnostic medical sonographers who can perform safely and effectively as members of the health care team. Sonographers perform technical procedures necessary to produce diagnostic sonograms, provide quality patient care, and are committed to professionalism and lifelong learning. The program will emphasize the responsibilities of the sonographer in promoting high clinical standards within the field of sonography through education. Upon completion of this program and completion of required clinical experiences, graduates are eligible to take the examinations of American Registry of Diagnostic Medical Sonographers and/or the specialty examination of the American Registry of Radiologic Technologist.

Employment Types: Sonographers are employed by hospitals, clinics and private diagnostic practices.

Program Length: 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) and 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. 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 134-136 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) 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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
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<td>SON1100</td>
<td>Principles and Protocols of Sonographic Imaging</td>
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</tr>
<tr>
<td>SON1100L</td>
<td>Principles of Protocols of Sonographic Imaging</td>
<td>1</td>
</tr>
<tr>
<td>SON1111</td>
<td>Abdominal Sonography I</td>
<td>2</td>
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<tr>
<td>SON1111L</td>
<td>Abdominal Sonography I Lab</td>
<td>1</td>
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<tr>
<td>SON1112</td>
<td>Abdominal Sonography II</td>
<td>2</td>
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<tr>
<td>SON1112L</td>
<td>Abdominal Sonography II Lab</td>
<td>1</td>
</tr>
<tr>
<td>SON1121</td>
<td>Sonographic OB/GYN I</td>
<td>2</td>
</tr>
<tr>
<td>SON1121L</td>
<td>Sonographic OB/GYNI Lab</td>
<td>1</td>
</tr>
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<td>SON1122</td>
<td>Sonographic OB/GYN II</td>
<td>2</td>
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<tr>
<td>SON1122L</td>
<td>Sonographic OB/GYN II</td>
<td>1</td>
</tr>
<tr>
<td>SON1141</td>
<td>Small Parts Sonography</td>
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<tr>
<td>SON1141L</td>
<td>Small Parts Sonography</td>
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<tr>
<td>SON1170</td>
<td>Sonography of the Circulatory System</td>
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<td>SON1170L</td>
<td>Sonography of the Circulatory System</td>
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<td>SON1211</td>
<td>Medical Sonography Physics I</td>
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<tr>
<td>SON1212</td>
<td>Medical Sonography Physics II</td>
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</table>

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

**Program Purpose:** 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.

**Employment Types:** Registered Paramedics are employed by emergency care providers, ambulance companies, hospital emergency departments and intensive care units, educational organizations and other settings.

**Program Length:** 73 credit hours, six semesters

**Program Explanation:** For students currently enrolled in, or who have completed, the paramedic certification program. The degree option below shows the nonparamedic courses needed to complete the degree. Applicants who are not already paramedics or enrolled in the paramedic program should 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). Applicants must be admitted first to the paramedic certificate program before declaring their intent to earn 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/immunizations 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 134-136 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>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EMS1154*</td>
<td>Emergency Medical Technician I</td>
<td>3</td>
</tr>
<tr>
<td>EMS1154L*</td>
<td>Emergency Medical Technician Practicum I</td>
<td>2</td>
</tr>
<tr>
<td>EMS1155*</td>
<td>Emergency Medical Technician II</td>
<td>3</td>
</tr>
<tr>
<td>EMS1155L*</td>
<td>Emergency Medical Technician Practicum II</td>
<td>3</td>
</tr>
<tr>
<td>EMS2341L***</td>
<td>EMS Extrication Techniques</td>
<td>1</td>
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<tr>
<td>BSC1084C**</td>
<td>Essentials of Anatomy &amp; Physiology</td>
<td>4</td>
</tr>
<tr>
<td>EMS2522C**</td>
<td>Pharmacology</td>
<td>3</td>
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<tr>
<td>DEP2004</td>
<td>Human Development</td>
<td>3</td>
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<tr>
<td>ENC1101</td>
<td>College Composition</td>
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<tr>
<td>HSC2531</td>
<td>Medical Terminology</td>
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<tr>
<td>Any college-level mathematics course</td>
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**After Acceptance into Program**

**First Year (31 credit hours):**

**Summer I**

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<th>Course Title</th>
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<tr>
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<td>MCB2004L</td>
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*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.

**Fall I**

<table>
<thead>
<tr>
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<tbody>
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<td>Paramedic Preparatory</td>
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<tr>
<td>EMS2613***</td>
<td>Paramedic Patient Assessment</td>
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</tr>
<tr>
<td>EMS2637***</td>
<td>Paramedic Medical Emergencies I</td>
<td>4</td>
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<tr>
<td>EMS2662L***</td>
<td>Paramedic Clinical/Lab I</td>
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**Spring I**

<table>
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<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>EMS2638***</td>
<td>Paramedic Medical Emergencies II</td>
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</tr>
<tr>
<td>EMS2639***</td>
<td>Paramedic Trauma Emergencies</td>
<td>3</td>
</tr>
<tr>
<td>EMS2663L***</td>
<td>Paramedic Clinical/Lab II</td>
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**Second Year (11 credit hours)**

**Summer II**

<table>
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<tr>
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<tr>
<td>EMS2930***</td>
<td>Paramedic Seminar</td>
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<td>EMS2617C***</td>
<td>Paramedic Assessment Based Management</td>
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<tr>
<td>EMS2659L***</td>
<td>Paramedic Field Internship</td>
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<tr>
<td>EMS2618***</td>
<td>EMS Special Operations</td>
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**Elective**

Choose any 1 credit course

1

* The EMT Applied Technology Diploma

** Prerequisites for Paramedic. Students may take BSC2085/2085L, plus BSC2086/2086L 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 may be obtained from the program Web page (www.tcc.fl.edu/ems).

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 (HSC2400), 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.

The applicant must take the College Placement Test (CPT) and place in ENC1101, Reading exempt and MAT0024 or have successfully passed the minimum of MAT0012; ENC0020; REA0002 courses. Please contact the TCC Testing Center at 201-8282 for information about the CPT test.

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/immunizations 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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<tbody>
<tr>
<td>EMS1154</td>
<td>Emergency Medical Technician I</td>
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</tr>
<tr>
<td>EMS1154L</td>
<td>Emergency Medical Technician I Practicum</td>
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<table>
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<tbody>
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<tr>
<td>EMS1155L</td>
<td>Emergency Medical Technician II Practicum</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 acquire a minimum of 110 clock hours of clinical experience during the two-semester sequence.
Associate in Science

Nursing (R.N.)

Program Purpose: To prepare 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 diploma); 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). 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. The HESI A2 entrance test must be taken and a minimum score of 75 is required on each of the four sections on the test. Students admitted after August 2010 will be admitted under a revised curriculum. For more information, please see the Nursing program Web page (www.tcc.fl.edu/nursing).

The program accepts students each Fall and Spring term. All students participating in this program must pass all clinical affiliates’ requirements for criminal background checks, drug screenings and health/immunizations 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 134-136 of this catalog.

Academic Division: Health Care Professions

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

COURSE INFORMATION

Prerequisite Courses (23 credit hours):

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<td>BSC2086</td>
<td>Anatomy and Physiology II</td>
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<tr>
<td>BSC2086L</td>
<td>Anatomy and Physiology II Lab</td>
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<td>PSY2012</td>
<td>General Psychology</td>
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<td>DEP2004</td>
<td>Human Development</td>
<td>3</td>
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<tr>
<td>HUN1201</td>
<td>Nutrition</td>
<td>3</td>
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<tr>
<td>ENC1101</td>
<td>College Composition</td>
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<tr>
<td>MGF1106</td>
<td>Mathematics I for Liberal Arts</td>
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<tr>
<td>MGF1107</td>
<td>Mathematics II for Liberal Arts</td>
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<tr>
<td>MAC1105</td>
<td>College Algebra</td>
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<tr>
<td>STA2023</td>
<td>Introductory Statistics</td>
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Note: All courses must be completed with a grade of C or better.
## Nursing (R.N.) continued

### Fall Acceptance:

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<td>Fundamental Concepts of Nursing Lab</td>
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<tr>
<td>NUR1022L</td>
<td>Fundamental Concepts of Nursing Clinical</td>
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<td>NUR1141</td>
<td>Pharmacology I</td>
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<tr>
<td>NUR1213</td>
<td>Nursing Concepts I</td>
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### Spring I

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<td>NUR1441L</td>
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<td>NUR1520</td>
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### Summer I

<table>
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<th>Credits</th>
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### Fall II

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
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<tbody>
<tr>
<td>NUR2260</td>
<td>Nursing Concepts II</td>
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<td>NUR2260L</td>
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<td>NUR2266L</td>
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</tr>
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<td>NUR2142</td>
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### Spring II

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<tbody>
<tr>
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<td>NUR2251L</td>
<td>Nursing Concepts IV Lab</td>
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</tr>
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<td>NUR2253L</td>
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<td>0</td>
</tr>
<tr>
<td>NUR2802</td>
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<td>NUR2802L</td>
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</tr>
<tr>
<td>NUR2803L</td>
<td>Professional Transition Clinical</td>
<td>0</td>
</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) that 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 diploma), 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 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). 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/immunizations 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 134-136 of this catalog.

Academic Division: Health Care Professions

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

COURSE INFORMATION

Prerequisites (7 credit hours):

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC1084C</td>
<td>Essentials of Anatomy and Physiology</td>
<td>4</td>
</tr>
<tr>
<td>Or BSC 2085/2085L/2086/2086*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EMS2522C</td>
<td>EMS Pharmacology</td>
<td>3</td>
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After Acceptance into Program (35 credit hours):

**Fall Semester**

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<tr>
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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>
<td>2</td>
</tr>
<tr>
<td>EMS2637</td>
<td>Paramedic Medical Emergencies I</td>
<td>4</td>
</tr>
<tr>
<td>EMS2662L</td>
<td>Paramedic Clinical/Lab I</td>
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**Spring Semester**

<table>
<thead>
<tr>
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<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS2638</td>
<td>Paramedic Medical Emergencies II</td>
<td>4</td>
</tr>
<tr>
<td>EMS2663L</td>
<td>Paramedic Clinical/Lab II</td>
<td>6</td>
</tr>
<tr>
<td>EMS2639</td>
<td>Paramedic Trauma Emergencies</td>
<td>3</td>
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**Summer Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>EMS2617C</td>
<td>Paramedic Assessment Based Management</td>
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</tr>
<tr>
<td>EMS2659L</td>
<td>Paramedic Field Internship</td>
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</tr>
<tr>
<td>EMS2930</td>
<td>Paramedic Seminar</td>
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</tr>
<tr>
<td>EMS2618</td>
<td>EMS Special Operations</td>
<td>1</td>
</tr>
<tr>
<td>EMS2341L</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 (BSC2085/2085L and BSC2086/2086L) instead of BSC1084C. All courses must be completed before application to the program.
## Course Information

### Spring or Fall Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTN0000</td>
<td>Pharmacy Technician Orientation</td>
<td>60</td>
</tr>
<tr>
<td>HSC0003</td>
<td>Introduction to Healthcare</td>
<td>90</td>
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<tr>
<td>PTN0006</td>
<td>Medical Terminology</td>
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<tr>
<td>BSC0070</td>
<td>Body Structure and Function</td>
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### Summer or Spring Semester

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<th>Credits</th>
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<tr>
<td>PTN0032</td>
<td>Pharmacy Operations I</td>
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<tr>
<td>PTN0023</td>
<td>General Pharmacology</td>
<td>90</td>
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<tr>
<td>PTN0033</td>
<td>Pharmacy Operations II</td>
<td>60</td>
</tr>
<tr>
<td>PTN0015</td>
<td>Pharmaceutical Calculations</td>
<td>60</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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### Fall or Summer Semester

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<th>Credits</th>
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<tbody>
<tr>
<td>PTN0042</td>
<td>Introduction to Community Pharmacy</td>
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</tr>
<tr>
<td>PTN0043</td>
<td>Introduction to Institutional Pharmacy</td>
<td>250</td>
</tr>
<tr>
<td>PTN0093</td>
<td>Pharmacy Technician Review</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
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<td><strong>545</strong></td>
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</table>

**Total Program Clock Hours = 1,050**

**Note:** All courses must be completed with a grade of C or better.

In addition to the coursework, student must participate in required specified hours of clinical experience during each semester.
Radiologic Technology

Associate in Science

Program Purpose: To prepare students to become registered radiologic technologists and 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 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 134-136 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). All students participating in this program must pass all clinical affiliates’ requirements for criminal background checks, drug screenings and health/immunizations 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):
MAC1105  College Algebra  3
BSC2085  Anatomy & Physiology I  3
BSC2085L  Anatomy & Physiology I Lab  1

After Acceptance into Program (70 credit hours):

Semester I
BSC2086  Anatomy & Physiology II  3
BSC2086L  Anatomy & Physiology II Lab  1
RTE1000  Orientation to Radiography  4
RTE1418  Principles of Radiographic Exposure I  3
RTE1503  Radiographic Positioning I  3
RTE1503L  Radiographic Positioning I Lab  1
RTE1804  Radiographic Clinical Education I  1

Semester II
ENC1101  College Composition  3
RTE1513  Radiographic Positioning II  3
RTE1513L  Radiographic Positioning II Lab  1
RTE1814  Radiographic Clinical Education II  1

Semester III
RTE1458  Principles of Radiographic Exposure II  2
RTE1458L  Principles of Radiographic Imaging II Lab  1
RTE1613  Radiation Physics  4
RTE1824  Radiographic Clinical Education III  3
One General Education course (choose from list)  3

Semester IV
RTE2385  Radiation Biology and Protection  3
RTE2523  Radiographic Positioning III  3
RTE2523L  Radiographic Positioning Lab III  1
RTE2782  Radiographic Pathology  2
RTE2834  Radiographic Clinical Education IV  3

Semester V
RTE2844  Radiographic Clinical Education V  2
RTE2930  Special Topics in Radiography  3
Two (2) General Education Courses (choose from list)  6

Semester VI
RTE2061  ARRT Exam Review  4
RTE2854  Radiographic Clinical Education VI  2
RTE2920L  Competency Lab  1
RTE2931  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, students must participate in required specified hours of clinical experience during each semester.
Respiratory Care

Program Purpose: To prepare students for the examinations offered by the National Board for Respiratory Care for employment as registered respiratory therapists that can perform safely and competently in the responsibilities of diagnosing and caring for persons with cardiopulmonary diseases.

Employment Types: Respiratory Therapists are employed in a variety of settings, such as hospitals, home health agencies, nursing homes, physicians’ offices and medical supply companies.

Program Length: 76 credit hours, six semesters

Admission Requirements: Applicants must be at least 17 years of age at the time they enter the program and must complete all admission requirements to the College, including appropriate placement scores, have current American Heart Association’s BLS certification at the Health Care Provider level, and have a cumulative, unrounded GPA of 2.5 for all college-level courses.

Program Application: This is a limited-access program with a limited number of seats per class. Applicants must submit a Respiratory Care program admission application by the published application deadline; this is a separate application from the College application. Application packets are available on the program Web page (www.tcc.fl.edu/respiratory). All students participating in this program must pass all clinical affiliates’ requirements for criminal background checks, drug screenings and health/immunizations 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

Prerequisites:

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<th>Credits</th>
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<td>BSC2085</td>
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<td>3</td>
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<td>Anatomy &amp; Physiology I Lab</td>
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<td>Any College-level math course</td>
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Fall Semester I

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<td>RET1026</td>
<td>Fundamentals of Respiratory Care</td>
<td>4</td>
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<td>Fundamentals of Respiratory Care Lab</td>
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<tr>
<td>RET1483</td>
<td>Clinical Assessment in Respiratory Care I</td>
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<tr>
<td>RET1485</td>
<td>Cardiopulmonary Physiology I</td>
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<tr>
<td>RET1874</td>
<td>Clinical Practice</td>
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<tr>
<td>BSC2086</td>
<td>Anatomy &amp; Physiology II</td>
<td>3</td>
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<td>BSC2086L</td>
<td>Anatomy &amp; Physiology II Lab</td>
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15 hours

Fall Semester IV

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<td>RET2442</td>
<td>Cardiopulmonary Hemodynamics</td>
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<td>Cardiopulmonary Hemodynamics Lab</td>
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<td>RET2534</td>
<td>Clinical Assessment in Respiratory Care IV</td>
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<tr>
<td>RET2714</td>
<td>Pediatrics &amp; Neonatology</td>
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<td>RET2714L</td>
<td>Pediatrics &amp; Neonatology Lab</td>
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<tr>
<td>RET2877</td>
<td>Clinical Practice IV</td>
<td>2</td>
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<tr>
<td>MCB2004</td>
<td>Microbiology</td>
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<td>MCB2004L</td>
<td>Microbiology Lab</td>
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14 hours

Spring Semester II

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<tr>
<td>RET1350</td>
<td>Cardiopulmonary Pharmacology</td>
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<tr>
<td>RET1450</td>
<td>Clinical Assessment in Respiratory Care II</td>
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<td>RET1875</td>
<td>Clinical Practice II</td>
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<td>RET2072</td>
<td>Instrumentation</td>
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<td>RET2264</td>
<td>Advanced Procedures in Respiratory Care I</td>
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<td>RET2264L</td>
<td>Advanced Procedures in Respiratory Care I Lab</td>
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<tr>
<td>CHM1030</td>
<td>General Chemistry for Allied Health</td>
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14 hours

Spring Semester V

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<tr>
<td>RET2414</td>
<td>Pulmonary Function</td>
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<td>RET2418</td>
<td>Clinical Assessment in Respiratory Care V</td>
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<td>RET2878</td>
<td>Clinical Practice V</td>
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<td>RET2936</td>
<td>Topics in Respiratory Care</td>
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<tr>
<td>Any Humanities course</td>
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</tr>
<tr>
<td>Any Social Science course</td>
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14 hours

Summer Semester III

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<tbody>
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<td>Cardiopulmonary Disease</td>
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<td>RET1434</td>
<td>Clinical Assessment in Respiratory Care III</td>
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<td>RET2265</td>
<td>Advanced Procedures in Respiratory Care II</td>
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<td>RET2265L</td>
<td>Advanced Procedures in Respiratory Care II Lab</td>
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<td>RET2876</td>
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<td>ENC1101</td>
<td>College Composition</td>
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12 hours

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 a large number of clock hours are 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 Statutes 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 and 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 the student attends any clinical rotations. All results will be submitted to the facilities requiring these items. 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.

Important Change to Florida Statutes Regarding Licensure Eligibility

Important Notice for Initial Licensure Applicants:

Pursuant to Section 456.0635, Florida Statutes, you are being notified that effective July 1, 2009, health care boards or the department shall refuse to renew a license, certificate or registration, issue a license, certificate or registration and shall refuse to admit a candidate for examination if the applicant has been:

1. Convicted or plead guilty or nolo contender, regardless of adjudication, to a felony violation of: chapters 409, 817, or 893, Florida Statutes; or 21 U.S.C. ss. 801-970 or 42 U.S.C. ss 1395-1396, unless the sentence and any probation or pleas ended more than 15 years prior to the application.

2. Terminated for cause from Florida Medicaid Program (unless the applicant has been in good standing for the most recent five years).

3. Terminated for cause by any other State Medicaid Program or the Medicare Program (unless the termination was at least 20 years prior to the date of the application and the applicant has been in good standing with the program for the most recent five years).

• 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 faculty and chair. Initial contact should be made through the Dental Health 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 a large number of clock hours are 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 GPA) 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 EMS2637 and EMS2662L 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, DEP2004, HUN1201, ENC1110, and one of the following math courses: MGF1106, MGF1107, MAC1005 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 10 years of admission: BSC2085, BSC2085L, BSC2086, BSC2086L, DEP2004, HUN1201, MCB2004 and MCB2004L. Students must satisfy the Math/Science Division’s prerequisite 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 students’ 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.

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 Florida’s statutory 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.

• **Associate in Science Degree in Respiratory Care**

The program includes technical courses in respiratory, 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 program application packets, which may be obtained from the program Web page (www.tcc.fl.edu/respiratorycare).

Immunizations and 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).

- 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. Days, evenings 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 Departments of Military Science at both 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 $300 per month for subsistence are available on a competitive merit basis. The scholarships also provide an option between free room and board and free tuition. Out of state fee waivers are also available. All Army ROTC students, whether on scholarship or not, will receive a $450 a month 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: (850) 644-1016; or at FAMU: (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 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 the AFROTC Professional Officer Course (POC) is on a competitive basis and requires full-time attendance at FSU or FAMU. Completion of the POC combined with receipt of a college degree results in commissioning and entry into 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 in Harpe-Johnson Hall, room 212: (850) 644-3461 or (850) 561-9968; www.fsu.edu/~rotc.

• Naval ROTC

Naval ROTC is a program of regular classes conducted at Florida A&M University. This program, which is open to both men and women, leads to a commission in either the Navy or the Marine Corps. The first two years of the program are open to any full-time student at Tallahassee Community College through inter-institutional registration procedures. As with the other ROTC programs, full scholarships are available on a competitive basis to students enrolled in Naval ROTC programs. These scholarships, which can be awarded for 3-1/2, 3, 2-1/2 or 2 years, pay full College tuition (including out of state), fees 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: (850) 599-3980 or (850) 599-8412; www.famunrotc.com.
# ROTC Programs

## Army ROTC Courses

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<thead>
<tr>
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<th>Course Title</th>
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Florida A&M University:

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<tr>
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## Air Force ROTC Courses

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**Second Year**

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<td>AFR 2140</td>
<td>The Evolution of U.S.A.F. Air and Space Power II</td>
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**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

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<td>Introduction to Naval Organization</td>
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<td>NSC 1140</td>
<td>Sea Power &amp; Maritime Affairs</td>
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**Second Year**

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<th>Semester Hours</th>
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<td>Naval Ships Systems I</td>
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<tr>
<td>NSC 2231</td>
<td>Principles of Naval Management I</td>
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</tr>
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</table>

**Note:** Swimming and physical fitness qualifications are also included in this lab.
COURSE INFORMATION

Florida’s Statewide Course Numbering System
Course Credit and Frequency
Course Prefix
Course Descriptions
Florida’s Statewide Course Numbering System

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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**Table: 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>
<td>HUS</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>0</td>
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</table>

Human, Resources General Freshman level at this institution Introductory-Level General Human Resources Survey Course Relationship Skills No Laboratory Component in This Course
Course Credit and Frequency

Course 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 printings.

