Notice: This print catalog has been made available for the convenience of TCC staff members and has not been provided to students. The current, official TCC catalog is available at http://catalog.tcc.fl.edu. To obtain accurate, up-to-date information about TCC programs and courses, students must use the online catalog.

www.tcc.fl.edu
(850) 201-6200
TTY: (850) 201-8429
This publication is available in alternate format upon request.
Tallahassee Community College
444 Appleyard Drive
Tallahassee, FL 32304

Nondiscrimination Policy: Tallahassee Community College does not discriminate against any person on the basis of race, color, ethnicity, genetic information, national origin, religion, gender, sexual orientation, marital status, disability or age in its programs and activities. Inquiries regarding the nondiscrimination policies may be directed to:

Renae Tolson, Equity Officer
Room 239 Administration Building
444 Appleyard Drive
Tallahassee, FL 32304-2895
(850) 201-8510
Tolsonr@tcc.fl.edu

Drug-free Campus: It is the policy of TCC 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 information, refer to the Student Code of Conduct in the Student Handbook.

Smoking Policy: All facilities (buildings and grounds) owned or operated by TCC are designated as nonsmoking areas unless indicated otherwise. Faculty, staff, students and visitors who choose to use tobacco products or electronic cigarettes may do so only in areas designated for smoking. It is the responsibility of the individual to properly dispose of tobacco waste products (cigarette remnants, etc.).

This policy includes all tobacco products, including smokeless tobacco and products that simulate smoking.

Police/Campus Safety: TCC's Campus Police Department is located in the Centre Building. Students can find campus crime statistics on the TCC website at tcc.fl.edu.

Tallahassee Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate and baccalaureate degrees. 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. Normal inquiries about the institution, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to Tallahassee Community College and not to the Commission's office. The Commission is to be contacted only if there is evidence that appears to support an institution's significant noncompliance with a requirement or standard.
Contents

About TCC ............................................................... 5
  • Accreditation ................................................. 8

Admission, Enrollment, Advising, Registration
  • Admission Policy and Equity Concerns .......... 15
  • Prior Violations Policy ................................. 15
  • Admission Information and Procedures ....... 15
    o Enrollment Call Center ............................ 15
    o Meta-majors ........................................... 16
    o Beginning, First-year Students ................. 16
    o Transfer Students .................................. 17
    o Career & Technical Programs (clock hr) .... 17
    o Certificate Programs ................................ 17
    o Adult Education: GED & ESOL .................. 18
    o Non-degree Students .............................. 18
    o Transient Students ................................ 18
    o International Students ......................... 19
  • Admission Steps: Credit Courses ............... 20
    • Readmission ........................................... 21
    • B.S. in Nursing Admission ....................... 21
    • Dual Enrollment: High School Students ..... 21
      o TCC2FSU and TCC2FAMU ......................... 23
  • Academic Enrichment Programs ................. 24
    o Global Gateway Program ........................ 24
    o Honors Program ....................................... 24
    o STEM Programs ....................................... 25
  • ROTC Programs ........................................... 25
  • Assessment of Academic Preparation ........... 27
  • New Student Orientation ............................ 27
  • Academic Advising .................................... 28
  • Registration .............................................. 28

Financial Information
  • Florida Residency for Tuition Purposes ....... 30
  • Tuition and Fees ........................................ 33
  • Refunds .................................................. 36
  • Delinquent Accounts .................................. 37
  • Tuition Payment Plan ................................ 37
  • Florida Prepaid College Program ............... 38
  • Financial Aid ............................................ 38
    o Student Rights and Responsibilities .......... 38
    o Financial Aid Programs ......................... 39
    o Summer Financial Aid .............................. 41
    o Financial Aid Eligibility ........................ 41
    o Award Adjustments ................................ 42
    o Application Procedure ............................ 43
    o Special Conditions ................................ 43
    o Evaluation and Award ............................. 43
    o Financial Aid and Enrollment Status ........ 45
    o Satisfactory Academic Progress .............. 48
  • Financial Aid Regulations ......................... 49

  • Veterans Affairs ........................................ 51
    o Veterans Benefits .................................... 51
    o Priority Registration ................................ 51
    o Certification of Enrollment Period .......... 51
    o Monthly Attendance Verification ............. 52
    o Recertification ...................................... 53
    o Deferments ........................................... 53
    o Method of Payment to VA Students .......... 53
    o Accelerated Sessions .............................. 54
    o Developmental Courses ............................ 54
    o Program of Education .............................. 54
    o Credit for Military Service ..................... 55
    o Academic Progress ................................ 56
    o Repeating Courses ................................ 56
    o Changes in Enrollment Status .................. 56
    o Tutorial Assistance ................................. 57
    o Tuition Waiver for Purple Heart .............. 58
    o Work-Study Program ................................ 58
    o VetSuccess on Campus ............................. 58
  • Consortium Agreement w/Other Institution .... 58

Student Life
  • Programs and Services ............................... 60
    o Academic Advising ................................. 60
    o Admissions and Records Office ................. 60
    o Black Male Achievers .............................. 60
    o Campus Recreation ................................ 60
    o Career Center ........................................ 60
    o Counseling Center ................................ 61
    o Educational Talent Search ....................... 61
    o Enrollment Call Center ............................ 62
    o Food Services ........................................ 62
    o Health Services ...................................... 62
    o Housing ................................................ 62
    o Intercollegiate Athletics ......................... 63
    o International Services ............................. 63
    o New Student Orientation ........................ 63
    o Ombuds ................................................ 64
    o Online Student Services ........................ 64
    o Scholarships ......................................... 65
    o Student Accessibility Services ................. 65
    o Student Conduct .................................... 66
    o Student ID/Access Card ........................... 67
    o Take Stock in Children ............................ 67
    o Testing Center ...................................... 68
    o Transportation ....................................... 68
- Academic Information
  - Attendance..............................................75
  - Academic Standards.................................75
    o Satisfactory Progress..............................76
    o Academic Warning..................................76
    o Academic Probation................................76
    o Academic Suspension...............................76
    o Academic Dismissal.................................77
  - Course Guidelines....................................79
    o Drop/Add.............................................79
    o Withdrawal..........................................79
    o Withdrawal after Deadline........................80
    o Appeal Late Withdrawal Due to Excluding
      Circumstances ......................................81
    o Appeal Grades & Late Withdrawal Due to
      Academic Reasons ................................81
    o Excess Hours Advisory Statement...............82
    o Auditing Courses....................................82
    o Repeating Courses..................................83
    o Absence from Final Exam...........................83
  - TCC Online Learning..................................84
  - Grading System.......................................86
    o Degree Verification................................86
    o Enrollment Verification............................86
    o Grade Reports......................................87
    o Transcripts..........................................87
    o Honors Recognition................................87
    o Merit Recognition..................................88
  - Transfer Credit.......................................88
- Programs of Study
  - Types of Degrees and Certificates Offered.......94
  - FloridaShines.........................................94
- Academic and Career Program Descriptions
  - College/University Transfer, A.A...............95
    o General Ed. Requirements for A.A..............95
    o Transfer to 4-Year College/University.......100
  - Career Degrees & Certificates....................102
    (including Gainful Employment)
      o Advanced Manufacturing........................103
      o Building Construction Technology.............105
      o Business Management and Accounting........108
      o Commercial Vehicle Driving...................112
      o Computer Technology................................113
      o Criminal Justice and Public Safety..........119
      o Drafting and Design Technology...............129
      o Early Childhood Development..................131
      o Engineering Technology..........................132
      o Graphic Design Technology.....................134
      o Healthcare..........................................136
        - Additional Healthcare Program
          Requirements ....................................161
        o Network Services Technology..................165
        o Office Administration............................168
        o Paralegal and Legal Studies....................171
        o Recreation Management..........................172
- Course Information
  - Florida’s Statewide Course Numbering System
    o General State Rule for Course Equivalencies..173
  - General Education Core Courses..................175
- Course Descriptions.................................180
Message from the President

I am delighted to welcome you to Tallahassee Community College during our 50th anniversary year. You are among the tens of thousands of students throughout those five decades who have chosen TCC for their college education. You have made a great choice. Here at TCC, we are focused on providing the opportunities and the support you need to be successful.

Although success means something different to each of us, the first step toward success is always setting a goal and making a plan to achieve that goal. Whether your goal is to transfer to a four-year university or to prepare for immediate entry into a career, we are committed to helping you get where you want to go.

Some of the best advice I can give you is to meet with an advisor frequently. Our advisors are experts on student success, and they can help you plan a strategy for steady progress toward completing your program. Advisors can also help you identify your strengths and define your career goals with our computer-assisted career guidance program and academic maps for the various programs we offer.

If you are enrolled in our Associate in Arts degree program, take advantage of TCC's smaller classes, rigorous coursework and free academic support resources to make sure you are well-prepared to continue your education at a four-year university.

Take a look at the many career-focused degree and certificate programs we offer in a wide range of in-demand occupations. To get a great start on a career in healthcare, technology, public safety or a host of other areas, check out the complete list of these programs provided under Programs of Study in this catalog.

Once you have committed to a plan for your education, monitor your progress toward completing that plan. Hold high expectations for yourself. We will be here to help you all along the way.

I wish you much success this school year and beyond.

Sincerely,
Jim Murdaugh

District Board of Trustees

The District Board of Trustees is the policymaking body for Tallahassee Community College. Trustees are appointed by Florida's governor and confirmed by the Florida Senate.

Donna G. Callaway
Eric Grant
Jonathan Kilpatrick
Eugene Lamb, Jr.
Frank Messersmith
Karen B. Moore
Randolph Pople

Mission

The mission of the College is to provide a learning environment that prepares students for success in a global economy by offering higher education pathways, workforce opportunities and civic engagement experiences.
Vision

To be recognized as the college of choice.

Strategic Priorities

- Student Access. Provide accessible programs, services and experiences that increase the opportunity for students to define and reach their educational and career goals.
- Student Success. Deliver quality academic programs and learning support services with the appropriate environment and resources for learning.
- Demand-driven Programs. Align programs to meet academic and workforce needs.
- Technology. Provide appropriate technology and services to facilitate teaching and learning as well as institutional effectiveness and efficiency.
- Enrollment. Develop and implement a strategic enrollment management process designed to increase student and institutional success.
- Communications/Marketing. Develop and implement an institution-wide and data-driven strategic communications/marketing plan.
- Talent. Hire, develop and retain the best talent for the present and future needs and diversity of the College.
- Stewardship. Provide effective stewardship to enhance new and existing revenues and resources that promote growth and increase cost effectiveness.
- Partnerships. Cultivate relationships with community, state and national partners that strengthen our region's cultural enrichment efforts and economic/workforce competitiveness.

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 nearly 14,000 students in 2014.

1966-1975

An 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 (TCC) 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. "Eyre," 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. The campus 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 career 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), Saint Leo University (2006) and Thomas University (2010). As a result, students can pursue bachelor's and graduate degrees without leaving TCC's 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, including the TCC Alumni Hall of Fame ceremony, Community Day at TCC and the 40th Anniversary Gala. That same year, TCC successfully completed its 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. Under President Bill Law's leadership, TCC expanded its healthcare programs and placed a major emphasis on workforce development. Innovative teaching methods began to draw national recognition for faculty.

The William D. Law, Jr. 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 Healthcare Education. Reflecting its active commitment to student success, the College implemented electronic learning plans that allow students to monitor their progress toward their academic
and career goals. The Advanced Manufacturing Training Center (AMTC), funded through a Department of Defense grant, opened on the main campus in August of 2010. The AMTC offers customized, high-quality manufacturing training in a state-of-the-art facility.

The presidency of Dr. Jim Murdaugh was launched on November 15, 2010. Murdaugh began his tenure as the College was increasing its focus on healthcare training programs and other workforce initiatives, while continuing to enhance the academic and support services provided to students in the university transfer program. In the fall of 2011, TCC's Ghazvini Center for Healthcare Education opened near Tallahassee's two major hospitals. In 2012, the TCC Wakulla Center moved to a larger facility in Crawfordville, and the College broke ground on the Wakulla Environmental Institute in 2013. Also in 2013, TCC opened a new veterans success center in the Computer Technology building. The College broke ground on a new TCC Gadsden Center in late 2014 and spearheaded development of the Institute for Nonprofit Innovation and Excellence based in the TCC Capitol Center the same year. The Golden Guarantee programs that offer guaranteed transfer to Florida State University, Florida A & M University, and the University of West Florida were also launched in 2014. In 2016, TCC celebrated its 50th anniversary with a year-long series of special events and activities, including a 50th anniversary website offering profiles of notable alumni, archived photos and other materials. Also in 2016, TCC opened the Wakulla Environmental Institute and moved its operations in Gadsden County from the Quincy Center to the new TCC Gadsden Center.

**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, color, ethnicity, genetic information, national origin, religion, gender, sexual orientation, marital status, disability or age, 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.

Many TCC students are working toward the Associate in Arts degree for transfer to a four-year college or university. Many others seek one-year certificates or two-year degrees in career areas. TCC also provides noncredit courses and workforce development, professional development and adult education programs designed to enhance the skills needed to maintain current employment or to re-train for a new occupation.

The faculty at TCC is best described as a teaching faculty. Faculty members devote most of their time to teaching, working with students individually and helping them make the adjustment to college. Instructors impart knowledge to stimulate critical thinking, develop skills, and broaden and enrich student interest. Their major efforts are directed toward helping students master subject matter and reach their potential.

TCC uses a variety of educational delivery methods. Courses may be taught in the traditional campus classroom setting, online or at off-campus sites. The College also offers a full schedule of evening courses, making it more convenient for nontraditional students to pursue their academic and career goals.

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

**Accreditation**

Tallahassee Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate and baccalaureate degrees. 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.
Normal inquiries about the institution, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to Tallahassee Community College and not to the Commission's office. The Commission is to be contacted only if there is evidence that appears to support an institution's significant noncompliance with a requirement or standard.

A number of TCC programs are accredited or certified by specialized accrediting associations:

- Dental Assisting Certificate: American Dental Association, Commission on Dental Accreditation
- Dental Hygiene, A.S.: American Dental Association Commission on Dental Accreditation
- Nursing, A.S.: Accreditation Commission for Education in Nursing (Formerly: National League for Nursing Accrediting Commission)
- Nursing, BSN.: The College will pursue Accreditation Commission for Education in Nursing (Formerly: National League for Nursing Accrediting Commission) accreditation.
- Paramedic Certificate: Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAMESP) under Commission on Accreditation of Allied Health Education Programs (CAAHEP)
- Respiratory Care, A.S.: Committee on Accreditation for Respiratory Care (CoARC)
- Surgical Technology Specialist Certificate: Commission on Accreditation of Allied Health Education Programs (CAAHEP)
- Early Childhood Development, Education and Management, A.S.: Florida Department of Children and Families
- Florida Public Safety Institute Law Enforcement Certificate Programs: Basic Training Law Enforcement, Corrections Basic Training, Crossover from Corrections to Law Enforcement, Correctional Probation Officer: Certified by the Criminal Justice Standards and Training Commission, Florida Department of Law Enforcement
- Firefighter I and II Certificates: Certified by the Florida Bureau of Fire Standards and Training, State Fire Marshall

**TCC Foundation**

The TCC 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 educational offerings. The Foundation's investment program seeks to maximize return on investments with minimal risk.

The Foundation 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 & Friends Association, the Eagle Boosters, and the Association of Retired Faculty and Staff.

**Alumni & Friends Association**

The TCC Alumni & Friends Association is a vital partner and significant resource in the success of Tallahassee Community College through the engagement of alumni and friends in a lifelong relationship with TCC that includes fellowship, programs and services that strengthen the College community. Membership is free and is open to friends of the College as well as former and current students of TCC.
Workforce Development Division

TCC's Workforce Development Division offers 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 business, information technology, manufacturing, construction and transportation. To refine professional skills needed for in-demand jobs at local businesses, training is offered in areas such as leadership, teamwork and supervision.

Workforce Development offers programs at the main campus and at other TCC locations. For information about courses, programs and facilities, call (850) 201-8760 or visit www.tcc.fl.edu/workforce-development.

Adult Education (GED and ESOL)

The TCC Adult Education Program delivers GED test preparation and online testing, English language instruction and career counseling to facilitate transition into postsecondary education, technical programs and the workforce. The College offers courses in Adult Basic Education, GED preparation and English for Speakers of Other Languages (ESOL) at the TCC campus, various community locations and online. TCC students who pass the GED test or ESOL program are able to participate in TCC's Adult Education commencement ceremony held each spring.

Business Suite Leasing and Event Space

From Business Suite Leasing at the Center for Innovation to conference/event rental space at each of our Service Centers in Gadsden, Leon and Wakulla counties - TCC can help grow your business.

Commercial Vehicle Driving

TCC offers an eight week Commercial Vehicle Driving (CVD) training program. Upon successful completion students will be able to take the Florida Department of Highway Safety and Motor Vehicles Class "A" Commercial Driver's Licenses Exam.

Construction and Skilled Trades

TCC offers entry-level construction and craft trades programs including HVAC, Masonry Apprenticeship, OSHA Safety and Welding. The College uses the National Center for Construction Education and Research curriculum as the foundation of its programs in order to award industry-recognized certifications. Additionally, as an affiliated training partner with the University of South Florida - OSHA Training Institute, TCC is an authorized provider of the OSHA 1926 - 10 hour and OSHA 30 - General Industry safety courses.

Corporate Solutions

Corporate Solutions provides smart business solutions that focus on performance improvements that increase a company's profitability, productivity and customer and employee satisfaction.
Entrepreneurship

Since Tallahassee ranks among the top places in the United States to start a new business TCC created Spark. The Spark initiative is focused on fueling passionate entrepreneurs with the skills and connections needed to ignite an idea and grow a successful business. Spark focuses on giving participants access to local entrepreneur-focused resources and successful business leaders.

Green Technologies

TCC is proud to be a leader in preparing students for careers in emerging industries. TCC's online green courses can accommodate a variety of learning needs, from construction professionals responding to the expanding market for renewable energy to those just entering the field.

Information Technology

TCC's Information Technology noncredit and Post-Secondary Adult Vocational programs provide opportunities for individuals to enhance their technology skills. Individuals may choose the learning track most appropriate for their needs: short-term workshops, traditional classes to enhance workplace skills, contract classes to meet specific organizational needs or certification preparation offerings to earn industry-recognized certifications.

Manufacturing and Industrial Technology

The Kim B. Williams Advanced Manufacturing Training Center provides manufacturing and industrial technology skills training. Hands-on training programs give students the competitive edge they need to succeed in today's job market. Post-Secondary Adult Vocational programs include Industrial Machinery Maintenance, Machining Technology and Welding Technology. Non-credit courses include 3-D printing, blueprint reading, gauging, safety awareness, quality control, equipment maintenance, OSHA 10 and 30 hour safety courses and production processes. TCC is a Manufacturing Skill Standards Council (MSSC) assessment center and offers training that prepares students to sit for the industry-recognized Certified Production Technician examination.

Professional Development

TCC's Professional Development program meets the strategic and management needs of business professionals. Programs are taught by top industry practitioners. Courses may be taken a la carte or as part of a comprehensive certificate program. Online and traditional face-to-face course options are available. Topics include healthcare continuing education, grant writing and management, frontline supervision, project management, customer service and professional writing skills. Many courses provide individuals with continuing education units (CEUs) or professional development units (PDUs) to maintain certification or licenses. Exam preparation course topics include real estate, project management professional, insurance, and customer service and retail management.

Strategic Employment

The Strategic Employment Program is funded by the ABLE Trust and is designed to provide opportunities for disable individuals.
University Partners

TCC formed its first university partnership with Flagler College in Fall 2000 and now partners with Barry University (2003), Saint Leo University (2006) and Thomas University (2010). TCC graduates and others can pursue bachelors and graduate degrees on TCC's campus through the programs of its four University Partners. Degree programs are offered in a wide variety of disciplines. The administrative offices of TCC's University Partners are located in TCC's University Center, and classes are held on the TCC campus.

Students enrolled in courses with University Partners have access to many of the services available to TCC students. Contact TCC's University Partners for information.

Barry University
Carol Graham
(850) 201-8650
(850) 385-2279
barryuniversity@tcc.fl.edu

Flagler College
Donald Parks
(850) 201-8070
tallahassee@flagler.edu

Saint Leo University
Elizabeth Heron
(850) 201-8655
elizabeth.heron@saintleo.edu

Thomas University
Bill Milford
(229) 226-1621, Ext. 1123
bmilford@thomasu.edu

Campus, Service Centers, Locations

Main Campus

444 Appleyard Drive • Tallahassee, Florida 32304 • (850) 201-6200

TCC has one of the most beautiful community college campuses in the nation. Most 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, functional and user-friendly. The campus offers wireless technology and cutting-edge instructional technologies.

The College's commitment to the Big Bend region is reflected in its off-campus service centers located throughout the tri-county service district.

Florida Public Safety Institute

College Drive • Havana, Florida 32333 • (850) 201-7000 • fpsi.tcc.fl.edu
The Florida Public Safety Institute is located in Gadsden County, 14 miles west of the main campus. The Institute, which sits on approximately 1,500 acres, is a unique, world-class learning environment that provides training in realistic contexts conducted by experts from all areas of criminal justice.

The Institute includes the Pat Thomas Law Enforcement Academy, which offers basic recruit courses in law enforcement, corrections and correctional probation. The Academy serves 65 state, regional, county and municipal agencies representing more than 4,000 officers. In addition, PTLEA hosts training for a number of federal agencies, including the Federal Bureau of Investigation, Bureau of Alcohol, Tobacco, Firearms and Explosives, U. S. Secret Service, U.S. Fish & Wildlife Service, and National Guard. The Florida Public Safety Institute also provides training in telecommunications, private security and law enforcement intelligence.

The Institute partners with the Tallahassee Fire Department to operate the Tallahassee Fire Academy, which provides state-approved training to those seeking employment as a firefighter in Florida. The Institute also provides a 330-bed dormitory and a full-service cafeteria that seats more than 500 people.

The Florida Public Safety Institute is expanding its continuing education efforts by attracting more officers to FPSI's campus for training, exporting training to other areas of the state and nation, and using distance learning to reach new audiences.

### Ghazvini Center for Healthcare Education

1528 Surgeons Drive • Tallahassee, Florida 32308 • (850) 558-4500 • healthedu@tcc.fl.edu

The Ghazvini Center for Healthcare Education is located in Tallahassee's healthcare corridor, near two hospitals and other healthcare providers. The Ghazvini Center is the home of TCC's emergency medical services technology, nursing, paramedic, radiologic technology, respiratory care, surgical technology, pharmacy technician, central sterile processing technology, endoscopy technician and nursing assistant programs. (Dental hygiene and dental assisting programs are offered on the main campus.) The Ghazvini Center offers cutting-edge technology and houses classrooms, conference rooms, a library/learning commons, laboratories, a simulation center and the administrative offices of the Healthcare Professions Division.

### Wakulla Environmental Institute

170 Preservation Way • Crawfordville, Florida 32327 • (850) 558-3500

The Wakulla Environmental Institute was created to highlight Wakulla County's natural heritage and biodiversity through education. The Institute offers environmentally focused degrees, certificates and educational programs including:

- Environmental Science Technology
- Green Guide Environmental Education Program
- Oyster Aquaculture Certification
- Unmanned Technology (Drone) Applications

### Gadsden Center

223 Pat Thomas Parkway • Quincy, Florida 32351 • (850) 558-3620

The TCC Gadsden Center offers community members multiple ways to access TCC's services and training in order to reach their academic and career goals:
- Workforce programs, including HVAC installation and repair, retail customer service training, medical office technology, and job training for individuals with disabilities
- Customized training and other services for employers
- GED test preparation and ESOL instruction
- Computer lab for use in TCC's online courses and programs, including the online Associate in Arts degree program
- Resource room providing information about training, internships and other career opportunities needed to secure employment
- Conference and event space

The Gadsden Center also offers the same student services available at TCC's main campus, including testing, academic advising, internship placement and other career services, and financial aid consultations on a scheduled basis.

**Wakulla Center**

2932 Crawfordville Highway • Crawfordville, Florida 32327 • (850) 922-6290

The TCC Wakulla Center offers programs, classes, continuing education courses and events to help community members increase their workforce marketability, job performance and job satisfaction. The Wakulla Center also offers classes for personal enrichment and enjoyment, along with a limited number of college-credit courses. The Center is home to the Green Guide Certification Program and other ecotourism and environmental programs.

**Center for Innovation**

300 West Pensacola Street • Tallahassee, Florida 32301 • (850) 201-8762

The TCC Center for Innovation offers something unmatched by any other meeting or classroom facility in Tallahassee—a location directly across the street from Florida's state capitol. TCC Capitol Center spaces are well-equipped and 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. The Capitol Center is also home to the Institute for Nonprofit Innovation and Excellence.
Admission, Enrollment, Advising and Registration

Tallahassee Community College welcomes applications for admission for the Fall, Spring and Summer terms. To assist students with their transition to college studies at TCC, the Admissions and Records office provides important 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, and certifying graduation. The Department of Student Success and Retention provides advising and registration assistance for students.

The Admissions and Records office and the Advising and Retention department are both located on the second floor of the Student Union.

Admission Policy and Equity Concerns

Tallahassee Community College is a college of equal opportunity and open admission. All applicants for admission and student jobs are considered solely on the basis of individual qualifications, without regard to the applicant's race, color, ethnicity, genetic information, national origin, religion, gender, sexual orientation, marital status, disability or age. However, TCC 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 believe he or she has been affected by discrimination or harassment will be considered through appropriate procedures. The Student Complaint Form may be obtained online or from the Human Resources department. In accordance with the Educational Equity Act, the College's human resources director is 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, in suite 154.

Prior Violations Policy

Tallahassee Community College is committed to treating those with a criminal or disciplinary history with dignity and respect. We believe in the value of second chances and the impact education can have on economic and social mobility. All admission decisions are based on balancing those values with ensuring a safe learning environment.

All students who have had a prior legal and/or educational discipline violation must provide this information on the TCC admission application. This information will be referred to the Student Conduct 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, the Student Conduct office reserves the right to place conditions on a student's enrollment or recommend to the Admissions and Records office that the student be denied enrollment. When denied admission, the student may have the right to appeal based on specific criteria or circumstances which will be provided in the denial letter.

Admission Information and Procedures

Enrollment Call Center

The Enrollment Call Center provides information related to enrolling at the college encompassing admission and records, advising and financial aid questions. More information and a list of frequently asked questions is available on the Student Central web portal or by calling the Enrollment Call Center at (850) 201-4444.
Meta-majors

As required by section 1008.30(5), Florida Statutes (F.S.), the State Board of Education has established eight meta-major pathways. Meta-majors were developed to advise entering, first-time-in-college students in regard to their intended academic and career goals and align gateway courses. A meta-major is a collection of academic programs that have common or related content. The meta-major pathways are as follows:

- Art, Humanities, Communications, and Design
- Business
- Education
- Health Sciences
- Industry/Manufacturing and Construction
- Public Safety
- Science, Technology, Engineering, and Mathematics
- Social and Behavioral Sciences and Human Services

Beginning, First-year Students

A student who has never attended college before will be considered a first-year student or a first-time-in-college student. This includes students who took dual enrollment (college credit) classes while in high school.

Florida and non-Florida students applying for associate degree programs or college credit certificate programs may be admitted if they have satisfied one of the following:

- Standard High School Diploma
  High school graduates must have earned a standard high school diploma from a regionally accredited high school. An official high school transcript with high school graduation date is required for admission. (Note: Should the quality of the educational program of the institution attended appear unsatisfactory, the director of the Admissions and Records office will have the authority not to accept the document.) High school transcripts should be sent either electronically from the high school to TCC or via U.S. mail directly from the school to TCC. TCC will not accept opened copies of transcripts.

- GED Diploma
  Students who have earned a state-issued GED diploma are entitled to admission. An official transcript of the GED test scores is required for admission. Official GED transcripts must be submitted electronically from the GED office to TCC or sent via U.S. mail directly from the GED office to TCC. TCC will not accept opened copies of transcripts.

- 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, F.S. This form may be obtained from the Admissions and Records office and must be notarized before submission.

- Undocumented Immigrants
  Undocumented immigrants who graduate from a regionally accredited high school or earn a state-issued GED diploma are eligible to be admitted but will be considered nonresidents for tuition purposes.

Note: The Bachelor of Science degree in Nursing, certain Associate in Science degrees, and certificate programs have additional admission requirements. Admission to the College does not guarantee admission to these programs.

Note: Students seeking admission to any of the health-related limited-access programs should visit the Healthcare Professions Division webpage (www.tcc.fl.edu/healthcare) for specific application procedures.
Transfer Students

Students who have earned credit at another college or university are considered transfer students. This does not include students who took dual enrollment (college credit) classes while in high school. Transfer students must submit official transcripts from high school and from all colleges and universities previously attended before registering for classes at TCC. Official transcripts should be received and evaluated before the student attends new student orientation and before Financial Aid is awarded. This will assist the advisors who will be working with the student at orientation. All transcripts must be official and sent directly from institutions to TCC.

The Admissions and Records office has the institutional authority to administer the College's transfer policy. Credit evaluations made by the Admissions and Records office are subject to review by the provost.

Transfer students who are not eligible for readmission to an institution they previously attended may apply for admission to TCC. The academic records of transfer students will be evaluated and students will be required to follow TCC's Standards of Academic Progress.

Career and Technical Certificate Programs (Clock-hour Programs)

Admission requirements vary depending on the specific Career and Technical 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 Career and Technical programs that require a separate program admission application and prerequisite criteria need to complete all admission requirements by the published application deadline. In general, a person wanting to enroll in a Career and Technical program must complete the following:

1. Submit an admission application and provide supporting documents.
2. Submit an official high school transcript or an official GED transcript for programs requiring a standard high school diploma, or an official transcript from an accredited college or university attended that provides proof that the diploma has been accepted, as defined in Section 943.22(1), F.S., for entrance into a degree seeking program.
3. Take the appropriate placement test as indicated in the program description (see Programs of Study) or present evidence of allowable substitutes. Allowable substitutes include Associate in Arts, bachelor's or graduate degree; achievement of required minimum ACT or SAT scores; or successful remediation of any academic deficiencies identified by the Florida Postsecondary Education Readiness (FPERT) Test/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 programs should visit fpsi.tcc.fl.edu 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 Education: GED & ESOL

The Adult Education program delivers GED preparation and testing, English language instruction, and career counseling to facilitate students' transition into postsecondary education, technical programs and the workforce. Courses are offered in Adult Basic Education (ABE), GED preparation and English for Speakers of Other Languages (ESOL). The GED test is administered in the TCC Testing Center. To apply:

1. Submit an application for admission to TCC.
2. Schedule to take the Test of Adult Basic Education (TABE).
3. Attend Orientation for GED students.
4. Register and pay for classes.

For GED and ESOL information, call (850) 201-8760.

Non-degree Students

A student taking classes but not seeking a degree or certificate from the College is considered a non-degree student. A non-degree student who wishes to take credit classes must complete the following steps:

1. Submit an application for admission to TCC.
2. Submit a complete Residency Declaration as part of the College application for admission.
3. Submit a high school transcript or GED transcript, and an unofficial transcript from the college or university where any prerequisite coursework has been taken. (Students seeking enrollment in courses that require prerequisite work must submit proof that course prerequisites have been met.)
4. Submit the Non-degree Student form to the Admissions and Records office each term the student wants to enroll.
5. A staff member from the Admissions and Records office will approve or deny the non-degree form.

Transient Students

Incoming - A transient student is a student who is enrolled in a degree-seeking status at another college or university (home institution) but wants to take classes at TCC (host institution) and transfer the credits earned back to his or her home institution.

Florida students must submit a transient application through FloridaShines. Select Succeed in College, then select Take a Course at Another School. Then complete the Transient Student Admission Application.

Out-of-state students should submit a TCC application online.

All students will receive their login information at the time of application; the email will be sent to the email account listed on the transient application.

Outgoing - A TCC student who desires to enroll at another college or university should review the requirements for transient student status. Students requesting transient student status for an out-of-state institution must meet with an advisor in the Advising Center to begin the application process.

Students requesting transient status at FAMU or FSU must meet additional requirements:

1. Must have completed 50 semester hours or be in their last semester at TCC (exceptions for ROTC)
2. Must NOT take courses at FAMU or FSU that are available at TCC
3. NOTE: FSU has strict deadlines of August 1 (Fall), December 1 (Spring) and April 1 (Summer)

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

The College is authorized under federal law to enroll nonimmigrant alien students. A student who is not a citizen or permanent resident of the United States will be considered an international student. For assistance, international students may call (850) 201-8258 or visit www.tcc.fl.edu/admissions/apply/international-student. International students must complete the following steps:

1. Complete the International Student application online at www.gototcc.com. The application must contain a local and an international mailing address. (Neither address can be a post office box.) Due to the time required to process the application and the student's need to make a visa appointment and financial arrangements, applications are not normally accepted after the established deadlines. The application for admission and all supporting documents and credentials must be received by the dates indicated below:
   - Fall _____________ July 1
   - Spring___________ November 1
   - Summer _________ March 1

2. Provide official or certified copies of all secondary (high school) and postsecondary (college and/or university) transcripts and other examination results. All academic records must be issued in the native language and be accompanied by a certified English translation.
   - Beginning first-year students must provide the Admissions and Records office proof of U.S. high school equivalency. Official high school transcripts must be evaluated course-by-course by a certified evaluation agency that is a member of the National Association of Credential Evaluation Services (www.naces.org) or the International Education Credential Services provided by the American Association of Collegiate Registrars and Admissions Officers (www.aacrao.org). Examples of such agencies include World Education Services (www.wes.org) and Josef Silny & Associates (www.jsilny.com). 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 coursework completed at non-U.S. schools must provide 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 the International Education Credential Services provided by the American Association of Collegiate Registrars and Admissions Officers (www.aacrao.org). Examples of such agencies include World Education Services (www.wes.org) and Josef Silny & Associates (www.jsilny.com). Any costs associated with the evaluation are the student's responsibility. All evaluations must be in English.

3. Official minimum TOEFL test scores required for admission are 61 on the internet version, 173 on the computer-based version and 450 on the paper version. For information, visit www.toeflgoanywhere.org. A minimum official IELTS score of 5.5 is required. For information, visit www.ielts.org.
   - Exemptions from the requirement to demonstrate English proficiency may be granted after a review of any of the following cases:
     - Completed the equivalent of English Composition or higher from an accredited U.S. college or university
     - Graduated from an accredited U.S. college or university
     - Graduated from an accredited U.S. high school

4. Submit proof of funds, which demonstrates your ability for (or your sponsor’s) to pay for classes, living expenses, and health insurance during your program at TCC. The 2018 annual estimated cost of attendance for international students is $23,850, which includes tuition, books and supplies, personal and living expenses, and health insurance.

5. Submit proof of health insurance, to ISS which is required to be able to participate in the on-campus International Student Orientation Program. Information about purchase of health insurance is available in the International Services office or at www.tcc.fl.edu/admissions/apply/international-student.

Upon completion of all admission requirements, a Certificate of Eligibility (form I-20) will be issued to the student.
Since on-campus housing is not available at TCC, international students are responsible for making their own housing arrangements.

Because TCC does not have financial aid for international students and delays of up to 30 days may occur before foreign bank drafts or wire transfers can be deposited, students are urged to bring sufficient funds in U.S. dollars and be prepared to pay for tuition, books and other expenses the first semester as well as to continue to have disposable money in their bank accounts throughout their stay at TCC.

International students must register for at least 12 semester hours during the Fall and Spring semesters in order to maintain their student immigration status.

**Admission Steps for College-credit Courses**

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

1. Submit an application online for admission to TCC.
2. Have an official high school and/or college transcript(s) sent to the Admissions and Records office.
   - High school seniors must submit transcripts with the official graduation date and diploma type (withdrawal code) posted.
   - GED diploma recipients must submit an official copy of their GED transcript.
   - Transfer students must request official transcripts from high school and all colleges and universities they have attended.
   To complete your admission file, all official transcripts should be submitted before orientation advising and registration for classes.
3. Take the appropriate tests, if applicable. These tests are used for advising purposes only; they will not be used for selective admission. Students who meet the following criteria are exempt from placement testing:
   - A student who entered grade 9 in a Florida public school in the 2003-2004 school year, or any year thereafter, and earned a Florida standard high school diploma, or a student who is serving as an active duty member of any branch of the United States Armed Services.
   - Non-degree seeking students
     - Note: The Postsecondary Education Readiness Test/College Placement Test or unofficial transcripts may be required for students taking English or math courses for the first time.
   - Transfer students who present transcripts showing a grade of C or better in college-level English and/or mathematics
   - Students with ACT or SAT scores at or above the state minimum. Test results must be less than two years old. Listed below are the minimum ACT/SAT scores for college-level placement:

<table>
<thead>
<tr>
<th>Enhanced ACT</th>
<th>SAT 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading = 19</td>
<td>English = 24</td>
</tr>
<tr>
<td>English = 17</td>
<td>Reading = 24</td>
</tr>
<tr>
<td>Mathematics = 19</td>
<td>Math = 25</td>
</tr>
</tbody>
</table>

4. Submit at least two acceptable forms of residency documentation as part of the College application. In order to be classified a Florida resident for tuition purposes, one document must be a valid Florida driver license or State of Florida issued ID. Incomplete information will delay 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 for classes until all procedures are fully completed.
Readmission

Former TCC students who have not been enrolled at TCC within the last 12 months must submit an application for readmission to the Admissions and Records office before the term's deadline, along with official transcripts from high school and all colleges and 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. The application for readmission is available on the College's website.

View information about Graduation Requirements and Year of Entry.

Bachelor of Science in Nursing Admission

Admissions for the Bachelor of Science in Nursing (BSN) degree program comply with TCC nondiscrimination admission policies for all students. The College has general admissions criteria and procedures for several classifications of BSN applications. These classifications include articulated A.S. graduates, readmitted students and transfer students, as described below.

- Articulated A.S. graduates: Students applying to the BSN program who completed their Associate Degree in Nursing at TCC, have not attended any other college or university since graduating from TCC, and have been enrolled within the past 12 months will complete a change of program objective form identifying them as an Articulated A.S. graduate.

- Re-admission: Students applying to the BSN program who completed their Associate Degree in Nursing at TCC and have not been enrolled within the past 12 months will apply to the institution as a readmit student. They must submit an application for readmission and submit official college transcripts for all colleges attended since their last term of enrollment.

- Transfer admission: Students applying to the BSN who completed their Associate Degree in Nursing at another college or university or have attended another college or university since graduating from TCC will be considered transfer students. In accordance with the College's admission's policies and procedures, transfer students seeking admission must meet established requirements and provide the following documentation:
  - TCC online application for admission
  - Official high school and/or college transcript(s)
  - Residency declaration (as part of the TCC application for admission)

Separate Admission Requirements for the BSN Program

Separate admission requirements for the program, which are available on the College's website, are listed below:

- TCC baccalaureate degree application
- Graduation from an accredited Associate in Science Degree in Nursing program
- Valid, unrestricted, unencumbered RN license in the state(s) the student will reside in while completing any portion of the course work

The BSN program is a limited-access program with a limited number of seats per class. Applicants are accepted based on the admission requirements and deadlines.

Dual Enrollment for High School Students

Dual-enrolled students are students who are taking classes at both the high school and TCC. These students may enroll in only those courses that are creditable toward both the high school diploma and the associate or baccalaureate degree or career certificate, in accordance with s. 1007.271, F.S., and State Board of Education Rule 6A-14.064. Only college-credit-level classes will be considered part of the dual enrollment program. This excludes any non-credit or
developmental courses and physical education courses. The college class load will be determined by the high school principal or designee and may not exceed 11 hours of college credit per semester.

Students in the dual enrollment program are exempt from paying tuition, matriculation and laboratory fees. TCC does not handle book vouchers or book purchase for dual-enrolled students. Students must work with their high school in regard to the purchase of books. College-credit courses may be conducted at public or private high schools or on the TCC campus, in accordance with terms specified in the dual enrollment articulation agreements. Contact the Admissions and Records office at (850) 201-8555, 201-6128 or admissions@tcc.fl.edu for additional eligibility information.

Requirements and documentation:

1. Submit an application for admission to TCC online. (For more information, visit www.tcc.fl.edu/dualenrollment.)
2. Submit an official high school transcript indicating the student has an unweighted high school grade point average of 3.0 or better.
3. Submit satisfactory scores on an approved placement test (SAT, ACT, PERT or state-approved placement test). Scores must be less than two years old and are required before enrollment in any dual enrollment course.
4. Submit a completed Dual Enrollment Permission to Register 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-educated students 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 or baccalaureate degree or career certificate, in accordance with s. 1007.271, F.S., and State Board of Education Rule 6A-14.064. The college class load may not exceed 11 credit hours per semester. Only college-credit classes will be considered part of the dual enrollment program. This excludes any noncredit or developmental 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 for a maximum of three semesters per grade level (including summers) from the time they enter the program. Students will matriculate through the dual enrollment program based on an equivalent public school cohort. Contact the Admissions and Records office at (850) 201-8555, 201-6128 or admissions@tcc.fl.edu for additional eligibility information.

Requirements and documentation:

1. Submit an application for admission to TCC online. (For more information, visit www.tcc.fl.edu/dualenrollment.)
2. Submit qualifying scores on the SAT, ACT, PERT or state-approved placement test. Scores must be less than two years old and are required before registration for any dual enrollment course.
3. Submit a Dual Enrollment Permission to Register form signed by both the home-education administrator (parent) and the appropriate county official.
4. Submit a completed Home Education Dual Enrollment Agreement, outlining the requirements and parameters of the home education dual enrollment program.
Early Admission Dual Enrollment

An early admission student is an eligible high school senior who enrolls on a full-time basis in courses at TCC that are creditable toward the high school diploma and a career certificate or an associate or baccalaureate degree. Early admission students must be recommended by their high school or home-educated administrator giving permission for the student to enroll at TCC. Students enroll in a minimum of 12, but no more than 15, credit hours per semester. Students enrolled in this program are exempt from paying registration, matriculation and laboratory fees. TCC does not handle book vouchers or book purchase for early admission students. Students must work with their school district in regards to the purchase of books. Contact the advising specialist for dual enrollment at (850) 201-6128 for information.

Requirements and documentation:

1. Submit an application for admission to TCC online. (For more information, visit www.tcc.fl.edu/dualenrollment.)
2. Submit an official high school transcript reflecting an unweighted high school grade point average of 3.5 or better.
3. Submit satisfactory scores on an approved placement test (SAT, ACT, PERT or state-approved placement test). Scores must be less than two years old and are required before registration for any college course.
4. Submit a completed Dual Enrollment Permission to Register form, indicating the number and type(s) of courses to be completed at TCC.
5. Submit a completed Permission for Early Admission form.

Dual Enrollment and FERPA

The Family Educational Rights and Privacy Act (FERPA) is the federal law that protects students' rights to privacy regarding their student records. It 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 a student who is attending or who has attended the institution and all records that relate directly 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.

Collegiate High School

According to F.S. 1007.273, each Florida College System institution shall work with each district school board in its designated service area to establish one or more collegiate high school programs. At a minimum, the collegiate high school program must include an option for public high school students in grades 11 or 12 participating in the program, for at least one full school year, and to successfully complete 30 credit hours through the dual enrollment program under s. 1007.271 toward the first year of college for an associate degree or baccalaureate degree while enrolled in the program.

TCC2FSU and TCC2FAMU Programs

The TCC2FSU and TCC2FAMU Programs are an excellent pathway for TCC students who wish to attend Florida State University or Florida A & M University. Students in the TCC2FSU and TCC2FAMU Programs attend special workshops for their chosen university and benefit from personalized advising focused on meeting all transfer requirements. To learn more about the programs, click on these links and review the Frequently Asked Questions:

TCC2FSU
TCC2FAMU
How to Apply TCC2FSU or TCC2FAMU Programs

1. Submit an application for admission to TCC online and mark which program you would like to join.
2. Send official SAT, ACT or PERT scores to TCC.
3. Have official high school transcripts sent to the Admissions and Records office.

Students must enroll at TCC as a degree-seeking student with plans to transfer to FSU or FAMU after earning the A.A. degree.

Note: The programs do not apply to students who transfer before earning the A.A. degree at TCC.

Academic Enrichment Programs

Global Gateway Program

The Global Gateway program is open to all interested students at TCC. It is designed to prepare students to live and work effectively in a global community. Participants develop a global perspective through traditional and nontraditional learning experiences. Students earn a Global Gateway designation on their transcript by completing 15 credit hours in courses designated as Global Learning, attending and/or participating in five Global Learning experiences, and completing a three-credit-hour interdisciplinary seminar course. Students are encouraged to participate in campus clubs such as the International Student Organization and Model United Nations and to take advantage of opportunities for domestic/overseas travel and study as part of the program.

For more information, visit the Global Gateway webpage.

Honors Program

The Honors Program at Tallahassee Community College offers highly motivated students an opportunity to make the most of their college education. The advanced curriculum, special benefits and engaging student community provide a unique learning environment that places special emphasis on personal and academic success.

Student Benefits

- Early advisement and registration
- Camaraderie with peers and faculty
- Special seminars and activities beyond the honors courses
- Smaller classes and honors modules offering innovative learning environments
- Transfer assistance and letters of recommendation
- Scholarship opportunities
- Use of the Pankowski Family Honors Lounge

Honors Program Admission Criteria

Interested students should complete the following steps:

1. Submit an application for admission to TCC online.
2. Complete the online application to the Honors Program.
3. Submit an Honors Program application essay.
Graduating High School/First-time-in-college Students

Graduating high school students/incoming first-year students must provide proof of two of the following:

- Minimum SAT score of 1170 (combined critical reading and mathematics) prior to June 27, 2016
- Minimum SAT Redesign score of 1240 (evidenced-based reading, writing and mathematics)
- Minimum ACT score of 25
- Minimum 3.5 unweighted cumulative high school GPA
- Graduation in the top 10% of high school class

Current, Dual-enrolled, Returning and Transfer Students

Current, dual-enrolled, returning and transfer students must show:

- Minimum 3.25 cumulative college GPA
- A minimum of 12 hours of earned college credit
- Name of faculty sponsor

Graduation from the Honors Program

Successful completion of a minimum of 18 honors units as follows

- Honors coursework: at least 15 credit hours
- Honors seminar: 3 credit hours
- Overall minimum cumulative GPA of 3.25
- Minimum cumulative GPA of 3.0 in all honors coursework

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

For information, contact Vijay Subramanian at (850) 201-9784 or honors@tcc.fl.edu.

STEM Programs

TCC has several programs that are designed to assist students majoring in science, technology, engineering or mathematics (STEM). Students who participate in these programs have use of TCC's Dr. Lei Wang STEM Center, a multipurpose study space for students majoring in a STEM discipline. Eligible students also qualify for scholarships and internships. Please visit TCC's STEM Center in AC133 to receive more information about the programs available to STEM students.

ROTC Programs

Students at TCC may participate in ROTC programs conducted at Florida A&M University (FAMU) and Florida State University (FSU).

Basic and intermediate Army ROTC classes are offered through FAMU and FSU. A program in Aerospace Studies (Air Force ROTC) is available at FSU, and the Naval Science Program (NROTC) is conducted at FAMU.
Army ROTC

Army ROTC is conducted by the Departments of Military Science at both FSU and FAMU. The first two years of the program are open to any full-time student at TCC by registering for the appropriate course. This can be determined by contacting the Army ROTC program. These courses are designed to introduce students to Army leadership and management techniques. The classes include a leadership lab and an hour of physical fitness training. The classes are taught at TCC; however, 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 in 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 FSU.

The first two years of the program (the General Military Course, or GMC) are open to any student at TCC. 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 $450 for juniors or $500 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; www.fsu.edu/~rotc.

Naval ROTC

Naval ROTC is a program of regular classes conducted at FAMU. This program 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 TCC through inter-institutional registration. Full scholarships are available on a competitive basis to students enrolled in Naval ROTC programs. These scholarships, which can be awarded for varying lengths of time, pay full college tuition (including out-of-state), fees and textbooks. They also 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 FAMU or FSU in pursuit of a baccalaureate degree. A student who does not participate in Naval ROTC during the first two years of college may still apply for the advanced program during the Fall or Spring term before the beginning of the junior year. If selected, the student will attend six weeks of paid summer training and begin the advanced course in the Fall.

For further information about the Navy-Marine ROTC program, contact the Naval ROTC recruiting officer located in the Perry-Paige building on FAMU campus: (850) 599-3980 or (850) 599-8412; www.famu.edu/nrotc.

Assessment of Academic Preparation

Before entering the for-credit instructional programs of the College, students are assessed in the areas of communication and computation skills using test instruments approved by the State Articulation Coordinating Committee or other assessments of academic preparation. Alternative assessments may include high school grade point average, math and English courses completed in high school, and length of time between high school graduation and enrollment in college courses. Based on the results of the assessment process, students are advised into appropriate coursework. Depending upon test scores and other relevant data, individual students who are not exempt from placement testing may be required to enroll in developmental coursework to remedy specific communication and/or computation skills deficiencies. (Learn more.) Students seeking entry to limited-access healthcare professions programs are additionally assessed using the means outlined in the admission 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.

New Student Orientation has two components:

- An online orientation that students complete before registering for on-campus orientation (Both are required for all new students.)
- An on-campus orientation, which is designed for students to meet with advisors, learn about their major and register for classes.

New Student Orientation also assists students in meeting their educational and career goals. One tool used to help students achieve their career and educational goals is the Career Coach. The Career Coach is a comprehensive, interactive, computer-assisted career guidance program designed to assist students in making career choices. Career Coach combines personal and occupational characteristics to identify career options. It has all the tools students need to help identify their future major and career path. New students will complete the Career Coach before orientation and bring their results to orientation. Career Coach is available online.

For information on New Student Orientation, visit www.tcc.fl.edu/orientation or call (850) 201-8440.

Online Learning Note: Students enrolled in the following Associate in Science degree programs are required to complete a separate orientation. However, they are not required to attend New Student Orientation.

- Criminal Justice Technology, A.S. (2138)
- Paralegal/Legal Studies, A.S. (2112)
- Early Childhood Development, Education and Management, A.S. (2123)

Email tcconline@tcc.fl.edu to learn more.
**Academic Advising**

TCC is committed to providing students with appropriate guidance in planning their educational program. The College's advising system is designed to do the following:

- Help students develop educational 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 uses online advising tools through TCC EagleNet. This system allows students and advisors to share the responsibility of developing academic plans that help students meet their educational and career goals. The system also provides opportunities for students to refine their academic and life skills and become independent learners. To learn more about TCC's advising system, visit www.tcc.fl.edu/academics/academic-advising.

**Registration**

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

**Registration and Enrollment Terminology**

- Developmental Courses - The Developmental Program is designed to improve student performance in the college-entry skills of reading, writing and mathematics. Recent legislative revisions to section 1008.30, Florida Statutes, provide an exemption to the developmental course requirements for students who graduated from a Florida public high school system in the 2003-2004 academic year or later and earned a standard Florida high school diploma, or who are active service members.

- Express Sessions - These accelerated sections of courses are offered each semester and range from 4 to 10 weeks in length. Express sessions give students more opportunities to take courses.

- Class Schedule - At the end of each registration, the total fee assessment and due date will be indicated at the bottom of the student's class schedule. A class schedule can also be obtained through TCC EagleNet.

- Online Courses - Online courses are accessed through tcc.instructure.com or through the Canvas quick link on 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 email and class discussion boards. Students considering an online 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 an online course. Registration for web-based courses occurs during regular registration periods.

- Registration Hold - A registration hold is placed on a student's record to prevent registration until an issue is resolved with the appropriate department. Some of the departments that can place registration holds on a student's record include Campus Life and Civic Engagement, Cashier's office, Admissions and Records office, Advising and Retention, Financial Aid, Library and Campus Police. Students must contact the department that placed the hold on their record to avoid registration delays.

- Student ID Number - TCC student ID numbers are automatically generated for students upon completion of the online admission application and is emailed to your personal email account. When logging into TCC EagleNet 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.
The Importance of Registration before Classes begin

Tallahassee Community College values the first day of class and understands the importance of students registering for classes before the start of a term. Research shows that "late registration correlates with lower grades and lower re-enrollment the following term" (CCSSE, Promising Practices for Promoting Community College Student Success, 2014).

Benefits of Registering Early

- Best course selection for the days/times that fit into a student's life
- Having enough time to apply for Financial Aid to pay for courses or use the Tuition Payment Plan
- Ability to review class schedule and locations so students can get to class on the first day on time and ready to learn
- Being able to purchase books and materials in a timely fashion
- Make any needed class changes during the published add and drop dates
- Meet your faculty on the 1st day when they review the course syllabi and expectations
- Participate in Welcome Week activities and get connected to the TCC community

Alternate Registration Opportunities

We understand that sometimes life happens and you may not be able to meet the deadlines for our main 16-week sessions so to help students who may apply late for admission and financial aid TCC offers several Express Sessions that begin at various points in the term. See the academic calendar for those dates.
Financial Information

Florida Residency for Tuition Purposes

Section 1009.21, F.S., allows U.S. citizens, lawful permanent residents, and aliens lawfully in the United States who are in an eligible visa category to be classified as Florida residents for tuition purposes if the applicant or the dependent applicant's parent/legal guardian has established legal residence in the state for at least 12 consecutive months immediately prior to the first day of classes of the term for which Florida residency is sought.

The determination of dependent or independent status is important because it is the basis for whether the student has to submit his/her own documentation of residency (as an independent) or his/her parent's or legal guardian's documentation of residency (as a dependent). Upon application, students will complete a Florida residency declaration.

Definitions

- Dependent child: any person, whether or not living with his/her parent, who is eligible to be claimed by his/her parent as a dependent under the federal income tax code
- Initial enrollment: the first day of class at an institution of higher education
- Institution of higher education: any charter technical career center, career center operated by a school district, Florida College System institution or state university
- Legal resident or resident: a person who has maintained his/her residence in Florida for the preceding year (12 months), has purchased a home which is occupied by him/her as his/her residence, or has established a domicile in Florida pursuant to s. 222.17, F.S.
- Non-resident for tuition purposes: a person who does not qualify for the in-state tuition rate
- Parent: either or both parents of a student, any legal guardian of a student or any person in a parental relationship to a student
- Resident for tuition purposes: a person who qualifies as provided in s. 1009.21, F.S., for the in-state tuition rate

Required Documentary Evidence

To qualify as a Florida resident for tuition purposes, a person or, if that person is a dependent child, his/her parent or parents must have established and maintained legal residence in Florida for at least 12 consecutive months immediately prior to his/her initial enrollment in an institution of higher education. Every applicant for admission to an institution of higher education is required to make a statement as to his/her length of residence in the state and, further, shall establish that his/her presence or, if the applicant is a dependent child, the presence of his/her parent or parents in the state currently is, and during the requisite 12-month qualifying period was, for the purpose of maintaining a bona fide domicile, rather than for the purpose of maintaining a mere temporary residence or abode incidental to enrollment in an institution of higher education. This statement is captured with the completion of the residency declaration portion of the application to the college.

An individual shall not be classified as a resident for tuition purposes and, thus, shall not be eligible to receive the in-state tuition rate, until he or she has provided such evidence related to legal residence and its duration or, if that individual is a dependent child, evidence of his or her parent's legal residence and its duration, as may be required by law and by officials of the institution of higher education from which he or she seeks the in-state tuition rate. An applicant (student) must submit clear and convincing documentation that he/she (or a parent, guardian or person in a parental relationship, if a dependent) has been a Florida resident for at least 12 consecutive months prior to the student's initial enrollment in an institution of higher education. Each institution of higher education shall affirmatively
determine that an applicant who has been granted admission to that institution as a Florida resident meets the residency requirements of this section at the time of initial enrollment.

The residency determination must be documented by the submission of written or electronic verification that includes two or more of the documents listed below. As some evidence is more persuasive than others, more than two documents may be requested. No single piece of documentation will be considered conclusive.

The documents must include at least one of the following items from tier one:

- A valid Florida driver license or a State of Florida identification card (required)
- A Florida voter registration card
- A Florida vehicle registration
- Proof of a permanent home in Florida which is occupied as a primary residence by the individual or by the individual's parent if the individual is a dependent child
- Proof of a homestead exemption in Florida
- Transcripts from a Florida high school for multiple years (two or more years) if the Florida high school diploma or GED 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

Documentation may include one or more of the following items from tier two:

- A declaration of domicile in Florida
- A Florida professional or occupational license
- A Florida incorporation
- 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 legal ties to Florida

Statutory Exceptions and Qualifications

Section 1009.21, F.S., permits certain applicants who do not meet residency requirements to be classified as Florida residents for tuition purposes. If an applicant (student) qualifies for a residency exception or qualification, then appropriate documentation must be submitted as evidence of entitlement to that exception or qualification. Such evidence is generally specific to the type of residency exception or qualification being claimed by the student.

With respect to a dependent child living with an adult relative other than the child's parent, such child may qualify as a resident for tuition purposes if the adult relative is a legal resident who has maintained legal residence in this state for at least 12 consecutive months immediately before the child's initial enrollment in an institution of higher education, provided the child has resided continuously with such relative for the 3 years immediately prior to the child's initial enrollment in an institution of higher education, during which time the adult relative has exercised day-to-day care, supervision, and control of the child [s. 1009.21(2)(b), F.S.]

The legal residence of a dependent child whose parents are divorced, separated, or otherwise living apart will be deemed to be this state of either parent is a legal resident of this state, regardless of which parent is entitled to claim, and does in fact claim, the minor as a dependent pursuant to federal individual income tax providers. [s. 1009.21(2)(c), F.S.]

A dependent child who is a United States citizen may not be denied classification as a resident for tuition purposes based solely upon the immigration status of his or her parent. [s. 1009.21(2)(d), F.S.]
Based on s. 1009.21, F.S., the College requires documentation in support of the exceptions below; however, the student does not have to show 12 months of residence in Florida prior to qualifying. The exceptions and qualifications categories are as follows:

- Any person who ceases to be enrolled at or who graduates from an institution of higher education while classified as a resident for tuition purposes and who subsequently abandons his/her domicile in this state shall be permitted to re-enroll at an institution of higher education in this state as a resident for tuition purposes without the necessity of meeting the 12-month duration requirement of this section if that person has re-established his/her domicile in this state within 12 months of such abandonment and continuously maintains the re-established domicile during the period of enrollment. This benefit shall not be accorded more than once to any one person [s. 1009.21(9), F.S.].
- Active duty members of the Armed Services of the United States residing or stationed in Florida, their spouses and dependent children, and active, drilling members of the Florida National Guard. [s. 1009.21(10)(a), F.S.] (Required: copy of military orders)
- Active duty members of the Armed Services of the United States, their spouses and dependent children, attending a Florida College System institution or state university within 50 miles of the military establishment where they are stationed, if such establishment is within a county contiguous to Florida. [s. 1009.21 (10)(b), F.S.] (Required: copy of military orders)
- United States citizens living on the Isthmus of Panama who have completed 12 consecutive months of college work at the Florida State University Panama Canal Branch, their spouses and dependent children. [s. 1009.21(10)(c), F.S.]
- Full-time instructional and administrative personnel employed by state public schools and institutions of higher education and their spouses or dependent children. [s. 1009.21(10)(d), F.S.] (Required: copy of employment verification)
- Students from Latin America and the Caribbean who receive scholarships from the federal or state government. The student must attend, on a full-time basis, a Florida institution of higher education. [s. 1009.21(10)(e), F.S.] (Required: copy of scholarship papers)
- Full-time employees of state agencies or political subdivisions of the state when the student fees are paid by the state agency or political subdivision for the purpose of job-related law enforcement or corrections training. [s. 1009.21(10)(g) (Required: copy of employment verification)
- Active duty members of the Canadian military residing or stationed in Florida under the North American Air Defense (NORAD) Agreement, their spouses and dependent children, attending a Florida College System institution or state university within 50 miles of the military establishment where they are stationed. [s. 1009.21(10)(j)] (Required: copy of military orders)
- Active duty members of a foreign nation's military who are serving as liaison officers and are residing or stationed in Florida, and their spouses and children, and attending a Florida College System institution or state university within 50 miles of the military establishment where the member is stationed. [s. 1009.21(10)(k), F.S.]
- Qualified beneficiaries under the Stanley G. Tate Florida Prepaid College Program. [s.1009.98, F.S.] (Required: copy of Florida Prepaid ID card)
- Linkage Institute participants receiving partial or full exemptions from s. 1009.21, F.S., based on criteria approved by the Florida Department of Education per s. 288.8175, F.S., which establishes linkage institutes between postsecondary institutions in this state and foreign countries.

**Residency Reclassification**

An individual who is classified as out-of-state for tuition purposes may become eligible for reclassification as a resident for tuition purposes and may request "reclassification" to in-state status upon completion of the Request for Residency Reclassification form at the Admissions and Records office to discuss the burden of proof and evidentiary requirements. The completed Request for Residency Reclassification form and all supporting documentation must be submitted to the Admissions and Records office before the start of the term for which reclassification is sought.
The evidentiary requirement for reclassification goes beyond that for an initial classification, because the student has previously been determined to be an out-of-state resident. A student who is initially classified as a nonresident for tuition purposes may become eligible for reclassification as a resident for tuition purposes only if the student, or his/her parent if the student is a dependent, present clear and convincing documentation that supports permanent legal residency in Florida for 12 consecutive months rather than temporary residency for the purpose of pursuing an education, such as documentation of full-time permanent employment for the prior 12 months or the purchase of a home in Florida and residence therein for the prior 12 months while not enrolled in an institution of higher education. A student, or his/her parent if the student is a dependent, may become eligible for reclassification by presenting a minimum of three documents as listed in the Required Documentary Evidence section. One of the three documents must come from the tier one (required a valid Florida driver license or State of Florida identification card).

The burden of providing clear and convincing documentation justifying reclassification of a student as a resident for tuition purposes rests with the student or, if the student is a dependent, his/her parent. For documentation to be "clear and convincing," it must be credible, trustworthy and sufficient to persuade the Admissions and Records staff that the student or, if the student is a dependent, his/her parent has established legal residency in Florida that is not solely for the purpose of pursuing an education and has relinquished residency in any other state for a minimum of 12 consecutive months prior to classification.

Residency Appeals

A student who is denied Florida residency for tuition purposes upon request for residency may appeal the decision through a written petition to the Residency Appeal Committee in the Admissions and Records office. The burden of providing clear and convincing documentation justifying classification of a student as a resident for tuition purposes rests with the student or, if the student is a dependent, his/her parent. Students will be notified in writing to their TCC email of the committee's decision. If the appeal is denied, a written petition must be submitted to the Director of Admissions and Records within five business days of the written decision. The petition must clearly show an error occurred during the reclassification review process.

The Residency Appeal Committee must review the appeal within ten (10) business days after receipt of the written appeal. The appeal review must be limited to the issues put forth in the written petition. The Residency Appeal Committee must render to the student the final residency determination in writing, advising the student of the reasons for the determination. The decision of the Residency Appeal Committee will constitute final action.

Tuition and Fees

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

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

Accessing Financial Services via the Web through EagleNet

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 the Admissions and Records office 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.
Tuition and fees must be paid either through the TCC website or at the Cashier's office on campus. Students may access the following options by logging into EagleNet:

- Tuition & Fees
- Financial Aid Award Status
- Financial Aid Awards
- Pay Now by Credit Card
- Tuition Payment Plan
- 1098-T Information
- View My Receipts
- My Financials
- Financial Holds
- View Bills

Tuition and fees must be paid by the assigned payment deadline. At the time of class payment, the student will be required to pay in full all outstanding receivables and obligations such as library fines and parking fines. Unpaid debt will prevent the release of official college transcripts, block additional course registration, and restrict access to other resources and services of the College until the debt is paid in full.

Payment can be made with cash, credit card (VISA, MasterCard, American Express), debit card, check or money order to Tallahassee Community College, and through the tuition payment plan. All credit card payments will be assessed a convenience fee by its third party processor of 2.75% of the amount paid via a credit card.

These are the ways to remit payment:

- By credit card online via EagleNet (All credit card payments will be assessed a convenience fee by its third party processor of 2.75% of the amount paid via a credit card)
- By check or money order mailed to the Cashier's office (See check information below.)
- By cash, check, or money order at the TCC Cashier's office.
- By tuition payment plan (See section below for more information.)

Due to increasing operational challenges, a desire to provide a high level of security of personal information, and the increasing costs to process credit cards, the College may assess a convenience fee to all payments made by credit card for TCC tuition, fees, and other account charges, including application fees. The fee will be charged by the college's third party processor, not TCC. This will enable the college to continue to provide students with a credit card payment option.

The changes will lower TCC's cost of credit card transactions. The high cost of credit card processing could lead to higher tuition increases for students. The convenience fee would only be paid by those who choose to pay by credit card, rather than being included in tuition for all students.

Cardholders will be notified of the convenience fee at the time of payment and be given the opportunity to opt out of the transaction and choose another payment option. In no case will a student be charged without disclosure to the cardholder prior to finalizing the payment.

Detailed payment instructions are provided in the schedule of classes and on the webpage for the Cashier's office.

Checks and money orders for payment of tuition and fees must be made payable to Tallahassee Community College and include the student's identification number. Checks and money orders must be drawn on a U.S. bank and be made payable in U.S. ($) dollars. Payments in non-U.S. funds or drawn on non-U.S. banks will be returned unprocessed. Counter (starter) checks are not accepted.
Checks and money orders may be mailed to:

Tallahassee Community College
Cashier's Office
444 Appleyard Drive
Tallahassee, FL 32304

Students are required to maintain current address information with the College. Address information can be updated via the web or at the Admissions and Records office.

Invoices for outstanding debt are sent to the student's TCC email address for currently enrolled students and to the student's local physical address for students not currently enrolled. It is imperative that students ensure that their student files contain their current local physical address.

**Returned Check**

A returned check is a check that is not honored when presented for payment and is returned to the College as unpaid due to insufficient funds, closed account or any other reason. The bank runs each check twice before returning it as insufficient funds. If the check does not clear after the second time, it will be returned to the TCC Business office for collection. The student's account will be flagged as "Cash Only," and the student will not be allowed to make payments via check in the future.

In accordance with section 832.07, F.S., the College is authorized to invoice the individual for the original amount of the check, in addition to a check fine and bank fee. If the account is sent to a collection agency, the individual will be responsible for all associated collection fees, which is currently 30% in addition to the outstanding obligation, and the account may be reported to the credit bureau. In the event of legal action for recovery, the maker or drawer may be additionally liable for court costs and reasonable attorney fees as prescribed by law.

**Credit Card Chargeback**

Dishonored credit card payments for tuition and fees or bookstore purchases or other payments will result in the student or individual being obligated and billed for all tuition and fees due. The student will be blocked from making future payments by credit card when chargebacks occur.

**Special Fees**

If a special fee is to be assessed for a course, the words "Additional Fee" or "Lab Fee" will appear after the course description.

**Noncredit Course Fees**

Noncredit course fees are established to cover the costs of individual programs. Noncredit fees are published in the schedule of classes and are listed on www.tcc.fl.edu for each semester. Refunds must be requested in writing. The last day to withdraw with a refund is three business days before the start of class.