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:

<table>
<thead>
<tr>
<th>Course Prefix</th>
<th>Catalog Heading</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG</td>
<td>Accounting</td>
<td>143</td>
</tr>
<tr>
<td>AMH</td>
<td>History</td>
<td>167</td>
</tr>
<tr>
<td>AML</td>
<td>English, Humanities, Literature</td>
<td>168</td>
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<td>ANT</td>
<td>Anthropology</td>
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<td>144</td>
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<tr>
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</tr>
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<td>Art-Computer.</td>
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</tr>
<tr>
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<td>153</td>
</tr>
<tr>
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<td>151</td>
</tr>
<tr>
<td>CGS</td>
<td>Computer Programming and Technology, Business</td>
<td>152</td>
</tr>
<tr>
<td>CHD</td>
<td>Child Development, Human Development</td>
<td>149</td>
</tr>
<tr>
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<td>148</td>
</tr>
<tr>
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<td>188</td>
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<tr>
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<tr>
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<tr>
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<tr>
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<td>159</td>
</tr>
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</tr>
<tr>
<td>HUM</td>
<td>Humanities, Music</td>
<td>168</td>
</tr>
<tr>
<td>HUN</td>
<td>Nutrition Science</td>
<td>176</td>
</tr>
<tr>
<td>IDH</td>
<td>Honors</td>
<td>169</td>
</tr>
<tr>
<td>IDS</td>
<td>Business, Interdisciplinary Studies</td>
<td>169</td>
</tr>
<tr>
<td>INR</td>
<td>Political Science</td>
<td>181</td>
</tr>
<tr>
<td>ISS</td>
<td>Social Sciences</td>
<td>185</td>
</tr>
<tr>
<td>JOU</td>
<td>Journalism</td>
<td>170</td>
</tr>
<tr>
<td>LAT</td>
<td>Latin, Foreign Language</td>
<td>170</td>
</tr>
<tr>
<td>LEI</td>
<td>Physical Education and Recreation</td>
<td>179</td>
</tr>
<tr>
<td>LIS</td>
<td>Library Sciences</td>
<td>170</td>
</tr>
<tr>
<td>LIT</td>
<td>Humanities, English</td>
<td>170</td>
</tr>
<tr>
<td>MAC</td>
<td>Mathematics</td>
<td>171</td>
</tr>
<tr>
<td>MAN</td>
<td>Business, Management</td>
<td>171</td>
</tr>
<tr>
<td>MAP</td>
<td>Mathematics</td>
<td>172</td>
</tr>
<tr>
<td>MAR</td>
<td>Business, Marketing</td>
<td>171</td>
</tr>
<tr>
<td>MAT</td>
<td>Mathematics, College Preparatory</td>
<td>149</td>
</tr>
<tr>
<td>MCB</td>
<td>Microbiological Sciences</td>
<td>146</td>
</tr>
<tr>
<td>MET</td>
<td>Meteorology</td>
<td>172</td>
</tr>
<tr>
<td>MGF</td>
<td>Mathematics</td>
<td>172</td>
</tr>
<tr>
<td>MKA</td>
<td>Business, Marketing</td>
<td>171</td>
</tr>
<tr>
<td>MMC</td>
<td>English, Journalism</td>
<td>170</td>
</tr>
<tr>
<td>MNA</td>
<td>Business, Management</td>
<td>171</td>
</tr>
<tr>
<td>MSL</td>
<td>Military Science</td>
<td>173</td>
</tr>
<tr>
<td>MTG</td>
<td>Geometry</td>
<td>172</td>
</tr>
<tr>
<td>MUH</td>
<td>Music</td>
<td>173</td>
</tr>
<tr>
<td>MUL</td>
<td>Music</td>
<td>173</td>
</tr>
<tr>
<td>MUN</td>
<td>Music</td>
<td>173</td>
</tr>
<tr>
<td>Course Prefix</td>
<td>Course Heading</td>
<td>Page</td>
</tr>
<tr>
<td>--------------</td>
<td>----------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>MVS</td>
<td>Music, Guitar</td>
<td>166</td>
</tr>
<tr>
<td>NUR</td>
<td>Nursing</td>
<td>173</td>
</tr>
<tr>
<td>OCE</td>
<td>Oceanography</td>
<td>177</td>
</tr>
<tr>
<td>ORI</td>
<td>Speech, Forensics, Theatre</td>
<td>186</td>
</tr>
<tr>
<td>OST</td>
<td>Office Systems Technology</td>
<td>177</td>
</tr>
<tr>
<td>PAD</td>
<td>Public Administration, Political Science</td>
<td>182</td>
</tr>
<tr>
<td>PEL</td>
<td>Physical Education and Recreation</td>
<td>179</td>
</tr>
<tr>
<td>PEM</td>
<td>Physical Education and Recreation</td>
<td>179</td>
</tr>
<tr>
<td>PEO</td>
<td>Physical Education and Recreation</td>
<td>180</td>
</tr>
<tr>
<td>PET</td>
<td>Physical Education and Recreation</td>
<td>180</td>
</tr>
<tr>
<td>PGY</td>
<td>Art, Photography, Graphic Design, Multimedia</td>
<td>144</td>
</tr>
<tr>
<td>PHI</td>
<td>Philosophy, Logic, Ethics</td>
<td>179</td>
</tr>
<tr>
<td>PHY</td>
<td>Physics</td>
<td>181</td>
</tr>
<tr>
<td>PLA</td>
<td>Paralegal and Legal Studies</td>
<td>177</td>
</tr>
<tr>
<td>POS</td>
<td>Political Science</td>
<td>182</td>
</tr>
<tr>
<td>PSC</td>
<td>Physical Science</td>
<td>181</td>
</tr>
<tr>
<td>PSY</td>
<td>Psychology</td>
<td>182</td>
</tr>
<tr>
<td>PTN</td>
<td>Pharmacy Technician</td>
<td>178</td>
</tr>
<tr>
<td>REA</td>
<td>Reading, Vocabulary, College Preparatory</td>
<td>149</td>
</tr>
<tr>
<td>REE</td>
<td>Business, Real Estate</td>
<td>183</td>
</tr>
<tr>
<td>REL</td>
<td>Religion, Humanities</td>
<td>184</td>
</tr>
<tr>
<td>RET</td>
<td>Respiratory Care</td>
<td>184</td>
</tr>
<tr>
<td>RMI</td>
<td>Business, Insurance</td>
<td>.169</td>
</tr>
<tr>
<td>RTE</td>
<td>Radiologic Technology</td>
<td>182</td>
</tr>
<tr>
<td>RTV</td>
<td>Digital Media, Graphic Design, Multimedia</td>
<td>159</td>
</tr>
<tr>
<td>SBM</td>
<td>Business, Management</td>
<td>148</td>
</tr>
<tr>
<td>SLS</td>
<td>College Success, Mathematics</td>
<td>150</td>
</tr>
<tr>
<td>SON</td>
<td>Diagnostic Medical Sonography</td>
<td>158</td>
</tr>
<tr>
<td>SOP</td>
<td>Psychology</td>
<td>182</td>
</tr>
<tr>
<td>SOW</td>
<td>Social Work</td>
<td>185</td>
</tr>
<tr>
<td>SPC</td>
<td>Speech, Forensics</td>
<td>186</td>
</tr>
<tr>
<td>SPM</td>
<td>Sports Management</td>
<td>186</td>
</tr>
<tr>
<td>SPN</td>
<td>Spanish, Foreign Language</td>
<td>186</td>
</tr>
<tr>
<td>SPW</td>
<td>Spanish, Foreign Language</td>
<td>186</td>
</tr>
<tr>
<td>STA</td>
<td>Statistics</td>
<td>186</td>
</tr>
<tr>
<td>SUR</td>
<td>Engineering and Technology</td>
<td>162</td>
</tr>
<tr>
<td>SYG</td>
<td>Sociology</td>
<td>185</td>
</tr>
<tr>
<td>TAX</td>
<td>Accounting</td>
<td>143</td>
</tr>
<tr>
<td>THE</td>
<td>Theatre</td>
<td>187</td>
</tr>
<tr>
<td>TPP</td>
<td>Theatre</td>
<td>187</td>
</tr>
<tr>
<td>WOH</td>
<td>History</td>
<td>167</td>
</tr>
</tbody>
</table>
Course Descriptions

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. Emphasis will 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. A course in managerial accounting concepts and procedures. Emphasis is on the use of accounting information for managerial planning, control and decision-making. Topics include cost behavior, accounting for manufacturing 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.

ACG2500 Governmental and Not-for-Profit Accounting (3) **Prerequisite:** satisfactory completion of ACG 2021 or ACG 2001 and ACG 2011. The study of the principles and practices of governmental and not-for-profit accounting. Topics include budgetary accounting, general and special revenue funds, capital projects, debt service funds, proprietary funds, fiduciary funds, account groups, 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

ANT2140 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.

ANT221I 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.

ANT251I Introduction to Physical Anthropology (3) FA SP **Prerequisite:** satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. History and trends in human evolution. 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) 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. Additional fee.

ART1151C Introduction to Jewelry Making II (3) FA SP Introduction to metal forming in silver. Emphasis will be placed on conceptual design development and professional craftsmanship. Students will explore a variety of additive and subtractive techniques. Lecture and lab: 6 hours. Additional fee.

ART1202C Design I (3) FA 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 SP Creative problems in use of color, with emphasis on color fundamentals; also, exploration of media employing color. Lecture and lab: 6 hours.

ART1300C Drawing I (3) FA SP Beginning freehand drawing, with emphasis on problems in observation and interpretation of visual images and ideas. Open to all students, but required of art majors. Lecture and lab: 6 hours.

ART1330C Figure Drawing (3) FA SP Introduction to figure drawing, emphasizing the development of technical skills and self-expression through drawing the nude and clothed figure. Begins with anatomy studies and progresses to the conceptualization of human form. Lecture and lab: 6 hours.

ART1340C Beginning Illustration (3) FA SP Open to all students. Aimed at developing depth in rendering and drawing skills, with emphasis on finished drawings, matting, framing and formal presentation of work. Lecture and lab: 6 hours.

ART1430C Screen Printing (3) SP Introduction to the basic techniques of anserigraphy, with an emphasis on image development as a means of personal expression. A fast-paced course featuring

* Course will not count toward credit for the A.A. degree.
hand-cut and filler stencils as well as the tusche method. Lecture and lab: 6 hours.

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

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

ART1942 Arts Internship (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.

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

ART2301C Drawing II (3) SP Prerequisite: 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 collagraph, woodcut, linocut and etching. Lecture and lab: 6 hours.

ART2500C Painting I (3) FA/SP Craft and technique of oil painting. The learning program is based on a number of problems encouraging individual solutions and involvement in aesthetic considerations. Lecture and lab: 6 hours.

ART2501C Painting II (3) SP Oriented to the student who has previous experience in painting. lecture, 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. Additional fee.

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) FASP Combines fundamental photographic skills with digital technologies. Emphasis is 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. Additional fee.

PGY2401C Basic Photography (3) FA/SP 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. 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. Lecture and lab: 6 hours.

PGY2404C 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.

PGY2802C Intermediate Digital Photography (3) FA/SP Prerequisite: PGY1800C. This course prepares the student to use advanced principles of art to create and manipulate digital photographic images. Students will be able to use digital imaging techniques to effectively communicate their ideas. Emphasis is placed on the manipulation of photo-based media in the development of a professional portfolio of artwork. Beyond the additional fee and camera expense, students will spend approximately $125 on supplies for the class. Students will supply their own DSLR (Digital Single Lens Reflex) camera. Additional fee. Contact: 6 hours.

Art - Computer

CAP2703 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. Additional fee.

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) FASP Combines fundamental photographic skills with digital technologies. Emphasis is 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: 6 hours. Additional fee.

PGY1800C Digital Photography (3) FA/SP This course combines fundamental photographic skills with digital technologies. Emphasis is placed on basic camera operation, techniques and aesthetics. Students will explore a range of both commercial and fine art photographic applications. Students must supply their own digital camera. Lecture and lab: 6 hours.

Art - Studio

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

ART1151C Introduction to Jewelry Making II (3) FASP 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.

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/SP Creative problems in use of color, with emphasis on color fundamentals; also, exploration of media employing color. Lecture and lab: 6 hours.

ART1300C Drawing I (3) FASP 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.

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.

* Course will not count toward credit for the A.A. degree.
ART1430C Screen Printing (3) SP Introduction to the basic techniques of anserigraphy, with an emphasis on image development as a means of personal expression. A fast-paced course featuring hand-cut and filler stencils as well as the tusche method. Lecture and lab: 6 hours.

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

ART2203C Introduction to Design II (3) FA SP An introduction to the basic methods and concepts in three-dimensional, sculptural design. Students will explore a variety of media as they gain experience in solving sculptural problems. Emphasis will be placed on conceptual development and structural execution. Lecture and Lab: 6 hours. ART2301C 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 flowering plants. 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. Intended 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 biology course will focus on the anatomy 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, 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 normal operation of and the impact of man on environmental systems. Energy principles, computer simulations and systems thinking may be used as tools for discussing public policy issues concerning environmental problems. Environmental issues unique to Florida will be used as a starting point for discussing more global problems. Lecture: 3 hours.

BSC1084C Human Biology: Essentials of Anatomy and Physiology (4) FA SP Prerequisite: satisfactory completion of College Preparatory English (ENC0020), College Preparatory Reading (REA0002) and Elementary Algebra (MAT0024C), or appropriate placement scores. This one-semester combined lecture/laboratory course provides an introduction to the topics of the anatomy and physiology of the human body that are required for 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 Prerequisite: 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: 4 hours.

BSC1421 Introduction to Biotechnology (1) FA SP Prerequisites: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. Introduction to the biotechnology field, 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) FASPSU Prerequisites: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores, and CHM1045. Corequisite: BSC2010L. Note:
Both BSC2010 and BSC2010L are Prerequisites for BSC2011C. A sequence course designed to provide depth in biology for students planning to major in biologically related sciences 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, regulation of cell metabolism, membrane transport, enzyme kinetics, cell communication, cell reproduction and molecular and organisational genetics. Students may be required to do Internet research related to lecture topics outside of class. Lecture: 3 hours.

BSC2010L. Biology for Science Majors Laboratory I (4) FA SP SU. Prerequisite: satisfactory completion of College Preparatory English (ENC0020), College Preparatory Reading (REA0002) and Elementary Algebra (MAT0024), or appropriate placement scores. Recommended Co-requisite: MCB 2004L. Principles of microbiology and cell biology are covered, emphasizing microbial and viral structure, physiology, genetics, growth, pathogenesis and control. Basic physical, chemical, and biochemical explanations of microbial actions at the cellular and biofilm level will be presented including enzyme kinetics, cellular metabolism, and molecular genetics. Specific defenses will be explored in detail along with the dynamics of the spread of epidemics. The biology and medical implications of HIV infection will be addressed. Students will be responsible for understanding major features of approximately 60-80 microbial diseases. Critical thinking and problem solving will be emphasized throughout the course. Case studies, written projects, and disease scenarios are also emphasized. Lecture: 3 hours. Lab: 2 hours. Additional fee.

BSC2011C. Biology for Science Majors II (4) FA SP SU. Prerequisite: satisfactory completion of College Preparatory English (ENC0020), College Preparatory Reading (REA0002) and Elementary Algebra (MAT0024), or appropriate placement scores. Recommended Co-requisite: MCB 2004L. Principles of microbiology and cell biology are covered, emphasizing microbial and viral structure, physiology, genetics, growth, pathogenesis and control. Basic physical, chemical, and biochemical explanations of microbial actions at the cellular and biofilm level will be presented including enzyme kinetics, cellular metabolism, and molecular genetics. Specific defenses will be explored in detail along with the dynamics of the spread of epidemics. The biology and medical implications of HIV infection will be addressed. Students will be responsible for understanding major features of approximately 60-80 microbial diseases. Critical thinking and problem solving will be emphasized throughout the course. Case studies, written projects, and disease scenarios are also emphasized. Lecture: 3 hours. Lab: 2 hours. Additional fee.

BSC2085L Anatomy and Physiology I Laboratory (1) FA SP SU. Prerequisite: grade of C or better in BSC2085. Recommended Corequisite: BSC 2085L. This course is the second half of an investigation 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.

BSC2086 Anatomy and Physiology II (3) FA SP SU. Prerequisite: grade of C or better in BSC2085. Recommended Corequisite: BSC 2086L. 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. Lecture will focus on 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.
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.

ACG2500 Governmental and Not-for-Profit Accounting (3) FA Prerequisite: satisfactory completion of ACG2021 or ACG2001 and ACG2011. The study of the principles and practices of governmental and not-for-profit accounting. Topics include budgetary accounting, general and special revenue funds, capital projects, debt service funds, proprietary funds, fiduciary funds, account groups, interfund transactions and not-for-profit entities. Contact: 3 hours.

BUL2241 Legal Concepts of Business (3) FA SP Contact 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 email account, Internet Explorer and integration of the applications. Contact: 3 hours.

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.

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) OD Prerequisite: FIN 1100 and satisfactory completion of College Preparatory English (ENC0020), College Preparatory Reading (REA0002) and College Preparatory Algebra (MAT0024), or appropriate placement scores. This 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.

GEB1011 Introduction to Business (3) FA SP SU Introduction 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.

GEB2955 International Business Practices (3) FA Prerequisites: MAT 0024 and REA 0002. A basic course designed to help the student develop a broad, conceptual viewpoint of international business activity and an understanding of the interrelationship among the U.S. business community and the global community. This course covers the nature and purpose of business between nations as well as the concepts of the multinational corporation and its importance in the world marketplace. 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 framework. 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.

MAR1582 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.

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.

MAR1350 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 consumer service skills. 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 SP The course presents a practical approach to understanding and implementing the basic concepts of customer service and focuses on developing effective skills in satisfying internal and external customers in a
wide variety of organizational settings. Emphasis on importance of maintaining a positive attitude and attention to detail. Topics include projecting a professional attitude and image, dealing with customers/clients, time management, effective communication, resolving complaints, working in a culturally diverse setting, and evaluating the service function. Contact: 3 hours.

MNA2100 Human Relations (3) OD 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.

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.

REE1041 Real Estate Principles and Practices: Course II (5) OD 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 broker license exam. Contact: 5 hours.

RM1001 Introduction to Risk and Insurance (3) OD An introductory course to learn about personal and professional risk management and insurance. The course surveys various policies 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 concepts and skills 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 Prerequisites: satisfactory completion of College Preparatory English (ENC0020), College Preparatory Reading (REA0002) and Elementary Algebra (MAT0024), or appropriate placement scores. Optional lab: CHM1030L. Covers the basic concepts of chemistry, with emphasis on its impact on modern society, including issues regarding energy, consumer products and health. 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 Corequisite: CHM1030 or CHM1045. 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 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 Corequisite: 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 (3) FA SP SU Prerequisites: satisfactory completion of College Preparatory English (ENC0020), College Preparatory Reading (REA0002) and MAC1105, or appropriate placement scores. Corequisite: 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: CHM1046. Emphasis is on quantitative techniques as well as illustrations of the Corequisite lecture topics. A graphing calculator is required; check with the instructor for the most appropriate one. Lab: 4 hours. Approved chemical safety goggles required. Additional fee.

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

CHM2210 Organic Chemistry I (3) FA SP Prerequisite: grade of C or better in CHM1046 or its equivalent. Corequisite: CHM2210L. Primarily designed for students planning to major in science and related fields. Nomenclature and physical properties of alkanes, alkenes, alcohols, 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 these reactions take place. Speciation analysis is covered, including proton and carbon-13 NMR and IR, UV and mass spectroscopy. Lecture: 3 hours. Recitation: 1 hour. 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.

CHM2240 Adolescent Development (3) FA SP SU Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. A study of cognitive, physical and psychosocial development during adolescence and young adulthood. Substantive issues such as identity formation, interaction with parents, peer group associations, sexuality and psychological problems are discussed. Lecture: 3 hours.

DEP2004 Human Development: Birth to Senescence (3) FA SP SU Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. An overview of normal human behavior from birth to senescence. Cognitive, physical and psychosocial development are examined within a developmental framework and implications for the individual and the various institutions of our society are discussed. Lecture: 3 hours.

College Prep English

EAP0384* English as a Second Language for Academic Purposes I (4) FA SP This course assists 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. Skills are developed by speaking, listening, reading, and writing in English. Minimum of one hour per week in lab setting required. Students are 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 Assists international students and non-native speakers of English in acquiring academic writing skills necessary for college success. Targets specific second language problems such as use of articles, idiomatic expressions, prepositions, verb tenses, and word endings. Also provides instruction in CLAST English skills, 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.

ENC0010* Elementary 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.

ENC0020 College Preparatory English I (4) FA SP SU This course is intended for the student whose placement scores indicate a need to develop a strong foundation in grammar and composition prior to enrolling in ENC0020. This course focuses on the basic skills of grammar and in paragraph writing. Students will learn writing unified paragraphs. A minimum of one hour per week in a lab setting is required. To enroll in ENC0020, the student must earn a grade of C or better in this class. Lecture: 3 hours. Lab: 1 hour. Does not carry degree credit.

ENC0020 College Preparatory English II (4) FA SP SU This course is intended for the student who is exiting ENC0010 with a grade of C or better or the student whose placement scores indicate the need to develop a strong foundation in writing skills. This course focuses on developing effective paragraph writing and writing unified paragraphs. A minimum of one hour per week in a lab setting is required. To enroll in ENC1101, the student must earn a grade of 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. 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. 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. Students must pass the class with a grade of “C” or better and 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**

SLS00033* 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 freshman year. Students who place into ENC0010 and REA0001 must enroll in SLS00033 in their first semester. Students cannot enroll in SLS00033 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 pertaining 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 wellness, 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 SLS 1510 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 SLS0003 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.

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 formal English. Substantial writing component. Fulfills state writing requirement. Lecture: 3 hours. Substantial writing component. Includes a research paper. Lecture: 3 hours.

ENC1102 Argument and Persuasion (3) FA SP SU Prerequisite: grade of C or better in ENC1101. Building upon the writing skills developed in ENC 1101, this course focuses upon the rhetorical strategies and techniques required for writing college-level persuasive arguments. 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 stresses 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 literature. 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 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, 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 editor 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 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: ENC1101 required. Recommended Prerequisite or Corequisite: MMC1100. A lab for developing skill in gathering, writing and evaluating news, copy reading, headline 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.

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 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.

RTV2102 Writing for the Electronic Media (3) FA SP Prerequisite: grade of C or better in ENC1101. 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.

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 an understanding of the media of mass communications with special emphasis on interpersonal and public speaking and listening. Lecture: 3 hours. Lecture and lab: 3 hours.

SPC2608 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 formal English. Substantial writing component. Fulfills state writing requirement. Includes a research project.

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

**CGS1030 Computer Basics (3) FA SP SU** Designed for students with little or no computer experience, this is an introductory course covering basic keyboarding, fundamental computer and Internet use. Students placing into one or more college preparatory courses are encouraged to take this course to strengthen their computer skills and be successful in college. Computer concepts, future trends and technologies, keyboarding, the Windows operating system, and hands-on use of Microsoft Word and PowerPoint are included in this course. Contact: 3 hours.

**CGS1060 Computer and Internet Literacy (3) FA SP SU** Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. Comprehensive course focuses on the fundamentals of personal computer usage. An introduction to using a personal computer to search the World Wide Web, send and receive e-mail, and design and maintain a personal Web page. Students will be able to print information on the Web, locate Web sites, and create and maintain personal Web pages. This course is intended for students with little or no computer experience. Contact: 3 hours. Additional fee.

**ENC1141 Writing about Literature (3) FA SP SU** Prerequisite: grade of C or better in ENC1101. Does not fulfill the general education communications requirement. Designed to build upon and expand the reading, writing, and research skills learned in ENC1101. 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.

**ENC1102 Argument and Persuasion (3) SP SU** 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.

**CTS2155 Computer User Support (4) FA** 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.

**Course Descriptions**

**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.

**CGS1000 Introduction to Operating Systems (3) SP SU** 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.

**Course Descriptions**

**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.

**CGS1555 Internet (3) FA SP** Prerequisite: satisfactory completion of College Preparatory Reading (REA0002), or appropriate placement scores. Comprehensive course focuses on the fundamentals of personal computer usage. An introduction to using a personal computer to search the World Wide Web, send and receive e-mail, and design and maintain a personal Web page. Students will be able to print information on the Web, locate Web sites, and create and maintain personal Web pages. This course is intended for students with little or no computer experience. Contact: 3 hours. Additional fee.

**CGS1560 Introduction to Operating Systems (3) FA SP SU** 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.

**Course Descriptions**

**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.

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**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.

**CGS1000 Introduction to Operating Systems (3) SP SU** 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.

**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.

**CGS1555 Internet (3) FA SP** Prerequisite: satisfactory completion of College Preparatory Reading (REA0002), or appropriate placement scores. Comprehensive course focuses on the fundamentals of personal computer usage. An introduction to using a personal computer to search the World Wide Web, send and receive e-mail, and design and maintain a personal Web page. Students will be able to print information on the Web, locate Web sites, and create and maintain personal Web pages. This course is intended for students with little or no computer experience. Contact: 3 hours. Additional fee.

**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.
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 COP2220, or permission of instructor. This course introduces students to the exciting world of computer game design, covering the core concepts and providing hands-on experience. Contact: 3 hours.

**CAP2024 Advanced Game Programming (3) FA Prerequisite:** grade of C or better in CAP2023. This course builds upon CAP2023 Introduction to Game Programming. Design and development of interactive, Web-based computer games using the ActionScript programming language is the objective of this course. ActionScript programming will be used for accepting user input, button and mouse objects, text fields, game control, motion control, collision detection and resolution, control of movie clips, and component development. Contact: 3 hours.

**CGS1000 Introduction to Computer Technology (3) FA SP SU Prerequisite:** satisfactory completion of College Preparatory Reading (REA0002), or appropriate placement scores. Overview of major fields within the computer technology area. Concepts and terminology 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 SP Prerequisite:** satisfactory completion of College Preparatory Reading (REA0002), or appropriate placement scores. 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, various database concepts, introduction to specific database query language (SQL), database design using entity relationship models and database normalization. Contact: 3 hours. Additional fee.

**CGS1820 Web Page Authoring (3) FA Prerequisite:** satisfactory completion of College Preparatory Reading (REA0002), or appropriate placement scores. Introduction to HTML for use in creation of Web pages, covering the basics of creating Web pages with links, graphics, tables, forms, frames and cascading style sheets. Basic programming fundamentals are covered. Page formatting using table layout methods is included. Students are introduced to JavaScript to see programming can add dynamic qualities to a Web page. 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 included are an overview of internet commerce, business-to-business, advertising, marketing and security issues. Contact: 3 hours.

**COP2220 Introduction to C++ Programming (3) FA SP SU 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) OD Prerequisite:** grade of C or better in COP2220. This course briefly reviews the basic concepts of programming, problem solving and programming logic while incorporating the design techniques of an event-driven language. Material covered allows programmers to learn how to deal with a visual interface while acquiring important programming skills such as creating projects with decisions 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.

**CTS2441 Database Programming (3) OD 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 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 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 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 human skeletal remains. Data analysis, report writing and plan of action development emphasized. Contact: 3 hours. Additional fee.

*Course will not count toward credit for the A.A. degree.
CJE2671* 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.

CJE2676* Biological Evidence (3) SP
Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. Teaches the Henry modified system of fingerprint classification and prepares the student for a position as an inked fingerprint examiner. 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. 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.

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. 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.

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. Analyzes the tools that criminal justice personnel can use to manage or wage conflicts in constructive ways. Processes such as active listening, principles of negotiation, mediation, arbitration, victim and criminal offender mediation, and nonviolent direct action will be addressed. Contact: 3 hours.

CCJ2192 Introduction to Conflict Management (3) FA SP
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 wage conflicts in constructive ways. Processes such as active listening, principles of negotiation, mediation, arbitration, victim and criminal offender mediation, and nonviolent direct action will be addressed. Contact: 3 hours.

CCJ2452 Justice Administration (3) SP 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 the 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.

CJE2930 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.

CJE1000 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.

CJC2162 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 probation and parole officers and their associates in the rehabilitation process and the procedures for granting pardons. Contact: 3 hours.

CJC2300 Corrections Administration and Operations (3) OD
Prerequisite: 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.

CJC1000 Law Enforcement (3) FA SP SU
Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. History and philosophy of law enforcement in America, including the organization and objectives of local, state and federal agencies. Emphasis on contemporary problems, selecting and training career officers to enforce the law in a democratic society. Contact: 3 hours.

CJE1770* 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.

CJE2140 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.

CJE2300 Police Administration and Operations (3) OD
Prerequisite: CCJ1020 or CJE1000 or Florida Criminal Justice Standards and Training Commission Academy equivalent, or permission of instructor. Current administration organization and operational practice in law enforcement agencies. Emphasis on line and mid-management levels of supervision. Contact: 3 hours.

CJE2400 Police Community Relations (3) OD
Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. Studies the development of police-peacekeepers. Areas of concern will be the police and formal community organizations, minority groups, religious groups, student groups and political dissenter. Contact: 3 hours.

CJE2600 Criminal Investigation (3) FA SU
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.

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

* Course will not count toward credit for the A.A. degree.
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 (ENC0200) 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 trace evidence 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
Prerequisite: satisfactory completion of College Preparatory English (ENC0200) 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.

CJJ2002 Juvenile Justice (3) FA SP
Prerequisite: satisfactory completion of College Preparatory English (ENC0200) 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.

DJL1500 The Court System (3) FA SP SU
Prerequisite: satisfactory completion of College Preparatory English (ENC0200) and College Preparatory Reading (REA0002), or appropriate placement scores. 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.

DJL2100 Criminal Law (3) FA
Prerequisite: satisfactory completion of College Preparatory English (ENC0200) 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.

DJL2610* 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 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.

DJL1310 Criminal Evidence and Procedures (3) SP
Prerequisite: satisfactory completion of College Preparatory English (ENC0200) 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) FA SP
Prerequisite: satisfactory completion of College Preparatory English (ENC0200) and College Preparatory Reading (REA0002), or appropriate placement scores. Comprehensive overview of international and domestic terrorism, including the theoretical foundations and the criminology of terrorist. 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
Prerequisite: DAA1100 or permission of the instructor. 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
Prerequisite: DAA1200 or equivalent. Using skills learned in DAA1200, students will learn more advanced combinations and applications of the movement vocabulary. Activity: 3 hours.

DAA1300 Social Dance (1) FA SP
Instruction in contemporary ballroom dance, with an emphasis on dancing as a physical activity that enhances physical fitness and social well-being. The course includes instruction in the Latin and smooth dances, with an emphasis on dancing as a physical activity that enhances physical fitness and social well-being. Activity: 3 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, 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. Activity: 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. (not an activity course) Contact: 2 hours.

DAN210 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. Three major periods of dance history, major choreographers and their works will be explored through lecture, discussion and media presentation. (not an activity course) Contact: 3 hours.

Dental Assisting
DEA0020 Dental Assisting Preclinical Theory (0) FA
Prerequisite: acceptance into the dental assiting 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 the four-handed dentistry. Contact: 30 hours per semester.

DEA0020L Dental Assisting Preclinical Laboratory (0) FA
Prerequisite: acceptance into the dental assiting program. Corequisite: DEA0020. The course provides for the clinical
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Start Term</th>
<th>Prerequisites</th>
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<tbody>
<tr>
<td>DEA0830</td>
<td>Expanded Functions I Theory</td>
<td>SP</td>
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<td>grade of C or better in DEA0020, DEA0020L, DEA0830, DES1020L. Corequisite: DEA0830L. The course is designed to acquaint the dental assisting student with the necessary basic materials and assisting procedures involved in 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.</td>
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<tr>
<td>DEA0830L</td>
<td>Expanded Functions I Lab</td>
<td>SP</td>
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<td>grade of C or better in DEA0020, DEA0020L, DEA0830, 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.</td>
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<tr>
<td>DEA0831</td>
<td>Expanded Functions II Theory</td>
<td>SU</td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>DEA0831L</td>
<td>Expanded Functions II Lab</td>
<td>SU</td>
<td></td>
<td>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, 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.</td>
</tr>
<tr>
<td>DEA0850</td>
<td>Clinic Practice and Procedures II Theory</td>
<td>SU</td>
<td></td>
<td>grade of C or better in DEA0020, DEA0020L, DEA0830, DEA0850L, DES1020, DES1020L, DES1200 and DES1200L. Corequisite: DEA0850L. The course is a continuation of DEA0020. Topics include, but are not limited to, dental implants, oral pathology, new technology and pharmacology. Contact: 30 hours per semester.</td>
</tr>
<tr>
<td>DEA0850L</td>
<td>Clinic Practice and Procedures II Lab</td>
<td>SU</td>
<td></td>
<td>grade of C or better in DEA0020, DEA0020L, DEA0830, DEA0830L, DEA0850L, 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.</td>
</tr>
<tr>
<td>DES0053</td>
<td>Nitrous Oxide Monitoring</td>
<td>SU</td>
<td></td>
<td>grade of C or better in DEA0020 and DEA0020L, DEA0830, DEA0850L, DEA0830L, DEA0850L. Didactic information and clinical practical applications in the use of nitrous oxide sedation and general anesthesiology. 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.</td>
</tr>
<tr>
<td>DES1020</td>
<td>Dental Anatomy Theory (2) FA</td>
<td>FA</td>
<td></td>
<td>Prerequisite: acceptance into the dental assisting or dental hygiene program. Corequisite: DES1020L. The course is a comprehensive study of the orofacial and related structures of 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, principles of occlusion, periodontal health, tooth eruption schedules and the effects of deviation from normal findings in the permanent dentition. The tissues of the oral cavity and pharynx are discussed, along with salivary glands and various types of papillae and tonsilar tissues. The course content includes a detailed examination of head and neck anatomy; the bones of the skull and the landmarks of each; muscles of mastication; muscles of facial expression, with origins, insertions, blood supply and innervation of each; distribution of the arteries and veins of the head and neck; lymphatic drainage, and the twelve cranial nerves, with special emphasis on the fifth and seventh. Temporomandibular joint function and disorders causing facial pain will also be discussed. Timing of the content will correlate with the Corequisite Dental Anatomy Lab, DES1020L. Contact: 2 hours per week.</td>
</tr>
<tr>
<td>DES1200</td>
<td>Dental Radiology (2) SP</td>
<td>SP</td>
<td></td>
<td>Prerequisite: grade of C or better in DEA0020, DEA0020L, DEA0830, DES1020, DES1020L, DES1200 and DES1200L. Corequisite: DES1200L. The course is designed to provide an in-depth study of tooth morphology for dental assisting, and hygiene students. Laboratory exercises will include identification, characteristics and eruption/exfoliation dates of each of the primary and permanent teeth, distinguishing right and left. Students will use 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.</td>
</tr>
<tr>
<td>DES1200L</td>
<td>Dental Radiology Lab (1) FA</td>
<td>FA</td>
<td></td>
<td>Prerequisite: acceptance into the dental assisting or dental hygiene program. Corequisite: DES1200L. The course is designed to provide an in-depth study of tooth morphology for dental assisting, and hygiene students. Laboratory exercises will include identification, characteristics and eruption/exfoliation dates of each of the primary and permanent teeth, distinguishing right and left. Students will use 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.</td>
</tr>
</tbody>
</table>

* Course will not count toward credit for the A.A. degree.
DESI100\* - Dental Materials Theory (2) FA Prerequisite: acceptance into the dental assisting or hygiene program. Corequisite: DESI100L. 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.

DESI100L\* - Dental Materials Lab (1) FA Prerequisite: acceptance into the dental assisting or hygiene program. Corequisite: DESI100. 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 various exercises and dental laboratory visits. In addition, the information presented in the laboratory course will coincide with DESI100, Dental Materials Lecture, which is recommended as a Corequisite. Contact: 45 hours per semester. Additional fee.

DESI2502\* - Clinic and Office Management (1) SU Prerequisite: acceptance into the dental assisting or hygiene program. The course includes information relevant to the theoretical and practical administration of the dental office/clinic. Lectures are relevant to the responsibilities of the dental professional in the dental office. Information presented includes development of resumes, interviewing, office interpersonal relations, legal responsibilities, 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\* - Dental Hygiene Preclinic Theory (2) FA Prerequisite: grade of C or better in BSC2085, BSC2085L, BSC2086, BSC2086L, MCB2004, MCB2004L, CHM1030 and ENC1101 and acceptance into the dental hygiene program. Corequisite: DESI1002L. 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 Prerequisite: grade of C or better in BSC2085, BSC2085L, BSC2086, BSC2086L, MCB2004, MCB2004L, CHM1030 and ENC1101, and acceptance into the dental hygiene program. Corequisite: DESI1002. The laboratory and clinical portion of DESI1002 allows students to master basic assessment and instrumentation skills through practice on manikin models prior to performing services on peers. Contact: 135 hours per semester. Additional fee.

DESI110* - Embryology and Oral Histology (2) FA Prerequisite: grade of C or better in BSC2085, BSC2085L, BSC2086, BSC2086L, MCB2004, MCB2004L, CHM1030 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.

DESI400* - General and Oral Pathology (3) SU Prerequisite: grade of C or better in DESI1002, DESI1002L, DESI1002L, DESI1020L and DEHI1130. 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.

DESI800* - Dental Hygiene I Theory (2) SP Prerequisite: grade of C or better in BSC2085, BSC2085L, BSC2086, BSC2086L, MCB2004, MCB2004L, CHM1030 and ENC1101. Corequisite: DESI800L. An introduction to the elements of dental hygiene care and the various areas of 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. Progressive development of instrumentation, oral prophylaxis procedures, and dental and periodontal documentation in record keeping are theorized in the lectures. Contact: 2 hours per week.

DESI800L* - Dental Hygiene I Clinic (3) SP Prerequisite: grade of C or better in BSC2085, BSC2085L, BSC2086, BSC2086L, MCB2004, MCB2004L, CHM1030, ENC1101, DEHI1002 and DEHI2002L. Corequisite: DESI800. Course material from DESI800 applied in providing patient care in the dental hygiene clinic. Students receive instruction in providing dental hygiene care in a variety of clinical settings. There is one-to-one instruction 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 subgingival calculus. Contact: 120 clock hours per semester. Additional fee.

DESI802* - Dental Hygiene II Theory (2) FA Prerequisite: grade of C or better in DESI800, DESI800L, DESI1200, DESI1200L and DEHI2300. Corequisite: DESI802L. The course is a continuation of dental hygiene theory from DESI800, with emphasis on didactic information regarding patient assessment, periodontal disease study, gingival curettage, oral irrigation, post-operative ostetitis, 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 ostetitis dressing, periodontal dressing and cytological specimens. Selected topics are required for clinical competence in DESI802L. Contact: 2 hours per week.

DESI802L* - Dental Hygiene II Clinic (3) FA Prerequisite: grade of C or better in DESI800, DESI800L, DESI1200, DESI1200L, DEHI2300 and DEHI2602L. Corequisite: DESI802. 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 sessions will include opportunities to practice advanced instrumentation techniques as well as expanded functions as taught in the theory course. Competency requirements for the completion of this clinical course include application of pit and fissure sealants, transferring dental instruments, use of ultrasonic scalers, loading and passing aspirating syringes, correlation of radiographs, root planing and tray preparations for fixed and removable models. Extraoral experience in the areas of special need patients and children, periodontal patients, geriatric patients will be obtained from the area correctional institutions, Southwest Hospital, Public Health facilities, the Veteran’s Administration and other sites. Contact: 240 clock hours per semester. Additional fee.

DESI2300* - Pharmacology (3) SP Prerequisite: grade of C or better in DESI1002, DESI1002L, DESI1020, DESI1020L and DEHI1130. The study of drugs and anesthetics, with special consideration given to those used in the treatment of dental disease. The course acquaints students with the origin of these drugs and anesthetics, their physical and chemical properties, modes of administration and effects upon the body system. Contact: 3 hours per week.

DESI2504* - Dental Specialties (1) SP Prerequisite: grade of C or better in DESI1000, DESI1000L, DESI1200, DESI1200L and DEHI2300. The course is designed to acquaint the dental hygiene student with the all areas of specialization that a dental practice may be limited to in providing patients with individualized, optimal dental care. An overview of some specialties will be provided by the course leader. Dental specialists 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.

DESI2602* - Periodontology (2) SU Prerequisite: grade of C or better in DESI1000, DESI1000L, DESI1200, DESI1200L and DEHI2300. 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 pathologic basis for periodontal therapy. Emphasis will be placed on the recognition and differentiation of periodontal health and disease states, formulation
DEH2900* Dental Programs Independent Study (1) FA 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. 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 periodontal instrumentation is taught on periodontal patients who present as periodontal case-based learning requirements of the program. Contact: 120 clock hours per semester.

DEH2701* Community Dental Health (2) FA  Prerequisites: grade of C or better in DEH1800, DEH1800L, DES1200, DES1200L and DEH2300. The course prepares the dental hygiene student to promote oral health and prevent oral disease in the community. The concepts of assessment, planning, implementation and evaluation phases of community-based programs are taught. The student will plan a community oral health education program that is implemented and evaluated in the Community Dental Health Practicum. Cultural differences, 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 DEH2504, DEH2802, DEH2802L, DEH2701, DEH1400, DES2100, DES2100L, DEH2602, DEH2602L and DEH2300. The 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 DEH1802, DEH1802L, DEH1400, DES1200, DES1200L, DEH2602, DEH2602L and DEH2300. Corequisite: DEH2804L. This is the final dental hygienist theory course. Emphasis is on ethics and jurisprudence, clinical seminars (as needed), student presentations of periodontal case studies and an in-depth review of Florida statutes and laws regulating the practice of dentistry and dental hygiene. Time is also allowed for a Mock Clinical Board Examination. Contact: 2 hours per week.

DEH2804L* Dental Hygiene III Clinic (4) SP  Prerequisites: grade of C or better in DEH1802, DEH1802L, DEH1400, DES1200, DES1200L, DEH2602, DEH2602L and DEH2300. Corequisite: DEH2804L. This is the final clinical course. The student must demonstrate ability to synthesize and conceptualize all knowledge, theory and skills previously learned and use these skills and practical skills previously learned 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, use of ultrasonic scalers, correlation of radiographs, root planing and impressions for study models. External clinical experience in the areas of special needs patients, children, periodontal patients and geriatric patients will be obtained from area correctional institutions and public health facilities. A mock clinical board exam 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 SU  Prerequisite: Permission of program chair. The course is an independent study whereby dental assisting, dental hygiene, dental students or pre-dental students may be provided individual instruction for shadowing in the on-campus or off-campus clinics, or remediating or reviewing clinical skills and/or didactic course materials. Each student will meet with the course director to establish requirements for individual student needs. Students are graded on the basis of (S) satisfactory or (U) unsatisfactory performance. Contact: 15 hours per semester. Additional fee.

DESI020* 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 principles of occlusion, periodontal health, tooth eruption schedules and the effects of deviation from normal findings in the permanent dentition. The tissues of the head and neck 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 sensory nerves of the head and neck; nasal and oral cavity; 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.

DESI020L* Dental Anatomy Laboratory (1) FA  Prerequisites: acceptance into the dental assisting or dental hygiene program. Corequisite: DES1020*. Dental Anatomy Laboratory is designed to provide an in-depth study of tooth morphology for dental assisting, 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 anatomies of the support structures of the teeth will be provided. Laboratory exercises will be supplemented with a study guide. Contact: 1 hour per week.

DESI1200* Dental Radiology (2) SP  Prerequisite: grade of C or better in DES1020 and DES1020L. Corequisite: DES1200L. The course is designed for the dental assisting or hygiene student and includes the study of the theory and principles used to expose, process, and mount dental radiographs. Recognition of normal and abnormal conditions visible on dental radiographs, and the identification of the hazards and safety precautions eminent 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. 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.

DESI1200L* Dental Radiology Lab (1) SP  Prerequisite: grade of C or better in DES1020, DES1020L. Corequisite: DES1200L. Students will achieve proficiency in radiographic technique on a DXTTR manikin prior to exposure of radiographs on patients. Intraoral and extraoral exposure techniques will be covered. Students completing Dental Radiology Lab will be able to produce technically acceptable interproximal and periapical radiographs with bisecting and paralleling techniques on primary, mixed, or complete dentitions, or edentulous patients. Students will also expose technically acceptable occlusal, panoramic, facial profile, and carpal radiographs. Digital radiography will be included. Manual and automatic processing methods are used and film duplication procedures are practiced. Laboratory exercises 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.

DESI600* Dental Office Emergencies (2) FA  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.

DESI840* Preventive Dentistry (2) FA  Prerequisites: grade of C or better in: BSC2085, BSC2085L, BSC2086, BSC2086L, MCB2004, MCB2004L, CHM1030 and ENC1101 and acceptance
Diagnostic Medical Sonography

SON1100* 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.

SON1111* Abdominal Sonography I (2) Prerequisites: SON1100, SON1170. Corequisites: SON1121, SON1121, SON11804. An introduction to the cross-sectional anatomy of the abdomen and its recognition on sonographic visualization systems. Contact: 30 lecture hours and 45 lab hours per semester.

SON1112* Abdominal Sonography I Lab (1) Laboratory and clinical application of concepts and procedures studied in SON1111*. Lab: 1 hour per week.

SON1121* Sonographic OB/GYN I (2) Prerequisites: SON1100 and SON11170. Corequisites: SON1111, SON1121, SON1124 and SON11804. 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.

SON1121* Sonographic OB/GYN I Lab (1) Laboratory and clinical application of concepts and procedures studied in SON1121*. Lab: 1 hour per week.

SON1122* Sonographic OB/GYN II (2) Prerequisites: SON1111, SON1121, SON1121 and SON11804. Corequisites: SON1112, SON1121, SON1124 and SON11814. 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.

SON1122* Sonographic OB/GYN II Lab (1) Laboratory and clinical application of concepts and procedures studied in SON1122*. Lab: 1 hour per week.

SON1141* Small Parts Sonography (2) Prerequisites: SON1112, SON1122, SON1121, SON1124 and SON11814. Corequisites: SON1121, SON11824. 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.

SON1141* Small Parts Sonography Lab (1) Laboratory and clinical application of concepts and procedures studied in SON1141*. Lab: 1 hour per week.

SON1170* Sonography of the Circulatory System (2) 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 cardiac 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.

SON1170* Sonography of the Circulatory System Lab (1) Laboratory and clinical application of concepts and procedures studied in SON1170*. Lab: 1 hour per week.

SON1211* Medical Sonographic Physics I (3) Prerequisites: SON1100 and SON1170. Corequisites: SON1111, SON1121 and SON11804. 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.

SON1212* Medical Sonographic Physics II (3) Prerequisites: SON1111, SON1121, SON1121 and SON11804. Corequisites: SON1121, SON11824. 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.

SON1214* Practical Aspects of Sonography I (3) Prerequisites: SON1111, SON1121, SON1121 and SON11804. Corequisites: SON1112, SON1122, SON1124 and SON11814. A study of the 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.

SON1215* Practical Aspects of Sonography II (3) Prerequisites: SON1111, SON1121, SON1121 and SON11804. Corequisites: SON1121, SON1122, SON1124 and SON11814. A continuation of the study of diagnostic ultrasound and adding knowledge of pathological processes. Corequisites: SON1121, SON11824. Offering more advanced practical principles of diagnostic ultrasound, including knowledge of pathological processes and examinations 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.

SON1400* Introduction to Echocardiography (3) Prerequisites: SON1100, SON1124, SON1111 and SON1121. Corequisites: SON1125, SON1141 and SON11824. 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.

SON1804*  Clinical Experience I (1)  Prerequisites: SON1100 and SON1170. Corequisites: SON1111, SON1121 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.

SON1824*  Clinical Experience III (2)  Prerequisites: SON1112, SON1122, SON1212, SON1214 and SON1818. Corequisites: SON1141 and SON1215. 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, SON1124, SON1111 and SON1211. 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, video 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 designed for hands-on students and creative expression of video. This course is 80% off 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 postproduction, 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.

Corequisite

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, video 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 designed for hands-on students and creative expression of video. This course is 80% off 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 postproduction, 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.

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.

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 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.

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.

EEC2008* Children's Literature in Early Childhood Education (3)  FA SP SU  This course is designed to introduce emergent literacy and developmentally appropriate literature to the early childhood education associates degree student. A review of best practices in literacy and a portfolio of age appropriate literature for children birth through five will be created by each student. 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 will instruct the student 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.