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 noncredit courses, like credit courses, are subject to cancellation when enrollment is not sufficient to cover expenses.

## Refunds

### Canceled Registration

Any student who completed registration and finds it necessary to cancel it may do so by going to the Admissions and Records office or by dropping the course(s) on TCC EagleNet. For a full refund of fees paid, this must be done during the published drop/add period of the academic calendar; otherwise, it will be treated as a withdrawal even if the student has not attended any classes. Classes treated as a withdrawal do not receive 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. If a student cancels, drops or withdraws hours that were disbursed in a Bright Futures award, the Bright Futures award will be reduced and the student will be responsible for reimbursing the school for the cost of courses(s) dropped or withdrawn. However, a student may make a written appeal to the Financial Aid office for hours canceled, dropped or withdrawn due to verifiable illness or emergency. TCC will then make a recommendation to the Florida Department of Education, which may accept or deny the College's recommendation for exception.

After the end of the published drop/add period for the appropriate term and session, a cancellation of term may be made via the Enrollment Appeals Committee until the end of the current semester as a result of the following:

- Incapacitating illness (physical or psychological) or injury to the student
- Death of a member of the immediate family that prohibits the student's return to the class during the term being considered (Documentation must show proof of kinship.)
- Military orders and report date after the refund deadline and prior to the withdrawal deadline

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. Typically, refunds shall not be made for circumstances such as moving out of town, changes in work schedules or changes in enrollment status due to illegal activities.

Students who withdraw from all classes before completing 60.5 percent of the term for which they are enrolled may be required to repay all or part of any 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 he or she 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 before withdrawing to see if they would incur a financial liability. Title IV aid includes Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (FSEOGs), Federal Subsidized and Unsubsidized Direct Loans, and Federal PLUS Loans.

### Course Load Reduction

A student who reduces his or her 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 the student attended classes, must complete the necessary process for withdrawing from class(es). Students may withdraw online through TCC EagleNet or complete the necessary form in the Admissions and Records office.
Delinquent Accounts

In accordance with Section 1010.03, F.S., the College is authorized to restrict the release of transcripts, the awarding of diplomas, and access to other resources and services of the College when a debt is due. Students may also be prevented from registering for additional classes when a debt is due.

When a receivable or obligation balance is due, the system generates a financial hold on the student or individual. This financial hold may prevent the release of transcripts and enrollment certificates and block further class registration. The financial hold will remain until all debt is paid in full. If an account is sent to a collection agency, the debtor is responsible for all collection fees associated with the debt, currently 30%, in addition to the outstanding debt due to TCC, and the account may be reported to the credit bureau.

Financial aid awards may not pay certain debt, including, but not limited to, collection fees, returned check fees and fines, and library fees and fines. Financial holds will remain in place until all debt is paid in full. Students are responsible for routinely reviewing their account from TCC EagleNet to ensure that no debt is due on the student account. Invoices will be mailed to the student's local address, so it is imperative that students ensure this address is correct.

Tuition Payment Plan

TCC has partnered with Nelnet Business Solutions to offer a tuition installment plan to help students afford the cost of their education. Students may enroll in a tuition payment plan for any term at TCC; however, a new plan is required each term. The earlier a student enrolls, the more plan options the student will have to choose from.

Plans range from zero to 50% down payment with two, three or four monthly payments.

<table>
<thead>
<tr>
<th>Required Down Payment</th>
<th>Number of Monthly Payments</th>
<th>Enrollment Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>4</td>
<td>$30</td>
</tr>
<tr>
<td>25%</td>
<td>3</td>
<td>$35</td>
</tr>
<tr>
<td>50%</td>
<td>2</td>
<td>$40</td>
</tr>
</tbody>
</table>

Monthly payments are processed on the 20th day of each month and will continue until the balance is paid in full. There are no credit checks and no interest. The student must be registered for courses and provide a method of payment (credit card or checking/savings account) that will be used for the enrollment fee, down payment and monthly payments.

The down payment, along with a $30, $35 or $40 nonrefundable enrollment fee (as appropriate), will be due at the time of enrollment in the tuition payment plan. While most plans will pay the student's schedule within minutes of completing enrollment, it may take up to one business day for processing, so students are advised to enroll before their fee payment due date. Tuition payment plan coverage will be applied to the student's schedule by 2 p.m. on the next business day.

Simple steps to enroll in the payment plan:
- Go to www.tcc.fl.edu.
- Select TCC EagleNet.
• Sign in by entering your TCC email account and password.
• Select the "My Account" tab.
• Select "Tuition Payment Plan."
• Follow instructions on the screen.

For additional tuition payment plan information or dates and deadlines, contact the Cashier's office by phone at (850) 201-8415 or fax at (850) 201-8691.

Enrollment periods are limited and typically close approximately one week before the start of the Main session each term, so enroll early.

Schedule Changes

If the student drops or adds classes or receives financial aid or other tuition coverage, the student must contact the TCC Cashier's office or Nelnet directly to have his or her tuition payment plan adjusted. If the Cashier's office is not notified of these changes, payments will continue to be processed from the student's bank account or credit card as agreed in the enrollment process. The time frame in which increases may be made to plans is limited to the enrollment period for the tuition pay plan.

Refunds

Nelnet will remit all refunds to the College within 14-21 days after the end of the drop/add period for Main session. TCC will issue tuition payment plan refunds to students upon receipt.

Florida Prepaid College Program

The Florida Prepaid College Plans can be used by students at TCC. Each semester the student is required to call or come into the Cashier's office to have the student's Florida Prepaid hours applied to his or her tuition for the current semester. Due to Florida Prepaid Tuition Program regulations, certain fees are not covered by the plans. Students are responsible for paying any remaining balance not covered by their plan.

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 October 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, ethnicity, genetic information, national origin, religion, gender, marital status, disability or age. All applicable federal and state laws supersede any information contained herein, and the information provided is subject to change without notice.

Student Rights and Responsibilities

As a financial aid applicant or recipient, a student has the following rights:
• To be advised of what financial aid programs are available and how to apply for them
• To be advised of the requirements in cases of withdrawal, such as refunds or repayments of financial aid
• To be advised of the requirements for maintaining financial aid standards of satisfactory academic progress and good academic standing
• To have all application information treated with the highest confidentiality

As a financial aid applicant or recipient, a student has the following responsibilities:

• To apply for financial aid early
• To submit all required forms accurately and completely
• To provide all documentation, verification of income, corrections and/or other information required to complete the financial aid file
• To accept responsibility for all forms and agreements the student signs
• To use financial aid only for the student's actual educational expenses

Financial Aid Programs

TCC offers a comprehensive financial aid program that includes most federal and state programs, internal scholarships and grants, and many outside scholarship programs.

• Federal Pell Grants are available to students who demonstrate 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 (FSEOGs) 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.

• Federal College Work Study Program is based on need. Students are awarded part-time jobs on or off campus for use in defraying educational expenses.

• Federal Direct 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 Direct Loans are processed through the United States Department of Education, which is responsible for the servicing and collection of the debt. Interest rates vary and are established by the federal government. There are two programs: the Federal Subsidized Direct Loans and the Federal Unsubsidized Direct Loans.
  - Federal Subsidized Direct Loans are awarded to students who demonstrate need. Borrowers who have earned 0-29 credit hours may borrow $3,500 per year. Those who have earned 30 credit hours or more may borrow $4,500 per year.
  - Federal Unsubsidized Direct Loans are awarded to students who do not 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 Direct 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 Free Application for Federal Student Aid (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 cannot be deferred for students awarded PLUS loans.
Student loan awards will be split into three equal payments throughout the student's enrolled term. If the student chooses to revise the loan award into two equal payments, the student must complete a loan request form by logging into EagleNet and completing the Federal Direct Loan Request Form.

Dependent students may borrow up to an additional $2,000 in Federal Unsubsidized Direct 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 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 Direct Loan are not required to borrow. If a student chooses to reject the Federal Direct Loan, he or she must notify the Financial Aid office so the loan can be canceled.

Students who choose to keep the loan must complete the Master Promissory Note (MPN) and Direct Loan Entrance Counseling online at www.studentloans.gov. The promissory note and entrance counseling must be completed before the student loan can be used to offset any fees, tuition or book expenses.

An origination fee is deducted from the Federal Direct Loan before the loan is credited to the student's account. To estimate the actual loan amount, the student should reduce the gross amount awarded by 1.066% for Direct Loans and 4.264% for Federal Plus loans. 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 Direct Loans to first-time-in-college 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 Direct Loan limit while at TCC will not be eligible for additional funding at an upper division institution.

All new borrowers must complete Entrance Counseling, a Master Promissory Note, and the Financial Literacy requirement before TCC will credit the first Federal Direct Loan disbursement to the student's account, even if the student attended Entrance Counseling at another institution. Students can complete Entrance Counseling online at www.studentloans.gov. The financial literacy requirement may be completed online at www.navigatingyourfinancialfuture.org.

All graduates and students not returning to TCC who have borrowed a Federal Direct Loan are required to complete Exit Counseling. The Exit Counseling requirement may be completed online at www.studentloans.gov.

150% Direct Subsidized Loan Limit - First time borrowers taking out Federal Direct subsidized loans on or after July 1, 2013 are subject to the 150% Direct Subsidized Loan Limit, which limits the amount of time a student is eligible to borrow subsidized loans to 150% of their published program length. A first-time borrower with no outstanding balance or principal or interest on a federal Direct loan or Federal Family Education Loan Program (FFELP) loan on July 1, 2013 or on the date they first borrow a Direct loan after July 1, 2013. For additional information on 150% Direct Subsidized Loan Limit, please visit Federal Student Aid.

When a Federal Direct Loan is for one semester 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 to Florida residents who demonstrate exceptional need and who are enrolled full-time by the end of the regular drop/add period.
- 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 that are enrolled less than full-time, but at least half-time or more. 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 the student must complete for continued eligibility, all other terms and conditions for receipt of a full-time FSAG apply.

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

Florida Bright Futures scholarship programs include Florida Academic Scholars, Florida Medallion Scholars, Florida Gold Seal Vocational Scholars and Florida Gold Seal Cape Scholars. Recipients are selected and notified of eligibility by the Florida Department of Education. Students must be fully admitted to TCC, degree seeking and enrolled in a minimum of six credit hours. Students may contact the State of Florida concerning transfer of Bright Futures scholarships at www.floridastudentfinancialaid.org or call toll-free at (888) 827-2004.

Other state programs: The State of Florida has numerous scholarship and grant programs, such as the Rosewood Family Scholarship Program and the José Martí Scholarship Challenge Grant Fund. For 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 Welfare Transition Programs: These programs assist potential, former and current welfare recipients and their families as they begin to make the transition from cash assistance to employment by providing support and mentoring, along with assistance in areas such as scholarships, transportation and child care.

The Workforce Investment Act (WIA) program provides a variety of resources to eligible students looking for additional financial aid, 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 CareerSource Capital Region Center provide tools designed to help customers seeking financial aid resources, including links to financial aid search banks and financial aid search software. For information, visit www.careersourcecapitalregion.com.

Students can apply for TCC scholarships and view important deadlines at www.tcc.fl.edu/scholarships.

Summer Financial Aid

Students attending in the summer, who have a valid Free Application for Federal Student Aid (FAFSA) in our system, who are fully admitted to a degree seeking program, and who meet TCC’s Standards of Satisfactory Academic Progress for Financial Aid (SAP) will have funds for which they are eligible awarded. For currently enrolled students satisfactory academic progress will be reviewed at the end of the spring term, and if the standards are not met aid will be adjusted accordingly. All courses used for determining enrollment must apply toward the program in which the student is fully admitted to at TCC.

Financial Aid Eligibility

Students who apply for financial aid must be fully admitted to TCC before their financial aid can be processed. They must also be in an eligible program as a degree-seeking student.
Transient students, non-degree-seeking students, students working on a GED diploma and students taking courses on an audit basis are ineligible for financial aid.

According to the U.S. Department of Education, 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 (transient students) should consult their home institution to see if they can participate in a consortium agreement.

Students requesting financial aid must be U.S. citizens or eligible noncitizens. Noncitizens must have a match with the U.S. Immigration and Naturalization Service (INS) or 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. If the change occurs before 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, First-year Students**

First-time, first-year students 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 Admissions and Records office.

**Transfer Students**

Transfer students must have a complete Admissions and Records file before financial aid will be awarded. This includes the submission and evaluation of transcripts from high school and 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 should 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 October 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 through EagleNet. The application is only required of first-time applicants and students who have not attended TCC recently.

3. Once the SAR (generated from the FAFSA) is received, the student should check his or her EagleNet 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. If the student decides 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.

**Special Conditions—Professional Judgment**

TCC recognizes that changes occur in family situations that are beyond students' control. On a case-by-case basis, using the Professional Judgment authority afforded colleges by the federal government, TCC will review each student's situation and, where appropriate, make changes to the student or family financial information, family size, or number in college. If the request is for a change in standard budget, the change will be made to the student's expense budget.

Special condition situations include the following:

- Loss of employment by parent, spouse or student
- Death of a parent or spouse
- Loss of nontaxable income
- Separation or divorce by parents or student and spouse
- Parents in college
- Siblings in K-12 private education
- Proof of additional educational expense
- Other documented circumstances

In order for the Financial Aid office to issue a Professional Judgment decision, the student must provide supporting documentation. Supporting documentation includes, but is not limited to, a signed statement from the student; a signed statement from the parent; court documents; death notice; unemployment verification; letters of support from counselors, ministers, lawyers, or doctors; or other legal documents.

Students may request a budget increase by providing appropriate documentation. In some cases, such an increase may be made by the College without a request from the student.

TCC has a Professional Judgment request form that may be used; however, other types of written request will be accepted as well. The request will be reviewed by the director, one of the assistant directors or one of the specialists in the Financial Aid office, and a response will be provided to the student. If rejected, an email or letter will be sent to the student. If accepted, the new SAR will serve as notification.

**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 email will be sent to the student. If a student chooses to retain all the awards issued, no further action is necessary.
If a student decides to turn down any of the awards offered, the student should notify the Financial Aid office in writing.

If a student has been awarded a Federal Direct Loan and intends to accept the funds offered, the student must complete a Master Promissory Note (MPN) and Loan Entrance Counseling online at www.studentloans.gov. Failure to complete the MPN 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. The calculation for dependent students includes a contribution from their parents' 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 shown are based on the 2017-18 academic year and are subject to change.

<table>
<thead>
<tr>
<th>Expense</th>
<th>Resident</th>
<th>Non-resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Fees</td>
<td>$2,570</td>
<td>$9,776</td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>800</td>
<td>800</td>
</tr>
<tr>
<td>Room and Board</td>
<td>6,000</td>
<td>6,000</td>
</tr>
<tr>
<td>Personal Expenses</td>
<td>1,800</td>
<td>1,800</td>
</tr>
<tr>
<td>Transportation</td>
<td>2,000</td>
<td>2,000</td>
</tr>
<tr>
<td>Loan Fees (First-year/Soph)</td>
<td>79/105</td>
<td>79/105</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$13,249/13,275</td>
<td>$20,456/20,478</td>
</tr>
</tbody>
</table>

**Deferment of Student Fees against Financial Aid**

If a student has a financial aid award, the student's enrollment status has not changed since the award was made, and the Financial Aid office has not received a new SAR or ISIR canceling the student's eligibility, then the cost of 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 May Main and/or May Express. All fees deferred against a student's financial aid are taken from the first financial aid funds available.
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. Refunds will be issued only after a student's account is fully paid and if additional funding exists.

Financial Aid will begin issuing refunds by the fourth week of class. Before issuing a refund, a student's enrollment status will be reviewed and the award adjusted to reflect the actual status. As a reminder, all students are awarded at the full-time status in their initial award.

Only classes that apply toward the student's degree at TCC will be considered in the enrollment status. Further, by federal regulation we can only consider up to 30 attempted developmental hours in a student's enrollment status. Once a student's enrollment status is verified and class attendance is recorded, the disbursement process will begin.

Because the Financial Aid office begins disbursement as soon as six credit hours of attendance are verified for eligible classes, a student may receive more than one disbursement in a given semester. In addition, funds from outside sources will not be credited to the student's account until those funds are received by TCC.

Students whose files are complete and who are awarded before the start of the term are expected to have personal funding to pay for living expenses during the first month of class. For students who are awarded after the start of the term, personal funding should be secured for living expenses for one month after the award is issued. No emergency loans will be issued during this period for living expenses.

Financial Aid and Enrollment Status

Students who have filed a valid FAFSA and meet all other eligibility requirements for Federal Student Aid are given estimated awards based on full-time status. This initial award shows the most aid that would be available to the student. Eligible enrollment statuses are full-time (12 or more credits), three-quarter time (9 -11 credits), half-time (6 - 8 credits) and less-than-half-time (fewer than 6 credits).

The actual enrollment status will be determined at the end of regular drop/add and will be one factor used in determining final award amounts. The estimated award may be revised if the final enrollment status is not full-time. Federal Pell Grants and other grants may be reduced or canceled; however, Federal Direct Student Loan eligibility will not be changed except in cases where the final enrollment status is less-than-half-time.

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:

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

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.

Students in eligible clock-hour programs are considered full-time if they are enrolled in at least 450 clock hours per semester (which equates to 12 credit hours in the enrollment status chart above). To determine enrollment status other
than full-time, the number of clock hours for the term is divided by 37.5, per federal regulations. For example, if the student is enrolled in 375 clock hours for the term, divide 375 by 37.5 to get 10 hours, which in the chart above equates to three-quarter time enrollment. The calculated hours are used to determine federal aid amounts.

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.

**Developmental Classes and Financial Aid**

The federal government allows students to count up to 30 credit hours of attempted developmental coursework toward their enrollment status (full-time, three-quarter-time, half-time, less than half-time) for financial aid purposes. After a student has completed 30 attempted credit hours of developmental coursework, additional developmental hours cannot be counted in determining the student's enrollment status. Developmental courses are never used for determining enrollment hours for Bright Futures Scholarship recipients.

**Class Attendance - Title IV Requirements**


Students who receive Title IV financial aid are expected to attend class. Attendance will be taken and if a student fails to appear on an instructor's class attendance verification form, the student must work with the Financial Aid Office to verify attendance before 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 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 (e.g., Fall Main Session and September Express) 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 canceled. Students receiving a Federal Pell Grant should refer to the section on Financial Aid and Enrollment Status to ensure registered hours are countable in determining their Federal Pell Grant.

**Coursework 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 be eligible for aid. A degree audit will help determine course eligibility.
Withdrawal from Classes or Cancellation of Schedule

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

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

Students receiving Bright Futures Scholarships, including the Florida Academic Scholars, Florida Medallion Scholars, Gold Seal Vocational Scholars and the Florida Gold Seal Cape Scholars, who drop/withdraw from one or more classes after the regular drop/add period 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.

Federal Return to Title IV Policy


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 they will incur a financial liability if they withdraw from classes.

Students earn a portion of the Title IV financial aid they receive 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 before 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. Students who fail to complete all classes within a term where Title IV federal student aid was received may also be required to repay all or part of the Title IV financial aid they received. Under the Federal Title IV Return of Funds 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:

$ 2,865 Federal Pell Grant
$ 125 Federal SEOG
$ 1,168 Federal Direct Loan
$ 4,158 total Title IV aid received

If the student withdraws after completing 20 percent of the term, only 20 percent of the total award has been earned. Eighty percent of the total award is unearned and must be repaid and returned to the federal programs ($4,158 x 80% = $3,326.40 unearned aid).
For example, if the student's tuition and fees were $600, then 80 percent of that must be returned to the Title IV programs. Eighty percent of $600 is $480, which will be returned to the Federal Direct 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 Direct Loan program
- $833.00 Federal Direct 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% percent 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 academic progress for financial aid. Students' academic progress is reviewed at the end of each term. A transferring student's satisfactory progress will initially be determined from the student's academic history at all previously attended institutions. 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 become ineligible for financial aid due to the failure to meet the standards of satisfactory progress for financial aid will remain ineligible for financial aid until they meet the 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 progress. Although the Financial Aid office attempts to notify students who fail to meet the satisfactory progress standards through an email, students who do not receive an email notification are still ineligible for financial aid.

**Standards of Satisfactory Academic Progress for Financial Aid**

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

- 1-14 attempted hours: must maintain a 1.5 GPA or better
- 15-29 attempted hours: must maintain a 1.8 GPA or better
- 30 or more attempted hours: must maintain a 2.0 GPA or better
- Must complete at least 67 percent of classes attempted (including developmental courses, withdrawals, incomplete courses, unsatisfactory grades [failures] and transfer credit hours)
- Must complete the degree program before attempting more than 150 percent of the total credit hours required for the program

**First Time in College, First Semester at TCC**

TCC verifies Standards of Academic Progress for Financial Aid (SAP) at the end of every semester. Generally, a student is eligible for one Warning semester the first time he or she fails to meet one or more of the standards. However, for the first semester of attendance at TCC, failure to successfully complete all of the classes attempted will result in immediate ineligibility for future funds, even if the student was already awarded for a future term. If documentable mitigating circumstances such as illness, accident, or death of an immediate family member caused the student to miss classes or otherwise fail to succeed academically, the student may file an appeal. If the appeal is approved, the student will be allowed one additional semester of eligibility for financial aid.
Warning Status

The first semester a student fails to meet the satisfactory progress standards for financial aid, he or she will be placed on Warning Status. While the student will continue to receive financial aid during this period, it is the student's responsibility to restore his or her academic standing for financial aid by the end of the term in which the Warning Status was given. Students will be notified by email that they are on warning status.

Failure to restore academic standing by end of the term will result in the student being ineligible for financial aid.

Appealing Satisfactory Academic Progress Requirements

Students are normally notified by campus email when they have failed to meet one or more of the Standards of Academic Progress for Financial Aid. Notification occurs at the end of each semester once grades are posted. Students have 15 days from the receipt of notification to appeal. Appeal forms and procedures are available on EagleNet Financial Aid forms section. It is the responsibility of every student to understand the Standards of Academic Progress for Financial Aid and to monitor his or her own standing. Even if no email notification is sent (this may occur in cases where a grade is "incomplete" at the end of the grading process), the standards still apply.

Transfer students must meet the established satisfactory progress requirements; appeals are generally not granted.

Students may 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.

All supporting documentation will be fully verified to make sure it is from the party it seems to be. Submitting fraudulent documentation is a crime and students submitting fraudulent documentation will be reported to local law enforcement authorities, to Student Conduct and Community Standards, and to the U.S. Department of Education Office of the Inspector General. This may result in a fine of up to $20,000, a prison sentence, or both.

In addition to academic requirements, students whose appeal is approved must meet with an academic advisor and together complete the Advising for Financial Aid Clearance Form. Students must return the form to the Financial Aid Office before funds will be disbursed.

Students whose appeal is denied may request that the Financial Aid Appeals Committee review their status. If the student has additional supporting documents, the student must provide the documents before the committee meeting. Students do not meet with the committee, and the decision of the committee is final.

Financial Aid Regulations

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) 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 include a release form in their financial aid folder giving the Financial Aid office staff permission to speak to the person(s) identified on the release form. This release can be revoked by submitting a written request to the Financial Aid office at any time. Requests sent to other offices will not suffice for adding or deleting people from the Financial Aid form.
Student Addresses

All information concerning a student's financial aid will be sent to the address provided to the Admissions and Records office. All students should keep current address information on file with the Admissions and Records office.

Verification of Information

If a student's FAFSA is randomly selected for verification, or if any information fails federal matches with the Social Security Administration, Selective Service, Immigration and Customs Enforcement, or other government agency, the student may be required to submit additional documents as specified by the federal government.

Until a student's file is complete, he or she will not be awarded 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 before 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 before 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

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 33 (Transfer of Entitlement Post 9/11 Dependent)
- Chapter 30 (Montgomery GI Bill®-Active Duty)
- Chapter 1606 (Montgomery GI Bill®-Selected Reserve/Guard)
- Chapter 1607 (REAP/Reserve Educational Assistance Program)
- Chapter 31 (VA Vocational Rehabilitation Employment)
- Chapter 35 (Survivors and Dependents of Deceased or Disabled Veterans)

The Department of Veterans Affairs (VA) requires each applicant for VA educational benefits be formally accepted to an approved curriculum (degree or program) before initial certification can be sent to the VA.

Formal acceptance is achieved by completing the following steps:

1. Submit admissions application (This should be completed and submitted before any other steps are taken.)
2. Submit official high school transcripts, official copies of GED diploma and test scores.
3. Submit official transcripts from all other colleges attended.
5. Contact the veterans affairs coordinator in the TCC Veterans Affairs office well in advance of registration to obtain all necessary U.S. Department of Veterans Affairs (VA) application forms.
6. Use the GI Bill® Comparison Tool on the U.S. Department of Veterans Affairs' website to help determine which GI Bill® benefit to use.
7. Submit the Electronic Submission Confirmation Form or Certificate of Eligibility from the VA or submit a copy of the DD-214, Report of Separation, or the DD-2384, Notice of Basic Eligibility (NOBE) for Selected Reserve or National Guardsmen.
8. Report enrollment to the TCC veterans affairs coordinator each semester.

Priority Registration for Eligible Veterans and Dependents

All veteran students and dependents who are eligible and using VA education benefits can now register as early as the first scheduled registration date. The student must submit the necessary VA documentation to establish an active VA file with the veterans affairs coordinator.

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 the VA. Eligibility for educational assistance benefits cannot be determined until the VA receives satisfactory evidence of active duty service.
Tuition Waivers for Purple Hearts Recipients

TCC will waive tuition and related fees for recipients of the Purple Heart or other combat decoration superior in precedence who meet all of the following criteria:

- Are enrolled as a full-time or part-time student in an undergraduate program of study leading to an associate degree, bachelor's degree or career education certificate
- Are currently, and were at the time of military action that resulted in award of the Purple Heart or other combat decoration superior in precedence, a resident of Florida
- Have submitted the DD 214 form issued at the time of separation from service as documentation that the student has received a Purple Heart or other combat decoration superior in precedence

This tuition waiver may be used toward 110 percent of the required credit hours of the degree or certificate program the student is enrolled in. Visit the Veterans Affairs office for more information.

Veterans Out of State Tuition Waiver

State and federal law extends out-of-state tuition waivers to students who are honorably discharged veterans of the United States Armed Forces, The United States Reserve Forces, the National Guard or Eligible veteran dependents using VA educational benefits, regardless of these student's state of residency, as long as they physical reside in Florida during their time in school. The waiver program also includes Active Duty members of the Armed Forces of the U.S. residing or stationed outside of Florida. Those members stationed in or living in Florida should qualify for residency under the Office of Admissions and Records.

The Veteran Out of State Tuition Waiver Program for Florida college and universities:

- Is classified as a tuition waiver (out-of-state portion only)
- Exempts eligible students from being held to the 12-month residency rule for out-of-state students
- Cannot be granted to students who live outside of Florida except in the case of active duty service members
- Requires documentation that students who receive the waiver reside in Florida again except in the case of active duty service members

Documents that verify you reside in Florida must include the student's name and current address; examples include a signed lease, declaration of domicile, utility bill, driver's license, voter's registration card or vehicle registration.

TCC students who are honorably discharged former military members to include National Guard and Reservists and have lived in Florida for less than 12 months must submit:

- The Member 4 copy of the veteran's DD 214 showing their character of discharge as Honorable (DD 214 is only required once, it will not be required for future semesters. Depending upon what documentation is provided, documentation that the student veteran currently reside in Florida may be required each semester.
- Active Duty Service members only-must provide either a copy of their most recent Leave and Earning Statement (LES) or their military ID Card.

Monthly Attendance Verification

Monthly Attendance Verification is required for Chapters 30, 33, 1606 and 1607. Veterans must verify their monthly enrollment before the next GI bill payment will be issued. Students can verify their attendance the last day of the month by calling the toll-free number and following the instructions: 1-877-823-2378. Verification can also be submitted through the VA website: www.Vets.gov. Follow the link to "W.A.V.E" (Web Automated Verification of Enrollment).
Request for Certification or Recertification

Once your schedule is final, you may complete the TCC Request for Certification of Benefits on-line. Once you have submitted the form, you will receive a confirmation email to your TCC email account stating the request from has been received by the TCC Veterans Affairs Office. You must complete a new TCC Request for Certification of Benefits to continue receiving VA educational benefits each semester. Complete the on-line Request for Certification via the TCC EagleNet, Financial Aid, Financial Aid Forms, and VA Forms.

Deferment and Third Party Contract

A deferment or Third Party Contract is a method of extending the tuition payment deadline. Students are placed in a "hold" status for unpaid tuition on their account. If, for some reason, a deferment or Third Party Contract is placed on an account and the anticipated funds do not arrive, it is the responsibility of the student to pay all accounts in full. A deferment is not a payment and will show on your fee slip as coverage. Students are encouraged to check their TCC Accounts often in order to avoid any unexpected pitfalls that may arise around deferments. Do not submit a deferment until you can see tuition for the semester/term you are asking for and all education benefit required documentation has been submitted to the Office of Veterans Affairs.

Students using FTA or EDD must provide an Agency Billing Form/Approved TA/EDD Application form to the Office of Veterans Affairs to obtain proper military deferment.

Qualified VA students may defer payment of their tuition and fees until 60 days from the first day of the term during fall and 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 request for a VA deferment form must be completed on-line via TCC EagleNet, Financial Aid, Financial Aid Forms, VA Forms. 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 amount 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 the VA, educational benefits are paid monthly to 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 than a standard semester. Enrolling in an accelerated term will affect the 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 = half-time
Less than 6 semester hours = tuition and fees only

Summer Main Term
7 or more semester hours = full-time
5-6 semester hours = three-quarter-time
4 semester hours = half-time
Less than 4 semester hours = tuition and fees only
Summer May Express and June Express Terms
4 or more semester hours = full-time
3 semester hours = three-quarter-time
2 semester hours = half-time
1 semester hour = tuition and fees only

Clock-hour Equivalents
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: Because the first VA checks are delayed, it is advisable for veterans to be prepared to meet all expenses for approximately two months.

VA students can certify attendance online at www.Vet.gov (click on Verify Attendance/W.A.V.E) or at (877) 823-2378.

Basic Allowance for Housing (BAH)

Monthly housing allowance for Post-9/11 (Chapter 33): The full Basic Allowance for Housing (BAH) is payable for all pursuit that is more than 50 percent of full-time pursuit. For example, where 12 semester hours would be full-time, the full BAH would be payable for all pursuit of more than 6 semester hours. Active duty members, individuals training at 50 percent pursuit or less, and individuals pursuing only distance learning/independent study are not eligible for a housing stipend. BAH for individuals pursuing only distance learning/on-line/independent study will receive the benefit at a reduced rate.

Accelerated Sessions

Tallahassee Community College offers split sessions referred to as accelerated sessions by the VA. This means the VA will accelerate pay status in proportion to the rate of the split sessions. A full-time course load will be different for students enrolled in the split sessions. For this reason, veterans should check with the veterans affairs coordinator to be sure of the actual rate of acceleration. The number of hours needed to be full-time for the school and financial aid purposes may differ from the VA hour requirement as well. Veterans should check with the Financial Aid office on their credit-hour requirements for full-time status.

Developmental Courses

Effective January 2014, VA will no longer pay for developmental courses if the student entered ninth grade in a Florida public school in the 2003-2004 school year, or any year thereafter, and earned a Florida standard high school diploma from a Florida public high school or is serving as an active duty member of any branch of the United States Armed Services. Such students shall not be required to take the common placement test and are not required to enroll in developmental education.

Under VA regulations, developmental courses offered online (even partially) cannot be approved. For assistance with developmental courses, see the veterans affairs coordinator.

Program of Education/Objective

VA educational benefits will be paid only for coursework leading to an associate 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 acceptance into a bachelor's degree program.
Exceptions

- During a student's last term before graduation, a VA student may take nonrequired courses along with his or her final 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, rather than concurrently. In this situation, a VA student could take nonrequired coursework in his or her final two semesters. If a VA student fails the required course(s) needed to graduate, VA will then pay education benefits to retake the required course(s), but will not pay again for nonrequired courses.

- If a VA student has completed his or her elective requirement, but still needs to take prerequisite elective coursework 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 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 contact the veterans affairs coordinator to obtain the documents necessary for this procedure.

Note: Audited coursework is not authorized for payment by the VA. Students must submit a Request for Change of Program/or Place of Training if changes are made to the program objective or the place training (primary school.). The forms are housed under www.Vets.gov.

Veterans Standards of Academic Progress

All veterans receiving VA educational benefits for training at TCC fall under an additional qualification beyond the College's standards of academic progress. 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 veteran's services coordinator in the Veterans Center.

Credit for Military Service

Active duty members of the military with at least one year of experience and veterans who have completed at least one year of active duty service with an honorable discharge are entitled to seven hours of credit for experience gained during service, as follows:

- HSC1100 Concepts of Positive Living 3 credit hours
- PEM1101 Theory and Practice of Adult Fitness 2 credit hours
- MSL1001 Basic Officership 1 credit hour
- MSL1002 Basic Officership 1 credit hour

In order to receive these credits, students must first complete one semester of attendance at TCC. Students should then submit a written request for the credits to be posted to their academic record, together with either proof of active duty status or a copy of their DD214 (Certificate of Release or Discharge from Active Duty).

In addition, credit may be awarded for military training and education in accordance with the American Council of Education's (ACE's) Guide to the Evaluation of Educational Experiences in the Armed Services. Active or former military service members, depending upon their branch of service, may submit any of the following documents for review:

- Joint Services Transcript (Army, Marine Corps, Coast Guard, Navy)
- Community College of the Air Force
College credit may be awarded based on ACE recommendations, but such recommendations are subject to faculty review to establish equivalency. The College awards only those credits appropriate to the student's degree program.

Because most credits for military experience will be recognized as electives only, students should seek guidance from a TCC advisor before requesting this credit.

### Academic Progress

The law requires that educational assistance benefits to a veteran or other eligible person 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 veterans affairs 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 veterans affairs 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.

### Repeating Courses

Payment of educational assistance may be authorized if repetition of a course is specifically required by the institution for attainment of the student's approved program objective. There is no limit on the number of times an eligible person may repeat a course for which a failing grade (or a grade 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. (Click here for information about 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 taken in order to fill out the student's course load to full-time.

### Changes in Enrollment Status

Failure to report any change in enrollment status may 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.

All changes made after the initial application or certification will be forwarded to the VA Regional Processing Office and should be brought to the attention of the Veterans Affairs office so that those changes can be reported in a timely manner.

The most common changes are noted below:

- Orders for active duty service
- Change of program of study/objective
- Cancellation or late withdrawal for mitigating circumstances
- Addition of a second program of study
- Change in type of hours (online or classroom setting)
- Complete withdrawal from school
- Enrollment in an accelerate term
- Enrollment in another school
- Addition of classes not in degree program
- Audit of course
- Change of address or phone number
- Stop attending classes
- Failure to take the final exam
- Use of any type of tuition and fee waiver(s) while using the Post 9/11 benefit

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**

Tutorial assistance through the VA is available to veterans, reservists and survivors of veterans who find that they need additional help in order to obtain passing grades in their coursework. 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 standardized 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.
**Tuition Waivers for Purple Hearts Recipients**

TCC will waive tuition and related fees for recipients of the Purple Heart or other combat decoration superior in precedence who meet all of the following criteria:

- Are enrolled as a full-time or part-time student in an undergraduate program of study leading to an associate degree, bachelor's degree or career education certificate
- Are currently, and were at the time of military action that resulted in award of the Purple Heart or other combat decoration superior in precedence, a resident of Florida
- Have submitted the DD 214 form issued at the time of separation from service as documentation that the student has received a Purple Heart or other combat decoration superior in precedence

This tuition waiver may be used toward 110 percent of the required credit hours of the degree or certificate program the student is enrolled in. Visit the Veterans Affairs office for more information.

**VA 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 veterans cemeteries
- Work at VA medical centers or state veterans 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.

**VetSuccess on Campus**

The VetSuccess on Campus (VSOC) program is a collaborative effort between TCC and the United States Department of Veterans Affairs (VA). The VSOC program aims to help veterans, service members and their qualified dependents succeed and thrive through a coordinated delivery of on-campus benefits assistance and counseling, leading to completion of their education and preparing them to enter the labor market in viable careers. Under this program, an experienced vocational rehabilitation counselor (VRC) works on campus with TCC veteran and dependent students, assisting them with navigating their educational and other VA benefits. The VSOC serves as a "one-stop liaison" for veterans, active duty military and their dependent family members who attend or plan to attend TCC.

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

The Family Educational Rights and Privacy Act (FERPA) prohibits the release of information from a student's file to third parties without written consent of the student.

**Consortium Agreement with another Educational Institution**

According to the U.S. Department of Education, 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 Admissions and Records 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 Admissions and Records 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 from which the student is earning the degree.

Note: Students who are participating in distance learning with another institution and students who choose to attend traditional classes at another institution will be able to complete the Financial Aid Consortium Agreement online as part of the application process to take classes at another institution through Florida Shines (FloridaShines.org). Students who use this option will receive a message to their TCC email account approving or denying financial aid for transient study.
Student Life

Programs and Services

The mission of the Division of Student Affairs is to provide comprehensive and accessible services to meet the educational needs and support the personal growth of students. Every department in Student Affairs strives to help students make responsible decisions by providing a learning environment that will help them better understand their abilities and needs and learn about the vast array of educational and occupational opportunities available to them.

Academic Advising

See Academic Advising.

Admissions and Records Office

The Admissions and Records office, located on the second floor of the Student Union, provides important services that assist students with their transition to college. These services include, but are not limited to, processing applications for admission, evaluating high school and college transcripts.

Black Male Achievers

African-American men face unique challenges as they pursue academic, career and social success. TCC's Black Male Achievers program is designed to help students stay in college and graduate. The program provides academic and student services, along with enrichment activities, to advance the intellectual and personal growth of participants. For information about the program, contact the Black Male Achievers Coordinator at bma@tcc.fl.edu.

Campus Recreation

Students may exercise the body as well as the mind by taking part in recreational, fitness and wellness opportunities on campus.

- Intramural Sports
  TCC offers an extensive intramural sports program. Students may participate in individual and team sports, including indoor and outdoor soccer, flag football, basketball, softball, volleyball, dodge ball and table tennis.
- The Lifetime Sports Complex & Fitness Center
  The Lifetime Sports Complex houses an 812-seat arena, which is home to TCC's men's and women's basketball programs, and a recreational gymnasium. Classes in dance, physical fitness and indoor sports are held here, as are intramural sports. A state-of-the-art fitness facility and aerobics room accommodate students, faculty and staff. Abs and spin classes are also available. The intramural sports office is also located in the Lifetime Sports Complex. Hours and rules are posted in the facility. For information, call (850) 201-8093.

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 career and employment needs. Partnerships and collaborative efforts are developed with alumni, faculty, businesses, organizations, colleges and universities to help students explore career, internship, job shadowing, employment and transfer opportunities. The Career Center envisions career development as a lifelong process and empowers students to develop and implement a plan to achieve their short- and long-term career goals.

The Career Center offers a diverse array of services related to career planning, preparation and professional success. The Career Center helps students:

- Complete career and interest assessments
- Decide on a major or career path and develop a plan for success
- Obtain an internship or job shadowing experience in their future career field
- Transition to employment by offering services in
  - Resume development and critiquing
  - Cover letters
  - Dress for success
  - Mock interviews
  - Professional networking

The Career Center houses many career-related resources, including student and on-line job databases, job search assistance, and information on events such as Resumania, CareerFEST and job fairs.

The Career Center is located on the second floor of the Student Union.

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

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

For information on resume assistance, job and internship opportunities or career fairs, visit www.tccfuturelink.com.

**Counseling Center at TCC**

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 students through the Department of Student Services and is located in the Technology and Professional Programs Building (TPP) room 141. For information on hours and how to make an appointment, visit the Counseling Center website or call (850) 201-7726.

Counseling services are available at TCC Monday - Friday, 8 a.m. - 5 p.m. Counselors are available to see students experiencing a crisis that requires immediate attention on a walk-in basis, Monday - Friday noon - 1 p.m.

For after-hours emergencies, call 911 or go to the Tallahassee Memorial Hospital Emergency Room located at 1300 Miccosukee Road; Apalachee Center located at 2634 Capital Circle NE; or Capital Regional Medical Center Behavioral Health Center located at 2626 Capital Medical Blvd.

For free confidential telephone counseling, crisis intervention, and community referrals, call 211 or (850) 617-6333.

**Educational Talent Search**

Educational Talent Search identifies low-income youth with potential for education at the postsecondary level and encourages them to complete secondary school and undertake a program of postsecondary education. It also publicizes the availability of student financial assistance to persons who pursue a program of postsecondary education. In
addition, ETS 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 re-enter.

The services provided include academic advice and assistance in secondary 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 who have limited English proficiency. For information about the program, contact the program director at (850) 558-3643; ets@tcc.fl.edu.

Enrollment Call Center

The Enrollment Call Center provides information to students about the admission and records, advising and financial aid process at the college. The Student Central web portal, www.askstudentcentral.tcc.fl.edu, is a resource to learn more about Admissions/Records, Advising, Financial Aid, or the registration process, review frequently asked questions or submit a question online.

Food Services

TCC offers various dining options for its students, faculty, staff and visitors in the Student Union. There are also numerous restaurants located near TCC's main campus.

Graduation

See Graduation in Academic Information.

Health Services

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

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

Health insurance is not available through the College.

The College maintains a blood bank account with the Southeastern Community Blood Center. Students, faculty and staff are given the opportunity to participate as donors several times each year. Additional information may be obtained from the Department of Student Services office 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

TCC does not provide on-campus housing; however, affordable student housing options are located within a five-minute walk of campus. For information, contact the Department of Student Services at (850) 201-8420, attend the College's off-campus housing fair, or visit www.tcc.fl.edu/admissions/visit/parent-faq/.
Intercollegiate Athletics

TCC is a member of the National Junior College Athletic Association and offers baseball, softball, men's and women's cross country/track, and men's and women's basketball. TCC's athletic program emphasizes values such as teamwork, discipline, leadership and cooperation, which carry over into life after college. For information on TCC Athletics, visit www.TCCEagles.com.

International Services

The International Services office, on the second floor of the Student Union, is a one-stop center for all international students. It provides a wide range of support services to F-1 visa students and other foreign nationals from admission to graduation. The office also plays an important role in the globalization of the campus. Services include, but are not limited to, the following:

- Recruits international students
- Processes applications for admission of international students
- Prepares all immigration documents for students' entry into the U.S. with an F-1
- Conducts a special international student orientation at the beginning of each semester
- Provides assistance to all international students to help them adapt to a new academic environment and culture
- Provides immigration advising to all students with any visa type
- Assists with academic advisement to all international students
- 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, including SEVIS transfer-in and out to other schools
- Assists students with programs such as Curricular Practical Training (CPT), Optional Practical Training (OPT), work authorization, travel and re-entry, change of status and reinstatement
- Establishes and supports international partnerships and facilitates global education grants with institutions abroad
- Monitors student compliance with the required international health insurance plan
- Promotes the International Student Scholarship program, including the Housing Scholarship
- Sponsors the celebration of International Education Week and other cultural programs on campus
- Supports the International Student Organization (ISO) program and activities

For information on International Services, call (850) 201-8258 or visit the International Services website.

Library

See Library below.

New Student Orientation

New Student Orientation is conducted by the Advising and Retention office. During orientation, new students learn about campus resources, meet with an academic advisor and select classes, and learn how to use TCC Passport to register for classes and pay fees.

Orientation has two components: an online orientation and an on-campus orientation. Both are required for all new students.* The online orientation should be completed before arriving for the on-campus orientation. Visit the Orientation page or call (850) 201-8440 for information.
Steps for Orientation

Step 1: Register for the on-campus orientation.
Step 2: Complete TCC's online orientation.
Step 3: Attend the scheduled on campus orientation and advising workshop.

* Note: Students enrolled in the programs listed below are required to complete a separate orientation, an online workshop designed for them. Students enrolled in these programs are not required to attend New Student Orientation. Email TCConline@tcc.fl.edu to learn more.

- Criminal Justice Technology, A.S. (2138)
- Early Childhood Development, Education and Management, A.S. (2123)
- Paralegal/Legal Studies, A.S. (2112)

Ombuds

The College Ombuds provides confidential, impartial, independent and informal assistance to students in addressing academic and nonacademic issues at the College that current processes and procedures have not resolved. The Ombuds is located in Student Union Room 154; (850) 201-6140; ombuds@tcc.fl.edu.

The Ombuds may:

- Answer questions
- Help analyze the student's situation
- Help develop options for addressing the student's situation/concern
- Identify and explain current College policies and procedures
- Listen to the student's concerns and complaints
- Refer the student to appropriate resource and/or arrange meetings

The Ombuds cannot:

- Advocate for specific outcomes
- Force any College office to change a decision
- Make binding or administrative decisions
- Make decisions for the student
- Make, change or set aside policy, procedures, rules or regulations
- Provide legal advice or represent students in a legal matter
- Replace or circumvent existing channels

Online Student Services

Students have access to many online services, all of which enhance the college experience. TCC's goal is to make services accessible and convenient to both current and prospective students.

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
• Career resources
• Request an official transcript

The following services do require an eAccount username and password:

• Advising information (registration holds, advising detail checklist, links to university transfer manuals)
• Application for graduation
• Ask a Librarian
• Canvas
• Change of address and other personal information
• Degree audit
• EagleNet
• Email access
• Enrollment verification
• Fee payment
• Financial aid application and status check
• FTP access
• Grades/records
• Online tutoring (Learning Commons)
• Orientation to Online Learning Workshop
• Plato
• Registration
• Software programs accessible in the Learning Commons
• Turnitin.com

Scholarships

TCC is committed to helping students achieve their educational and professional goals. The 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 information, contact the scholarship coordinator at (850) 201-8411 or visit the Scholarships webpage.

Student Accessibility Services

TCC is committed to making all programs, services and facilities accessible to and usable by students with disabilities. The Student Accessibility Services (SAS) office supports students as they strive to obtain maximum benefit from the educational experience and effectively transition to the college environment.

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

• Available Services
  Academic advisors are available to students with disabilities. These advisors 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 are encouraged to request services before the beginning of each semester. Accommodations including note taking, reading, writing, interpreting, extended-time testing, an adaptive computer lab and individualized registration are available through the SAS office to eligible students.

The Adaptive Technology Computer Center and the Accommodated Testing Center, located in room 219 of the Fine and Performing Arts Center, are available for students with disabilities who require specialized or adaptive equipment. Braille printers, magnification equipment, computer software, calculators, Franklin Spellers, and Dragon Naturally Speaking, JAWS and other voice-synthesized computer aids are available. The lab and testing room are essentially barrier-free.

The District Board of Trustees has established policies and procedures on reasonable substitutions to meet admission, graduation or coursework requirements for eligible students. Students seeking a substitution must first meet with a representative to obtain the course substitution application. The staff member will provide information on the substitution process and guide the student through the procedures for substitution approval. The proper statement of substitution will be placed on the student's 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.

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, the College has designated an ADA coordinator, who 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 policies, procedures and concerns. The ADA coordinator can be contacted at (850) 201-8430 or dos@tcc.fl.edu.

**ADA Grievance Procedure**

TCC has adopted an internal grievance procedure that allows for the prompt and equitable resolution of complaints that allege actions 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 ADA.

Persons who think they have been discriminated against based on disability or that there has been a violation of ADA guidelines may contact the ADA coordinator at (850) 201-8430 or dos@tcc.fl.edu.

For information, stop by the Student Services office, located on the first floor of the Student Union room 154, or use the following contact information: voice: (850) 201-8420; persons with hearing or speech impairments and TTY users: connect through the Florida Relay Service by dialing 7-1-1 and then provide the phone number: (850) 201-8420. Email: dos@tcc.fl.edu.

**Student Conduct**

The Student Conduct office reviews incidents of alleged student conduct code violations and implements the campus disciplinary process, which is used as a restorative teaching tool rather than one of punishment. The office also
provides mediation for both students and faculty. Please refer to the Student Handbook for details on the Student Conduct Code.

**Student ID/Access Card**

The TCC Student ID card provides access to the TCC library, Academic Computing Center Labs, Testing Center, Career Services Center, Learning Commons, Lifetime Sports Complex, and other campus facilities and labs. Cards and validation stickers are issued at the Cashier's office, located in room 273 of the Student Union, and can be obtained Monday-Friday, 8 a.m.-4:30 p.m.

A current paid fee slip and photo ID in required to receive a Student ID card with a validation sticker. To update the validation sticker, students must present a current paid fee slip and their Student ID card to the Cashier's office. To obtain a replacement card, students must pay a $10 fee at the Cashier's office.

**Student Leadership, Involvement, and Civic Engagement**

The Student Leadership, Involvement, and Civic Engagement (SLICE) office is building a community of learners and inspiring the growth of the whole student by facilitating extracurricular and co-curricular activities that support student engagement, leadership, involvement, teamwork, retention and life-long learning opportunities. This office also gives students the opportunity to become engaged at TCC and in the community through community service. Many classes offer the opportunity to participate in service learning as a direct way of learning through relevant and meaningful service to the community. Additionally, as students pursue their academic interests and majors, they can connect with community-based organizations whose services and outreach programs align with those interests. Service opportunities are available throughout Leon, Gadsden and Wakulla counties. Students may record their community services hours through Connect TCC to have the hours placed on their co-curricular transcript.

For a comprehensive list of activities, service projects and organizations, visit Connect TCC or call (850) 201-8420.

**Student Services**

The Department of Student Services provides opportunities for 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. Activities currently include intramural sports, fitness gym, aerobics classes, concerts, lectures, drama, clubs, visual arts, socials, Brain Bowl, band, forensics, Model United Nations, student government and volunteerism.

Student Services also sponsors the Eagle's Nest Food Pantry, a resource available to TCC students in emergency situations. For information, contact (850) 201-8420.

**Take Stock in Children (TSIC)**

Take Stock in Children (TSIC) was established in 1995 as a nonprofit organization in Florida that provides a unique opportunity for low-income youth/students, many from minority families, to escape the cycle of poverty through education.

The Take Stock In Children program at Tallahassee Community College offers full tuition scholarships to TCC eligible students from Leon, Gadsden and Wakulla counties.
The program provides caring mentors and hope for a better life. TSIC's comprehensive services start in middle school, continue through high school and include transition to college.

**Testing Center**

The Testing Center, located in rooms 208, 211 and 219 of the Fine and Performing Arts Center, provides the following testing services: Postsecondary Education Readiness Test (PERT), online course exams, Criminal Justice Basics Abilities Test (CJBAT), HESI Nurse Admissions Exam, exemption tests, accommodated testing and online education proctoring services. A photo ID is required.

Students who are taking an online class and who live in TCC's service district (Gadsden, Leon, Wakulla counties) are required to take tests at the Testing Center. This service is offered free of charge. The TCC Gadsden Center and the TCC Wakulla Center are also online learning testing sites. Students who do not reside in TCC's service district and who require the services of a proctor at a location other than TCC's main campus should arrange the service through the Testing Center at (850) 201-8282. There may be fees associated with the use of external proctors.

**Transportation**

StarMetro operates bus service to TCC's main campus. For information on routes and fares, visit www.talgov.com/starmetro/starmetro-routes.aspx.

**Student Learning Resources**

The College offers an extensive variety of learning opportunities and facilities both on and off campus. For information about student resources, open the Student Handbook and go to the chapter titled My Resources.

**Open-access Computers and Technology Assistance**

TCC prides itself on its commitment to provide students with access to the latest technologies. Open-access computers, located in AC210, in the Learning Commons and in the library, are available to TCC students with a currently validated TCC ID Card. Students are welcome to use the hardware and software in the open-access computer areas to complete course assignments using Word, Excel, PowerPoint, Access and multimedia applications. Macintosh platforms can be found in AC210 and the Learning Commons. In addition, students have access to the internet and other equipment such as disk drives and scanners.

The media room, located in the Learning Commons, is equipped with a computer projector for students to practice PowerPoint presentations, as well as ample space for work on group projects.

**Adaptive Computer Lab**

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

**eAccounts**

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 email system*
• Campus LAN at the library
• Academic Computing Labs
• Computer Access Labs
• Adaptive Technology Computer Lab (or other academic labs)
• Smarthinking online tutor
• Web-based courses

Instructions for accessing the eAccount can be found at Student Central.

Note: The TCC student email system is the official method of communication among TCC faculty, staff and students. Students are expected to use TCC email as their primary account and are encouraged to check their email frequently.

Learning Commons

The William D. Law, Jr. 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 multimedia support, and assistance in the development and assessment of individual learning plans. Learning 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. An addition to the first floor is our Anatomy & physiology Lab with models. The second floor provides support for students in all aspects of communication, including reading, writing and language skills and support for nonnative 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. For information, call (850) 201-8193.

When classes are in session, Learning Commons hours of operation are Monday through Thursday, 7:30 a.m.-7:30 p.m. and Friday, 7:30 a.m.-5 p.m. Students should consult schedules posted on the Learning Commons website for hours during semester breaks, Summer semester, vacation periods and holidays.

Library

The TCC library, which shares a building with the William D. Law, Jr. Learning Commons, provides state-of-the art resources and services that support the academic mission of the College and the personal enrichment of TCC students, faculty and staff. Its collections include the following:

• Books in print, electronic and audio formats, many of which are downloadable to computers and mobile devices
• Local, regional and national newspapers, magazines, trade publications, and scholarly journals
• More than 100 research databases that offer the searchable full text of more than 9,000 journals, magazines and newspapers
• Course reserve items such as textbooks, DVDs and supplemental readings for in-library use
• Special collections such as the Florida History, Children's, Career and Leisure Reading book collections and the John G. Riley Museum of African-American History and Culture archive

The library also offers these services to support students’ academic needs:
Staff of friendly professional librarians and skilled support personnel available all hours of operation to assist with assignments; locating, evaluating and citing information; and technology questions

Extensive hours of operation: Hours are posted around the library and on the library's website, or students may call (850) 201-8376.

Individual study carrels and group study rooms

Computers, laptops and iPads for accessing TCC's electronic resources

Large collection of films on DVD and equipment for viewing and listening

Expert research assistance on walk-in basis and by appointment for one-on-one consultations or classroom instruction sessions

Embedded research assistance in Canvas courses via customized guides and tutorials

Online chat/text/email reference service ("Ask a Librarian") staffed by professional librarians that puts additional research assistance at students' fingertips throughout the day and during most of the hours the TCC library is closed

Interlibrary loan service that allows students to borrow books and journal articles from other libraries anywhere in the world

Color and black/white photocopying, printing, scanning and fax service.

The Ghazvini Library and Learning Commons is located at the Ghazvini Center for Healthcare Education. It offers materials and services to support TCC's healthcare programs, including:

- Books, journals and DVDs on health and medicine
- Reserve materials for the healthcare programs
- Computers, laptops and iPads for accessing TCC's electronic resources
- Group study rooms
- A dedicated health sciences librarian and staff to assist with research needs

Hours of operation vary from those of the main library. Contact the Ghazvini Library at 850-558-4537 or go to www.facebook.com/GhazviniLLC for details.

Students should bring their TCC ID when visiting either library. A valid ID card is required to

- Borrow materials
- Access online databases
- Use reserve and multimedia collections
- Use group study rooms
- Use printing and fax services

The library's website serves as the portal to its rich array of resources and links students to the holdings of the 27 other Florida College System libraries and the 11 State University System libraries. The website also offers database tutorials, and citation and research guides.

Study Abroad

TCC's travel and study abroad programs allow students to experience customs, languages and cultures of the world first hand. Related course offerings, length of trips and itineraries vary by program and semester. TCC has also fostered partnerships with other higher education institutions such as Florida State University and Valdosta State University to provide TCC students with additional opportunities to study abroad. Information on study abroad programs is available at on the Travel & Study Abroad webpage.

Veterans Success Center

The TCC Richard W. and Karen B. Moore Veterans Success Center helps veterans, reservists and dependents of veterans obtain, process and use their veterans educational benefits. The Veterans Success Center also provides
professional guidance and support services to help veterans transition to academic and civilian life. Additionally, the Veterans Success Center provides referrals to other agencies for assistance such as healthcare benefits, counseling and employment services. Visit the Veterans Success Center on the second floor of the Computer Technology (CT) building, room 206, or at www.tcc.fl.edu/veterans, or call (850) 201-8406.

**Student Rights and Responsibilities**

The 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 abide by College regulations and acceptable standards of conduct. Students who fail to observe College regulations or to maintain acceptable standards of 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. (See the Student Handbook for 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.

**Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) gives students the following rights with respect to their education records:

- 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.
- The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the college to amend a record should write the college official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the college decides
not to amend the record as requested, the college will notify the student in writing of the decision and the
student's 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.

- The right to provide written consent before the college discloses personally identifiable information from the
student's education records, except to the extent that FERPA authorizes disclosure without consent. The
college discloses education records without a student's prior written consent under the FERPA exception for
disclosure to college officials with legitimate educational interests. A college official is a person employed by
the college in an administrative, supervisory, academic, research, or support staff position (including law
enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving
on an official committee, such as a disciplinary or grievance committee. A college official also may include a
volunteer or contractor outside of the College who performs an institutional service or function for which the
school would otherwise use its own employees and who is under the direct control of the college with respect
to the use and maintenance of personally identifiable information from education records, such as an
attorney, auditor, or collection agent or a student volunteering to assist another college official in performing
his or her tasks. A college official has a legitimate educational interest if the official needs to review an
education record in order to fulfill his or her professional responsibilities for the College.

- 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 20202-5920

**Directory Information**

The following information may be released to anyone unless a student specifies in writing to the Admissions and
Records office that the information is not to be released:

- Student's name
- Place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Dates of attendance
- Degrees, academic honors and awards
- Enrollment status (i.e., full-time, part-time)
- Photographs*
- Most recent educational agency or institution attended

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

Students may choose to withhold all, or some, of the designated directory information by completing the Request to
Prevent Disclosure of Directory Information form in the Admissions and Records office. Any future release of such
information would require written permission of the student.

Students should be aware that FERPA permits the disclosure of personally identifiable information from students'
education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the
FERPA regulations.
University Partners Data Sharing and Use

TCC may share student records with its university partners as a part of its TCC2FSU and TCC2FAMU programs, including for the purposes of reverse transfer. Both parties agree that they will use and maintain student records received from the other party only in furtherance of the program and in accordance with the requirements of the Family Educational Rights and Privacy Act of 1974, as amended (20USCA 1232g) and Sections 1002.22 and 1006.52, F.S. Further, both parties agree that they will not disclose such information to any third party except in accordance with aforementioned laws. Students may choose to withhold their information by completing the Request to Prevent Disclosure of Directory Information form in the Admissions and Records office.

Social Security Number Collection and Use

In compliance with s. 119.071(5), F.S., TCC issues this notification to students, employees and applicants regarding the collection and use of the Social Security number.

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

Federal legislation relating to the Hope Tax Credit requires that all postsecondary institutions report students' Social Security numbers to the Internal Revenue Service. A student may refuse to disclose his or her Social Security number to the College; however, students should be aware that according to IRS publication 301.6724-1, the IRS imposes a $100 penalty for missing Social Security numbers (or TINs) and incorrect name and Social Security number combinations for information returns due on or after January 1, 2011.

In addition to federal reporting requirements, the public school system in Florida uses Social Security numbers as student identifiers (s. 1008.386, F.S.) for purposes of tracking and assisting students in the smooth transition from one education level to the next. Social Security numbers are protected by FERPA and are never released to unauthorized parties.

Financial Aid Department

The Financial Aid office will use the student's Social Security number to secure funds awarded and 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 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 Social Security numbers.
Human Resources Department

Providing one's 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 the federal I-9 form (Department of Homeland Security)
- Completing and processing the federal W4, W2 and 1099 forms (Internal Revenue Service)
- Completing and processing federal Social Security taxes (Federal Insurance Contributions Act tax)
- Completing and processing quarterly unemployment reports (Florida Department of Revenue)
- Completing and processing Florida Retirement Contributions (Florida Department of Revenue)
- Workers' Compensation Claims (Florida Community College Risk Management Consortium and Department of Labor)
- Completing and processing various payroll garnishments
- Completing and processing 403b and 457b contributions
- Completing and processing group health, life and dental coverage enrollments
- Completing and processing various supplemental insurance deduction reports
- Completing and processing various payroll documents, including contracts for service

Intellectual Property Rights

Tallahassee Community College adheres to all applicable intellectual property laws, including but not limited to federal copyright law, Title 17 of the U.S. Code as amended at http://www.copyright.gov/title17. The College expects that all College employees, students and guests using the facilities or resources of the College will adhere to these laws. Unauthorized photocopying or distribution of materials protected by copyright law may lead to civil and criminal penalties.

The College monitors computer use to protect against unauthorized activity such as the distribution of protected materials (such as music, videos, software) using peer-to-peer file sharing networks. The College's Computer Security and Access policy clearly states that "using College computers or computing systems in any manner which violates Federal, state, or local laws, or College policies...[may result in] discharge, dismissal, expulsion, and/or legal action.” Civil penalties for copyright infringement include fines up to $30,000 per work infringed but can be as high as $150,000 in the case of willful infringement. Under current copyright law, criminal cases of copyright violation carry a penalty of up to five years in prison and a $250,000 fine.
Academic Information

Attendance

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 before the absence:

- Required military duty
- Court-mandated appearances, including jury duty
- College-sponsored activities approved by the College president
- Religious holidays
- Documented medical emergency/injury

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 College 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 hours of class in a three-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. Instructors' 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 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 procedure.

Students may appeal an administrative withdrawal, as with other withdrawal appeals. See the Appeals section.

See also Withdrawal.

Academic Standards

The College has established academic standards and an academic progress system to assist students and to meet legal requirements. The academic progress system 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:

- Protect the student from prolonged unsatisfactory performance, since continued low achievement will cause the student to forfeit an opportunity to earn a college degree
- 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
TCC's standards of academic progress consider grades and rate of completion of courses. For a student to make satisfactory progress and continue successfully toward a degree, the student must maintain a 2.0 cumulative GPA and successfully complete 67 percent of all courses attempted by the time of 30 or more attempted hours. For information about the criteria for and consequences of academic warning, probation, suspension and dismissal, students may contact the TCC Advising Center at (850) 201-8440 or advisingcenter@tcc.fl.edu.

Satisfactory Progress/Good Standing

Students who meet or exceed the established cumulative standards 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. The standards are as follows:

- 1-14 credit hours: must maintain a 1.5 GPA or higher
- 15-29 credit hours: must maintain a 1.8 GPA or higher
- 30 or more credit hours: must maintain a 2.0 GPA or higher
- Students receiving financial aid must also maintain a 67 percent completion rate

Academic Warning

Students who do not make satisfactory progress and fall below one of the standards listed above will receive an academic warning the first term. The academic warning will appear on the student dashboard in TCC EagleNet, and an email will be sent notifying the student of his or her status. Students are strongly encouraged to contact an advisor in the Advising Center to discuss their academic performance. Students on academic warning are limited to enrolling in no more than 13 credit hours per semester. Special consideration may be given due to extenuating circumstances.

Academic Probation

Students who do not make satisfactory progress a second term will be placed on academic probation. Students are strongly encouraged to meet with an advisor in the TCC Advising Center to develop a success plan and may be required to enroll in a specific course or courses in an attempt to correct the problem. Students on academic probation are limited to enrolling in no more than eight credit hours per semester. Special consideration may be given due to extenuating circumstances. Academic probation will be posted on the academic transcript, and an email will be sent notifying the student of his or her status.

Academic Suspension

Students who do not make satisfactory progress while on academic probation will be placed on academic suspension and may not be allowed to enroll at the College for one full term.

In order to be eligible to register after the suspension, students must submit an online Suspension-Dismissal Appeal Packet via their TCC EagleNet account to the Suspension Appeals Committee before the beginning of any term for which they want to petition for re-enrollment. If re-enrollment is permitted, students must meet with an assigned Advising Center advisor within Student Advising and Retention to develop an academic success plan before permission to register. Students re-entering after a term on suspension will be placed on academic probation-after-suspension status and limited to no more than eight credit hours per semester and must make satisfactory progress during the term in which they return. Failure to do so will result in academic dismissal. Special consideration may be given due to extenuating circumstances. Academic suspension will be posted on the academic transcript, and an email will be sent notifying the student of his or her status.
Academic Dismissal

Students who do not make satisfactory progress while on returning from probation-after-suspension status will be placed on academic dismissal and may not be allowed to enroll in the College for a minimum of one calendar year. Students on academic dismissal must apply for readmission, then submit an online Suspension-Dismissal Appeal Packet via their TCC EagleNet account to the Suspension Appeals Committee 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 their assigned Advising Center advisor to develop an academic success plan before permission to register. Students re-entering after a year on dismissal will be placed on academic probation-after-dismissal status and limited to no more than eight credit hours per semester and must make satisfactory progress during the term in which they return. Failure to do so will result in another academic dismissal. Academic dismissal will be posted on the academic transcript.

Appeals Process

A student who is suspended or dismissed at the conclusion of any term may appeal the action by submitting the online Suspension-Dismissal Appeal packet via their TCC EagleNet account to the Suspension Appeals Committee, if the student thinks that the suspension was caused by extenuating circumstances. If the appeal is not approved, full sanctions will apply.

Veterans Standards of Academic Progress

All veterans receiving VA educational benefits for training at TCC fall under an additional qualification beyond the College’s standards of academic progress. 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 services coordinator in the Veterans Center.

Academic Support

Academic support for students is provided through the Learning Commons and through the Transitional Studies Division.

The Transitional Studies Division houses the developmental reading, writing and mathematics courses, as well as the English for Academic Purposes (EAP) program. The division is supported by the Learning Commons. Developmental education at TCC has always had the goal of preparing students, in a holistic manner, for the rigor associated with college-level studies. Whether a student needs to develop academic skills, success strategies, or both, the program employs methods designed to help students be successful at TCC. The program uses a variety of measures, such as academic history, standardized test scores, personal motivation and goals, certifications and work history, and specialized diagnostic assessments. Once the student's readiness has been accurately assessed, the student is advised on the most appropriate pathway to reach his or her stated goal.

If the advised pathway includes developmental education, students will find a variety of options for progression through the program. The different offerings take into account academic need, learning style, student motivation and time commitment. Whether a student needs support in reading, writing or mathematics, the student will find a class offering that fits his or her academic needs, learning style and life situation. The College offers courses that are contextualized in the meta-majors, module-based for individualized learning experiences, compressed for acceleration, or a combination of some, or all, of these formats. To ensure that students move into the best pathway for their specific situation, they are asked to work closely with an academic advisor or a representative within the Transitional Studies Division.
Classification of Students

A first-year student 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.

A transient student is one who is not seeking a degree from TCC but who takes courses at TCC in order to transfer the credit(s) back to his or her home institution.

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 terms; 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. TCC 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 credit 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

The College conforms to the definition of a college credit hour established in Florida law when developing the academic calendar: 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 based on the proportion of direct instruction to the laboratory, internship or clinical practice hours.

The number of college credit hours to be awarded for a course is initially determined through the academic course-approval process overseen by the Academic Planning Committee and approved by the TCC District Board of Trustees. The committee recommends the number of credit hours based on the commonly accepted practice of the student learning achieved by direct faculty instruction, combined with independent study, each week, over a period of 15 weeks.

For online courses, variations in direct faculty instructional time are determined based on a learning equivalency to the 15-week requirement. This equivalency is established through a formal approval process.

Variations in the total number of minutes in a 15-week semester or express session may occur due to calendar dates and holidays. In these cases, equivalent instruction is achieved through alternate modes of delivery, and equivalent learning
is assured through clearly defined learning outcomes. A deficiency of more than one contact hour per credit hour in any regular or express session must be formally approved by the Academic Planning Committee.

The College also awards career credit, preparatory credit and noncredit courses in accordance with Florida law.

**Course Guidelines**

**Drop/Add**

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., express schedules or variable starting dates) have different deadlines. View the Academic Calendar for exact dates.

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**

The withdrawal policy applies to all credit students, including TCC Online students. TCC has one withdrawal deadline, which is equivalent to the midpoint of the term for each session. The process for withdrawal before the deadline must be initiated by the student. View the Academic Calendar for published withdrawal dates for each term and session.

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 wish to withdraw from classes may do so through TCC EagleNet by the official withdrawal deadline.

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

However, special permission to withdraw from a course or courses is required for certain student population types due to particular conditions associated with that population. These student population types must complete a paper withdrawal form and obtain the required permission from the designated authority.

The student population types that cannot withdraw online are:

<table>
<thead>
<tr>
<th>Student Population</th>
<th>Signature Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletes</td>
<td>Director of athletics</td>
</tr>
<tr>
<td>High school dual-enrolled students</td>
<td>Approval of TCC Dual Enrollment representative upon receipt of approval from high school guidance counselor</td>
</tr>
<tr>
<td>International students</td>
<td>Director of International Student Services</td>
</tr>
</tbody>
</table>
Note: Withdrawals may affect an international student's required visa status

Students enrolled in certain course types may not withdraw from those courses online. The course types are:

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Third attempt in a course</td>
<td>In accordance with State Board of Education Rule 6A-14.0301, students are permitted a maximum of two withdrawals per course. Students are not permitted to withdraw from a third attempt and must receive a grade for the course.</td>
</tr>
<tr>
<td>Last (or only) course</td>
<td>A student may not withdraw online from the last (or only) course on his or her schedule. Student must meet with an advisor to discuss implications of withdrawing from the institution. A paper withdrawal form is required and must bear the signature of an advisor. Students who are enrolled in online programs/courses should contact the online learning advisor for assistance.</td>
</tr>
</tbody>
</table>

Before seeking a withdrawal, a student should follow these guidelines:

1. Communicate with the faculty member on a consistent basis throughout the semester to discuss the expected outcomes of the student's progress in the course.
2. Become familiar with TCC's academic resources.
3. Contact an advisor or a Student Affairs staff member to discuss the consequences of a withdrawal and to request additional assistance with regard to current and future personal and career goals.
4. Contact a Financial Aid staff member regarding the student's financial aid status. The student 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.
5. Withdrawals may affect an international student's required visa status.
6. Withdrawal from a course may affect a student's intent to apply to a limited-access program.
7. Withdrawals may affect a student's graduation timeline.
8. Withdrawals may be associated with higher educational costs.

TCC faculty members do not automatically withdraw students who stop attending classes. Students who stop attending without withdrawing may 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 Attendance). Faculty members publish their AW criteria in the course syllabus.

Faculty members whose practice is to withdraw students by using the AW grade must do so by the College's established withdrawal deadline.

The AW may also be employed to remove student(s) from the class roster as a disciplinary measure imposed as a result of student judicial hearings by action of the vice president for student affairs. Students may appeal the AW as with other withdrawal appeals as noted below.

**Withdrawal after Deadline**

In certain instances, students may have grounds to appeal for a withdrawal after the established deadline. Students who miss the official TCC withdrawal deadline and have documented circumstances warranting further consideration must go through an appeals process. The College has two processes for consideration of withdrawal after the deadline:
• For academic reasons
• For major extenuating circumstances
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.

**Appeal Process for Late Withdrawal Due to Extenuating Circumstances**

The student has the responsibility to prove that there are grounds for a withdrawal after deadline. 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 or her inability to withdraw by the published deadline:
   • Serious illness (physical or psychological) or injury to the student
   • Death of a member of the student's immediate family that prohibits the student's return to class during the semester being considered (Documentation must show proof of kinship.)
   • Serious illness (physical or psychological) or injury to a member of the student's immediate family resulting in the student becoming the primary caregiver (Documentation must show proof of kinship.)
   • Military orders and report date after the established withdrawal deadline and before the end of the semester
   • Natural disasters (e.g., hurricane or flood) affecting the student or his or her immediate family

**Appeal Process for Grades and Late Withdrawal Due to Academic Reasons**

A grade dispute is a claim levied by a student who believes that his or her course grade is incorrect, either through clerical error or the result of inaccurate grading by an instructor. As a general principle, it is the responsibility of the student to establish the grounds for any change of grade. All grade disputes must be initiated within one year of the disputed grade being first awarded. Once initiated, all student grade disputes will be addressed within the time frame established in the following procedures. Students who wish to appeal for a change of grade based upon withdrawal after deadline should review the policy above. Students should contact the appropriate dean for more information.

A grade may only be changed by the instructor of record or by the provost after an academic appeal has been settled. An academic appeal will be considered if there is evidence that one or more of the following conditions exist:

• Error in calculation of grade
• Deviation from the syllabus or college policies
• Academic disparate treatment of student that is not addressed by the College's equity and civil rights policies
• Inappropriate penalties for an academic honesty violation or programmatic progression

An appeal will not be considered because of general dissatisfaction with a grade, penalty or outcome of a course. Disagreement with the instructor's professional judgment of the student's work and performance is also not an acceptable basis for an appeal.
The procedure for appealing for a change of grade follows:

1. The student confers with the instructor that issued the grade as soon as possible after the grade is issued, but no later than one year after the grade is posted to the student's record. If the instructor is no longer at the College or is not working that term, the student may notify the division dean, who will then determine how to proceed in the absence of the instructor.
2. If the appeal is not resolved, the student confers with the Dean within five working days. The dean may ask for documentation as well as a written statement explaining the student's rationale.
3. If the appeal cannot be resolved at this level, the student may then petition the provost within five working days. The provost will require the student to submit in writing all of the pertinent facts and supporting documents. The signed appeal shall be submitted to the provost within 10 working days of the initial meeting with the provost. If the student does not provide the written appeal within 10 working days, the procedure shall terminate.
4. If the student provides the written appeal to the provost within the agreed time period, the provost will investigate.
5. The student will be notified within 10 working days of the decision of the provost or if the appeal requires a hearing by the Academic Appeals Committee.
6. If the provost determines that the appeal meets the criteria, he or she will convene the Academic Appeals Committee to consider the complaint. The provost will notify the student of the Academic Appeals Committee meeting date, his or her rights, and the next steps in the process.
7. The decision of the provost will be final.

Excess Hours Advisory Statement

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

"Excess hours" are defined as hours that go beyond 110% 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 132 credit hours (120 x 110%). The following do not count as excess hours: credits earned through an articulated accelerated mechanism such as Advanced Placement (AP), International Baccalaureate (IB), Cambridge Advanced International Certificate of Education (AICE), or dual enrollment; withdrawals due to medical or personal hardship; credit hours required for certification, recertification or certificate programs; credit hours taken by active-duty military personnel; credit hours required to achieve a dual major taken while pursuing a baccalaureate degree; developmental education and English as a Second Language credit hours; and credit hours earned in military science courses that are part of the Reserve Officers' Training Corps (ROTC) program.

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. 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. Approval of the dean is required to audit a particular course. Students registering for credit will have priority over auditing students when class size is a consideration.
Students must pick up the audit form, complete and obtain the signature of the academic dean, and return the form to the Admissions and Records office.

Fees for courses audited are the same as for those courses taken for credit. Courses taken on an audit basis do not qualify for financial aid. Students who have met developmental requirements through previous satisfactory grades or appropriate test scores may audit developmental classes.

Until the published withdrawal deadline for the session, 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 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 for 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 meet an advisor in the TCC Advising Center to discuss circumstances and to start the appeals process. Fourth attempt appeals are reviewed by the Enrollment Appeals Committee.

In accordance with s. 1004.93, s. 1004.94, s. 1009.28 and s. 1009.285, F.S., students enrolled in the same developmental or college-level course more than two times shall pay the full cost (100 percent) of instruction, except in approved cases of extenuating circumstances.

**Absence from Final Examination**

A final examination/activity is required in all courses except those specifically exempted by the Academic Planning 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 may not change the final examination schedule without prior approval from the provost. Student requests for alternate time to take the exam may be considered by the instructor in consultation with the dean. Such requests must be submitted to the instructor in advance. A student who reports to and takes any part of a final examination ordinarily will not be allowed to defer or retake that final. A student who is absent from a final examination due to illness, court-mandated appearance or other extreme emergencies must contact the appropriate dean immediately and provide reliable evidence of these situations. Final examinations may be rescheduled only for extreme emergencies. All changes to final exam schedules must be approved by the appropriate dean.
TCC Online Learning

TCC Online supports on-campus education by providing students the opportunity to pursue programs of study in alternative formats. Staff partners with TCC academic and student affairs units, the Workforce Development Division, and the Florida Public Safety Institute to ensure that high-quality online courses are offered and comprehensive student support services that foster the intellectual, career, academic and personal development of students are available. The guiding principles are student engagement, student development and student success.

For information, contact TCC Online at (850) 201-9400 or TCCOnline@tcc.fl.edu.

Learning formats offered by TCC include hybrid and online instruction. These courses are excellent options for nontraditional students and students seeking alternative learning environments.

Hybrid: A course in which the learning occurs both on online and on campus. Some instruction is online and some instruction occurs in the traditional classroom.

Online: A course that is web-based and delivered via the College's course learning management system. Lecture material, assignments and other course materials are available online. All coursework is completed online; tests may be taken at the Testing Center or at an approved proctored site.

TCC Online

Through TCC Online, students have the opportunity to earn college credit via the internet. Each online course is fully accredited and meets the same academic criteria as traditional courses. Online courses are equivalent to on-campus courses in regard to outcomes, content, credit and transferability. Students may earn the following degrees entirely through online learning:

- College and University Transfer, A.A. (1001)
- Criminal Justice Technology, A.S. (2138)
- Early Childhood Development, Education and Management, A.S. (2123)
- Paralegal/Legal Studies, A.S. (2112)

Online courses are typically conducted totally through the TCC Canvas learning management system, with few or no campus visits. Faculty and students communicate with one another through chat, email, discussion boards, web conferencing and other tools within the online course environment.

To find an online course, look for the web-based class designator in the course description.

Additional Fees

Students enrolling in online courses will be required to pay an additional fee of $10 per credit hour. Tests may be scheduled on campus or at an approved proctored site. Additional fees may apply for tests taken at proctored sites. Fees will vary by site.

Technology Requirements

Students may be required to purchase software for selected courses.

Open computer labs are available on campus for students' use in completing their coursework. These labs are equipped with the hardware and software necessary for student success.
For information regarding technical requirements, including browser compatibility, visit the TCC Online webpage.

For assistance with technical problems, contact the Help Desk at (850) 201-8545 between 8:00 a.m.-7:30 p.m. Monday-Thursday and 8:00 a.m.-5:00 p.m. on Friday. Limited Canvas assistance is available after 5:00 p.m. Monday - Thursday.

Support Services for Online Students

Advising

Support services are available to assist students in being successful as online learners. Students interested in becoming online learners should first be accepted through the TCC admission process, and then contact the academic advisor (TCConline@tcc.fl.edu) to help with course registration and other related questions.

First-time-at-TCC students who will complete their program of study entirely online should register for CDL-STU007, Distance Learning Online Orientation, before registering for online courses. This is a free, noncredit online orientation and is for first-time-at-TCC students only. CDL-STU007 is required for students in the following A.S. degree programs:

- Criminal Justice Technology, A.S. (2138)
- Early Childhood Development, Education and Management, A.S. (2123)
- Paralegal/Legal Studies, A.S. (2112)

Bookstore

Students can purchase textbooks and course-related materials by contacting the TCC Bookstore at tccfl@bkstr.com or at (850) 575-9200. Students may also visit the bookstore on the main campus.

Learning Commons

The William D. Law 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 multimedia support and assistance in developing and assessing individual learning plans.

The Virtual Learning Commons is also available to provide services comparable to those provided in the Learning Commons to students working online. All of the online resources, online tutoring, workshops and virtual study rooms are available in the Virtual Learning Commons. Contact the Learning Commons at learningcommons@tcc.fl.edu or (850) 201-8193.

Library Services

Students may request library assistance through Ask a Librarian. Through this service, students can text, email or chat online with a reference librarian.

Testing Center Services

Students who take online courses may come to the main campus to take exams. Visit the Testing Center website (www.tcc.fl.edu/testingcenter) for information.
Online learners who reside outside of Leon, Gadsden and Wakulla counties may use proctor services for web course testing. Please contact the testing office at (850) 201-6440 for details.

**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.

**Incomplete: 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 a grade of 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) 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.

**Degree Verification**

TCC has authorized the National Student Clearinghouse to provide degree verification for students who need to provide this information to potential employers, lenders or others. To obtain degree verification, go to National Student Clearinghouse Verification Services and follow the prompts. The student, company or agency requesting the verification may be assessed a convenience fee.

**Enrollment Verification**

Students who need enrollment verification for a specific time period (e.g., current term or academic year) for potential employers, lenders or insurance companies, will contact the National Student Clearinghouse, which provides enrollment verification for students who request it.
Verification of enrollment for a term will be certified only after the fifth day of classes (i.e., the last day to drop a class) for that term. Certification is calculated on the date the request is made. If a student withdraws from courses in the current term, before the verification request, those courses will not be included in the total enrollment hours reported.

To obtain enrollment verification, go to National Student Clearinghouse Verification Services and follow the prompts. The student, company or agency requesting the verification may be assessed a convenience fee.

Grade Reports

Final grades will be posted to TCC EagleNet. Official college transcript cannot be released if the student has any outstanding financial obligations to the College.

Transcripts

TCC partners with Credentials Solutions to provide official transcript order processing services. Students can order transcripts online 24 hours a day/7 days a week with customer service provided Monday through Friday, 8 a.m. - 9 p.m. E.S.T. The combination of services includes online transcript ordering, electronic delivery of transcripts in PDF format and paper transcript delivery. The TranscriptPlus transcript ordering system uses an authentication process that is FERPA compliant and is able to electronically authenticate both current students and alumni, check for holds (transcripts will not be released for a student who has any outstanding financial obligation to the College), release transcript records once holds have been satisfied, and communicate with students via email and cellular text messaging throughout the process.

To initiate the ordering process, students should log in to their TCC EagleNet account, go to the My Records tab and select the Transcript Request option. They will then be directed to the Credentials Solutions ordering system. Former students who do not have a TCC EagleNet account may go to Admissions and Records on the TCC website and select the Transcript Request link.

TCC does not charge for transcripts; however, Credentials Solutions assesses a processing fee of $2.25 per transcript order being delivered electronically. Transcripts delivered via first class mail incur a charge of $4.50 (including the $2.25 processing fee). There are additional charges for transcripts requested to be delivered via other domestic or international rush delivery options.

Students may print an unofficial transcript by logging in to their TCC EagleNet account, going to the My Records tab and selecting the View Unofficial Transcript option.

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 courses, who enroll in 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 through TCC email. President's and Dean's recognition is also 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 courses. Students who are in developmental courses, who enroll in 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. Students are notified through TCC email.

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.

Transfer Credit

Tallahassee Community College welcomes transfer students from all environments and accepts a broad range of transfer credit.

Transfer credit is accepted for first-year and sophomore-level coursework and may be evaluated as to level, content, quality, comparability and degree program relevance by the faculty in the appropriate academic unit. In establishing the eligibility for transfer credit, the faculty may ask students to provide additional information, such as the original college catalog, course descriptions, course syllabi, stated learning-outcomes, assessment measures and sample student work.

A maximum of 75% of the required credit hours for degree completion and graduation at the College may be accepted as transfer credit.

The provost, working with the Academic Planning Committee, has institutional authority over all procedures for transfer credit, and the College Registrar has the authority to enact these procedures. These procedures are reviewed on a regular basis by the provost and the Academic Planning Committee.

Florida Statewide Course Numbering System

The College accepts transfer credit from all institutions that participate in the Florida Statewide Course Numbering System (SCNS). For certain exceptions to this articulation agreement, students should consult Exceptions to the General Rule for Course Equivalency in this catalog.

- Regionally accredited institutions that participate in Florida SCNS: In compliance with Florida Statute, students will receive direct transfer credit for any courses taken at these institutions. Students will need to provide official transcripts, but there will be no further review of the transfer credit by faculty.

- Nonregionally accredited institutions that participate in Florida SCNS: In compliance with Florida Statute, students will receive direct transfer credit for any courses taken at these institutions. Students will need to provide official transcripts, and the College registrar will establish that the institution and course is listed as transferable on the SCNS website. If so listed, there will be no further review of the transfer credit by faculty.

- Regionally/nationally accredited institutions that do not participate in Florida SCNS: Students may receive transfer credit for courses taken at these institutions, but students are required to provide, in addition to the official transcript, documentation as to the level, content, quality, comparability and degree program relevance of the course. This material will be evaluated by faculty in an appropriate academic unit.
Nonregionally/nationally accredited institutions: Students may receive transfer credit for courses taken at these institutions, but students are required to provide, in addition to the official transcript, documentation as to the level, content, quality, comparability and degree program relevance of the course. This material will be evaluated by faculty in an appropriate academic unit.

Credit by Examination

The College accepts credit by examination for the following programs, based on the determinations made by the Florida Department of Education's Articulation Coordinating Committee:

- Advanced Placement (AP)
- Cambridge Advanced International Certificate of Education (AICE) Exams
- College Level Examination Program (CLEP)
- International Baccalaureate (IB)
- Dantes Subject Standardized Tests (DSST)
- Excelsior College Examinations
- UExcel Excelsior College Examination Program

Students may not receive credit by examination for any course in which they have already earned college-level credit.

Credit for Military Service

Active duty members of the military with one year of experience and veterans who have completed at least one year of active duty service with an honorable discharge are entitled to seven hours of credit for experience gained during service, as follows:

- HSC1100 Concepts of Positive Living 3 credit hours
- PEM1101 Theory and Practice of Adult Fitness 2 credit hours
- MSL1001 Basic Officership 1 credit hour
- MSL1002 Basic Officership 1 credit hour

In order to receive these credits, students must first complete one semester of attendance at TCC. Students should then submit a written request for the credits to be posted to their academic record, together with either proof of active duty status or a copy of their DD214 (Certificate of Release or Discharge from Active Duty).

In addition, credit may be awarded for military training and education in accordance with the American Council on Education's (ACE) Guide to the Evaluation of Educational Experiences in the Armed Services. Active or former military service members, depending upon their branch of service, may submit any of the following documents for review:

- Joint Services Transcript (Army, Marine Corps, Coast Guard, Navy)
- Community College of the Air Force

College credit may be awarded based on ACE recommendations, but that recommendation is subject to faculty review to establish equivalency. The College awards only those credits appropriate to the student's degree program.

Because most credits for military experience will be recognized as electives only, students should seek guidance from a college advisor before requesting this credit in order to understand any implications related to excess hours or other concerns.
Credit Earned at Non-U.S. Institutions

International students must provide official or certified copies of all postsecondary transcripts and other examination results. All academic records must be issued in the native language and be accompanied by a certified English translation.

Transfer students interested in receiving transfer credit for coursework completed at non-U.S. postsecondary institutions must provide 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 the International Education Credential Services provided by the American Association of Collegiate Registrars and Admissions Officers (www.aacrao.org). Examples of such agencies include World Education Services (www.wes.org) and Josef Silny & Associates (www.jsilny.com). Any costs associated with the evaluation are the student's responsibility. All evaluations must be in English. Additional documents may be required by faculty in the academic unit chosen to evaluate the credit.

Institutional Exemption by Exam

Students are able to earn three hours of credit for CGS1000 Introduction to Computer Technology by passing a competency examination administered by the Business, Industry and Technology Division. An additional fee is charged for this examination.

Students are able to earn three hours of credit for CGS1060 Computer and Internet Literacy by passing the IC3 FastTrack competency examination. An additional fee is charged for this examination.

Credit by Career and Technical (Clock Hour) Certificate

Students who earn a Career and Technical certificate in certain disciplines may receive college credit toward a program of study (A.S. degree). TCC recognizes a number of agreements, and each agreement outlines the exact requirements for earning credit. Exemption credit will be awarded only after successful completion of nine credit hours of coursework in the specific A.S. degree program at TCC. For a list of all state articulated agreements, visit the Florida Department of Education website. For more information about exemption credit, contact the program division or an academic advisor.

Exemption Credit for Industry Credentials (Gold Standard Career Pathways)

The State Board of Education has approved Gold Standard Career Pathways Articulation Agreements for earned industry certifications that allow students block credit. The College awards block credit for the certifications if the degree is offered at the College and the student meets the requirements identified in the Gold Standard Career Pathway. Contact the dean of Business, Industry and Technology for more information.

Local Articulation Agreements

The College has also entered into articulation agreements with area high schools in TCC's three-county area (Gadsden, Leon, Wakulla) and has pre-approved certain certifications for course credit equivalency without further review. Detailed information about these agreements can be obtained from the Business, Industry and Technology Division.
Experiential Credit

To receive credit for past noncollege experience, students are required to complete a request for an evaluation of noncollege learning. Once the request is submitted to the Associate Vice-President of Academic Affairs, the student will self-enroll in a Prior Learning Portfolio Development Course that is offered through the Council for Adult and Experiential Learning (CAEL). At the completion of the course, the student will submit the portfolio to CAEL for faculty evaluation. CAEL will then issue a National College Credit Recommendation Service/Learning Counts transcript. The course recommendation will include lower or higher semester credit equivalencies, the name of the course for which the student should receive credit, and a brief description of the course. This recommendation is then subject to review by faculty to ensure equivalency.

Students must be admitted to the program to which the credit will apply, and students must have earned at least 12 college credit hours. Credits will be held in escrow until this requirement is met.

No more than 25 percent of total credit required for any program may be awarded through experiential credit. Students may not receive credit for prior learning for courses in areas where the student has already received college credit. General Education courses required in the student's program of study cannot be earned through experiential credit.

Procedures for the assessment of prior learning are developed and regularly reviewed by the provost in conjunction with the Academic Planning Committee.

Graduation

Requirements for Graduation

Graduation Requirements and Year of Entry

Students must complete the requirements shown in the College catalog for the year in which they enter the College. If graduation requirements change during a student's attendance, the student may elect to satisfy either the new requirements or the ones in force at the time of enrollment, provided the student has maintained continuous enrollment. Continuous enrollment may be claimed if the 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 may be required to complete requirements for graduation under the catalog in force at the time of re-entry. Upon re-admission to the College, please see an academic advisor to determine whether you have satisfied the General Education requirements and/or foreign language competency under a previous catalog.

Students enrolled in healthcare programs will be required to fulfill graduation requirements specified in the catalog for the year in which they enrolled in their first healthcare program course. If a student withdraws before completing the program and is later re-admitted, the student must fulfill the requirements in force at the time the student returns to the program.

Residency Requirement

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

Courses and Grade Point Average Requirement

Students who graduate from TCC 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.

Awarding of Certificates and Degrees

Tallahassee Community College reserves the right to award a certificate or degree if a student has completed all requirements for the certificate or degree. Once the certificate or degree has been awarded, all coursework leading to that degree is considered final and not subject to change unless there is a documented College error. (District Board of Trustees Policy 10-25)

Steps to Apply for Graduation

1. Sign on to TCC EagleNet. Under the advising tab at the top, select "Graduation Application" on the drop down menu.
2. Select the program objective for which you wish to apply for graduation. If you have multiple objectives, you must submit a graduation application for each objective.
3. Review your graduation status information or click on Degree Audit at the bottom of the page to determine your graduation status.
4. Register for and complete the online graduation workshop.
5. If your degree audit shows that you have completed at least 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 name and address in the student database are correct for printing your name on the diploma and for mailing your diploma after graduation. You may change your address through TCC Passport or in the Admissions and Records 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, call the Admissions and Records office at (850) 201-8555 to verify that your application was processed.
9. Purchase your cap and gown in the TCC Bookstore. Commencement ceremonies are held during the Spring term each year. Information about the ceremony will be mailed during the Spring term.

Honors Designations Earned by Graduates

Students with outstanding cumulative academic grade point averages at the time of graduation receive special designation on their diplomas. The cumulative grade point average includes TCC credits earned as well as transfer work. Special designation is also noted in the annual commencement program at the Spring ceremony. The criteria for these recognitions are as follows:

- Students who graduate with a cumulative grade point average of 3.0-3.49 are considered Honor Graduates. This honor is denoted in the commencement program by a single asterisk and on the diploma by an honor seal.
• Students who graduate with a cumulative grade point average of 3.5-3.99 are considered Honor Graduates/Dean's List. The denotation in the commencement program is two asterisks and the diploma will include an honor seal.
• Students who graduate with a cumulative grade point average of 4.0 are considered Honor Graduates/President's List. The denotation in the commencement program is three asterisks and the diploma will include an honor seal.
• The names of students who graduate from the Honors Program will show in bold italics in the commencement program.
• The diploma for a graduate who is a member of Phi Theta Kappa will include a PTK seal if the student graduates with a cumulative GPA of 3.35 or higher.

Commencement Ceremony

A formal commencement ceremony is 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 the ceremony with the Spring semester graduates. For information, contact the Division of Student Affairs at (850) 201-8490 or visit the commencement webpage.
Programs of Study

Associate in Arts Degree
The Associate in Arts degree (A.A.) is designed for students who plan to transfer to a Florida public four-year institution as a junior to complete a bachelor’s degree program. The A.A. degree provides the courses of study equivalent to those offered in the freshman and sophomore years at Florida’s state colleges and universities. The A.A. degree requirements consist of 36 credit hours of general education and 24 credit hours of electives. Students should select elective courses that are required for admission to the student’s intended major at the desired college or university.

Associate in Science Degree
The Associate in Science (A.S.) degree programs prepare students to enter a specific career immediately after graduation. In most cases, they are not considered equal to the first two years of a bachelor’s degree program. However, some of the credits earned in an A.S. degree program may be transferrable to a four-year college or university.

College-credit Certificates
Certificate programs prepare students for a specific career. Most credits earned in a certificate program are not transferrable to a four-year college or university. However, the credits earned in a certificate program may be able to be applied to a specific Associate in Science degree program in the same field.

Graduation Requirements and Year of Entry
Students must complete the requirements shown in the College catalog for the year in which they enter the College. If graduation requirements change during a student’s attendance, the student may elect to satisfy either the new requirements or the ones in force at the time of enrollment, provided the student has maintained continuous enrollment. Continuous enrollment may be claimed if the 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 must complete requirements for graduation under the catalog in force at the time of re-entry.

Students enrolled in healthcare programs will be required to fulfill graduation requirements specified in the catalog for the year in which they enrolled in their first healthcare program course. If a student withdraws before completing the program and is later re-admitted, the student must fulfill the requirements in force at the time the student returns to the program.

FloridaShines
FloridaShines (Floridashines.org) helps students plan and track educational progress in Florida’s higher education institutions. FloridaShines offers the following:

- Career planning
- 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

Programs
Follow this link for gainful employment information for TCC’s nondegree programs, including the following:

- Cost of the program including tuition, fees, books and supplies
- Median loan debt incurred by students who have completed the program
- Normal time to completion and normal-time-to-completion rates
- Job placement rate for students completing the program
The Associate in Arts degree (A.A.) is designed for students who plan to transfer to a Florida public four-year institution as a junior to complete a bachelor's degree program. The A.A. degree provides the courses of study equivalent to those offered in the freshman and sophomore years at Florida's state colleges and universities. The A.A. degree requirements consist of 36 credit hours of general education and 24 credit hours of electives. Each student should choose elective courses that are required for admission to the student's intended program of study/major at the desired college or university.

General Education Requirements for A.A. Degree (36 Credit Hours)

1. Communications-6 semester hours
   
   Select one course from Area A and one course from Area B.

   **Area A. Communications State Core**
   
   - ENC1101 College Composition 3 credit hour(s)

   **Area B. Communications TCC Core**
   
   - ENC1102 Argument and Persuasion 3 credit hour(s)
   - ENC1141 Writing about Literature 3 credit hour(s)
   - MMC1100 Writing for Mass Communication 3 credit hour(s)

   **Note:** 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.

2. Humanities-6 semester hours

   Select one course from Area A and one course from Area B.

   **Area A. Humanities State Core**

   **Prerequisite for Area A courses: Satisfactory completion of ENC1101.**
   
   - ARH2000 Art Appreciation 3 credit hour(s)
   - HUM2020 Introduction to the Humanities 3 credit hour(s)
   - LIT2000 Introduction to Literature 3 credit hour(s)
   - MUL2010 Music Appreciation 3 credit hour(s)
   - PHI2010 Philosophy 3 credit hour(s)
   - THE2000 Theatre Appreciation 3 credit hour(s)

   **Area B. Humanities TCC Core**

   **Prerequisite for Area B courses: Satisfactory completion of the six-hour General Education Communications requirement.**
   
   - ARH2050 Art History: Prehistory through Gothic 3 credit hour(s)
   - ARH2051 Art History: Renaissance through Contemporary 3 credit hour(s)
   - ARH2500 Non-Western Art History 3 credit hour(s)
   - AML2301 Major American Writers 3 credit hour(s)
   - AML2600 African American Literature 3 credit hour(s)
• ENL2000 British Literature 3 credit hour(s)
• HUM2210 Humanities of the World: Prehistory through Sixteenth Century 3 credit hour(s)
• HUM2230 Humanities of the World: Sixteenth Century through Contemporary 3 credit hour(s)
• HUM2525 The American Music Tradition: Jazz 3 credit hour(s)
• HUM2529 The American Music Tradition: Popular Music 3 credit hour(s)
• HUM2741 Humanities Abroad 3 credit hour(s)
• LIT2100 Masterpieces of World Literature 3 credit hour(s)
• MUH2011 Introduction to Music History 3 credit hour(s)
• MUH2120 World Music Cultures 3 credit hour(s)
• PHI2100 Introductory Logic 3 credit hour(s)
• PHI2600 Ethics 3 credit hour(s)
• REL2210 Introduction to the Old Testament 3 credit hour(s)
• REL2240 Introduction to the New Testament 3 credit hour(s)
• REL2300 World Religions 3 credit hour(s)
• THE2100 Introduction to Theatre History 3 credit hour(s)

Note: Students must produce multiple writing assignments and earn a grade of C or better in any Humanities general education course used to satisfy the writing requirement of State Board of Education Rule 6A-10.030.

3. Mathematics-6 semester hours

Select one course from Area A and one course from Area B.

Area A. Mathematics State Core

• MAC1105 College Algebra 3 credit hour(s)
• MAC2311 Calculus with Analytic Geometry I 5 credit hour(s)
• MGF1106 Mathematics I for Liberal Arts 3 credit hour(s)
• MGF1107 Mathematics II for Liberal Arts 3 credit hour(s)
• STA2023 Introductory Statistics 3 credit hour(s)

Note: Any student who successfully completes a Mathematics course for which one of the Mathematics State Core courses is an immediate prerequisite shall be considered to have completed the Mathematics State Core requirement.

Area B. Mathematics TCC Core

• MAC1105 College Algebra 3 credit hour(s)
• MAC1114 Precalculus Trigonometry 3 credit hour(s)
• MAC1140 Precalculus Algebra 3 credit hour(s)
• MAC1147 Precalculus Algebra and Trigonometry 5 credit hour(s)
• MAC2233 Calculus for Management 3 credit hour(s)
• MAC2311 Calculus with Analytic Geometry I 5 credit hour(s)
• MAC2312 Calculus with Analytic Geometry II 5 credit hour(s)
• MAC2313 Calculus with Analytic Geometry III 4 credit hour(s)
• MGF1106 Mathematics I for Liberal Arts 3 credit hour(s)
• MGF1107 Mathematics II for Liberal Arts 3 credit hour(s)
• MAP2302 Differential Equations I 3 credit hour(s)
• STA2023 Introductory Statistics 3 credit hour(s)
• STA2122 Introduction to Applied Statistics 4 credit hour(s)

Note: To satisfy the requirements of State Board of Education Rule 6A-10.030, students must complete six hours in Mathematics with a grade of "C" or better.
4. Natural Sciences-6 semester hours

Select one course from Area A and one course from Area B.

Science course distribution requirement: The courses must fall into two different groups. (*See below for information about Science course distribution requirement waiver.)

Area A. Natural Sciences State Core

Group 1: Biological Science
- BSC1005 Introduction to Biological Sciences 3 credit hour(s)
- BSC2010 Biology for Science Majors I 3 credit hour(s)
- BSC2085 Anatomy and Physiology I 3 credit hour(s)

Group 2: Physical Science
- AST1002 Introduction to Astronomy 3 credit hour(s)
- CHM1020 Chemistry for General Education 3 credit hour(s)
- CHM1045 General Chemistry I 3 credit hour(s)
- PHY1020 Energy and Its Environmental Effects 3 credit hour(s)
- PHY1053 Elementary College Physics 3 credit hour(s)
- PHY2048 General Physics I 4 credit hour(s)

Group 3: Earth Science
- ESC1000 Earth and Its Environment 3 credit hour(s)
- EVR1001 Introduction to Environmental Sciences 3 credit hour(s)

Note: Any student who successfully completes a Natural Sciences course for which one of the Natural Sciences State Core courses is an immediate prerequisite shall be considered to have completed the Natural Sciences State Core requirement.

Area B. Natural Sciences TCC Core

Group 1: Biological Science
- BSC1005 Introduction to Biological Sciences 3 credit hour(s)
- BSC1020 Introduction to Human Biological Sciences 3 credit hour(s)
- BSC1050 Environmental Systems 3 credit hour(s)
- BSC2010 Biology for Science Majors I 3 credit hour(s)
- BSC2085 Anatomy and Physiology I 3 credit hour(s)
- BOT1000 Plant Science 3 credit hour(s)
- MCB2004 General Microbiology 3 credit hour(s)

Group 2: Physical Science
- AST1002 Introduction to Astronomy 3 credit hour(s)
- CHM1020 Chemistry for General Education 3 credit hour(s)
- CHM1030 General Chemistry for Allied Health 3 credit hour(s)
- CHM1045 General Chemistry I 3 credit hour(s)
- PHY1020 Energy and Its Environmental Effects 3 credit hour(s)
- PHY1053 Elementary College Physics 3 credit hour(s)
- PHY2048 General Physics I 4 credit hour(s)
- PSC1121 Introduction to Physical Sciences 3 credit hour(s)
Group 3: Earth Science

- ESC1000 Earth and Its Environment 3 credit hour(s)
- EVR1001 Introduction to Environmental Sciences 3 credit hour(s) (Available starting Spring 2017)
- GLY1030 Environmental Geology 3 credit hour(s)
- GLY2010 Physical Geology 3 credit hour(s)
- GLY2160 Geology of National Parks 3 credit hour(s)
- MET1010 Meteorology 3 credit hour(s)
- OCE1001 Introductory Oceanography 3 credit hour(s)

*Science Course Distribution Requirement Waiver

Students may be considered for a waiver of the TCC general education science distribution requirement if the prerequisite science requirements for their intended major at their transfer institution only include natural science courses in the same discipline (e.g., CHM1045 and PHY2048). Students should contact an academic advisor to verify eligibility for this waiver and then contact the Division of Natural Sciences.

5. Social Sciences-12 credit hours

Select at least one course from Area A, Group 1.
Select at least one course from Area A, Group 2.
Select at least one course from Area B, Group 1.
Select at least one course from Area B, Group 2.

Area A. Social Sciences State Core

Group 1

- ANT2000 Introduction to Anthropology 3 credit hour(s)
- ECO2013 Principles of Economics: Macro 3 credit hour(s)
- PSY2012 General Psychology 3 credit hour(s)
- SYG1000 Principles of Sociology 3 credit hour(s)

Group 2

- AMH2020 History of the United States II 3 credit hour(s)
- POS1041 National Government 3 credit hour(s)

Area B: Social Sciences TCC Core

Group 1

- AMH2010 History of the United States I 3 credit hour(s)
- AMH2091 African-American History 3 credit hour(s)
- ANT2140 Introduction to Archaeology 3 credit hour(s)
- ANT2211 Peoples of the World 3 credit hour(s)
- ANT2410 Introduction to Cultural Anthropology 3 credit hour(s)
- ANT2511 Introduction to Physical Anthropology 3 credit hour(s)
- CHD2220 Child Development: From Conception through Adolescence 3 credit hour(s)
- CHD2240 Adolescent Development 3 credit hour(s)
- CLP1001 Psychology of Personal and Social Adjustment 3 credit hour(s)
- CPO2001 Introduction to Comparative Politics 3 credit hour(s)
- DEP2004 Human Development: Birth to Senescence 3 credit hour(s)
- ECO2023 Principles of Economics: Micro 3 credit hour(s)
- EUH1000 Western Civilization I 3 credit hour(s)
- EUH1001 Western Civilization II 3 credit hour(s)
- GEA2000 World Regional Geography 3 credit hour(s)
- GEO1400 Introduction to Human Geography 3 credit hour(s)
- HSC1100 Concepts of Positive Living 3 credit hour(s)
- HSC2200 Principles of Contemporary Health 3 credit hour(s)
- INR2002 International Relations 3 credit hour(s)
- POS1112 State and Local Government 3 credit hour(s)
- POS2001 Introduction to Political Science 3 credit hour(s)
- SOP2002 Social Psychology 3 credit hour(s)
- SOP2740 Psychology of Women 3 credit hour(s)
- SYG2010 Contemporary Social Problems 3 credit hour(s)
- SYG2230 Race and Minority Group Relations 3 credit hour(s)
- SYG2340 Human Sexuality 3 credit hour(s)
- SYG2361 Thanatology: Dying and Death 3 credit hour(s)
- SYG2430 Marriage and the Family 3 credit hour(s)
- WOH2012 History of Civilization I 3 credit hour(s)
- WOH2022 History of Civilization II 3 credit hour(s)

Group 2

- SLS1510 College Success 3 credit hour(s)
- SLS2261 Dynamics of Student Leadership Development 3 credit hour(s)

Note: Students must produce multiple writing assignments and earn a grade of C or better in any Social Science general education course used to satisfy the writing requirement of State Board of Education Rule 6A-10.030.

Additional Graduation Requirements for Associate in Arts Degree

A. Electives-24 semester hours

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 of 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 nonactivity courses. A total of four semester hours of credit in music organization and music activity courses may be allowed.

Other courses that are not acceptable toward the A.A. degree are designated in the course descriptions that are part of the Course Information section of this catalog.

B. Foreign Language

Two credits in one foreign language at the secondary level or the equivalent at the postsecondary or college level.

C. Grade Point Average

Minimum 2.0 grade point average in TCC coursework and minimum 2.0 cumulative grade point average (all college coursework).

D. TCC Credit

At least 25% of credit hours earned toward degree must be from TCC.
Transfer to Four-year Colleges and Universities

General Transfer Information for A.A. Degree Students

- Articulation with Florida's Public Colleges and Universities
- Articulation with Other Colleges and Universities
- TCC's University Partners

Florida's higher education system is designed to allow students to pursue a bachelor's degree by first earning an Associate in Arts (A.A.) degree at a Florida college or community 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 to be completed before transfer. These additional courses are referred to as common prerequisites. Students working towards an A.A. degree should decide on a program of study/major as early as possible so they can identify the prerequisite courses required for that program of study/major and complete them as part of the A.A. degree. (See the 2+2 Publication on the FloridaShines website.)

TCC students may access this information through a variety of sources, including the My Success Platinum advising tool, which has links to the websites of Florida public colleges and state universities, the Common Prerequisites Manual, and FloridaShines. Students are required to select a career goal and university pre-major by the time they have earned 18 college credit hours so they can work with an academic advisor on developing an individual learning plan that includes the common prerequisites for their four-year major.

Articulation Agreements with Colleges and Universities

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 the specific college or university. To obtain additional information about any of the articulation agreements listed below, contact the college or university, or TCC's Admissions and Records office at (850) 201-8555 or admissions@tcc.fl.edu.

Articulation with Florida's Public Colleges and Universities

Statewide articulation (transfer) agreements protect credits earned by students during their time at community colleges. The agreements specify the courses taught at Florida community colleges that transfer to upper division state colleges and universities, in addition to the common prerequisites. To learn more, visit FloridaShines. (Select Succeed in College, then Transfer Schools.)

Common Prerequisites

Many majors at Florida's 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 College System (FCS). Common prerequisite courses have been identified for more than 600 bachelor's degrees across all public institutions throughout 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. Florida has approved exceptions to the standard prerequisites for programs with different foci or different structures of a similar major. The various programs, concentrations and tracks with corresponding prerequisites are noted in the Common Prerequisites Manual, which can be accessed at FloridaShines. Many programs' 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 advisors at the state college, university or other institution of their 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 to a specific program. Certain majors are designated as restricted-access or limited-access programs, meaning that they have admission requirements in addition to earning the A.A. degree. These may include completion of specific courses, a minimum grade point average in specific courses, a minimum grade point average in all coursework, 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 advisors 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.
Articulation with Other Colleges and Universities

Independent Colleges and Universities in Florida (ICUF)
The Florida Department of Education has developed articulation agreements to protect the credits earned by students transferring to independent colleges and universities in Florida. To learn more about the ICUF agreements, visit the Florida Department of Education website.

Other Independent Colleges and Universities
The Florida Department of Education has developed articulation agreements with other private colleges and universities that allow students with an associate's degree to transfer into certain majors at these institutions. Agreements have been made with institutions such as the Association of Jesuit Colleges and Universities, Devry University, Keiser University, Strayer University and the University of Phoenix. To learn more about articulation agreements with private colleges and universities, visit the Florida Department of Education website.

TCC's 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 four University Partners. Degree offerings for these colleges are listed below. To learn more, contact the University Partners at (850) 201-7070 or bachelors@tcc.fl.edu, or visit the University Center.

Barry University
- Bachelor of Health Services Administration
- Bachelor of Public Administration
- Bachelor of Science in Administration
- Bachelor of Science in Information Technology
- Master of Public Administration
- Master of Arts in Administration

Flagler College
- Bachelor of Arts in Business Administration
- Bachelor of Arts in Business Administration/Accounting
- Bachelor of Arts in Elementary Education
- Bachelor of Arts in Elementary Education and/or Exceptional
- Bachelor of Arts in Strategic Communications
- Student Education ESOL Endorsement

Saint Leo University
- Bachelor of Arts in Criminal Justice
- Bachelor of Arts in Psychology
- Bachelor of Arts in Sport Business

Thomas University
- Bachelor of Social Work
Types of Degrees and Certificates Offered

**Associate in Arts Degree**
The Associate in Arts degree (A.A.) is designed for students who plan to transfer to a Florida public four-year institution as a junior to complete a bachelor's degree program. The A.A. degree provides the courses of study equivalent to those offered in the freshman and sophomore years at Florida’s state colleges and universities. The A.A. degree requirements consist of 36 credit hours of general education and 24 credit hours of electives. Students should select elective courses that are required for admission to the student's intended major at the desired college or university.

**Associate in Science Degree**
The Associate in Science (A.S.) degree programs prepare students to enter a specific career immediately after graduation. In most cases, they are not considered equal to the first two years of a bachelor's degree program. However, some of the credits earned in an A.S. degree program may be transferrable to a four-year college or university.

**College-credit Certificate**
Certificate programs prepare students for a specific career. Most credits earned in a certificate program are not transferrable to a four-year college or university. However, the credits earned in a certificate program may be able to be applied to a specific Associate in Science degree program in the same field.

**Career and Technical Certificate**
Career and Technical certificate programs prepare students for specific careers that do not require a college-credit degree or certificate. The Career and Technical Certificate programs are built around a certain number of required clock hours of instruction. Students enrolled in Career and Technical Certificate programs do not earn college credits. Generally, Career and Technical Certificate programs are not transferrable to a four-year college or university. However, in some limited circumstances students may be able to apply certain parts of the instruction received in a Career and Technical Certificate program to a college-credit certificate or degree program.

**Bachelor of Science in Nursing**
The Bachelor of Science in Nursing (BSN) degree program is designed for individuals who already hold an Associate of Science degree in nursing (ADN).

**Gainful Employment Information for Nondegree Programs**
Gainful employment information for TCC's certificate (nondegree) programs:
- Cost of the program including tuition, fees, books and supplies
- Median loan debt incurred by students who have completed the program
- Normal time to completion and normal-time-to-completion rates
- Job placement rate for students completing the program

**FloridaShines**
FloridaShines helps students plan and track their progress in Florida's higher education institutions. FloridaShines the following:
- Career planning
- 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
Advanced Manufacturing

Machining, Career and Technical Certificate (5026)

Program Purpose: To prepare students with the necessary skills to become machinists. The content includes all aspects of the machining industry, including planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues, and health/safety/environmental issues.

Students will be prepared to sit for the following industry assessments:

- National Institute for Metalworking Skills (NIMS)

Note: This program will be offered at the Kim B. Williams Advanced Manufacturing Training Center on the main campus.

Program Length: 1,500 clock hours

Admission Requirements: Standard high school diploma or GED diploma. Must be at least 17 years of age, and must turn 18 years of age before the end of the first semester in the program.

Note: Students must take the Test of Adult Basic Education (TABE) within the first semester of enrollment in the program or present evidence of allowable substitute. (Learn more.) In order to successfully complete the program, students must earn a score of 8.0 or higher in language and mathematics and a reading score of 9.0 or higher on the TABE.

Academic Division: Workforce Development

Contact: (850) 201-9720 or amtc@tcc.fl.edu

Course Information

Program Courses (1,500 clock hours)

- PMT0020 Machinist Helper 0 credit hour(s) 300 clock hour(s)
- PMT0022 Machinist Operator 0 credit hour(s) 300 clock hour(s)
- PMT0024 Machinist Setup Operator 0 credit hour(s) 600 clock hour(s)
- PMT0025 Machinist 0 credit hour(s) 300 clock hour(s)
Industrial Machinery Maintenance, Career and Technical Certificate (5027)

Program Purpose: To prepare students with skills needed for classification as an industrial machinery mechanic and to prepare students for further education and careers in the manufacturing career cluster. Includes all aspects of the industrial-machine maintenance technology industry and elements of the industry such as planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues, and health, safety and environmental issues.

Upon program completion, students will be able to sit for the following:

- OSHA 1926 - 10-Hour card for Construction
- Manufacturing Skill Standards Council (MSSC) Certified Production Technician (CPT) exams
- OSHA 1910 - 10-Hour card for General Industry
- National Center for Construction Education and Research (NCCER)

Note: This program will be offered at the Kim B. Williams Advanced Manufacturing Training Center on the main campus.

Program Length: 750 clock hours

Admission Requirements: Standard high school diploma or GED diploma. Must be at least 18 years old.

Note: Students must take the Test of Adult Basic Education (TABE) within the first semester of enrollment in the program or present evidence of allowable substitute. (Learn more.) In order to successfully complete the program, students must earn a score of at 9.0 or higher in all three parts of the TABE (language, reading and mathematics).

Academic Division: Workforce Development

Contact: (850) 201-9720 or amtc@tcc.fl.edu

Course Information

Program Courses (750 clock hours)

- ETI0450 Industrial Machinery Maintenance Assistant 0 credit hour(s) 450 clock hour(s)
- ETI0456 Machinery Maintenance Mechanic 0 credit hour(s) 300 clock hour(s)
Building Construction Technology

Building Construction Specialist Certificate (6353)

Program Purpose: To provide students with introductory knowledge of the modern residential and commercial construction industries. Topics include construction management, computer applications and materials science.

Coursework in this program articulates into the Building Construction Management, A.S. (2160) degree program.

Program Length: 18 credit hours

Academic Division: Business, Industry and Technology

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

Course Information

Program Courses (18 credit hours)

- BCN2230 Construction Materials and Methods 3 credit hour(s)
- BCT2705 Construction Management 3 credit hour(s)
- EGN1111C Engineering Graphics 3 credit hour(s)
- ETD1320 Introduction to CAD 3 credit hour(s)
- BCN2241 Construction Operations 3 credit hour(s)
- MAC1105 College Algebra 3 credit hour(s)
  or
- BCN1001 Applied Math Concepts for Design and Construction 3 credit hour(s)
Building Construction Management, A.S. (2160)

Program Purpose: To prepare students for a career in the construction industry as foreman, superintendent, assistant superintendent, assistant project manager, estimator, building inspector, or expeditor.

Program Length: 60 credit hours

Academic Division: Business, Industry and Technology

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

Course Information

General Education (15 credit hours)

- ENC1101 College Composition 3 credit hour(s)
- Any General Education Humanities State Core course 3 credit hour(s)
- MAC1105 College Algebra 3 credit hour(s)
- Any General Education Natural Sciences State Core course 3 credit hour(s)
- Any General Education Social Sciences State Core course 3 credit hour(s)

Note: To satisfy State Board of Education Rule 6A-10.030, students must earn a grade of “C” or better in any Communications, Humanities, Social Science or Mathematics course used to fulfill general education requirements.

Program Courses (45 credit hours)

- BCN1001 Applied Math Concepts for Design and Construction 3 credit hour(s)
- BCN1040 Introduction to Sustainable/Green Building Principles 3 credit hour(s)
- BCN2230 Construction Materials and Methods 3 credit hour(s)
- BCN2241 Construction Operations 3 credit hour(s)
- BCN2405 Statics and Strength of Materials 3 credit hour(s)
- BCN2704 Construction Contracts, Codes, Laws and Safety 3 credit hour(s)
- BCT2705 Construction Management 3 credit hour(s)
- BCT2770 Construction Estimating 1 3 credit hour(s)
- CGS1060 Computer and Internet Literacy 3 credit hour(s) *
- EGN1111C Engineering Graphics 3 credit hour(s)
- EGS1002 Introduction to Engineering Technology 3 credit hour(s)
- ETD1320 Introduction to CAD 3 credit hour(s)
- ETI1701 Industrial Safety 3 credit hour(s)
- SUR2100C Fundamentals of Land Surveying 3 credit hour(s)

- MAN2021 Introduction to Management 3 credit hour(s)
  or
- IDS2941 Technology and Professional Programs Internship 3 credit hour(s)

Note: * Exemption exam available: see www.tcc.fl.edu/tpp.
Air Conditioning, Refrigeration and Heating Technology, Career and Technical Certificate (5025)

Program Purpose: To prepare students to enter employment in the HVAC field or, for those already in the HVAC field, to continue their education. Students will be trained to become HVAC helpers, mechanic assistants, mechanics or technicians and will explore the various career options to determine what exit point best fits their needs. Students will complete the requirements to receive an OSHA 1926 - 10-hour Safety card in the first course of the program. Students will acquire the skills needed to successfully complete industry-recognized certifications, including Environmental Protection Agency certification, which in this industry is typically used for employability purposes. The program is also aligned with industry-recognized certifications provided by the National Center for Construction Education and Research (NCCER).

Note: This program will be offered at the TCC Gadsden Center in Quincy.

Note: This is an evening program.

Program Length: 1,350 clock hours

Admission Requirements: Standard high school diploma or GED diploma. Must be at least 17 years of age, and must turn 18 years of age before the end of the first semester in the program.

Note: Students must take the Test of Adult Basic Education (TABE) within the first semester of enrollment in the program or present evidence of allowable substitute. (Learn more.) In order to successfully complete the program, students must earn a score of 9.0 or higher in TABE language and reading and must earn a score of 10.0 or higher in TABE mathematics.

Academic Division: Workforce Development

Contact: (850) 201-8760 or workforce@tcc.fl.edu

Course Information

Program Courses (1,350 clock hours)

- ACR0041 A/C, Refrigeration and Heating Helper 0 credit hour(s) 250 clock hour(s)
- ACR0043 A/C, Refrigeration and Heating Mechanic Assistant 0 credit hour(s) 250 clock hour(s)
- ACR0047 A/C, Refrigeration and Heating Mechanic 1 0 credit hour(s) 250 clock hour(s)
- ACR0049 A/C, Refrigeration and Heating Mechanic 2 0 credit hour(s) 250 clock hour(s)
- ACR0044 A/C, Refrigeration and Heating Technician 0 credit hour(s) 350 clock hour(s)
Business Management and Accounting

Accounting Technology Specialist Certificate (6331)

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

Coursework in this program articulates into the Business Management, A.S. (2109) degree program.

Program Length: 12 credit hours

Academic Division: Business, Industry and Technology

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

Course Information

Program Courses (12 credit hours)

- ACG2021 Financial Accounting 3 credit hour(s)
- ACG2071 Managerial Accounting 3 credit hour(s)
- ACG2450 Computer Accounting 3 credit hour(s)
- TAX2000 Income Tax Accounting 3 credit hour(s)

Accounting Technology Operations Certificate (6330)

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

Coursework in this program articulates into the Business Management, A.S. (2109) degree program.

Program Length: 18 credit hours

Academic Division: Business, Industry and Technology

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

Course Information

Program Courses (18 credit hours)

- ACG2021 Financial Accounting 3 credit hour(s)
- ACG2071 Managerial Accounting 3 credit hour(s)
- ACG2450 Computer Accounting 3 credit hour(s)
- TAX2000 Income Tax Accounting 3 credit hour(s)
- CGS2100 Microcomputer Applications for Business 3 credit hour(s)
- MNA2130 Business Communication 3 credit hour(s)
Accounting Technology Management Certificate (6329)

**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.

Coursework in this program articulates into the Business Management, A.S. (2109) degree program.

**Program Length:** 27 credit hours

**Academic Division:** Business, Industry and Technology

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

**Course Information**

**Program Courses (27 credit hours)**

- ACG2021 Financial Accounting 3 credit hour(s)
- ACG2071 Managerial Accounting 3 credit hour(s)
- ACG2450 Computer Accounting 3 credit hour(s)
- TAX2000 Income Tax Accounting 3 credit hour(s)
- CGS2100 Microcomputer Applications for Business 3 credit hour(s)
- MNA2130 Business Communication 3 credit hour(s)
- MAN2021 Introduction to Management 3 credit hour(s)
- MNA1161 Introduction to Customer Service 3 credit hour(s)
- SPC2608 Public Speaking 3 credit hour(s)
Business Management, A.S. (2109)

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.

Program Length: 60 credit hours

Academic Division: Business, Industry and Technology

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

Course Information

General Education (21 credit hours)

- ENC1101 College Composition 3 credit hour(s)
- Any General Education Humanities State Core course 3 credit hour(s)
- MAC1105 College Algebra 3 credit hour(s)
- MAC2233 Calculus for Management 3 credit hour(s)
- STA2023 Introductory Statistics 3 credit hour(s)
- Any General Education Natural Sciences State Core course 3 credit hour(s)
- ECO2013 Principles of Economics: Macro 3 credit hour(s)

Note: To satisfy State Board of Education Rule 6A-10.030, students must earn a grade of “C” or better in any Communications, Humanities, Social Science or Mathematics course used to fulfill general education requirements.

Program Courses (39 credit hours)

- ACG2021 Financial Accounting 3 credit hour(s)
- ACG2071 Managerial Accounting 3 credit hour(s)
- BUL2241 Legal Concepts of Business 3 credit hour(s)
- CGS2100 Microcomputer Applications for Business 3 credit hour(s)
- ECO2023 Principles of Economics: Micro 3 credit hour(s)
- GEB1011 Introduction to Business 3 credit hour(s)
- MAN2021 Introduction to Management 3 credit hour(s)
- MAR2011 Principles of Marketing 3 credit hour(s)
- MNA1161 Introduction to Customer Service 3 credit hour(s)
- MNA2130 Business Communication 3 credit hour(s)

Select three of the following:

- ACG2450 Computer Accounting 3 credit hour(s)
- CGS2069 Starting a Business on the Internet 3 credit hour(s)
- MAR1350 Marketing the Individual 3 credit hour(s)
- MNA2300 Human Resource Management 3 credit hour(s)
- SBM2000 Introduction to Entrepreneurship 3 credit hour(s)
- SPC2608 Public Speaking 3 credit hour(s)
- TAX2000 Income Tax Accounting 3 credit hour(s)
- FIN1100 Personal Finance 3 credit hour(s)
Small Business Management Certificate (6319)

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

Program Length: 24 credit hours

Academic Division: Business, Industry and Technology

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

Course Information

Program Courses (24 credit hours)

- GEB1011 Introduction to Business 3 credit hour(s)
- CGS2100 Microcomputer Applications for Business 3 credit hour(s)
- MAN2021 Introduction to Management 3 credit hour(s)
- MAR2011 Principles of Marketing 3 credit hour(s)
- MNA1161 Introduction to Customer Service 3 credit hour(s)
- MNA2130 Business Communication 3 credit hour(s)
- OST1324 Business Mathematics 3 credit hour(s)
- SBM2000 Introduction to Entrepreneurship 3 credit hour(s)

Business Entrepreneurship Certificate (6362)

Program Purpose: This certificate program offers a sequence of courses for students interested in pursuing entrepreneurship. Students will be introduced to knowledge and skills that will be required when starting a business venture. Coursework in this program articulates into the Business Management, A.S. (2109) degree program.

Program Length: 12 credit hours

Academic Division: Business, Industry and Technology

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

Course Information

Program Courses (12 credit hours)

- ACG2021 Financial Accounting 3 credit hour(s)
- SBM2000 Introduction to Entrepreneurship 3 credit hour(s)

Select two of the following:

- MAR2011 Principles of Marketing 3 credit hour(s)
- MAN2021 Introduction to Management 3 credit hour(s)
- GEB1011 Introduction to Business 3 credit hour(s)
- MNA2130 Business Communication 3 credit hour(s)
- MNA1161 Introduction to Customer Service 3 credit hour(s)
Commercial Vehicle Driving

Commercial Vehicle Driving Career and Technical Certificate (5029)

Program Purpose: This program will prepare students for entry into the trucking and logistics industry.

Program Length: 320 clock hours

Admission Requirements:
- Standard high school diploma or GED diploma.
- Must be at least 17 years of age.

Academic Division: Workforce Development

Contact: (850) 201-8760 or workforce@tcc.fl.edu

Course Information

Program Course (320 clock hours)

- TRA0080 Tractor Trailer Truck Driving 0 credit hour(s); 320 clock hours
Computer Technology

Computer Programming Specialist Certificate (6338)

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

Coursework in this program articulates into the Computer Programming and Web Development, A.S. (2158) degree program.

Program Length: 18 credit hours

Academic Division: Business, Industry and Technology

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

Course Information

Program Courses (18 credit hours)

- CGS1000 Introduction to Computer Technology 3 credit hour(s) *
- CGS1060 Computer and Internet Literacy 3 credit hour(s) *
- CGS1820 Web Page Authoring 3 credit hour(s)
- CGS2540 Database Concepts 3 credit hour(s)
- COP2220 Introduction to C++ Programming 3 credit hour(s)

Select one of the following:

- COP2221 Intermediate Programming with C++ 3 credit hour(s)
- COP1332 Introduction to VB.NET Programming 3 credit hour(s)
- COP2800 Introduction to Java Programming 3 credit hour(s)

* Exemption exam available.
Computer Programming and Analysis Certificate (6302)

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

Coursework in this program articulates into the Computer Programming and Web Development, A.S. (2158) degree program.

Program Length: 33 credit hours

Academic Division: Business, Industry and Technology

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

Course Information

Program Courses (33 credit hours)

- CGS1000 Introduction to Computer Technology 3 credit hour(s) *
- CGS1060 Computer and Internet Literacy 3 credit hour(s) *
- CGS1520 Introduction to Multimedia Programming 3 credit hour(s)
- CGS2540 Database Concepts 3 credit hour(s)
- COP2220 Introduction to C++ Programming 3 credit hour(s)
- COP2830 Scripting for the Web 3 credit hour(s)
- MNA2130 Business Communication 3 credit hour(s)
- CGS1820 Web Page Authoring 3 credit hour(s)
- Any courses with CAP, CGS, CNT, COP, GRA or PGY prefix, and/or IDS2941 6 credit hour(s)
- COP2221 Intermediate Programming with C++ 3 credit hour(s)
  or
- COP1332 Introduction to VB.NET Programming 3 credit hour(s)
  or
- COP2800 Introduction to Java Programming 3 credit hour(s)
* Exemption exam available.
Computer Programming and Web Development, A.S. (2158)

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: 60 credit hours

Academic Division: Business, Industry and Technology

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

Course Information

General Education (15 credit hours)
- ENC1101 College Composition 3 credit hour(s)
- Any General Education Humanities State Core course 3 credit hour(s)
- Any General Education Mathematics State Core course 3 credit hour(s)
- Any General Education Social Sciences State Core course 3 credit hour(s)
- Any General Education Natural Sciences State Core course 3 credit hour(s)

To satisfy State Board of Education Rule 6A-10.030, students must earn a grade of "C" or better in any Communications, Humanities, Social Science or Mathematics course used to fulfill general education requirements.

Program Courses (45 credit hours)
- CGS1000 Introduction to Computer Technology 3 credit hour(s) *
- CGS1060 Computer and Internet Literacy 3 credit hour(s) *
- CGS1820 Web Page Authoring 3 credit hour(s)
- CGS2540 Database Concepts 3 credit hour(s)
- COP2220 Introduction to C++ Programming 3 credit hour(s)
- COP1332 Introduction to VB.NET Programming 3 credit hour(s)
- COP2800 Introduction to Java Programming 3 credit hour(s)
- COP2830 Scripting for the Web 3 credit hour(s)
- COP2360 Introduction to C# Programming 3 credit hour(s)
- COP2840 Internet Programming 3 credit hour(s)
- CTS2401C Microsoft Specialist: Access 3 credit hour(s)

And Either:
- COP2221 Intermediate Programming with C++ 3 credit hour(s)
- COP2805 Java Programming II 3 credit hour(s)
- Any college-level course 3 credit hour(s)
- Any college-level course 3 credit hour(s)

or
- CNT2401 Introduction to Network Security 3 credit hour(s)
- COP2221 Intermediate Programming with C++ 3 credit hour(s)
- GRA2140 Web Page Design 3 credit hour(s)
- Any college-level course 3 credit(s)

* Exemption exam available.
Help Desk/Technical Support Certificate (6323)

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

Coursework in this program articulates into the Help Desk/Technical Support, A.S. (2137) degree program.

Program Length: 33 credit hours

Academic Division: Business, Industry and Technology

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

Course Information

Program Courses (33 credit hours)

- CGS1060 Computer and Internet Literacy 3 credit hour(s) *
- CNT2401 Introduction to Network Security 3 credit hour(s)
- CTS2351 Network Administration and Management 3 credit hour(s)
- CTS1131 Microcomputer Architecture 3 credit hour(s) **
- CTS2132 Microcomputer Architecture II 3 credit hour(s)
- CTS1134 Networking and Telecommunication 3 credit hour(s)
- MNA1161 Introduction to Customer Service 3 credit hour(s)
- CTS2225C Microsoft Specialist: Excel 3 credit hour(s)
- CTS2155 Computer User Support 4 credit hour(s) (or approved substitute if not available; contact Computer Technology program chair)
- Any college-credit course with a CGS, COP, CET, CTS or GRA prefix; or IDS2941; or course approved by TPP dean 5 credit hour(s)

* Exemption exam available.

** Current A+ certification for credit. Contact Business, Industry and Technology Division at (850) 201-8352 or techedu@tcc.fl.edu for more information.
Help Desk/Technical Support, A.S. (2137)

Program Purpose: To provide students with extensive training in software applications, technical support, problem solving, troubleshooting and customer service. The program prepares for employment such as user support technician or help desk assistant.

Program Length: 63 credit hours

Academic Division: Business, Industry and Technology

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

Course Information

General Education (15 credit hours)

- ENC1101 College Composition 3 credit hour(s)
- Any General Education Humanities State Core course 3 credit hour(s)
- Any General Education Mathematics State Core course 3 credit hour(s)
- Any General Education Natural Sciences State Core course 3 credit hour(s)
- Any General Education Social Sciences State Core course 3 credit hour(s)

To satisfy State Board of Education Rule 6A-10.030, students must earn a grade of "C" or better in any Communications, Humanities, Social Science or Mathematics course used to fulfill general education requirements.

Program Courses (48 credit hours)

- CET1600 Open System Architecture I 3 credit hour(s)
- CET1610 Open System Architecture II 3 credit hour(s)
- CGS1000 Introduction to Computer Technology 3 credit hour(s) *
- CGS1060 Computer and Internet Literacy 3 credit hour(s) *
- CNT2401 Introduction to Network Security 3 credit hour(s)
- CTS2351 Network Administration and Management 3 credit hour(s)
- CTS1131 Microcomputer Architecture 3 credit hour(s) **
- CTS1134 Networking and Telecommunication 3 credit hour(s)
- CTS2132 Microcomputer Architecture II 3 credit hour(s)
- CTS2155 Computer User Support 4 credit hour(s) (or approved substitute if not available; contact Computer Technology program chair)
- CTS2225C Microsoft Specialist: Excel 3 credit hour(s)
- CTS2401C Microsoft Specialist: Access 3 credit hour(s)
- MNA1161 Introduction to Customer Service 3 credit hour(s)
- MNA2130 Business Communication 3 credit hour(s)
- Any college-credit courses with CGS, COP, CET, CTS or GRA prefix; IDS2941; or courses approved by the TPP dean 5 credit hour(s)

* Exemption exam available.

** Current A+ certification for credit. Contact Business, Industry and Technology Division at (850) 201-8352 or techedu@tcc.fl.edu for information.
**Applied Cybersecurity, Career and Technical Certificate (5028)**

**Program Purpose**: To prepare students for further education and cybersecurity-related careers in the information technology career cluster.

Upon program completion, students will be prepared to sit for the CompTIA Security+ certification exam.

**Note**: This is an evening program.

**Program Length**: 750 clock hours

**Admission Requirements**: Standard high school diploma or GED diploma. Must be at least 18 years old.

**Note**: Students must take the Test of Adult Basic Education (TABE) within the first semester of enrollment in the program or present evidence of allowable substitute. (Learn more.) In order to successfully complete the program, students must earn a score of 9.0 or higher in language and reading and a score of 10.0 or higher in mathematics.

**Academic Division**: Workforce Development

**Contact**: (850) 201-8760 or workforce@tcc.fl.edu

**Course Information**

**Program Courses (750 clock hours)**

- CTS0018 Cybersecurity Associate 0 credit hour(s) 600 clock hour(s)
- CTS0019 Information Security Manager 0 credit hour(s) 150 clock hour(s)
Criminal Justice and Public Safety

Criminal Justice Technology, A.S. (2138)

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.