EEC2521* Management of a Childcare Center (3)  FA SP SU  This course provides a foundation for the financial and personnel management of the

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

EEC2523* Early Childhood Organizational Leadership and Management (3) FA SP SU Preerequisite: Current Director's Credential. This early childhood course is designed to provide advanced level director credential training on organizational structure, ethics and professionalism; leadership, personnel policies and relationships; and staff development, evaluation and retention. Contact: 3 hours.

EEX2100* Survey of Disabling Conditions in Young Children (3) FA SP SU The early childhood educator working successfully with young children with disabilities must have knowledge of the various disabling conditions. With a greater understanding of the definitions 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.

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. An introductory course in geology emphasizing environmental aspects of the earth, including earthquakes, volcanoes, depletion of resources, water supply problems, pollution and geologic land use and planning. Lecture: 3 hours.

GLY2010 Physical Geology (3) FA Prerequisites: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. Corequisite: GLY2010L. Covers the origin and evolution of the earth, with concentration on the geologic processes acting within the earth and on the earth's surface. Lecture: 3 hours.

GLY2010L Physical Geology Laboratory (1) FA Prerequisites or Corequisites: GLY2010. Students will classify and identify rocks and minerals and interpret topographic/geologic maps and aerial photographs. Lab: 3 hours. Additional fee.

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 an appreciation of the earth's geological history of selected national parks while illustrating the 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. Prerequisite 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.

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 interdisciplinary nature of the science, including the biological, chemical, physical and geological aspects of oceanographic studies. Lecture: 3 hours.

Economics

ECO2013 Principles of Economics: Macro (3) FA SP SU 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 Macro Economics (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: 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: 3 hours.

Education

EDF1005 Introduction to the Teaching Profession (3) FA SP An introduction to the American education system, with emphasis on the social foundations of public education. Overview of the teaching profession and contemporary issues affecting teachers and students. Recommended for students considering a career in any area of education. Open only to students who have completed 12 or more semester hours. A minimum 2.5 GPA is required for admission to teacher education programs in all state universities in Florida. Required field experience: 15 hours. There is a cost of $95.00 for fingerprinting and a security check required by Leon County Schools. 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 Prerequisite: EDF1005. An introduction to the value of diversity in American society and the manifestations of diversity in the educational system. Focuses on providing prospective teachers with knowledge about students in American schools who are from different ethnic, racial, cultural and/or linguistic backgrounds or who represent other categories of diversity, and how the needs of diverse students may be addressed. Open only to students who have completed 12 or more semester hours. A minimum of 2.5 GPA is required for admission to teacher education programs in all state universities in Florida. Required field experience: 15 hours. There is a cost of $95.00 for fingerprinting and a security check required by Leon County Schools. This course fulfills one of the lower division education core Prerequisites for teacher education majors. Lecture: 3 hours.

EME2040 Introduction to Technology for Educators (3) FA SP SU 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. Open to students who have completed 12 or more semester hours. A minimum 2.5 GPA is required for admission to teacher education programs in all state universities in Florida. This course fulfills one of the lower division education core Prerequisites for teacher education majors. Contact: 3 hours.

**Emergency Medical Technology**

**EMSI059C** First Responder (3) FA SP SU

This course is designed to instruct students in basic management of emergency/ prehospital 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.

**EMSI1154** Emergency Medical Technician I (3) FA SP SU

Corequisites: EMS1154* and EMS1154L*. Laboratory and clinical application of concepts and procedures studied in EMS1154*. Lab: 3 hours per week. Clinical: minimum 50 hours per semester. Additional fee.

**EMSI1155** Emergency Medical Technician II (3) SP SU

Corequisites: EMS1155*, EMS1154*, and EMS1155L*. This is a continuation of EMS1154*. Contact: 3 hours per week. Some Saturday classes required.

**EMSI1155L** Emergency Medical Technician Practicum II (3) SP SU

Corequisites: EMS1154*, EMS1155*, and EMS1155L*. Contact: 3 hours per week. Some Saturday classes required.

**EMSI2018** 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 26 hours per semester. Additional fee.

**EMSI2414L** EMS Extrication Techniques (1) SU

Corequisites: 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 evaluation of motor vehicle rescue and vertical extraction situations with regard to the safety of both rescuer and patient. Lab hours. Contact: 2 hours per week.

**EMSI2522** EMS Pharmacology (3) SU

Corequisites: BSC2085 and BSC2085L or BSC1084C. Contact: 3 hours per week. Additional fee.

**EMSI2522C** EMS Pharmacology (3) SU

Corequisites: BSC2085 and BSC2085L or BSC1084C. Contact: 3 hours per week. Additional fee.

**EMSI2611** Paramedic Preparatory (2) FA

Prerequisite: acceptance into the Paramedic program; and anatomy and physiology Prerequisite course(s) and EMS2522C. Corequisites: EMS2611 and EMS2637. This course 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.

**EMSI2613** Paramedic Patient Assessment (1) FA

Prerequisite: acceptance into Paramedic program and anatomy and physiology Prerequisite course(s) and EMS2522C. Corequisites: EMS2611, EMS2637 and EMS2662L. This course is designed to provide the paramedic student with the knowledge and skills necessary to thoroughly, accurately and rapidly assess patients found in the pre-hospital setting. The course focuses on history taking, techniques of physical examination and decision making, communications and documentation. Contact: 1 hour per week.

**EMSI2617C** Paramedic Assessment Based Management (2) SU

Prerequisites: Successful completion of EMS2611, EMS2613, EMS2637, EMS2662L, EMS2663L and EMS2639. The course focuses on the paramedic student’s ability to integrate pathophysiological principles and physical examination findings to formulate a field impression and implement a treatment plan for patients with common complaints. The course involves classroom lecture and laboratory exercises to practice using programmed or simulated patients. Contact: 3 hours per week.

**EMSI2618** EMS Special Operations (1) SU

Prerequisite: EMS2663L 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.

**EMSI2637** Paramedic Medical Emergencies I (4) FA

Prerequisites: Successful completion of EMS2611, EMS2613, EMS2663, EMS2662L and EMS2661L. 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.

**EMSI2638** Paramedic Medical Emergencies II (4) SP

Prerequisites: Successful completion of EMS2611, EMS2613, EMS2637 and EMS2662L. Contact: 4 hours per week.

**EMSI2639** Paramedic Trauma Emergencies (3) SP

Prerequisites: Successful completion of EMS2611, EMS2613, EMS2637 and EMS2662L. Contact: 3 hours per week.

**EMSI2645** Paramedic Field Internship (3) SU

Prerequisite: grade of C or better in all previous EMS courses and successful completion of the second year of the paramedic program. 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.
Course Descriptions

EMS2662L* Paramedic Clinical/Lab I (6) FA  Prerequisite: acceptance into the Paramedic program. Corequisites: EMS2611L, EMS2613 and EMS2637. 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.

EMS2663L* Paramedic Clinical/Lab II (6) SP  Prerequisite: successful completion of all previous EMS courses. Corequisites: EMS2639 and EMS2638. 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.

EMS2930* Paramedic Seminar (1) SU  Prerequisite: successful completion of EMS2638, EMS2639 and EMS2663L.. Final semester paramedic program course is designed to broaden the knowledge of the paramedic in fields related to emergency medicine, including current issues, management techniques and legal and ethical aspects. Includes a research paper. Contact: 15 hours 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, elementary education and the EMS programs. CPR certification will be available at an additional cost. Contact: 2 hours per week.

Engineering and Technology

BCN2230 Construction Materials and Methods (3) FA  Prerequisite or Corequisite: EGS1111C. An introductory course on materials used in residential and commercial construction such as wood, steel and concrete; their components; and the method of their fabrication and assembly. Contact: 3 hours.

BCN2272 Plans Interpretation (3) SP  Prerequisite: EGS2112C. Corequisite: ETD2340. Interpretation and evaluation of manual and computerized working drawings (architectural and engineering) for residential, commercial and industrial building. Contact: 3 hours.

BCN2704 Construction Contracts, Codes and Laws (3) FA  Prerequisite: computer proficiency. Covers state and local laws and regulations applicable to the building construction contracts, specifications, codes, and contractual concepts (bond, bid, insurance, deed, awarding), along with computer application in preparing contract forms and codes specification. Contact: 3 hours.

BCT2705 Construction Management (3) SP  Prerequisite: computer proficiency. Covers knowledge and skills that enable students to organize, coordinate and supervise all information and activities leading to the implementation of construction plans and contracts, document working drawings, architectural and engineering systems and symbols and to apply the computer in construction management. Contact: 3 hours.

BCT2770 Construction Estimating and Concepts (3) SP  Prerequisite: BCT2705. Study of estimating methods used in estimating the costs of projects to be constructed. Instruction is given in reading building plans to determine the quantities of materials, equipment and labor required for a given project. Appropriate unit costs are ascertained and used in arriving at accurate cost estimates. Contact: 3 hours.

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 ETD3130. Drafting and design related to civil engineering, architectural engineering, and surveying plans. This includes light construction principles; topographic, architectural and structural details; and application of a CAD system (AutoCAD Release 2009). Contact: 4 hours. Additional fee.

EGS2141C Computer Graphics for Engineers (2) OD  Prerequisite: MAC2311L. Covers principles of engineering graphics and descriptive geometry. Topics include multiview 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.

EGS2311 Vector Statics (3) SP  Prerequisites: MAC2311 and PHY2048. Corequisites: MAC2312. Two- and three-dimensional equilibrium of frames, machines and trusses; principles of friction; center of gravity; and area moment of inertia and using vector algebra and calculus. Contact: 3 hours.

EGS2321 Vector Dynamics (3) SU  Prerequisite: EGS2311. Absolute and relative motion of particles and rigid bodies in translating and rotating reference frames using vector analysis, Newton's laws of motion, work and energy and impulse momentum. Contact: 3 hours.

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

ETC1500 Highways and Transportation (3) FA  An introductory course in highways and transportation. The course covers terminology and design practices 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 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 complex graphical 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 Z 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. Computer exercises are included. Contact: 3 hours.

ETG2530 Strength of Materials (3) SP  Prerequisite: ETG2520. A continuing study of stress, strain, the modulus of elasticity, and an introduction to structural analysis. Topics include the analysis of beams, columns, connections, trusses and indeterminate beams. Computer exercises included. 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.

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.

* Course will not count toward credit for the A.A. degree.
SUR2533* Global Positioning Systems (GPS) (3) SP Prequisite: 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 Prequisite: SUR2100C*. Covers the legal principles of land surveying and its application to the establishment of boundaries for public and private properties. Contact: 3 hours. Additional fee.

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 Prequisites: 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

AML2301 Major American Writers (3) FA SP SU Prequisite: 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 component. Fulfills state writing requirement.

AML2600 African American Literature (3) FA SP SU Prequisite: successful completion of the six-hour general education communications requirement. This course examines 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 component. Fulfills state writing requirement. Contact: 3 hours.

CRW2001 Creative Writing (3) FA SP Prequisite: completion of communications requirement. This course offers instruction in writing fiction, poetry, drama, and nonfiction, and provides an awareness of the writer's work. The guiding principles of creativity will be discussed and illustrated. Lecture and discussion: 3 hours.

ENC1101 College Composition (3) FA SP SU Prequisite: 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 genre appropriate to the student’s work. The guiding principles of creativity will be discussed and illustrated. Lecture and discussion: 3 hours.

ENC1102 Argument and Persuasion (3) FA SP SU Prequisite: grade of C or better in ENC1101. Building upon the writing skills developed in ENC 1101, this course focuses upon the rhetorical strategies and techniques required for writing college-level persuasive arguments. Lecture: 3 hours. Substantial writing component. Fulfills state writing requirement. Includes a research paper.

ENC1141 Writing about Literature (3) FA SP SU Prequisite: 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) FA SP Prequisite: 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, and proposals. Fulfills state writing requirement. Lab: 3 hours.

ENC2942 Intern Program in Publishing (3) OD Prequisite: 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 credit hours. Lab: 6 hours.

ENC2948 Practicum in College Composition Mentoring (3) FA SP Prequisites: completion of ENC1101 for students mentoring in ENC1101; completion of ENC1102, ENC1141 or MMC1100 for students mentoring in a second-semester composition course. This course covers the 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.

ENL2000 British Literature (3) FA SP SU Prequisite: 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 Prequisite: 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.

LIT2800 Individualized Reading in Modern Literature (3) SP Prequisite: 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 satisfy individual student interest and chosen to meet the approval of both the student and the instructor. Individual reading, group discussion and presentation of projects. Lecture: 3 hours.

LIT2323 Multicultural Mythology (3) FA SP Prequisite: 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. Satisfies 3 hours of elective credit.

LIT2330 Children's Literature (3) FA SP SU Prequisite: 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 level and genre the wide spectrum of children's literature. A wide range of topics and selections will 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.

LIT2380 Introduction to Women Writers (3) FA Prequisite: grade of C or better in ENC1101. The ideas and literary contributions of 20th century women writers. Focuses on their expressions of the female experience and also on their views of the shared experiences and conflicts of men and women. Lecture: 3 hours.

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

**Finance**

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. 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 (ENC0020), 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.

FIN2010 Investments (3) OD  
Prerequisite: satisfactory completion of College Preparatory English (ENC0020), 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 savings. Course content should extend upon the current subjects covered in Personal Finance but will include much greater information, including guest speakers and a computer simulated game where the student plans for their personal or family net worth and retirement (two distinct programs). Contact: 3 hours.

**Foreign Language**

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

FRE1121 Elementary French II (4) SP  
Prerequisite: 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.

GER1121 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.

ITA1121 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.

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.

SPAN1120 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.

SPAN1121 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.

SPAN2220 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.

SPAN2240 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.

**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.

**Film**

FIL1031 History of Film I (3) FA  
Prerequisite: satisfactory completion of ENCI101. 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) SP  
Prerequisite: satisfactory completion of ENCI101. 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. Lab: 2 hours.

FIL2032 History of Film II (3) SP  
Prerequisite: satisfactory completion of ENCI101. 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 ENCI101. 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.
Forensics

ORI2000 Introduction to Oral Interpretation (3) FA SP  Study of the selection, preparation and presentation of literature, including competitive presentation. Concentrates on the development of analytical skills plus vocal and physical presentation techniques. Lecture: 3 hours.

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.

SPC2594 Speech and Debate Workshop (1) FA  Provides instruction in individual oral interpretation events, with an emphasis on inter-collegiate competition. Lab: 3 hours.

SPC2595 Speech and Debate Practicum (1) SP  Provides opportunities for actual presentation of oral interpretation material in intercollegiate competition. Lab: 3 hours.

French

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

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

Geography

GEO2000 World Regional Geography (3) FA SP SU  Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. A survey of the major regions of the world and their component areas. An examination of the principal physical, biotic, and cultural elements in these places leads to an appreciation of the diverse environments and the common problems that exist in the world. Lecture: 3 hours.

GEOI400 Introduction to Human Geography (3) FA SP SU  Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. An introductory course surveying world geographic patterns and problems, human elements of geography and how those elements contribute to the development of regional cultural landscapes, processes of landscape development and modification, environmental problems that are related to human activity, current political and economic interdependencies, and activities related to global economic restructuring. Lecture: 3 hours.

Geology

GLY1030 Environmental Geology (3) FA SP SU  Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. An introductory course in geology emphasizing environmental aspects of the earth, including earthquakes, volcanoes, depletion of resources, water supply problems, pollution, and geologic land use and planning. Lecture: 3 hours.

GLY2010 Physical Geology (3) FA  Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. Corequisite: GLY2010L. Covers the origin and evolution of the earth, with concentration on the geologic processes acting within the earth and on the earth’s surface. Lecture: 3 hours.

GLY2010L Physical Geology Laboratory (1) FA  Corequisite: GLY2010. Students will classify and identify rocks and minerals and interpret topographic/geologic maps and aerial photographs. Lab: 3 hours. Additional fee.

GLY2160 Geology of National Parks (3) SP  Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and college preparatory reading (REA0002), or appropriate placement scores. An introductory course in geology that develops the geological history of selected national parks while illustrating essential principles and processes of geology. Lecture: 3 hours.

German

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

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

Graphic Design/Multimedia

CGS1520 Introduction to Multimedia Programming (3) FA SP  Prerequisite: satisfactory completion of College Preparatory Reading (REA0002), or appropriate placement scores. Topics include multimedia applications, video and sound capture, multimedia and the Internet and design issues for multimedia. Macromedia Director, Flash, Fireworks for multimedia development, Adobe Photoshop for editing graphics and Adobe Premiere for video editing are used on the IBM platform. Hands-on projects will be required for presentation and grade. Contact: 3 hours. Additional fee.

CGS2525 Advanced Multimedia Programming (3) SP  Prerequisite: satisfactory grade in 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 distribution, 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  Prerequisites: GRA1131C and GRA2106 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  Prerequisites: GRA1103C, GRA1131C and GRA2106. 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.

GRA1131C 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.

GRA2106C 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  Prerequisites: Corequisites: GRA1131C and GRA2106 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 pages using the latest standards and practices. Topics include Web page development essentials, Web design elements, basic and advanced Web technologies. Contact: 4 hours.

* Course will not count toward credit for the A.A. degree.
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 and GRA1206C and/or permission of instructor. This course will focus on an in-depth understanding of electronic press issues and strategies for 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 Intermediate Photoshop (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 develop 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: 4 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 Prerequisite: 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

HSC1100 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.

HSC1171 Wellness through Stress Management (3) FA SP SU Explores the nature and scope of stress in today’s society, with emphasis on the impact of stress on human health. Coping strategies for environmental, social and internally induced stressors are discussed. Contact: 3 hours.

HSC2122 Consumer Health (3) FA SP Prerequisites: 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 page research is required. Previous basic computer skills are necessary for Internet searches. Contact: 3 hours.

HSC2200 Principles of Contemporary Health (3) FA SP SU Prerequisite: Satisfactory completion of College Preparatory English (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.

HSC2531 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.

Health Information Management

HIM1000 Introduction to Health Information (2) FA Prerequisite: grade of C or better in CGS1060. This course is designed as an overview to the healthcare delivery system and health information. During the course, students will learn about health information professions, the organization of healthcare in the United States, the role of providers, information systems related to the health record, legal terminology, confidentiality, access and release of information, HIPAA, tracking of disclosed information, liability, subpoenas, depositions, consent and authorization guidelines, privacy and health care liability. Prerequisite: HIM1000 with a passing grade of C or better. Note: Projects within the course may require use of Word, Excel, Access, and the Internet. Contact: 2 hours.

HIM1102 Introduction to Health Informatics (3) FA SP Prerequisite: grade of C or better in CGS1060. This course studies the collection and organization of patient information, the effective management of information using computer technology, and the impact of such technology on medical research, education and patient care. Contact: 3 hours.

HIM1433 Pathophysiology (3) FA SP Prerequisite: HSC2531 and CGS1060 with a grade of "C" or better. This course is designed to study the systematic approach to the basic disease processes in terms of etiology, symptomatology, general pathological changes, diagnostic procedures, and testing and types of treatment. The course must be passed with a grade of C or better. Note: Projects within the course may require use of Word, Excel, Access and the Internet. Contact: 3 hours.

HIM2012 Legal Aspects of Healthcare (2) FA SP Prerequisite: HIM1000 and CGS1060 with a grade of “C” or better. This course will review the legal aspects of healthcare, in particular those related to health information management state and federal laws. Includes legal terminology, confidentiality, access and release of information, HIPAA, tracking of disclosed information, liability, subpoenas, depositions, consent and authorization guidelines, privacy and health care liability. Prerequisite: HIM1000 with a passing grade of C or better. Note: Projects within the course may require use of Word, Excel, Access, and the Internet. Contact: 3 hours.

HIM2034 Healthcare Informatics Project Management (3) FA Prerequisite: grade of C or better in CGS1060. This course provides an overview of healthcare informatics project management. Additionally, it introduces the concepts necessary to identify the major components that lead to the successful completion of a healthcare informatics project. Course topics include: project planning, project tracing and implementation, task delegation, time, money and outcomes of management of projects. This course must be passed with a grade of C or better. Note: Projects within the course may require use of Word, Excel, Access, and the Internet. This course must be passed with a grade of C or better. Note: Projects within the course may require use of Word, Excel, Access, and the Internet. Contact: 3 hours.

HIM2211 Health Information Technology (2) FA SP Prerequisite: HIM1000 and CGS1060 with a grade of “C” or better. This course will review the evolution of information systems in healthcare, the major types of healthcare information system applications, the common hardware configuration, major types of databases, structured and unstructured data, decision support systems, confidentiality, privacy and security, and emerging technologies. This course also covers terminologies and classification commonly used for administrative and statistical reporting, other vocabulary, terminology and classification systems, data standards for healthcare and the application of vocabulary, terminology and classifications systems. This course must be passed with a passing grade of C or better. Prerequisite: HIM1000. Note: Projects within the course may require use of Word, Excel, Access, and the Internet. Contact: 2 hours.
**Course Descriptions**

**History**

**AMH1041 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.

**AMH1050 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.

**AMH2010 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 Colonial period through Reconstruction. Provides perspective on the historical roots of America through examination of major issues and interpretations of U. S. history. Lecture: 3 hours.

**AMH2020 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.

**AMH2070 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 beginning of European settlement to the present, emphasizing the period since 1821 when the United States acquired Florida from Spain. Contact: 3 hours.

**AMH2091 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.

**ASH1044 Introduction to Middle Eastern History and Civilization (3) FA**  
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 development 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.

**ASH2041 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.

**EUH1000 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.

**EUH1001 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.

**EUH2080 Survey of English History I (3) FA SP**  
Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement 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.

**EUH2081 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 computer proficiency requirements. Contact: 1 hour.

**WOH2012 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.

**WOH2022 History of Civilization II (3) FA SP SU**  
Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. A general history of civilization emphasizing the economic, intellectual, political, and cultural aspects that have contributed to the development of our society. Covers the period from 1715 to the present. Lecture: 3 hours.

**Human Development**

**CHD2220 Child Development (3) FA SP SU**  
Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. The developmental study of the normal child from conception to age 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.

**CHD2240 Adolescent Development (3) FA SP SU**  
Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. A study of cognitive, physical and psychosocial development during adolescence and young adulthood. Substantive issues such as identity formation, interaction with parents, peer group associations, sexuality and psychological problems are discussed. Lecture: 3 hours.

**DEP2004 Human Development: Birth to Senescence (3) FA SP SU**  
Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. An overview of normal human behavior from birth to senescence. Cognitive, physical and psychosocial development are examined within a developmental framework, and implications for the individual and the various institutions of our society are discussed. Lecture: 3 hours.

* Course will not count toward credit for the A.A. degree.
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. 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 fulfills three hours of the six-hour humanities requirement. Lecture: 3 hours. Substantial writing component. Fulfills state writing requirement. Contact: 3 hours.

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 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. 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 and economics. 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. 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 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 is 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, speaking foreign phrases, obtaining passports, packing for an overseas journey and budgeting expenditures. This is a higher-level course designed to be more extensive in terms of 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/HUM2741. Offered solely for those planning to enroll in HUM2741 and travel as participants in the Humanities Study Abroad Program. Substantial writing component. Fulfills state writing requirement. Contact: 3 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 HUM2230, 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 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. 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 class meetings 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 will not count toward credit for the A.A. degree.
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, Asia, and Europe. 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.

PHI2010 Philosophy (3) FA SP SU Prerequisite: successful completion of the general education communications requirement. An introductory study of metaphysics, ethics, aesthetics and logic, based upon the inquiries of the speculative and critical philosophers both traditional and modern. Substantial writing component. Fulfills state written requirement. Lecture: 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.

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 of the Christian New Testament, as well as an examination of relevant cultural expressions or historical events that may have impacted that formation and content. Substantial writing component. Fulfills state writing requirement. Contact: 3 hours. 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. Includes discussion of such religious expressions as Christianity, Islam, Hinduism, Buddhism, Taoism, Sikhism, Judaism, Confucianism, Jainism, Bahai, Shintoism, Zoroastrianism, native African religion, native American religion and others. Substantial writing component. Fulfills state writing requirement. Contact: 3 hours. Satisfies the general education humanities requirement.