Program Length: 60 credit hours

Academic Division: Behavioral, Social Sciences and Education Division

Contact: (850) 201-8488

Note: Articulation agreements for A.S. degrees in Criminal Justice Technology are in place with Barry University and Florida Gulf Coast University. For information, contact Frank Leonard, (850) 201-9609, leonardf@tcc.fl.edu. (Students may earn only one A.S. degree in Criminal Justice Technology.)

Course Information

General Education (15 credit hours)
- ENC1101 College Composition 3 credit hour(s)
- Any General Education Humanities State Core course 3 credit hour(s)
- Any General Education Mathematics State Core course 3 credit hour(s)
- Any General Education Natural Sciences State Core course 3 credit hour(s)
- Any General Education Social Sciences State Core course 3 credit hour(s)

Note: To satisfy State Board of Education Rule 6A-10.030, students must earn a grade of "C" or better in any Communications, Humanities, Social Science or Mathematics course used to fulfill general education requirements.

Program Courses (45 credit hours)
- CJE1000 Law Enforcement 3 credit hour(s) ^
  or
- CJC1000 Corrections 3 credit hour(s) ^
- CCJ1020 The Criminal Justice System 3 credit hour(s) ^
- CCJ1600 Deviant Behavior 3 credit hour(s)
- CCJ2000 Crime and Delinquency: Nature and Causes 3 credit hour(s)
- CCJ2452 Justice Administration 3 credit hour(s)
- CCJ2930 Seminar on Contemporary Criminal Justice Issues 3 credit hour(s)
- CJC2162 Probation, Pardons, Parole 3 credit hour(s)
- CJE2330 Ethics in Criminal Justice 3 credit hour(s)
- CJE2600 Criminal Investigation 3 credit hour(s) ^
- CJE2640 Crime Scene Investigation 3 credit hour(s) ^
- CJJ2002 Juvenile Justice 3 credit hour(s)
- CJL1500 The Court System 3 credit hour(s)
- CJL2100 Criminal Law 3 credit hour(s)
- CJL2130 Criminal Evidence and Procedures 3 credit hour(s) ^
- Any college-credit course 3 credit hour(s)

A-Florida Law Enforcement Academy Credit
B-Florida Corrections Academy Credit
Law Enforcement Basic Recruit Career and Technical Certificate (5007)

**Program Purpose:** To prepare the student for successful completion of the State Officer Certification Examination (SOCE) and 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.

**Note:** This program is in accordance with the requirements of the Florida Department of Law Enforcement's Criminal Justice Standards & Training Commission (CJSTC).

**Program Length:** 770 clock hours

**Admission Requirements:**
- Applicant must be at least 19 years of age, be a U.S. citizen, and have a standard high school diploma or GED diploma.
- Applicant must not have had a dishonorable discharge from the armed forces of the United States, any felony convictions, or any misdemeanor convictions involving perjury or false statement. Any person who, after July 1, 1981, pleads guilty or nolo contendere to, or is found guilty of, a felony, or of a misdemeanor involving perjury or a false statement, shall not be eligible for admission, notwithstanding suspension of sentence or withholding of adjudication.
- Applicant must take the Basic Abilities Test and achieve required scores.
- Applicant must have a physical examination before program entry. Before entry into this program, applicants must attest to the terms of the Federal Gun Control Act (GCA), 18 USC 922(g).

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

**Contact:** (850) 201-7000

**Course Information**

**Program Courses (770 clock hours)**
- CJK0001 Introduction to Law Enforcement 0 credit hour(s) ; 10 clock hour(s)
- CJK0012 Legal 0 credit hour(s) ; 62 clock hour(s)
- CJK0013 Interactions within a Diverse Community 0 credit hour(s) ; 40 clock hour(s)
- CJK0014 Interviewing and Report Writing 0 credit hour(s) ; 56 clock hour(s)
- CJK0020 CMS Law Enforcement Vehicle Operations 0 credit hour(s) ; 48 clock hour(s)
- CJK0031 CMS First Aid for Criminal Justice Officers 0 credit hour(s) ; 40 clock hour(s)
- CJK0040 CMS Criminal Justice Firearms 0 credit hour(s) ; 80 clock hour(s)
- CJK0051 CMS Criminal Justice Defensive Tactics 0 credit hour(s) ; 80 clock hour(s)
- CJK0064 Fundamentals of Patrol 0 credit hour(s) ; 35 clock hour(s)
- CJK0065 Calls for Service 0 credit hour(s) ; 36 clock hour(s)
- CJK0077 Criminal Investigations 0 credit hour(s) ; 50 clock hour(s)
- CJK0078 Crime Scene to Courtroom 0 credit hour(s) ; 35 clock hour(s)
- CJK0084 DUI Traffic Stops 0 credit hour(s) ; 24 clock hour(s)
- CJK0087 Traffic Stops 0 credit hour(s) ; 30 clock hour(s)
- CJK0088 Traffic Crash Investigations 0 credit hour(s) ; 32 clock hour(s)
- CJK0092 Critical Incidents 0 credit hour(s) ; 44 clock hour(s)
- CJK0096 Criminal Justice Officer Physical Fitness Training 0 credit hour(s) ; 60 clock hour(s)
- CJK0422 Dart-firing Stun Gun 0 credit hour(s) ; 8 clock hour(s)
Law Enforcement Crossover: Corrections to Law Enforcement Career and Technical Certificate (5006)

Program Purpose: To provide job-related training 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.

Note: This program is in accordance with the requirements of the Florida Department of Law Enforcement's Criminal Justice Standards & Training Commission (CJSTC).

Program Length: 518 clock hours

Admission Requirements:
- Applicant must be at least 19 years of age, be a U.S. citizen, and have a standard high school diploma or GED diploma.
- Applicant must not have had a dishonorable discharge from the Armed Forces of the United States, any felony convictions, or any misdemeanor convictions involving perjury or false statement. Any person who, after July 1, 1981, pleads guilty or nolo contendere to, or is found guilty of, a felony, or of a misdemeanor involving perjury or a false statement, shall not be eligible for admission, notwithstanding suspension of sentence or withholding of adjudication.
- Applicant must take the Basic Abilities Test and achieve required scores.
- Applicant must have a physical examination before program entry.

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

Contact: (850) 201-7000

Course Information

Program Courses (518 clock hours)

- CJK0001 Introduction to Law Enforcement 0 credit hour(s) ; 10 clock hours
- CJK0012 Legal 0 credit hour(s) ; 62 clock hours
- CJK0013 Interactions within a Diverse Community 0 credit hour(s) ; 40 clock hours
- CJK0014 Interviewing and Report Writing 0 credit hour(s); 56 clock hours
- CJK0064 Fundamentals of Patrol 0 credit hour(s); 35 clock hours
- CJK0065 Calls for Service 0 credit hour(s) ; 36 clock hours
- CJK0077 Criminal Investigations 0 credit hour(s) ; 50 clock hours
- CJK0078 Crime Scene to Courtroom 0 credit hour(s) ; 35 clock hours
- CJK0092 Critical Incidents 0 credit hour(s) ; 44 clock hours
- CJK0087 Traffic Stops 0 credit hour(s) ; 30 clock hours
- CJK0084 DUI Traffic Stops 0 credit hour(s) ; 24 clock hours
- CJK0088 Traffic Crash Investigations 0 credit hour(s) ; 32 clock hours
- CJK0393 Crossover Program Updates 0 credit hour(s) ; 8 clock hours
- CJK0020 CMS Law Enforcement Vehicle Operations 0 credit hour(s) ; 48 clock hour(s)
- CJK0422 Dart-firing Stun Gun 0 credit hour(s) ; 8 clock hours
Law Enforcement Crossover: Correctional Probation to Law Enforcement Career and Technical Certificate (5015)

Program Purpose: To provide job-related training 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.

Note: This program is in accordance with the requirements of the Florida Department of Law Enforcement's Criminal Justice Standards & Training Commission (CJSTC).

Program Length: 532 clock hours

Admission Requirements:

- Applicant must be at least 19 years of age, be a U.S. citizen, and have a standard high school diploma or GED diploma.
- Applicant must not have had a dishonorable discharge from the Armed Forces of the United States, any felony convictions, or any misdemeanor convictions involving perjury or false statement. Any person who, after July 1, 1981, pleads guilty or nolo contendere to, or is found guilty of, a felony, or of a misdemeanor involving perjury or a false statement, shall not be eligible for admission, notwithstanding suspension of sentence or withholding of adjudication.
- Applicant must take the Basic Abilities Test and achieve required scores.
- Applicant must have a physical examination before program entry.

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

Contact: (850) 201-7000

Course Information

Program Courses (532 clock hours)

- CJK0012 Legal 0 credit hour(s) ; 62 clock hours
- CJK0013 Interactions within a Diverse Community 0 credit hour(s) ; 40 clock hours
- CJK0064 Fundamentals of Patrol 0 credit hour(s) ; 35 clock hours
- CJK0065 Calls for Service 0 credit hour(s) ; 36 clock hours
- CJK0077 Criminal Investigations 0 credit hour(s) ; 50 clock hours
- CJK0078 Crime Scene to Courtroom 0 credit hour(s) ; 35 clock hours
- CJK0092 Critical Incidents 0 credit hour(s) ; 44 clock hours
- CJK0087 Traffic Stops 0 credit hour(s) ; 30 clock hours
- CJK0084 DUI Traffic Stops 0 credit hour(s) ; 24 clock hours
- CJK0088 Traffic Crash Investigations 0 credit hour(s) ; 32 clock hours
- CJK0393 Crossover Program Updates 0 credit hour(s) ; 8 clock hours
- CJK0020 CMS Law Enforcement Vehicle Operations 0 credit hour(s) ; 48 clock hours
- CJK0422 Dart-firing Stun Gun 0 credit hour(s) ; 8 clock hours
- CJK0040 CMS Criminal Justice Firearms 0 credit hour(s) ; 80 clock hours
Corrections Basic Recruit Career and Technical Certificate (5005)

**Program Purpose:** To prepare the student for the Florida Department of Law Enforcement's (FDLE) State Officer Certification Examination (SOCE) and 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.

**Note:** This program is in accordance with the requirements of the Florida Department of Law Enforcement's Criminal Justice Standards & Training Commission (CJSTC).

**Program Length:** 420 clock hours

**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, any felony convictions, or any misdemeanor convictions involving perjury or false statement. Any person who, after July 1, 1981, pleads guilty or nolo contendere to, or is found guilty of, a felony, or of a misdemeanor involving perjury or a false statement, shall not be eligible for admission, notwithstanding suspension of sentence or withholding of adjudication.
- Applicant must take the Basic Abilities Test and achieve required scores.
- Applicant must have a physical examination before program entry.
- Additionally, applicants must attest to the terms of the Federal Gun Control Act (GCA), 18 USC 922(g).

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

**Contact:** (850) 201-7000

**Course Information**

**Program Courses (420 clock hours)**

- CJK0031 CMS First Aid for Criminal Justice Officers 0 credit hour(s); 40 clock hours
- CJK0040 CMS Criminal Justice Firearms 0 credit hour(s); 80 clock hours
- CJK0051 CMS Criminal Justice Defensive Tactics 0 credit hour(s); 80 clock hours
- CJK0300 Introduction to Corrections 0 credit hour(s); 32 clock hours
- CJK0305 Communications 0 credit hour(s); 40 clock hours
- CJK0310 Officer Safety 0 credit hour(s); 16 clock hours
- CJK0315 Facility and Equipment 0 credit hour(s); 8 clock hours
- CJK0320 Intake and Release 0 credit hour(s); 18 clock hours
- CJK0325 Supervising in a Correctional Facility 0 credit hour(s); 40 clock hours
- CJK0330 Supervising Special Populations 0 credit hour(s); 20 clock hours
- CJK0335 Responding to Incidents and Emergencies 0 credit hour(s); 16 clock hours
- CJK0340 Officer Wellness and Physical Abilities 0 credit hour(s); 30 clock hours
Corrections Crossover: Law Enforcement to Corrections Career and Technical Certificate (5008)

Program Purpose: To prepare the student for successful completion of the State Officer Certification Examination (SOCE) and 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.

Note: This program is in accordance with the requirements of the Florida Department of Law Enforcement's Criminal Justice Standards & Training Commission (CJSTC).

Program Length: 172 clock hours

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, any felony convictions, or any misdemeanor convictions involving perjury or false statement. Any person who, after July 1, 1981, pleads guilty or nolo contendere, or is found guilty of, a felony, or of a misdemeanor involving perjury or a false statement, shall not be eligible for admission, notwithstanding suspension of sentence or withholding of adjudication.
- Applicant must have a physical examination before program entry.
- Additionally, applicants must attest to the terms of the Federal Gun Control Act (GCA), 18 USC 922(g).

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

Contact: (850) 201-7000

Course Information

Program Courses (172 clock hours)

- CJK0200 Overview of Corrections 0 credit hour(s); 14 clock hours
- CJK0310 Officer Safety 0 credit hour(s); 16 clock hours
- CJK0315 Facility and Equipment 0 credit hour(s); 8 clock hours
- CJK0320 Intake and Release 0 credit hour(s); 18 clock hours
- CJK0325 Supervising in a Correctional Facility 0 credit hour(s); 40 clock hours
- CJK0330 Supervising Special Populations 0 credit hour(s); 20 clock hours
- CJK0205 Law Enforcement Crossover Responding to Incidents and Emergencies 0 credit hour(s); 12 clock hours
- CJK0393 Crossover Program Updates 0 credit hour(s); 8 clock hours
- CJK0354 Law Enforcement Crossover to Correctional: Officer Wellness 0 credit hour(s); 12 clock hours
- CJK0392 Crossover Handgun Transition Course 0 credit hour(s); 24 clock hours
Corrections Crossover: Correctional Probation to Corrections Career and Technical Certificate (5016)

**Program Purpose:** To prepare students for the Florida Department of Law Enforcement's (FDLE) State Officer Certification Examination (SOCE) and 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.

**Note:** This program is in accordance with the requirements of the Florida Department of Law Enforcement's Criminal Justice Standards & Training Commission (CJSTC).

**Program Length:** 250 clock hours

**Admission Requirements:**
- Applicant must be a Florida-certified correctional probation officer, at least 19 years of age and a U.S. citizen and must have a high school diploma or GED diploma.
- Applicant must not have had a dishonorable discharge from the Armed Forces of the United States, any felony convictions, or any misdemeanor convictions involving perjury or false statement. Any person who, after July 1, 1981, pleads guilty or nolo contendere to, or is found guilty of, a felony, or of a misdemeanor involving perjury or a false statement, shall not be eligible for admission, notwithstanding suspension of sentence or withholding of adjudication.
- Applicant must take the Basic Abilities Test and achieve required scores.
- Applicant must have a physical examination before program entry.
- Applicants must attest to the terms of the Federal Gun Control Act (GCA), 18 USC 922(g).

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

**Contact:** (850) 201-7000

**Course Information**

**Program Courses (250 clock hours)**

- CJK0040 CMS Criminal Justice Firearms 0 credit hour(s); 80 clock hours
- CJK0287 Correctional Probation Crossover to Correctional: Radio Communications and Searches 0 credit hour(s); 10 clock hours
- CJK0300 Introduction to Corrections 0 credit hour(s); 32 clock hours
- CJK0315 Facility and Equipment 0 credit hour(s); 8 clock hours
- CJK0320 Intake and Release 0 credit hour(s); 18 clock hours
- CJK0325 Supervising in a Correctional Facility 0 credit hour(s); 40 clock hours
- CJK0330 Supervising Special Populations 0 credit hour(s); 20 clock hours
- CJK0335 Responding to Incidents and Emergencies 0 credit hour(s); 16 clock hours
- CJK0391 Correctional Probation Crossover to Correctional: Officer Wellness 0 credit hour(s); 18 clock hours
- CJK0393 Crossover Program Updates 0 credit hour(s); 8 clock hours
Correctional Probation Basic Recruit Career and Technical Certificate (5012)

Program Purpose: To prepare the student for successful completion of the State Officer Certification Examination (SOCE) and 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.

Note: This program is in accordance with the requirements of the Florida Department of Law Enforcement's Criminal Justice Standards & Training Commission (CJSTC).

Program Length: 482 clock hours

Admission Requirements:
- Applicant must be at least 19 years of age, be a U.S. citizen and have a standard high school diploma or GED diploma, and have earned a bachelor's degree.
- Applicant must not have had a dishonorable discharge from the Armed Forces of the United States, any felony convictions, or any misdemeanor convictions involving perjury or false statement. Any person who, after July 1, 1981, pleads guilty or nolo contendere to, or is found guilty of, a felony or of a misdemeanor involving perjury or a false statement, shall not be eligible for admission, notwithstanding suspension of sentence or withholding of adjudication.
- Additionally, applicant must have a physical examination before program entry.

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

Contact: (850) 201-7000

Course Information

Program Courses (482 clock hours)

- CJK0031 CMS First Aid for Criminal Justice Officers 0 credit hour(s) ; 40 clock hours
- CJK0051 CMS Criminal Justice Defensive Tactics 0 credit hour(s) ; 80 clock hours
- CJK0281 Criminal Justice Officer: Physical Fitness Training 0 credit hour(s) ; 34 clock hours
- CJK0260 Introduction to Correctional Probation 0 credit hour(s) ; 14 clock hours
- CJK0264 Legal Foundations for Correctional Probation 0 credit hour(s) ; 44 clock hours
- CJK0265 Communications 0 credit hour(s) ; 46 clock hours
- CJK0266 Intake and Orientation 0 credit hour(s) ; 24 clock hours
- CJK0267 Caseload Management 0 credit hour(s) ; 32 clock hours
- CJK0268 Supervision of Offenders 0 credit hour(s) ; 88 clock hours
- CJK0269 Field Supervision 0 credit hour(s) ; 80 clock hours
Correctional Probation Crossover: Corrections to Correctional Probation Career and Technical Certificate (5014)

Program Purpose: To prepare the student for successful completion of the Florida Department of Law Enforcement's (FDLE) State Officer Certification Examination (SOCE) and 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.

Note: This program is in accordance with the requirements of the Florida Department of Law Enforcement's Criminal Justice Standards & Training Commission (CJSTC).

Program Length: 194 clock hours

Admission Requirements:
- Applicant must be at least 19 years of age, be a U.S. citizen and have a standard high school diploma or GED diploma, and be a Florida certified correctional officer.
- Applicant must not have had a dishonorable discharge from the Armed Forces of the United States, any felony convictions, or any misdemeanor convictions involving perjury or false statement. Any person who, after July 1, 1981, pleads guilty or nolo contendere to, or is found guilty of, a felony, or of a misdemeanor involving perjury or a false statement, shall not be eligible for admission, notwithstanding suspension of sentence or withholding of adjudication.
- Applicant must take the Basic Abilities Test and achieve required scores.
- Applicant must have a physical examination before program entry.
- Before entry into this program, applicants must attest to the terms of the Federal Gun Control Act (GCA), 18 USC 922(g).

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

Contact: (850) 201-7000

Course Information

Program Courses (194 clock hours)
- CJK0230 Correctional Crossover to Correctional Probation: Legal and Communication 0 credit hour(s); 18 clock hours
- CJK0231 Correctional Crossover to Correctional Probation: Supervision 0 credit hour(s); 57 clock hours
- CJK0232 Correctional Officer Crossover to Correctional Probation Investigations credit hour(s); 30 clock hours
- CJK0276 Correctional Probation: Management Information Systems 0 credit hour(s); 27 clock hours
- CJK0273 Correctional Probation: Caseload Management 0 credit hour(s); 40 clock hours
- CJK0393 Crossover Program Updates 0 credit hour(s); 8 clock hours
- CJK0235 Correctional Crossover to Correctional Probation: Officer Wellness 0 credit hour(s); 14 clock hours
Firefighter Career and Technical Certificate (5020)

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

Program Length: 206-398 clock hours, depending on certification sought

Admission Requirements:
- Applicant must be at least 18 years of age and have a standard high school diploma or GED diploma.
- Applicant must take the Test of Adult Basic Education (TABE) 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

Program Courses

- FFP0010 Firefighter I 0 credit hour(s) ; 206 clock hour(s)
- FFP0020 Firefighter II 0 credit hour(s) ; 192 clock hour(s)
Drafting and Design Technology

CAD Foundations Certificate (6354)

Program Purpose: To prepare students to produce and technically interpret both manual and computerized Auto Cad/Revit drawings.

Coursework in this program articulates into the Drafting and Design Technology, A.S. (2135) degree program.

Program Length: 15 credit hours

Academic Division: Business, Industry and Technology

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

Course Information

Program Courses (15 credit hours)

- EGN1111C Engineering Graphics 3 credit hour(s)
- EGS1002 Introduction to Engineering Technology 3 credit hour(s)
- ETD1320 Introduction to CAD 3 credit hour(s)
- ETD2340 Advanced CAD 3 credit hour(s)
- ETD2390 3D Auto CAD/Revit 3 credit hour(s)
Drafting and Design Technology, A.S. (2135)

Program Purpose: To prepare students with technical knowledge and skills that enable them to translate ideas, specifications and calculations to complete accurate working drawings and to use appropriate applications of geographic information systems (GIS) in topographic surveying. The program prepares for careers like drafter, computer-aided design (CAD) technician, CAD specialist, GIS technician, or assistant to architect, engineer or surveyor.

Program Length: 62 credit hours

Academic Division: Business, Industry and Technology

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

Course Information

General Education (15 credit hours)
- ENC1101 College Composition 3 credit hour(s)
- Any General Education Humanities State Core course 3 credit hour(s)
- MAC1105 College Algebra 3 credit hour(s)
- Any General Education Natural Sciences State Core course 3 credit hour(s)
- Any General Education Social Sciences State Core course 3 credit hour(s)

Note: To satisfy State Board of Education Rule 6A-10.030, students must earn a grade of "C" or better in any Communications, Humanities, Social Science or Mathematics course used to fulfill general education requirements.

Program Courses (47 credit hours)
- BCN1001 Applied Math Concepts for Design and Construction 3 credit hour(s)
- BCN1040 Introduction to Sustainable/Green Building Principles 3 credit hour(s)
- BCN2230 Construction Materials and Methods 3 credit hour(s)
- BCT2770 Construction Estimating 1 3 credit hour(s)
- EGN1111C Engineering Graphics 3 credit hour(s)
- EGN2112C Computer Application in Drafting and Design 2 credit hour(s)
- EGS1002 Introduction to Engineering Technology 3 credit hour(s)
- ETI1701 Industrial Safety 3 credit hour(s)
- ETM1010C Mechanical Measurement and Instrumentation 3 credit hour(s)
- SUR2100C Fundamentals of Land Surveying 3 credit hour(s)
- SUR2390 GIS Application in Engineering and Technology 3 credit hour(s)

* Exemption exam available.
Early Childhood Development, Education and Management

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

Program Purpose: To prepare students seeking careers in early childhood education, child care facility management and/or child care facility ownership.

Program Length: 60 credit hours

Academic Division: Behavioral, Social Sciences and Education

Contact: (850) 201-8488

Course Information

General Education (15 credit hours)

- ENC1101 College Composition 3 credit hour(s)
- Any General Education Humanities State Core course 3 credit hour(s)
- Any General Education Mathematics State Core course 3 credit hour(s)
- Any General Education Natural Sciences State Core course 3 credit hour(s)
- CHD2220 Child Development: From Conception through Adolescence 3 credit hour(s)

Note: To satisfy State Board of Education Rule 6A-10.030, students must earn a grade of "C" or better in any Communications, Humanities, Social Science or Mathematics course used to fulfill general education requirements.

Program Courses (45 credit hours)

- EDF1004 Educational Field Experience 3 credit hour(s) *
- EDG1319 Special Topics in Early Childhood Education 3 credit hour(s)
- EEC1300 Cognitive Experiences for Young Children 3 credit hour(s)
- EEC1308 Education of the Young Child 3 credit hour(s) *
- EEC1312 Creative Experiences for Young Children 3 credit hour(s)
- EEC1600 Guiding the Young Child 3 credit hour(s)
- EEC1603 Early Childhood Development and Guidance 3 credit hour(s)
- EEC1907 Directed Observation and Participation 3 credit hour(s) *
- EEC2013 Children's Literature in Early Childhood Education 3 credit hour(s)
- EEC2500 Infant and Toddler Development 3 credit hour(s)
- EEC2521 Management of a Childcare Center 3 credit hour(s) **
- EEC2401 Home, School, and Community in Early Childhood Education 3 credit hour(s)
- EEX2010 Survey of Disabling Conditions in Young Children 3 credit hour(s)
- EME2040 Introduction to Technology for Educators 3 credit hour(s)
- FIN1100 Personal Finance 3 credit hour(s)

or

- EDF1005 Introduction to the Teaching Profession 3 credit hour(s) ***

* Students who hold a current FCCPC/CDA from an approved DCF program will receive college credit for these three courses, for a total of 9 credit hours.

** This course is also appropriate for students applying for the director's credential through the Florida Department of Children and Families (DCF)

*** This course is a prerequisite for some program courses.

Note: EEC2523 Early Childhood Organizational Leadership and Management is offered for students seeking to satisfy the five-year renewal for the director's credential through DCF.
Engineering Technology

Engineering Technology, A.S. (2163)

Program Purpose: To prepare students for employment as industrial machinery mechanics; general and operations managers; production and operation worker supervisors; and supervisors of mechanics, installers and repairers.

Program Length: 60 credit hours

Academic Division: Business, Industry and Technology

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

Course Information

General Education (15 credit hours)

- ENC1101 College Composition 3 credit hour(s)
- Any General Education Humanities State Core course 3 credit hour(s)
- Any General Education Mathematics State Core course 3 credit hour(s)
- Any General Education Natural Sciences State Core course 3 credit hour(s)
- Any General Education Social Sciences State Core course 3 credit hour(s)

Note: To satisfy State Board of Education Rule 6A-10.030, students must earn a grade of “C” or better in any Communications, Humanities, Social Science or Mathematics course used to fulfill general education requirements.

Program Courses (45 credit hours)

- EGN1111C Engineering Graphics 3 credit hour(s)
- EET1084C Introduction to Electronics 3 credit hour(s)
- ETM1010C Mechanical Measurement and Instrumentation 3 credit hour(s)
- ETI1420C Manufacturing Processes and Materials 3 credit hour(s)
- ETI1110 Quality Assurance 3 credit hour(s)
- ETI1701 Industrial Safety 3 credit hour(s)
- ETI1622 Concepts of Lean Manufacturing and Six Sigma 3 credit hour(s)
- ETM2315C Hydraulics and Pneumatics 3 credit hour(s)
- ETD1320 Introduction to CAD 3 credit hour(s)
- ETS1511C Motors and Controls 3 credit hour(s)
- Any college-credit course 15 credit hour(s)
Pneumatics, Hydraulics and Motors for Manufacturing Certificate (6349)

Program Purpose: To prepare students to enter fields related to industrial machinery maintenance, including construction machinery, motor vehicle parts manufacturing, general manufacturing facility and plant operations, plastics manufacturing, machinery wholesale, and power plant machinery.

Coursework in this program articulates into the Engineering Technology, A.S. (2163) degree program.

Program Length: 12 credit hours

Academic Division: Business, Industry and Technology

Contact: (850) 201-9720 or amtc@tcc.fl.edu; (850) 201-8352 or techedu@tcc.fl.edu

Course Information

Program Courses (12 credit hours)
- EET1084C Introduction to Electronics 3 credit hour(s)
- ETI1420C Manufacturing Processes and Materials 3 credit hour(s)
- ETM2315C Hydraulics and Pneumatics 3 credit hour(s)
- ETS1511C Motors and Controls 3 credit hour(s)

Engineering Technologies Support Specialist Certificate (6350)

Program Purpose: To provide broad, transferable skills and stresses understanding and demonstration of the following elements of engineering technology and industrial applications: production materials and processes, quality assurance, engineering drawings and drafting, electronics, mechanics, instrumentation and safety. Prepares students to sit for a national manufacturing-based certification (MSSC) exam that is portable, highly recognized and crosses the boundaries into all sectors of manufacturing and industrial fields.

Coursework in this program articulates into the Engineering Technology, A.S. (2163) degree program.

Program Length: 18 credit hours

Academic Division: Business, Industry and Technology

Contact: (850) 201-9720 or amtc@tcc.fl.edu; (850) 201-8352 or techedu@tcc.fl.edu

Course Information

Program Courses (18 credit hours)
- EET1084C Introduction to Electronics 3 credit hour(s)
- EGN1111C Engineering Graphics 3 credit hour(s)
- ETI1110 Quality Assurance 3 credit hour(s)
- ETI1420C Manufacturing Processes and Materials 3 credit hour(s)
- ETI1701 Industrial Safety 3 credit hour(s)
- ETM1010C Mechanical Measurement and Instrumentation 3 credit hour(s)
Graphic Design Technology

Graphic Design Support Certificate (6340)

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

Coursework in this program articulates into the Graphic and Web Design Technology, A.S. (2125) degree program.

Program Length: 15 credit hours

Academic Division: Business, Industry and Technology

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

Course Information

Program Courses (15 credit hours)

- ART1201C 2D Foundations/Design 3 credit hour(s)
- GRA1111C Graphic Design I 3 credit hour(s)
- GRA1206C Typography 3 credit hour(s)
- GRA2121 Publication Design 3 credit hour(s)
- PGY2801C Photoshop 3 credit hour(s)

Graphic and Web Design Technology, A.S. (2125)

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

Academic Division: Business, Industry and Technology

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

Course Information

General Education (15 credit hours)

- ENC1101 College Composition 3 credit hour(s)
- Any General Education Humanities State Core course 3 credit hour(s)
- Any General Education Mathematics State Core course 3 credit hour(s)
- Any General Education Natural Sciences State Core course 3 credit hour(s)
- Any General Education Social Sciences State Core course 3 credit hour(s)

Note: To satisfy State Board of Education Rule 6A-10.030, students must earn a grade of "C" or better in any Communications, Humanities, Social Science or Mathematics course used to fulfill general education requirements.
Program Courses (49 credit hours)

- ART1201C 2D Foundations/Design 3 credit hour(s)
- CGS1820 Web Page Authoring 3 credit hour(s)
- GRA1111C Graphic Design I 3 credit hour(s)
- GRA1206C Typography 3 credit hour(s)
- GRA2103C Computer Based Design I 3 credit hour(s)
- GRA2105C Computer Based Design II 4 credit hour(s)
- GRA2121 Publication Design 3 credit hour(s)
- GRA2140 Web Page Design 3 credit hour(s)
- MAR1350 Marketing the Individual 3 credit hour(s)
- MNA1161 Introduction to Customer Service 3 credit hour(s)
- MNA2130 Business Communication 3 credit hour(s)
- PGY1800C Digital Photography 3 credit hour(s)
- PGY2801C Photoshop 3 credit hour(s)
- Three college-credit courses with ART, CAP, COP, GRA, PGY, RTV, CTS or CGS prefix (excluding CGS1030) or IDS2941 9 credit hour(s)

Digital Media/Multimedia Certificate (6364)

Program Purpose: To prepare for employment as broadcast technicians, sound engineering technicians, and audio and video equipment technicians.

Program Length: 17 credit hours

Academic Division: Business, Industry and Technology

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

Course Information

Program Courses (17 credit hours)

- DIG2030 Digital Video Production 3 credit hour(s)
- DIG2205C Multitrack Recording & Basic Film Sound 3 credit hour(s)
- DIG2251C Introduction to Digital Audio I 3 credit hour(s)
- DIG2410C Basic Scripting for Video & Digital Media 3 credit hour(s)
- DIG2545 Media Planning 2 credit hour(s)
- GRA1111C Graphic Design I 3 credit hour(s)
Dental Hygiene, A.S. (2101)

Program Purpose: To prepare students for the National Board Dental Hygiene Examination and for licensure as registered dental hygienists. To prepare students to safely and effectively perform all the functions that are legal for dental hygienists to perform in Florida.

This program is accredited by the American Dental Association Commission on Dental Accreditation.

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 2.2 and a minimum cumulative college GPA of 2.5.

Program Application: The Dental Hygiene program begins in the Fall semester and is a limited-access program. Applicants must submit both a general TCC application (www.tcc.fl.edu/apply) and a separate healthcare program application by the published deadline. Applicants may access the healthcare application through their TCC Passport account.

Academic Division: Healthcare Professions

Contact: (850) 558-4500 or healthedu@tcc.fl.edu

General Education (24 credit hours)

- ENC1101 College Composition 3 credit hour(s)
- BSC2085 Anatomy and Physiology I 3 credit hour(s) *
- CHM1030 General Chemistry for Allied Health 3 credit hour(s) *
- MCB2004 General Microbiology 3 credit hour(s) *
- SYG1000 Principles of Sociology 3 credit hour(s)
- Any General Education Humanities State Core course 3 credit hour(s)
- Any General Education Mathematics State Core course 3 credit hour(s)
- Any General Education Psychology course 3 credit hour(s)

Note: To satisfy State Board of Education Rule 6A-10.030, students must earn a grade of "C" or better in any Communications, Humanities, Social Sciences or Mathematics course used to fulfill general education requirements.
Program Courses (64 credit hours)

- BSC2085L Anatomy and Physiology I Laboratory 1 credit hour(s) *
- BSC2086 Anatomy and Physiology II 3 credit hour(s) *
- BSC2086L Anatomy and Physiology II Laboratory 1 credit hour(s) *
- DEH1002 Dental Hygiene Preclinic Theory 2 credit hour(s)
- DEH1002L Dental Hygiene Preclinic Lab 3 credit hour(s)
- DEH1130 Embryology and Oral Histology 2 credit hour(s)
- DEH1400 General and Oral Pathology 3 credit hour(s)
- DEH1800 Dental Hygiene I Theory 2 credit hour(s)
- DEH1800L Dental Hygiene I Clinic 3 credit hour(s)
- DEH1802 Dental Hygiene II Theory 2 credit hour(s)
- DEH1802L Dental Hygiene II Clinic 4 credit hour(s)
- DEH2300 Pharmacology 3 credit hour(s)
- DEH2504 Dental Specialties 1 credit hour(s)
- DEH2602 Periodontology 2 credit hour(s)
- DEH2602L Periodontology Lab 3 credit hour(s)
- DEH2701 Community Dental Health 2 credit hour(s)
- DEH2701L Community Dental Health Lab 1 credit hour(s)
- DEH2804 Dental Hygiene III Theory 2 credit hour(s)
- DEH2804L Dental Hygiene III Clinic 4 credit hour(s)
- DES1020 Dental Anatomy 3 credit hour(s)
- DES1200 Dental Radiology 2 credit hour(s)
- DES1200L Dental Radiology Lab 1 credit hour(s)
- DES1600 Dental Office Emergencies 2 credit hour(s)
- DES1840 Preventive Dentistry 2 credit hour(s)
- DES2051 Pain Control 2 credit hour(s)
- DES2100 Dental Materials Theory 2 credit hour(s)
- DES2100L Dental Materials Lab 1 credit hour(s)
- DES2502 Clinic and Office Management 1 credit hour(s)
- HUN1201 The Science of Nutrition 3 credit hour(s)
- MCB2004L Microbiology Laboratory 1 credit hour(s) *

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

* Prerequisite Course
Emergency Medical Technician Applied Technology Diploma (B312)

Program Purpose: To prepare students for the State of Florida's Examination for Emergency Medical Technician and/or the National Registry EMT (NREMT) and for employment as certified emergency medical technicians (EMTs) who are equipped to work as part of an emergency medical team. This program also provides the first level of educational preparation for students seeking to become registered paramedics.

This program is approved by the State of Florida Bureau of Emergency Medical Services.

Program Length: 12 credit hours

Admission Requirements:
- Applicant must be at least 18 years of age and meet all admission requirements of the College.
- Applicant must be college-ready in English and Reading, which means the applicant does not need developmental education courses in English and reading. The applicant must be eligible for at least Level 2 developmental math. This requirement may be satisfied by one or more of the following options:
  - The Florida Statute on Developmental Education exemption
  - Adequate placement scores from the Florida Postsecondary Education Readiness Test (PERT) or other college placement scores accepted by TCC
  - Completion of developmental education courses
  - Completion of at least ENC1101 College Composition and MAT0018 Foundations of College Mathematics I or higher developmental mathematics course or one general education Mathematics State Core course

Applicant must also completed the following:
- Approved first responder course (EMS1059C)
- Applicant must hold current American Heart Association Basic Life Support for the Healthcare Provider or American Red Cross CPR for the Healthcare Provider and Professional Rescuer certification. (One of these two hands-on courses is required; online courses are not acceptable.)
- At a scheduled time, applicant 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 before starting classes.

Program Application: This is a limited-access program with a limited number of seats per class. Applicants must submit a TCC admission application (www.tcc.fl.edu/apply) and a separate healthcare program application by the published deadline. Applicants may access the healthcare application through their TCC Passport account.

Academic Division: Healthcare Professions, Ghazvini Center for Healthcare Education

Contact: (850) 558-4500 or healthedu@tcc.fl.edu

Course Information

Program Courses (12 credit hours)
- EMS1119 Emergency Medical Technician Lecture 7 credit hour(s)
- EMS1119L Emergency Medical Technician Lab 2 credit hour(s)
- EMS1431L Emergency Medical Technician Clinical 3 credit hour(s)

Note: All courses must be completed with a grade of "C" or better.
**Paramedic Certificate (6309)**

**Program Purpose:** To prepare competent entry-level paramedics in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder levels.

The Tallahassee Community College Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs, 25400 U.S. Highway 19 North, Suite 15B, Clearwater, FL 33763, (727) 210-2350 (www.caahep.org)

Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions: 8301 Lake View Parkway, Suite 111-312, Rowlett, TX 75088, Phone: (214) 703-8445, Fax: (214) 703-8992 (www.coaemsp.org)

This program is also approved by the State of Florida Bureau of Emergency Medical Services.

**Program Length:** 42 credit hours

**Admission Requirements:**

- Must complete all admission requirements of the College and have a standard high school diploma or GED diploma.
- Applicant must be college-ready, which means the applicant does not need developmental education courses in English, reading and/or mathematics. This requirement may be satisfied by one or more of the following options:
  - The Florida Statute on Developmental Education exemption
  - Adequate placement scores from the Florida Postsecondary Education Readiness Test (PERT) or other college placement scores accepted by TCC
  - Completion of developmental education courses
  - Completion of at least ENC1101 College Composition and one general education Mathematics State Core course
- Must be a Florida-certified EMT or be eligible to take the Florida EMT examination. (EMT certification must be obtained before starting the program.)*
- Must hold current American Heart Association Basic Life Support (BLS) certification at the Healthcare Provider level or American Red Cross certification in CPR for the Healthcare Provider/Professional Rescuer. Online BLS or CPR courses will not be accepted.
- Must pass all clinical affiliates' requirements for criminal background checks, drug screenings and health/immunizations before starting all classes.
- Satisfactory completion of program course prerequisite.

*Students who are not yet EMTs may wish to enroll in the Emergency Medical Technician Applied Technology Diploma (B312) program to begin their progress in this field.

**Program Application:** The Paramedic certificate program begins each Fall and each Spring semester. It is a limited-access program with a limited number of seats per class. Application procedures must be completed by the published deadline. Applicants must submit both a general TCC application (www.tcc.fl.edu/apply) and a separate healthcare program application by the published deadline. Students may access the healthcare program application through their TCC EagleNet account.

**Academic Division:** Healthcare Professions, Ghazvini Center for Healthcare Education

**Contact:** (850) 558-4500 or healthedu@tcc.fl.edu
Course Information

Program Courses (42 credit hours)

- BSC1084C Human Biology: Essentials of Anatomy and Physiology 4 credit hour(s) *
- EMS2603 Paramedic I Lecture 8 credit hour(s)
- EMS2603L Paramedic I Lab 2 credit hour(s)
- EMS2604 Paramedic II Lecture 8 credit hour(s)
- EMS2604L Paramedic II Lab 2 credit hour(s)
- EMS2605 Paramedic III Lecture 4 credit hour(s)
- EMS2659L Paramedic Field Internship 3 credit hour(s)
- EMS2666L Paramedic I Clinical 4 credit hour(s)
- EMS2667L Paramedic II Clinical 4 credit hour(s)

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.

* Prerequisite Course. Students may choose to complete the Anatomy & Physiology series (BSC2085/BSC2085L and BSC2086/BSC2086L) instead of BSC1084C. All courses must be completed before application to the program.
Emergency Medical Services (EMS) Technology, A.S. (2104)

Program Purpose: To prepare competent entry-level paramedics in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder levels.

Program Explanation:

The program is composed of three parts:

1. Emergency Medical Technician Applied Technology Diploma (B312)
2. Paramedic Certificate (6309)
3. Required college and General Education courses

To enroll in this program the applicant must do the following:

- Meet the admission requirements of the Emergency Medical Technician Certificate (B312) program, apply for entry into the EMT program, be accepted and complete the EMT program
- Meet the admission requirements of the Paramedic Certificate (6309) program, apply for entry into the Paramedic certificate program, be accepted and complete the Paramedic certificate program
- Enroll in and complete required college and General Education courses, which may be completed at any time [except for BSC1084C, as this course is a prerequisite for the Paramedic Certificate (6309) program]

The Tallahassee Community College Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs, 25400 U.S. Highway 19 North, Suite 15B, Clearwater, FL 33763, (727) 210-2350 (www.caahep.org)

Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions: 8301 Lake View Parkway, Suite 111-312, Rowlett, TX 75088, Phone: (214) 703-8445, Fax: (214) 703-8992 (www.coaemsp.org)

This program is also approved by the State of Florida Bureau of Emergency Medical Services.

Program Length: 73 credit hours

Admission Requirements: A student may declare the A.S. degree in EMS as his or her program of study at any time through the TCC Admissions and Records office. The student is not officially admitted into the A.S. degree program until the student is enrolled in or has completed the TCC Paramedic program. The student must contact the Healthcare Professions Division to be officially admitted into the A.S. degree program.

Academic Division: Healthcare Professions, Ghazvini Center for Healthcare Education

Contact: (850) 558-4500 or healthedu@tcc.fl.edu

Course Information

General Education (15 credit hours)

- ENC1101 College Composition 3 credit hour(s)
- Any General Education Humanities State Core course 3 credit hour(s)
- Any General Education Mathematics State Core course 3 credit hour(s)
- Any General Education Natural Sciences State Core course 3 credit hour(s)
- Any General Education Social Sciences State Core course 3 credit hour(s)

Note: To satisfy State Board of Education Rule 6A-10.030, students must earn a grade of “C” or better in any Communications, Humanities, Social Science or Mathematics course used to fulfill general education requirements.
Program Courses (58 credit hours)

- BSC1084C Human Biology: Essentials of Anatomy and Physiology 4 credit hour(s) *
- HSC1538 Medical Terminology for Healthcare Professionals 1 credit hour(s)
- EMS1119 Emergency Medical Technician Lecture 7 credit hour(s)
- EMS1119L Emergency Medical Technician Lab 2 credit hour(s)
- EMS1431L Emergency Medical Technician Clinical 3 credit hour(s)
- EMS2603 Paramedic I Lecture 8 credit hour(s)
- EMS2603L Paramedic I Lab 2 credit hour(s)
- EMS2604 Paramedic II Lecture 8 credit hour(s)
- EMS2604L Paramedic II Lab 2 credit hour(s)
- EMS2605 Paramedic III Lecture 4 credit hour(s)
- EMS2605L Paramedic III Lab 3 credit hour(s)
- EMS2659L Paramedic Field Internship 3 credit hour(s)
- EMS2666L Paramedic I Clinical 4 credit hour(s)
- EMS2667L Paramedic II Clinical 4 credit hour(s)
- Any college-level course(s) 3 credit hour(s)

Note:
All courses must be completed with a grade of C or better.
* Students may substitute BSC2085/BSC2085L, plus BSC2086/BSC2086L for BSC1084C.
Nursing, R.N., A.S. (2103)

**Program Purpose:** To prepare students for the National Council Licensure Examination for Registered Nurses (NCLEX-RN) and to function effectively and safely in entry-level registered nursing positions.

This program meets all requirements of the Florida Department of Health's Board of Nursing standards and has full national accreditation by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; 404-975-5000; fax: 404-975-5020.

**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 and meet all admission requirements of the College.

Prior to submitting the application for admission, students must complete all prerequisite courses and the Health Education Systems, Inc. Admission Assessment (HESI A2).

- Grade Point Average (GPA for Nursing). Students must earn a grade of C or better in each prerequisite course and have an overall minimum prerequisite GPA of 2.5. Points are earned by multiplying the GPA x 10. For example, a student earning a 3.2 GPA would earn 32 points towards admission (e.g., 3.2 x 10=32). The maximum number of points granted for GPA is 40.

- HESI A2. A minimum score of 75% on each subtest of the HESI A2 is required to be considered for admission. The test scores are translated into points. For example, a score of 81% provides 81 points toward admission. Only scores on the following subtests are considered for admission: reading, vocabulary, grammar, math.

  Students may earn additional points by achieving certain subtest scores. The score ranges required to earn additional points for a subtest are as follows:
  - 80.0-89.99% = 3 additional points
  - 90.0-100% = 5 additional points

  A total of 20 additional points toward admission may be earned in this manner.

  The total number of possible points = 120

The points earned from the HESI A2 and GPA are added together, and this total determines who is offered admission. The total maximum points possible = 160.

If two or more students have an equal number of points, residents of TCC's service district, veterans and students who have completed all the corequisite non-nursing courses will receive first consideration. Corequisites include one General Education Humanities State Core course, plus MCB2004 General Microbiology and MCB2004L Microbiology Laboratory.

**Program Application:**
The program accepts students for each Fall and each Spring semester. This is a limited-access program with a limited number of seats per class; applicants are accepted based on the admission requirements point system described above. There is no waiting list for this program.

Applicants must submit a TCC admission application (www.tcc.fl.edu/apply) and a separate healthcare program application by the published application deadline. Applicants may access the healthcare application through their TCC Passport account.
See Additional Healthcare Degree Requirements for important information.

**Academic Division:** Healthcare Professions, Ghazvini Center for Healthcare Education

**Contact:** (850) 558-4500 or healthedu@tcc.fl.edu.

**Course Information**

**General Education (21 credit hours)**

- ENC1101 College Composition 3 credit hour(s) *
- BSC2085 Anatomy and Physiology I 3 credit hour(s) *
- DEP2004 Human Development: Birth to Senescence 3 credit hour(s) *
- MCB2004 General Microbiology 3 credit hour(s)
- PSY2012 General Psychology 3 credit hour(s) *
- Any General Education Mathematics State Core course 3 credit hour(s) *
- Any General Education Humanities State Core course 3 credit hour(s)

**Note:** To satisfy State Board of Education Rule 6A-10.030, students must earn a grade of "C" or better in any Communications, Humanities, Social Science or Mathematics course used to fulfill general education requirements.

**Program Courses (51 credit hours)**

- BSC2085L Anatomy and Physiology I Laboratory 1 credit hour(s) *
- BSC2086 Anatomy and Physiology II 3 credit hour(s) *
- BSC2086L Anatomy and Physiology II Laboratory 1 credit hour(s) *
- HUN1201 The Science of Nutrition 3 credit hour(s) *
- MCB2004L Microbiology Laboratory 1 credit hour(s)
- NUR1021C Nursing Process I 10 credit hour(s)
- NUR1241C Nursing Process II 8 credit hour(s)
- NUR1421C Reproductive Health 4 credit hour(s)
- NUR2243C Nursing Process III 9 credit hour(s)
- NUR2350C Pediatric Health 4 credit hour(s)
- NUR2818C Nursing Process IV 7 credit hour(s)

**Note:**
* Prerequisite Course
Nursing courses must be completed in sequence.
All courses must be completed with a grade of "C" or better.
Radiologic Technology, A.S. (2149)

**Program Purpose:** This program prepares students for employment as radiologic technologists in hospitals, clinics, home health and private practice. This is a two-year, full-time Associate in Science degree program for students who desire to combine the technology of imaging procedures with the art of patient care. Students are instructed in theory and application in the classroom and the x-ray laboratory. They receive extensive clinical experience at many sites in the surrounding area, including hospitals, orthopedic, veterans clinics and smaller clinics.

The program is competency based and follows the American Society of Radiologic Technologists curriculum guide. Graduates are eligible to take the Radiologic Technology exam offered by the American Registry of Radiologic Technologists (ARRT). ARRT certification or exam eligibility is the standard for entry-level employment in most hospitals and medical facilities throughout the United States.

This program is approved by the Florida Department of Health, Bureau of Radiation Control, so graduates are eligible for licensure in Florida as certified radiologic technologists, as specified in Chapter 468, Part IV, F.S., and Chapter 64E-3, F.A.C.

**Program Length:** 77 credit hours

**Admission Requirements:**
Applicants must be at least 18 years of age and meet all admission requirements of the College.

Before submitting the application for admission, students must complete all prerequisite courses and the Health Education Systems, Inc., Admission Assessment (HESI A2).

- **Grade Point Average (GPA for Radiologic Technology).** Students must earn a grade of C or better in each prerequisite course and have an overall minimum prerequisite GPA of 2.5. Points are earned by multiplying the GPA x 10. For example, a student earning a 3.2 GPA would earn 32 points toward admission (e.g., 3.2 x 10 = 32). The maximum number of points granted for GPA is 40.

- **HESI A2.** A minimum score of 75% on each subtest of the HESI A2 is required to be considered for admission. The test scores are translated into points. For example, a score of 81% provides 81 points toward admission. Only scores on the following subtests are considered for admission: reading, vocabulary, grammar, math.

Students may earn additional points by achieving certain subtest scores. The score ranges required to earn additional points for a subtest are as follows:

- 80.0-89.99% = 3 additional points
- 90.0-100% = 5 additional points

A total of 20 additional points toward admission may be earned in this manner.

The total number of possible points = 120

The points earned from the HESI A2 and GPA are added together, and this total determines who is offered admission. The total maximum points possible = 160.

If two or more students have an equal number of points, residents of TCC's service district and veterans will receive first consideration.

**Program Application:**
The Radiologic Technology program begins each Spring semester. It is a limited-access program with a limited number of seats per class. Applicants must submit both a general TCC application (www.tcc.fl.edu/apply) and a separate healthcare program application by the published application deadline. Applicants access the healthcare application through their TCC Passport account.

See Additional Healthcare Program Requirements for more important information.
Academic Division: Healthcare Professions, Ghazvini Center for Healthcare Education

Contact: (850) 558-4500 or healthedu@tcc.fl.edu

Course Information

General Education (15 credit hours)

- ENC1101 College Composition 3 credit hour(s)
- BSC2085 Anatomy and Physiology I 3 credit hour(s) *
- MAC1105 College Algebra 3 credit hour(s) *
- Any General Education Humanities State Core course 3 credit hour(s)
- Any General Education Social Sciences State Core course 3 credit hour(s)

To satisfy State Board of Education Rule 6A-10.030, students must earn a grade of "C" or better in any Communications, Humanities, Social Science or Mathematics course used to fulfill general education requirements.

Program Courses (62 credit hours)

- BSC2085L Anatomy and Physiology I Laboratory 1 credit hour(s) *
- BSC2086 Anatomy and Physiology II 3 credit hour(s)
- BSC2086L Anatomy and Physiology II Laboratory 1 credit hour(s)
- RTE1000 Orientation to Radiography 3 credit hour(s)
- RTE1418 Principles of Radiographic Exposure I 3 credit hour(s)
- RTE1458 Principles of Radiographic Exposure II 3 credit hour(s)
- RTE1458L Principles of Radiographic Exposure II Lab 1 credit hour(s)
- RTE1503 Radiographic Positioning I 3 credit hour(s)
- RTE1503L Radiographic Positioning I Lab 1 credit hour(s)
- RTE1513 Radiographic Positioning II 3 credit hour(s)
- RTE1513L Radiographic Positioning II Lab 1 credit hour(s)
- RTE1613 Radiation Physics 2 credit hour(s)
- RTE1804 Radiographic Clinical Education I 2 credit hour(s)
- RTE1814 Radiographic Clinical Education II 1 credit hour(s)
- RTE1824 Radiographic Clinical Education III 3 credit hour(s)
- RTE2061 AART Exam Review 4 credit hour(s)
- RTE2385 Radiation Biology 3 credit hour(s)
- RTE2523 Radiographic Positioning III 3 credit hour(s)
- RTE2523L Radiographic Positioning III Lab 1 credit hour(s)
- RTE2562C Radiographic Special Procedures I 1 credit hour(s)
- RTE2572 Imaging Modalities and Cross-Sectional Anatomy 1 credit hour(s)
- RTE2782 Radiographic Pathology 2 credit hour(s)
- RTE2834 Radiographic Clinical Education IV 3 credit hour(s)
- RTE2844 Radiographic Clinical Education V 2 credit hour(s)
- RTE2884 Radiographic Clinical Education VI 2 credit hour(s)
- RTE2930 Radiographic Image Analysis I 3 credit hour(s)
- RTE2931 Radiographic Image Analysis II 3 credit hour(s)
- One computer level course: EME2040 Introduction to Technology for Educators; any course with one of the following prefixes: CGS, CET, CDA, CNT, CIS; or other course approved by the dean of the Healthcare Professions Division 3 credit hour(s)

* Prerequisite course

All courses must be completed with a grade of C or better.
Respiratory Care, A.S. (2106)

Program Purpose: To prepare students for the examinations offered by the National Board for Respiratory Care for employment as registered respiratory therapists who can safely and competently perform patient care by applying scientific principles to prevent, identify and treat acute and/or chronic dysfunction of the cardiopulmonary system.

This program is accredited by the Commission on Accreditation for Respiratory Care (www.CoArc.com).

Program Length: 76 credit hours

Admission Requirements:

- Be at least 17 years of age at the time at the time of entry into the program
- Complete all admission requirements to the College
- Have a cumulative, unrounded GPA of 2.5 for all college-level courses (See GPA for Respiratory Care.)
- Earn a grade of C or better in the three prerequisite courses listed below

Program Application:
The Respiratory Care program begins in the Fall semester. It is a limited-access program with a limited number of seats per class. Applicants must submit both a general TCC application (www.tcc.fl.edu/apply) and a separate healthcare program application by the published application deadline. Applicants may access the healthcare application through their TCC Passport account.

See Additional Healthcare Program Requirements for more important information.

Academic Division: Healthcare Professions, Ghazvini Center for Healthcare Education

Contact: (850) 558-4500 or healthedu@tcc.fl.edu

Course Information

General Education (21 credit hours)

- ENC1101 College Composition 3 credit hour(s)
- BSC2085 Anatomy and Physiology I 3 credit hour(s) *
- CHM1030 General Chemistry for Allied Health 3 credit hour(s)
- MCB2004 General Microbiology 3 credit hour(s)
- Any General Education Mathematics State Core course 3 credit hour(s) *
- Any General Education Humanities State Core course 3 credit hour(s)
- Any General Education Social Sciences State Core course 3 credit hour(s)

To satisfy State Board of Education Rule 6A-10.030, students must earn a grade of "C" or better in any Communications, Humanities, Social Science or Mathematics course used to fulfill general education requirements.
Program Courses (55 credit hours)

- BSC2085L Anatomy and Physiology I Laboratory 1 credit hour(s) *
- BSC2086 Anatomy and Physiology II 3 credit hour(s)
- BSC2086L Anatomy and Physiology II Laboratory 1 credit hour(s)
- MCB2004L Microbiology Laboratory 1 credit hour(s)
- RET1026 Fundamentals of Respiratory Care 4 credit hour(s)
- RET1026L Fundamentals of Respiratory Care Lab 1 credit hour(s)
- RET1293 Respiratory Diseases 4 credit hour(s)
- RET1350 Cardiopulmonary Pharmacology 4 credit hour(s)
- RET1434 Clinical Assessment in Respiratory Care III 1 credit hour(s)
- RET1450 Clinical Assessment in Respiratory Care II 1 credit hour(s)
- RET1483 Clinical Assessment in Respiratory Care I 1 credit hour(s)
- RET1874 Clinical Practice I 1 credit hour(s)
- RET1875 Clinical Practice II 1 credit hour(s)
- RET2027 Instrumentation 1 credit hour(s)
- RET2264 Advanced Procedures in Respiratory Care I 3 credit hour(s)
- RET2264L Advanced Procedures in Respiratory Care I Lab 1 credit hour(s)
- RET2265 Advanced Procedures in Respiratory Care II 2 credit hour(s)
- RET2265L Advanced Procedures in Respiratory Care II Lab 1 credit hour(s)
- RET2414 Pulmonary Functions 2 credit hour(s)
- RET2418 Clinical Assessment V 1 credit hour(s)
- RET2442 Cardiopulmonary Hemodynamics 2 credit hour(s)
- RET2442L Cardiopulmonary Hemodynamics Lab 1 credit hour(s)
- RET2485 Cardiopulmonary Physiology 4 credit hour(s)
- RET2534 Clinical Assessment in Respiratory Care IV 1 credit hour(s)
- RET2714 Pediatrics and Neonatology 3 credit hour(s)
- RET2714L Pediatrics and Neonatology Lab 1 credit hour(s)
- RET2876 Clinical Practice III 1 credit hour(s)
- RET2877 Clinical Practice IV 2 credit hour(s)
- RET2878 Clinical Practice V 2 credit hour(s)
- RET2936 Topics in Respiratory Care 3 credit hour(s)

* Prerequisite Course

All courses must be completed with a grade of C or better.
Surgical Technology Specialist Certificate (6355)

Program Purpose: To prepare students to become certified surgical technologists (CSTs). Surgical technologists are part of the team of medical practitioners providing surgical care to patients. Surgical technologists work under the supervision of a surgeon to facilitate the safe and effective conduct of surgical procedures, ensuring that the operating room environment is safe, that equipment functions properly and that the procedure is conducted under conditions that maximize patient safety. Surgical technologists possess expertise in the theory and application of sterile and aseptic technique, which they combine with knowledge of human anatomy, surgical procedures, and instruments and technologies to facilitate a physician's performance of invasive therapeutic and diagnostic procedures. Upon successful program accreditation, graduates will be eligible to sit for the national certification exam administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

Program Length: 49 credit hours

Admission Requirements: Applicant must have earned a standard high school diploma or GED diploma. Applicant must be college-ready, which means the applicant does not need developmental education courses in English, reading and/or mathematics. This requirement may be satisfied by one or more of the following options:
- The Florida Statute on Developmental Education exemption
- Adequate placement scores from the Florida Postsecondary Education Readiness Test (PERT) or other college placement scores accepted by TCC
- Completion of developmental education courses
- Completion of at least ENC1101 College Composition and a Mathematics State Core course

Prior to submitting the application for admission, students must complete (specified portions of) the Health Education Systems, Inc. Admission Assessment (HESI A2), specifically, Reading, Grammar, Vocabulary and Math.

Program Application:
- The Amy Lynette Bailey Surgical Technology program accepts students for each Fall and Spring semester. This is a limited-access program with a limited number of seats per class.
- Applicants must submit a TCC admission application (www.tcc.fl.edu/apply) and a separate healthcare program application. Applicants may access the healthcare program application through their TCC Passport account. See Additional Healthcare Program Requirements for important information.

Academic Division: Healthcare Professions, Ghazvini Center for Healthcare Education

Contact: (850) 558-4500 or healthedu@tcc.fl.edu

Note: Students who wish to earn an A.S. degree in this field may complete the general education requirements listed for Surgical Services, A.S. (2161) either before or after they take the required surgical technology courses.

Course Information

Program Courses (49 credit hours)
- BSC1084C Human Biology: Essentials of Anatomy and Physiology 4 credit hour(s)
- HSC1538 Medical Terminology for Healthcare Professionals 1 credit hour(s)
- HSC1000 Orientation to Perioperative Services 3 credit hour(s)
- HSC1000L Orientation to Perioperative Services Lab 1 credit hour(s)
- HSC2520 Microbiology for Perioperative Services 3 credit hour(s)
- STS1302 Introduction to Surgical Technology 4 credit hour(s)
- STS1302L Introduction to Surgical Technology Lab and Clinical 2 credit hour(s)
- STS1310 Surgical Techniques and Procedures 4 credit hour(s)
- STS1310L Surgical Techniques and Procedures Lab and Clinical 2 credit hour(s)
- STS1340 Pharmacology and Anesthesia 2 credit hour(s)
- STS2323 Surgical Procedures I 4 credit hour(s)
- STS2323L Surgical Procedures I Simulation Lab 2 credit hour(s)
- STS2324 Surgical Procedures II 4 credit hour(s)
- STS2324L Surgical Procedures II Simulation Lab 2 credit hour(s)
- STS2361 The Art of Teamwork in Surgery 1 credit hour(s)
- STS2365 Professional Skills for the O. R. Team 1 credit hour(s)
• STS2944 Surgical Technologist Clinical I 3 credit hour(s)
• STS2945 Surgical Technologist Clinical II 3 credit hour(s)
• STS2953 Surgical Technologist Portfolio I 1 credit hour(s)
• STS2954 Surgical Technologist Portfolio II 2 credit hour(s)

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

Nurse Assistant, Long Term Care Career and Technical Certificate (5024)

Program Purpose: To prepare students for the state nursing assistant competency examination, to serve as entry-level healthcare workers (specifically as nurse assistants) and to safely and effectively serve as part of the healthcare team.

Program Length: 120 clock hours

Admission Requirements:
Have obtained a standard high school diploma or GED diploma, successfully pass Level 1 criminal background check, successfully pass a drug screen, submit a completed health form and be CPR certified at healthcare provider level. See www.tcc.fl.edu/cna for details.

Program Application:
This is a limited-access program. Applicants must submit a TCC admissions application (www.gototcc.com) and a Nurse Assistant program application by the published application deadline.

See Additional Healthcare Program Requirements for more important information.

Program Division: Healthcare Professions

Contact: (850) 558-4500 or healthedu@tcc.fl.edu

Course Information (120 clock hours)

• HCP0122 Nursing Assistant 0 credit hour(s) ; 120 clock hour(s)
Central Sterile Processing Technologist Certificate (6360)

Program Purpose: To prepare students with the experience, knowledge and skills necessary to provide competent services as a central sterile processing technologist. Graduates will be prepared to become integral members of the surgical team and are essential for patient safety by being responsible for decontamination, inspection, assembling, disassembling, packaging and sterilizing reusable surgical instruments, supplies and devices. This program prepares students to take the national certification exam through the International Association of Healthcare Central Services Material Management.

Program Length: 30 credit hours

Program Application:

- This program accepts students for each Fall semester. This is a limited-access program with a limited number of seats per class.
- Applicants must submit a TCC admission application and a separate healthcare program application by the published application deadline. Applicants may access the healthcare application through their TCC Passport account.
- See Additional Healthcare Program Requirements for important information.

Academic Division: Healthcare Professions, Ghazvini Center for Healthcare Education

Contact: (850) 558-4500 or healthedu@tcc.fl.edu

Course Information

Program Courses (30 credit hours)

- BSC1084C Human Biology: Essentials of Anatomy and Physiology 4 credit hour(s)
- HSC1000 Orientation to Perioperative Services 3 credit hour(s)
- HSC1000L Orientation to Perioperative Services Lab 1 credit hour(s)
- HSC1434C Central Processing Technology Lecture, Lab & Clinical 12 credit hour(s)
- HSC1538 Medical Terminology for Healthcare Professionals 1 credit hour(s)
- HSC2520 Microbiology for Perioperative Services 3 credit hour(s)
- STS1925C Endoscopy Basics Theory and Lab 4 credit hour(s)
- STS2361 The Art of Teamwork in Surgery 1 credit hour(s)
- STS2365 Professional Skills for the O. R. Team 1 credit hour(s)
Endoscopy Technician Certificate (6361)

Program Purpose: To educate students in the specialty of endoscopy and promote knowledge-based critical thinking in the safe practice of flexible and rigid endoscopy. Upon completion of all core requirements, graduates of this program will receive a certificate as an endoscopic technician. Students may choose to complete the requirements for certification as an associate with the Society of Gastroenterology Nurses and Associates.

Program Length: 24 credit hours

Program Application:
The program accepts students for each Spring semester. This is a limited-access program with a limited number of seats per class.

Applicants must submit a TCC admission application and a separate healthcare program application by the published application deadline. Applicants may access the healthcare application through their TCC Passport account.

See Additional Healthcare Program Requirements for important information.

Academic Division: Healthcare Professions, Ghazvini Center for Healthcare Education

Contact: (850) 558-4500 or healthedu@tcc.fl.edu

Course Information

Program Courses (24 credit hours)

- BSC1084C Human Biology: Essentials of Anatomy and Physiology 4 credit hour(s)
- HSC1538 Medical Terminology for Healthcare Professionals 1 credit hour(s)
- HSC1000 Orientation to Perioperative Services 3 credit hour(s)
- HSC1000L Orientation to Perioperative Services Lab 1 credit hour(s)
- HSC2520 Microbiology for Perioperative Services 3 credit hour(s)
- STS2361 The Art of Teamwork in Surgery 1 credit hour(s)
- STS2365 Professional Skills for the O. R. Team 1 credit hour(s)
- STS1925C Endoscopy Basics Theory and Lab 4 credit hour(s)
- STS1926C Endoscopy Technician Theory and Lab 6 credit hour(s)
Surgical Services, A.S. (2161)

Program Purpose: To prepare students to become certified surgical technologists, central sterile processing technologists or endoscopic technicians.

Note: Students must choose one of the three specializations: surgical technologist specialist, central sterile processing technician or endoscopic technician.

Surgical technologist (Amy Lynette Bailey Surgical Technology Program): These members of the healthcare team work in operating rooms, ambulatory surgery centers, central supply, labor and delivery areas, cardiac catheterization laboratories, private physician offices, and other settings where invasive procedures are performed. Surgical technologists work under the supervision of a surgeon to facilitate the safe and effective conduct of surgical procedures, ensuring that the operating room environment is safe, that equipment functions properly and that the procedure is conducted under conditions that maximize patient safety. This program prepares students to take the national certification exam administered by the National Board of Surgical Technology and Surgical Assisting.

Central sterile processing technologist: Central sterile processing technologists (medical equipment preparers) and central service technicians are integral members of the surgical team and are essential for patient safety by being responsible for decontamination, inspection, assembling, disassembling, packaging and sterilizing reusable surgical instruments, supplies and devices. This program prepares students to take the national certification exam through the International Association of Healthcare Central Services Material Management.

Endoscopic technician: These members of the healthcare team are responsible for the safe practice of flexible and rigid endoscopy. Upon completion of all core requirements, graduates of this program will receive a certificate as an endoscopic technician. Students may choose to complete the requirements for certification as an associate with the Society of Gastroenterology Nurses and Associates.

Program Length: 64 credit hours

Admission Requirements:
Applicant must have earned a standard high school diploma or GED diploma.

Applicant must be college-ready, which means the applicant does not need developmental education courses in English, reading and/or mathematics. This requirement may be satisfied by one or more of the following options:

- The Florida Statute on Developmental Education exemption
- Adequate placement scores from the Florida Postsecondary Education Readiness Test (PERT) or other college placement scores accepted by TCC
- Completion of developmental education courses
- Completion of at least ENC1101 College Composition and a Mathematics State Core course

Note: A student may declare the Surgical Services degree as his or her program of study at any time through the TCC Admissions and Records office. However, the student is not officially admitted into the A.S. degree until the student is enrolled in or has completed one of three college credit certificate programs: Surgical Technology Specialist Certificate (6355), Central Sterile Processing Technologist Certificate (6360) or Endoscopy Technician Certificate (6361). The student must contact the Healthcare Professions Division to be officially admitted into the A.S. degree program.