THE2100 Introduction to Theatre History (3) FA SP SU Prerequisite: satisfactory completion of the general education communications requirement. Designed to survey the development of theater from classical to contemporary, with emphasis on the relationship between theatre genres and styles and cultural and societal influences. The material will include the reading of selected dramatic forms. Substantial writing component. Fulfills state writing requirement. Contact: 3 hours. Satisfies the general education humanities requirement.

Insurance

RM1001 Introduction to Risk and Insurance (3) OD Prerequisite: satisfactory completion of College Preparatory English (ENC0020), College Preparatory Reading (REA0002) and College Preparatory Algebra (MAT0024), or appropriate placement scores. 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. Covers essential terminology and key insurance and risk management concepts and includes discussions on current insurance issues. Contact: 3 hours.

Interdisciplinary Studies

IDH2931 Honors Seminar (1) FA Prerequisite: admission to the Honors Program. An interdisciplinary course for Honors Program students designed to expand their college experience. Lectures on a variety of topics by college and community leaders. Required course to graduate as an Honors Program graduate, along with 15 hours in the Honors curriculum and the requisite GPA. Written work is required. Meets seven times per semester. Contact: 1 hour.

IDS1195 Introduction to Chinese Culture and Society (3) F SP Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. An interdisciplinary course designed to provide students an introduction to the culture and society of the People’s Republic of China. Students will examine elements of Chinese history, regionalism, philosophy and religion, as well as traditional culture and behaviors related to family, festivals and holidays and social life. Lecture: 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 popular, 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 computer proficiency requirements. Contact: 1 hour.

IDS2900 Changes in Multicultural American Society (3) SP Prerequisite: 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.

ISCI930 Special Topics in Interdisciplinary Science (1) FA SP SU Seminar acquainting students with curriculum issues in various scientific disciplines, specific programs of study at FAMU, current topics in the sciences and the uses of computer technology in scientific studies. Content will vary from semester to semester. Students will be graded on S/U basis. Carries no credit towards the A.A. degree. Seminar: 2 hours.

Investments

FIN2010 Investments (3) OD Prerequisite: satisfactory completion of College Preparatory English (ENC2202), College Preparatory Reading (REA0002) and Elementary Algebra (MAT0024), or appropriate placement scores and FIN1100. An 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 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.

Italian

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.

ITA1121 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.
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, 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 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 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 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.

Legal Studies
See page 177 for paralegal program course descriptions

Library Sciences
LIS2004 Introduction to Internet Research (1) FA SP Web-based course to help in the development of skills for searching the Internet successfully. Students 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 hour.

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

LIT 2323 Multicultural Mythology (3) FA SP Prerequisite: grade of C or better in ENC1101. 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. Lecture: 3 hours.

LIT 2323 Multicultural Mythology (3) FA SP Prerequisite: grade of C or better in ENC1101. 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. Lecture: 3 hours.

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: ENC0020 and REA0002, or appropriate placement scores. Successful completion of the general education communications requirement is recommended, but not required. This course
logic

phil100 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

man103 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 (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 surveying the functional areas of the Microsoft application and by emphasizing the relationships among critical project tasks. Contact: 3 hours.

man1161 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.

man1200 Human Relations (3) OD 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.

man1230 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.

man2300 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.

mathematics

mac105 College Algebra (3) FA SP SU Prerequisite: grade of C or better in MAT1033, 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.

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 complex numbers. A graphing calculator is required; check with instructor for the most appropriate one. Lecture: 3 hours.

mac2147 Precalculus Algebra and Trigonometry (5) SP Honors Program Prerequisites: grade of A or B in high school trigonometry plus grade 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,
Course Descriptions

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 MAC2114. 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 or to students who plan to major 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 models with a brief introduction to multivariate calculus and its 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 Prerequisite: grade of C or better in MAC2147, or grades of C or better in both MAC2114 and MAC2140. 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; the Fundamental Theorem of Calculus; 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: 5 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 Stoke’s Theorem. CAS (Computer Algebra System) software will be introduced 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, Laplace transforms and series solutions. There is also some use of a CAS (Computer Algebra System). A graphing calculator is required. Lecture: 3 hours.

MAT1033 Intermediate Algebra (3) FA SP SU Prerequisite: appropriate placement score or satisfactory completion of MAT0024. 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, introduction to relations and functions, rational exponents, operations with rational expressions, complex fractions and rational equations, operations with radical expressions and radical equations and quadratic equations. Application problems of various types are included to reinforce skills and concepts. This class includes 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.

MGF1106 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, probability, geometry, metric system and statistics. A scientific or graphing calculator is required. Lecture: 3 hours.

MGF1107 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 appropriate 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), geometry, surveying, sequences of numbers, and the mathematics in nature and the world, voting and apportionment methods and current developments in mathematics. A scientific or graphing calculator is required; check with instructor for the most appropriate one. Lecture: 3 hours.

MGF1118 Mathematics Preparation for CLAST (1) OD If a student has failed the math portion of CLAST three times, then success in this course is mandatory before retaking the math CLAST for the fourth time. MGF1118 is a self-paced instruction course that helps students learn/review all of the CLAST math skills. Students do not attend a regularly scheduled class, but work at their own pace, completing the course in a 20-week period. Topics include arithmetic, algebra, probability, statistics, informal geometry and sets/logic. A calculator is not allowed on CLAST and, therefore, is not allowed in the course. One hour elective credit.

MTG2204 Geometry for Educators (3) OD Prerequisite: grade of C or better in MAT1033 or equivalent, or appropriate placement score. Emphasis on Euclidian geometry. The problems and proofs involve lines, angles, triangles, polygons and circles. Course is designed for teachers, present and future. 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, 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 TI84 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 MAT1105. This course is a required Prerequisite for majors in psychology, mathematics education for middle schools, mathematics education for higher education, athletic training and sports medicine. STA2122 covers descriptive statistics, probability distributions, confidence intervals and hypothesis tests for the 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 credit requirements for the B.A. degree. 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 (REA0002), or appropriate placement scores.

* Course will not count toward credit for the A.A. degree.
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 Officereship TBA (1) TBA Introduction to military science. Establishes a basic foundation for officereship. 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 Officereship TBA (1) TBA Prerequisite: MSL1001. Introduction to military science. Establishes a basic foundation for officereship. 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 officereship. 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 MSL1002, the basic foundation for officereship. 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) SU An intense summer program conducted at Fort Knox, Kentucky, for six weeks. Designed as an alternative method to meet the Prequisites 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 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 SP 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.

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

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

MUN1340 Vocal Ensemble (1) FA SP Corequisite: enrollment in MUN1310. May be taken for credit 4 times. Contact: 2 hours. Additional fee.

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

MUN2830 African Drum and Dance Ensemble (3) FA SP 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) FA SP SU 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.

MYS2127 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.

Nursing

NUR1020 Fundamentals Concepts of Nursing Prerequisites: BSC2085, BSC 085L, BSC2086, BSC2086L, PSY2012, DEP2004, HUN1201, ENC1101, college math (select one of the following: MGF1106, MGF1107, MAC1105 or STA2023). Corequisites: NUR1020L, NUR1022L, NUR1141, NUR1213, NUR1213L, NUR1214L. This course will explore the fundamentals of the nursing process, setting the groundwork for students to care for patients in a variety of clinical and community settings. Students will build on and utilize knowledge from all prerequisite coursework. This course will focus on basic assessment skills of each body system as well as fundamental nursing skills such as vital signs, patient hygiene, skin and wound care and medication administration. Additional course topics include professional and therapeutic communication, activity and sleep, death and end of life care, nutrition, culture, sexuality, stress, safety, infection control, patient teaching and health promotion. The nursing process will be utilized throughout the course to encourage critical thinking. Lab experience in the corequisite NUR1020L will present basic and intermediate skills necessary to provide safe patient care. Clinical experience in the corequisite NUR1020L will provide opportunities for the student to apply newly acquired knowledge of the nursing process and of basic nursing skills. Lecture: 45 minutes.

* Course will not count toward credit for the A.A. degree.
NUR102L Fundamental Concepts of Nursing Lab Prerequisites: BSC2085, BSC2085L, BSC2086, BSC2086L, PSY2012, DEP2004, HUN1201, ENC1101, college math (select one of the following: MGFI106, MGFI107, MAC1105 or STA2023). Corequisites: NUR1020, NUR1022L, NUR1141, NUR1213, NUR1213L, NUR1214L. This course will explore the fundamentals of the nursing process, setting the groundwork for students to care for patients in a variety of clinical and community settings. Students will build on and utilize knowledge from all prerequisite coursework. This course will focus on basic assessment skills of each body system as well as fundamental nursing skills such as vital signs, patient hygiene, skin and wound care and medication administration. The nursing process will be utilized throughout the course to encourage critical thinking. Lecture content in the corequisite NUR1020 will provide basic care through the use of the Nursing Process and to lay a foundation for the subsequent nursing courses. Clinical experience in the corequisite NUR1022L will provide opportunities for the student to apply newly acquired knowledge of the nursing process and of basic nursing skills. Contact: Lab 50 hours.

NUR1022L Fundamental Concepts of Nursing Clinical Prerequisites: BSC2085, BSC2085L, BSC2086, BSC2086L, PSY2012, DEP2004, HUN1201, ENC1101, college math (select one of the following: MGFI106, MGFI107, MAC1105 or STA2023). Corequisites: NUR1020, NUR1020L, NUR1141, NUR1213, NUR1213L, NUR1214L. This course will explore the fundamentals of the nursing process, setting the groundwork for students to care for patients in a variety of clinical and community settings. Students will build on and utilize knowledge from all prerequisite coursework. This course will focus on basic assessment skills of patients in the clinical and community settings, as well as knowledge from all prerequisite corequisites. Lecture content in the corequisite NUR1020 will provide basic care through the use of the Nursing Process and to lay a foundation for the subsequent nursing courses. Clinical experience in the corequisite NUR1022L will provide opportunities for the student to apply newly acquired knowledge of the nursing process and of basic nursing skills. Contact: Lab 50 hours.

NUR1141 Pharmacology I Prerequisites: BSC2085, BSC2085L, BSC2086, BSC2086L, PSY2012, DEP2004, HUN1201, ENC1101, college math (select one of the following: MGFI106, MGFI107, MAC1105 or STA2023). Corequisites: NUR1020, NUR1020L, NUR1022L, NUR1213, NUR1213L, NUR1214L. This course introduces the study of medications designated to provide the nursing student with a basic background of drug classifications, actions, dosages, age-related and developmental factors that affect drug metabolism, laboratory considerations, and side effects. This information is critical to safe nursing practice. Subject matter related to reduction of errors in medication administration is also presented. Students will demonstrate safe techniques of medication administration in the skills laboratory during NUR1020L and NUR1141L prior to administering medications in the clinical area. Contact: 15 lecture hours.

NUR1213 Nursing Concepts I Prerequisites: BSC2085, BSC2085L, BSC2086, BSC2086L, PSY2012, DEP2004, HUN1201, ENC1101, college math (select one of the following: MGFI106, MGFI107, MAC1105 or STA2023). Corequisites: NUR1020, NUR1020L, NUR1022L, NUR1141, NUR1213L, NUR1214L. This course is the first of four Nursing Concepts courses and it builds upon the basic principles of nursing presented in Fundamentals of Nursing Concepts (NUR 1020), as well as knowledge from all pre-requisite courses. The focus of this course is disorders and conditions common to the general population, the knowledge and understanding of which is essential for safe nursing practice. Concepts include fluid and electrolyte balance; shock; pain management; peri-operative care; urinary, reproductive, oncology and metabolic disorders, as well as basic cardiovascular conditions. The nursing process provides a framework for student learning and encourages critical thinking. Geriatric and nutritional considerations will be included. Lab experience in the corequisite NUR 1213L will reinforce basic and intermediate skills presented in Fundamentals of Nursing Concepts and present additional intermediate and advanced skills. Clinical experience in the corequisite NUR 1214L will provide opportunities for the student to apply knowledge in the acute care setting. Contact: Lecture 45 hours.

NUR1213L Nursing Concepts I Lab Prerequisites: BSC2085, BSC2085L, BSC2086, BSC2086L, PSY2012, DEP2004, HUN1201, ENC1101, college math (select one of the following: MGFI106, MGFI107, MAC1105 or STA2023). Corequisites: NUR1020, NUR1020L, NUR1022L, NUR1141, NUR1213, NUR1214L. This course will reinforce basic and intermediate skills presented in Fundamentals of Nursing Concepts and present additional intermediate and advanced skills, including patient assessment, management of basic complications and equipment management, intravenous therapy, insulin administration and blood glucose monitoring. Students will continue to develop documentation and assessment skills presented in Fundamentals of Nursing Concepts and apply the nursing process through the development of individualized patient care plans. Material presented in the corequisite NUR 1213 will be applied in this course. Clinical experience in the corequisite NUR 1214L will provide opportunities for the student to apply knowledge and skills in the acute care setting. Contact: Lab 22 hours.

NUR1214L Nursing Concepts I Clinical Prerequisites: BSC2085, BSC2085L, BSC2086, BSC2086L, PSY2012, DEP2004, HUN1201, ENC1101, college math (select one of the following: MGFI106, MGFI107, MAC1105 or STA2023). Corequisites: NUR1020, NUR1020L, NUR1022L, NUR1141, NUR1213, NUR1214L. This course will provide the student opportunities to apply the knowledge and skills from these courses and Fundamentals of Nursing Concepts in the acute care setting. The student will apply the nursing process through the development, implementation and evaluation of individualized patient care plans for patients experiencing fluid and electrolyte imbalances, including shock; pain; gerontiuinary, reproductive, oncology and metabolic disorders, as well as basic cardiovascular conditions. Students will also care for the peri-operative patient. Contact: 68 clinical hours.

NUR1312C Pediatric 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 both the child and their families. The nursing process provides a framework for planning care for clients on the wellness-illness continuum, with inclusion of human growth and development, cultural diversity, community health concepts, pharmacology and administration of medications, nutrition, legal aspects of practice, interpersonal relationships and current issues in nursing. Contact: per semester: 30 hours lecture, 10 hours lab and 35 hours of clinical. Additional fee.

NUR1422C® Maternal-Infant I (2) FA SP SU Prerequisites: 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, and current issues in nursing. Contact: per semester: 15 hours lecture, 15 hours lab and 30 hours of clinical. Additional fee.

NUR1440 Family Nursing Prerequisites: BSC2085, BSC2085L, BSC2086, BSC2086L, PSY2012, DEP2004, HUN1201, ENC1101, college math (select one of the following: MGFI106, MGFI107, MAC1105 or STA2023). Corequisites: NUR1020L, NUR1022L, NUR1141, NUR1213L, NUR1214L. Corequisites: NUR1440L, NUR1441L, NUR1520, NUR1520L. NUR1440 provides the student the knowledge and skills to care for clients on the wellness-illness continuum for patients during pregnancy from conception through labor & delivery and the post-partum period as well as children from birth through adolescence. The nursing process provides a framework for planning care for patients on the wellness-illness continuum. Contact: Lecture 60 hours.

NUR1440L Family Nursing Lab Prerequisites: BSC2085, BSC2085L, BSC2086, BSC2086L, PSY2012, DEP2004, HUN1201, ENC1101, college math (select one of the following: MGFI106, MGFI107, MAC1105 or STA2023). Corequisites: NUR1020L, NUR1021L, NUR1214L, NUR1213L, NUR1214L. Corequisites: NUR1440, NUR1441L, NUR1520, NUR1520L. * Course will not count toward credit for the A.A. degree.
NUR1520L. This course will provide students the opportunity to apply theory specific to the birth to adolescent population and the pre-pregnant, pregnant, delivery, and postpartal patient in the lab setting. Emphasis will be placed on physical assessment of patients with specific age-related conditions and the ante-, intra-, and post-partial patient along with deviations from the norm. Application of the nursing process to a patient-specific condition and the corresponding documentation will be points of emphasis along with care plan development. Care of the individual with specific congenital conditions and developmental delays will also be emphasized. Contact: Lab 23 hours.

NUR1441L Family Nursing Clinical Prerequisites: BSC2085, BSC2085L, BSC2086, BSC2086L, PSY2012, DEP2004, HUN1201, ENC1101, college math (select one of the following: MGFI106, MGFI107, MAC1105 or STA2023), NUR1020, NUR1020L, NUR1022L, NUR1141, NUR1213, NUR1213L, NUR1214L, NUR1440, NUR1440L, NUR1441L, NUR1520, NUR1520L. Corequisites: NUR2260L, NUR2266L, NUR2241L, NUR2244L, NUR2142. This course is the third of four Nursing Concepts courses and it builds upon the basic principles of nursing presented in NUR1020, 1020L, 1022L, 1213L, 1214L, 1440L, 1445L, 1520, 1522C, 1525L, 1526L, 1526C, and 1526L. This course focuses on disorders and conditions common to the general population, the knowledge and understanding of which is essential for safe nursing practice. Concepts include the cardiac, blood and lymph systems, immune, renal, and respiratory systems. The use of the nursing process provides a framework for student learning and encourages critical thinking. Geriatric and nutritional considerations will be included. Lab experience in the corequisite NUR2241L will reinforce basic and intermediate skills presented in Fundamentals of Nursing Concepts and Nursing Concepts I, Nursing Concepts II and present additional intermediate and advanced skills. Clinical experience in the corequisite NUR2244L will provide opportunities for the student to apply knowledge in the acute care setting. Contact: Lecture 45 hours.

NUR2244L Nursing Concepts III Lab Prerequisites: BSC2085L, BSC2086, BSC2086L, PSY2012, DEP2004, HUN1201, ENC1101, college math (select one of the following: MGFI106, MGFI107, MAC1105 or STA2023), NUR1020, NUR1020L, NUR1022L, NUR1141, NUR1213, NUR1213L, NUR1214L, NUR1440L, NUR1441L, NUR1520L. Corequisites: NUR2260L, NUR2266L, NUR2241L, NUR2244L, NUR2142. This course is a corequisite of NUR2241L and NUR2244L and will reinforce basic and intermediate skills presented in previous courses and additional intermediate and advanced skills, including EKG monitoring, blood transfusions, central lines, tracheotomy and care, chest tubes, and ABGs. Students will continue to develop documentation and assessment skills presented in Fundamentals of Nursing Concepts, Nursing Concepts I, Nursing Concepts II, and apply the nursing process through the development of individualized patient care plans. Material presented in the corequisite NUR2241L will be applied in this course. Clinical experience in the corequisite NUR2244L will provide opportunities for the student to apply knowledge and skills in the acute care setting. Contact: Lab 18 hours.

NUR2244L Nursing Concepts III Clinical Prerequisites: BSC2085, BSC2085L, BSC2086, BSC2086L, PSY2012, DEP2004, HUN1201, ENC1101, college math (select one of the following: MGFI106, MGFI107, MAC1105 or STA2023), NUR1020, NUR1020L, NUR1022L, NUR1141, NUR1213, NUR1213L, NUR1214L, NUR1440L, NUR1441L, NUR1520L. Corequisites: NUR2260L, NUR2266L, NUR2241L, NUR2244L, NUR2142. This course provides students with the opportunity to work 1:1 with a Registered Nurse preceptor and apply all their acquired knowledge in a 168 hour preceptorship at an area hospital. Contact: Clinical 168 hours.

NUR2251 Nursing Concepts IV Prerequisites: BSC2085, BSC2085L, BSC2086, BSC2086L, PSY2012, DEP2004, HUN1201, ENC1101, college math (select one of the following: MGFI106, MGFI107, MAC1105 or STA2023), NUR1020, NUR1020L, NUR1022L, NUR1141, NUR1213, NUR1213L, NUR1214L, NUR1440L, NUR1441L, NUR1520L. This is the last of the four Nursing Concepts courses and it builds upon the basic principles of nursing presented in the previous nursing courses. In this course, the student applies critical thinking through the use of the nursing process and evidence found in nursing research to advanced nursing concepts including ventilators, organ transplantation, open heart procedures, hemodynamic and intracranial pressure monitoring, multi-organ dysfunction syndrome, emergent situations and bioterrorism. Contact: Lecture 30 hours.

* Course will not count toward credit for the A.A. degree.
NUR2251L Nursing Concepts IV Lab

**Prerequisites:** BSC2085L, BSC2086, BSC2086L, PSY2012, DEP2004, HUN1201, ENC1101, college math (select one of the following: MGF1106, MGF1107, MAC1105 or STA2023), NUR1020, NUR1020L, NUR1022L, NUR1141, NUR1213, NUR1213L, NUR1214L, NUR1440, NUR1440L, NUR1441L, NUR1520, NUR1520L. Corequisites: NUR2260, NUR2260L, NUR2241L, NUR2244L, NUR2244L, NUR2241L, NUR2241L, NUR2242L, NUR2242L. The course will provide the student opportunities to apply the knowledge and skills from these courses as well as NUR1020, 1020L, 1022L, 1213L, 1213L, 1214L, 1440L, 1441L, 1520L & 1520L in the acute care setting. The student will apply the nursing process through the development, implementation and evaluation of individualized patient care plans for patients with disorders of the neurological, musculoskeletal, sensory, integumentary, and gastrointestinal systems and caring for patients with disorders of these systems.

Contact: 80 clinical hours.

NUR2253L Nursing Concepts IV Clinical

**Prerequisites:** BSC2085L, BSC2086, BSC2086L, PSY2012, DEP2004, HUN1201, ENC1101, college math (select one of the following: MGF1106, MGF1107, MAC1105 or STA2023), NUR1020, NUR1020L, NUR1022L, NUR1141, NUR1213, NUR1213L, NUR1214L, NUR1440, NUR1440L, NUR1441L, NUR1520, NUR1520L. Corequisites: NUR2251, NUR2251L, NUR22802, NUR22802L, NUR22803L.

The focus of this course is critical and emergency care. Concepts include the application of previously learned skills and those required to safely care for patients in critical and/or emergent situations. The use of the nursing process provides a framework for student learning and encourages critical thinking. Lab skills learned in prerequisite courses will be reviewed, and simulation will be utilized to reinforce classroom teaching. Clinical experience in the corequisite NUR2253L will provide opportunities for the student to apply knowledge in the acute and critical care setting. Contact: Lab 23 hours.

NUR2260 Nursing Concepts II Prerequisites: BSC2085, BSC2085L, BSC2086, BSC2086L, PSY2012, DEP2004, HUN1201, ENC1101, college math (select one of the following: MGF1106, MGF1107, MAC1105 or STA2023), NUR1020, NUR1020L, NUR1022L, NUR1141, NUR1213, NUR1213L, NUR1214L, NUR1440, NUR1440L, NUR1441L, NUR1520, NUR1520L, NUR2260, NUR2260L, NUR2241L, NUR2244L, NUR2244L, NUR2241L. NUR2240, NUR2245L, 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 the pediatric 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.

NUR2260L Nursing Concepts II Lab

**Prerequisites:** BSC2085L, BSC2086, BSC2086L, PSY2012, DEP2004, HUN1201, ENC1101, college math (select one of the following: MGF1106, MGF1107, MAC1105 or STA2023), NUR1020, NUR1020L, NUR1022L, NUR1141, NUR1213, NUR1213L, NUR1214L, NUR1440, NUR1440L, NUR1441L, NUR1520, NUR1520L. Corequisites: NUR2260L, NUR2266L, NUR2241L, NUR2244L, NUR2244L, NUR2241L, NUR2241L, NUR2242L. This course is the second of four Nursing Concepts courses and it builds upon the basic principles of nursing presented in NUR1020, 1020L, 1022L, 1213L, 1213L, 1214L, 1440L, 1441L, 1520L, 1520L, and 40 hours of clinical. Additional fee.