Program Application:
This program accepts students for each Fall and Spring semester. This is a limited-access program with a limited number of seats per class.

Applicants must submit a TCC admission application (www.tcc.fl.edu/apply) and a separate healthcare program application through TCC Passport.
Before submitting the application for admission, students must complete the following portions of the Health Education Systems, Inc. Admission Assessment (HESI A2): Reading, Grammar, Vocabulary and Math.

See Additional Healthcare Program Requirements for important information.

**Academic Division:** Healthcare Professions, Ghazvini Center for Healthcare Education

**Contact:** (850) 558-4500 or healthedu@tcc.fl.edu

**Course Information**

**General Education (15 credit hours)**

- ENC1101 College Composition 3 credit hour(s)
- Any General Education Humanities State Core course 3 credit hour(s)
- Any General Education Mathematics State Core course 3 credit hour(s)
- Any General Education Natural Sciences State Core course 3 credit hour(s)
- Any General Education Social Sciences State Core course 3 credit hour(s)

To satisfy State Board of Education Rule 6A-10.030, students must earn a grade of "C" or better in any Communications, Humanities, Social Science or Mathematics course used to fulfill general education requirements.

**Health Science Program Core (14 credit hours)**

- BSC1084C Human Biology: Essentials of Anatomy and Physiology 4 credit hour(s)
- HSC1000 Orientation to Perioperative Services 3 credit hour(s)
- HSC1000L Orientation to Perioperative Services Lab 1 credit hour(s)
- HSC1538 Medical Terminology for Healthcare Professionals 1 credit hour(s)
- HSC2520 Microbiology for Perioperative Services 3 credit hour(s)
- STS2361 The Art of Teamwork in Surgery 1 credit hour(s)
- STS2365 Professional Skills for the O. R. Team 1 credit hour(s)

**Specializations (35 credit hours)**

Note: Students may earn only one A.S. degree in this field; they should choose the specialization that best aligns with their career goals.

**Surgical Technology Specialization (35 credit hours)**

- STS1302 Introduction to Surgical Technology 4 credit hour(s)
- STS1302L Introduction to Surgical Technology Lab and Clinical 2 credit hour(s)
- STS1310 Surgical Techniques and Procedures 4 credit hour(s)
- STS1310L Surgical Techniques and Procedures Lab and Clinical 2 credit hour(s)
- STS1340 Pharmacology and Anesthesia 2 credit hour(s)
- STS2323 Surgical Procedures I 4 credit hour(s)
- STS2323L Surgical Procedures I Simulation Lab 2 credit hour(s)
- STS2324 Surgical Procedures II 4 credit hour(s)
- STS2324L Surgical Procedures II Simulation Lab 2 credit hour(s)
- STS2944 Surgical Technologist Clinical I 3 credit hour(s)
- STS2945 Surgical Technologist Clinical II 3 credit hour(s)
- STS2953 Surgical Technologist Portfolio I 1 credit hour(s)
- STS2954 Surgical Technologist Portfolio II 2 credit hour(s)
Central Sterile Processing Technologist Specialization (35 credit hours)

- BSC2085 Anatomy and Physiology I 3 credit hour(s)
- BSC2085L Anatomy and Physiology I Laboratory 1 credit hour(s)
- BSC2086 Anatomy and Physiology II 3 credit hour(s)
- BSC2086L Anatomy and Physiology II Laboratory 1 credit hour(s)
- DEP2004 Human Development: Birth to Senescence 3 credit hour(s)
- HUN1201 The Science of Nutrition 3 credit hour(s)
- HSC1434C Central Processing Technology Lecture, Lab & Clinical 12 credit hour(s)
- LIS2004 Research Strategies for College Students 1 credit hour(s)
- MCB2004 General Microbiology 3 credit hour(s)
- MCB2004L Microbiology Laboratory 1 credit hour(s)
- STS1925C Endoscopy Basics Theory and Lab 4 credit hour(s)

Endoscopic Technician Specialization (35 credit hours)

- BSC2085 Anatomy and Physiology I 3 credit hour(s)
- BSC2085L Anatomy and Physiology I Laboratory 1 credit hour(s)
- BSC2086 Anatomy and Physiology II 3 credit hour(s)
- BSC2086L Anatomy and Physiology II Laboratory 1 credit hour(s)
- DEP2004 Human Development: Birth to Senescence 3 credit hour(s)
- HUN1201 The Science of Nutrition 3 credit hour(s)
- LIS2004 Research Strategies for College Students 1 credit hour(s)
- MCB2004 General Microbiology 3 credit hour(s)
- MCB2004L Microbiology Laboratory 1 credit hour(s)
- MNA1161 Introduction to Customer Service 3 credit hour(s)
- STA2023 Introductory Statistics 3 credit hour(s)
- STS1925C Endoscopy Basics Theory and Lab 4 credit hour(s)
- STS1926C Endoscopy Technician Theory and Lab 6 credit hour(s)
Pharmacy Technician Applied Technology Diploma (B316)

**Program Purpose:** To prepare students to become pharmacy technicians performing the technical tasks that take place in the pharmacy. Program graduates who successfully complete the program are eligible to sit for the National Pharmacy Technician Certification Exams administered by either the Pharmacy Technician Certification Board (PTCB) or the Institute for the Certification of Pharmacy Technicians. Those who pass this exam are then able to use the title Certified Pharmacy Technician.

**Program Length:** 40 credit hours

**Admission Requirements:**
Applicant must have earned a standard high school diploma or GED diploma and at least 17 years of age.

Applicant must be college-ready, which means the applicant does not need developmental education courses in English, reading and/or mathematics. This requirement may be satisfied by one or more of the following options:

- The Florida Statute on Developmental Education exemption
- Adequate placement scores from the Florida Postsecondary Education Readiness Test (PERT) or other college placement scores accepted by TCC
- Completion of developmental education courses
- Completion of at least ENC1101 College Composition and one general education Mathematics State Core course

The applicant must be in good academic standing.

**Program Application:**
The Pharmacy Technician program begins each Fall and Spring. It is a limited-access program with a limited number of seats per class. Applicants must submit a TCC admission application and a separate healthcare program application by the published application deadline. Applicants access the healthcare application through their TCC Passport account. See Additional Healthcare Program Requirements for more important information.

**Division:** Healthcare Professions

**Contact:** (850) 558-4500 or healthedu@tcc.fl.edu

**Course Information**

**Program Courses (40 credit hours)**

- BSC1084C Human Biology: Essentials of Anatomy and Physiology 4 credit hour(s)
- CGS1060 Computer and Internet Literacy 3 credit hour(s)
- ENC1101 College Composition 3 credit hour(s)
- HSC1538 Medical Terminology for Healthcare Professionals 1 credit hour(s)
- OST1141 Keyboarding 1 credit hour(s)
- PTN1001C Introduction to Pharmacy 4 credit hour(s)
- PTN1017 Pharmacy Calculations 3 credit hour(s)
- PTN1121 Therapeutic Agents I 3 credit hour(s)
- PTN1122 Therapeutic Agents II 3 credit hour(s)
- PTN1131C Applied Pharmacy Practice 4 credit hour(s)
- PTN1132 Basic Business Skills for the Pharmacy Technician 1 credit hour(s)
- PTN1930 Pharmacy Seminar 1 credit hour(s)
- PTN1940 Pharmacy Practicum I 3 credit hour(s)
- PTN1941C Pharmacy Practicum II 3 credit hour(s)
- PTN1942C Pharmacy Practicum III 3 credit hour(s)

All courses must be completed with a grade of C or better.
Pharmacy Management, A.S. (2166)

Program Purpose: To prepare pharmacy technicians who wish to pursue employment advancement opportunities such as a senior/lead pharmacy technician, pharmacy technician coordinator, pharmacy manager/supervisor trainee, drugstore/pharmacy manager or purchasing manager.

Program Length: 70 credit hours [including 40-credit hour Pharmacy Technician Applied Technology Diploma (B316)]

Program Explanation:
This program has two parts:
- Pharmacy Technician certificate
- General Education courses and additional required College courses

To enroll in this program the applicant must do the following:
- Meet the admission requirements of the Pharmacy Technician Applied Technology Diploma (B316) program, apply for entry into the Pharmacy Technician certificate program, be accepted and complete the program
- Enroll in and complete required General Education and other required College courses, which may be completed at any time before, during or after the Pharmacy Technician certificate (Students should not take courses listed in the Pharmacy Technician Applied Technology Diploma (B316) program until they have been accepted to the program.)

Program Application:
The Pharmacy Technician program begins each Fall and Spring. It is a limited-access program with a limited number of seats per class. Applicants must submit a TCC admission application and a separate healthcare program application by the published application deadline. Applicants access the healthcare application through their TCC Passport account.

See Additional Healthcare Program Requirements for more important information.

Division: Healthcare Professions

Contact: (850) 558-4500 or healthedu@tcc.fl.edu

Course Information

General Education (15 credit hours)
- ENC1101 College Composition 3 credit hour(s)
- Any General Education Humanities State Core course 3 credit hour(s)
- Any General Education Mathematics State Core course 3 credit hour(s)
- Any General Education Natural Sciences State Core course 3 credit hour(s)
- Any General Education Social Sciences State Core course 3 credit hour(s)

To satisfy State Board of Education Rule 6A-10.030, students must earn a grade of "C" or better in any Communications, Humanities, Social Science or Mathematics course used to fulfill general education requirements.
Program Courses (55 credit hours)

- BSC1084C Human Biology: Essentials of Anatomy and Physiology 4 credit hour(s)
- CGS1060 Computer and Internet Literacy 3 credit hour(s)
- GEB1011 Introduction to Business 3 credit hour(s)
- HSC1538 Medical Terminology for Healthcare Professionals 1 credit hour(s)
- MAN2021 Introduction to Management 3 credit hour(s)
- MNA1161 Introduction to Customer Service 3 credit hour(s)
- MNA2130 Business Communication 3 credit hour(s)
- PTN1001C Introduction to Pharmacy 4 credit hour(s)
- PTN1017 Pharmacy Calculations 3 credit hour(s)
- PTN1121 Therapeutic Agents I 3 credit hour(s)
- PTN1122 Therapeutic Agents II 3 credit hour(s)
- PTN1131C Applied Pharmacy Practice 4 credit hour(s)
- PTN1132 Basic Business Skills for the Pharmacy Technician 1 credit hour(s)
- PTN1930 Pharmacy Seminar 1 credit hour(s)
- PTN1940 Pharmacy Practicum I 3 credit hour(s)
- PTN1941C Pharmacy Practicum II 3 credit hour(s)
- PTN1942C Pharmacy Practicum III 3 credit hour(s)
- OST1141 Keyboarding 1 credit hour(s)
- Any course with prefix SPC 3 credit hour(s)
- Any college-level course 3 credit hour(s)

All courses must be completed with a grade of C or better.
Nursing, BSN (C100)

Program Purpose: The Bachelor of Science in Nursing (BSN) program is a limited-access program open to currently licensed registered nurses who have completed an Associate in Science degree in Nursing (ADN). Courses are offered online, allowing students to move through the program at a comfortable guided pace. Candidates must receive their BSN within four years of beginning the Nursing core courses. Graduates will be prepared for leadership and other higher-level positions in professional nursing practice. The BSN also provides individuals with an academic pathway into master's and doctoral nursing programs.

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

The College will pursue accreditation from the Accreditation Commission for Education in Nursing for the BSN program.

Program Length: 72 credit hours (A.S. in Nursing) + 48 credit hours (BSN) = 120 total credit hours

Admission Requirements:
- Be at least 18 years of age and meet all admission requirements of the College
- Have earned a standard high school diploma from an approved high school or have earned a GED diploma
- Submit a TCC application and supplemental program application
- Be a graduate of a nationally accredited registered nurse program (associate degree or diploma program) from a regionally accredited institution
- Possess a current, valid, unrestricted, unencumbered R.N. license in the state(s) the student will reside in while completing any portion of the coursework
- Have a minimum of 2.0 cumulative GPA from a regionally accredited college or university

Academic Division: Healthcare Professions, Ghazvini Center for Healthcare Education

Contact: (850) 558-4500 or healthedu@tcc.fl.edu

Bachelor of Science in Nursing Completion Overview (120 total credit hours)

Associate in Science Degree in Nursing (72 credit hours)

Additional General Education Courses (18 credit hours)

BSN Core Courses (30 credit hours)

- NUR3065 Health Assessment 3 credit hour(s)
- NUR3125 Pathophysiology 3 credit hour(s)
- NUR3273 Health Promotion 3 credit hour(s)
- NUR3655 Cultural Issues in Nursing 3 credit hour(s)
- NUR4827 Leadership/Management in Nursing 3 credit hour(s)
- NUR3805 Professional Issues 3 credit hour(s)
- NUR4169 Nursing Research/Evidence-based Practice 3 credit hour(s)
- NUR4684 Population-based Nursing 3 credit hour(s)
- NUR4870 Nursing Informatics 3 credit hour(s)
- NUR4950 Capstone Course 3 credit hour(s)
Dental Assisting Technology and Management Applied Technology Diploma (B317)

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. To prepare students to take the Dental Assisting National Board Exam. Quality patient care and the development of skilled dental assistants are the ultimate goals of the Dental Assisting program.

Program Length: 50 credit hours

Admission Requirements:
Applicants to the program must complete all admission requirements to the College. Applicant must have successfully completed biology and chemistry in high school or college and have a high school or college cumulative unrounded GPA of 2.0 or better.

Program Application:
The Dental Assisting program begins in the Fall semester and is a limited-access program. Applicants must submit a TCC admissions application (www.tcc.fl.edu/apply) and a separate healthcare program application by the published deadline. Students may access the healthcare application through their TCC Passport account.

See Additional Healthcare Program Requirements for more important information.

Academic Division: Healthcare Professions

Contact: (850) 558-4500 or healthedu@tcc.fl.edu

Program Courses (50 credit hours)

- DEA1030 Preclinic 2 credit hour(s)
- DEA1030L Preclinic Lab 5 credit hour(s)
- DEA1051 Nitrous Oxide Monitoring 1 credit hour(s)
- DEA1805 Clinical Practice I 2 credit hour(s)
- DEA1805L Clinical Practice I Lab 1 credit hour(s)
- DEA1855 Clinical Practice II 2 credit hour(s)
- DEA1855L Clinical Practice II Lab 1 credit hour(s)
- DEA1940 Clinic Preceptorship I 8 credit hour(s)
- DEA1941 Clinic Preceptorship II 8 credit hour(s)
- DEA2832C Expanded Functions I 4 credit hour(s)
- DEA2833C Expanded Functions II 4 credit hour(s)
- DES2100 Dental Materials Theory 2 credit hour(s)
- DES2100L Dental Materials Lab 1 credit hour(s)
- DES1200 Dental Radiology 2 credit hour(s)
- DES1200L Dental Radiology Lab 1 credit hour(s)
- DES1600 Dental Office Emergencies 2 credit hour(s)
- DES1020 Dental Anatomy 3 credit hour(s)
- DES2502 Clinic and Office Management 1 credit hour(s)
Additional Healthcare Program Requirements

All healthcare programs (degrees and certificates) are limited access and limited enrollment. This means that there are specific admission requirements, including a special application for each program. There is also a designated number of students accepted for each entry and each program. There is not a waiting list for any of the programs. A list of all programs can be found on the website at www.tcc.fl.edu/healthcare.

Information that includes the admission requirements can be obtained from each program's webpage.

- Dental Programs (Dental Assisting and Dental Hygiene): www.tcc.fl.edu/dental
- Emergency Medical Services (EMT, Paramedic and the A.S. degree): www.tcc.fl.edu/ems
- Nursing: www.tcc.fl.edu/nursing
- Nurse Assistant: www.tcc.fl.edu/CNA
- Radiologic Technology: www.tcc.fl.edu/radtech
- Respiratory Care: www.tcc.fl.edu/respiratory
- Pharmacy Technician: www.tcc.fl.edu/pharmtech
- Surgical Technology: www.tcc.fl.edu/surgtech
- Central Sterile Processing Technology: https://www.tcc.fl.edu/College/TypeOfProgram/Pages/Central-Sterile-Processing-Technologist-Certificate-%286360%29.aspx
- Endoscopic Technician: https://www.tcc.fl.edu/College/TypeOfProgram/Pages/Endoscopy-Technician-Certificate-%286361%29.aspx

Students enrolled in any healthcare program will be required to fulfill graduation requirements specified in the catalog for the year in which they began the core curriculum. Students that withdraw or exit a program and are allowed to return to the program must fulfill all requirements in place at the time of their return to the program.

Courses that assign a grade of A, B, C, D or F must be completed with a grade of C or better. Courses that assign a grade of pass or fail must be completed with a pass. Courses that assign a grade of satisfactory or unsatisfactory must be completed with a satisfactory. Students that do not meet these standards will not be allowed to progress to the next semester and will be dismissed from the program. Re-entry will be contingent upon program policy and space availability.

Attendance is mandatory in all classes, labs and clinical experiences. Times may vary and days, evenings and weekends will be used.

Additional requirements will be completed after acceptance into the programs, unless the requirement is part of the admission process. These requirements include, but are not limited to, CPR certification, immunizations and other health screenings, criminal background checks, and drug screening.

CPR certification must be one of the following: American Heart Association Basic Life Support (BLS) for the Healthcare Provider or American Red Cross CPR for the Healthcare Provider and Professional Rescuer. No other courses will be accepted. The course must have a hands-on component and not just an online version.

Criminal background checks and drug screening are required of students by most of the clinical agencies. Students will complete these after acceptance into their program, using the services of the College's contracting agency. All results are submitted to the agencies requiring these items and they determine if the student may participate in clinical activities in their agency. If the agency determines a student cannot attend clinical experiences at their agency, the student will not be allowed to continue in the program. Successful completion of all required clinical experiences is required for successful completion of all programs. Additionally, the cost of the background check and drug screening is the responsibility of the student, and no refunds will be issued.

Students with positive background checks that are allowed to continue in the program cannot be guaranteed that this will not impact licensure/certification eligibility and/or employment opportunities. Students need to be aware of the state statutes for licensure/certification. The Florida Statutes are on the Florida Department of Health website, www.doh.state.fl.us/mba/laws.html.

Students are responsible for all costs of the program, which may include, but are not limited to, tuition, fees, books, criminal background checks, drug screening, immunizations, CPR certification, uniforms, supplies, instruments, and licensure or certification exams. Students must have reliable transportation for clinical experiences in Tallahassee and the surrounding communities.

Students may choose to be employed while in the programs. However, all employment must be scheduled around the class, lab and clinical schedules of the program. 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.

Nurses licensed in foreign countries or other U.S. states or territories should contact the Florida Board of Nursing to learn what is necessary to become licensed as a registered nurse in Florida: (850) 245-4125.
Students may request to transfer into a TCC healthcare program from the same discipline at another college/university. However, it is very difficult to do so owing to differences in curriculum and space availability. All of the following requirements and conditions must be met in order to be considered for transfer admission.

- Completion of a general Tallahassee Community College application (www.gototcc.com) and all college admission requirements.
- Completion all admission requirements for the specific program of study, including a specific application for the healthcare program, which applicants may access through their TCC Passport account.
- Submission of a letter stating the reason(s) for transfer and anticipated date of entry into the TCC healthcare program.
- Submission of a copy of transcript(s) to the TCC healthcare program.
- Submission of a syllabus from each healthcare course completed or currently enrolled in, to include course learning outcomes, course schedule, and all related lab and clinical activities. No fax or email will be accepted.
- Submission of a letter from the dean or director of the current or former program stating that the student left in good academic and clinical standing and that the student meets the eligibility requirements to remain or return to that program.
- Complete any testing required at the discretion of the chair of the healthcare program.
- Transfer must occur within one year of leaving the former program.
- Transfer into the last semester of the program is not permitted.
- Twenty-five percent (25%) of all coursework must be completed at TCC.
- Space must be available for the student in the semester of transfer and in specified courses.
- Transfer is contingent upon successful submission and verification of criminal background checks, negative drug screening, completion of all health requirements and CPR certification.

HESI A2 Test

The HESI A2 (Admission Assessment) Test, a product of the Elsevier/Evolve company, is divided into nine subtests. However, applicants complete the following four tests only: reading comprehension, grammar, vocabulary and math. The other sections of the test are not to be completed. Study guides are available for purchase in the TCC Bookstore and are also on permanent reserve in the TCC library.

Applicants must score a minimum of 75% on each subtest of the A2. The four subtests of one test are averaged to obtain a composite test score. If an applicant completes two A2 tests, the higher composite test score will be used toward the points for admission. Subtests from different tests will not be combined. An applicant must score a minimum of 75% in each subtest on one test for the scores to be considered.

The A2 will be administered by the TCC Testing Center located on the second floor of the Fine and Performing Arts Center (FPAC building). The test will be completed on a computer and is untimed, but generally takes less than four hours. Applicants will receive their scores before they leave the Testing Center. Applicants who do not score at the minimum level (75%) will receive a remediation plan via email at a later date. The A2 may be repeated once, and the higher of the two scores will be used to calculate points. If the A2 is taken more than two times, the highest score achieved on one of the first two attempts will be considered for admission.

Students who are required to take developmental courses based on their scores on the Florida Postsecondary Education Readiness Test (or College Placement Test) should not attempt the A2 until they have successfully completed the required developmental courses. It is recommended that students complete ENC1101 and a Mathematics State Core course before attempting the A2. Many students have found that the anatomy and physiology courses are helpful also.

Appointments are necessary to test. Call the Testing Center at 850-201-8282 to make an appointment. A $39 fee (subject to change) will be assessed and is paid in the TCC Cashier's office in the Student Union before the testing appointment. The TCC Cashier's office accepts cash, personal checks, credit cards and money orders. Applicants must take their payment receipt and a picture ID to the Testing Center. Applicants without these documents will not be allowed to test.

Students may take the HESI A2 at any college that uses HESI products. Students should have their scores sent to the Healthcare Professions Division at TCC by the testing site or Evolve. Scores will not be accepted from students.
GPA for Nursing

- All prerequisite courses (as listed in program description) must be completed with a grade of "C" or better. A minimum GPA of 2.5 is required on nursing prerequisite courses. Students must be in good academic standing, with no academic suspension, probation or warning. All nursing prerequisites must be completed at the time of application. "S" grades will not be calculated but will be considered as meeting the course requirement.
- Students who are transferring courses into TCC that they wish to be considered toward admission must have an official transcript sent to TCC's Admissions and Records office for evaluation. A course with a different prefix that does not transfer as equivalent may be re-evaluated at the request of the applicant; the course syllabus must be submitted prior to the application deadline date to receive consideration.
- If the student wishes to use Advanced Placement credit, the student must submit the official documentation from College Board to the TCC Admissions and Records office by the application deadline.
- If the applicant is currently a non-degree-seeking or transient student, the student must change his or her status to A.S. Degree in Nursing in the Admissions and Records office in order for the transcript to be evaluated appropriately.
- It is the applicant's responsibility to verify that transcripts have been received and evaluated. This information can be accessed at tccpassport.tcc.fl.edu by signing in to TCC Passport and viewing the transcript.

GPA for Radiologic Technology

- All prerequisite courses (as listed in program description) must be completed with a grade of "C" or better. A minimum GPA of 2.5 is required on prerequisite courses. Students must be in good academic standing, with no academic suspension, probation or warning. Students who have completed all prerequisite courses by the published application deadline will be given priority consideration for acceptance. "S" grades will not be calculated, but will be considered as meeting the course requirement.
- Students who are transferring courses into TCC that they wish to be considered toward admission must have an official transcript sent to TCC's Admissions and Records office for evaluation. A course with a different prefix that does not transfer as equivalent may be re-evaluated at the request of the applicant; the course syllabus must be submitted prior to the application deadline date to receive consideration.
- If the student wishes to use Advanced Placement credit, the student must submit the official documentation from College Board to the TCC Admissions and Records office by the application deadline.
- If the applicant is currently a non-degree-seeking or transient student, the student must change his or her status to A.S. Degree in Radiologic Technology in the Admissions and Records office in order for the transcript to be evaluated appropriately.
- It is the applicant's responsibility to verify that transcripts have been received and evaluated. This information can be accessed at tccpassport.tcc.fl.edu by signing in to TCC Passport and viewing the transcript.

GPA for Respiratory Care

- All prerequisite courses (as listed in program description) must be completed with a grade of "C" or better. Students must also have a minimum cumulative GPA of 2.5 calculated from all attempted college courses. Students must be in good academic standing, with no academic suspension, probation or warning. Students who have completed all prerequisite courses by the published application deadline will be given priority consideration for acceptance. "S" grades will not be calculated, but will be considered as meeting the course requirement.
- Students who are transferring courses into TCC that they wish to be considered toward admission must have an official transcript sent to TCC's Admissions and Records office for evaluation. A course with a different prefix that does not transfer as equivalent may be re-evaluated at the request of the applicant; the course syllabus must be submitted before the application deadline date to receive consideration.
- If the student wishes to use Advanced Placement credit, the student must submit the official documentation from College Board to the TCC Admissions and Records office by the application deadline.
- If the applicant is currently a non-degree-seeking or transient student, the student must change his or her status to A.S. Degree in Respiratory Care in the Admissions and Records office in order for the transcript to be evaluated appropriately.
- It is the applicant's responsibility to verify that transcripts have been received and evaluated. Applicants may access this information at tccpassport.tcc.fl.edu by signing in to TCC Passport and viewing the transcript.
GPA for Dental Hygiene

- All prerequisite courses (as listed in program description) must be completed with a minimum unrounded GPA of 2.2. Students must also have a minimum cumulative GPA of 2.5 calculated from all attempted college courses. Students must be in good academic standing, with no academic suspension, probation or warning. Students who have completed all prerequisite courses by the published application deadline will be given priority consideration for acceptance. "S" grades will not be calculated, but will be considered as meeting the course requirement.

- Students who are transferring courses into TCC that they wish to be considered toward admission must have an official transcript sent to TCC's Admissions and Records office for evaluation. A course with a different prefix that does not transfer as equivalent may be re-evaluated at the request of the applicant; the course syllabus must be submitted prior to the application deadline date to receive consideration.

- If the student wishes to use Advanced Placement credit, the student must submit the official documentation from College Board to the TCC Admissions and Records office by the application deadline.

- If the applicant is currently a non-degree-seeking or transient student, the student must change his or her status to A.S. Degree in Dental Hygiene in the Admissions and Records office in order for the transcript to be evaluated appropriately.

- It is the applicant's responsibility to verify that transcripts have been received and evaluated. This information can be accessed at tcppassport.tcc.fl.edu by signing in to TCC Passport and viewing the transcript.
Network Services Technology

Network Systems Technology, A.S. (2165)

Program Purpose: To prepare students for entry-level positions in computer networking-related fields. Employment types include network administrator, network manager, network designer, network installer, network troubleshooter, inter/intranet worker.

Program Length: 60 credit hours

Academic Division: Business, Industry and Technology

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

Course Information

General Education (15 credit hours)

- ENC1101 College Composition 3 credit hour(s)
- Any General Education Humanities State Core course 3 credit hour(s)
- Any General Education Mathematics State Core course 3 credit hour(s)
- Any General Education Natural Sciences State Core course 3 credit hour(s)
- Any General Education Social Sciences State Core course 3 credit hour(s)

To satisfy State Board of Education Rule 6A-10.030, students must earn a grade of "C" or better in any Communications, Humanities, Social Science or Mathematics course used to fulfill general education requirements.

Program Courses (36 credit hours)

- CGS1000 Introduction to Computer Technology 3 credit hour(s) *
- CGS1060 Computer and Internet Literacy 3 credit hour(s) *
- CIS2352 Ethical Hacking 3 credit hour(s)
- CTS1131 Microcomputer Architecture 3 credit hour(s) **
- CTS1134 Networking and Telecommunication 3 credit hour(s)
- CET1600 Open System Architecture I 3 credit hour(s) ***
- CET1610 Open System Architecture II 3 credit hour(s) ***
- CET2370 Network Virtualization 3 credit hour(s)
- CTS2351 Network Administration and Management 3 credit hour(s)
- CTS2352 Advanced Network Administration 6 credit hour(s)
- CNT2401 Introduction to Network Security 3 credit hour(s)
- CTS2132 Microcomputer Architecture II 3 credit hour(s)

Elective Courses (9 credit hours)

Select 3 of the following:

- CET2615 Open System Architecture III 3 credit hour(s)
- CET2620 Open System Architecture IV 3 credit hour(s)
- CGS2540 Database Concepts 3 credit hour(s)
- IDS2941 Technology and Professional Programs Internship 3 credit hour(s)
- MAN2021 Introduction to Management 3 credit hour(s)
- COP1000 Programming Concepts 3 credit hour(s)
- COP2220 Introduction to C++ Programming 3 credit hour(s) or COP equivalent

* Exemption exam available.
** Current A+ certification for credit. Contact Business, Industry and Technology Division at (850) 201-8352 or techedu@tcc.fl.edu for information.
*** Current CCNA certification for credit. Contact Business, Industry and Technology Division at (850) 201-8352 or techedu@tcc.fl.edu for information.
Network Infrastructure Certificate (6359)

**Program Purpose:** To prepare students for entry into a networking/computer technology position and to allow professionals to update skills.
Coursework in this program articulates into the Network Systems Technology, A.S. (2165) degree program.

**Program Length:** 21 credit hours

**Academic Division:** Business, Industry and Technology

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

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Course Information

Program Courses (21 credit hours)

- CGS1000 Introduction to Computer Technology 3 credit hour(s) *
  * Exemption exam available.
- CGS1060 Computer and Internet Literacy 3 credit hour(s) *
- CTS1131 Microcomputer Architecture 3 credit hour(s) **
- CTS1134 Networking and Telecommunication 3 credit hour(s)
- CET1600 Open System Architecture I 3 credit hour(s) ***
- CET1610 Open System Architecture II 3 credit hour(s) ***
- CET2615 Open System Architecture III 3 credit hour(s) ***
- CET2620 Open System Architecture IV 3 credit hour(s) ***

** Current A+ certification for credit. Contact Business, Industry and Technology Division at (850) 201-8352 or techedu@tcc.fl.edu for information.
*** Current CCNA certification for credit. Contact Business, Industry and Technology Division at (850) 201-8352 or techedu@tcc.fl.edu for information.

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Network Support Technician Certificate (6358)

**Program Purpose:** To prepare students for entry into a networking/computer technology position and to allow professionals to update skills.
Coursework in this program articulates into the Network Systems Technology, A.S. (2165) degree program.

**Program Length:** 21 credit hours

**Academic Division:** Business, Industry and Technology

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

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Course Information

Program Courses (21 credit hours)

- CET1600 Open System Architecture I 3 credit hour(s) ***
- CET1610 Open System Architecture II 3 credit hour(s) ***
- CGS1000 Introduction to Computer Technology 3 credit hour(s) *
- CGS1060 Computer and Internet Literacy 3 credit hour(s) *
- CNT2401 Introduction to Network Security 3 credit hour(s)
- CTS1131 Microcomputer Architecture 3 credit hour(s) **
- CTS1134 Networking and Telecommunication 3 credit hour(s)

* Exemption exam available.
** Current A+ certification for credit. Contact Business, Industry and Technology Division at (850) 201-8352 or techedu@tcc.fl.edu for information.
*** Current CCNA certification for credit. Contact Business, Industry and Technology Division at (850) 201-8352 or techedu@tcc.fl.edu for information.
Network Virtualization Certificate (6357)

**Program Purpose:** To prepare students for entry into a networking/computer technology position and to allow professionals to update skills. Coursework in this program articulates into the Network Systems Technology, A.S. (2165) degree program.

**Program Length:** 18 credit hours

**Academic Division:** Business, Industry and Technology

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

### Course Information

#### Program Courses (18 credit hours)

- CET2370 Network Virtualization 3 credit hour(s)
- CGS1060 Computer and Internet Literacy 3 credit hour(s) *
- CIS2352 Ethical Hacking 3 credit hour(s)
- CNT2401 Introduction to Network Security 3 credit hour(s)
- CTS1131 Microcomputer Architecture 3 credit hour(s) **
- CTS2351 Network Administration and Management 3 credit hour(s)

* Exemption exam available.

** Current A+ certification for credit. Contact Business, Industry and Technology Division at (850) 201-8352 or techedu@tcc.fl.edu for information.

Network Enterprise Administration Certificate (6363)

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

**Program Length:** 29 credit hours

**Academic Division:** Business, Industry and Technology

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

### Course Information

#### Program Courses (29 credit hours)

- CGS1060 Computer and Internet Literacy 3 credit hour(s) *
- CET1600 Open System Architecture I 3 credit hour(s)
- CET1610 Open System Architecture II 3 credit hour(s)
- CTS1131 Microcomputer Architecture 3 credit hour(s)
- CTS1134 Networking and Telecommunication 3 credit hour(s)
- CTS2351 Network Administration and Management 3 credit hour(s)
- CTS2352 Advanced Network Administration 6 credit hour(s)
- CNT2401 Introduction to Network Security 3 credit hour(s)
- Any college credit course(s) 2 credit hour(s)

* Exemption exam available.
Office Administration

Office Support Certificate (6336)
Program Purpose: To prepare students for entry into an office support staff position or to allow professionals to update/obtain new skills.

Coursework in this program articulates into the Office Administration, A.S. (2107) degree program.

Program Length: 12 credit hours
Academic Division: Business, Industry and Technology
Contact: (850) 201-8352 or techedu@tcc.fl.edu

Course Information
Program Courses (12 credit hours)
- CTS1220C Microsoft Specialist: Word 3 credit hour(s)
- MNA1161 Introduction to Customer Service 3 credit hour(s)
- OST1324 Business Mathematics 3 credit hour(s)
- OST1401 Administrative Support Systems and Procedures 3 credit hour(s)

Office Specialist Certificate (6335)
Program Purpose: To prepare students for entry into an office support staff position or to allow professionals to update/obtain new skills.

Coursework in this program articulates into the Office Administration, A.S. (2107) degree program.

Program Length: 18 credit hours
Academic Division: Business, Industry and Technology
Contact: (850) 201-8352 or techedu@tcc.fl.edu

Course Information
Program Courses (18 credit hours)
- CTS1220C Microsoft Specialist: Word 3 credit hour(s)
- CTS1760C Microsoft Specialist: Outlook 3 credit hour(s)
- MNA1161 Introduction to Customer Service 3 credit hour(s)
- OST1324 Business Mathematics 3 credit hour(s)
- OST1355 Records Management 3 credit hour(s)
- OST1401 Administrative Support Systems and Procedures 3 credit hour(s)
Office Management Certificate (6334)

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

Coursework in this program articulates into the Office Administration, A.S. (2107) degree program.

Program Length: 27 credit hours

Academic Division: Business, Industry and Technology

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

Course Information

Program Courses (27 credit hours)

- CTS1220C Microsoft Specialist: Word 3 credit hour(s)
- CTS1230C Microsoft Specialist: PowerPoint 3 credit hour(s)
- CTS1760C Microsoft Specialist: Outlook 3 credit hour(s)
- CTS2225C Microsoft Specialist: Excel 3 credit hour(s)
- MNA1161 Introduction to Customer Service 3 credit hour(s)
- MNA2130 Business Communication 3 credit hour(s)
- OST1324 Business Mathematics 3 credit hour(s)
- OST1355 Records Management 3 credit hour(s)
- OST1401 Administrative Support Systems and Procedures 3 credit hour(s)
Office Administration, A.S. (2107)

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

Program Length: 60 credit hours

Academic Division: Business, Industry and Technology

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

Course Information

General Education (15 credit hours)

- ENC1101 College Composition 3 credit hour(s)
- Any General Education Humanities State Core course 3 credit hour(s)
- Any General Education Mathematics State Core course 3 credit hour(s)
- Any General Education Natural Sciences State Core course 3 credit hour(s)
- Any General Education Social Sciences State Core course 3 credit hour(s)

To satisfy State Board of Education Rule 6A-10.030, students must earn a grade of "C" or better in any Communications, Humanities, Social Science or Mathematics course used to fulfill general education requirements.

Program Courses (45 credit hours)

- CTS1220C Microsoft Specialist: Word 3 credit hour(s)
- CTS1230C Microsoft Specialist: PowerPoint 3 credit hour(s)
- CTS1760C Microsoft Specialist: Outlook 3 credit hour(s)
- CTS2225C Microsoft Specialist: Excel 3 credit hour(s)
- CTS2240C Microsoft Specialist: Advanced Word 3 credit hour(s)
- CTS2401C Microsoft Specialist: Access 3 credit hour(s)
- GEB1011 Introduction to Business 3 credit hour(s)
- MAN2021 Introduction to Management 3 credit hour(s)
- MNA1161 Introduction to Customer Service 3 credit hour(s)
- MNA2130 Business Communication 3 credit hour(s)
- OST1324 Business Mathematics 3 credit hour(s)
- OST1355 Records Management 3 credit hour(s)
- OST1401 Administrative Support Systems and Procedures 3 credit hour(s)
- Any college-credit course in Technology or Business, or IDS2941 Technology and Professional Programs Internship 3 credit hour(s)

- SPC1062 Business and Professional Speaking 3 credit hour(s)
  or
- SPC2608 Public Speaking 3 credit hour(s)
Paralegal and Legal Studies

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

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.

Program Length: 64 credit hours

Academic Division: Behavioral, Social Sciences and Education

Contact: (850) 201-8488

Note: Students who intend to earn a Paralegal/Legal Studies Associate in 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 online or evening classes.

Course Information

General Education (18 credit hours)
- ENC1101 College Composition 3 credit hour(s)
- Any additional General Education Communications TCC Core course 3 credit hour(s)
- Any General Education Humanities State Core course 3 credit hour(s)
- Any General Education Mathematics State Core course 3 credit hour(s)
- Any General Education Natural Sciences State Core course 3 credit hour(s)
- Any General Education Social Sciences State Core course 3 credit hour(s)

To satisfy State Board of Education Rule 6A-10.030, students must earn a grade of "C" or better in any Communications, Humanities, Social Sciences or Mathematics course used to fulfill general education requirements.

Program Courses (46 credit hours)
- BUL2241 Legal Concepts of Business 3 credit hour(s)
- BUL2242 The Law of Business 3 credit hour(s)
- IDS2182 Applied Ethics Seminar 3 credit hour(s)
- PLA1003 Introduction to the Legal Process 3 credit hour(s)
- PLA1104 Legal Research 4 credit hour(s)
- PLA2114 Legal Writing 3 credit hour(s)
- PLA2203 Litigation Procedures I 3 credit hour(s)
- PLA2223 Litigation Procedures II 3 credit hour(s)
- PLA2600 Wills, Trusts and Probate 3 credit hour(s)
- PLA2610 Real Estate Law and Property Transactions 3 credit hour(s)
- PLA2763 Law Office Procedures and Management 3 credit hour(s)
- PLA2800 Family Law 3 credit hour(s)
- Select and college-level History courses: 6 credit hour(s)

Select one of the following:
- IDS2941 Technology and Professional Programs Internship 3 credit hour(s)
- CGS2100 Microcomputer Applications for Business 3 credit hour(s)
- CJL2100 Criminal Law 3 credit hour(s)
Recreation Management

Sports, Fitness and Recreation Management, A.S. (2124)

Program Purpose: To prepare students for careers as recreation leaders, recreation supervisors, group recreation workers, activity leaders or recreation event coordinators.
Program Length: 60 credit hours
Academic Division: Business, Industry and Technology
Contact: (850) 201-8352 or techedu@tcc.fl.edu

Course Information

General Education (15 credit hours)
- ENC1101 College Composition 3 credit hour(s)
- Any General Education Humanities State Core course 3 credit hour(s)
- Any General Education Mathematics State Core course 3 credit hour(s)
- Any General Education Natural Sciences State Core course 3 credit hour(s)
- Any General Education Social Sciences State Core course 3 credit hour(s)
To satisfy State Board of Education Rule 6A-10.030, students must earn a grade of "C" or better in any Communications, Humanities, Social Science or Mathematics course used to fulfill general education requirements.

Program Courses (45 credit hours)
- GEB1011 Introduction to Business 3 credit hour(s)
- HSC2400 First Aid 3 credit hour(s)
- LEI1000 Introduction to Recreation and Leisure Services 3 credit hour(s)
- LEI1541 Outdoor Recreation Management 4 credit hour(s)
- LEI2310 Introduction to Event Planning 3 credit hour(s)
- LEI2730 Adaptive/Therapeutic Recreation 4 credit hour(s)
- PEM1101 Theory and Practice of Adult Fitness 2 credit hour(s)
- PEO2003 Officiating Techniques for Individual Sports 2 credit hour(s)
- PET1770 Personal Training Fundamentals and Techniques 4 credit hour(s)
- PET2000C Introduction to Physical Education 3 credit hour(s)
- PET2622C Care and Prevention of Athletic Injuries 3 credit hour(s)
- SPM2000 Introduction to Sports Management 3 credit hour(s)
Select one of the following:
- CGS1030 Computer Basics 3 credit hour(s)
- CGS1060 Computer and Internet Literacy 3 credit hour(s) *
Select one of the following:
- IDS2941 Technology and Professional Programs Internship 3 credit hour(s)
- SPC1017 Fundamentals of Interpersonal Communications 3 credit hour(s)
- SPC2608 Public Speaking 3 credit hour(s)
Select two of the following:
- PEL1121 Beginning Golf 1 credit hour(s)
- PEL1002 Introduction to Outdoor Games 1 credit hour(s)
- PEL1004 Introduction to Indoor Games 1 credit hour(s)
- PEL1122 Intermediate Golf 1 credit hour(s)
- PEL1320 Volleyball 1 credit hour(s)
- PEL1341 Beginning Tennis 1 credit hour(s)
- PEL1621 Beginning Basketball 1 credit hour(s)
- PEM1171 Aerobics 1 credit hour(s)
- PEM1431 Introduction to Judo 1 credit hour(s)
* Exemption exam available: see www.tcc.fl.edu/tpp.
## Course Information

### Florida's Statewide Course Numbering System

Courses in this catalog are identified by prefixes and numbers that were assigned by Florida's Statewide Course Numbering System (SCNS). This numbering system is used by all public postsecondary institutions in Florida and 25 participating nonpublic institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions. Students and administrators can use the online SCNS to obtain course descriptions and specific information about course transfer between participating Florida institutions. This information is at the SCNS website at [http://scns.fldoe.org](http://scns.fldoe.org).

Each participating institution controls the title, credit and content of its own courses and recommends the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

The course prefix and each digit in the course number have a meaning in the SCNS. The listing of prefixes and associated courses is referred to as the "SCNS taxonomy." Descriptions of the content of courses are referred to as "statewide course profiles."

### Example of Course Identifier

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Level Code (first digit)</th>
<th>Century Digit (second digit)</th>
<th>Decade Digit (third digit)</th>
<th>Unit Digit (fourth digit)</th>
<th>Lab Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>English Composition</td>
<td>Lower (Freshman) Level at this institution</td>
<td>Freshman Composition</td>
<td>Freshman Composition Skills</td>
<td>Freshman Composition Skills I</td>
<td>No laboratory component in this course</td>
</tr>
</tbody>
</table>

### General Rule for Course Equivalencies

Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between participating institutions that offer the course, with a few exceptions as listed below in Exception to the General Rule for Course Equivalency.

For example, a freshman composition skills course is offered by 84 different public and nonpublic postsecondary institutions. Each institution uses "ENC_101" to identify its freshman composition skills course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, "ENC" means "English Composition," the century digit "1" represents "Freshman Composition," the decade digit "0" represents "Freshman Composition Skills," and the unit digit "1" represents "Freshman Composition Skills I."

In the sciences and certain other areas, a "C" or "L" after the course number is known as a lab indicator. The "C" represents a combined lecture and laboratory course that meets in the same place at the same time. The "L" represents a laboratory course or the laboratory part of a course that has the same prefix and course number but meets at a different time or place.

Transfer of any successfully completed course from one participating institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits and comparable faculty credentials at both institutions. For example, ENC1101 is offered at a community college. The same course is offered at a state university as ENC2101. A student who has successfully completed ENC1101 at a Florida College System institution is guaranteed to receive transfer credit for ENC2101 at the state university if the student transfers. The student cannot be required to take ENC2101 again since ENC1101 is equivalent to ENC2101. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to the native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed that have not been designated as equivalent. Note: Credit generated at institutions on the quarter-term system may not transfer the equivalent number of credits to institutions on the semester-term system. For example, 4.0 quarter hours often transfers as 2.67 semester hours.
The Course Prefix

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area or subcategory of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix to identify the course.

Authority for Acceptance of Equivalent Courses

Section 1007.24(7), Florida Statutes, states:

Any student who transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educational institutions, and participating nonpublic postsecondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possess credentials that are comparable to those required by the accrediting association of the receiving institution. The award of credit may be limited to courses that are entered in the statewide course numbering system. Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded to native students.

Exceptions to the General Rule for Course Equivalency

Since the initial implementation of the SCNS, specific disciplines or types of courses have been excepted from the guarantee of transfer for equivalent courses. These include courses that must be evaluated individually or courses in which the student must be evaluated for mastery of skill and technique. The following courses are exceptions to the general rule for course equivalencies and may not transfer. Transferability is at the discretion of the receiving institution.

A. Courses not offered by the receiving institution.
B. For courses at nonregionally accredited institutions, courses offered prior to the established transfer date of the course in question.
C. Courses in the _900-999 series are not automatically transferable and must be evaluated individually. These include such courses as Special Topics, Internships, Apprenticeships, Practica, Study Abroad, Theses and Dissertations.
D. Applied academics for adult education courses.
E. Graduate courses.
F. Internships, apprenticeships, practica, clinical experiences and study abroad courses with numbers other than those ranging from 900-999.
G. Applied courses in the performing arts (Art, Dance, Interior Design, Music and Theatre) and skills courses in Criminal Justice (academy certificate courses) are not guaranteed as transferable. These courses need evidence of achievement (e.g., portfolio, audition, interview).

Courses at Nonregionally Accredited Institutions

The SCNS makes available on its home page (http://scns.fldoe.org) a report entitled "Courses at Nonregionally Accredited Institutions" that contains a comprehensive listing of all nonpublic institution courses in the SCNS inventory, as well as each course's transfer level and transfer effective date. This report is updated monthly.

Questions about the SCNS and appeals regarding course credit transfer decisions should be directed to the Tallahassee Community College Division of Academic Affairs at (850) 201-8680 or acadaffairs@icc.fl.edu or to the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling the SCNS office at (850) 245-0427 or at http://scns.fldoe.org.
General Education Core Courses

Below is a list of courses that may be used to meet specific General Education Core requirements for various programs offered by TCC. In each academic area, the list includes courses that are part of the State Core and other courses that are part of the TCC Core.

Each program has unique requirements. Most Associate in Science degree programs require students to take several General Education State Core courses, while a few also require General Education TCC Core courses.

To learn which General Education courses, if any, are required by a specific program, review the requirements of that program.

- Communications
- Humanities
- Mathematics
- Natural Sciences
- Social Sciences

1. Communications

Area A. Communications State Core
- ENC1101 College Composition

Area B. Communications TCC Core
- ENC1102 Argument and Persuasion
- ENC1141 Writing about Literature
- MMC1100 Writing for Mass Communication

Note: To satisfy the requirement of State Board of Education Rule 6A-10.030, students must earn a grade of "C" or better in any Communications course used to fulfill the general education requirement and must produce multiple writing assignments in each of the courses.

2. Humanities

Area A. Humanities State Core
- ARH2000 Art Appreciation
- HUM2020 Introduction to the Humanities
- LIT2000 Introduction to Literature
- MUL2010 Music Appreciation
- PHI2010 Philosophy
- THE2000 Theatre Appreciation

Area B. Humanities TCC Core
- ARH2050 Art History: Prehistory through Gothic
- ARH2051 Art History: Renaissance through Contemporary
- ARH2500 Non-Western Art History
- AML2301 Major American Writers
- AML2600 African American Literature
- ENL2000 British Literature
- HUM2210 Humanities of the World: Prehistory through Sixteenth Century
- HUM2230 Humanities of the World: Sixteenth Century through Contemporary
- HUM2525 The American Music Tradition: Jazz
- HUM2529 The American Music Tradition: Popular Music
- HUM2741 Humanities Abroad
- LIT2100 Masterpieces of World Literature
- MUH2011 Introduction to Music History
• MUH2120 World Music Cultures
• PHI2100 Introductory Logic
• PHI2600 Ethics
• REL2210 Introduction to the Old Testament
• REL2240 Introduction to the New Testament
• REL2300 World Religions
• THE2100 Introduction to Theatre History

**Note:** Students must produce multiple writing assignments and earn a grade of C or better in any Humanities course used to satisfy the writing requirement of State Board of Education Rule 6A-10.030.

### 3. Mathematics

**Area A. Mathematics State Core**

- MAC1105 College Algebra
- MAC2311 Calculus with Analytic Geometry I
- MGF1106 Mathematics I for Liberal Arts
- MGF1107 Mathematics II for Liberal Arts
- STA2023 Introductory Statistics

**Note:** Any student who successfully completes a Mathematics course for which one of the Mathematics State Core courses is an immediate prerequisite shall be considered to have completed the Mathematics State Core requirement.

**Area B. Mathematics TCC Core**

- MAC1105 College Algebra
- MAC1114 Precalculus Trigonometry
- MAC1140 Precalculus Algebra
- MAC1147 Precalculus Algebra and Trigonometry
- MAC2233 Calculus for Management
- MAC2311 Calculus with Analytic Geometry I
- MAC2312 Calculus with Analytic Geometry II
- MAC2313 Calculus with Analytic Geometry III
- MGF1106 Mathematics I for Liberal Arts
- MGF1107 Mathematics II for Liberal Arts
- MAP2302 Differential Equations I
- STA2023 Introductory Statistics
- STA2122 Introduction to Applied Statistics

**Note:** To satisfy the requirement of State Board of Education Rule 6A-10.030, students must earn a grade of "C" or better in any Mathematics course used to fulfill the general education requirement.

### 4. Natural Sciences

**Area A. Natural Sciences State Core**

#### Group 1. Biological Sciences

- BSC1005 Introduction to Biological Sciences
- BSC2010 Biology for Science Majors I
- BSC2085 Anatomy and Physiology I

#### Group 2. Physical Sciences

- AST1002 Introduction to Astronomy
- CHM1020 Chemistry for General Education
- CHM1045 General Chemistry I
- PHY1020 Energy and Its Environmental Effects
- PHY1053 Elementary College Physics
- PHY2048 General Physics I
Group 3. Earth Sciences
- ESC1000 Earth and Its Environment
- EVR1001 Introduction to Environmental Sciences

Note: Any student who successfully completes a Natural Sciences course for which one of the Natural Sciences State Core courses is an immediate prerequisite shall be considered to have completed the Natural Sciences State Core requirement.

Area B. Natural Sciences TCC Core

Group 1. Biological Sciences
- BSC1005 Introduction to Biological Sciences
- BSC1020 Introduction to Human Biological Sciences
- BSC1050 Environmental Systems
- BSC2010 Biology for Science Majors I
- BSC2085 Anatomy and Physiology I
- BOT1000 Plant Science
- MCB2004 General Microbiology

Group 2. Physical Sciences
- AST1002 Introduction to Astronomy
- CHM1020 Chemistry for General Education
- CHM1030 General Chemistry for Allied Health
- CHM1045 General Chemistry I
- PHY1020 Energy and Its Environmental Effects
- PHY1053 Elementary College Physics
- PHY2048 General Physics I
- PSC1121 Introduction to Physical Sciences

Group 3. Earth Sciences
- ESC1000 Earth and Its Environment
- EVR1001 Introduction to Environmental Sciences
- GLY1030 Environmental Geology
- GLY2010 Physical Geology
- GLY2160 Geology of National Parks
- MET1010 Meteorology
- OCE1001 Introductory Oceanography

5. Social Sciences

Area A. Social Sciences State Core

Group 1
- PSY2012 General Psychology
- SYG1000 Principles of Sociology
- ANT2000 Introduction to Anthropology
- ECO2013 Principles of Economics: Macro

Area A. Social Sciences State Core

Group 2
- POS1041 National Government
- AMH2020 History of the United States II
Area B. Social Sciences TCC Core

Group 1
- AMH2010 History of the United States I
- AMH2091 African-American History
- ANT2140 Introduction to Archaeology
- ANT2211 Peoples of the World
- ANT2410 Introduction to Cultural Anthropology
- ANT2511 Introduction to Physical Anthropology
- CHD2220 Child Development: From Conception through Adolescence
- CHD2240 Adolescent Development
- CLP1001 Psychology of Personal and Social Adjustment
- CPO2001 Introduction to Comparative Politics
- DEP2004 Human Development: Birth to Senescence
- ECO2023 Principles of Economics: Micro
- EUH1000 Western Civilization I
- EUH1001 Western Civilization II
- GEA2000 World Regional Geography
- GEO1400 Introduction to Human Geography
- HSC1100 Concepts of Positive Living
- HSC2200 Principles of Contemporary Health
- INR2002 International Relations
- POS1112 State and Local Government
- POS2001 Introduction to Political Science
- SOP2002 Social Psychology
- SOP2740 Psychology of Women
- SYG2010 Contemporary Social Problems
- SYG2230 Race and Minority Group Relations
- SYG2340 Human Sexuality
- SYG2361 Thanatology: Dying and Death
- SYG2430 Marriage and the Family
- WOH2012 History of Civilization I
- WOH2022 History of Civilization II

Area B. Social Sciences TCC Core

Group 2
- SLS1510 College Success
- SLS2261 Dynamics of Student Leadership Development

Note: Students must produce multiple writing assignments and earn a grade of C or better in any Social Science course used to satisfy the writing requirement of State Board of Education Rule 6A-10.030.
Purpose and Outcomes of General Education

Purpose of General Education

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

It is expected that every general education course at TCC will promote 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
- Information gathering, synthesis and analysis for 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

Associate in Arts General Education Learning Outcomes

Communications

- Students will demonstrate effective reading and writing skills by using appropriate strategies for a variety of rhetorical purposes and audiences.

Quantitative and Scientific Reasoning

- Students will identify and apply appropriate quantitative analytical methods to explain phenomena and generate effective solutions.

Critical Thinking

- Students will apply critical and creative thinking skills to analyze, evaluate, and synthesize ideas.

Global and Social Diversity

- Students will demonstrate an understanding of diverse perspectives and their influence on individual, social, historical, and political events or on cultural expression.

Information Literacy

- Students will demonstrate effective information literacy skills by locating, evaluating, and effectively and ethically using information to achieve an academic or professional purpose.
Course Descriptions

Accounting

ACG2021 Financial Accounting
3 credit hour(s) | Fall | Spring | Summer Prerequisite(s): documented exemption, appropriate placement scores, or completion of developmental education reading, writing and mathematics.
An introduction to financial accounting concepts and procedures. Generally accepted accounting principles and the accounting cycle are emphasized. Topics include merchandising activities, inventories, receivables, long-lived assets, liabilities, ownership equity and internal control for corporations and other business entities. Emphasis will also be placed on the use of financial statements as a basis for business decisions. Contact: 3 hours.

ACG2071 Managerial Accounting
3 credit hour(s) | Fall | Spring | Summer Prerequisite(s): grade of C or better in ACG2021.
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 credit hour(s) | Spring Prerequisite(s): documented exemption, appropriate placement scores, or completion of developmental education reading, writing and mathematics.
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.

TAX2000 Income Tax Accounting
3 credit hour(s) | Spring Prerequisite(s): documented exemption, appropriate placement test scores, or completion of developmental education reading, writing and mathematics.
Study of federal income tax laws and procedures; concepts and methods of determining income of individuals, for income tax purposes. Contact: 3 hours.

Anthropology

ANT2000 Introduction to Anthropology
3 credit hour(s) | Fall | Spring | Summer Prerequisite(s): Documented exemption, appropriate placement test scores, or completion of developmental reading and writing. This course emphasizes a holistic approach to understanding what it means to be human: studying humans and human behavior from the perspectives of the subfields of anthropology, physical anthropology, cultural anthropology, anthropological linguistics, applied anthropology and archaeology. Contact: Lecture, 3 hours. Substantial writing component. Fulfills state writing requirement. Can be used to satisfy the Social Sciences State Core requirement. Fulfills the X multicultural requirement for transfer to Florida State University.

ANT2140 Introduction to Archaeology
3 credit hour(s) | Fall | Spring Prerequisite(s): Documented exemption, appropriate placement score, or completion of developmental education reading and writing. 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. Substantial writing component. Fulfills state writing requirement.

ANT2211 Peoples of the World
3 credit hour(s) | Fall | Spring | Summer Prerequisite(s): documented exemption, appropriate placement scores, or completion of developmental education reading and writing.
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. Substantial writing component. Fulfills state writing requirement.

ANT2410 Introduction to Cultural Anthropology
3 credit hour(s) | Fall | Spring | Summer Prerequisite(s): documented exemption, appropriate placement test scores, or completion of developmental education reading and writing. The origin and development of human ways of life, with emphasis on the customs of preliterate peoples. Lecture: 3 hours. Substantial writing component. Fulfills state writing requirement.
ANT2511 Introduction to Physical Anthropology  
3 credit hour(s) | Fall | Spring  
Prerequisite(s): documented exemption, appropriate placement test scores, or completion of developmental education reading and writing.  
History and trends in human evolution. The interdependence of human biology and culture will be emphasized. Lecture: 3 hours. Substantial writing component. Fulfills state writing requirement.

Art-Computer

ART1602C Digital Art Foundations  
3 credit hour(s) | Fall | Spring  
An introductory survey of digital art and the relationship of digital media to the creative process. Students will examine the theory and practice of digital creation while exploring the basics of 2D, 3D, and video art and design. Open to all students, but required of art majors. Lecture and Lab: 6 hours. Additional Fee.

CAP2703 Computer Animation  
3 credit hour(s) | Spring  
Prerequisite(s): satisfactory completion of 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. Lecture and Lab: 4 hours. Satisfies elective credit only. Satisfies computer proficiency requirement.

GRA2100 Cg Characters Production  
3 credit hour(s) | Fall  
Prerequisite(s): satisfactory completion of CGS1060.  
Using computer 3D graphics programs as a medium, emphasis will be placed on 3D design, creative expression and communication of ideas. Lab: 4 hours. Enrollment is recommended for film, art or art-related majors.

Art History

ARH2000 Art Appreciation  
3 credit hour(s) | Fall | Spring  
Prerequisite(s): grade of C or better in ENC1101.  
The study of art forms, methods, concepts and time periods. Lecture: 3 hours. Substantial writing component. Fulfills state writing requirement. Fulfills general education Humanities State Core requirement.

ARH2050 Art History: Prehistory through Gothic  
3 credit hour(s) | Fall | Spring  
Prerequisite(s): satisfactory completion of the general education communications requirement.  
The study of art styles in Europe from prehistory to the Gothic. Contact: 3 hours. Substantial writing component. Fulfills state writing requirement.

ARH2051 Art History: Renaissance through Contemporary  
3 credit hour(s) | Fall | Spring  
Prerequisite(s): satisfactory completion of the general education communications requirement.  
The study of European art styles from the Renaissance through Contemporary. Contact: 3 hours. Substantial writing component. Fulfills state writing requirement.

ARH2500 Non-Western Art History  
3 credit hour(s) | Fall | Spring  
Prerequisite(s): satisfactory completion of the general education communications requirement.  
The study of art styles in Europe from prehistory to the Gothic. Contact: 3 hours. Substantial writing component. Fulfills state writing requirement.

Art-Studio

ART1150C Introduction to Jewelry Making  
3 credit hour(s) | Fall  
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. The price of jewelry-making supplies fluctuates with the market price of silver.

ART1201C 2D Foundations/Design  
3 credit hour(s) | Fall | Spring | Summer  
The study of the principles and elements of design. Two- and three-dimensional experiences aimed at exploring the materials and structure of art. Lecture and Lab: 6 hours. Additional fee.

ART1203C 3D Foundations/Sculpture  
3 credit hour(s) | Fall | Spring  
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. Additional fee.

ART1205C Color: Theory and Practice  
3 credit hour(s) | Fall | Spring  
Creative problems in use of color, with emphasis on color fundamentals; also, exploration of media employing color. Lecture and Lab: 6 hours. Additional fee.
ART1300C Drawing Foundations/Drawing I  
3 credit hour(s) | Fall | Spring  
Beginning freehand drawing, with emphasis on problems in observation and interpretation of visual images and ideas. Lecture and Lab: 6 hours. Additional fee. Open to all students, but required of art majors.

ART1330C Figure Drawing  
3 credit hour(s) | Fall | Spring  
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. Additional fee.

ART1340C Beginning Illustration  
3 credit hour(s) | Fall | Spring  
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. Additional fee.

ART1430C Screen Printing  
3 credit hour(s) | Spring  
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. Additional fee.

ART1540C Watercolor Fundamentals  
3 credit hour(s) | Fall | Spring  
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. Additional fee.

ART2500C Painting I  
3 credit hour(s) | Fall | Spring  
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. Additional fee.

ART2955 Portfolio  
1 credit hour(s) | Summer  
Prerequisite(s): 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.

Biological Sciences

BOT1000 Plant Science  
3 credit hour(s) | Fall | Spring | Summer  
Prerequisite(s): documented exemption, appropriate placement test scores, or completion of developmental education reading and writing.  
General education course primarily for nonscience majors. A basic introduction to the structure, function, reproduction, ecology and evolution of the kinds of organisms traditionally classified as plants (including bacteria, fungi and algae), with an emphasis on the higher plants (especially the flowering plants) and the significance of the plants to people. Lecture: 3 hours. Use of internet and email is required.

BSC1005 Introduction to Biological Sciences  
3 credit hour(s) | Fall | Spring | Summer  
Prerequisite(s): Documented exemption, appropriate placement scores, or completion of developmental education reading and writing.  
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. Lecture: 3 hours. Cannot be used to satisfy degree requirements by students who already have credit in BSC2011.

BSC1005L Introduction to Biological Sciences Lab  
1 credit hour(s) | Fall | Spring  
Prerequisite(s): Documented exemption, appropriate placement scores, or completion of developmental education reading and writing.  
This is an introductory biology laboratory to provide the fundamentals of biological science. This laboratory is for nonscience majors. The units covered are associated with the following topics: general chemistry, biochemistry, cellular organization and function, photosynthesis, cellular respiration, genetics, biotechnology, structure and life processes, and ecology. Lab: 2 hours. Additional fee.

BSC1020 Introduction to Human Biological Sciences  
3 credit hour(s) | Fall | Spring | Summer  
Prerequisite(s): Documented exemption, appropriate placement scores, or completion of developmental education reading and writing.  
This introductory level human biological sciences course will focus on the anatomy and physiology of human beings, with emphasis on basic concepts and principles describing, atomic, molecular and cellular
structures and a complete overview of major tissues, organs and organ systems. Additionally, the student will be introduced to basic diseases of each of the major organ systems, caused by either physical, biochemical, bacterial, viral or parasitic agents or by pollutants. Lecture: 3 hours.

**BSC1050 Environmental Systems**
3 credit hour(s) | Fall | Spring | Summer
Prerequisite(s): Documented exemption, appropriate placement scores, or completion of developmental education reading and writing.
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 credit hour(s) | Fall | Spring
Prerequisite(s): documented exemption, appropriate placement test scores, or completion of developmental education reading, writing and mathematics.
This one-semester combined lecture/laboratory course provides a general overview of anatomy and physiology of the human body that are required for students enrolled in the Emergency Medical Services (EMS) Technology, A.S. (2104) or Paramedic Certificate (6309) programs. Not intended for nursing, dental hygiene, respiratory care or biology majors. Lecture: 2 hours. Lab: 2 hours. Additional fee. Students who already have credit for BSC2085 cannot use this class to satisfy degree requirements.

**BSC2010 Biology for Science Majors I**
3 credit hour(s) | Fall | Spring | Summer
Prerequisite(s): documented exemption, appropriate placement test scores, or completion of developmental education reading and writing.
Corequisite(s): BSC2010L.
This sequence (BSC2010 and BSC2011) is designed to provide depth in biology for students planning to major in biology-based 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 organismal genetics. Lecture: 3 hours.

**BSC2010L Biology for Science Majors Laboratory I**
1 credit hour(s) | Fall | Spring | Summer
Prerequisite/Corequisite(s): BSC2010.
BSC2010L investigates a range of biological phenomena and concepts through a framework called Argument Driven Inquiry (ADI). Scientific argumentation is practice in science in which individuals and groups attempt to validate or refute claims based on evidence. This practice mirrors the processes and methods by which the scientific community defines sciences as a body of knowledge and a way of knowing. The ADI framework engages students in science content and critical thinking, therefore promoting scientific proficiency. Lab: 3 hours. Additional fee.

**BSC2011 Biology for Science Majors II**
3 credit hour(s) | Fall | Spring | Summer
Prerequisite(s): grade of “C” or better in BSC2010.
A course emphasizing organismal and population biology. Topics include regulation of cell metabolism, comparative plant and animal physiology, developmental biology, population biology and ecology, evolutionary biology, and applications to clinical sciences. This sequence (BSC2010 and BSC2011) is designed for students who need to complete a first-year biological sciences course before transferring to a university program where such a course is a prerequisite to higher-level courses. Lecture: 3 hours.

**BSC2011L Biology Lab for Science Majors II**
1 credit hour(s) | Fall | Spring | Summer
Prerequisite(s): grade of “C” or better in BSC2010L.
Lab exercises will supplement as well as augment lecture material, and include problem solving, critical thinking applications and field exercises. Lab: 2 hours. Additional fee.

**BSC2085 Anatomy and Physiology I**
3 credit hour(s) | Fall | Spring | Summer
Prerequisite(s): documented exemption, appropriate placement test scores, or completion of developmental education reading, writing and mathematics. Recommended: High school chemistry, high school biology (or higher) and basic knowledge of human anatomy.
Corequisite(s): Recommended BSC2085L.
This course, along with BSC2085L, is the first half of an investigation of the structure and functioning of the human body. The lecture and the lab together cover basic chemistry, basic cell biology, tissues and the integumentary system, skeletal system, muscular system and nervous system. Designed primarily for nursing, respiratory therapy, dental hygiene and other healthcare professions, the primary emphasis is physiology (function). A comprehensive final exam in all sections of this course will test the student's knowledge of all the

**BSC2085L Anatomy and Physiology I Laboratory**
1 credit hour(s) | Fall | Spring | Summer
Prerequisite/Corequisite(s): BSC2085.
This course, along with BSC2085, is the first half of an investigation of the structure and functioning of the human body. The lecture and the lab together cover basic chemistry, basic cell biology, tissues and the integumentary system, skeletal system, muscular system and nervous system. The primary emphasis is anatomy (structure). Designed primarily for nursing, respiratory therapy, dental hygiene and other healthcare professions. Not intended for biology majors or non-science majors. Major exams will be practical exams. Lab: 2 hours.

**BSC2086 Anatomy and Physiology II**
3 credit hour(s) | Fall | Spring | Summer
Prerequisite(s): BSC2085.
Corequisite(s): Recommended BSC2086L.
This course is the second half of an investigation of the structure and functioning of the human body. Topics include the anatomy and physiology of cellular control systems; the special senses; the endocrine, cardiovascular, lymphatic, respiratory and reproductive systems; and fluid/electrolyte and acid/base balance. Lecture will focus on physiology, and lab will focus on anatomy. Designed primarily for nursing, respiratory therapy and other allied healthcare professions. Lecture: 3 hours. Not intended for biology majors.

**BSC2086L Anatomy and Physiology II Laboratory**
1 credit hour(s) | Fall | Spring | Summer
Prerequisite(s): BSC2085L.
Prerequisite/Corequisite(s): BSC2086.
Lab exercises designed to illustrate and reinforce the prerequisite/corequisite course lecture topics. Major exams will be practical exams. Lab: 2 hours. Additional fee.

**MCB2004 General Microbiology**
3 credit hour(s) | Fall | Spring | Summer
Prerequisite(s): documented exemption, appropriate placement scores or completion of developmental education writing; and a grade of "C" or better in BSC2085 Anatomy and Physiology I.
Corequisite(s): Recommended MCB2004L.
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 and nonspecific 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 to 80 microbial diseases. Critical thinking and problem solving will be emphasized throughout the course. Case studies and written projects are emphasized. Lecture: 3 hours.

**MCB2004L Microbiology Laboratory**
1 credit hour(s) | Fall | Spring | Summer
Corequisite(s): MCB2004.
Students will be expected to apply the principles learned in MCB2004. Chemical, biochemical and microbiological principles will be studied and demonstrated. Topics include aseptic techniques, isolation and identification of bacteria and fungi, bacterial growth and control, genetics and immunology. Biochemical testing and critical thinking skills will be emphasized. All sections are web-assisted, so computer skills are required. Lab: 2 hours. Additional fee.

**Business**

**FIN1100 Personal Finance**
3 credit hour(s) | Fall | Spring | Summer
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.

**FIN1101 Financial Literacy**
1 credit hour(s) | Fall | Spring
This is an introductory personal finance course. Basic personal finance concepts will be used to implement the study of topics such as saving, budgeting, debt management, and insurance. Contact: 1 hour.

**GEB1011 Introduction to Business**
3 credit hour(s) | Fall | Spring | Summer
Introductory survey course designed to acquaint the student with the nature of American business and how it operates in the contemporary economic, social and political environment. Contact: 3 hours.

**MAN2011 Introduction to Management**
3 credit hour(s) | Fall | Spring
Prerequisite(s): documented exemption, appropriate placement scores, or completion of developmental education reading, writing and mathematics.
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.

MAR1350 Marketing the Individual
3 credit hour(s) | Fall | Spring Prerequisite(s): documented exemption, appropriate placement scores, or completion of developmental education reading, writing and mathematics.
The course will require students to develop a self-marketing plan built upon the following marketing principles: research, communication skills and customer service. Students will develop career marketing goals and detailed marketing strategies or tools to achieve the goals. Marketing tools will include packaging, pricing, customer satisfaction, communications (oral and written) and creativity. Contact: 3 hours. Additional fee.

MAR2011 Principles of Marketing
3 credit hour(s) | Fall | Spring Prerequisite(s): documented exemption, appropriate placement scores, or completion of developmental education reading, writing and mathematics.
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.

MNA1161 Introduction to Customer Service
3 credit hour(s) | Fall | Spring The course presents a practical approach to understanding and implementing the basic concepts of customer service and focuses on developing effective skills in satisfying internal and external customers in a wide variety of organizational settings. Emphasis is 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.

MNA2130 Business Communication
3 credit hour(s) | Fall | Spring Prerequisite(s): documented exemption, appropriate placement scores or completion of developmental education writing. 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 credit hour(s) | On Demand Prerequisite(s): documented exemption, appropriate placement scores or completion of developmental education.
Study of the knowledge and skills that are part of the management task that focuses primarily on the management of people. Contact: 3 hours.

SBM2000 Introduction to Entrepreneurship
3 credit hour(s) | Fall | Spring Prerequisite(s): documented exemption, appropriate placement test scores, or completion of developmental education reading, writing and mathematics.
An overview of the role of entrepreneurial business with special emphasis on practical applications and activities related to solving problems in entrepreneurship. Nonbusiness majors evaluate the skills and commitment required for planning the marketing, financial and managerial activities of a small business. Topics include opportunity recognition and development, feasibility studies, customer service, and fundamentals of business plan development. Contact: 3 hours.

Chemistry

CHM1020 Chemistry for General Education
3 credit hour(s) | Fall | Spring Prerequisite(s): documented exemption, appropriate placement test scores, or completion of developmental education reading, writing and mathematics.
Corequisite(s): 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 credit hour(s) | Fall | Spring | Summer Prerequisite(s): grade of C or better in MAT1033, MAC1105, MGF1106, MGF1107 or STA2023 or appropriate placement scores.
Corequisite(s): optional lab: CHM1030L. Topics include atomic theory, bonding, nomenclature, gases, acids and bases, solutions, an 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 credit hour(s) | Spring Corequisite(s): CHM1030 or CHM1020.
Emphasis is on lab experiences from the healthcare professions that illustrate basic chemical principles. This course is designed to supplement and reinforce ideas presented in both CHM1030 and CHM1020. Lab: 2 hours. Additional fee. Approved chemical safety goggles required.

CHM1045 General Chemistry I
3 credit hour(s) | Fall | Spring | Summer Prerequisite(s): MAC1105 College Algebra; documented exemption, appropriate placement test scores, or completion of developmental education reading and writing.
Corequisite(s): 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. Lecture: 3 hours. Recitation: 1 hour. Additional fee. Graphing calculator recommended; check with instructor for appropriate one.

CHM1045L General Chemistry Laboratory I
1 credit hour(s) | Fall | Spring | Summer Corequisite(s): CHM1045.
Emphasis on quantitative and qualitative lab techniques as well as illustrations of the Corequisite lecture topics. Lab: 2 hours. Additional fee. Approved chemical safety goggles required.

CHM1046 General Chemistry II
3 credit hour(s) | Fall | Spring | Summer Prerequisite(s): grade of C or better in CHM1045.
Corequisite(s): CHM1046L.
Topics include colligative properties, acid-base theory, electrolytes, oxidation-reduction, chemical equilibrium, solubility product, chemical thermodynamics and electrochemistry. Lecture: 3 hours. Recitation: 1 hour. Additional fee. Graphing calculator required; check with instructor for appropriate one.

CHM1046L General Chemistry Laboratory II
1 credit hour(s) | Fall | Spring | Summer Prerequisite(s): grade of C or better in CHM1045.
Corequisite(s): CHM1046.
Emphasis is on quantitative techniques as well as illustrations of the Corequisite lecture topics. Lab: 3 hours. Additional fee. Graphing calculator required; check with instructor for appropriate one. Approved chemical safety goggles required.

CHM2210 Organic Chemistry I
3 credit hour(s) | Fall | Spring Prerequisite(s): grade of C or better in CHM1046 or its equivalent.
Corequisite(s): CHM2210L.
Primarily designed for students planning to major in science and related fields. Nomenclature and physical properties of alkanes, alkenes, alkynes, alcohols, alkyl halides and aromatic compounds are covered. This course takes a mechanistic approach to organic chemistry. Students are expected to learn not only the reactions discussed in class but also the mechanism by which the reactions take place. Lecture: 3 hours. Recitation: 1 hour. Additional fee.

CHM2210L Organic Chemistry I Laboratory
1 credit hour(s) | Fall | Spring Prerequisite(s): grade of C or better in CHM1046L or its equivalent.
Corequisite(s): CHM2210.
This course provides an introduction to lab techniques important in the study of organic compounds, such as reflux, simple and steam distillation, and recrystallization. Includes extraction and synthesis of organic materials, as well as study of their chemical and physical properties. Experiments are conducted on both microscale and miniscale. Lab: 3 hours. Additional fee. Approved chemical safety goggles required.

CHM2211 Organic Chemistry II
3 credit hour(s) | Spring | Summer Prerequisite(s): grade of C or better in CHM2210 and CHM2210L or its equivalent.
Corequisite(s): CHM2211L.
Nomenclature and physical properties of aldehydes, ketones, ethers, carboxylic acids, acylhalides, esters, amides and amines are covered. This course takes a mechanistic approach to organic chemistry. Students are expected to learn not only the reactions discussed in class but also the mechanism by which the reactions take place. Spectroscopic analysis is covered, including proton and carbon-13 NMR and IR, UV and mass spectroscopy. Lecture: 3 hours. Recitation: 1 hour. Additional fee.

CHM2211L Organic Chemistry II Laboratory
1 credit hour(s) | Spring | Summer Prerequisite(s): satisfactory completion of CHM2210L or its equivalent.
Corequisite(s): CHM2211.
This course is a continuation of CHM2210 and assumes knowledge of the basic lab techniques taught in CHM2210L. Students perform several advanced experiments, including a Grignard reaction and a multi-step synthesis. Experiments are conducted on both microscale and miniscale. Lab: 3 hours. Additional fee. Approved chemical safety goggles required.
College Success

SLS1301 Career Planning
1 credit hour(s) | Fall | Prerequisite(s): documented exemption, appropriate placement test scores, or completion of developmental education reading and writing.
Provides an opportunity for students to apply decision-making techniques in the selection of a career that is compatible with their developing lifestyle, personal interests and aptitudes, and to establish an educational plan through which career goals can be pursued. Students are actively engaged in exploring individual strengths and weaknesses, as well as career opportunities, through interaction in the community and through the TCC Career Center. Contact: 1 hour.

SLS1510 College Success
3 credit hour(s) | Fall | Spring | Summer 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-taking skills and classroom skills. This course also covers topics such as wellness, interpersonal relationships, employability skills, conflict resolution and choosing a meta-major. Contact: 3 hours.

SLS2261 Dynamics of Student Leadership Development
3 credit hour(s) Fall | Spring | Summer Prerequisite(s): documented exemption, appropriate placement test scores, or completion of developmental education reading and writing.
This course introduces students to the dynamics of organizational behavior, with emphasis on the relationship between "self" and "group" in the leadership process. The course functions as an interactive leadership laboratory in which students explore leadership in relation to individuality, group dynamics, career development, peer mentoring and community engagement. Topics include personal and group goal-setting, decision-making, self-assessments, conflict resolution, communication skills, team building, and theories and styles of leadership. Lecture: 30 hours. Lab: 30 hours.

Computer Literacy

CGS1030 Computer Basics
3 credit hour(s) | Fall | Spring | Summer Designed for students with little or no computer experience, this is an introductory course covering basic keyboarding, fundamental computer skills and Internet use. Students placing into one or more developmental courses are encouraged to take this course to strengthen skills needed to 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. Students who have previously completed a CGS or CTS course may not take CGS1030. Contact: 3 hours.

CGS1060 Computer and Internet Literacy
3 credit hour(s) | Fall | Spring | Summer Prerequisite(s): documented exemption, appropriate placement test scores, or completion of developmental education reading, writing and mathematics. Recommended: basic computer keyboard skills.
This course builds on previous computer experience covering a broad range of computing knowledge and skills that proves competency in the following areas: computer hardware and software fundamentals (including the use of Windows), key productivity applications (including word processing, spreadsheets, and presentation systems), and living in an online world (including network fundamentals, e-mails, and the effective use of the Internet as a communication tool and information resource). Collectively, these areas are known as IC3 digital literacy skills and are recognized globally with IC3 certification that can be obtained in this class. Students will develop computer skills to aid them with college studies and workforce readiness. Contact: 3 hours. Additional fee. Hands-on use of a personal computer is required.

Commercial Vehicle Driving

TRA0080 Tractor Trailer Truck Driving
0 credit hour(s) | Fall | Spring | Summer This course will prepare students for entry into the trucking and logistics industry. Students study vehicle safety, accident prevention, operating regulations, cargo handling, documentation procedures, pre-trip preparation, vehicle inspection, maintenance, service, control procedures, backing, coupling, uncoupling, maneuvering, road and hazardous driving skills, math, communication, employability, entrepreneurship, and licensing requirements. This course will focus on broad, transferable skills and will stress understanding and demonstration of the following elements of the commercial vehicle driving industry: planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues. Contact: 320 clock hours. Additional fee. Does not count toward A.A. degree or A.S. degree.
CGS2100 Microcomputer Applications for Business
3 credit hour(s) | Fall | Spring | Summer
Prerequisite(s):
grade of C or better in MAT1033 or OST1324, or placed into MGF1106 or higher.
This course is designed for students who are familiar with personal computers, using a keyboard and using a mouse. It teaches 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), the use of Web mail through the student's TCC eAccount, Internet Explorer and integration of the applications. Contact: 3 hours.

CET1600 Open System Architecture I
3 credit hour(s) | Fall | Spring
Prerequisite(s): CGS1000, CGS1060 or CGS1555
This course provides students with a basic understanding of the architecture, functions, components and models of the Internet and other computer networks. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media and operations are introduced to provide a foundation for the curriculum. Contact: 3 hours. Additional fee.

CET1610 Open System Architecture II
3 credit hour(s) | Spring | Summer
Prerequisite(s): CET1600.
This course provides students with a basic understanding of the architecture, components, and operation of routers and explains the principles of routing and routing protocols. Students learn how to configure a router for basic and advanced functionality. This course helps students prepare for CCENT (Cisco Certified Entry Networking Technician) certification. Contact: 3 hours. Additional fee.

CET2370 Network Virtualization
3 credit hour(s) | Fall | Spring
Prerequisite(s): CGS2560, CNT2401
Provides instruction in the fundamentals of computer virtualization. Installation, configuration and virtualization of server and client platforms are included. Students will be able to learn the objectives needed for the ICM (Install, Configure, Manage) requirements prepared by VMware. Contact: 3 hours. Additional fee.

CET2615 Open System Architecture III
3 credit hour(s) | Fall | Summer
Prerequisite(s): CET1610.
This course provides students with a basic understanding of the architecture, components and operations of a converged switched network. Students learn about the hierarchical network design model and how to configure a switch for basic and advanced functionality. Contact: 3 hours. Additional fee.

CET2620 Open System Architecture IV
3 credit hour(s) | Fall | Spring
Prerequisite(s): CET2615.
Provides students with a basic understanding of WAN technologies and network services required by converged applications in a complex network. Students learn to understand the selection criteria of network devices and WAN technologies to meet network requirements. Students learn how to configure and troubleshoot network devices and resolve common issues with data link protocols. Helps students prepare for CCNA (Cisco Certified Network Associate) certification. Contact: 3 hours. Additional fee.

CIS2352 Ethical Hacking
3 credit hour(s) | Fall | Spring
Prerequisite(s): CNT2401.
This course will provide students with an advanced understanding of computer security and penetration testing. It will provide students with knowledge of how to protect organizations, conduct security testing, understand the legal ramifications of penetration testing and minimize the security risks organizations face today. Students will be prepared to take the Certified Ethical Hacker (CEH) certification exam. Contact: 3 hours. Additional fee.

CNT2401 Introduction to Network Security
3 credit hour(s) | Fall | Spring
Prerequisite(s): CGS1060.
This course will serve as an introduction to network security. Topics include legal issues and policies, managing risks, identifying types of attacks, information security best practices, e-commerce needs, intrusion detection, and platform-specific implementations. The course helps students prepare for Security+ certification. Contact: 3 hours.

CTS1131 Microcomputer Architecture
3 credit hour(s) | Fall | Spring
Prerequisite(s): CGS1000 or CGS1060
Students taking this course should have a basic understanding of computer hardware and software. It is assumed that students have experience with installing and running programs, using basic productivity software including word processing applications, saving files created by common applications, and browsing the Internet. The content for this course exposes students to...
internationally recognized computer technology certification objectives including PC hardware, networking, laptops, printers and operational procedures. Students who successfully complete this course can expect to be able to set up a new computer, identify system requirements when purchasing a new computer, understand the technology and specifications used to describe computer components and make informed choices about which device characteristics are required, install or upgrade the operating system, manage external devices, troubleshoot common computer problems that can be resolved without replacing internal components, and connect to a small home network. This course helps students prepare for CompTIA A+ certification. Contact: 3 hours.

CTS1134 Networking and Telecommunication
3 credit hour(s) | Fall | Spring | Summer Prerequisite(s): CGS1000, CGS1060 CGS1555
Covers the standards and protocols of local area networks (LANs), wide area networks (WANs), PC to mainframe connections, LAN gateways to mainframe hosts and other distributed systems. The skills taught will focus on those of a network administrator. Emphasis will be on a variety of popular LAN hardware and software, as well as emerging technologies. Covers network topics from the perspective of both the user and network administrators, giving students insight into the field of computer networking. Various network cables will be constructed and tested in a lab environment. Introduces voice, data, and video telecommunication concepts, technical requirements, and application issues, to include techniques and management of such systems. This course helps students prepare for Network+ certification. Contact: 3 hours. Satisfies computer competency requirement.

CTS2132 Microcomputer Architecture II
3 credit hour(s) | Spring | Summer Prerequisite(s): CTS1131.
Helps students prepare for CompTIA A+ certification. Concepts include microcomputer hardware, how hardware interacts with software, how to identify computer components, peripherals, computer assembly, maintenance, upgrades, troubleshooting and repairs. Contact: 3 hours. Additional fee. Satisfies computer competency requirement.

CTS2155 Computer User Support
4 credit hour(s) | On Demand Prerequisite(s): documented exemption, appropriate placement test scores or completion of developmental education reading; and 3 credit hours of application software course(s). Covers the technical, interpersonal, communication and problem-solving skills required for those who intend to serve as IT support professionals or have a desire to understand the needed skills. The course will cover the needs of the end user and the role of end user support. Lecture: 3 hours. Lab: 1 hour. Minimum of one hour per week in computer lab required.

CTS2351 Network Administration and Management
3 credit hour(s) | Fall | Spring 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.

CTS2352 Advanced Network Administration
6 credit hour(s) | Fall | Spring Prerequisite(s): CTS2351 This course is designed to provide advanced understanding of the Windows Server infrastructure. Topics related to installation, configuration and server administration are included. Students will learn about dynamic host configuration protocol (DHCP), domain name system (DNS) and IP address management (IPAM), as well as other advanced skills related to the Windows Server infrastructure. Students will be prepared to take the Microsoft Certified Solutions Association (MCSA) exams 411 and 412. Contact: 3 hours. Does not count toward A.A. degree.

Computer Programming

CGS1000 Introduction to Computer Technology
3 credit hour(s) | Fall | Spring | Summer Prerequisite(s): documented exemption, appropriate placement test scores or completion of developmental education reading. 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.

CGS1820 Web Page Authoring
3 credit hour(s) | Fall | Spring | Summer Prerequisite(s): documented exemption, appropriate placement test scores or completion of developmental education reading. Recommended: basic file-management and browser skills. This is an introduction to HTML for use in creation of webpages, covering the basics of creating webpages with links, graphics, tables, forms, frames and cascading
style sheets. Basic page design fundamentals are covered. Page formatting using table layout methods is included. Students are introduced to JavaScript to see how programming can add dynamic qualities to a webpage.

Contact: 3 hours.

CGS2069 Starting a Business on the Internet
3 credit hour(s) | Spring Prerequisite(s): documented exemption, appropriate placement test scores or completion of developmental education reading. Introduction to the knowledge and skills required to develop and start a business on the Internet. Topics include an overview of Internet commerce, business basics, advertising, marketing and security issues.

Contact: 3 hours.

CGS2540 Database Concepts
3 credit hour(s) | Fall | Spring Prerequisite(s): satisfactory completion of any college-level Mathematics course. This is an introduction to database systems. Emphasis will be on the concept of information as a corporate resource and the importance of managing this resource. Topics covered include a comparison of databases with traditional file systems, related database concepts, introduction to structured query language (SQL), database design using entity relationship models and database normalization.

Contact: 3 hours.

COP1000 Programming Concepts
3 credit hour(s) | Fall | Spring Prerequisite(s): Documented exemption, appropriate placement scores, or completion of developmental education reading and writing. This course is designed to give students an understanding of the Python programming language and to expose students to applications where Python programming is effective such as application development, scripting, systems administration. Python has easy to understand syntax which allows programmers to develop programs faster and more efficiently. Due to Python's ease of use, students will gain expertise with many details of the language as well as programming fundamentals.

Contact: 3 hours.

COP1332 Introduction to VB.NET Programming
3 credit hour(s) | On Demand Prerequisite(s): grade of C or better in COP2220, or permission of the instructor. This is an introduction to object-oriented programming using the JAVA programming language.

Contact: 3 hours.

COP2220 Introduction to C++ Programming
3 credit hour(s) | Fall | Spring | Summer Prerequisite(s): MAT1033 and documented exemption, appropriate placement test scores or completion of developmental education reading. 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.

COP2221 Intermediate Programming with C++
3 credit hour(s) | Fall | Spring Prerequisite(s): grade of C or better in COP2220. This is a second semester course in 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.

COP2360 Introduction to C# Programming
3 credit hour(s) | Fall | Spring Prerequisite(s): COP1332. An introduction to programming in the C# programming language, in the Microsoft.NET environment. Students will learn to write programs in the C# language using the Microsoft Visual Studio development environment. Emphasis will be on creating programs that use a graphical user interface. Students' hands-on programming projects will be an integral part of the course.

Contact: 3 hours.

COP2800 Introduction to Java Programming
3 credit hour(s) | On Demand Prerequisite(s): grade of C or better in COP2220, or permission of the instructor. This is an introduction to object-oriented programming using the JAVA programming language.

Contact: 3 hours.

COP2805 Java Programming II
3 credit hour(s) | Fall | Spring Prerequisite(s): COP2800. This is a second-semester course in Java programming, designed as a follow-on to COP2800 COP2800. Topics include applets, interfaces, packages, properties, exception handling, native methods, multimedia mechanisms, multithreading and networking capabilities, and continuation of Java's object-oriented features with emphasis on class implementation. Advanced graphical user interface design using Java's swing package with emphasis on event handling by use and development of Java beans, database and network applications.

Contact: 3 hours.
COP2830 Scripting for the Web
3 credit hour(s) | Fall | Spring
Prerequisite(s): satisfactory completion of 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.

COP2840 Internet Programming
3 credit hour(s) | Fall
Prerequisite(s): satisfactory completion of CGS1820.
This hands-on programming course provides students with a theoretical foundation and applied skills required to use server-side programming languages such as PHP in development of dynamic web applications. An integrated approach to Web development ties it to the XHTML and CSS environments and establishes PHP's place in the Web development process. Functional examples and comprehensive hands-on lab activities will reinforce the concepts presented and demonstrate how MySQL goes hand-in-hand with PHP to establish database connectivity and interactivity. Students will learn how to use a server-side database to insert, update, retrieve, sort and search data through a client-side interface. Emphasis will be on building and maintaining dynamic and interactive Web applications. Contact: 3 hours.

Correctional Probation

CJK0200 Overview of Corrections
0 credit hour(s)
Prerequisite(s): acceptance into FPSI program.
Students will be introduced to criminal justice values and ethics, professionalism and chain of command, inmate rights, legal issues with contraband, and the use of force. 14 clock hours. Does not count toward A.A. or A.S. degree.

CJK0205 Law Enforcement Crossover Responding to Incidents and Emergencies
0 credit hour(s)
Prerequisite(s): acceptance into FPSI program.
Students will learn proper response techniques for incidents and emergencies such as inmate escapes, riots, hostage incidents, outside threats to a facility, man-made and natural disasters, and fires. Does not count toward A.A. or A.S. degree.

CJK0230 Correctional Crossover to Correctional Probation: Legal and Communication
0 credit hour(s)
Prerequisite(s): admission to FPSI program.
Students understand hearing procedures, courtroom demeanor and testimony, sentencing alternatives, and use of force. Other topics include confidential information and public records, executive clemency, restoration of civil rights, and officer safety and street survival skills. 18 clock hours. Does not count toward A.A. or A.S. degree.

CJK0231 Correctional Crossover to Correctional Probation: Supervision
0 credit hour(s)
Prerequisite(s): admission to FPSI program.
Students understand the types of supervision, arrest procedures and domestic violence intervention. Other topics include offender employment, supervision progress, deportation, informant procedure, and child and elderly abuse. 57 clock hours. Does not count toward A.A. or A.S. degree.

CJK0232 Correctional Officer Crossover to Correctional Probation Investigations
Prerequisite(s): acceptance into FPSI program.
Students are introduced to investigative procedures, interviewing skills, report writing, observation and surveillance, and how to conduct searches. Does not count toward A.A. or A.S. degree.

CJK0235 Correctional Crossover to Correctional Probation: Officer Wellness
0 credit hour(s)
Prerequisite(s): acceptance into FPSI program.
Students are prepared to understand the physical demands of the duties of a correctional probation officer. Recruits will be encouraged to develop a healthy lifestyle and personal fitness regimen. 14 clock hours. Does not count toward A.A. or A.S. degree.

CJK0260 Introduction to Correctional Probation
0 credit hour(s)
Prerequisite(s): admission to FPSI program.
Students will understand the responsibilities, values and ethics of a correctional probation officer. Recruits will understand the criminal justice system, chain of command and be familiar with the role of the Criminal Justice Standards and Training Commission. Recruits will understand officer certification and compliance, consequences of sexual harassment and recognize and manage stress. 14 clock hours. Does not count toward A.A. or A.S. degree.
CJK0264 Legal Foundations for Correctional Probation
0 credit hour(s) Prerequisite(s): admission to FPSI program.
Students understand basic concepts of the United States Constitution and legal system, civil and criminal liability related to an officer's performance of job duties. Students learn what constitutes a lawful search and seizure, lawful arrest and be able to articulate the legal justification for the use of force. Students will become familiar with levels of criminal involvement, legal rules and concepts of evidence, legal proceedings and providing testimony. Students will gain an understanding of different categories and classes of offenses, enhanced penalties and alternative sentencing and be able to interpret a scorecard. 44 clock hours. Does not count toward A.A. and A.S. degree.

CJK0265 Communications
0 credit hour(s) Prerequisite(s): admission to FPSI program.
At the end of this course students should be able to apply effective communication skills. Students will be able to apply active listening skills, evaluate verbal and non-verbal cues, identify and overcome barriers to effective communication. Students will apply conflict resolution and problem solving, apply diversity awareness while communicating with offenders and members of the public. Students learn Florida public records law and responses to record request and media inquiry. 46 clock hours. Does not count toward A.A. or A.S. degree.

CJK0266 Intake and Orientation
0 credit hour(s) Prerequisite(s): admission to FPSI program.
After completing this course, students should be able to navigate the Offender Based Information System database when documenting offender information during the intake and orientation process, determine notifications, documents and information that can provide an offenders supervision requirements and contact standard. Students will learn to complete the intake packet and report to the appropriate field office, orient an offender to his or her responsibilities, financial obligations, standard and/or special conditions of supervision and individualized supervision plan, refer an offender to community resources and/or contracted vendors for services and direct an offender to complete community service and/or obtain community shelter. The student will also learn to notify the victim of an offenders supervision status, provide an offender with Health Insurance Portability and Accountability Act, and civil rights and grievance procedure information. 24 clock hours. Does not count toward A.A. or A.S. degree.

CJK0267 Caseload Management
0 credit hour(s) Prerequisite(s): admission to the FPSI program.
Students will learn to organize, maintain and secure a caseload. Students will be able to manage work resources and time effectively, maintain Offender Based Information System screens, manage cases of offenders under supervision efficiently, conduct an initial 30-day review investigation. Students will promptly reconstruct an offenders missing case file following department policy process, a cost of supervision payment discount and waiver for eligible offenders, process and update an undeliverable victim restitution payment, monitor changes that affect offender contact in the Offender Based Information System. Students will be able to identify and process eligible offenders for independent Reporting Status, conduct pre-termination review investigations and closeout an offender case file. 32 clock hours. Does not count toward A.A. or A.S. degree.

CJK0268 Supervision of Offenders
0 credit hour(s) Prerequisite(s): admission to the FPSI program.
Students will learn to apply evidence-based practice and its intervention principles, conduct a motivational interview with an offender, practice office safety within the office, conduct a routine office visit with an offender, and verify offender employment and school attendance. Students will understand how to process an offenders court-ordered treatment, process an offenders travel request, conduct a transfer send and transfer receive investigation, understand the role of the Interstate Commission for Adult Offender Supervision, the Federal Interstate Compact and the Interstate Compact Offender Tracking System. Students will review response to a citizens complaint regarding an offender, prepare a response to an offenders motion to the sentencing authority, conduct a pre-sentence investigation, prepare a bond reduction recommendation to include offender notification, understand the restrictions and process for using an offender as a confidential informant. 88 clock hours. Does not count toward A.A. or A.S. degree.

CJK0269 Field Supervision
0 credit hour(s) Prerequisite(s): admission to FPSI program.
At the end of this course, students should be able to apply officer and survival techniques, practice teamwork, participate in community-policing partnerships, recognize illegal drugs and paraphernalia...
to include meth labs. Students will learn to respond to a hazardous material encounter, respond to a domestic violence situation, report abuse, neglect, or abandonment of a child, elder, or vulnerable adult. Students will recognize a situation involving human trafficking, verify an offenders residence, conduct a routine walk-through, prepare for and conduct a search of an offender's residence and vehicle, collect evidence and execute an arrest warrant. 80 clock hours. Does not count toward A.A. or A.S. degree.

**CJK0271 Legal**  
0 credit hour(s)  
Prerequisite(s): admission to FPSI program.  
The student will become familiar with the basic concept of correctional probation and the components of Florida's criminal justice system. The student will know the statutory authority, goals and responsibilities of the Criminal Justice Standards and Training Commission. The student will also know the procedures related to the State Officer Certification Examination. 57 clock hours. Does not count toward A.A. or A.S. degree.

**CJK0272 Correctional Probation: Interpersonal Communication Skills**  
0 credit hour(s)  
Prerequisite(s): admission to FPSI program.  
The student will understand the concept of interpersonal communication and be able to demonstrate techniques that will aid in effective interpersonal relationships. The student will be able to effectively communicate orally and/or in writing. 44 clock hours. Does not count toward A.A. or A.S. degree.

**CJK0273 Correctional Probation: Caseload Management**  
0 credit hour(s)  
Prerequisite(s): admission to FPSI program.  
The student will define "organization" and explain organizational techniques that contribute to a well-balanced working environment. The student will know how to complete an offender's initial intake audit within the appropriate time frame. The student will be able to monitor and enforce a court ordered Offender Financial Obligation Agreement (OFOA). The student will determine offender compliance by conducting a review of the offender's file and determining and correcting deficiencies. The student will be able to transfer or receive a case within Florida. The student will know how to transfer or receive a case using the rules of the Interstate Compact for Adult Offender Supervision. 40 clock hours. Does not count toward A.A. or A.S. degree.

**CJK0274 Correctional Probation: Supervision**  
0 credit hour(s)  
Prerequisite(s): admission to FPSI program.  
The student will define supervision and understand the basic responsibilities of supervision. The student will identify effective supervisory techniques and general rules of supervision for various situations. 88 clock hours. Does not count toward A.A. or A.S. degree.

**CJK0275 Correctional Probation: Investigations**  
0 credit hour(s)  
Prerequisite(s): admission to FPSI program.  
The student will know the different types of investigations and the techniques necessary to perform a successful investigation. 39 clock hours. Does not count toward A.A. or A.S. degree.

**CJK0276 Correctional Probation: Management Information Systems**  
0 credit hour(s)  
Prerequisite(s): admission to FPSI program.  
The student will identify the basic features of the Offender-Based Information System (OBIS) and how they pertain to the supervision of offenders. The student will also identify the various types of reports generated by OBIS. 27 clock hours. Does not count toward A.A. or A.S. degree.

**CJK0281 Criminal Justice Officer: Physical Fitness Training**  
0 credit hour(s)  
Prerequisite(s): admission to FPSI program.  
Students improve their score on the final fitness evaluation and adopt a foundation for lifelong fitness. 34 clock hours. Does not count toward A.A. or A.S. degree.

**CJK0330 Supervising Special Populations**  
0 credit hour(s)  
Prerequisite(s): admission to FPSI program.  
Students are exposed to the process for accepting a subject into a county detention facility, the process for accepting an inmate into a state detention facility, and searching an inmate and his or her property for contraband. Other topics include the inventory of an inmate's property for storage, types of personal items issued to inmates, the importance of taking clear fingerprints, fingerprinting a subject, the relationship between the Florida Crime Information Center and the National Crime, Information Center (FCIC/NCIC), the legal issues involving criminal history information, the classification process for placing inmates in appropriate housing areas, the process for releasing an inmate, and how to check for any outstanding holds or detainers on an inmate. 20 clock hours. Does not count toward A.A. or A.S. degree.
CJK0393 Crossover Program Updates
0 credit hour(s)
Prerequisite(s): admission to FPSI program. Students are informed of the latest updates to content from the applicable basic recruit training program as provided by the instructor. 8 clock hours. Does not count toward A.A. or A.S. degree.

Corrections

CJK0287 Correctional Probation Crossover to Correctional: Radio Communications and Searches
0 credit hour(s)
Prerequisite(s): admission to FPSI program. Students learn to communicate properly using telephone equipment and radio equipment to locate and control contraband. 10 clock hours. Does not count toward A.A. or A.S. degree.

CJK0300 Introduction to Corrections
0 credit hour(s)
Prerequisite(s): admission to an FPSI program. Students will gain an understanding of the values and ethics required for criminal justice officers, amendments to the U.S. constitution applicable to corrections, the chain of custody and concepts of evidence, civil and criminal liability as related to an officer's performance of duties, and the Fourth Amendment related to search and seizure. Students will learn how to determine whether a crime has been committed. Students will be able to articulate the legal justification for the use of force. 32 clock hours. Does not count toward A.A. or A.S. degree.

CJK0305 Communications
0 credit hour(s)
Prerequisite(s): admission to FPSI program. At the end of this course, students should be able to interact professionally with inmates, visitors and staff in a correctional setting; identify the root causes of miscommunication; use, understand and interpret nonverbal cues; and communicate properly using telephone and radio equipment. Students will learn to prepare for and conduct interviews, take notes, and obtain statements when appropriate. Students will learn to sort information by category and arrange information in chronological order. Students will learn to write reports, including identifying types of correctional officer reports, following correct format and content, using proper elements of report writing, using a computer to write reports, and editing and proofreading reports. 40 clock hours. Does not count toward A.A. or A.S. degree.

CJK0310 Officer Safety
0 credit hour(s)
Prerequisite(s): admission to FPSI program. Students cover topics such as maintaining their safety and security by being aware of their surroundings, identification requirements of their facility, recognizing the potential danger of being manipulated and deceived, and locating and controlling contraband. 16 clock hours. Does not count toward A.A. or A.S. degree.

CJK0315 Facility and Equipment
0 credit hour(s)
Prerequisite(s): admission to FPSI program. After completing this course, students should be able to complete the following tasks within a correctional facility: identify common equipment; identify hazardous equipment; interpret responsibilities for equipment accountability; describe equipment storage procedures; list common procedures for issuing, receiving and documenting inventoried equipment; differentiate among weapons; and list types of security equipment. Students will also learn to identify hazardous materials and sensitive supplies; describe proper handling of sensitive supplies; identify standards for security and inspections; describe methods for entering, exiting and moving within a facility; and list elements important to maintaining good sanitation and health. 8 clock hours. Does not count toward A.A. or A.S. degree.

CJK0320 Intake and Release
0 credit hour(s)
Prerequisite(s): admission to FPSI program. After completing this course, students should be able to understand the process for accepting a subject into a county detention facility and the process for accepting an inmate into a state detention facility. Students will learn to search an inmate and his or her property for contraband, inventory an inmate's property for storage, and identify personal items issued to inmates. Students will understand the importance of taking clear fingerprints and be able to fingerprint a subject. Students will understand the relationship between the Florida Crime Information Center and the National Crime Information Center. Students will understand the importance of getting accurate personal information from an inmate and know the legal issues involving criminal history information. Students will understand the classification process for placing inmates in appropriate housing areas, know inmate security levels, understand the process for releasing an inmate, and explain how to check for outstanding holds or detainers on an inmate. 18 clock hours. Does not count toward A.A. or A.S. degree.
CJK0325 Supervising in a Correctional Facility  
0 credit hour(s)  
Prerequisite(s): admission to FPSI program.  
Students will learn to effectively supervise daily operations at a correctional facility, apply the disciplinary process when an inmate commits a rule or law violation, and recognize an inmate's distress and assess and refer an inmate to the appropriate service provider. Students should also be able to manage safety and security concerns associated with visitations, workgroups, transports and hospital details; use observational skills to monitor the behavior and activities of inmates; apply count procedures to accurately report the number of inmates; supervise and monitor the dining process within a correctional facility; and process mail according to agency rules and regulations. 20 clock hours. Does not count toward A.A. or A.S. degree.

CJK0335 Responding to Incidents and Emergencies  
0 credit hour(s)  
Prerequisite(s): admission to FPSI program.  
Students will identify and interpret the response to an emergency and describe elements of an emergency plan and level of response. Students will identify standard procedures and equipment used when responding to inmate escapes, medical emergencies, riots, hostage incidents, facility assaults, fires, hazardous materials, bomb threats, and manmade and natural disasters. Topics include procedures for crime scene control; managing victims, witnesses and suspects; investigation and reporting techniques; and procedures for the chain of custody for evidence. 16 clock hours. Does not count toward A.A. or A.S. degree.

CJK0340 Officer Wellness and Physical Abilities  
0 credit hour(s)  
Prerequisite(s): admission to FPSI program.  
Students learn to improve their score on the final fitness evaluation, improve their understanding of various elements of wellness (e.g., nutrition, weight control and stress management) and adopt a foundation for lifelong fitness. 30 clock hours. Does not count toward A.A. or A.S. degree.

CJK0354 Law Enforcement Crossover to Correctional: Officer Wellness  
0 credit hour(s)  
Prerequisite(s): admission to FPSI program.  
Students improve understanding of various elements of wellness (e.g., nutrition, weight control and stress management) and adopt a foundation for lifelong fitness. 12 clock hours. Does not count toward A.A. or A.S. degree.

CJK0391 Correctional Probation Crossover to Correctional: Officer Wellness  
0 credit hour(s)  
Prerequisite(s): admission to FPSI program.  
Students improve their understanding of the elements of wellness (e.g., nutrition, weight control and stress management) and adopt a foundation for lifelong fitness. 18 clock hours. Does not count toward A.A. or A.S. degree.

CJK0392 Crossover Handgun Transition Course  
0 credit hour(s)  
Prerequisite(s): admission to FPSI program.  
Students engage in proper and safe weapon handling, identification of weapons parts and ammunition, handgun drawing and holstering, weapon loading and unloading, and basic shooting principles. Other course activities include showing proficiency on the CJSTC basic firearms courses of firing with a handgun (revolver or semiautomatic pistol) during daylight and nighttime, proficiency for weapon handling, and proper intervention for weapon malfunctions. 24 clock hours. Does not count toward A.A. or A.S. degree.

Criminal Justice

CCJ1020 The Criminal Justice System  
3 credit hour(s) | Fall | Spring | Summer  
Prerequisite(s): documented exemption, appropriate placement test scores, or completion of developmental education reading and writing.  
Introduces the structure and function of components of the criminal justice system, including law enforcement and courts and corrections; an explanation of the goals of the system; and the major issues, concepts and trends surrounding the field of criminal justice. Contact: 3 hours.

CCJ1600 Deviant Behavior  
3 credit hour(s) | Fall | Spring | Summer  
Prerequisite(s): documented exemption, appropriate placement test scores, or completion of developmental education reading and writing.  
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 credit hour(s) | Fall | Spring | Summer  
Prerequisite(s): documented exemption, appropriate placement test scores, or completion of developmental education reading and writing.  
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.
reading and writing. 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.

**CCJ2452 Justice Administration**
3 credit hour(s) | Spring | Summer Prerequisite(s): satisfactory completion of CCJ1020, or Florida Criminal Justice Standards and Training Commission Academy equivalent, or permission of instructor. Analyzes the justice system using a systems approach reflecting both pure administrative theory and esoteric concepts, as well as practical perspective and principles. Studies justice agencies and personnel with respect to organizational behavior, administrative techniques and other major issues of administration. Contact: 3 hours.

**CCJ2930 Seminar on Contemporary Criminal Justice Issues**
3 credit hour(s) | Fall | Spring | Summer Prerequisite(s): CCJ1020. This course prepares students for entry into a career in the criminal justice system by providing practice in job search skills such as interviewing, resume development and communication. Students will participate in experiential learning opportunities in the criminal justice system, including exposure to courts, corrections and law enforcement. Course culminates in the development a career plan and portfolio. Contact: 3 hours.

**CJC1000 Corrections**
3 credit hour(s) | Fall | Spring | Summer Prerequisite(s): documented exemption, appropriate placement test scores, or completion of developmental education reading and writing. History and philosophy of corrections in the U.S., including the organization and objectives of local, state and federal agencies. Emphasis is 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 credit hour(s) | Fall | Spring | Summer Prerequisite(s): documented exemption, appropriate placement test scores, or completion of developmental education reading and writing. The principles and methods of parole and probation systems at federal, state and local levels; court procedures; the role of probation and parole officers and their associates in the rehabilitation process and the procedures for granting pardons. Contact: 3 hours.

**CJE1000 Law Enforcement**
3 credit hour(s) | Fall | Spring | Summer Prerequisite(s): documented exemption, appropriate placement test scores, or completion of developmental education reading and writing. History and philosophy of law enforcement in America, including the organization and objectives of local, state and federal agencies. Emphasis is on contemporary problems, selecting and training career officers to enforce the law in a democratic society. Contact: 3 hours.

**CJE1770 Crime Scene Photography**
3 credit hour(s) | Fall | Spring Prerequisite(s): CJE2640. 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. Does not count toward A.A. degree.

**CJE2330 Ethics in Criminal Justice**
3 credit hour(s) | Fall | Spring Prerequisite(s): Documented exemption, CCJ1020, CJE1000 or CJC1000. This course is a detailed exploration of ethical issues in criminal justice, with special emphasis on morality and the law, human behavior, and ethical decision making in law enforcement, corrections and the courts. Lecture: 3 hours.

**CJE2600 Criminal Investigation**
3 credit hour(s) | Fall | Summer Prerequisite(s): documented exemption, appropriate placement test scores, or completion of developmental education reading and writing. 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 credit hour(s) | Fall | Spring | Summer Prerequisite(s): documented exemption, appropriate placement test scores, or completion of developmental education reading and writing. 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 is 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 credit hour(s) | Fall | Spring Prerequisite(s): documented exemption, appropriate placement test scores or completion of developmental education reading and writing; and CJE2640. Covers advanced principles, theories and applications in crime scene investigation. Specialized collection procedures related to weapons, traffic crash evidence, arson, gunshot residue, blood spatter, and recovery of buried bodies and surface skeletons are included. Data analysis, reporting and plan of action development are emphasized. Contact: 3 hours. Additional fee. Does not count toward A.A. degree.

**CJE2670 Introduction to Forensic Science**
3 credit hour(s) | Fall | Summer Prerequisite(s): documented exemption, appropriate placement test scores, or completion of developmental education reading and writing. 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. Does not count toward A.A. degree.

**CJE2671 Latent Fingerprint Development**
3 credit hour(s) | Fall | Spring Prerequisite(s): satisfactory completion of CJE2640. Emphasizes the techniques involved in detection, enhancement and recovery of latent fingerprints from physical evidence. Chemical and mechanical methods and surfaces will be analyzed and evaluated for proper application in both theory and practice. Contact: 3 hours. Additional fee. Does not count toward A.A. degree.

**CJE2672 Fingerprint Classification**
3 credit hour(s) | Fall | Spring Prerequisite(s): documented exemption, appropriate placement test scores, or completion of developmental education reading and writing. 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. Does not count toward A.A. degree.

**CJE2676 Biological Evidence**
3 credit hour(s) | Spring Prerequisite(s): satisfactory completion of CJE2640. Exposes students to the forensic value, handling, preservation, testing and documentation of biological evidence. Also addresses safety issues involved in handling biological evidence. Contact: 3 hours. Additional fee. Does not count toward A.A. degree.

**CJJ2002 Juvenile Justice**
3 credit hour(s) | Fall | Spring Prerequisite(s): documented exemption, appropriate placement test scores, or completion of developmental education reading and writing. Introduces the major issues and trends surrounding the field of juvenile justice, primarily in the United States. Includes an explanation and analysis of juvenile law, theories of delinquency causation and procedural requirements in the system. Major concentration is on the structure and procedural aspects of the juvenile justice system. Contact: 3 hours.

**CJL1500 The Court System**
3 credit hour(s) | Fall | Spring | Summer Prerequisite(s): documented exemption, appropriate placement test scores, or completion of developmental education reading and writing. Examines the history, traditions, and philosophy of the American court system. Emphasis is on the roles of the prosecutor, judge, defense attorney, jurors, offenders and the public. Focuses on the general themes of law on the books, law in action and law in controversy. Contact: 3 hours.

**CJL2100 Criminal Law**
3 credit hour(s) | Fall | Spring Prerequisite(s): documented exemption, appropriate placement scores, or completion of developmental education reading and writing. History and development of criminal law. The elements of federal and state statutes and local ordinances of frequent concern and their punishments will be discussed. Florida statutes will be emphasized. Contact: 3 hours.

**CJL2130 Criminal Evidence and Procedures**
3 credit hour(s) | Spring Prerequisite(s): documented exemption, appropriate placement scores, or completion of developmental education reading and writing. The study of the laws of arrest, search and seizure and due process of law. Florida criminal procedure will be emphasized. Contact: 3 hours.

**CJL2610 Courtroom Presentation of Scientific Evidence**
3 credit hour(s) | Spring | Summer Prerequisite(s): CJE2640, 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. Does not count toward A.A. degree.

**Cybersecurity**

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<th>Course Code</th>
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<th>Credits</th>
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<th>Prerequisite(s)</th>
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<tbody>
<tr>
<td>CTS0018</td>
<td>Cybersecurity Associate</td>
<td>0</td>
<td>Fall, Spring, Summer</td>
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This course provides lecture, demonstration and hands-on practice in IT fundamentals, including operating systems and PC components; networking fundamentals, including common networking models, communication protocols, network operating systems, networking tools and utilities; and security fundamentals, including the hacker culture, attack types, security vulnerabilities, malware, encryption and network security. All Security+ exam objectives will be covered in this course. Contact: 600 clock hours = Lecture: 300 clock hours. Lab: 300 clock hours. Does not count toward A.A. or A.S. degree.

**Dental**

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<tbody>
<tr>
<td>DES1020</td>
<td>Dental Anatomy</td>
<td>3</td>
<td>Fall</td>
<td>Acceptance into the dental assisting or dental hygiene program.</td>
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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, 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 12 cranial nerves, with special emphasis on the fifth and seventh. Temporomandibular joint function and disorders causing facial pain will also be discussed. The hands-on portion of DES1020 is designed to provide class exercises which include identification, characteristics, and eruption/exfoliation dates of each of the primary and permanent teeth, 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. Contact: 3 hours per week. Does not count toward A.A. degree.

**Dance**

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<tr>
<td>DAA1100</td>
<td>Contemporary Dance</td>
<td>1</td>
<td>Fall</td>
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</table>

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

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<tr>
<td>DAA1200</td>
<td>Ballet I</td>
<td>1</td>
<td>Fall</td>
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Beginning 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. A total of two semester hours of credit in physical education activity courses, including dance courses, may be used toward the 60 semester hours required for graduation with A.A. degree.

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<tr>
<td>DAA1300</td>
<td>Social Dance</td>
<td>1</td>
<td>Fall, Spring</td>
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Instruction in contemporary ballroom dance, with an emphasis on dancing as a physical activity that enhances physical fitness and social well-being. The course includes instruction in rhythm, Latin and smooth dance including swing, hustle, mambo, salsa, merengue, rumba, cha cha, fox trot and waltz. The appreciation of ballroom dance will be enhanced by a brief overview of ballroom dance history. Activity: 2 hours. A total of two semester hours of credit in physical education activity courses, including dance courses, may be used toward the 60 semester hours required for graduation with A.A. degree.

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<tbody>
<tr>
<td>DAA1500</td>
<td>Beginning Jazz Dance</td>
<td>1</td>
<td>Fall, Spring</td>
<td>CTS0018</td>
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</tbody>
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Basic techniques and skills of jazz dance. Activity: 3 hours. A total of two semester hours of credit in physical education activity courses, including dance courses, may be used toward the 60 semester hours required for graduation with A.A. degree.
**DES1200 Dental Radiology**
2 credit hour(s) | Spring Prerequisite(s): grade of C or better in DES1020.
Corequisite(s): DES1200L.
This course for dental assisting or dental hygiene students includes the study of theory and principles used to expose, process and mount dental radiographs. Topics include recognition of normal and abnormal conditions visible on dental radiographs and the identification of hazards and safety precautions pertinent to radiographic procedures. 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. Does not count toward A.A. degree.

**DES1200L Dental Radiology Lab**
1 credit hour(s) | Spring Prerequisite(s): grade of C or better in DEA0020, DEA0020L.
Corequisite(s): DES1200.
Students will achieve proficiency in performing radiographic techniques on a DXTTR manikin prior to exposure of radiographs on patients. Intraoral and extraoral exposure techniques will be covered. Students completing this course will be able to produce technically acceptable interproximal and periapical radiographs with bisecting and paralleling techniques on primary, mixed, complete dentitions or edentulous patients. Students will also expose technically acceptable occlusal, panoramic, facial profile and carpal radiographs. Digital radiography will be included. 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 will be maintained throughout laboratory exercises. Contact: 45 hours per semester. Additional fee. Does not count toward A.A. degree.

**DES2100 Dental Materials Theory**
2 credit hour(s) | Fall | Summer Prerequisite(s): acceptance into the dental assisting or hygiene program.
Corequisite(s): DES2100L.
The course provides an introduction to the chemical, physical and handling characteristics of materials commonly used in dentistry. The biological compatibility of each material will be outlined. These materials include precious and nonprecious metals, ceramics, dental amalgams, acrylic plastics, filled and nonfilled resins, porcelains, impression materials, implant materials and various waxes. Contact: 2 hours per week in Fall; 3 hours per week in Summer. Dental hygiene students take this course in Summer; dental assisting students take this course in Fall. Does not count toward A.A. degree.

**DES2100L Dental Materials Lab**
1 credit hour(s) | Fall | Summer Prerequisite(s): acceptance into the dental assisting or hygiene program.
Corequisite(s): DES2100.
The dental laboratory exercises are designed to familiarize the student with the properties, application and uses of selected materials presented in lecture. The student will develop a working knowledge of those materials and gain entry-level experience in the handling of materials through participation in the laboratory exercises and dental laboratory visitation. The information presented in the laboratory coincides with the content of the corequisite theory course. Contact: 45 hours per semester. Additional fee. Does not count toward A.A. degree.

**DES2502 Clinic and Office Management**
1 credit hour(s) | Spring | Summer Prerequisite(s): 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 inventories) and ethics. The student is introduced to the use of typical office equipment such as fax machines, telephones and computers. There is a laboratory portion of the course that requires the student to perform a dental charting exercise using a computer; compose a business referral letter, letter of resignation and thank you note/letter; send a fax; and create/revise a resume. Contact: 15 hours per semester. Dental hygiene students take this course in Spring; dental assisting students take this course in Summer. Does not count toward A.A. degree.

Dental Assisting

DEA1030 Preclinic
2 credit hour(s) | Fall Prerequisite(s): acceptance into the Dental Assisting program.
This 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 introduction to the basic skills in dental assisting including, but not limited to infection control procedures, instrument identification and four-handed dentistry. Contact: 30 hours per semester. Does not count toward A.A. degree.

DEA1030L Preclinic Lab
5 credit hour(s) | Fall Prerequisite(s): acceptance into the Dental Assisting program.
This course provides the clinical application of materials in DEA1030, providing hands on instruction in the use and sterilization of all dental instruments and basic fundamentals of chairside assisting. Subject areas are arranged in a clinical competency program, which is a method of study that helps the student master each skill before advancing to the next level. Contact: 225 hours per semester. Additional fee. Does not count toward A.A. degree.

DEA1051 Nitrous Oxide Monitoring
1 credit hour(s) | Summer Prerequisite(s): a grade of C or better in DEA1030 and DEA1030L, DES1020, DES1200, DES1200L, DEA2832C.
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. Does not count toward A.A. degree.

DEA1805 Clinical Practice I
2 credit hour(s) | Spring This course is designed to acquaint the dental assisting student with the necessary background materials and assisting procedures involved in each dental specialty. Topics include, but are not limited to, instrument identification for specialty practices, professional demeanor, human relations in the dental office and oral pathology. Contact: 30 hours per semester. Does not count towards A.A. degree.

DEA1805L Clinical Practice I Lab
1 credit hour(s) | Spring The course provides the opportunity for each student to receive closely supervised instruction in all phases of chairside dental assisting at the TCC Dental Hygiene Clinic. Contact: 45 hours per semester. Does not count towards A.A. degree.

DEA1855 Clinical Practice II
2 credit hour(s) | Summer This course is a continuation of DEA1805. Topics include, but are not limited to, dental implants, cosmetic dentistry, new technology and pharmacology. Contact: 30 hours per semester. Does not count towards A.A. degree.

DEA1855L Clinical Practice II Lab
1 credit hour(s) | Summer This course provides the student the opportunity to assist dental hygiene students in the TCC clinic and complete radiographs on patients, including complete mouth x-rays, panoramic x-rays and bitewing x-rays. Contact: 45 hours per semester. Does not count toward A.A. degree.

DEA1940 Clinic Preceptorship I
8 credit hour(s) | Spring The course provides the opportunity for each student to receive closely supervised instruction in all phases of chairside dental assisting through rotations at the public health units, Veterans Affairs dental clinic and community dental offices. Contact: 240 hours per semester. Does not count towards A.A. degree.

DEA1941 Clinic Preceptorship II
8 credit hour(s) | Summer This course provides the student the opportunity to assist dentists and their staff in a variety of private practice offices in the community. Assignments are primarily in specialty offices as well as general practice offices, public health units and the Veterans Affairs dental clinic. Contact: 240 hours per semester. Does not count towards A.A. degree.

DEA2832C Expanded Functions I
4 credit hour(s) | Spring This course is designed to provide the basic knowledge, lab and clinical practice necessary for the first component of the rules and
regulations of the Florida State Board of Dentistry. Topics include but are not limited to preliminary charting, coronal polishing, fluoride application and application of topical anesthetic. 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. Additional fee. Does not count towards A.A. degree.

**DEA2833C Expanded Functions II**
4 credit hour(s) | Summer This course is designed to be a continuation of DEA2832C, 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. 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 behavioral objectives. Contact: 60 hours per semester. Additional fee. Does not count towards A.A. degree.

**Dental Hygiene**

**DEH1002 Dental Hygiene Preclinic Theory**
2 credit hour(s) | Fall Prerequisite(s): grade of C or better in BSC2085, BSC2085L, BSC2086, BSC2086L, MCB2004, MCB2004L, CHM1030, ENC1101 and acceptance into the dental hygiene program.
Corequisite(s): DEH1002L.
Introduction to instrumentation techniques and clinical procedures. Topics include principles of instrumentation, prevention of disease transmission in the dental setting and patient evaluation skills such as vital signs, health history, dental charting, oral inspections and treatment planning. Contact: 2 hours per week. Does not count toward A.A. degree.

**DEH1002L Dental Hygiene Preclinic Lab**
3 credit hour(s) | Fall Prerequisite(s): grade of C or better in BSC2085, BSC2085L, BSC2086, BSC2086L, MCB2004, MCB2004L, CHM1030, ENC1101, and acceptance into the dental hygiene program.
Corequisite(s): DEH1002.
The laboratory and clinical portion of DEH1002 allows students to master basic assessment and instrumentation skills through practice on manikin models before performing services on peers. Contact: 135 hours per semester. Additional fee. Does not count toward A.A. degree.

**DEH1130 Embryology and Oral Histology**
2 credit hour(s) | Fall Prerequisite(s): grade of C or better in BSC2085, BSC2085L, BSC2086, BSC2086L, MCB2004, MCB2004L, CHM1030, 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. Does not count toward A.A. degree.

**DEH1400 General and Oral Pathology**
3 credit hour(s) | Summer Prerequisite(s): grade of C or better in: DEH1002, DEH1002L, DES1020, DEH1130.
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: 45 hours per semester. Does not count toward A.A. degree.

**DEH1800 Dental Hygiene I Theory**
2 credit hour(s) | Spring Prerequisite(s): grade of C or better in BSC2085, BSC2085L, BSC2086, BSC2086L, MCB2004, MCB2004L, CHM1030, ENC1101.
Corequisite(s): DEH1800L.
Introduction to the elements of dental hygiene care as they relate to the clinical learning experience. Topics include selected patient assessment procedures, dental hygiene treatment planning, informed consent and treatment presentation. Methods of presenting oral hygiene instruction and patient education according to priority of individual needs are 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. Does not count toward A.A. degree.

**DEH1800L Dental Hygiene I Clinic**
3 credit hour(s) | Spring Prerequisite(s): grade of C or better in BSC2085, BSC2085L, BSC2086, BSC2086L, MCB2004, MCB2004L, CHM1030, ENC1101, DEH1002, DEH1002L.
Corequisite(s): DEH1800.
Course material from DEH1800 applied in providing patient care in the dental hygiene clinic. Students receive instruction in providing dental hygiene care by various instructors in one-to-one teaching situations as well as one-to-five instructor to student ratios. Students progress individually in a competency-based learning approach for mastery of skills. Patients range in age from preschool to geriatric, with levels of difficulty in dental hygiene treatment cases ranging from healthy periodontal status to mild periodontitis with moderate...
levels of hard deposits and inflammatory states. Contact: 120 clock hours per semester. Does not count toward A.A. degree.

**DEH1802 Dental Hygiene II Theory**
2 credit hour(s) | Fall Prerequisite(s): grade of C or better in DEH1800, DEH1800L, DES1200L, DES1200L and DEH2300.
Corequisite(s): DEH1802L.
Continuation of dental hygiene theory from DEH1800, with emphasis on didactic information regarding patient assessment, periodontal case study development, gingival curettage, oral irrigation, post-operative osteitis, cytological specimens and the use of ultrasonic scalers. State-regulated expanded functions are presented didactically and in laboratory, including, but not limited to, 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 osteitis dressing, periodontal dressing and cytological specimens. Selected topics are required for clinical competence in DEH1802L. Contact: 2 hours per week. Does not count toward A.A. degree.

**DEH1802L Dental Hygiene II Clinic**
4 credit hour(s) | Fall Prerequisite(s): grade of C or better in DEH1800, DEH1800L, DES1200, DES1200L, DEH2300, DEH2602L.
Corequisite(s): DEH1802.
Application of content from DEH1802 in providing patient care in the dental hygiene clinic. Emphasis is on total patient care through treatment planning from thorough patient assessment. Periodontally involved patients will be treated, affording students instruction in advanced periodontal instrumentation. Clinical sessions will include practice in advanced instrumentation techniques, as well as expanded functions taught in the theory course. Competency requirements for the completion of this clinical course include topics to help students master the expanded function skills to either a laboratory or clinical level. Clinical experience in the areas of special needs, children and periodontal patients will be obtained from external dental health facilities. Contact: 240 clock hours per semester. Additional fee. Does not count toward A.A. degree.

**DEH2300 Pharmacology**
3 credit hour(s) | Spring Prerequisite(s): grade of C or better in DEH1002, DEH1002L, DES1020, DEH1130.
The study of drugs and anesthetics, with special consideration given to those used in the treatment of dental disease. Acquaints students with the origin of these drugs and anesthetics, their physical and chemical properties, modes of administration, and effects on the body system. Contact: 3 hours per week. Does not count toward A.A. degree.

**DEH2504 Dental Specialties**
1 credit hour(s) | Spring Prerequisite(s): grade of C or better in DEH1800, DEH1800L, DES1200, DES1200L, DEH2300.
Acquaints dental hygiene students with all the areas of specialization in dentistry; providing patients with individualized, optimal dental care. The course leader will provide an overview of some specialties. Dental specialists 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. Does not count toward A.A. degree.

**DEH2602 Periodontology**
2 credit hour(s) | Summer Prerequisite(s): grade of C or better in DEH1800, DEH1800L, DES1200, DES1200L, DEH2300.
Study of biological and clinical factors as they relate to periodontal disease. Allows dental hygiene students to acquire knowledge of the biologic basis for periodontal therapy. Emphasis is on the recognition and differentiation of periodontal health and disease states, formulation of a dental hygiene treatment plan, initial and maintenance therapy, and referral of patients. Contact: 30 hours Does not count toward A.A. degree.

**DEH2602L Periodontology Lab**
3 credit hour(s) | Summer Prerequisite(s): grade of C or better in DEH1800, DEH1800L, DES1200, DES1200L, DEH2300.
Corequisite(s): DEH2602.
This lab клинического курса 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 advanced periodontal instrumentation is taught on periodontal patients who present as periodontal case-based learning requirements of the program. Contact: 120 clock hours per semester. Does not count toward A.A. degree.

**DEH2701 Community Dental Health**
2 credit hour(s) | Fall Prerequisite(s): grade of C or better in DEH1800, DEH1800L, DES1200, DES1200L, DEH2300.
Prepares dental hygiene students 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 to be implemented and evaluated in DEH2701L Community Dental Health Lab. Cultural differences, socioeconomic factors and barriers to healthcare 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. Does not count toward A.A. degree.

DEH2701L Community Dental Health Lab
1 credit hour(s) | Spring Prerequisite(s): grade of C or better in DEH2504, DEH1802, DEH1802L, DEH2701, DEH1400, DES1200, DES1200L, DEH2602, DEH2602L, DEH2300.
Continuation and practicum component of DEH2701. Students apply public health/health education principles by designing and presenting dental health education projects to various audiences. Emphasis is on students interacting with a variety of groups, which may include public school students (grades K-12), nursing home residents, health fair participants, children and adults with cognitive and/or physical disabilities, and Head Start programs. Contact: 45 hours per semester. Does not count toward A.A. degree.

DEH2804 Dental Hygiene III Theory
2 credit hour(s) | Spring Prerequisite(s): grade of C or better in DEH1802, DEH1802L, DEH1400, DES2100, DES2100L, DEH2602, DEH2602L, DEH2300.
Corequisite(s): DEH2804L.
The final dental hygiene theory course. Emphasis is on ethics and jurisprudence, clinical seminars (as needed), student presentations of periodontal case studies, and in-depth review of Florida statutes and laws regulating the practice of dentistry and dental hygiene. A two-hour presentation, The Prevention of Medical Errors in the Dental Office, required by Florida Statute prior to licensure, is included. Time is also allowed for a mock clinical board examination. Contact: 2 hours per week. Does not count toward A.A. degree.

DEH2804L Dental Hygiene III Clinic
4 credit hour(s) | Spring Prerequisite(s): grade of C or better in DEH1802, DEH1802L, DEH1400, DES2100, DES2100L, DEH2602, DEH2602L, DEH2300.
Corequisite(s): DEH2804.
This is the final clinical course. The student will demonstrate ability to synthesize and conceptualize all knowledge, theory and skills previously learned and use these skills and practical 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, including application of pit and fissure sealants, polishing amalgam restorations, transferring dental instruments, use of ultrasonic scalers, correlation of radiographs, root planing, impression for study model, monitoring nitrous oxide, and administration of local anesthetic injections. External clinical experience in the areas of special needs patients and geriatric patients will be obtained from area correctional institutions and public health facilities. A mock clinical board exam 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. Does not count toward A.A. degree.

DEH2900 Dental Health Program Independent Study
1 credit hour(s) | Fall | Spring | Summer Prerequisite(s): Permission of program chair.
Prerequisite/Corequisite(s): second-year dental hygiene student
This course is designed for second-year dental hygiene students for reviewing didactic course materials. This course cannot be used to meet degree requirements. Contact: 15 hours per semester. Additional fee. Does not count toward A.A. degree.

DES1840 Preventive Dentistry
2 credit hour(s) | Spring Prerequisite(s): grade of C or better in: BSC2085, BSC2085L, BSC2086, BSC2086L, MCB2004, MCB2004L, CHM1030, ENC1101 and acceptance into the dental hygiene program.
Introduction to concepts used in oral health instruction and patient education, including the etiology of dental disease, how to improve plaque control, oral physiotherapy, methodology of oral health instruction and patient motivational techniques. Gives students an opportunity to develop skills needed for teaching patients how to achieve optimal dental health and offers experiences in one-on-one and group communication skills for interpersonal, professional and patient education interaction. The course includes the concepts of remineralization versus demineralization; oral pH; use of the food diary; using xylitol, fluoride and various contemporary marketed products; tobacco cessation counseling; and discovering the sources and removal of dental stains. Contact: 2 hours per week. Does not count toward A.A. degree.
DES2051 Pain Control
2 credit hour(s) | Fall
Prerequisite(s): grade of C or better in DEH1800, DEH1800L, DES1200, DES1200L, DEH2300.
Didactic information and clinical practical applications in the use of nitrous oxide sedation and anesthesiology, with specific emphasis on the local anesthetics used in dentistry. Topics include proper handling of related equipment, delivery techniques, pharmacology, safety considerations, signs and symptoms of complications, and emergency management. This course will prepare students to administer local anesthesia injections to patients in DEH2804L. Contact: 2 hours per week. Does not count toward A.A. degree.

Developmental English as a Second Language

EAP0320 English for Academic Purposes: Intermediate Reading
3 credit hour(s) Fall | Spring | Summer
Prerequisite(s): be a nonnative speaker of English whose placement scores indicate a need to develop reading skills essential for success in college-level classes. This course is intended for nonnative speakers of English whose placement scores (83-below on the PERT reading section) indicate a need to develop reading skills essential for success in college-level classes. The student will develop the ability to comprehend intermediate-level academic reading selections and to identify the structural elements within them. Emphasis will be on acquisition of English language academic vocabulary by developing knowledge of roots, affixes and idiomatic expressions and the recognition of cognates and false cognates. Students will reduce dependence on bilingual dictionaries through guided practice in applying vocabulary acquisition strategies. Students will also learn to recognize cultural references, and students will learn strategies for decoding cultural references. Students will also increase their reading fluency and speed. Lecture: 3 hours. Does not count toward A.A. degree or A.S. degree. Students must earn a grade of C or better in this course to enroll in EAP0420.