NUR2450C Maternal-Infant II (2) FA SP

**Prerequisites:** NUR1213C, NUR1213C, 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 pregnancy. 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, 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 the obstetric 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.

NUR2802 Professional Transition

**Prerequisites:** BSC2085L, BSC2086L, BSC2086L, PSY2012, DEP2004, HUN1201, ENC1101, college math (select one of the following: MGF1106, MGF1107, MAC1105 or STA2023), NUR1020, NUR1020L, NUR1022L, NUR1141, NUR1213, NUR1213L, NUR1214L, NUR1440, NUR1440L, NUR1441L, NUR1520, NUR1520L, NUR2260, NUR2260L, NUR2241L, NUR2244L, NUR2244L, NUR2241L, NUR2241L, NUR2242L. Corequisites: NUR2251, NUR2251L, NUR2253L, NUR22802L, NUR22803L. This course provides students with the opportunity to practice the technical skills required of the safe practitioner and do so with faculty support and advice. Contact: Lab 12 hours.

NUR2803L Professional Transition Clinical

**Prerequisites:** BSC2085, BSC2085L, BSC2086, BSC2086L, PSY2012, DEP2004, HUN1201, ENC1101, college math (select one of the following: MGF1106, MGF1107, MAC1105 or STA2023), NUR1020, NUR1020L, NUR1022L, NUR1141, NUR1213, NUR1213L, NUR1214L, NUR1440, NUR1440L, NUR1441L, NUR1520, NUR1520L, NUR2260, NUR2260L, NUR2241L, NUR2244L, NUR2244L, NUR2241L. This course will provide opportunities for the student to apply knowledge and skills in the acute care setting. Contact: Lab 10 hours.

* Course will not count toward credit for the A.A. degree.
NUR1520L, NUR2260, NUR2260L, NUR2241, NUR2241L, NUR2244L, NUR2142. Corequisites: NUR2251, 2251L, NUR2280, NUR2280L. This course provides students with the opportunity to work 1:1 with a Registered Nurse preceptor and apply all their acquired knowledge in a 168 hour preceptorship at an area hospital. Contact: Clinical 168 hours.

NUR2813* Professional Seminar II (1) FA SP SU  
Corequisites: NUR2260C, NUR2412, NUR2430C and NUR1520C. 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. To develop 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 health 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 (REA0020), or appropriate placement scores. This course provides an overview of the study of the ocean, emphasizing the interdisciplinary nature of the science, including the biological, chemical, physical and geological aspects of oceanographic studies. Lecture: 3 hours.

Office Systems Technology  
CGS2100 Microcomputer Applications for Business (3) FA SP SU  
Prerequisite: grade of C or better in MAT1033 or CST1032, or placed into MGF1106 or higher. This course is designed to teach students how to use computers (hardware and software) in business, including business applications, commercial packages, and the Internet. This course provides an overview of microcomputer applications, including a brief introduction to computer concepts, Microsoft Windows, Microsoft Office (Word, Excel, Access and PowerPoint), using Web mail through the student's TCC eAccount, Internet Explorer and addresses integration of the applications. Contact: 3 hours.

CGS2103 Advanced Microcomputer Applications (3) FA SP  
Prerequisite: grade of C or better in CGS2100. 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 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 operators. 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  
Instructions in records management concepts and skills, 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). Integration 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 use information 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 page 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 an 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 and uses 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 spreadsheets 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.

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.

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

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.

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. Additional fee.

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. 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 antenuptial agreements, annulment, dissolution of marriage, separation agreements, child custody and support, alimony, judicial separation, adoptions and other areas. Appropriate for students interested in any legal career. Contact: 3 hours.

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, drafting depositions, 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.

Pharmacy

BSC0070 Body Structure and Function (0) F, SP Prerequisite: Admission to the Pharmacy Technician PSAV Certificate program. This course provides basic knowledge of the normal human body structures and functions, with emphasis on major organ systems. Contact: 60 clock hours per semester.

HSC0001 Introduction to Healthcare (0) F, SP This course teaches the knowledge and skills necessary for entry into a course of study in the healthcare field. It includes a knowledge of the healthcare delivery system, health occupations and communication skills. Safety, health promotion and legal/ethical issues are presented. This course also fulfills the state mandatory four-hour bloodborne pathogens (HIV/AIDS) requirement. Contact: 90 clock hours per semester. Additional fee.

PTN0007 Pharmacy Technician Orientation (0) F, SP Prerequisite: Admission to the Pharmacy Technician PSAV Certificate program. This course highlights the practice and role delineation of the pharmacist and the pharmacy technician in the drug delivery system. Administrative, professional and legal aspects, educational requirements, standards and regulations, issues related to credentialing, quality assurance concepts/procedures, and an overview of pharmaceutical operations in patient care services will be addressed. Contact: 60 clock hours per semester.

PTN0006 Medical Terminology (0) F, SP Prerequisite: Admission to the Pharmacy Technician PSAV Certificate program. This course provides basic knowledge of the body systems approach to learning medical language. Word parts are used to build, analyze, define and spell medical terms. Structural, directional, disease and disorder, surgical and diagnostic terms; pronunciation; and abbreviations are included. Contact: 35 clock hours per semester.

PTN0015 Pharmacy Calculations (0) SP, SU Prerequisite: PTN0000. This course teaches the basic terminology, abbreviations, units of measure, and appropriate weights and measures needed to perform pharmaceutical calculations. Apothecary, avoirdupois, metric and household systems are essential components of this course. Review of calculations dealing with decimals, fractions, ratio and proportion, percentages, ratio strength, reducing and enlarging formulas, percent solutions, IV drip rates, and dilution and concentration problems are presented. Contact: 60 clock hours per semester.

PTN0023 General Pharmacology (0) SP, SU Prerequisite: PTN0000. This course provides practical knowledge of the most commonly used pharmaceuticals in the U.S. There are hundreds of legend and over-the-counter medications available in the U.S. This course will focus on the “Top 200” plus. Topics include pharmaceutical nomenclature and classification, abbreviations, pronunciation, product identification, storage and dispensing requirements, dosage forms, and routes/methods of administering therapeutic agents in various systems of the body. Contact: 90 clock hours per semester.

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

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.

PGY240IC - Basic Photography (3) FA SP
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. 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. Lecture and lab: 6 hours.

PGY240IC - Intermediate Photography (3) SP Prerequisite: PGY240IC.
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.

PGY2802C - Intermediate Digital Photography (3) FA SP Prerequisite: PGY1800C.
This course prepares the student to use advanced principles of art to create and manipulate digital photographic images. Students will be able to use digital imaging techniques to effectively communicate their ideas. Emphasis is placed on the manipulation of photo-based media in the development of a professional portfolio of artwork. Beyond the additional fee and camera expense, students will spend approximately $125 on supplies for the class. Students will supply their own DSLR (Digital Single Lens Reflex) camera. 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
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.

LEI2730 - Adaptive/Therapeutic Recreation (4) SP An orientation course designed for those students who plan to pursue recreation or adaptive physical education as a profession. Topics include the Americans with Disabilities Act, program planning, activity modification, program adaptations and risk management. Contact: 4 hours.

PELI121 - 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.

PELI122 - 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.

PELI320 - Volleyball (1) FA SP This is a learning experience designed to produce recreational level skills for leisure time use. Contact: 2 hours. Additional fee.

* Course will not count toward credit for the A.A. degree.
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 Prerequisite: 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, lobs and drop shots. Contact: 2 hours. Additional fee.

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 course 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, 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.

CHM1020 Chemistry for General Education (3) FA SP Prerequisites: satisfactory completion of College Preparatory English (ENC0020), College Preparatory Reading (REA0002), and Elementary Algebra (MAT0024), or appropriate placement scores. Optional lab: CHM1030L. Covers the basic concepts of chemistry, with emphasis on its impact on modern society, including issues regarding energy, consumer products and health. 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, and introduction to organic functional groups and biochemical molecules. Cannot be used to satisfy degree requirements by students who already have credit for CHM1020 or CHM1045. Lecture: 3 hours.

CHM1030L General Chemistry for Allied Health Laboratory (1) FA SP SU Corequisite: CHM1030 or CHM1020. Emphasis in 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 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; their structure and function; 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: CHM1031. 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 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 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.

* Course will not count toward credit for the A.A. degree.
<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
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<tbody>
<tr>
<td>PHY1020</td>
<td>Energy and Its Environmental Effects (3) SP</td>
<td>Prerequisite: 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.</td>
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<tr>
<td>PHY1053</td>
<td>Elementary College Physics I (3) FA</td>
<td>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. Topics include one dimensional motion, projectile motion, Newton's laws, energy conservation, torque and rotational motion. Cannot be used to satisfy degree requirement by students who already have credit in PHY2048. Lecture: 3 hours.</td>
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<tr>
<td>PHY1054</td>
<td>Elementary College Physics II (3) SP</td>
<td>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.</td>
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<tr>
<td>PHY1054L</td>
<td>Elementary College Physics Laboratory I (1) SP</td>
<td>Corequisite: PHY1054. Reinforces main concepts taught in PHY1053. Lab: 3 hours.</td>
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<tr>
<td>PHY2048</td>
<td>General Physics I (4) FA</td>
<td>Prerequisite or Corequisite: MAC2311. Satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. Corequisite: PHY2048L. Topics include electricity, magnetism, circuits, interference phenomena and optics. Lecture: 4 hours. Recitation: 1 hour. Additional fee.</td>
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<tr>
<td>PHY2049</td>
<td>General Physics II (4) FA</td>
<td>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.</td>
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<tr>
<td>PHY2049L</td>
<td>General Physics Laboratory II (1) FA</td>
<td>Corequisite: PHY2048. Reinforces main concepts taught in PHY2048. Lab: 3 hours.</td>
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<tr>
<td>PSCI121</td>
<td>Introduction to Physical Sciences (3) FA SP</td>
<td>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.</td>
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</table>

* Course will not count toward credit for the A.A. degree.*
CPO2001 Introduction to Comparative Politics (3) FA SP
Prerequisite: satisfactory completion of College Preparatory English (ENC0200) and College Preparatory Reading (REA0002), or appropriate placement scores. 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 civil society. Lecture: 3 hours.

POS1041 National Government (3) FA SP SU Prerequisite: satisfactory completion of College Preparatory English (ENC0200) 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 (ENC0200) 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. (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 (ENC0200) 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.

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 structure, procedures and expectations. The student will understand the role of the radiologic technologist in the healthcare 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.

Psychology
CLP1001 Psychology of Personal and Social Adjustment (3) FA SP SU Prerequisite: satisfactory completion of College Preparatory English (ENC0200) 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.

CLP2140 Abnormal Psychology (3) FA SP SU Prerequisite: satisfactory completion of College Preparatory English (ENC0200) 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.

PSY2012 General Psychology (3) FA SP SU Prerequisite: satisfactory completion of College Preparatory English (ENC0200) 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.

PSY230 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 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 (ENC0200) 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) FASP Prerequisite: satisfactory completion of College Preparatory English (ENC0200) 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 andrography 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.

PAD2949 College Internship in State & Local Government (3) SP Offered by DIS only. Prerequisites: completion of 24 college credit hours, including satisfactory completion of POS1112, POS2001, POS1041 or PAD2002. Permission of instructor is required. Designed to provide the student applied work experience within the political process, either through the private or public sector. Evaluation of performance will be based upon pre-defined learning objectives and documented with specific information acquired from the student and employer. The student will be expected to commit between 10 to 20 hours per week to the internship.

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 structure, procedures and expectations. The student will understand the role of the radiologic technologist in the healthcare 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.

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

RTE1418* Principles of Radiographic Exposure I (3) SP
Prerequisite: admission to the program. Corequisites: 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 (2) FA
Prerequisite: RTE1513, RTE1513L and RTE1814. Corequisites: RTE1458, RTE1613 and RTE1824. This course is designed to provide the student an opportunity to apply radiographic exposure principles in the energized laboratory. Topics include film radiographic cassettes and processing. Contact: 3 hours per week. Additional fee.

RTE1503* Radiographic Positioning I (3) SP
Prerequisite: RTE1000, RTE1418, RTE1503L and RTE1804. This course is a study of basic 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, RTE1503 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 systems. Procedures requiring the use of contrast media involving the digestive and urinary systems, as well as the pharmacology of contrast agents, will also be studied. Contact: 3 hours per week.

RTE1513L* Radiographic Positioning II Lab (1) SU
Prerequisite: RTE1000, RTE1418, RTE1503, RTE1503L and RTE1804. Corequisites: RTE1513 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
Prerequisite: RTE1513, RTE1513L and RTE1814. Corequisites: RTE1458, RTE1458L and RTE1824. The objective of this course is 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.

RTE2385* Radiographic Pathology (3) SU
Prerequisite: RTE1458L, RTE1613 and RTE1824. Corequisites: RTE2385, RTE2523L, RTE2782 and RTE2834. The objective of this course is to introduce the disease processes most frequently encountered in the radiology department. The etiology, pathogenesis, treatment and expected outcome of each disease is discussed, with an attempt to relate recent advances in these areas. Emphasis is placed on radiologic diagnosis and the relationship of the radiographic appearance of the disease to its anatomic, physiologic and pathologic characteristics. Contact: 2 hours per week.

RTE2844* Radiographic Clinical Education IV (3) SP
Prerequisite: RTE1458, RTE1458L, RTE1613 and RTE1824. Corequisites: RTE2844 and RTE2930. Students will be applying positioning skills as in the previous practicum courses. Topics include positioning of the traumatized patient, adaptation of the student to the radiology department, principles of radiation protection and radiation monitoring and identifying the different units of measurement of all types of radiation. Contact: 3 hours per week.

RTE2930* Radiographic Clinical Education V (2) SU
Prerequisite: RTE2782, RTE2844 and RTE2930. Corequisites: RTE2930. Students will be applying positioning skills as in the previous practicum courses. Topics include positioning of the skull, 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.

RTE2931* Radiographic Clinical Education VI (2) FA
Prerequisite: 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.

RTE2930L* Competency Lab (1) FA
Prerequisite: RTE2930 and RTE2844. Corequisites: RTE2061, RTE2931 and RTE2845. Competency-based laboratory exercises to prepare students for entering the workforce. Contact: 3 hours per week. Additional fee.

RTE2931* Special Topics in Radiography I (3) FA
Prerequisite: RTE2782, RTE2844, RTE2854 and RTE2930. Corequisite: RTE2844. This is a course designed to teach the student proper film critique, including both geometric and photographic factors, along with proper positioning protocols. Radiographs of the
REL2300  World Religions  (3)  FA
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. Includes 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.

RESA1055  Critical and Creative Reading  (3)  FA  SP
Prerequisite: READ002, or appropriate placement score. Designed to develop and improve college reading skills. The course makes students aware of their reading habits and provides them the 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.

REA 1505 Vocabulary  (1)  FA  SP
A course designed to acquaint the student with the most commonly used prefixes, root words, and suffixes. Lecture: 1 hour.

REL2200  Introduction to Biblical Studies  (3)  FA  SP  SU
Prerequisite: successful completion of College Preparatory English (ENG002), College Preparatory Reading (REA0002) and College Preparatory Algebra (MAT0024), or appropriate placement scores. A basic course designed to introduce the student 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. Includes 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.

RET1026L  Fundamentals of Respiratory Care Lab  (1)  FA
The 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
The 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.

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.

RET1344  Clinical Assessment in Respiratory Care I  (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 disorders. 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)  SP
The course will focus on basic assessment for the individual with cardiopulmonary disorders. This will include patient-clinician interaction, universal precautions, patient interview, health history, common symptoms of pulmonary disorders, obtaining vital signs and clinical impression, examination of head and neck, lung topography, examination of the thorax, examination of the precordium, examination of the extremities and physical signs of respiratory disease. Case studies will be 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.

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
This 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.
Students will develop 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, basic 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) SU 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 brain 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, intravascular 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) FA 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 The course will focus on anatomy of the cardiopulmonary system, mechanics of ventilation, lung volumes and deadspace, diffusion of pulmonary gases and oxygen transport. Case studies will be 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, failure and its effects on the cardiac-pulmonary 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 are used to incorporate the critical thinking process. Contact: 2 hours per week.

RET2534* Clinical Assessment in Respiratory Care IV (1) FA The course will focus on critical thinking skills, using therapist-driven protocols in managing case studies of cardiopulmonary patients. The course will also focus on respiratory monitoring, cardiopulmonary 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 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.

RET2878* Clinical Practice V (2) 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. 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 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

ISS2933 Chaos, Catastrophe, and Complexity in History & the Social Sciences (3) FA SP Prerequisite: satisfactory completion of College Preparatory English (ENC0020), College Preparatory Reading (REA0002) and MAT0024, or appropriate placement scores. 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.

Social Work

SOW1031 Introduction to Social Work (3) FA SP Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. This course introduces the student to the profession of social work and its programs, as well as the services 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

SOW1031 Introduction to Social Work (3) FA SP Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. This course introduces the student to the profession of social work and its programs, as well as the services 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. A study of the principles of human association, including basic surveys of the elementary concepts of sociological
theory and the major areas of sociological study, including social organization, social psychology, communities and demography, social movements and social change. Lecture: 3 hours.

**SYG2010 Contemporary Social Problems (3) FA SP SU** Prerequisite: satisfactory completion of College Preparatory English (ENC0020) and College Preparatory Reading (REA0002), or appropriate placement scores. SYG1000 recommended. An examination of theoretical approaches to deviant behavior, with emphasis on contemporary social problems in the United States. Lecture: 3 hours.

**SYG2032 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 major 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 SU** 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.

**SYG2361 Thanatology: Dying and Death (3) FASPSU** 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) FASPSU** 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) FASPSU** 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) FASPSU** 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) FASPSU** Prerequisite: grade of C or better in SPN1120. Continuation of SPN1120. Lecture: 3 hours. Lab: 2 hours. Additional fee.

**SPN2220 Intermediate Spanish (4) FASPSU** 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.

**SPN2240 Intermediate Conversational Spanish I (3) SP** Prerequisite: grade of C or better in SPN 1120 and SPN 1121, 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 SPN 1121, 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) FASPSU** Prerequisite: successful completion of ENC0020 or equivalent statistical features is required. Lecture: 3 hours.

**SPC1062 Business and Professional Speaking (3) FASPSU** 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) FASP** 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.

**SPC2595 Speech and Debate Practicum (1) SP** Provides opportunities for actual presentation of oral interpretation material in intercollegiate competition. Lab: 3 hours.

**SPC2595 Speech and Debate Practicum (1) SP** Provides instruction in oral interpretation material. Lecture: 3 hours.

**Sports Management**

**SPM 2000 Introduction to Sports Management (3) FASPSU** This course is to examine basic management principles essential for the operation of sport-related enterprises. Topics that apply to a variety of sport/physical activity environments will be discussed. Sample administrative areas to be studied include: leadership, staffing, budgeting, marketing, planning, controlling, and liability. This course is designed to provide a practical base of management principals to prepare you for an entry-level position. Contact 3 hours.

**Statistics**

**STA2023 Introductory Statistics (3) FASPSU** 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 TI84 or graphing calculator with equivalent statistical features is required. Lecture: 3 hours.
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 
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.

TPA1200 Introduction to Stagecraft (3) FA 
Prerequisite: introduction to acting for students who have no experience in acting especially designed for the student who has no experience in acting on stage. Concentrates on the development of the actor, including in-depth character and scene study and certain competitive presentation. Concentrates on the development of the student's effectiveness as persuasive speakers. Contact: 3 hours.

THE2090 Play Production (1) FA SP SU 
Students will learn the finer aspects of theatre production through practical experiences related to an actual performance. Students involved in the technical, performance and managerial elements of the production will be supervised in at least 70 hours of lab work in the theatre. Course may be repeated four times for credit. Permission of instructor required.

THE2100 Introduction to Theatre History (3) FA SP SU 
Prerequisite: satisfactory completion of the general education communications requirement. Designed to survey the development of theater from classical to contemporary, with emphasis on the relationship between theatre genres and styles and cultural and societal changes. The material will include the reading of selected dramatic forms. Lecture: 3 hours. Substantial writing component. Satisfies state writing requirement. Satisfies the general education humanities requirement.

TPP2110 Fundamentals of Acting (3) FA SP 
Suggested Prerequisite: ORI2000 or TPP2120. 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 stage techniques. Designed for the serious theatre student and includes studies in various acting styles. Lecture: 3 hours. Lab: 3 hours.

TPP2120 Creative Improvisation (2) FA 
SP Introductory course in acting especially designed for the student who has no experience in theatre or 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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Academic Affairs
Barbara R. Sloan, Vice President for Academic Affairs
B.A., University of Missouri; M.A., University of Virginia; Ph.D., University of Florida
Barbara Gill, Director, Educational Research
B.A., Willamette University; M.A., University of Minnesota; Ph.D., Florida State University
Anne E. Koch, Carl Perkins Coordinator
B.A., Western College
Elizabeth A. Lesko, Executive Assistant II
April L. White, Assistant to the Vice President
A.A., Tallahassee Community College; B.S., Florida State University; M.S., Florida State University

Academic Computing
jessie Clayton, Student Support Technology Specialist
B.S., Auburn University
Robert M. Crowdis, Software Distribution Specialist
A.A., Tallahassee Community College
Benedict J. Heinzinger, Student Support Technology Specialist
A.A., Tallahassee Community College; B.A., Flagler College
Steven D. Rehrig, Student Support Technology Specialist
B.S., University of West Florida

Academic Support
Sally P. Search, Dean, Academic Support
A.S., Piedmont Virginia Community College; B.A., Florida State University; M.S., Florida State University; Ph.D., Florida State University
Christine Y. Barrilleaux, Associate Professor
B.A., Webster University; M.Ed., University of New Orleans
Noel J. Bethea, Assistant Professor
M.S., Nova Southeastern University
Stephanie S. Breedlove, Associate Professor
B.A., Albay State University; M.S., Clark Atlanta University
Rander Burnette, Associate Professor
B.S., Florida State University
Douglas H. Davey, Professor
B.A., State University of New York; M.S., Florida State University
David W. Delrossi, Associate Professor
B.S., Florida State University; M.S., Florida State University
Roger S. Dow, Learning Commons Specialist
B.S., Florida A&M University
April M. Drennan, Learning Commons Specialist
A.A., Gulf Coast Community College; B.S., Florida State University; M.A., University of Central Florida; M.S., Florida State University
Brandi K. Elliott, Learning Commons Specialist
B.A., Florida State University
Brandie L. Faulkner, Associate Professor
A.A., Tallahassee Community College; B.S., Florida State University
Laura B. Girtman, Associate Professor
B.S., Florida State University; M.S., Florida State University
Rebecca L. Gabbert, Associate Professor
B.S., Florida State University; M.S., Florida State University; Ph.D., Florida State University
Robin K. Haggis, Assistant Professor
M.S., Florida State University
Leslie G. Harper, Associate Professor
B.S., Florida A&M University; M.S., Florida State University; M.Ed., Florida State University
Gina L. Henderson, Associate Professor
B.A., Florida A&M University; M.B.A., Clark Atlanta University; M.Ed., Florida A&M University
Sue M. Hightower, Professor
B.A., University of South Florida; M.S., Florida State University
Peter J. Johnston, Professor
B.Ed., University of Miami; M.S., Florida State University; M.Ed., Florida State University

Yera L. Hayes, Learning Commons Coordinator
A.A., East Central College; B.S., Southeast Missouri State University; M.A., University of Missouri
Patrick D. McDermott, Assistant Professor
B.A., Flagler College; M.S., Florida State University
Christopher McFall, Professor
A.A., Tallahassee Community College; B.S., Florida State University; M.S., Florida State University
Sandra S. Monson, Learning Commons Specialist
B.S., Florida State University; M.S., Florida State University
Sandra R. Morton, Associate Professor
B.S., Florida State University; M.S., Florida State University
Diane C. Myers, Learning Commons Specialist
B.S., Delta State University; M.S., Florida State University
Rahsa H. Patel, Assistant Professor
B.S., University of Texas at Austin
Jane D. Phillips, Associate Professor
B.A., Clark College; M.Ed., University of South Carolina
Dyna Rene, Assistant to the Dean
A.A., Tallahassee Community College; B.A., Florida State University
Matthew C. Robinson, Associate Professor
B.S., Florida State University; M.S., Florida State University; Ph.D., Florida State University
Sandra M. Sampson, Communications Coordinator
A.A., Miami-Dade Community College; B.Ed., Florida State University; M.Ed., University of Florida
Melissa J. Scalzi, Learning Commons Specialist
B.F.A., Florida State University; M.A., Florida State University
Gregory R. Schaberg, Learning Commons Specialist
A.A., Valencia Community College; B.A., Florida State University; M.S., Florida State University
Deborah M. Schau, Associate Professor
B.B.A., Texas State University; M.A., Antioch University
Gregg V. Smith, Learning Commons Specialist
B.A., University of South Florida
Katina L. Smith, Office Manager
B.S., Florida State University
Marguerite Soff, Learning Commons Specialist
A.A., Tallahassee Community College; B.A., Florida State University; M.S., Florida State University
Gail R. Staney, Staff Assistant I
Sharisse E. Turner, Professor
A.A., Chipola College; B.A., University of West Florida; M.A., the Center for Biblical Studies
Andrew J. Watkins, Learning Commons Specialist
A.A., Tallahassee Community College; B.A., Florida State University
Susan L. Wessner, Associate Professor
B.S., Florida State University; M.S., Florida State University

Administrative Services
Teresa E. Smith, Vice President for Administrative Services and Chief Financial Officer
A.A., Tri-County Technical College; B.S., Lander University; M.B.A., Winthrop College; Ph.D., Clemson University
Gerald J. Schilling, Assistant Vice President for Administrative Services
M.B.A., University of Florida
Gloria N. Wells, Executive Assistant I

Athletics
Teresa A. Atkinson, Head Women’s Basketball Coach
B.S., Florida International University
Eddie R. Barnes, Head Men’s Basketball Coach
B.S., University of Montevallo; M.Ed., University of Montevallo
Michael H. McLeod, Head Baseball Coach
B.S., Florida State University
Patricia R. Townsend, Head Softball Coach
B.A., University of Miami
Business Office
Lori A. Smith, Controller
B.S., Florida State University
Valerie A. Bahl, Assistant Controller
A.S., Olympic College; A.A., Tallahassee Community College; B.A., Flagler College
Kathy D. Farris, Senior Accounting Specialist
Teresa R. McMillon, Accounting Specialist II
Kathleen D. Norris, Accounting Specialist II
Terry S. Pendleton, Senior Accounting Specialist
A.A., Tallahassee Community College; B.A., Flagler College

Campus Life
Rodney D. Lipscomb, Director, Campus Life
B.S., Virginia Polytechnic Institute; M.S., Florida State University
Shawn H. Couch, Staff Assistant I
Lindsey Smitherman-Brown, Coordinator, Volunteer Services and ROT Peer Support Programs

Campus Police
E. E. Eunique, Chief, Campus Police
B.A., University of Central Florida; M.S., Rollins College
Francine S. Bailey, Campus Police Dispatcher
Jennifer J. Bass, Staff Assistant I
B.A., Flagler College
Rodges Collins, Public Safety Officer
John T. Cummings, Campus Police Officer
A.S., Tallahassee Community College
Tyrone Davis, Public Safety Officer
Timothy L. Donaldson, Public Safety Officer
Randie Gray, Campus Police Officer
A.S., Tallahassee Community College; A.A., Tallahassee Community College
Sarah A. Grissett, Campus Police Dispatcher
Joy L. Hester, Public Safety Officer
B.S., Florida State University
Eddie L. Hudson, Public Safety Officer
Dyan J. Jarosz, Campus Police Dispatcher
A.A., Tallahassee Community College
Clarence G. Jones, Public Safety Officer
Marc R. Lachappelle, Campus Police Corporal
Wayne G. Rabon, Campus Police Lieutenant
Elijah Stackhouse, Campus Police Officer
William F. Tanner, Public Safety Officer
A.A., Tallahassee Community College
Jonathan F. Vanil, Campus Police Officer
Jacqueline S. Willis, Office Manager

Career Center
Christy Mantzanas, Career Placement Coordinator
B.A., Florida State University
Catie J. Goodman, Career Center Director
B.S., Florida State University; M.B.A., Everglades University
Candace Pinataro, Career Services Counseling Specialist
B.B.A., Georgia Southern University; M.S., Florida State University
Felicia L. Williams, Career Services Counseling Specialist
B.S., Florida A&M University; M.Ed., Florida A&M University

Center for Instructional Technology
Chad S. Call, Director, Center for Instructional Technology
B.A., University of North Carolina; M.A., Florida State University
Patrick C. Davis, CIT Support Technician
Robert B. Hall, Technology Project Manager
Nader K. Khabbaz, CIT Support Technician
A.A., Tallahassee Community College
Rhody T. Mckown, Instructional Technology Specialist
B.S., Florida State University
Jacqueline C. Powell, Instructional Network Coordinator
A.A., Lake-Sumter Community College
John H. Puckett, Technology Services Assistant
B.S., Florida State University
Melanie B. Rinket, Instructional Technology Specialist
B.S., Florida State University
Vincent M. Rutten, Classroom Technologies Coordinator
B.S., Florida State University

Center for Teaching Excellence
Karinda R. Barrett, Director, Center for Teaching Excellence
B.A., University of South Carolina; M.Ed., University of South Carolina; Ph.D., Florida State University
Shannon T. Young, Staff Assistant II
A.A., Tallahassee Community College; A.S., Keiser University; B.A., Barry University; M.B.A., University of Phoenix

Center for Workforce Development
John M. Chapin, Vice President for Workforce Development
B.S., Stetson University; M.A., University of South Florida; Ph.D., University of Nebraska
Harriet L. Abrams, Program Coordinator, Adult Education
B.A., Georgia Southern University; M.A., Florida State University
Nouri A. Ameli, Adult Education Specialist
B.S., Florida State University; M.S., Florida State University; Ph.D., Florida State University
Jeanne M. Baragona, Business Services & Corporate Training Manager
B.S., Florida State University
Bruce Batton, Program Manager, Advanced Manufacturing Training Center
B.S., University of Memphis
Lana C. Easley, Director, Workforce & Adult Education
B.B.A., Campbellsville College; M.Ed., Bowling Green State University
Bridget A. Elwell, Senior Program Development Specialist
B.S., University of South Florida
Richard A. Frazier, Director, Business & Industry Services Center
B.S., Florida State University; M.Ed., Florida State University
Bonita Holub, Director, Wakulla Center
B.A., University of South Florida; M.A. University of South Florida
Holly L. Lofland, Pharmacy Technology Coordinator
B.S., Delaware Valley College of Science
Marissa P. Mainwood, Assistant to the Vice President
A.A., Tallahassee Community College; B.A., Florida State University; M.B.A., Florida Atlantic University
Brent A. Miller, Senior Staff Assistant
Kay Scherdrin-McGregor, Conference & Event Coordinator
Beverly A. Smith, Program Coordinator
B.A., Kennesaw State College
Charles P. Wood, Director, Grants & Special Projects
B.A., University of New Mexico Central; M.P.A., University of New Mexico Central

College Reach-Out Program (CROP)
Tadarrafi M. Starke, Interim Program Administrator
B.A., Florida State University
Rachael F. Adams, Office Manager
A.A., Florida College
Wanda M. Lewis, Mentor Coordinator
A.A., St. Petersburg Jr. College; B.S., Florida State University
Patricia M. Vickers, Mentor Coordinator
B.B.A., Florida A&M University; M.Ed., University of Miami

Communications & Humanities
Margaret Banocy-Payne, Dean, Communications & Humanities
B.A., Indiana University of Pennsylvania; M.Ed., Indiana University of Pennsylvania; Ph.D., Florida State University
Foster K. Agama, Associate Professor
B.A., University of Ghana; M.A., Illinois State University
Malcolm H. Armstrong, Associate Professor
A.A., Santa Barbara City College; B.A., California State University; M.A., California State University; Ph.D., Florida State University
Roy M. Barneau, Professor
B.A., Baylor University; M.Div., Southwestern Baptist Theological; Ph.D., Florida State University
Lisa M. Beckley-Roberts, Associate Professor
B.A., Dillard University; M.M., Florida State University
Brittney S. Boykins, Assistant Professor
M.A., Florida State University
Jennifer A. Bradley, Assistant to the Dean
A.A., Tallahassee Community College; B.A., Flagler College
Braze P. Brickwed, Assistant Professor
B.A., Houston Baptist University; M.S., Florida State University
Donmetrie E. Clark, Associate Professor
B.A., Florida A&M University; M.Ed., Florida A&M University
Sally A. Copps, Associate Professor
B.A., Stetson University; M.A., Florida State University
John L. Crombie, Associate Professor
A.A., Tallahassee Community College; B.A., Florida State University; M.A., Florida State University
Meri L. Culp, Associate Professor  
A.A., Tallahassee Community College; B.A., Florida State University; M.A., Florida State University

Dan F. Damerville, Professor  
B.A., Florida State University; M.A., Ohio State University

Barbara A. Edwards, Associate Professor  
A.A., North Florida Community College; B.A., University of South Florida; M.F.A., Florida State University

Gareth M. Eurdie, Associate Professor  
B.A., Oxford College of Emory University; M.A., Oxford College of Emory University; M.A., Ohio State University; M.Ed., Florida State University; Ph.D., Ohio State University

Robert F. Fleischmann, Assistant Professor  
B.A., University of New Hampshire; M.M., Florida State University

Kenneth Frederickson, Production Coordinator  
B.A., California State University; M.F.A., Florida State University

Kermit L. Harrison, Associate Professor  
B.A., Florida A&M University; M.A., Purdue University

Maurine C. James, Assistant Professor  
B.A., Vanderbilt University; M.A., University of North Carolina

Frances M. Lane, Staff Assistant I  
A.A., Tallahassee Community College

Wolfgang H. Lepsch, Associate Professor  
M.A., Augsburg College; Ph.D., Louisiana State University

Jennifer L. Robinson, Assistant Professor  
B.A., Florida State University; M.S., Florida State University

Frederick T. Owens, Associate Professor  
B.A., Valdosta State University

通讯与公共信息

Alice B. Maxwell, Director, Communications & Public Information  
B.A., Angelo State University; M.A., Drury College

Susan R. Hall, Director, Communications & Public Information  
B.S., Florida State University; M.S., Florida State University; M.Ed., Florida Atlantic University

Robert H. Chaney, Communications Specialist and Athletic Director  
B.A., Auburn University; M.A., New Orleans Baptist Theological

Malcolm S. Greenfield, Publications Coordinator  
B.A., Florida State University

合同与权限

Amy H. Bajoczky, Senior Accounting Specialist  
A.A., Miami-Dade Community College

Rowena T. Ford, Senior Contracts & Grants Accountant  
B.S., Florida State University

Vanessa Lawrence, Contracts & Grants Manager

 minions

Harry L. Strawter, Custodial Superintendent  

Stephen Andrews, Custodial Worker

Darell J. Ashley, Senior Custodian

David J. Barron, Senior Custodian

John A. Brice, Custodial Worker

Anita A. Brown, Senior Custodian

Devoria S. Bryant, Senior Custodian

Larry Chaney, Custodial Worker

Patricia A. Chukes, Custodial Worker

Hodges Collins, Custodial Shift Supervisor

Jerry L. Daniels, Senior Custodian

Jannie L. Davis, Custodial Worker

James E. Dixon, Senior Custodian

Andrea N. Ferrell, Custodial Worker

Isaac Grice, Senior Custodian

Andrew L. Hadley, Senior Custodian

Timothy C. Jones, Custodial Worker

Delores R. Kenon, Custodial Worker

Johnnie L. Knight, Custodial Worker

Wilkie J. Lee, Custodial Worker

Timothy L. Madry, Custodial Worker

Maxine Mitchell, Senior Custodian

Jerome W. Moore, Custodial Worker

Mary A. Murray, Custodial Worker

Rickey Palmer, Custodial Worker

Leonard Pugh, Senior Custodian

Ronald L. Rakeley, Custodial Shift Supervisor

Earnest J. Starks, Senior Custodian

Kent Taylor, Senior Custodian

Alvin L. Thompson, Senior Custodian

Ferzelma Walker, Senior Custodian

Betty J. Williams, Custodial Worker

Curtis K. Williams, Custodial Worker

Freddie L. Williams, Custodial Worker

Gwendolyn Williams, Custodial Worker

Michael A. Williams, Custodial Worker

残疾人支持服务

Stephanie R. Crosby, Disability Support Services Coordinator  
B.S., University of West Florida; M.A., University of West Florida

Mark J. Linehan, Counselor  
B.S., Florida State University; M.S., Florida State University

Joy A. Shields, Staff Assistant I

Josephine Sendoski, Sign Language Interpreter  
A.A., Tallahassee Community College; A.S., North Florida Community College

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191  

TCC Faculty and Staff
Enrollment Services and Student Success
Sheri L. Rowland, Dean, Enrollment Management
B.S., Southeast Missouri State University; M.A., Southeast Missouri State University; Ed.D., Florida State University
Janet M. Atwater, Staff Assistant I
B.A., University of South Florida
Judy B. Barnes, Counseling Specialist
B.S., Auburn University; M.S., Troy State University
Lynn S. Burgess, Academic Adviser
A.A., Lake-Sumter Community College; B.A., University of Florida; M.Ed., University of West Alabama
Shakonda L. Chapman, Student Success Specialist
A.A., Tallahassee Community College; B.S., Florida State University; M.S., Troy State University
Emily E. Clark, Orientation Coordinator
B.A., Hiram College; M.Ed., Kent State University
Charles T. Cox, Counselor
B.S., Auburn University; M.S., Florida State University; M.S., Troy State University
Nancy C. Donovan, Counseling Specialist
B.A., Florida State University; M.S., Florida State University
Dianne Douglas, Student Specialist
B.S.N., Florida Southern College; R.N. Dip., Cabarrus Memorial School
Rachel Ehmke, Counseling Specialist
B.A., College of the Holy Cross; M.S., Illinois State University
Renee R. Green, College Registrar
A.A., Chipola Community College; B.A., William Carey University; M.S. Troy University
Linda D. Inyang, Senior Enrollment Clerk
B.A., University of South Florida
Daniel F. James, Counseling Specialist
A.A., Tallahassee Community College; B.S., Florida State University
Beatriz A. Jensen, Counselor
B.S., Florida State University; M.S., Florida State University
Brittaney A. Johns, Office Manager
Tamera H. Kinsey, Assistant to the Dean, Enrollment Management
A.A., Tallahassee Community College; B.A., Florida State University; M.S., Florida State University
Lourena M. Maxwell, Counseling Specialist
B.A., Thomas College; M.S., Thomas University
Doris E. Pleas, Senior Enrollment Clerk
A.X., Tallahassee Community College; A.A., Tallahassee Community College; B.S., University of Phoenix
Hamilton Rodriguez, Counseling Specialist
B.A., Florida State University
Nikki Ross, Staff Assistant II
Carmen P. Sapp, Senior Enrollment Clerk
Joan C. Stallworth, Counseling Specialist
A.A., Tallahassee Community College; B.S., Florida State University; M.S., Florida State University
Diane B. Stewart, Staff Assistant I
Lisa M. Velez-Davis, Academic Adviser
B.S., Florida State University
Janet E. Washington, Registration Specialist
A.A., Tallahassee Community College
Michael T. Woods, Assistant Enrollment Services Director
B.A., University of Evansville; M.A., University of Evansville
Sharon S. Younker, Staff Assistant II

Facilities Planning & Construction
Clarence A. Stallworth, Director, Facilities Planning & Construction
B.S., University of Michigan; M.S., University of Michigan
Marcella D. Foster, Facilities Coordinator
B.S., Florida A&M University; M.S., Florida A&M University
William Hunter, Construction Coordinator

Financial Aid
William K. Spiers, Director, Financial Aid
M.A., Jacksonville University
Dorothy M. Alexander, Financial Aid Technician
A.S., Tallahassee Community College; A.S., Tallahassee Community College
Brittnee M. Barfield, Cashier
Tangela M. Bellamy, Financial Aid Technician
April H. Griffin, Student Accounts Supervisor
Angela J. Herring, Staff Assistant II
Angela D. Isaac, Scholarship Coordinator
M.Ed., Florida A&M University
Lekita M. Knight, Financial Aid Technician
A.A., Tallahassee Community College
Louise H. Moss, Assistant Financial Aid Director
Ph.D., Florida State University
Delorise E. Page-Robinson, Veterans Affairs Coordinator
A.A., Gulf Coast Community College; B.S., Troy State University; M.S., Troy State University
Sandra L. Speight, Financial Aid Specialist
B.S., Florida A&M University
Cynthia M. Thomas, Financial Aid Assistant
A.A., North Florida Community College

Florida Public Safety Institute
James T. Murdaugh, Assistant Vice President and Director of the Florida Public Safety Institute
B.S., Florida State University; M.S., Florida State University; Ph.D., Florida State University
Kimberly M. Allen, A&S Instructional Coordinator
A.A., Tallahassee Community College; B.S., Florida State University
Harold D. Barnes, Driving Coordinator
William L. Bierbaum, CJ Instructional Coordinator
M.P.A., Florida State University
Andrea N. Blalock, Academy Program Coordinator
Henry T. Bullard, Custodial Worker
Harriet L. Bush, Contracts & Grants Coordinator
A.A., Tallahassee Community College; B.A., Flagler College
Rita L. Cooke, Food Service Assistant
Cynthia Dupont-Jones, Academy Business Manager
B.S., Florida State University; M.Ed., Florida A&M University
David G. Eastman, Facilities Maintenance Superintendent
Elizabeth P. Gunn, Custodial Worker
Peggy S. Haire, Office Manager
Montgomery House, Landscaper
Cernil E. Hudson, Maintenance Technician II
Michael B. Jackson, Senior Accounting Specialist
Omessa S. James, Cashier
Sheila L. Johnson, Dining Services Shift Supervisor
Christopher W. Jones, Food Service Assistant
Clarence W. Langston, Maintenance Technician II
Claudia McDaniel, Staff Assistant II
Kimberly D. Morris, Dining Services Shift Supervisor
Kathryn S. Paul, Food Service Assistant
Sherri A. Peschi, Staff Assistant I
Philip D. Pitts, Defensive Tactics Coordinator
Russell D. Pritchett, Maintenance Technician II
Mark J. Rominger, High Liability Training Coordinator
Melvin M. Stone, CJ Instructional Coordinator
A.A., Tallahiborough Community College; B.S., University of South Florida; M.P.A., Troy State University;
Stephanie A. White, First Responder Coordinator
Annie M. Williams, Food Service Assistant
Rita D. Williams, Senior Custodian
Karen G. Wilson, Senior Accounting Specialist
Mary L. Woods, Custodial Worker
Rodrick M. Young, Custodial Superintendent
Foundation
Robin C. Johnston, Vice President for Institutional Advancement and Executive Director of the TCC Foundation
B.B.A., University of Toronto; M.B.A., University of Toronto
Benjamin T. Alonzo, Associate Director and Chief Financial Officer of the TCC Foundation
B.S., Florida State University
Cyrilla D. Brewer, Foundation Specialist
Ronnie J. Pleas, A.S., Tallahassee Community College
Garry M. Smith, B.S., Troy University
Carolyn P. Lytle, Associate Professor
B.S.N., University of Alabama; M.S., Florida State University
A.S., Technical College of the Lowcountry; B.S., Alhambra University
Dr. Alice M. Nied, Director of Nursing
B.S., Purdue University; M.S.N., Indiana University; Ph.D., University of North Florida
A.S., Tallahassee Community College; B.A., Columbia Union College; M.S., Florida State University

Gadsden Center
Roger P. Milton, Quincy House Manager
B.S., Florida A&M University
Elaine Sweet, Staff Assistant I
A.A., Tallahassee Community College; B.A., Flagler College

General Services
Curtis E. Watkins, Director, Budget & General Services
B.S. University of Florida, MPA Florida State University
Eric J. Henderson, Property Records Specialist
B.A., Flagler College

Grounds
David R. Lewis, Supervisor, Landscape Services
Edmond Andrew, Landscaper
B.S., Mississippi State University
Harold W. Goodman, Equipment Mechanic
A.A., Tallahassee Community College
Leroy Hines, Landscaper
Patrick D. Humphrey, Landscaper
Annie H. Johnson, Landscaper
Bethel L. McMullen, Landscaper
Gregory G. Painter, Landscaper
Douglas G. Pleas, Landscaper
A.S., Tallahassee Community College
Ronnie J. Pleas, Landscaper
A.A., Tallahassee Community College
Jack A. Rockwell, Landscaper
Garry M. Smith, Irrigation Specialist
Jonathan M. Thomas, Landscaper

Health Care Professions
Lois L. Even, Dean, Health Care Professions
A.S., Miami-Dade Community College; B.S., Barry University; M.S., Barry University; Ph.D., University of South Florida
Donna C. Allocco, Professor
B.S.N., Florida State University; M.S.N., Texas Woman's University
Jon M. Berryman, Assistant Professor
B.S., University of Florida
Bette S. Burrall, Staff Assistant I
A.S., Tallahassee Community College
Debra J. Burgoft, Associate Professor
A.A., Tallahassee Community College; A.S., Tallahassee Community College; B.S., Florida State University
Lauren P. Campbell, Associate Professor
A.S., Tallahassee Community College; B.S., Thomas College; M.S., Florida State University
Rebecca S. Daley, Associate Professor
B.S., Florida State University
Melissa G. Danello, Assistant Professor
B.S., Florida State University; M.S., Florida State University
Helen B. Dorman, Professor
B.S., Georgia State University; M.S., Florida State University
Carla I. Dormeus, Simulator Lab Coordinator
Eileen G. Durant, Assistant Professor
M.Ed., Florida State University
Michele Edwards, Associate Professor
A.S., Tallahassee Community College; B.S., Florida State University; M.S., Florida State University
Veronica E. Forehand, Office Manager
A.A., Tallahassee Community College; B.A., Florida State University
Carolann Gegenheimer, Associate Professor
L.P.N., Ohio School of Practical Nursing; A.A., Hocking College; B.S.N., Ohio University; M.S.N., Barry University
Tara L. Hayes, Associate Professor
B.S., Florida State University; M.S., Florida State University