EAP0384 English for Academic Purposes: Intermediate Writing and Grammar
3 credit hour(s) | Fall | Spring
Prerequisite(s): appropriate placement score.
This course is intended for the student who is a nonnative speaker of English and whose placement scores (89-below on the PERT writing section) indicate a need to develop writing skills essential for success in college-level classes. The student will develop the ability to produce logical, coherent and unified paragraphs and short essays on academic topics that use a variety of structures and accomplish a variety of purposes commonly assigned in academic contexts. Students will develop the ability to write clear, logical and effective sentences that adhere to the conventions of standard written English. Students will acquire knowledge of intermediate-level English grammar and apply that knowledge when editing and proofreading their own original paragraphs and short essays. Additionally, students will learn to apply critical thinking skills to planning, drafting and revising academic paragraphs and short essays. Lecture: 3 hours. Does not count toward A.A. degree or A.S. degree. To enroll in EAP0440, the student must score a C or better.

EAP0420 English for Academic Purposes: Advanced Reading
3 credit hour(s) Fall | Spring | Summer
Prerequisite(s): be a nonnative speaker of English who has earned a grade of C or better in EAP0320 or whose placement scores (84-105 on the PERT reading section) indicate a need to develop reading skills essential for success in college-level classes. The student will develop the ability to comprehend advanced-level academic reading selections that replicate selections commonly assigned in undergraduate general education classes, and students will identify the structural elements within these texts. Students will also synthesize information from multiple undergraduate-level academic texts in order to express opinions about the material through paraphrasing, summarizing and responding to these texts, both orally and in writing. Also, the student will apply critical reading skills to the reading of academic texts. Emphasis will be placed on the acquisition of advanced-level academic English language academic vocabulary by developing knowledge of roots, affixes and idiomatic expressions and the recognition of cognates and false cognates. Students will also learn to recognize cultural references, and students will learn strategies for decoding cultural references. Students will also increase their reading fluency and speed. Lecture: 3 hours. Does not count toward A.A. degree or A.S. degree. To enroll in ENC1101, the student must earn a C or better.

EAP0440 English for Academic Purposes: Advanced Writing
3 credit hour(s) | Fall | Spring
Prerequisite(s): appropriate placement score or grade of C or better in EAP0384.
This course is intended for the student who is a nonnative speaker of English and whose placement scores (90-102 on the PERT writing section) indicate a need to develop writing skills that are essential for
success in college-level classes. The student will develop the ability to produce logical, coherent, and unified academic essays that replicate writing tasks commonly assigned in undergraduate general education classes. Students will develop the ability to write clear, logical, and effective sentences that adhere to the conventions of standard written English. Students will acquire knowledge of advanced-level English grammar and apply that knowledge when editing and proofreading their own original academic essays. Additionally, students will learn to apply critical thinking skills to planning, drafting, and revising academic essays. This course does not satisfy A.A. or A.S. degree requirements. Lecture: 3 hours. To enroll in ENC 1101, the student must score a C or better. Does not count toward A.A. degree or A.S. degree.

**Developmental Mathematics**

**MAT0018 Foundations of College Mathematics I**
4 credit hour(s) | Fall | Spring | Summer
Prerequisite(s): Appropriate placement and initial diagnostic assessment scores or voluntary enrollment. Students are highly encouraged to consult with an academic advisor before choosing their developmental mathematics course. The course is designed to supplement and strengthen skills the student possesses and to allow for the development of arithmetic and algebra skills needed for success in college-credit mathematics. Topics include properties of real numbers, operations with real numbers, manipulation of algebraic expressions, solving linear equations and graphing linear inequalities. Direct instruction, guided active learning and a designated lab component will be the main modes of delivery for this course. In this format, the student is responsible for completing pre-class activities and in-class activities that are a mix of direct instruction, group activities and individual discovery activities. Students will be responsible for solving problems contextualized within the State-defined meta-majors. These problems allow students to explore the type of work they will encounter if they choose a career in the targeted meta-major. The course is designed for students whose initial diagnostic assessment places them into the first level of the Foundations of College Mathematics program with numerous skills not mastered, those who have struggled in other course formats, those who are unsure of their learning style, or those who may not have selected their meta-major. Contact: 4 hours. Students must earn a grade of C or better in this course before enrolling in MAT0028. Does not count toward A.A. degree or A.S. degree.

**MAT0027 Foundations of College Mathematics II for Liberal Arts**
4 credit hour(s) | Fall | Spring | Summer
Prerequisite(s): Appropriate placement or voluntary enrollment. This course provides instruction in developmental concepts that serve as a foundation for college level liberal arts math. These concepts are presented in the context of real world problems. The emphasis is on the development of skills that promote mathematical literacy. Topics include but are not limited to numeracy, descriptive statistics, interpreting and representing data in graphs, polynomial manipulation, dimensional analysis, rate of change and basic equation solving. This course is intended for non-STEM majors who, following successful completion, may directly enroll in MGF1106 or MGF1107. Contact: 4 hours.

**MAT0028 Foundations of College Mathematics II**
4 credit hour(s) | Fall | Spring | Summer
Prerequisite(s): Appropriate placement and initial diagnostic assessment scores or voluntary enrollment. Students are highly encouraged to consult with an academic advisor before choosing their developmental mathematics course. The course is designed to supplement and strengthen the skills the student possesses and to allow for the development of algebra skills needed for success in college-credit mathematics. Topics include properties of real numbers, operations with real numbers, manipulation of algebraic expressions, solving linear equations and inequalities, basic polynomial operations, applying the properties of integer exponents, factoring polynomials, operations with radical expressions, basic graphing of linear equations in two variables, and basic applications of algebra in plane geometry. Direct instruction and guided active learning will be the main modes of delivery for this course. In this format, the student is responsible for completing pre-class activities and in-class activities that are a mix of direct instruction, group activities and individual discovery activities. Students will be responsible for solving problems contextualized within the State-defined meta-majors. These problems allow students to explore the type of work they will encounter if they choose a career in the targeted meta-major. The course is designed for students whose initial diagnostic assessment places them into the second developmental math level with numerous skills not mastered, those who have completed the first level of developmental math, those who may have struggled in other formats, those who are unsure of their learning style, or those who may know their meta-major. Contact: 4 hours. Students must earn a grade of C or better in this course before enrolling in college-credit mathematics (MAT1033 or MGF1106). Does not count toward A.A. degree or A.S. degree.
Developmental Reading

ENC0017 Integrated Reading and Writing I
4 credit hour(s) | Fall | Spring | Summer
Prerequisite(s): documented exemption or appropriate PERT scores. This course is intended for the student whose placement scores and/or academic benchmarks indicate a need to develop a stronger foundation in grammar, composition, reading comprehension and critical thinking. This course covers, in combined form, the learning objectives of level one developmental reading and writing courses. Focus is on the basic skills of grammar and usage, developing effective sentences, writing unified paragraphs, developing vocabulary, reading strategies and study skills. Course delivery is a combination of class lecture, face-to-face and/or online activities and paragraph writing. Students eligible for this course are exempt students who choose to take the course and non-exempt students whose PERT scores have placed them in either REA0007 (score 50-83) or ENC0015 (score 50-89) or both. Successful completion of this course will satisfy the developmental reading and writing requirement and allow students to enroll in ENC0027 (or REA0017 and ENC0025). This contextualized course is offered in traditional, compressed, web-based and hybrid formats. Contact: 4 hours. Students must earn a grade of C or better to successfully complete the course. This course does not count toward A.A. or A.S. degree requirements.

ENC0027 Integrated Reading and Writing II
4 credit hour(s) Fall | Spring | Summer
Prerequisite(s): REA0007 and ENC0015, or appropriate PERT scores. Corequisite(s): SLS0003
Prerequisite/Corequisite(s): This covers, in combined form, the learning objectives of upper-level developmental reading and writing courses. Course delivery is a combination of class lecture, activities and essay writing. Students eligible for this course are exempt students who choose to take the course, nonexempt students who successfully complete (grade of C or above) or who have exempted ENC0015 and REA0007, and students whose PERT scores have placed them in both REA0017 and ENC0025 . Successful completion of this course will satisfy the developmental reading and writing requirement and allow students to enroll in ENC1101. Contact: 4 hours. Does not count toward A.A. or A.S. degree.

Developmental Writing

ENC0028L Developmental Lab for Composition
1 credit hour(s) Fall | Spring | Summer
Prerequisite(s): This course is intended for students with PERT writing scores of 97-102 plus second level developmental reading placement or exemption, and/or PERT reading scores of 102-105 plus second level writing placement or exemption. This course is intended for students whose writing and/or reading PERT scores indicate the need for developmental writing instruction to strengthen writing skills, but who also have achieved placement scores that suggest a high probability of success in Freshman Composition. Eligible students may elect to register for this course concurrently with a linked ENC1101 course instead of enrolling in ENC0025. This course emphasizes reading and writing activities that support critical thinking. A minimum of one hour per week is required in a lab setting. Does not count toward A.A. or A.S. degree.

Digital Media/Broadcasting

DIG2030 Digital Video Production
3 credit hour(s) | Fall | Spring Prerequisite(s): a grade of C or better in DIG2410C.
This course introduces the student to the foundational concepts of digital video. Topics to be covered include High Definition video (HDV) technology, system configuration, the development process, editing, production, effects and presentation. A variety of digital video development tools will be explored. The course also delves into alternative applications of the technology behind the medium, and looks at the past and the future in the hopes of gleaning more insights into what is fast-becoming a major growth area of the worldwide entertainment industry. Contact: 4 hours.

DIG2205C Multitrack Recording & Basic Film Sound
3 credit hour(s) | Fall | Spring | Summer Prerequisite(s): grade of C or better in DIG2251C.
Participants in this course will have an opportunity to explore basic working concepts of the art of editing using non-linear video editing systems as well as recording and mastering film soundtrack. Topics to be covered include: capturing digital audio and shooting film, organizing a new film project, and editing audio and film concepts. Students will experience hands on instruction in the use of the above elements, which will result in the ability to log and capture, edit cuts, simple effects, and the output of a final product. Students will also be exposed to some of the more advanced features
of an audio and film editing program including special effects, composing, text and titling. Contact: 4 hours.

DIG2251C Introduction to Digital Audio I
3 credit hour(s) | Fall | Spring Participants in this course will have an opportunity to explore the skills and techniques associated with digital audio production. Students will explore current technologies and practices used for field recording, use of digital audio workstations, and digital audio editing. Contact: 4 hours.

DIG2410C Basic Scripting for Video & Digital Media
3 credit hour(s) | Fall | Spring This course introduces the student to various aspects of crafting an idea, script planning and writing as it relates to producing Digital Media projects. The student will explore and develop assorted components and apply skills to determine knowledge by writing and creating a shooting script. Contact: 4 hours.

DIG2545 Media Planning
2 credit hour(s) | Fall | Spring Prerequisite(s): a grade of C or better in DIG2410C. This course introduces the student to various components of pre-production planning as it relates to producing Digital Media projects. The student will explore and develop assorted components and apply skills to determine knowledge by writing and creating rudimentary pre-production plans. Contact: 3 hours.

RTV1000 Survey of Broadcasting
3 credit hour(s) | Fall | Spring 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.

Early Childhood Education

EDF1004 Educational Field Experience
3 credit hour(s) | Fall | Spring | Summer This course is designed for students pursuing the Florida Child Care Professional Credential (FCCPC, formerly the CDA.) This course focuses on introducing students to classroom responsibilities by requiring them to observe, plan, implement and evaluate learning activities; supervise children; and create lesson plans. Contact: 3 hours.

EDG1319 Special Topics in Early Childhood Education
3 credit hour(s) | Fall | Spring | Summer This course is designed for teachers of young children. Students are taught to understand the home environment and the differing family structures. Community resources, interagency cooperation and techniques to access services available to families will be addressed. Contact: 3 hours.

EEC1300 Cognitive Experiences for Young Children
3 credit hour(s) | Fall | Spring | Summer 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 creation of an early childhood education portfolio, and understanding of the young child in the early childhood 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 credit hour(s) | Fall | Spring | Summer This course is designed for teachers of young children in the physical, social, emotional, language and cognitive development of the child, prenatal to school age. Students are taught the dynamics of behavior by emphasizing the importance of guidance in teaching. Contact: 3 hours.

EEC1600 Guiding the Young Child
3 credit hour(s) | Fall | Spring | Summer A behavior management course for professionals and parents who care for and work with young children. The course examines the range of appropriate and acceptable behaviors, consistent limits, communication patterns, 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 credit hour(s) | Fall | Spring | Summer This course is designed for students pursuing the Florida Child Care Professional Credential (FCCPC, formerly the CDA.) This is an introductory course designed for teachers of young children in the physical, social, emotional, language and cognitive development of the child, prenatal to school age. Students are taught the dynamics of behavior by emphasizing the importance of guidance in teaching. Contact: 3 hours.
EEC1907 Directed Observation and Participation
3 credit hour(s) | Fall | Spring | Summer
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.

EEC2013 Children's Literature in Early Childhood Education
3 credit hour(s) | Fall | Spring | Summer
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 credit hour(s) | Fall | Spring | Summer
This course is designed for students pursuing the Florida Child Care Professional Credential (FCCPC, formerly the CDA.) The course will introduce the student to the relationships of home, school and the community in early childhood education. The importance of the family to young children, responsibilities of the early childhood staff to parents and the responsibilities of parents to their children will be covered. Additional emphasis will be given to the social, economic, cultural, linguistic and political forces that have an impact on the lives of children and their families. Community resources, interagency cooperation and techniques to access services available to families will be addressed. Contact: 3 hours.

EEC2500 Infant and Toddler Development
3 credit hour(s) | Fall | Spring
Corequisite(s): EEC1308, EDF1004, EEC2401
Early childhood professionals will expand their knowledge in the care and development of infants and toddlers, with special attention given to creating developmentally appropriate environment. This course is required as part of the Infant/Toddler Specialization Certificate. Contact: 3 hours.

EEC2521 Management of a Childcare Center
3 credit hour(s) | Fall | Spring | Summer
(Director's Credentials Course) This course provides a foundation for the financial and personnel management of the child care center. Topics include leadership, organizational skills, budgeting, financial management, legal issues, marketing, hiring, supervision and professional development of a child care center director. Regulations and resources of national, state and local organizations are also addressed. Contact: 3 hours.

EEC2523 Early Childhood Organizational Leadership and Management
3 credit hour(s) | Fall | Spring | Summer
Prerequisite(s): Current Director's Credential.
This early childhood course is designed for director's credential renewal, and will 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.

EEX2010 Survey of Disabling Conditions in Young Children
3 credit hour(s) | Fall | Spring | Summer
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 Science

ESC1000 Earth and Its Environment
3 credit hour(s) | Fall | Spring | Summer
Prerequisite(s): documented exemption, appropriate placement scores, or completion of developmental education reading and writing.
Provides a general background in the earth sciences for non-science majors. Contains elements of astronomy, geology, oceanography and meteorology. Illustrates the influence of natural phenomena upon society and of society upon the environment. Lecture: 3 hours.

ESC1000L Earth and Its Environment Laboratory
1 credit hour(s) | Spring
Prerequisite(s): documented exemption, appropriate placement scores, or completion of developmental education reading and writing.
Provides a general background in the earth sciences for non-science majors. Contains elements of astronomy, geology, oceanography and meteorology. Illustrates the influence of natural phenomena upon society and of society upon the environment. Lecture: 3 hours.

ESC2930 Special Topics: Climate Change
3 credit hour(s) | On Demand Prerequisite(s): documented exemption, appropriate placement scores, or completion of developmental education reading and writing.

This course explores the science of climate change and evidence for changes in ocean temperature, sea level and acidity due to global warming. The course will explore the connection between human activity and the current warming trend and consider some of the potential social, economic and environmental consequences. Lecture: 3 hours.

**EVR1001 Introduction to Environmental Sciences**
3 credit hour(s) | Fall | Spring | Summer Prerequisite(s): Documented exemption, appropriate placement scores, or completion of developmental education reading and writing.

This course of study examines current environmental concerns and their management. It integrates the features of the natural environment with human activities. Emphasis is on the application of biological, physical and chemical methods to the understanding of and solutions to environmental problems. The student will gain insight into the natural interactions among living things and physical aspects of the environment.

Topics include basic ecology, population growth, energy resources, environmental regulations, water and air pollution. Lecture: 3 hours.

**GLY1030 Environmental Geology**
3 credit hour(s) | Fall | Spring | Summer Prerequisite(s): documented exemption, appropriate placement scores, or completion of developmental education reading and writing.

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 credit hour(s) | Fall Prerequisite(s): documented exemption, appropriate placement scores, or completion of developmental education reading and writing. Corequisite(s): 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 credit hour(s) | Fall Prerequisite/Corequisite(s): 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 credit hour(s) | Spring Prerequisite(s): documented exemption, appropriate placement scores, or completion of developmental education reading and writing.

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.

**MET1010 Meteorology**
3 credit hour(s) | Fall | Spring | Summer Prerequisite(s): documented exemption, appropriate placement scores, or completion of developmental education reading and writing.

Provides an introduction to weather and climate for non-science majors. This beginning course is designed to acquaint students with elementary characteristics of the atmosphere including recent weather events and climate change. Lecture: 3 hours.

**OCE1001 Introductory Oceanography**
3 credit hour(s) | Fall | Spring | Summer Prerequisite(s): documented exemption, appropriate placement scores, or completion of developmental education reading and writing.

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. Illustrates the influence of oceans upon society and of society upon the ocean environment. Lecture: 3 hours.

**Economics**

**ECO2013 Principles of Economics: Macro**
3 credit hour(s) | Fall | Spring | Summer Prerequisite(s): documented exemption, appropriate placement scores, or completion of developmental education reading and writing.

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. Substantial writing component. Fulfills state writing requirement.

**ECO2023 Principles of Economics: Micro**
3 credit hour(s) | Fall | Spring | Summer Prerequisite(s): documented exemption, appropriate placement scores, or completion of developmental education reading and writing.

Covers basic economic concepts and theories related to consumer demand and economics of the firm. Stress is placed on microeconomics. Lecture: 3 hours. Substantial writing component. Fulfills state writing requirement.
ECO2710 Introduction to International Economics
3 credit hour(s) | Spring Prerequisite(s): satisfactory completion of ECO2013 Principles of Economics: Macro; documented exemption, appropriate placement scores, or completion of developmental education reading and writing.
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 credit hour(s) | Fall | Spring | Summer 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 credit hour(s) | Fall | Spring Prerequisite(s): Documented exemption, appropriate placement scores, or completion of developmental education reading and writing.
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. Required field experience of 15 hours is a mandatory component of successful completion of the course. This course fulfills one of the lower division education core prerequisites for teacher education majors at all colleges and universities in Florida. Must earn a grade of "C" or better for credit to be awarded. Lecture: 3 hours. There is a cost of $95 for fingerprinting and a security check required by Leon County Schools.

EME2040 Introduction to Technology for Educators
3 credit hour(s) | Fall | Spring | Summer Prerequisite(s): Open only to students who have completed 12 or more semester hours.
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. A minimum 2.5 GPA is required for admission to teacher education programs in all state universities in Florida. Contact: 3 hours. This course fulfills one of the lower division education core prerequisites for teacher education majors.

Emergency Medical Technology

EMS1059C First Responder
3 credit hour(s) | Fall | Spring | Summer Basic management of emergency medical/ pre-hospital care of the sick and injured. 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. Does not count toward A.A. degree.

EMS1119 Emergency Medical Technician Lecture
7 credit hour(s) | Fall | Spring Prerequisite(s): admission to the Emergency Medical Technician Applied Technology Diploma (B312) program. Corequisite(s): EMS1119L, EMS1431L.
This course introduces the role of the emergency
medical technician. It is designed to teach students to employ critical thinking skills to assess a patient scenario, create a plan of care and implement the plan. Topics include public health, anatomy and physiology, medical terminology, patient assessment, airway management, trauma, toxicological and environmental emergencies, submersion incidents, and infection control. Contact: 7 hours per week. Some online modules and Saturday class meetings required. Does not count toward A.A. degree.

**EMS1119L Emergency Medical Technician Lab**
2 credit hour(s) | Fall | Spring Prerequisite(s): admission to the Emergency Medical Technician program.
Corequisite(s): EMS1119, EMS1431L.
This course involves the laboratory application of concepts and procedures studied in EMS1119. Lab: 90 clock hours per semester. Does not count toward A.A. degree.

**EMS1431L Emergency Medical Technician Clinical**
3 credit hour(s) | Fall | Spring Prerequisite(s): admission to the Emergency Medical Technician program.
Corequisite(s): EMS1119, EMS1119L.
This course provides clinical application of concepts and procedures studied in EMS1119 and EMS1119L. Clinical: At least 124 clock hours per semester. Does not count toward A.A. degree.

**EMS1525 Electrocardiography**
2 credit hour(s) | Spring | Summer A systematic approach to interpretation of the electrocardiograph (EKG). The course describes basic components of the cardiac cycle and their relation to the electrocardiograph. Basic skills in EKG lead placement and dysrhythmia interpretation are stressed, as well as advanced skills such as 12-lead interpretation, infarct location determination, axis deviation and conduction defects. Lecture: 30 hours. Does not count toward A.A. degree.

**EMS2346C Critical Care Ground Transport**
6 credit hour(s) | Fall | Spring Prerequisite(s): must be licensed healthcare professional holding an associate or higher degree (registered nurse, paramedic, respiratory therapist) that routinely participates in interfacility transports involving critical care patients.
This course includes instruction in all common aspects of critical care assessment and management, including pathophysiology, pharmacology, 12-lead ECG interpretation, interpretation of laboratory values, interpretation of routine diagnostic images, ventilator management, aortic balloon pump management, differential diagnosis and critical thinking. Lecture/Lab: 80 clock hours. Clinical: 24 clock hours. Simulation lab: 12 clock hours. Does not count toward A.A. degree.

**EMS2603 Paramedic I Lecture**
8 credit hour(s) | Fall | Spring Prerequisite(s): acceptance into the Paramedic program, and BSC1084C (or the series BSC2085, BSC2085L, BSC2086, BSC2086L).
Corequisite(s): EMS2603L, EMS2666L
Introduces topics such as EMS pharmacology, paramedic preparatory, patient assessment, respiratory emergencies and cardiac emergencies. Incorporates basic concepts of pharmacology, including pharmacokinetics, pharmacodynamics, adverse reactions, mechanisms of action and drug interactions for commonly used groups of drugs. Includes mathematics of drugs and solutions and principles of patient education regarding drug treatment. Includes instruction on proper methods of medication administration as pertains to the paramedic. Provides the student with the foundation necessary to understand the paramedic’s role within the medical community, with focus 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 and therapeutic communications. Patient assessment topics focus on the knowledge and skills necessary to thoroughly, accurately and rapidly assess patients found in the prehospital setting, with focus on history-taking, techniques of physical examination, clinical decision making, communications and documentation. Respiratory and cardiac emergency topics focus 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: 8 hours per week. Does not count toward A.A. degree.

**EMS2603L Paramedic I Lab**
2 credit hour(s) | Fall | Spring Prerequisite(s): acceptance into the Paramedic program, and BSC1084C (or the series BSC2085, BSC2085L, BSC2086, BSC2086L).
Corequisite(s): EMS2603, EMS2666L
Includes lab experiences required during the first semester of paramedic training. Basic life support skills are evaluated. Advanced life support skills such as advanced airway management, ECG interpretation and treatment of cardiac emergencies are taught and evaluated. Patient assessment/management treatment
skills are emphasized. Contact: 90 clock hours per semester. Does not count toward A.A. degree.

**EMS2604 Paramedic II Lecture**
8 credit hour(s) | Spring | Summer Prerequisite(s): successful completion of EMS 2603, EMS 2603L, EMS2666L.
Corequisite(s): EMS2604L, EMS2667L.
This course focuses on the many types of medical and traumatic emergencies encountered by EMS personnel. Medical topics covered in this course include neurology, endocrinology, allergies and anaphylaxis, urology, gastroenterology, renal, toxicology, hematology, environmental conditions, infectious and communicable diseases, behavioral and psychiatric disorders, gynecology, obstetrics, neonatology, pediatrics, geriatrics, abuse and neglect, patients with special challenges and the home healthcare patient. Trauma topic areas include trauma systems, mechanism of injury, hemorrhage, shock, soft tissue injuries, burns, head and facial trauma, spinal trauma, abdominal trauma and musculoskeletal trauma. Contact: 8 hours per week. Does not count toward A.A. degree.

**EMS2604L Paramedic II Lab**
2 credit hour(s) | Spring | Summer Prerequisite(s): successful completion of EMS2603, EMS2603L, EMS2666L.
Corequisite(s): EMS2604, EMS2667L.
Lab experiences required during the second semester of paramedic training. Advanced life support skills are taught and evaluated. Critical patient assessment/management related to medical emergencies and traumatic emergencies skills are emphasized. Skills related to pediatric and geriatric populations are also evaluated. Lab: 90 hours per semester. Does not count toward A.A. degree.

**EMS2605 Paramedic III Lecture**
4 credit hour(s) | Fall | Summer Prerequisite(s): acceptance into the Paramedic program, and BSC1084C (or the series BSC2085, BSC2085L, BSC2086, BSC2086L).
This course broadens the student paramedic’s knowledge in fields related to emergency medicine, including current issues, management techniques, legal and ethical aspects and provide the knowledge necessary to perform in and around rescue and crime scene operations. Hazardous material training at the awareness level is included. Includes a research paper. Contact: 135 hours per semester Does not count toward A.A. degree.

**EMS2605L Paramedic III Lab**
3 credit hour(s) | Fall | Summer Prerequisite(s): successful completion of EMS2604, EMS2604L,
EMS2667L.
Corequisite(s): EMS2605, EMS2659L.
Familiarizes students with application of rescue techniques using hand and power tools, ropes, and other rescue equipment and provides a simulation experience covering a variety of pre-hospital emergencies. The simulation 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. Contact: 3 hours per week. Does not count toward A.A. degree.

**EMS2659L Paramedic Field Internship**
3 credit hour(s) | Fall | Summer Prerequisite(s): grade of C or better in all previous EMS courses and successful completion of the second semester of the paramedic program.
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. Does not count toward A.A. degree.

**EMS2666L Paramedic I Clinical**
4 credit hour(s) | Fall | Summer Prerequisite(s): successful completion of EMS2603, EMS2603L, EMS2666L.
Corequisite(s): EMS2604, EMS2604L.
Includes assigned clinical rotations required during the second semester of paramedic training. Clinical rotations include pediatrics, labor and delivery, or intubations, ambulance and emergency room rotations. Contact: Minimum of 164 hours per semester. Does not count toward A.A. degree.

**EMS2667L Paramedic II Clinical**
4 credit hour(s) | Fall | Summer Prerequisite(s): successful completion of EMS2603, EMS2603L, EMS2666L.
Corequisite(s): EMS2604, EMS2604L.
Includes assigned clinical rotations required during the second semester of paramedic training. Clinical rotations include pediatrics, labor and delivery, or intubations, ambulance and emergency room rotations. Contact: Minimum of 180 hours per semester. Does not count toward A.A. degree.

**Engineering and Technology**

**BCN1001 Applied Math Concepts for Design and Construction**
3 credit hour(s) | Fall Prerequisite(s): MAC1105.
An introduction to the practical mathematical skills needed for engineering, architecture, construction and design drafting. This course focuses on fundamental
concepts of arithmetic, algebra, geometry and trigonometry. The course uses practical applications in a variety of technical and career vocations, including automotive, allied health, welding, plumbing, machine tool, carpentry, auto mechanics and HVAC. Contact: 3 hours.

**BCN1040 Introduction to Sustainable/Green Building Principles**  
3 credit hour(s) | Fall | Spring  
An introduction to the concepts of sustainable design and methodologies. Lecture: 3 hours

**BCN2230 Construction Materials and Methods**  
3 credit hour(s) | Spring  
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.

**BCN2241 Construction Operations**  
3 credit hour(s) | Spring  
This course presents an introduction to the use and management of heavy construction equipment. The focus is on equipment identification, applications, cost of ownership and maintenance, time and motion studies, and earthwork calculations. Contact: 3 hours.

**BCN2272 Plans Interpretation**  
3 credit hour(s) | Spring  
Interpretation and evaluation of manual and computerized working drawings (architectural and engineering) for residential, commercial and industrial building. Contact: 3 hours.

**BCN2405 Statics and Strength of Materials**  
3 credit hour(s) | Spring  
Prerequisite(s): BCN1001  
Study of forces and loads on structures, vector analysis, truss design, free body diagrams, center of gravity and moment of inertia calculations, beam theory, shear and bending moments, bending and shear stresses in beams, and column analysis and design. Contact: 3 hours.

**BCN2704 Construction Contracts, Codes, Laws and Safety**  
3 credit hour(s) | Fall | Summer  
This is an introduction to construction contracts; the Florida Building Code; federal, state and local contracting laws; jobsite safety rules and laws; and ethical issues facing construction contractors. Contact: 3 hours.

**BCT2705 Construction Management**  
3 credit hour(s) | Fall | Spring  
Covers construction industry business entities; job-site cost control and accounting; job-site planning, scheduling and progress management; risk management, insurance and bonding; and project completion and closeout procedures. Contact: 3 hours.

**BCT2770 Construction Estimating I**  
3 credit hour(s) | Fall  
Prerequisite(s): MAC1105, BCN1001  
This course covers the reading of building plans and specifications, quantity measurements, calculations, and takeoffs. It also covers computer calculations of costs and modeling. The course includes computer-related examples and problems. Civil, environmental and construction management engineering majors and professionals will benefit from the course content. Contact: 3 hours.

**EET1084C Introduction to Electronics**  
3 credit hour(s) | On Demand  
This course provides an overview of electronics to acquaint the student with the principles upon which modern electronic devices operate. The course includes an introduction to the basic concepts of electricity and magnetism, electronic circuits and digital electronics. Contact: 3 hours. Does not count toward A.A. degree.

**EGN1111C Engineering Graphics**  
3 credit hour(s) | Fall | Spring | Summer  
Emphasis on 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. Note: This course was previously numbered EGS1111C. Contact: 4 hours. Additional fee.

**EGN2112C Computer Application in Drafting and Design**  
2 credit hour(s) | Fall  
Prerequisite(s): satisfactory completion of ETD2340 and ETD1320.  
Drafting and design related to civil engineering, architectural engineering, surveying and industrial construction. This includes surveying topographic, architectural, civil and industrial elevations, sections and details using the latest version of AutoCAD. Contact: 2 hours. Additional fee.

**EGS1002 Introduction to Engineering Technology**  
3 credit hour(s) | Fall | Spring  
An introduction to the history, practical skills and careers in engineering technology. Lecture: 3 hours.
ETD1320 Introduction to CAD
3 credit hour(s) | Fall | Spring | Summer 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 credit hour(s) | Fall | Spring | Summer Prerequisite(s): 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 the latest version of AutoCAD. Contact: 3 hours. Additional fee.

ETD2390 3D AutoCAD/Revit
3 credit hour(s) | Fall | Spring Prerequisite(s): ETD2340. Introduction to the practical drafting skills related to 3D building-modeling skills needed for engineering, architecture, construction and design drafting. This course covers how to use the interface, how to create building designs with Revit and how to produce solid documentation. It also helps students prepare for Autodesk’s Certified Associate and Certified Professional exams. Contact: 3 hours.

ETD2563C Fire Protection Design
3 credit hour(s) | Spring Prerequisite(s): ETD1320. An introduction to the practical skills required to design water-based fire suppression systems. Hydraulic calculations for the most commonly encountered water-based fire protection systems are covered in detail. Manual hydraulic calculations are thoroughly covered. Students will calculate a wide variety of systems. Factors of successful design such as quality assurance, coordination and ethical practice are covered to provide a realistic perspective on professional application of the methods presented. The latest technology, including the design of high-speed water spray systems and water mist systems, is presented. Contact: 3 hours.

ETI1110 Quality Assurance
3 credit hour(s) | On Demand This course defines the role of quality in an industrial environment. Topics include the use of quality management techniques and quality philosophies, process development, techniques used for evaluation, approaches used on continuous operations, methods used to control quality, and the International Organization for Standardization (ISO) series of standards. The responsibility of quality assurance during the engineering, manufacturing and marketing of a product is also covered. Contact: 3 hours. Does not count toward A.A. degree.

ETI1420C Manufacturing Processes and Materials
3 credit hour(s) | On Demand This course introduces the physical properties and characteristics of materials, fuels, lubricants, solvents, coatings and commodities used in industry. Materials compatibility, basic metallurgy and treatment processes are also covered. Contact: 3 hours.

ETI1622 Concepts of Lean Manufacturing and Six Sigma
3 credit hour(s) | On Demand This course provides an introduction to the basic principles and theories of lean manufacturing. Lean manufacturing involves identifying and eliminating non-value-adding activities in design, production and supply chain management. The course introduces the concepts of Juran, Deming, Taylor, Ford, Shingo and Ohno. Topics also include cost reduction, work-free manufacturing, continuous flow, Kaizen, the five S’s, value-stream mapping, modular manufacturing and overall equipment effectiveness (OEE). Contact: 3 hours. Does not count toward A.A. degree.

ETI1701 Industrial Safety
3 credit hour(s) | On Demand This introductory course focuses on the principles of occupational safety and health in a real world, job-related setting. Topics include Occupational Safety and Health Administration (OSHA) compliance, safety standards, code enforcement, ergonomic hazards, mechanical hazards, falling, lifting, electrical hazards, industrial hygiene, radiation, noise, emergencies and environmental safety. Contact: 3 hours.

ETM1010C Mechanical Measurement and Instrumentation
3 credit hour(s) | On Demand This course provides the basic foundation for mechanical measurement techniques used in manufacturing environments. The course integrates concepts, principles and techniques of mechanical measurement with the use of various types of instruments, including micrometers, vernier calipers, gages and other types of measuring equipment. Contact: 3 hours. Does not count toward A.A. degree.

ETM2315C Hydraulics and Pneumatics
3 credit hour(s) | On Demand Prerequisite(s): satisfactory completion of EET1084C. This course focuses on the basic principles of electromechanical, hydraulic and pneumatic systems. It takes a practical approach to technical problems involving hydraulics and pneumatics, fluid mechanics, hydrostatic forces, and pipe and pump operation, including the electrical circuitry needed to operate and control hydraulic/pneumatic systems. Contact: 3 hours. Does not count toward A.A. degree.
ETS1511C Motors and Controls
3 credit hour(s) | On Demand This course explores the theory and application of AC and DC motors, types of single-phase motors, three-phase power, three-phase motors, remote and local control, forward and reversing motor starters, and various motor control circuits. Wiring and troubleshooting exercises of electric three-phase motor control circuits are emphasized in a wide range of applications. Contact: 3 hours. Does not count toward A.A. degree.

SUR2100C Fundamentals of Land Surveying
3 credit hour(s) | Fall Prerequisite(s): satisfactory completion of MAC1105 and BCN1001. 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. Does not count toward A.A. degree.

SUR2200C Route Surveying
3 credit hour(s) | Spring Prerequisite(s): satisfactory completion of 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. Does not count toward A.A. degree.

SUR2390 GIS Application in Engineering and Technology
3 credit hour(s) | Fall 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. Does not count toward A.A. degree.

SUR2392 Advanced GIS Application in Engineering & Tech
3 credit hour(s) | Spring Prerequisite(s): satisfactory completion of SUR2390. This course is a continuation of SUR2390 and covers advanced topics in geographic information systems (GIS) and the application of GIS 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. Does not count toward A.A. degree.

SUR2533 Global Positioning Systems (GPS)
3 credit hour(s) | Fall 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. Does not count toward A.A. degree.

SUR2534 Advanced Global Positioning Systems
3 credit hour(s) | Spring Prerequisite(s): satisfactory completion of SUR2533. 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. Contact: 3 hours. Additional fee. Does not count toward A.A. degree.

English

CRW2001 Creative Writing
3 credit hour(s) | Fall | Spring Prerequisite(s): completion of 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: 3 hours.

ENC1101 College Composition
3 credit hour(s) | Fall | Spring | Summer Prerequisite(s): documented exemption, appropriate placement scores, or completion of developmental education reading and writing. This course centers on reading and writing activities that support critical inquiry. Stressing writing as a process, the course emphasizes the rhetorical principles of academic writing, including the following: thesis statement; development with specific information and analysis; organization and transition; diction, tone and sentence style; and the grammar and the mechanics of standard formal English. Lecture: 3 hours. Substantial writing component. Fulfills state writing requirement. Students must complete this course with grade of C or better before enrolling in other communications courses.
ENC1102 Argument and Persuasion
3 credit hour(s) | Fall | Spring | Summer
Prerequisite(s): grade of C or better in ENC1101.
Building upon the writing skills developed in ENC1101, 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 credit hour(s) | Fall | Spring | Summer
Prerequisite(s): 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 credit hour(s) | Fall | Spring
Prerequisite(s): 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 email) and also write descriptions of objects and processes, instructions, reports and proposals. Contact: 3 hours.

ENC2948 Practicum in College Composition Mentoring
3 credit hour(s) | Fall | Spring
Prerequisite(s): satisfactory completion of ENC1101 for students mentoring in ENC1101; completion of ENC1102, ENC1141 or MMC1100 for students mentoring in a second-semester composition course.
The student works with a full-time Tallahassee Community College English professor to design a mentoring program for a first- or second-level composition course, including activities both inside and outside of the composition classroom. The student attends all meetings of the composition class and provides assistance as designated. The student also participates in out-of-class activities, including reading, writing, mentoring and other activities designed in conjunction with the professor. All work is carefully monitored by and discussed with the professor throughout the term. If recommended by the professor, a student may enroll for a second semester and receive an additional 3 credit hours. Lab: 3 hours.

MMC1100 Writing for Mass Communication
3 credit hour(s) | Fall | Spring
Prerequisite(s): 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. Lecture: 3 hours. Substantial writing component. Fulfills state writing requirement. Includes a research paper.

Environmental Sciences

BSC2250C Field Biology of Florida with Lab
3 credit hour(s) | On Demand
Prerequisite(s): documented exemption, appropriate placement scores, or completion of developmental education reading and writing.
This course focuses on field recognition and environmental relationships of the plants and animals of Florida. Lectures will emphasize basic ecological concepts, while the laboratory experience will emphasize identification of representative forms of life of the various biotic communities of north Florida. Natural and artificial biological communities will be visited. Extensive time will be spent outdoors. Students may be expected to provide their own transportation to off-campus locations. Online and field work: 3 hours.

EVR1080C Chemistry and Biology of Natural Waters
3 credit hour(s) | Spring
Prerequisite(s): documented exemption, appropriate placement scores, or completion of developmental education reading, writing and mathematics.
This course provides an overview of the biological and chemical nature of surface water, groundwater and wastewater. Emphasis is on the sampling and analysis of water, flora and fauna of freshwater systems. Online and Lab: 3 hours.

EVR1263 Urban Pollution
3 credit hour(s) | On Demand
Prerequisite(s): documented exemption, appropriate placement scores, or completion of developmental education reading, writing and mathematics.
This course provides an overview of urban pollution issues in a historical context and through examining current urban pollution priorities. Topics include the history of environmental services in urban America related to wastewater sanitation, water supply contamination, public refuse management, industrial waste impacts, air pollution and surface water issues. An
in-depth examination of advancements in environmental technology, management practices and public service related to these topics will be pursued. Online: 3 hours.

**EVR1328 Natural Resources Conservation and Management**
3 credit hour(s) | Fall
Prerequisite(s): documented exemption, appropriate placement scores, or completion of developmental reading, writing and mathematics.
This course presents the history, major components, status, ecology, conservation and management of natural resources. Emphasis is on the ecology, conservation and management of natural resources, including techniques and management programs implemented in the southern United States. Online: 3 hours.

**EVR1357 Wetland Resources**
3 credit hour(s) | On Demand
Prerequisite(s): documented exemption, appropriate placement scores, or completion of developmental education reading, writing and mathematics.
This course introduces the ecology and management of wetlands habitats. It introduces the physical, biological and chemical factors that influence wetlands, as well as variations in these factors that differentiate various types of wetlands. The course also introduces past and present legislation that impacts wetlands preservation and management. Online and field work: 3 hours.

**EVR1858 Environmental Regulation and Compliance**
3 credit hour(s) | Fall
Prerequisite(s): documented exemption, appropriate placement scores, or completion of developmental reading, writing and mathematics.
This course provides an overview of environmental regulations and compliance issues related to current environmental law. Topics include the history and foundation of environmental regulations, current and possible future regulations, and the manner in which compliance is achieved at local, state and federal levels. An in-depth examination of applicable regulations and administrative compliance with administrative structure will be pursued. Online: 3 hours.

**EVR2892C Environmental Sampling and Analysis I**
3 credit hour(s) | Fall
Prerequisite(s): documented exemption, appropriate placement scores, or completion of developmental education reading, writing and mathematics.
This course builds student knowledge, skills and experience in environmental sampling and analysis. Topics include the Florida Department of Environmental Protection's standard operating procedures for the collection of surface water, groundwater, wastewater, potable water systems and sediment. Hands-on field activities will complement classroom exercises. Online and field work: 3 hours.

**Film**

**FIL1031 History of Film I**
3 credit hour(s) | Fall
Prerequisite(s): 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.

**FIL2000 Film Appreciation**
3 credit hour(s) | Fall | Spring
Prerequisite(s): 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 credit hour(s) | Spring
Prerequisite(s): 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 credit hour(s) | Spring
Prerequisite(s): 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.

**Firefighter**

**FFP0010 Firefighter I**
0 credit hour(s) Prerequisite(s): Passing score on the Test of Adult Basic Education (TABE) and admission into the Firefighter certificate program.
This course covers science of fire, breathing apparatus,
ladders, hose, nozzles and fire streams. The program also includes first responder medical and awareness-level hazardous material training. Upon successful completion of the course, and a written examination, the student will receive a certificate of competency from the Bureau of Fire Standards and training as a volunteer firefighter. Contact: 206 clock hours. Does not count toward A.A. or A.S. degree.

**FFP0020 Firefighter II**
0 credit hour(s) Prerequisite(s): Successful completion of FFP0010.
This course prepares students for certification and employment as firefighters in accordance with Florida Statute 633. Classroom and field sessions form minimum standards training meeting Florida State, NFPA, and DOE Firefighter II requirements. Contact: 192 clock hours. Does not count toward A.A. or A.S. degree.

**Foreign Language**

**FRE1120 Elementary French I**
4 credit hour(s) | Fall 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 credit hour(s) | Spring Prerequisite(s): grade of C or better in FRE1120. Continuation of FRE1120. Lecture: 3 hours. Lab: 2 hours. Additional fee.

**GER1120 Elementary German I**
4 credit hour(s) | Fall 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 credit hour(s) | Spring Prerequisite(s): grade of C or better in GER1120. Continuation of GER1120. Lecture: 3 hours. Lab: 2 hours. Additional fee.

**ITA1120 Beginning Italian I**
4 credit hour(s) | Fall 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 credit hour(s) | Spring Prerequisite(s): 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 credit hour(s) | Fall Essentials of Latin, with emphasis upon grammar, syntax and Roman civilization. Lecture: 4 hours.

**LAT1121 Beginning Latin II**
4 credit hour(s) | Spring Prerequisite(s): grade of C or better in LAT1120. Continuation of LAT1120. Lecture: 4 hours.

**SPN1120 Elementary Spanish I**
4 credit hour(s) | Fall | Spring | Summer 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 credit hour(s) | Fall | Spring | Summer Prerequisite(s): grade of C or better in SPN1120. Continuation of SPN1120. Lecture: 3 hours. Lab: 2 hours. Additional fee.

**SPN2220 Intermediate Spanish**
4 credit hour(s) | Fall | Spring | Summer Prerequisite(s): 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.

**Geography**

**GEA2000 World Regional Geography**
3 credit hour(s) | Fall | Spring | Summer Prerequisite(s): documented exemption, appropriate placement scores, or completion of developmental education reading and writing. 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. Substantial writing component. Fulfills state writing requirement.

**GEO1400 Introduction to Human Geography**
3 credit hour(s) | Fall | Spring | Summer Prerequisite(s): documented exemption, appropriate placement scores, or completion of developmental education reading and writing.
An introductory course surveying world demographic patterns and problems, human elements of geography and how those elements contribute to the development of regional cultural landscapes, processes of landscape development and modification, environmental problems that are related to human activity, current political and economic interdependencies, and activities related to global economic restructuring. Lecture: 3 hours. Substantial writing component. Fulfills state writing requirement.

**Graphic Design/Multimedia**

**CGS1520 Introduction to Multimedia Programming**
3 credit hour(s) | Fall | Spring
Prerequisite(s): documented exemption, appropriate placement test scores or completion of developmental education reading.
Prerequisite/Corequisite(s): recommended: PGY2801C Photoshop.
Topics include multimedia applications, principles of video and sound manipulation, multimedia and the Internet, and design issues for multimedia programming. The student will use Adobe Flash for multimedia development and Adobe Photoshop for editing graphics. Hands-on projects are required. Contact: 3 hours. Additional fee.

**GRA1111C Graphic Design I**
3 credit hour(s) | Fall | Spring
Corequisite(s): Recommended: ART1201C.
An overview of the technical principles, fundamentals and terminology of the electronic publishing field. Introduction to professional-level software packages such as the Adobe Creative Suite of InDesign, Illustrator, and Photoshop. Contact: 4 hours. Additional fee.

**GRA1206C Typography**
3 credit hour(s) | Fall | Spring
Emphasis is on the practical application of typographic elements and on typography as an exclusive element of design, as it relates to the principles of good design and visual communication. This is web-based course. High speed internet, Adobe Creative Suite CC (Illustrator, Photoshop, InDesign and Acrobat), the textbook and access to a scanner and printer are required. In addition, students need a typography ruler that shows picas, points and inches; a sketch pad; and pencils and markers. The student is expected to have a working knowledge of current versions of Adobe Illustrator, Photoshop, InDesign and Acrobat. This can be achieved through GRA1111C. Additionally, instructor-prepared videos are available as a refresher. Contact: 4 hours. Computer Competency, Web-based Course.

**GRA2103C Computer Based Design I**
3 credit hour(s) | Fall
Prerequisite(s): satisfactory completion of GRA1111C, GRA1206C and PGY2801C, or instructor approval.
Uses the principles of good visual communication and the computer for creating graphic design materials and products. Advanced design skills and functional knowledge of professional software programs such as Adobe Illustrator, InDesign and Photoshop are needed to successfully complete the course projects. Suggested co-requisite: GRA2121. Contact: 4 hours. Additional fee.

**GRA2105C Computer Based Design II**
4 credit hour(s) | Spring
Prerequisite(s): satisfactory completion of GRA1111C, GRA1206C and PGY2801C.
Corequisite(s): Suggested GRA2121.
A continuation of GRA2103C, leading to more advanced topics and design projects. Uses the principles of good visual communication and design and professional software such as Adobe Illustrator, Acrobat, InDesign and Photoshop 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.

**GRA2121 Publication Design**
3 credit hour(s) | Fall | Spring
Prerequisite(s): satisfactory completion of GRA1111C and GRA1206C, or instructor approval.
Prerequisite/Corequisite(s): Recommended: PGY2801C.
Students gain an in-depth understanding of publication design while gaining proficiency in the most widely used page layout application in the professional field, Adobe InDesign. Single- and multi-page documents will be covered, including creating print-ready files. Students also receive an introduction to electronic publishing by designing publications for other formats such as tablets and smartphones (e-books, EPUBs, and electronic articles). Contact: 3 hours. Additional fee.

**GRA2140 Web Page Design**
3 credit hour(s) | Fall
Prerequisite(s): satisfactory completion of CGS1820.
Through the use of practical activities, students will learn advanced web development/design concepts and techniques. Topics include advanced CSS, templates, reusable objects, search engine optimization, e-commerce components, advanced page layout and introduction to dynamic web application development. Contact: 3 hours.
Gra2207 Advanced Image Editing
3 credit hour(s) | Fall | Spring Prerequisite(s): satisfactory completion of 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 Photoshop
3 credit hour(s) | Fall | Spring Prerequisite(s): GRA1111C.
This course focuses on learning aspects of image manipulation, techniques needed for image retouching and working with multi-layered compositions through the use of Adobe Photoshop. Contact: 4 hours. Additional fee.

Health Education and Safety

Hsc1100 Concepts of Positive Living
3 credit hour(s) | Fall | Spring | Summer Prerequisite(s): documented exemption, appropriate placement scores, or completion of developmental education reading and writing.
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 credit hour(s) | Fall | Spring | Summer 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.

HSC2200 Principles of Contemporary Health
3 credit hour(s) | Fall | Spring | Summer Prerequisite(s): documented exemption, appropriate placement scores, or completion of developmental education reading and writing.
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.

HSC2400 First Aid
3 credit hour(s) | Fall | Spring | Summer College-level first aid course designed to teach students how to effectively assess and treat the first aid needs of the injured or ill patient. Course includes American Heart Association CPR certification at the healthcare provider/professional rescuer level. Course is especially recommended for students who plan to major in EMS, recreation, physical education or elementary education. Contact: 3 hours.

HSC2531 Medical Terminology
3 credit hour(s) | Fall | Spring | Summer Prerequisite(s): documented exemption, appropriate placement scores or completion of developmental education reading.
This course prepares students to analyze medical terms structurally; to spell and pronounce medical terms correctly; and to correlate an understanding of words and word elements with basic anatomy, physiology and disease processes. Contact: 3 hours.

Health Information and Informatics Management

HIM1000 Introduction to Health Information and Informatics Management
3 credit hour(s) | Fall | Spring Prerequisite(s): documented exemption, appropriate placement scores or completion of developmental education reading and writing.
This course introduces the fundamentals of the healthcare delivery system, health information management and health information systems. It will familiarize the student with the concepts and subject matter in each of the five domains and 15 subdomains recommended by the American Health Information Management Association. Topics include the history of the health information management profession in correlation with present and future career opportunities; introduction to healthcare organizations and licensing/accrediting bodies; content, structure, form design and requirements for healthcare records; Joint Commission record review; master patient index systems; confidentiality and ethical issues related to healthcare information; and effective management of information using computer technology and its impact on medical research, education and patient care. Contact: 3 hours.

HIM1930 Professional Development I
1 credit hour(s) | Fall Prerequisite(s): grade of C or better in HIM1000. This course provides students with structured learning experiences to introduce them to the health information
management profession and professionalism. Students will explore career options and credentialing requirements, as well as develop a professional development plan. Classroom activities will prepare students to be team players with the positive attitude and effective communication skills needed to succeed in the field. Contact: 1 hour.

HIM2012 Legal and Ethical Aspects of Healthcare
3 credit hour(s) | Spring Prerequisite(s): documented exemption, appropriate placement scores, or completion of developmental education reading and writing. This course covers the legal and ethical aspects of healthcare. Issues related to health information management are emphasized. Covers state and federal laws relating to healthcare, legal terminology, confidentiality, access and release of information, Health Insurance Portability and Accountability Act (HIPAA), tracking of disclosed information, liability, subpoenas, depositions, consent, and authorization guidelines and privacy. Contact: 3 hours.

HIM2112C Health Information Technology
2 credit hour(s) | Fall Prerequisite(s): documented exemption, appropriate placement scores or completion of developmental education reading, writing and mathematics. Prerequisite/Corequisite(s): HIM1000 This combined lecture/laboratory course provides students with a comprehensive understanding of the history, theory and functional benefits of electronic health records. Topics of study include the transition from a paper-based health record to an electronic health record and challenges to adoption; databases and electronic health record (EHR) data formats; major types of healthcare system applications; and terminologies, classifications, vocabularies and data standards. Students will complete an electronic health record simulation. Lecture: 1 hour. Lab: 2 hours.

HIM2214 Health Statistics
3 credit hour(s) | Spring Prerequisite/Corequisite(s): HIM1000. This course provides instruction on how to abstract and maintain data for clinical indices/databases/registries; collect, organize and present data for quality management, utilization management, risk management and other uses; compute and interpret healthcare statistics; apply institutional review board processes and policies; use specialized databases to meet specific organization needs such as medical research and disease registries; analyze clinical data to identify trends that demonstrate quality, safety and effectiveness of healthcare; calculate staffing levels and productivity standards for health information functions; and calculate health information departmental record supplies such as storage units for budget recommendations. Students will receive hands-on experience with statistical software. Contact 3 hours.

HIM2222C ICD Coding System - CM
3 credit hour(s) | Fall Prerequisite(s): grade of C or better in HIM1000, HSC2531, BSC2085 and BSC2085L. Corequisite(s): HIM2253C This combined lecture/laboratory course continues instruction in the International Classification of Diseases, current procedural terminology and the Healthcare Common Procedure Coding System. The student will be provided with instruction in the application of guidelines related to abstracting, billing, reimbursement and data-quality management principles of medical coding across all care settings. Students will study complex medical and surgical diagnoses and procedures in the inpatient and outpatient settings. The 3M encoder will be used. Students will cover advanced coding concepts related to hospital diagnosis-related groups, case mix and ambulatory service centers. Regulatory changes affecting coding and reimbursement will also be discussed. Lecture: 2 hours. Lab: 2 hours. Does not count toward A.A. degree.

HIM2235C Advanced Coding - PCS
4 credit hour(s) | Spring Prerequisite(s): grade of C or better in BSC2086 and BSC2086L. Corequisite(s): HIM2253C This combined lecture/laboratory course continues instruction in the International Classification of Diseases, current procedural terminology and the Healthcare Common Procedure Coding System. The student will be provided with instruction in the application of guidelines related to abstracting, billing, reimbursement and data-quality management principles of medical coding across all care settings. Students will study complex medical and surgical diagnoses and procedures in the inpatient and outpatient settings. The 3M encoder will be used. Students will cover advanced coding concepts related to hospital diagnosis-related groups, case mix and ambulatory service centers (ASCs). Regulatory changes affecting coding and reimbursement will also be discussed. Lecture: 1 hour. Lab: 3 hours. Does not count toward A.A. degree.

HIM2253C CPT Coding System
3 credit hour(s) | Fall Prerequisite(s): grade of C or better in HIM1000, HSC2531, BSC2085 and BSC2085L. Prerequisite/Corequisite(s): BSC2086, BSC2086L and HIM2222C. This combined lecture/laboratory course is designed to
develop skills in the use of basic coding conventions and introduce principles of classifying physician services using current procedural terminology, as well as the Healthcare Common Procedure Coding System (HCPCS). Lecture: 2 hours. Lab: 2 hours.

HIM2272 Reimbursement Methodology
3 credit hour(s) | Spring Prerequisite(s): grade of C or better in HIM2222C and HIM2253C.
This course introduces current health insurance programs for reimbursement in inpatient and outpatient prospective payment systems. Topics covered include group and individual insurances, health maintenance organizations, preferred provider organizations and government-sponsored medical insurance programs. Discussion will include diagnosis-related groups (DRGs) and ambulatory payment classifications (APCs). Students will complete uniform bill (UB) and Centers for Medicare and Medicaid Services (CMS) forms for reimbursement. Students will perform quality reviews for code and documentation assignments.
Contact: 3 hours.

HIM2433 Pathophysiology/Pharmacology
4 credit hour(s) | Spring Prerequisite(s): grade of C or better in BSC2086 and BSC2086L.
This course emphasizes the fundamentals of the human disease process. It introduces important terminology, inflammation and allergy, neoplasia, heredity and disease, dietary factors and diseases, infectious diseases, and the major diseases associated with each body system. Students will learn to recognize drug names and drug classes; understand drug actions and rationale for treatment; discern between sound-alike drugs; and understand side effects, allergic effects and other effects of drugs. The course addresses various healthcare issues relating to pharmacology. Contact: 4 hours. Does not count toward A.A. degree.

HIM2442 Pharmacology for Health Professions
2 credit hour(s) | Spring Prerequisite(s): grade of C or better in BSC2086 and BSC2086L.
Basic pharmacological concepts and principles are taught. Therapeutic medications are taught, including their indications, contraindications, actions, side effects and adverse reactions. Medications are related to various body systems as well as disease across the lifespan.
Contact: 2 hours.

HIM2500 Healthcare Data and Quality Management
3 credit hour(s) | Fall Prerequisite(s): grade of C or better in HIM2214.
This course will focus on issues confronting healthcare managers seeking to improve the quality of healthcare delivery. Students will be introduced to quality indicators and quality-improvement tools. Students will learn how to collect, summarize, statistically analyze, present, and interpret data. Regulatory quality monitoring will be addressed. Contact: 3 hours.

HIM2512 Principles of Organization and Project Management
3 credit hour(s) | Spring Prerequisite(s): grade of C or better in HIM1000.
This course provides the student with an overview of managing health information operations. Students will focus on concepts necessary to become effective managers. Topics of study will include principles of human resources, financial and resource management, and project management processes. Projects within this course may require use of Microsoft applications and the Internet. Contact: 3 hours.

HIM2920 HIT Seminar
1 credit hour(s) | Summer Prerequisite(s): grade of C or better in HIM 2272, HIM 2235C, HIM 2433, HIM 2442, HIM 2500, HIM 2512.
Prerequisite/Corequisite(s): HIM 2943, HIM 2933.
This course is an examination of current issues and problems facing the healthcare industry and the health information management field. Effective methods of identifying problems and arriving at satisfactory solutions will be employed. Contact: 1 hour.

HIM2933 Professional Development II
1 credit hour(s) | Summer Prerequisite(s): grade of C or better in HIM2272, HIM2235C, HIM2500, HIM2512, HIM2433, and HIM2442.
Prerequisite/Corequisite(s): HIM2943, HIM2920.
This course will assist students in preparing to take the national certification examination for Registered Health Information Technician (RHIT.) During the course, there will be a review of the key components of the competencies outlined in the domains, subdomains and tasks. The course will cover the application process; an overview of the test format and cognitive levels; reference material to review; study tips; individual preparation plan; assessment by domain to identify student specific areas of strengths and weaknesses; and lectures on key components of each domain. Students will participate in structured learning experiences designed to enable them to enter the health information management field. Contact: 1 hour.

HIM2935 MCB Practicum and Exam Review
1 credit hour(s) | Summer Prerequisite(s): grade of C or better in HIM2272, HIM2235C, HIM2433 and HIM2442.
This course will prepare students for a coding and/or billing certification. Students will also participate in a
supervised practical experience within a simulated and/or actual healthcare setting. Students will receive at least 45 hours of practical experience, training and exam review. Contact: 45 practicum hours per semester.

**HIM2943 HIM Practicum**
3 credit hour(s) | Summer Prerequisite(s): grade of C or better in HIM2272, HIM2235C, HIM2500, HIM2512, HIM2433, and HIM2442.
Prerequisite/Corequisite(s): HIM2933, HIM 2920.
This course will offer practical application in a clinical setting of knowledge acquired in the classroom for the Health Information Technology A.S. degree. Student will complete a supervised professional practice experience in a healthcare setting consisting of a minimum of 45 field hours. Up to 90 additional hours will be completed in a virtual or field environment. A combined total (field/virtual) of 135 hours is required for completion of this course.

**Health Science**

**HSC1000 Orientation to Perioperative Services**
3 credit hour(s) | Fall | Spring Corequisite(s): HSC1000L.
The purpose of this course is to introduce the student to the surgical healthcare delivery system and provide an overview of the roles and responsibilities of members of the perioperative healthcare team. Common illnesses and emergency situations will be discussed, with a focus on prevention of disease and promotion of wellness. Systems of measurement, interpersonal skills, legal/ethical issues, basic medical terminology, infection control and the personal characteristics of the successful healthcare professional are included. Also included are the basic concepts of patient care skills. Topics include infection control techniques, patient and professional communication, proper patient identification, emergency skills, and monitoring patient status. Contact: 45 clock hours per semester. Does not count toward A.A. degree.

**HSC1000L Orientation to Perioperative Services Lab**
1 credit hour(s) | Fall | Spring Corequisite(s): HSC1000.
This is a lab and clinical practicum to accompany HSC 1000 Orientation to Perioperative Services. 45 clock hours per semester. Additional fee. Does not count toward A.A. degree.

**HSC1434C Central Processing Technology Lecture, Lab & Clinical**
12 credit hour(s) | Spring Prerequisite(s): BSC1084C, HSC1000, HSC1000L, HSC2520, HSC1538, STS2361
Corequisite(s): STS1925C, STS2365
Prepares students for employment in central service technology as they work with preceptors to gain the skills and competencies necessary for employment as central service technicians, supervisors, central supply workers, stock clerks in the stock room or warehouse, and processing technicians for hospital areas requiring expertise in sterilization, disinfection or decontamination. Provides experience in processing patient care equipment, instrumentation and supplies, along with observation of surgical procedures and rotations through relevant patient care and supply storage areas. Skills performed will include general cleaning, decontamination and disinfection, wrapping and packaging, linen folding, testing and selection of instrumentation and supplies, instrument tray and procedure tray assembly, sterilization techniques, clean and sterile storage, preparation of case carts, processing documentation, and distribution. This course uses demonstration, return demonstration, clinical performance under guidance of preceptor, discussion and textbook assignments. Contact: 622.5 hours per semester. Does not count toward A.A. degree.

**HSC1538 Medical Terminology for Healthcare Professionals**
1 credit hour(s)This is an introductory surgical technology course designed to provide the student with an understanding of medical terminology. Emphasis is on the structure and function of body organs and systems. Upon course completion, students will be able to combine prefixes, word roots, and suffixes to create medical terms related to surgery; construct and combine compound words; pronounce medical terms related to surgery; and identify the basic organizational structures of the human body, including body planes, general organization, and terms of reference. This course uses lecture, discussion, visual aids, small group activity and examinations. 15 clock hours. Does not count toward A.A. degree.

**HSC2520 Microbiology for Perioperative Services**
3 credit hour(s) | Fall | Spring This course covers the characteristics and activities of microorganisms. It surveys the various microbial groups, especially the bacteria, viruses and fungi, with emphasis on pathogenic forms. Bacterial growth, metabolism and genetics are discussed in some detail. Theories and methods of destruction, removal and inhibition of microorganisms in the environment are studied, as well as how the human body's natural defenses act to protect against pathogenic microorganisms, principles of wound healing and infection control. Various significant aspects of infectious disease that occur in humans are...
also covered. Contact: 45 clock hours per semester. Does not count toward A.A. degree.

**STS1302 Introduction to Surgical Technology**
4 credit hour(s) | Spring | Summer Corequisite(s): STS1302L.
This course introduces the discipline of surgery, including preoperative, intraoperative and postoperative care of the patient. Topics include the profession, healthcare facility organization and management, physical environment, mental health/personal hygiene, attire, gown/glove, professional ethics, legal issues in patient care, chart preparation, affirmative impact statement, aseptic technique, infection control, equipment, instrumentation, supplies, methods of disinfection and sterilization, sterile storage and distribution, hazards of the environment, environmental sanitation, and the typical sequence of surgery. An introduction to patient assessment, principles of electricity and robotics, and the specialties of surgery is included. Contact: 60 clock hours per semester. Does not count toward A.A. degree.

**STS1302L Introduction to Surgical Technology Lab and Clinical**
2 credit hour(s) | Spring | Summer Corequisite(s): STS1302.
This is a lab and clinical practicum to accompany STS1302. Lab: 90 clock hours per semester. Additional fee. Does not count toward A.A. degree.

**STS1310 Surgical Techniques and Procedures**
4 credit hour(s) | Spring | Summer Corequisite(s): STS1310L.
This course is designed to prepare students for the roles of the surgical technologist, including duties of the scrub role and duties of the assistant circulator. Other topics covered are chart review, patient identification, skin preparation, urinary catheterization, surgical counts, draping of the surgical patient, types of incisions, principles of wound healing, hemostasis and exposure of the operative field. Insertion of surgical drains and application of surgical dressings, along with relevant terminology, specimen care, pharmacology and anesthesia principles are covered. Actions are emphasized that facilitate the usual sequence of the surgical procedure for all segments of perioperative care, including the preoperative, intraoperative and postoperative care of the patient. Overview of surgical specialties is included, with emphasis on common surgical procedures. Contact: 60 clock hours per semester. Does not count toward A.A. degree.

**STS1310L Surgical Techniques and Procedures Lab and Clinical**
2 credit hour(s) | Spring | Summer Corequisite(s): STS1310.
This course is designed to prepare students for the roles of the surgical technologist, including the scrub role in surgical procedures, tissue handling techniques, wound closure techniques, preparation of suture, passing of instruments and the surgical setup for common procedures. Actions are emphasized that facilitate the usual sequence of the surgical procedure for all segments of perioperative care, including the preoperative, intraoperative and postoperative care of the patient. Lab and Clinical: 90 clock hours per semester. Additional fee. Does not count toward A.A. degree.

**STS1340 Pharmacology and Anesthesia**
2 credit hour(s) | Fall | Spring This course is designed to introduce students to pharmacological agents most commonly used for surgical patients in each phase of the perioperative experience and those used in the treatment of complications and emergencies. Emphasis is on preoperative medications and on anesthetics and medications used within the sterile field, stressing identification, preparation, measurements, handling/transfer and use. Other topics include pain management, airway and respiratory management; IV fluid and electrolyte replacement therapy; and a comparison of the types of anesthesia, physiological effects, complications, and treatment. Contact: 30 clock hours per semester. Does not count toward A.A. degree.

**STS1925C Endoscopy Basics Theory and Lab**
4 credit hour(s) | Spring Prerequisite(s): BSC1084C, HSC1000, HSC1000L, HSC2520, HSC1538, STS2361 Corequisite(s): HSC1434C, STS 2365
Upon completion of the course, the student will have a basic understanding of the care and handling of endoscopic equipment, including storage, testing, decontamination, disinfection and preparation for use. Modules include anatomy and physiology review relevant to endoscopy procedures, essential communication, roles and responsibilities of the endoscopy team, equipment, risk management, safety, reprocessing/infection control, and emergency preparedness. Contact: 90 hours per semester. Does not count toward A.A. degree.

**STS1926C Endoscopy Technician Theory and Lab**
6 credit hour(s) | Spring Prerequisite(s): BSC1084C, HSC1000, HSC1000L, HSC2520, HSC1538, STS2361 Corequisite(s): STS1925C, STS2365
Course is designed to prepare students for the role of GI technician regarding flexible endoscopic procedures...
including the specialties of gastroenterology and pulmonology. Contact: 180 hours per semester. Does not count toward A.A. degree.

**STS2323 Surgical Procedures I**
4 credit hour(s) | Fall | Summer
Corequisite(s): STS2323L
This course is designed to prepare students for surgical procedures, including the review of surgical anatomy, physiology, pathophysiology, relevant equipment, supplies and techniques regarding general surgery, endoscopic surgery, gynecological and obstetrical surgery, genitourinary surgery, orthopedic surgery, and otolaryngology surgery (ear, nose and throat) and diagnostic procedures and relevant equipment, supplies and techniques. Depth of coverage will be determined by the Core Curriculum for Surgical Technologists published by the Association of Surgical Technologists. Contact: 60 clock hours per semester. Does not count toward A.A. degree.

**STS2323L Surgical Procedures I Simulation Lab**
2 credit hour(s) | Fall | Summer
Corequisite(s): STS2323
This lab course accompanies STS2324 Surgical Procedures II and includes the completion of mock surgical core procedures to facilitate the student's ability to anticipate the steps of the procedure and permits the evaluation of the student's performance regarding the critical elements of the surgical technologist's responsibilities. Lab: 90 clock hours per semester. Does not count toward A.A. degree.