History & Social Sciences
Monte S. Finkelstein, Dean, History & Social Sciences
B.A., Florida State University; M.A., Florida State University; Ph.D., Florida State University
Frank M. Baglione, Professor
B.A., University of Massachusetts; M.A., University of Massachusetts; J.D., Suffolk University; Ph.D., Tufts University
Donald H. Barry, Professor
Ph.D., Florida State University
William Benedicks, Professor
B.A., Florida Atlantic University; M.A., Florida State University; Ph.D., Florida State University
Valerie D. Clements, Staff Assistant I
Lynn H. Curtright, Professor
Ph.D., University of California
Mark Druash, Assistant to the Dean
M.A., University of Florida
Mary Louise Ellis, Professor
Ph.D., Florida State University
Elizabeth E. Garner, Associate Professor
B.S., University of Florida; M.S., University of Florida; Ph.D., University of Florida
Mark S. Goldman, Professor
M.A., Florida State University
Candace L. Hinson, Professor
Ph.D., University of Texas at Austin
Debra A. Ilic-Moran, Office Manager
A.A., Miami-Dade Community College
Brian D. Kupfer, Assistant Professor
M.A., Norwich University; Ph.D., Claremont Graduate School
Jeffrey S. Liang, Associate Professor
Ph.D., Florida State University
Shawn W. Lloyd, Associate Professor
B.S., Western Illinois University; M.A., Loras College; Ph.D., Florida State University
Anne M. McCloskey, Professor
Ph.D., Florida State University
Russell E. McGuff, Professor
Ph.D., Nova University
Carol M. Miller, Professor
B.A., Florida State University; M.A., Marquette University; Ph.D., Cornell University
David B. Mock, Professor
A.A., Lake-Sumter Community College; M.A., Pepperdine University; M.A., Florida State University; Ph.D., Florida State University
Richard C. Murgo, Professor
M.S., Florida State University; Ph.D., Florida State University
Jean L. O'Kon, Professor
Ph.D., Florida State University
Andrea L. Oliver, Associate Professor
M.S., Florida State University
L. Jarrett Phipps, Associate Professor
M.S., Florida State University
Stephan C. Powers, Professor
M.S., Florida State University

www.tcc.fl.edu
David A. Proctor, Associate Professor
M.A., Florida State University; B.A., Florida State University; Ph.D., Florida State University

Stacie L. Sheffield, Associate Professor
M.S., Florida State University

Melissa Soldani-Lemon, Associate Professor
M.A., University of Colorado; Ph.D., Florida State University

Andrew T. Tucker, Professor
M.A., Atlanta University

Anthony O. Viegbesie, Professor
Ph.D., Florida State University

Thomas S. Waller, Associate Professor
B.A., University of California; M.A., University of California; Ph.D., University of California

Dallas C. Williams, Professor
Ph.D., Michigan State University

Juanita Williams, Professor
Ph.D., Purdue University

Human Resources
Renae R. Tolson, Director, Human Resources
Carolyn R. Bush, Senior Staff Assistant
B.S., Barry University

Jackie Chaires-Lacey, Senior HR Specialist/Training Coordinator

Debra A. Fox, HR Specialist II

Darlene A. Parker, Staff Assistant I

Lisa K. Powell, Staff Assistant II

Vanessa K. Roberts, HR Specialist I

Melissa M. Vickery, HR Specialist I

A.A., Tallahassee Community College; B.A., Flagler College

Diane T. Walsh, HR Specialist III

Horace R. Wright, HR Specialist III

B.S., Florida A&M University

Information Technology
Deborah Anderson, Network Systems/Communications Analyst
B.A., University of Florida

Shawn W. Banner, Internet Technology Administrator
B.S., Florida State University; M.P.A., Florida State University

John D. Burch, Director, Management Information Systems
A.A., Tallahassee Community College; B.S., Florida State University

Chris D. Chesnut, Computer Specialist

Thomas F. Cook, Computer Specialist

Wayne C. Cowley, Computer Systems Analyst

Bridgette L. Decent, Research Analyst

Brett A. Dorr, Network Systems/Communications Analyst

Barbara K. Douglas, Research & Business Analyst
B.A., Old Dominion University

John A. Gibby, Systems Training Specialist
B.S., Florida State University

Mary A. Heard, Lead Computer Specialist

Maria Teresa E. Ilagan, Research & Business Analyst
B.S., Xavier University; B.A., Xavier University

Jonnie M. Maples, IT Support Specialist

Michael E. Matthews, Computer Specialist
A.A., Chipola College; B.S., Florida State University

Staci A. Mildenberger, Web Collaboration & Special Projects Coordinator
A.A., Tallahassee Community College; B.A., Florida State University

Joe D. Mills, Computer Programmer/Analyst
B.S., Florida State University

Luevenia A. Moore, Computer Operations Specialist
B.A., Florida A&M University

Jacquelyn M. Parramore, Computer Specialist
A.A., Tallahassee Community College; B.S., Barry University

Jack K. Peddie, DCS Analyst

Kristopher M. Reeves, Computer Specialist

Michael A. Robeck, Computer Systems Analyst

Maya L. Shuman, Computer Programmer/Analyst

William M. Singletary, Director, Information Technology Support Services

Deborah S. Smith, Computer Support Technician

Mickiel J. Smith, Computer Programmer/Analyst
B.S., Florida State University

Michael E. Thomas, Database Administrator
B.S., Florida State University

Thomas M. Watters, Computer Programmer/Analyst
A.A., Tallahassee Community College; B.S., Florida State University

Charles C. Washington, Lead Computer Specialist
B.S., Florida A&M University

Samuel E. Wilson, Director, Network Telecommunication Systems

Margaret B. Wingate, Systems Programmer
B.S., Clemson University

Tina D. Workman, Network & Computer Systems Specialist

Library
Amber D. Brock, Library Services Supervisor
B.A., Florida State University; M.A., Florida State University; M.L.S., Florida State University

Franklin Arroyo, Office Manager

Jany A. Barnidge, Librarian
B.A., Northwestern University; M.S., Florida State University

Carol A. Chenoweth, Library Services Specialist
M.L.S., Florida State University

Kathleen J. Coleman, Library Services Specialist
B.A., Florida State University; M.S., Florida State University

Susan A. Crutchfield, Library Technical Assistant I
A.A., Tallahassee Community College

Rita B. Dickey, Library Technical Assistant II

Ashante C. Henry, Library Technical Assistant I

Victor D. Keaton, Library Technical Assistant I

Virginia R. Lepley, Library Technical Assistant II
B.S., Valdosta State College

Shelly Pudger, Library Services Specialist
B.A., Florida State University; M.L.S., Florida State University

Diana K. Smith, Library Technical Assistant I

Colleen M. Thorburn, Librarian
B.A., University of Florida; M.L.S., Florida State University

Sherifatu Z. Thomas, Library Technical Assistant I
B.S., Florida A&M University

Evelyn M. Wasdin, Library Technical Assistant II
A.A., Tallahassee Community College; B.A., Florida State University; M.L.S., Florida State University

Edwena O. Williams, Library Technical Assistant II
M.Ed., Florida A&M University

Mail Room
Don C. Chambers, Receiving Clerk

Timothy Corker, Supplies Specialist

Dwayne A. Pugh, Stores Clerk

Bruce Williams, Stores Clerk

Maintenance
Robert R. Sherman, Facilities Maintenance Superintendent

George T. Clark, Maintenance Technician II

Carl W. Coleman, Maintenance Technician II

Gary E. Gordon, Maintenance Technician II

Christopher I. Holleman, Maintenance Technician II

Bryan M. Keeney, Maintenance Technician II

Jonathan H. Kendrick, Maintenance Technician II

Robert F. Lilly, Locksmith

David L. McMullen, Maintenance Technician II

Benedicto L. Ortega, Maintenance Technician II

Timothy L. Ortiz, HVAC/Building Automation Spec

Chad B. Presley, HVAC/Building Automation Spec

Steven W. Rhodes, Maintenance Support Worker

Glen Lee Robinson, Maintenance Technician II

Leroy R. Rockwell, Maintenance Support Worker

Lonnie J. Walker, Maintenance Technician II

Plant Operations
John S. Norris, Director, Plant Operations
A.A., Tallahassee Community College

Timothy Frost, Senior Engineering Technician
A.A., Tallahassee Community College

George D. Taylor, Environmental Health/Safety Specialist

Shannon M. Winfield, Sr. Assistant II
A.A., Tallahassee Community College
Lisa M. McBride, Associate Professor
M.S., Indiana State University; J.D., Nova Southeastern University

Kathleen M. Mellino, Staff Assistant I

Carlos J. Miranda, Associate Professor
B.A., Florida International University; M.E.A., Florida State University

Zoreh Moshir, Professor
B.S., Florida A&M University; M.S., North Carolina A&T University; Ph.D., Florida State University

Maureen T. O'Neill, Associate Professor
B.A., Albertus Magnus College; M.A., Saint Joseph College; Ed. D. Boston University

Steven M. Owens, Professor
B.S., University of Wisconsin; M.S., Florida State University; M.A., University of Wisconsin

Steven A. Panton, Assistant Professor
B.S., University of Florida; M.S., University of Florida; Ph.D., Florida State University

Hector M. Quinones Pena, Associate Professor
B.S., University of Puerto Rico; M.S., University of Puerto Rico; Ph.D., Florida State University

Michelle Rehwinkel, Professor
B.A., University of South Florida; J.D. University of Florida

Richard E. Rice, Associate Professor
B.A., Florida State University

Joanne L. Rogers, Professor
M.A., University of South Florida

Stephanie K. Spike, Associate Professor
M.S., Florida State University; M.S., Purdue University

Arlene J. Strawn, Professor
A.A., Tallahassee Community College; B.S., Florida State University; M.B.A., Florida State University

Edith L. Strickland, Associate Professor
M.S., Florida State University

Henry Thomas, Assistant to the Dean

Byron Todd, Associate Professor
B.M.E. Henderson State University; M.Ed., Florida A&M University

Brian S. Venclauskas, Associate Professor
B.S., Florida State University; M.S., Florida State University

Susanne M. Wood, Associate Professor
B.S., Florida State University; M.S., Florida State University

Jennifer M. Zimmerman, Associate Professor
B.S., University of Louisiana; M.S., Florida State University

Testing Center
Katrina L. White, Testing & Retention Coordinator
B.S., Florida State University; M.P.A., Florida State University

Timothy B. Roberts, Testing Specialist
B.A., University of North Florida

Title III
Catherine J. Cuevas, Student Success Specialist
B.S., Florida State University; M.S., Florida State University

Mickiel J. Smith, Computer Programmer/Analyst
B.S., Florida State University
# Index

## A

<table>
<thead>
<tr>
<th>Academic Competitiveness Grants</th>
<th>25</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Computing Labs</td>
<td>38</td>
</tr>
<tr>
<td>Academic Counseling</td>
<td>50</td>
</tr>
<tr>
<td>Academic Plan</td>
<td>50</td>
</tr>
<tr>
<td>Academic Programs</td>
<td>49</td>
</tr>
<tr>
<td>Academic Standards</td>
<td>42</td>
</tr>
<tr>
<td>Accounting Technology Specialist, Cert</td>
<td>67</td>
</tr>
<tr>
<td>Accounting Technology Operations, Cert</td>
<td>66</td>
</tr>
<tr>
<td>Management, Cert</td>
<td></td>
</tr>
<tr>
<td>Accounting Technology Management, Cert</td>
<td>65</td>
</tr>
<tr>
<td>Access Card</td>
<td>37</td>
</tr>
<tr>
<td>Accounting Technology Operations, Cert</td>
<td>66</td>
</tr>
<tr>
<td>Accreditation</td>
<td>10</td>
</tr>
<tr>
<td>Activities and Organizations, Student</td>
<td>37</td>
</tr>
<tr>
<td>Adaptive Computer Lab</td>
<td>38</td>
</tr>
<tr>
<td>Adding Courses</td>
<td>43</td>
</tr>
<tr>
<td>Admissions Policy</td>
<td>15</td>
</tr>
<tr>
<td>Admissions Procedures</td>
<td>15</td>
</tr>
<tr>
<td>Adult Basic Education</td>
<td>16</td>
</tr>
<tr>
<td>Certificate Programs</td>
<td>16</td>
</tr>
<tr>
<td>GED Program</td>
<td>16</td>
</tr>
<tr>
<td>International Students</td>
<td>16</td>
</tr>
<tr>
<td>Non-degree</td>
<td>16</td>
</tr>
<tr>
<td>Postsecondary Adult Vocational</td>
<td></td>
</tr>
<tr>
<td>Transfer Students</td>
<td>15</td>
</tr>
<tr>
<td>Transient Students</td>
<td>16</td>
</tr>
<tr>
<td>Adult Education</td>
<td>11</td>
</tr>
<tr>
<td>Advising, Academic</td>
<td>20</td>
</tr>
<tr>
<td>Air Force ROTC</td>
<td>137</td>
</tr>
<tr>
<td>Alternative Credit</td>
<td>47</td>
</tr>
<tr>
<td>Alumni Association</td>
<td>10</td>
</tr>
<tr>
<td>Appeals, Academic</td>
<td>42</td>
</tr>
<tr>
<td>Armed Private Security Officer, Cert</td>
<td>104</td>
</tr>
<tr>
<td>Army ROTC</td>
<td>137</td>
</tr>
<tr>
<td>Articulated Agreements</td>
<td>54</td>
</tr>
<tr>
<td>Florida Agricultural &amp; Mechanical University</td>
<td>54</td>
</tr>
<tr>
<td>Florida State University</td>
<td>56</td>
</tr>
<tr>
<td>University of Florida</td>
<td>57</td>
</tr>
</tbody>
</table>

## B

| Barry University                  | 12, 57 |
| Biotechnology, A.S.               | 110 |
| Black Male Achievers Program      | 34 |
| Board of Trustees                 | 4 |
| Business Administration, A.A.S.   | 60 |
| Business and Management           | 59 |
| Business and Professional Development | 11 |
| Business Management, A.S.         | 64 |
| Business Management, Cert         | 61 |
| Business Operations, Cert         | 62 |
| Business Specialist, Cert         | 63 |

## C

| Calendars                         | 5 |
| Academic                           | 5 |
| Health Program                     | 6 |
| Holidays                           |     |
| Campus Life, Department of         | 34 |
| Campus Recreation                  | 34 |
| Canceled Registration              |     |
| Career Center                      | 34 |
| Center for Workforce Development   | 11 |
| Certificates                       | 50 |
| Certified Professional Secretary's Certi | 47 |
| Change of Grade, Appeals           | 45 |
| Child Care Services                | 34 |
| Civil Engineering Technology, A.S. | 111 |
| College Level Academic Skills      | 48 |
| College Preparatory                | 43 |
| College Reach-Out Program          | 34, 43, 150 |
| Computer-Aided Drafting            | 112 |
| and Design Technology, Cert        |     |
| Computer Programming               | 75 |
| and Analysis, Cert                 |     |
| Computer Programming and Analysis  | 76 |
| Computer Game Design and Logic     |     |
| Computer Programming Specialist, Cert | 77 |
| Conferences and Events, Facilities Rental | 11 |
| Consortium Agreement               | 32 |
| with Another Educational Institution |     |
| Construction and Skilled Trades    | 11 |
| Construction Engineering           | 113 |
| Technology, A.A.S.                 |     |
| Corporate Services                 | 11 |
| Correctional Probation, Cert       | 100 |
| Corrections, Cert, Cert            | 99 |
| Cost of Attendance, Estimated      | 27 |

## Course Descriptions

| Accounting                           | 143 |
| Anthropology                         | 143 |
| Art                                   | 143 |
| Art, Computer                        | 144 |
| Art History                          | 145 |
| Art, Studio                          | 144 |
| Astronomy                            | 145 |
| Biological Sciences                  | 145 |
| Business                             | 146 |
| Chemistry                            | 148 |
| Child Development                    | 149 |
| College Prep English                 | 149 |
| College Prep Mathematics              | 149 |
| College Prep Reading                 | 149 |
| College Success                      | 150 |
| Communications                       | 150 |
| Composition                          | 150 |
| Computer Literacy                    | 151 |
| Computer Networking                  | 151 |
| Computer Programming                 | 152 |
| Creative Writing                     | 152 |
| Crime Scene                          | 152 |
| Criminal Justice                     | 153 |
| Dance                                | 154 |
| Dental Assisting                     | 154 |
| Dental Hygiene                       | 156 |
| Diagnostic Medical Sonography        | 158 |
| Digital Media Broadcasting           | 159 |
| Early Childhood Education            | 159 |
| Earth Sciences                       | 160 |
| Economics                            | 160 |
| Education                            | 160 |
| Emergency Medical Technology         | 161 |
| Engineering and Technology           | 162 |
| English                              | 163 |
| Ethics                               | 164 |
| Film                                 | 164 |
| Finance                              | 164 |
| Foreign Language                     | 164 |
| Forensics                            | 165 |
| French                               | 165 |
| Geography                            | 165 |
| Geology                              | 165 |
Credit, Definition 43
Course Load Reduction 24
Criminal Justice and Public Safety 91
Criminal Scene Investigation, Cert 92

D
Delinquent Accounts 24
Dental Assisting, Cert. 123, 134
Dental Hygiene, A.S. 124
Diagnostic Medical Sonography, Cert. 125, 135
Directory, TCC. 2
Disability Support Services 35
Distance Learning 47
Drafting and Design Technology, A.S. 114
Dropping Courses 43
Drug Free Campus 20
Dual Enrollment 18

E
eAccounts 38
Eagle Adventures 34
Early Admission Program 17
Early Childhood Development and Education, A.S. 107
Educational Talent Search 35
Electronics Engineering Technology, A.A.S. 115
Embry-Riddle Aeronautical University 12, 57
Emergency Medical Services 126
Emergency Medical Technician, Cert. 127
Enrollment Services and Student Success 35
Excess Hours Advisory Statement 44
Exemption Examinations 47

F
Faculty and Staff 188
Federal Pell Grants 25
Federal Supplemental Education Opportunity Grants (FSEOG) 25
Fees 23
Final Examinations, Absence from 45
Financial Aid 24
Application Procedure 26
Class Attendance 28
Deferment of Fees 27
Eligibility 26
Enrollment Status 27
Evaluation and Award 27
Expected Family Contribution 27
Family Rights and Privacy Act 29
Multiple Sessions 28
Preparatory Classes 28
Programs Available 25
Refunds 27
Student Fees 27
Summer 26
Terminology 26
Title IV Requirements 28
Veterans Affairs 30
Withdrawal or Cancellation 28

G
General Education Requirements 51
Geographic Information Systems 116
(GIS) Technology, Cert. 51
Grading 46
Graduation 48
Requirements 48
Graphic Design Production, Cert. 79
Graphic Design Support, Cert. 80
Graphic Design Technology, A.S. 78
Green Jobs Programs 11

H
Health Care 122
Degree Requirements 134
Health Services 36
Help Desk/Technical Support, A.S. 83
Help Desk/Technical Support, Cert. 84
History of the College 9
Holidays 5
Home Educated Students 18
Honors Program 18
Housing 36
Humanities Study Abroad 38
<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Industrial Technology, A.A.S.</td>
<td>117</td>
<td></td>
</tr>
<tr>
<td>Information Technology</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>Information Technology Management, Cert.</td>
<td>87</td>
<td></td>
</tr>
<tr>
<td>Information Technology Technician, Cert.</td>
<td>86</td>
<td></td>
</tr>
<tr>
<td>Institutional Mission</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Interactive Media Production, Cert.</td>
<td>81</td>
<td></td>
</tr>
<tr>
<td>Interactive Media Support, Cert.</td>
<td>82</td>
<td></td>
</tr>
<tr>
<td>Inter-institutional Registration</td>
<td>19</td>
<td></td>
</tr>
<tr>
<td>International Students</td>
<td>16</td>
<td></td>
</tr>
<tr>
<td>International Student Services</td>
<td>36</td>
<td></td>
</tr>
<tr>
<td>Intramural Sports</td>
<td>34</td>
<td></td>
</tr>
<tr>
<td><strong>O</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office Administration, A.S.</td>
<td>68</td>
<td></td>
</tr>
<tr>
<td>Office Management, Cert.</td>
<td>69</td>
<td></td>
</tr>
<tr>
<td>Office Specialist, Cert.</td>
<td>69</td>
<td></td>
</tr>
<tr>
<td>Office Support, Cert.</td>
<td>71</td>
<td></td>
</tr>
<tr>
<td>One-Stop Center</td>
<td>36</td>
<td></td>
</tr>
<tr>
<td>Orientation</td>
<td>19</td>
<td></td>
</tr>
<tr>
<td>Paralegal/Legal Studies, A.S.</td>
<td>105</td>
<td></td>
</tr>
<tr>
<td>Paramedic, Cert.</td>
<td>130</td>
<td></td>
</tr>
<tr>
<td>Parent’s Loan for Undergraduate Students (PLUS)</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>Pell Grants</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>133</td>
<td></td>
</tr>
<tr>
<td>Postsecondary Adult Vocational Cert.</td>
<td>47</td>
<td></td>
</tr>
<tr>
<td>Professional Development and Continuing Education</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>Radiologic Technology, A.S.</td>
<td>131</td>
<td></td>
</tr>
<tr>
<td>Readmission</td>
<td>17</td>
<td></td>
</tr>
<tr>
<td>Real Estate</td>
<td>184</td>
<td></td>
</tr>
<tr>
<td>Refunds</td>
<td>24</td>
<td></td>
</tr>
<tr>
<td>Registration</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Repeating Courses</td>
<td>45</td>
<td></td>
</tr>
<tr>
<td>Respiratory Care, A.S.</td>
<td>132</td>
<td></td>
</tr>
<tr>
<td>Right of Privacy, Student</td>
<td>39</td>
<td></td>
</tr>
<tr>
<td>Family Educational Rights and Privacy Act.</td>
<td>39</td>
<td></td>
</tr>
<tr>
<td>Rights and Responsibilities, Student</td>
<td>39</td>
<td></td>
</tr>
<tr>
<td>ROTC Programs</td>
<td>137</td>
<td></td>
</tr>
<tr>
<td><strong>S</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Saint Leo University</td>
<td>12, 57</td>
<td></td>
</tr>
<tr>
<td>Self-Paced Instruction</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Small Business Management, Cert.</td>
<td>72</td>
<td></td>
</tr>
<tr>
<td>Social Security Number</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>Collection and Usage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spain Study Abroad Program</td>
<td>39</td>
<td></td>
</tr>
<tr>
<td>Stafford Loans</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>Statewide Course Numbering System</td>
<td>140</td>
<td></td>
</tr>
<tr>
<td>Strategic Plan</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Student ID</td>
<td>37</td>
<td></td>
</tr>
<tr>
<td>Student Life</td>
<td>33</td>
<td></td>
</tr>
<tr>
<td>Student’s Program</td>
<td>43</td>
<td></td>
</tr>
<tr>
<td>Study Abroad Programs</td>
<td>38</td>
<td></td>
</tr>
<tr>
<td>Technology Education, A.S.</td>
<td>119, 121</td>
<td></td>
</tr>
<tr>
<td>Telecommunications, Cert.</td>
<td>102</td>
<td></td>
</tr>
<tr>
<td>Testing Center</td>
<td>37</td>
<td></td>
</tr>
<tr>
<td>Thomas University</td>
<td>12, 57</td>
<td></td>
</tr>
<tr>
<td>Transportation</td>
<td>37</td>
<td></td>
</tr>
<tr>
<td>Tuition</td>
<td>23</td>
<td></td>
</tr>
<tr>
<td>Payment Plan</td>
<td>24</td>
<td></td>
</tr>
<tr>
<td>Residency</td>
<td>22</td>
<td></td>
</tr>
<tr>
<td><strong>U</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unarmed Private Security Officer, Cert.</td>
<td>103</td>
<td></td>
</tr>
<tr>
<td>University Partners</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td><strong>V</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Volunteerism, Student</td>
<td>37</td>
<td></td>
</tr>
<tr>
<td>Veterans Affairs</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td><strong>W</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Web-based Courses</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Web Technologies, A.S.</td>
<td>89</td>
<td></td>
</tr>
<tr>
<td>Web Technologies, Cert.</td>
<td>90</td>
<td></td>
</tr>
<tr>
<td>Welfare to Work</td>
<td>26</td>
<td></td>
</tr>
<tr>
<td>WIA Scholarships</td>
<td>26</td>
<td></td>
</tr>
<tr>
<td>Withdrawal</td>
<td>44</td>
<td></td>
</tr>
<tr>
<td>Work Study Program</td>
<td>25</td>
<td></td>
</tr>
</tbody>
</table>