**STS2324 Surgical Procedures II**
4 credit hour(s) | Fall | Spring
Corequisite(s): STS2324L
This course is designed to prepare students for specialty surgical procedures. Topics include surgical anatomy, physiology, pathophysiology, relevant equipment, supplies and techniques in plastic and reconstructive surgery, maxillary/mandibular surgery, oral surgery, neurosurgery, cardiothoracic surgery, peripheral vascular surgery, trauma, and surgery for all ages. Depth of coverage will be determined by the current edition of the Core Curriculum for Surgical Technologists, published by the Association of Surgical Technologists. Contact: 60 clock hours per semester. Does not count toward A.A. degree.

**STS2324L Surgical Procedures II Simulation Lab**
2 credit hour(s) | Fall | Spring
Corequisite(s): STS2324
This lab course accompanies STS2324 and includes the completion of mock surgical core procedures to facilitate the student's ability to anticipate the steps of the procedure and permits evaluation of the student's performance in regard to the critical elements of the surgical technologist's responsibilities. Lab: 90 clock hours per semester. Does not count toward A.A. degree.

**STS2361 The Art of Teamwork in Surgery**
1 credit hour(s) | Fall | Summer
This course introduces students to the principles of Human Factors science as applied to the system of care, teaching them about the skills needed to function effectively and safely in teams in a modern surgical environment. The course covers the background psychology of interpersonal interactions and evidence from other industries about barriers to safe and effective team communication and cooperation. Students will develop their teamwork and communication skills and explore the principles of hierarchy and power distance, personal styles and coping strategies, situational awareness, secure communications loops, use of checklists and standard operating procedures, how to deal with team dysfunction, leadership, followership, effective briefing and debriefing, models of risk and error in healthcare, and risk minimization in systems involving humans. Contact: 15 clock hours per semester. Does not count toward A.A. degree.

**STS2365 Professional Skills for the O. R. Team**
1 credit hour(s) | Fall | Spring
This course introduces students to the principles of professionalism, including how to work well with many different people/cultures, how to demonstrate respect for and place value on different perspectives, the importance of providing and responding to constructive criticism, mechanisms that can help the individual work well under pressure, discussions regarding the willingness to work hard, discussions regarding multi-tasking and safety procedures that can enhance the ability to complete a variety of tasks simultaneously, the importance of professional organizations, the credentialing process, and how to work within the committee process. Contact: 15 clock hours each semester. Does not count toward A.A. degree.

**STS2944 Surgical Technologist Clinical I**
3 credit hour(s) | Fall | Summer
This is a clinical course designed to prepare students for preoperative, intraoperative and postoperative surgical procedure experiences. Students gain experiences in the role of the scrub, assistant circulator and second assistant. Performance evaluation includes surgical techniques, sterile technique, medication administration, prevention of wrong site surgery, prevention of foreign body retention, safe work practices, work ethics, professional ethics, legal requirements, reporting, documentation and efficiency in the work arena. Students gain hands-on experience in the application of surgical techniques under the supervision of their preceptor and surgeon for
the case. Depth of coverage, role performance and case completion requirements for graduation are determined by the current edition of the Core Curriculum for Surgical Technologists, published by the Association of Surgical Technologists. Clinical: 135 clock hours per semester. Does not count toward A.A. degree.

STS2945 Surgical Technologist Clinical II
3 credit hour(s) | Fall | Spring This clinical course is designed to prepare students for preoperative, intraoperative and postoperative surgical procedure experiences. Students gain experiences in the roles of scrub, assistant circulator and second assistant. Performance evaluation includes surgical techniques, sterile technique, medication administration, prevention of wrong site surgery, prevention of foreign body retention, safe work practices, work attitudes, professional ethics, legal requirements, reporting, documentation and efficiency in the work arena. Students gain experience in the application of surgical techniques under the supervision of their preceptor and surgeon for the case. Depth of coverage, role performance and case completion requirements for graduation are determined by the current edition of the Core Curriculum for Surgical Technologists, published by the Association of Surgical Technologists. Clinical: 135 clock hours per semester. Does not count toward A.A. degree.

STS2953 Surgical Technologist Portfolio I
1 credit hour(s) | Fall | Summer This course is designed to prepare students for the surgical setting and employment by incorporating case preparation techniques into a final document describing their experiences and course work preparing them for a lifetime of continuing education. Activities include the design of their own student portfolio to document their accomplishments in the program, presentations, journals, papers, case preparation and their experiences in the clinical setting. Contact: 15 clock hours per semester. Does not count toward A.A. degree.

STS2954 Surgical Technologist Portfolio II
2 credit hour(s) | Fall | Spring This course is designed to prepare students for the surgical setting and employment by incorporating case preparation techniques into a final document describing their experiences and course work preparing them for a lifetime of continuing education. Activities include the design of their own student portfolio to document their accomplishments in the program, presentations, journals, papers, case preparation and their experiences in the clinical setting. Contact: 30 clock hours. Does not count toward A.A. degree.

Heating, Ventilation and Air Conditioning

ACR0041 A/C, Refrigeration and Heating Helper
0 credit hour(s) | Fall | Spring | Summer Provides lecture, demonstration and hands-on practice in introductory air conditioning, refrigeration and heating concepts and techniques, including major components. Students will be introduced to basic electricity and electronics. Emphasis will be on students learning craft safety. Students will complete the OSHA 1926 10-hour safety module. Contact: 250 clock hours. Additional fee. Does not count toward A.A. or A.S. degree.

ACR0043 A/C, Refrigeration and Heating Mechanic Assistant
0 credit hour(s) | Fall | Spring | Summer Prerequisite(s): ACR0041.
This course provides instruction in reading construction documents; history of HVAC; the properties of matter and heat; analyzing fluids, pressures, refrigerants and related codes; evaluation of HVAC system and components; selection of appropriate commercial compressors; testing, adjusting and maintaining commercial evaporative condensers; fabrication and service of HVAC piping, tubing and fittings; and the importance of employability and entrepreneurship skills. Contact: 250 clock hours. Additional fee. Does not count toward A.A. or A.S. degree.

ACR0044 A/C, Refrigeration & Heating Technician
0 credit hour(s) | Fall | Spring | Summer Prerequisite(s): ACR0041, ACR0043, ACR0047, ACR0049.
This course provides instruction and hands-on practice in the installation, maintenance and repair of heating, air conditioning and refrigeration systems for the mechanic. Contact: 350 clock hours. Additional fee. Does not count toward A.A. or A.S. degree.

ACR0047 A/C, Refrigeration & Heating Mechanic 1
0 credit hour(s) | Fall | Spring | Summer Prerequisite(s): ACR0043, ACR0041.
This course provides basic principles of piping size, use and servicing of testing equipment, residential start-up procedures, check-out procedures, working knowledge of refrigerants and oils, interpretation and modification of construction drawings, conduct system startup and shutdown, and the design of HVAC systems. Contact: 250 clock hours. Additional fee. Does not count toward A.A. or A.S. degree.

ACR0049 A/C, Refrigeration & Heating Mechanic 2
0 credit hour(s) | Fall | Spring | Summer Prerequisite(s): ACR0041, ACR0043, ACR0047.
This course will cover the use of combustion-type heating service and testing equipment; troubleshooting
combustion gas values and regulators; maintaining, testing and adjusting commercial HVAC accessories; maintaining, troubleshooting and repairing commercial heating systems; installation, maintenance and repair of HVAC and refrigeration systems; retail refrigeration; commercial and industrial refrigeration systems; and introduction to hydronic and steam systems. Contact: 250 clock hours. Additional fee. Does not count toward A.A. or A.S. degree.

**History**

**AMH2010 History of the United States I**  
3 credit hour(s) | Fall | Spring | Summer Prerequisite(s): documented exemption, appropriate placement scores, or completion of developmental education reading and writing.  
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. Substantial writing component. Fulfills state writing requirement.

**AMH2020 History of the United States II**  
3 credit hour(s) | Fall | Spring | Summer Prerequisite(s): documented exemption, appropriate placement scores, or completion of developmental education reading and writing.  
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. Substantial writing component. Fulfills state writing requirement.

**AMH2091 African-American History**  
3 credit hour(s) | Fall | Spring | Summer Prerequisite(s): documented exemption, appropriate placement scores, or completion of developmental education reading and writing.  
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.

**EUH1000 Western Civilization I**  
3 credit hour(s) | Fall | Spring | Summer Prerequisite(s): documented exemption, appropriate placement scores, or completion of developmental education reading and writing.  
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. Substantial writing component. Fulfills state writing requirement.

**EUH1001 Western Civilization II**  
3 credit hour(s) | Fall | Spring | Summer Prerequisite(s): documented exemption, appropriate placement scores, or completion of developmental education reading and writing.  
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 EUH1000. Contact: 3 hours. Substantial writing component. Fulfills state writing requirement.

**HIS2930 Special Topics in History**  
3 credit hour(s) | Fall | Spring | Summer 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.

**WOH2012 History of Civilization I**  
3 credit hour(s) | Fall | Spring | Summer Prerequisite(s): documented exemption, appropriate placement test scores, or completion of developmental education reading and writing.  
A 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. Substantial writing component. Fulfills state writing requirement.

**WOH2022 History of Civilization II**  
3 credit hour(s) | Fall | Spring | Summer Prerequisite(s): documented exemption, appropriate placement test scores, or completion of developmental education reading and writing.  
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. Substantial writing component. Fulfills state writing requirement.

**Human Development**

**CHD2220 Child Development: From Conception through Adolescence**  
3 credit hour(s) | Fall | Spring | Summer Prerequisite(s): documented exemption, appropriate placement test scores, or completion of developmental education reading and writing.  
The developmental study of the normal child from
conception to adolescence. 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. Substantial writing component. Fulfills state writing requirement.

**CHD2240 Adolescent Development**  
3 credit hour(s) | Spring  
Prerequisite(s): documented exemption, appropriate placement test scores, or completion of developmental education reading and writing.  
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. Substantial writing component. Fulfills state writing requirement.

**DEP2004 Human Development: Birth to Senescence**  
3 credit hour(s) | Fall | Spring | Summer  
Prerequisite(s): documented exemption, appropriate placement scores, or completion of developmental education reading and writing.  
An overview of normal human behavior from birth to senescence. Cognitive, physical and psychosocial development is examined within a developmental framework, and implications for the individual and the institutions of society are discussed. Lecture: 3 hours. Substantial writing component. Fulfills state writing requirement.

**Humanities**

**HUM2020 Introduction to the Humanities**  
3 credit hour(s) | Fall | Spring | Summer  
Prerequisite(s): grade of C or better in ENC1101.  
An introduction to the study of the arts and ideas of various cultures. The course is structured around major disciplines in the humanities (e.g., architecture, sculpture, painting, music, drama, literature, religion and philosophy), encompasses the entirety of human history (from the antique through the modern), and involves cultural expressions from around the globe (e.g., Egyptian, Greek, Roman, Jewish, Christian, Islamic, Indian, Chinese, Japanese, Western, European, Russian, Native African, Native American, American). Lecture: 3 hours. Substantial writing component. Fulfills state writing requirement. Satisfies the general education Humanities State Core requirement.

**HUM2210 Humanities of the World: Prehistory through Sixteenth Century**  
3 credit hour(s) | Fall | Spring | Summer  
Prerequisite(s): satisfactory completion of the general education communications requirement.  
The study of the arts and ideas of various cultures, consisting of an integrated historical and global approach to cultural expressions in the humanities, including architecture, sculpture, painting, music, drama, literature, religion, philosophy, politics, jurisprudence and economics. Covers the earliest traces of human culture, ancient Egypt, the Aegean world, ancient Greece, ancient Rome, the Jewish tradition, the Christian tradition, Islamic culture, India, China, Japan, the Americas, medieval European culture, and the Renaissance in Europe. Lecture: 3 hours. Substantial writing component. Fulfills state writing requirement. Satisfies the general education requirement.

**HUM2230 Humanities of the World: Sixteenth Century through Contemporary**  
3 credit hour(s) | Fall | Spring | Summer  
Prerequisite(s): satisfactory completion of the general education communications requirement. HUM2210 is not a prerequisite, but the sequence is strongly recommended.  
The study of the arts and ideas of various cultures, consisting of an integrated historical and global approach to cultural expressions in the humanities, including architecture, sculpture, painting, music, drama, literature, religion, philosophy, politics, jurisprudence, economics and film. Covers the expressions that date from the sixteenth century to the contemporary world, including European culture, China, Japan, Russia, Africa and the Americas. Lecture: 3 hours. Substantial writing component. Fulfills state writing requirement. Satisfies the general education requirement.

**HUM2525 The American Music Tradition: Jazz**  
3 credit hour(s) | Fall | Spring | Summer  
Prerequisite(s): satisfactory 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 credit hour(s) | Fall | Spring

Prerequisite(s): satisfactory 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.

Contact: 3 hours. Student research is required. Substantial writing component. Fulfills state writing requirement.

**HUM2741 Humanities Abroad**

3 credit hour(s) | Summer

Prerequisite(s): grade of C or better in an approved section of HUM2020, 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 students opportunities to practice what they learned regarding the customs, languages and currencies of the locations they visit. Course outline and travel costs vary in accordance with the itinerary. (Global Gateway Program) Substantial writing component. Fulfills state writing requirement. Satisfies the General Education requirement.

**HUM2942 Museum Field Trip**

1 credit hour(s) | Spring

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.

**Industrial Machinery Repair**

**ETI0450 Industrial Machinery Maintenance Assistant**

0 credit hour(s) | Fall | Spring | Summer

Emphasizes the knowledge and skills needed to meet the occupational completion point as an industrial machinery maintenance assistant. Includes safety rules and procedures, basic elements of physics as related to industrial machinery maintenance and repair, basic electricity and electronics, mathematical calculations, plans and drawings, measuring and layout operations, hand tools, portable power tools, lubricants, bench work skills, gas welding and cutting, rigging, conveyor maintenance, troubleshooting techniques, installation and removal of machinery, scientific investigation, and communication skills. Contact: 450 clock hours. Additional fee. Does not count toward A.A. or A.S. degree.

**ETI0456 Machinery Maintenance Mechanic**

0 credit hour(s) | Fall | Spring | Summer

Prerequisite(s): ETI0450

Emphasizes the essential knowledge and skills needed to be a machinery maintenance mechanic and includes predictive-preventive maintenance, gas and arc welding, machine shop operation, piping and tubing systems, electrical and electronic circuit troubleshooting, drive components, air compressors, hydraulic and pneumatic systems, fluid drive systems, language skills, critical thinking, and environmental management systems.

Contact: 300 clock hours Additional fee. Does not count toward A.A. or A.S. degree.

**Interdisciplinary Studies**

**IDH2931 Honors Seminar**

3 credit hour(s) | Fall | Spring

Prerequisite(s): admission to the Honors Program.

The honors seminar expands and enhances the college experience through interdisciplinary studies. Topics vary according to instructor. Each seminar focuses on a central theme or issue that is investigated and deconstructed from multiple perspectives. Reading, independent research, discussion and projects reflect a wide variety of subjects and issues as understood by different academic areas and professional sources. The honors seminar prepares students for advanced honors work by developing strong critical-thinking and communication skills. Substantial writing component. Contact: 3 hours.

**IDS2182 Applied Ethics Seminar**

3 credit hour(s) | Fall | Spring | Summer

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.

**IDS2311 Global Perspectives: An Interdisciplinary Course in Globalism**

3 credit hour(s) | Fall

Prerequisite(s): admission to the Global Gateway Program.
This is the seminar course for students seeking a Global Gateway designation on their transcript. Students will be exposed to an interdisciplinary, integrated curriculum presented from a global perspective. Students will be required to complete a capstone assignment as determined by the lead instructor. Contact: 3 hours.

IDS2941 Technology and Professional Programs Internship
3 credit hour(s) | On Demand Prerequisite(s): 18 hours of courses within the student’s program core.
This internship course gives students the 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.

Journalism

JOU2420L Newspaper Production
3 credit hour(s) | Fall | Spring Prerequisite(s): satisfactory completion of ENC1101 required.
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. Lecture and lab: 3 hours. May be taken for credit three times, but permission of instructor is required for the third time.

JOU2440L Literary Magazine Production
3 credit hour(s) | Spring Prerequisite(s): 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 doing page layout. Provides practical application of skills in producing college literary magazine. Lecture and lab: 3 hours. May be taken three times for credit, but permission of instructor is required for third time.

MMC1000 Survey of Mass Media
3 credit hour(s) | Fall | Spring 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.

Law Enforcement

CJK0001 Introduction to Law Enforcement
0 credit hour(s) Prerequisite(s): admission to FPSI program.
Students are introduced to the values and ethics required for criminal justice officers, the consequences of sexual harassment, the criminal justice system, and the structure of criminal justice agencies. 10 clock hours Does not count toward A.A. or A.S. degree.

CJK0012 Legal
0 credit hour(s)
Prerequisite(s): admission into FPSI program.
Students will gain an understanding of the Fourth Amendment related to search and seizure, Fifth and Sixth Amendments related to the interrogation of suspects, civil and criminal liability related to an officer's performance of duties, legal rules and concepts of evidence, and an officer's duties and options in civil (noncriminal) incidents. Students will also learn how to properly identify and determine when a crime has been committed and the elements necessary to make an arrest for that crime, be able to articulate the legal justification for the use of force, become familiar with the legal considerations when dealing with juveniles, and know what constitutes a lawful arrest. 62 clock hours. Does not count toward A.A. or A.S. degree.

CJK0013 Interactions within a Diverse Community
0 credit hour(s)
Prerequisite(s): admission into FPSI program.
Students will learn to communicate effectively and professionally when interacting with people in a variety of circumstances; interact with an individual with physical or developmental disabilities, recognize the signs and symptoms specific to the disability, and provide the most appropriate intervention; interact with veterans in crisis, recognize potential emotional triggers, and recommend available resources; interact with persons exhibiting signs of mental illness using communications skills appropriate for the condition of the individual and understand how to use the Baker Act for an involuntary examination; interact with a person threatening suicide, assess the risk of suicide, and provide services and stabilize the situation; interact with juveniles, assess their behavioral characteristics, and provide the most appropriate response to a call involving a juvenile; interact with a person suspected of substance abuse, apply officer safety skills, and understand how to use the Marchman Act for an involuntary admission; interact with an elderly individual, understand age-related conditions, and make referrals for appropriate intervention; interact with homeless individuals, understand the increasing occurrence of homelessness, and identify related crimes; identify a crisis situation, understand an officer's duty to recognize, respond, and intervene safely and professionally and to understand the options available to the officer and provide the most appropriate
intervention; and identify high-risk groups by the
groups' characteristics and ideology and document
criminal or suspected criminal activity.
40 clock hours. Does not count toward A.A. or A.S.
degree.

CJK0014 Interviewing and Report Writing
0 credit hour(s)
Prerequisite(s): admission into FPSI program.
Students will learn to prepare and conduct basic
interviews; identify types of reports, forms, and logs;
organize information; and write reports. 56 clock hours.
Does not count toward A.A. or A.S. degree.

CJK0020 CMS Law Enforcement Vehicle
Operations
0 credit hour(s)
Prerequisite(s): admission to FPSI program.
Students develop the skills to operate a motor vehicle
safely, understand the role of law enforcement officers
as they operate a vehicle, understand personal and
vehicle limits, operate the vehicle in a safe manner
while talking to dispatch, and understand the effects of
stress on the driver. 48 clock hours. Does not count
toward A.A. or A.S. degree.

CJK0031 CMS First Aid for Criminal Justice
Officers
0 credit hour(s)
Prerequisite(s): admission to FPSI program.
Students will learn how to ventilate a patient who is not
breathing; perform cardiopulmonary resuscitation (CPR)
on a patient who has no heartbeat; put on, properly
remove and discard disposable gloves; conduct a scene
size-up; assess LOC/AVP; maintain an open airway;
assess breathing, including rate; assess circulation,
including pulse rate; assess for uncontrolled bleeding;
conduct a physical assessment (DOTS/SAMPLE);
conduct a walking assist; conduct an emergency drag;
appropriately operate an extremity lift or carry and a log
roll, to include manual stabilization of the head, neck
and cervical spine; provide general treatment for shock;
and stop bleeding. 40 clock hours. Does not count
toward A.A. or A.S. degree.

CJK0040 CMS Criminal Justice Firearms
0 credit hour(s)
Prerequisite(s): admission to FPSI program.
Students experience safe weapon handling, the
identification of weapons parts and ammunition,
weapons cleaning and maintenance, handgun drawing
and holstering, weapon loading and unloading, basic
shooting principles, proficiency on the CJSTC basic
firearms courses of firing with a handgun (revolver or
semiautomatic pistol) during daylight and nighttime, and
firing a long gun (shotgun or semiautomatic
rifle/carbine) during daylight, proficiency for weapon
handling, proper intervention for weapon malfunctions,
and knowledge of survival shooting techniques. 80
clock hours. Does not count toward A.A. or A.S. degree.

CJK0051 CMS Criminal Justice Defensive Tactics
0 credit hour(s)
Prerequisite(s): admission to FPSI program.
Students make an accurate threat assessment of a
situation; use force appropriate to the subject's
resistance and situational factors; demonstrate a
prevailing attitude and the willingness and ability to
fight when necessary; use integrated force options;
elate, de-escalate or disengage in a situation as
appropriate; and perform defensive tactics techniques
with proficiency. 80 clock hours. Does not count toward
A.A. or A.S. degree.

CJK0064 Fundamentals of Patrol
0 credit hour(s)
Prerequisite(s): admission into FPSI program.
Students learn to use radio equipment properly, identify
the uses of mobile computer devices, and understand the
uses of FCIC/NCIC/NLETS and other electronic
database resources; learn about community-oriented
policing and how it is implemented as a problem-
solving model; and learn to identify the SARA problem-
solving model and its application in real-life situations.
They learn about officer safety issues and learn to
identify and avoid fatal errors, identify and manage
stress, and maintain mental and physical fitness. They
learn how to prepare to patrol and learn what a BOLO is
and how to create and cancel a BOLO, respond to a call,
approach a suspect, set up a perimeter, conduct a
building search, make an arrest, transport a prisoner, and
process the prisoner. 35 clock hours. Does not count
toward A.A. or A.S. degree.

CJK0065 Calls for Service
0 credit hour(s)
Prerequisite(s): admission into the FPSI program.
Students learn to respond to calls for service, including
well-being and security checks, building alarms,
environmental hazards, transportation requests, animal
complaints, death notifications, and special event
security; respond to disturbances, including crowd
control, civil disturbances, civil standbys, and disorderly
or irate people; respond to court orders, including arrests
and civil processes, and assist with the execution of
search warrants; respond to calls concerning vehicle
fires, unattended, abandoned, or disabled vehicles and
roadway obstructions or damage; enforce parking
violations, impound a vehicle, direct vehicle traffic, and
direct pedestrian traffic; and respond to people in crisis,
including suicide incidents, threats arising from mental impairments, and situations involving alcohol or substance abuse. 36 clock hours. Does not count toward A.A. or A.S. degree.

**CJK0077 Criminal Investigations**
0 credit hour(s)
Prerequisite(s): admission into FPSI program.
Students will learn to conduct an initial investigation of crimes against persons, society and/or property, and economic crimes. 48 clock hours. Does not count toward A.A. or A.S. degree.

**CJK0078 Crime Scene to Courtroom**
0 credit hour(s)
Prerequisite(s): admission to FPSI program.
Students gain exposure to and learn how to process a crime scene, conduct a follow-up investigation and provide testimony in different types of court proceedings. 35 clock hours. Does not count toward A.A. or A.S. degree.

**CJK0084 DUI Traffic Stops**
0 credit hour(s)
Prerequisite(s): admission into FPSI program.
Students will learn to understand the problem of and solutions for DUI, identify the DUI laws and related legal issues, identify the signs of alcohol or drug impairment, conduct a DUI traffic stop, follow the three-phase process of a DUI contact, demonstrate proficiency in conducting the Standardized Field Sobriety Tests, make an arrest decision based on specific clues, accurately complete the required documentation for a DUI arrest, and provide clear and convincing evidence of DUI in court testimony. 24 clock hours. Does not count toward A.A. or A.S. degree.

**CJK0087 Traffic Stops**
0 credit hour(s)
Prerequisite(s): admission into FPSI program.
Students will learn how to safely pull over a vehicle, identify and articulate the stop/violation, obtain necessary information from the driver/passenger, safely complete the stop, safely effect an arrest, and accurately complete the required documentation for a traffic stop. 30 clock hours. Does not count toward A.A. or A.S. degree.

**CJK0088 Traffic Crash Investigations**
0 credit hour(s)
Prerequisite(s): admission into FPSI program.
Students will learn to define and explain the terms and legal considerations associated with crash investigations, respond to a crash scene safely, assess a crash scene properly, secure a safe work environment at a crash scene, provide emergency medical assistance to injured people at a crash scene, if necessary, obtain pertinent information about a crash to determine how and why it occurred, identify crimes revealed during a crash investigation, if any, return a crash scene to normal as quickly as possible, complete driver exchange of information properly, take appropriate enforcement action, and document a crash correctly in appropriate crash report form. 32 clock hours. Does not count toward A.A. or A.S. degree.

**CJK0092 Critical Incidents**
0 credit hour(s)
Prerequisite(s): admission into FPSI program.
Students are prepared to complete and pass Unit 1, IS-100.LEb, Introduction to the Incident Command System and Unit 2, IS-700.a, National Incident Management (NIMS), An Introduction. Students also learn to understand local emergency response plans, law enforcement duty-to-act requirements, and the role of law enforcement officers as first responders; how to respond to an active shooter incident; plan for response to a natural disaster; identify weapons of mass destruction and properly respond to a WMD incident, including IEDs (improved explosive devices) and VBIEDs (vehicle borne IEDs); be aware of hazardous material class, name or identification number; identify actions to take to isolate a hazmat incident and choose protective actions to take in accordance with the Emergency Response Guidebook; recognize the indicators of and paraphernalia used in the manufacture of methamphetamine; describe the indicators of chemical suicide; and properly respond to a bomb threat, assess the scene, and search a building or suspected bomb site. 44 clock hours. Does not count toward A.A. or A.S. degree.

**CJK0096 Criminal Justice Officer Physical Fitness Training**
0 credit hour(s)
Prerequisite(s): admission to FPSI program.
Students work to improve their score on the final fitness evaluation and adopt a foundation for lifelong fitness. 60 clock hours. Does not count toward A.A. or A.S. degree.

**CJK0422 Dart-firing Stun Gun**
0 credit hour(s)
Prerequisite(s): admission to FPSI program.
Students identify appropriate use of a dart-firing stun gun (DFSG) per F.S. §943.1717 and §790.01(4)(b), identify and articulate legislative concerns regarding DFSGs and their impact on officers in Florida, identify and articulate the possible effects that a DFSG has on the human body, properly and safely operate a DFSG,
articulate orally and in reports justification for tactical options chosen while observing or participating in DFSG role-play exercises, and use verbal skills to deescalate a situation and avoid the use of a DFSG. 8 clock hours. Does not count toward A.A. or A.S. degree.

Legal Studies

BUL2241 Legal Concepts of Business
3 credit hour(s) | Fall | Spring
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 credit hour(s) | Fall 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.

PLA1003 Introduction to the Legal Process
3 credit hour(s) | Fall | Spring 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
4 credit hour(s) | Spring Prerequisite(s): satisfactory completion of 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: 4 hours. Additional fee.

PLA2114 Legal Writing
3 credit hour(s) | Fall 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 credit hour(s) | Spring Prerequisite(s): satisfactory completion of 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 credit hour(s) | Fall Prerequisite(s): satisfactory completion of 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.

PLA2600 Wills, Trusts and Probate
3 credit hour(s) | Fall 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.

PLA2610 Real Estate Law and Property Transactions
3 credit hour(s) | Summer Prerequisite(s): satisfactory completion of 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 credit hour(s) | Summer 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 credit hour(s) | Spring Prerequisite(s): satisfactory completion of PLA1003. Study of family law, legal institutions, the family law office and ethical considerations. Study of various aspects of family law, including marriage, prenuptial
and ante nuptial agreements, annulment dissolution of marriage, separation agreements, child custody and support, alimony, judicial separation, adoptions and other areas. Appropriate for students interested in any legal career. Contact: 3 hours.

Library Sciences

LIS2004 Research Strategies for College Students
1 credit hour(s) | Fall | Spring
This course allows students to gain the knowledge, skills and abilities needed to succeed in college-level research by identifying, evaluating and using diverse information sources from the internet and library databases. This course follows the research process that includes developing topics and thesis statements, creating search strategies, and critically evaluating and ethically citing sources. These research and critical thinking skills are crucial for success not only in college but also in the workplace. Contact: 1 hour.

Literature

AML2301 Major American Writers
3 credit hour(s) | Fall | Spring | Summer
Prerequisite(s): completion of the 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 credit hour(s) | Fall | Spring | Summer
Prerequisite(s): satisfactory completion of the 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. Contact: 3 hours. Substantial writing component. Fulfills state writing requirement.

ENL2000 British Literature
3 credit hour(s) | Fall | Spring | Summer
Prerequisite(s): satisfactory completion of the general education communications requirement.
A chronological study of the major works in British literature, from Beowulf through the 20th 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.

LIT2000 Introduction to Literature
3 credit hour(s) | Fall | Spring | Summer
Prerequisite(s): grade of C or better in ENCL101.
An introduction to the study of literature in its various forms: poetry, drama and fiction. Students will immerse themselves in literary works and the historical periods in which they were written in order to gain insight into the rich diversity of human thought, philosophy and social issues that shape literature. This course seeks to broaden students' intercultural reading experience, deepen their awareness of the universal human concerns that are the basis for literary works, and stimulate a greater appreciation of language as an artistic medium. Students will gain further experience in composing, researching and editing papers. Lecture: 3 hours. Substantial writing component. Fulfills state writing requirement. Satisfies the general education Humanities State Core requirement.

LIT2100 Masterpieces of World Literature
3 credit hour(s) | Fall | Spring | Summer
Prerequisite(s): satisfactory 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 their respective cultures. Lecture: 3 hours. Substantial writing component. Fulfills state writing requirement.

LIT2323 Multicultural Mythology
3 credit hour(s) | Fall | Spring
Prerequisite(s): grade of C or better in ENCL101.
This course explores the rich heritage of mythology from a global perspective. Through literature, lectures, discussions and writing assignments, students will gain an increased understanding and appreciation of how international myths have influenced cultural traditions and values. Lecture 3 hours. This course satisfies 3 hours of elective credit. Lecture: 3 hours.

LIT2930 Special Topics in Literature
3 credit hour(s) | Fall | Spring | Summer
Prerequisite(s): documented exemption, appropriate placement scores, or completion of developmental education reading and writing.
Satisfactory completion of the general education communications requirement is recommended, but not required. This course continues to develop critical
reading and thinking skills through detailed analysis of literature using discussion and composition. Particular emphasis will be on literary trends, genres, periods, places and authors. Contact: 3 hours.

**Machining**

**PMT0020 Machinist Helper**
0 credit hour(s) | Fall | Spring | Summer This course prepares students for entry into the machining industry. Students explore career opportunities and requirements of a professional machinist. Content emphasizes beginning skills that are key to success in the machining industry. Students study workplace safety and organization, job-related mathematics, basic blueprint information, basic measuring operations, bench work skills, the history of manufacturing, manufacturing processes and systems, generating and interpreting computer-aided design drawings, basic precision measurement, sharpening tools, operating power saws, pedestal grinders, drill presses, and the importance of employability and entrepreneurship skills. This course emphasizes the essential knowledge and skills to meet the occupational completion point (OCP) for Machinist Helper. Contact: 300 clock hours. Additional fee. Does not count toward A.A. or A.S. degree.

**PMT0022 Machinist Operator**
0 credit hour(s) | Fall | Spring | Summer Prerequisite(s): PMT0020
This course is designed to build on the skills and knowledge learned in PMT0020 for entry into the machining industry. Students explore career opportunities and requirements of a professional machinist. Content emphasizes knowledge of working in the machining industry. Students study the skills necessary to work in teams, use critical thinking skills to solve complex problems, use advanced mathematics, use quality control and inspection methods, plan machining operations using a lathe and mill, use computer-aided design/computer-aided manufacturing (CAD/CAM) processes for lathe and milling operations, and set up and program a computer numerical control (CNC) machine for lathe and milling operations. Additional fee. Does not count toward A.A. or A.S. degree.

**PMT0024 Machinist Setup Operator**
0 credit hour(s) | Fall | Spring | Summer Prerequisite(s): PMT0020, PMT0022
This course is designed to build on the skills and knowledge students learned in PMT0020 and PMT0022 for entry into the machining industry. Students explore career opportunities and requirements of a professional machinist. Content emphasizes knowledge of working in the machining industry. Students study the skills necessary to perform advanced lathe, milling and CNC operations. Additional fee. Does not count for A.A. or A.S. degree.

**PMT0025 Machinist**
0 credit hour(s) | Fall | Spring | Summer Prerequisite(s): PMT0020, PMT0022, PMT0024. This course is designed to build on the skills and knowledge students learned in the PMT0020, PMT0022 and PMT0024 for entry into the machining industry. Students explore career opportunities and requirements of a professional machinist. Content emphasizes knowledge of working in the machining industry. Students study the skills necessary to perform grinding operations, operate and set up electrical discharge machines, and heat treat furnaces. This course emphasizes the essential knowledge and skills to meet the occupational completion point (OCP) for a machinist. Contact: 300 clock hours. Additional fee. Does not count toward A.A. or A.S. degree.

**Mathematics**

**MAC1105 College Algebra**
3 credit hour(s) | Fall | Spring | Summer Prerequisite(s): 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. Lecture: 3 hours. A TI-83 or TI-84 graphing calculator is required.

**MAC1114 Precalculus Trigonometry**
3 credit hour(s) | Fall | Spring | Summer Prerequisite(s): 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. Lecture: 3 hours. A graphing calculator is required; check with instructor for the most appropriate one.

**MAC1140 Precalculus Algebra**
3 credit hour(s) | Fall | Spring | Summer Prerequisite(s): 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, the binomial theorem and an introduction to conic sections. Lecture: 3 hours. A graphing calculator is required; check with instructor for the most appropriate one.

**MAC1147 Precalculus Algebra and Trigonometry**  
5 credit hour(s) | Spring Prerequisite(s): grade of A or B in MAC1105 and successful completion of high school trigonometry, or appropriate score on the College Level Math (CLM) placement test.  
Topics include properties, applications and graphs of polynomial, rational, exponential and logarithmic functions and solutions of higher-degree polynomial equations. Solutions of systems of equations using matrices and determinants, sequences and series, the binomial theorem, an introduction to conic sections, proof by mathematical induction, trigonometric functions of angles and real numbers along with their graphs, inverses, solutions of triangles and other applications, trigonometric identities, conditional trigonometric equations, complex numbers in trigonometric form and DeMoivre's Theorem, vectors, polar coordinates, and an introduction to parametric equations are also addressed. Lecture: 5 hours. 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 MAC1140 or MAC1114.

**MAC2233 Calculus for Management**  
3 credit hour(s) | Fall | Spring | Summer  
Prerequisite(s): 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, along with a brief introduction to multivariate calculus with application to business and the social and biological sciences. Lecture: 3 hours. A graphing calculator is required; check with instructor for the most appropriate one.

**MAC2311 Calculus with Analytic Geometry I**  
5 credit hour(s) | Fall | Spring | Summer  
Prerequisite(s): grade of C or better in MAC1147, or grades of C or better in both MAC1114 and MAC1140.  
Topics include limits of functions and continuity; the derivative of a function; techniques of differentiation of algebraic, trigonometric, inverse, exponential and logarithmic functions; the Mean Value Theorem; parametric equations; applications of the derivative (relative and absolute extrema, velocity and acceleration, related rates, curve sketching, differentials); indeterminate forms and L'Hôpital's Rule; indefinite and definite integrals; the Fundamental Theorem of Calculus; integration by substitution; and area between curves. Lecture: 5 hours. A graphing calculator is required; check with instructor for the most appropriate one.

**MAC2312 Calculus with Analytic Geometry II**  
5 credit hour(s) | Fall | Spring | Summer  
Prerequisite(s): 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), integration of transcendental functions; introduction to hyperbolic functions; techniques of integration; numerical integration, slope fields and separable differential equations; infinite sequences and series; and polar coordinates. Lecture: 5 hours. A graphing calculator is required; check with instructor for the most appropriate one.

**MAC2313 Calculus with Analytic Geometry III**  
4 credit hour(s) | Fall | Spring  
Prerequisite(s): 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. Lecture: 5 hours. Additional fee. A graphing calculator is required; check with instructor for the most appropriate one.

**MAP2302 Differential Equations I**  
3 credit hour(s) | Spring  
Prerequisite(s): grade of C or better in MAC2312.  
Topics include methods of solutions of ordinary differential equations, linear and non-linear 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). Lecture: 3 hours. A graphing calculator is required.

**MAT1033 Intermediate Algebra**  
3 credit hour(s) | Fall | Spring  
Prerequisite(s): documented exemption, appropriate placement score or completion of development education mathematics.
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 online 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 credit hour(s) | Fall | Spring | Summer Prerequisite(s): documented exemption, appropriate placement scores or completion of developmental education mathematics. 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 sets, logic, counting methods, probability, geometry, metric system and statistics. Lecture: 3 hours. A scientific or graphing calculator is required.

MGF1107 Mathematics II for Liberal Arts
3 credit hour(s) | Fall | Spring | Summer Prerequisite(s): documented exemption, appropriate placement scores or completion of developmental education mathematics. 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 financial mathematics, voting and apportionment methods, and graph theory. Additional topics demonstrating the beauty and utility of mathematics are also included. Lecture: 3 hours. A scientific or graphing calculator is required.

STA2023 Introductory Statistics
3 credit hour(s) | Fall | Spring | Summer Prerequisite(s): 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 TI-84 or graphing calculator with equivalent statistical features is required. Lecture: 3 hours.

STA2122 Introduction to Applied Statistics
4 credit hour(s) | Fall | Spring | Summer Prerequisite(s): grade of C or better in MAC1105. Covers descriptive statistics, probability distributions, confidence intervals and hypothesis tests for one mean or proportion and the comparison of two means or proportions, correlation and regression, analysis of variance (ANOVA) and chi-square tests. A TI83 or graphing calculator with equivalent statistical features is required. Access to campus computer labs with Minitab statistics software or own license for Minitab is required. Can be used to satisfy one of the two general education mathematics requirements. Credit toward the general education mathematics requirement cannot be earned for both STA2023 and STA2122. This class meets in a computer classroom. Satisfies computer proficiency requirement. Lecture: 4 hours. Additional fee.

Military Science

MSL1001 Basic Officership
1 credit hour(s) | Fall Introduction to military science. Establishes a basic foundation for officership. Classes are held at TCC. A lab is required on Wed. 3:30P-5:00P. Physical fitness training is held at FSU and TCC on M, W and F 6:30-7:30 a.m. Contact FSU/TCC ROTC at (850) 644-1016 for information. Lecture: 1 hour.

MSL1002 Basic Officership
1 credit hour(s) | Spring Prerequisite(s): satisfactory completion of MSL1001. Introduction to military science. Establishes a basic foundation for officership. Classes are held at TCC. A lab is required on Wednesdays 3:30-5:00 p.m. Physical training is held at FSU and TCC on Mondays, Wednesdays and Fridays, 6:30-7:30 a.m. Lecture: 1 hour. Contact FSU-ROTC at (850) 644-1016 for additional information.

MSL2101 Leadership Teamwork
1 credit hour(s) | Fall Prerequisite(s): satisfactory completion of MSL1001. Continuation of MSL1001, the basic foundation for
officership. It also focuses on developing leadership and teamwork. Classes are held at TCC. A lab is required on Wed. 3:30P-5:00P. Physical fitness training is held at FSU and TCC on M, W and F 6:30-7:30 a.m. Contact FSU/TCC ROTC at (850) 644-1016 for information.

MSL2102 Leadership Teamwork
1 credit hour(s) | Spring Prerequisite(s): satisfactory completion of MSL2101.
Continuation of MSL1002, the basic foundation for officership. It also focuses on developing leadership and teamwork. Classes are held at TCC. A lab is required on Wed. 3:30-5:00 P.m. Physical fitness training is held at FSU and TCC on M, W and F 6:30-7:30 a.m. Contact FSU/TCC ROTC (850) 644-1016 for information.

Music

MUH2011 Introduction to Music History
3 credit hour(s) | Fall | Spring Prerequisite(s): satisfactory 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. Lecture: 3 hours. Substantial writing component. Fulfills state writing requirement.

MUH2120 World Music Cultures
3 credit hour(s) | Fall | Spring | Summer Prerequisite(s): satisfactory completion of the general education communications requirement.
An introductory course that surveys traditional, indigenous and popular music of the United States, Latin America, Africa, Europe and Asia. Emphasis is on music as culture and music as sound. A general education course for nonmusic majors. Lecture: 3 hours. Substantial writing component. Fulfills state writing requirement.

MUL2010 Music Appreciation
3 credit hour(s) | Fall | Spring | Summer Prerequisite(s): grade of C or better in ENC1101.
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 learn to analyze social and cultural conditions under which music was and is created and how that has impacted the creation of varying music from antiquity through the modern eras. Lecture: 3 hours. Substantial writing component. Fulfills state writing requirement. Fulfills general education Humanities State Core requirement.

MUN2830 African Drum and Dance Ensemble
3 credit hour(s) | Fall | Spring
This course will survey the music and dance cultures of sub-Saharan Africa. Students learn fundamentals of African music systems, including tonality, rhythmic modes and song structures. They will also gain training on djembe, dundun, ngoma and congaa drums along with melodic and harmonic instruments such as African harps, xylophones, thumb pianos, fiddles and bells. 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 credit hour(s) | Fall | Spring Prerequisite(s): access to a guitar.
For beginning guitar students. Emphasis on music reading and elementary techniques. Contact: 2 hours.

MVS1126 Intermediate Guitar
1 credit hour(s) | Fall | Spring
Prerequisite(s): satisfactory completion of 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.

Nurse Assisting

HCP0122 Nursing Assistant
0 credit hour(s) | Fall | Spring | Summer Prerequisite(s): Acceptance into the program.
This course prepares students to be entry-level healthcare workers (nurse assistants) and teaches them the patient care skills needed to become providers of safe care. Course content includes classroom lecture, laboratory and hands-on patient care clinical experiences. Attendance and punctuality are required. The conduct expected of healthcare professionals is a point of emphasis. Upon successful completion of this course, students will be eligible to take the state certification test for nursing assistants. 120 clock hours = Lecture/lab: 80 hours; clinical: 40 hours. Additional fee. Does not count toward A.A. degree.

Nursing

NUR1021C Nursing Process I
10 credit hour(s) | Fall | Spring
Prerequisite(s): acceptance into the A.S. Nursing program.
This introductory nursing course focuses on process, physical assessment, nursing therapies, legal and ethical considerations, and client assessment protocols. Lecture:
105 hours. Clinical, laboratory, simulation: 135 hours. Does not count toward A.A. degree.

NUR1241C Nursing Process II
8 credit hour(s) | Fall | Spring
Prerequisite(s): NUR1021C
Corequisite(s): NUR1241C
This course provides the student with theory, laboratory and clinical experiences required for beginning nursing practice and those aspects of the nursing profession related to roles, leadership, trends, theories and research. This course focuses on the theoretical application of the nursing process to selected complex medical surgical conditions as they occur across the life span. Related pathophysiological and psychosocial concepts, principles of nutrition and communication, and pharmacology and critical care aspects are included as they apply to the selected conditions. Lecture: 75 hours. Clinical, laboratory, simulation: 135 hours. Does not count toward A.A. degree.

NUR1421C Reproductive Health
4 credit hour(s) | Fall | Spring
Prerequisite(s): NUR1021C
Corequisite(s): NUR1241C
This course provides the student with theory, laboratory and clinical experiences required for beginning nursing practice and those aspects of the nursing profession that are related to roles, leadership, trends, theories and research. This course focuses on human reproduction and development through the application of the nursing process in the care of pregnant women, infants and women in general. Topics include gynecological nursing, normal and high-risk pregnancies, labor and delivery, and care of the newborn. Lecture: 30 hours. Clinical, laboratory, simulation: 45 hours. Does not count toward A.A. degree.

NUR2142 Pharmacology II
1 credit hour(s) Prerequisite(s): NUR1440C, NUR1520C
Corequisite(s): NUR2260C, NUR2242C
This is the second of two courses that introduce the study of medications. It is designed to provide the nursing student with a basic background on drug classifications, actions and dosages; age-related and developmental factors that affect drug metabolism; laboratory considerations; and side effects. This information is critical to safe nursing. The information in this course will be correlated to the body system/condition being presented in the corequisite courses. 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 NUR2260C and NUR 2242C before administering medications in the clinical area. Lecture: 15 hours. Does not count toward A.A. degree.

NUR2242C Nursing Concepts III
5 credit hour(s) Prerequisite(s): NUR2260C.
Corequisite(s): NUR2142, NUR2260C.
This course is the third of four Nursing Concepts courses, and it builds upon the basic principles of nursing presented in NUR1020C, NUR1213C, NUR1440C and NUR1520C, as well as knowledge from all prerequisite 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 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 will reinforce basic and intermediate skills presented in NUR1020C Fundamental Concepts of Nursing, NUR1213C Nursing Concepts I and NUR2260C Nursing Concepts II and will present additional intermediate and advanced skills. Clinical experience will provide opportunities for the student to apply knowledge in the acute care setting. Lecture: 45 hours; Lab/Simulation/Clinical: 90 hours. Does not count toward A.A. degree.

NUR2243C Nursing Process III
9 credit hour(s) | Fall | Spring
Prerequisite(s): NUR1421C, NUR1241C, MCB2004, MCB2004L.
Corequisite(s): NUR2350C.
This course provides the student with theory, laboratory and clinical experiences required for beginning nursing practice and those aspects of the nursing profession related to roles, leadership, trends, theories and research. This course focuses on adult health with advanced nursing theory, nursing process and techniques involved in caring for the adult client with complex health problems. Decision-making and management theory will be emphasized. Lecture: 90 hours. Clinical, laboratory, simulation: 135 hours. Does not count toward A.A. degree.

NUR2251C Nursing Concepts IV
5 credit hour(s) Prerequisite(s): NUR2242C, NUR2142.
Corequisite(s): NUR2802C.
This is the last of 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. Lab skills learned in previous courses will be reviewed, and simulation will be used to reinforce classroom teaching. Clinical experience will provide opportunities for the student to apply knowledge in the acute and critical care setting. Lecture: 30 hours; Lab/simulation/clinical: 135 hours. Does not count toward A.A. degree.

**NUR2260C Nursing Concepts II**
5 credit hour(s) | Fall | Spring Prerequisite(s): Admission to the Nursing program and all the following: NUR1020C, NUR1141, NUR1213C, NUR1440C, NUR1520C, MCB2004, MCB2004L. Corequisite(s): NUR2142.
This course is the second of four Nursing Concepts courses. It builds upon the basic principles of nursing presented in NUR1020C, NUR1213C, NUR1440C and NUR1520C, as well as knowledge from all prerequisite 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 the orthopedic, integumentary (skin), muscular, neurological, sensory and gastrointestinal 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 will reinforce basic and intermediate skills presented in NUR1020C Fundamental Concepts of Nursing and NUR1213C Nursing Concepts I and present additional intermediate and advanced skills. Clinical experience will provide opportunities for the student to apply knowledge in the acute care setting. Lecture: 45 hours; Lab/simulation/clinical: 90 hours. Does not count toward A.A. degree.

**NUR2350C Pediatric Health**
4 credit hour(s) | Fall | Spring Prerequisite(s): NUR1221C, NUR1241C, MCB2004, MCB2004L. Corequisite(s): NUR2243C.
This course provides the student with theory, laboratory and clinical experiences required for beginning nursing practice and those aspects of the nursing profession that are related to roles, leadership, trends, theories and research. This course focuses on the nursing process in the pediatric setting. Topics include well and acutely ill children, communicating with patient and family, collection of information and documentation, nursing therapies for children, and identification of community resources. Lecture: 45 hours. Clinical, laboratory, simulation: 45 hours. Does not count toward the A.A. degree.

**NUR2802C Professional Transition**
5 credit hour(s) Prerequisite(s): NUR2251C.
This course discusses the principles of nursing leadership, with emphasis on the Florida Nurse Practice Act and the safe practice of professional (R.N.) nursing in Florida. Lecture: 15 hours; Lab/simulation/clinical: 180 hours. Does not count toward A.A. degree.

**NUR2818C Nursing Process IV**
7 credit hour(s) | Spring | Summer Prerequisite(s): NUR2243C, NUR2350C
This course provides students the opportunity to build upon knowledge and skills developed in previous nursing courses. Students are introduced to implementing principles of leadership and management. Classroom content relates to the preparation of the student for assuming the role of professional nurse. Prioritization and delegation are important concepts in this course. The clinical component is an individualized experience that is selected in collaboration with the faculty and R.N. preceptor. Guidelines for practicum experiences are defined by the Florida Board of Nursing in the Nurse Practice Act chapter 64b (15 a-g). All preceptor practicum experiences are to be obtained on an adult medical surgical unit or floor. Lecture: 30 hours. Clinical, laboratory, simulation: 225 hours. Does not count toward A.A. degree.

**NUR3065 Health Assessment**
3 credit hour(s) | Fall | Spring | Summer This course provides the RN-BSN student with the opportunity to build upon knowledge and skills of performing and documenting a comprehensive health assessment of diverse individuals across the life span. Critical analysis and synthesis of assessment findings will be emphasized to aid in clinical judgement and decision making for patient care. Contact: 3 hours. Does not count toward A.A. degree.

**NUR3125 Pathophysiology**
3 credit hour(s) | Fall | Spring | Summer This course provides a study of variations in physiologic functioning and alterations in physiologic response of body systems. The course addresses physiologic changes that will help identify alterations in body systems and their relationship to the patient's state of health. Topics include altered cell functioning, genetic disorders, risk factors, health promotion and disease prevention. Contact: 3 hours. Does not count toward A.A. degree.
NUR3273 Health Promotion
3 credit hour(s) | Fall | Spring | Summer
This course explores the concepts of health promotion and the application of health promotion concepts to nursing practice to enable the client to control and improve health outcomes. While focusing on the methodology critical to developing a plan of care for clients, students will learn the rationale and techniques for using specific assessment tools, analysis of assessment data, selection of lifespan appropriate interventions, implementation of interventions and measurement of resulting outcomes. Content will be focused on cultural diversity, disparity in health care and social determinants that impact the client's plan of care and resulting approaches for promoting a healthier society. The use of technology and health promotion research will be explored and applied to nursing practice. Contact: 3 hours. Does not count toward A.A. degree.

NUR3655 Cultural Issues in Nursing
3 credit hour(s) | Fall | Spring | Summer
This course focuses on culture and its impact on healthcare delivery at the individual, community and system levels. The course is designed to raise awareness, inspire action and open discussion of cultural issues affecting professional nursing practice. Contact: 3 hours. Does not count toward A.A. degree.

NUR3805 Professional Issues
3 credit hour(s) | Fall | Spring | Summer
This course provides a transition for professional nurses as they begin their studies to achieve a baccalaureate of science in nursing degree. The course addresses qualities that professional nurses need to be leaders in the complex and ever-changing global healthcare environment. Topics include role transition, nursing history, ethical and legal issues, nursing theory, professional roles of the nurse, cultural considerations, violence in society, and advanced practice roles. Contact: 3 hours. Does not count toward A.A. degree.

NUR4169 Nursing Research/Evidence-based Practice
3 credit hour(s) | Fall | Spring | Summer
The course explores evidence-based practice as a foundation for improved nursing practice and patient outcomes. Students will learn the history of evidence-based practice and the significant research methodologies that serve as its foundation. Students will explore the rationale for evidence-based practice and learn how to form research questions, hypotheses and research methodologies. They will also learn about population sampling, data collection tools and statistical analysis. Students will learn how to determine whether research is credible through the criticism of research articles, and they will be introduced to potential ethical concerns in the development of research and evidence-based practice. Emphasis will be placed on student-centered learning that will give students the opportunity to implement what they learn during the course into their nursing practice, regardless of specialty. Contact: 3 hours. Does not count toward A.A. degree.

NUR4684 Population-based Nursing
3 credit hour(s) | Fall | Spring | Summer
This course focuses on an analysis of the nursing role as it relates to population-based health. The course addresses nursing theories, public health ethics and nursing advocacy. Topics include the importance of health promotion and prevention across the lifespan, vulnerable populations, global health considerations and the role of nursing in disaster settings. Contact: 3 hours. Does not count toward A.A. degree.

NUR4827 Leadership/Management in Nursing
3 credit hour(s) | Fall | Spring | Summer
This course provides an in-depth study of leadership and management principles as they apply to professional nursing practice. Students will explore teamwork, communication, the change process and evidence-based practice. This course will also cover healthcare quality, legal policies, ethics, finance and technology as they apply to leadership and management in nursing. Contact: 3 hours. Does not count toward A.A. degree.

NUR4870 Nursing Informatics
3 credit hour(s) | Fall | Spring | Summer
This course is the foundation for the improvement of nursing practice and patient outcomes through the application of knowledge and understanding of the history, terminology and impact of informatics to the promotion of nursing professionalism in patient care and safety. Contact: 3 hours. Does not count toward A.A. degree.

NUR4950 Capstone Course
3 credit hour(s) | Fall | Spring | Summer
This capstone course is designed for RN-BSN students at the end of their program of study. It provides students with an opportunity to synthesize their knowledge of the concepts learned throughout the RN-BSN program. The primary focus is on applying this knowledge to a chosen evidence-based project that is related to an area of interest in nursing and healthcare. Contact: 3 hours. Does not count toward A.A. degree.

Nutrition Science

HUN1201 The Science of Nutrition
3 credit hour(s) | Fall | Spring | Summer
Prerequisite(s): documented exemption, appropriate placement scores, or completion of developmental education reading.
writing and mathematics.
This course is based on the principles of human
physiology and the properties, functions, requirements,
digestion, absorption, metabolism and interrelationships
of nutrients. Contact: 3 hours.

Office Administration

CTS1220C Microsoft Specialist: Word
3 credit hour(s) | Fall | Spring Prerequisite(s):
documented exemption, appropriate placement scores,
or completion of developmental education reading and
writing.
This course is designed for students who are familiar
with personal computers, using a keyboard and using a
mouse. The course presents advanced skills and design
concepts for employing Microsoft Word to create and
organize data. It includes hands-on activities to build a
thorough working knowledge of Microsoft Word. This
course is valuable for those who want to create,
customize and organize documents by using formatting
and visual content that is appropriate for the information
presented. Students will also learn to review, share and
secure content. The skills developed will help students
prepare for the required Microsoft Office Specialist
Word certification exam. Contact: 3 hours.

CTS1230C Microsoft Specialist: PowerPoint
3 credit hour(s) | Fall | Spring Prerequisite(s):
documented exemption, appropriate placement scores,
or completion of developmental education reading and
writing. Recommended prerequisite: basic computer
keyboard skills.
This course is designed for students who are familiar
with personal computers, using a keyboard and using a
mouse. The course presents advanced skills and design
concepts for employing Microsoft PowerPoint to create
and organize data. It includes hands-on activities to
build a thorough working knowledge of Microsoft
PowerPoint. This course is valuable for those who want
to effectively and efficiently create and format
presentation masters, templates and slide content; work
with dynamic visual content; and collaborate on and
deliver presentations. The skills developed will help
students prepare for the required Microsoft Office
Specialist PowerPoint certification exam. Contact: 3 hours.

CTS1760C Microsoft Specialist: Outlook
3 credit hour(s) | Fall | Spring Prerequisite(s):
documented exemption, appropriate placement test
scores, or completion of developmental education
reading and writing. This course is designed for students
who are familiar with personal computers and using a
keyboard and a mouse.
Students will develop advanced skills in a desktop
information management (DIM) program that assists in
organizing work schedules, tracking files and
communicating with others. Students will use the
Microsoft Office Suite to create integrated planners,
integrated application files and multi-user information
sharing through this DIM. Contact: 3 hours. Satisfies the
computer proficiency requirement.

CTS2225C Microsoft Specialist: Excel
3 credit hour(s) | Fall | Spring Prerequisite(s):
documented exemption, appropriate placement scores,
or completion of developmental education reading,
writing and mathematics. Recommended: basic
computer keyboard skills.
This course teaches students how to work with different
types of documents using core and intermediate features
to create and edit professional-looking spreadsheets for
a variety of purposes and situations. Some topics may
appear to be basic skill sets but are discussed in more
detail, exploring at a higher level options that can be
applied for that skill set. The skills developed will help
students prepare for the required Microsoft Office
Specialist Excel certification exam. Contact: 3 hours.

CTS2240C Microsoft Specialist: Advanced Word
3 credit hour(s) | Fall | Spring | Prerequisite(s):
satisfactory completion of CTS1220C or successful
passage of the Microsoft Office Specialist for Word.
Microsoft Word 2016 Expert teaches students how to
use a variety of intermediate and advanced features to
create and format business documents, including online
forms and personalized mailings. Students also learn to
apply advanced Word elements to enhance the look, as
well as productivity to work with professional types of
documents. Students who complete this course will have
reviewed all the exam objectives to prepare for
Microsoft Word 2016 Expert. Successful completion of
the certification exam provides competitive advantage
by validating the knowledge and skill sets for
individuals who seek employment or further job
opportunities. Contact: 3 hours.

CTS2401C Microsoft Specialist: Access
3 credit hour(s) | Fall | Spring Prerequisite(s):
documented exemption, appropriate placement scores,
or completion of developmental education reading,
writing and mathematics. Recommended: basic
computer keyboard skills.
This course is designed for students who are familiar
with personal computers, using a keyboard and using a
mouse. Students will learn how to design data tables,
select appropriate data types and relate tables logically.
They will create and modify database objects including
tables, forms, reports, queries and macros and will apply
intermediate skills to streamline data entry, ensure data
integrity, automate tasks and analyze data. Students will
use the Expression Builder to create expressions and
insert identifiers as property settings, use advanced form
controls to locate information and restrict data entry, and
set form properties that respond to events. The skills
developed will help students prepare for the required
Microsoft Office Specialist Access certification exam.
Contact: 3 hours.

**OST1141 Keyboarding**
1 credit hour(s) | Fall | Spring A self-paced,
individualized course for students who have had no
previous instruction in touch typewriting (keyboarding)
and who desire basic alphabetic and numeric typing
skills to prepare for computer technology courses.
Contact: 2 hours. Additional lab hours may be needed to complete the course.

**OST1324 Business Mathematics**
3 credit hour(s) | Fall Prerequisite(s): documented
exemption, appropriate placement scores or completion
of developmental education mathematics.
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 using a calculator and Microsoft
Excel. Contact: 3 hours.

**OST1355 Records Management**
3 credit hour(s) | Spring Instruction in records
management concepts and skills, with emphasis on the
information cycle and systems for managing and using
information. Instruction in the four basic classification
systems for storing and retrieving documents (office
filing). Introduction of principles for managing paper-
based, image-based and digital-based records. Contact: 3 hours.

**OST1401 Administrative Support Systems and
Procedures**
3 credit hour(s) | Fall Designed for office administration
students as an introduction to administrative systems
and procedures used to process information and expedite
activities in the automated office environment.
Emphasis on office system concepts. Contact: 3 hours.

**Pharmacy Technology**

**PTN1001C Introduction to Pharmacy**
4 credit hour(s) | Fall | Spring Prerequisite(s):
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. Upon completion of the course, the
student will have an understanding of the roles,
responsibilities and primary activities of the pharmacy
technician. Contact: 6 hours. Does not count toward
A.A. degree.

**PTN1017 Pharmacy Calculations**
3 credit hour(s) | Fall | Spring Prerequisite(s): a grade of
C or better in MAT0028.
This course provides a comprehensive overview of the
math concepts necessary for the practice of a pharmacy
technician. The course covers basic terminology;
abbreviations; units of measure; and appropriate
weights, measures and temperature conversions.
Apothecary, avoirdupois, metric and household systems
are an essential component of the course. Calculations
using decimals, fractions, ratio and proportion,
percentages, ratio strength, reducing and enlarging
formulas, percent solutions, IV drip rates and dilution,
allegations, and concentration problems are
presented. Lecture: 3 hours. Does not count toward
A.A. degree.

**PTN1121 Therapeutic Agents I**
3 credit hour(s) | Fall | Spring Prerequisite(s):
BSC1084C, CGS1060, HSC1538.
Corequisite(s): PTN1001C, PTN1017, PTN1132.
The first of two Pharmacology courses for the Pharmacy
Technology program, PTN1121 introduces the student
to the basic principles of pharmacology and drug action.
Topics include anti-infective, anesthetic, anti-psychotic,
respiratory and central nervous system drugs. Special
topics include complementary and alternative therapy.
The focus of this course is mastery of brand and generic
names, drug classes and their mechanisms of action, and
major indications and contraindications, in addition to
disease states and the associated body systems. Lecture: 3 hours. Does not count toward
A.A. degree.

**PTN1122 Therapeutic Agents II**
3 credit hour(s) | Fall | Spring Prerequisite(s): PTN1121,
PTN1132, CGS1060, ENC1101.
Corequisite(s): PTN1131C, PTN1930, PTN1940.
The second of two pharmacology courses for the
Pharmacy Technology program, PTN1122 builds upon
the basic principles of pharmacology presented
in PTN1121. Topics include gastrointestinal, renal,
cardiovascular, muscle and joint disease and
chemotherapy medications. Special topics include otic
and ophthalmic medications, vitamins, electrolytes,
nutrition, antidotes, bio-terrorism, and complementary and alternative therapy. The primary focus of this course is mastery of brand and generic names, drug classes and their mechanisms of action, and major indications and contraindications, in addition to disease states and the associated body system. Lecture: 3 hours. Does not count toward A.A. degree.

**PTN1131C Applied Pharmacy Practice**

4 credit hour(s) | Fall | Spring Prerequisite(s): satisfactory completion of PTN1121, PTN1132, CGS1060, ENC1101. Corequisite(s): PTN1122, PTN1930, PTN1940. This course provides instruction in the technical procedures for preparing and dispensing drugs in hospital and retail settings under supervision of a registered pharmacist. Topics include drug packaging and labeling, out-patient dispensing, hospital dispensing procedures, controlled substance procedures, inventory control, nonsterile compounding, intravenous admixture, maintaining patient profiles, prescription order entry and label creation. Upon completion, students will be able to perform basic supervised dispensing techniques in a variety of pharmacy settings. Contact: 6 hours. Does not count toward A.A. degree.

**PTN1132 Basic Business Skills for the Pharmacy Technician**

1 credit hour(s) | Fall | Spring Prerequisite(s): satisfactory completion of PTN1001C, CGS1060, ENC1101, HSC1538. Corequisite(s): PTN1121. This course involves a combination of online lectures and activities that introduce the professional skills that are critical to efficient operation of the pharmacy. Topics covered include customer service, protecting patients' health information, ethics, third-party payers, medication and inventory control, business math applications, managing workflow, staffing, and team building. Emphasis is placed on communication skills and professionalism. Lecture: 1 hour. Does not count toward A.A. degree.

**PTN1930 Pharmacy Seminar**

1 credit hour(s) | Fall | Spring Prerequisite(s): PTN1122, PTN1132, CGS1060, ENC1101. Corequisite(s): PTN1131C, PTN1132, PTN1940. This course uses a discussion forum for topics of special interest or currency to pharmacy practice or to the role of the pharmacy technician. Topics may include discussion of law and rule pertaining to the role of pharmacy technicians, research and presentation of innovative trends in the field of pharmacy, presentation of current pharmacy issues for discussion, and introduction to national pharmacy technician organizations and certification. Contact: 1 hour. Does not count toward A.A. degree.

**PTN1940 Pharmacy Practicum I**

3 credit hour(s) | Fall | Spring Prerequisite(s): PTN1121, PTN1132, CGS1060, ENC1101. Corequisite(s): PTN1131C, PTN1122, PTN1930. This course facilitates the transition of the student from the classroom environment to the clinical site. Topics include professionalism, productivity, work ethic, handling challenging situations and problem solving—with emphasis on success in the workplace and appropriate customer service skills. Additional topics include employment opportunities, resume writing and interviewing skills. Students will participate in a mock panel interview and complete a virtual pharmacy externship. Contact: 3 hours. Does not count toward A.A. degree.

**PTN1941C Pharmacy Practicum II**

3 credit hour(s) | Fall | Spring Prerequisite(s): PTN1122, PTN1131C, PTN1930, PTN1940. Corequisite(s): PTN1942C. This course provides practical application of the basic pharmacy technician concepts and skills in an actual institutional/hospital pharmacy setting. The student will complete 120 hours of work experience under the direct supervision of a licensed pharmacist (preceptor), who may delegate some supervisory and/or training responsibilities to another licensed pharmacist or certified pharmacy technician. Rotations may include experience in hospitals or medical centers, extended-care or home health care agency facilities, and drug information centers. Students are expected to participate in pharmacy practice activities such as dispensing; compounding; inventory handling and control; drug distribution; and the preparation of intravenous (IV) admixture products, chemotherapy products and total parenteral nutrition (TPN) products. Contact for the semester: Classroom: 15 hours. 120 hours of clinical rotations. Does not count toward A.A. degree.

**PTN1942C Pharmacy Practicum III**

3 credit hour(s) | Fall | Spring Prerequisite(s): PTN1122, PTN1131C, PTN1930, PTN1940. Corequisite(s): PTN1941C. This course provides practical application of the basic pharmacy technician concepts and skills in a community pharmacy setting. The student will complete 120 hours of work experience under the direct supervision of a licensed pharmacist (preceptor), who may delegate some supervisory and/or training responsibilities to another licensed pharmacist or certified pharmacy technician. Rotations may include experience in independent, franchise or chain community pharmacy settings.
Students are expected to participate in pharmacy practice activities such as dispensing, compounding, inventory handling and control, drug distribution, processing of third-party claims, maintenance of patient profiles, and interaction and communication with patients. Contact for the semester: Classroom: 15 hours. 120 hours of clinical rotations. Does not count toward A.A. degree.

**Philosophy**

**PHI2010 Philosophy**
3 credit hour(s) | Fall | Spring | Summer Prerequisite(s): grade of C or better in ENC 1101.
An introductory study of metaphysics, ethics, aesthetics and logic based upon the inquiries of the speculative and critical philosophers both traditional and modern.
Contact: 3 hours. Substantial writing component.
Fulfills state writing requirement.

**PHI2100 Introductory Logic**
3 credit hour(s) | Fall | Spring Prerequisite(s): satisfactory completion of the general education communications requirement.
This course consists of an introduction to Aristotelian logic, the deductive reasoning whose origin is attributed to Aristotle. Additionally, topics in symbolic logic, fallacies and inductive reasoning are developed. Topics 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. Lecture: 3 hours. Substantial writing component. Fulfills state writing requirement.

**PHI2600 Ethics**
3 credit hour(s) | Fall | Spring | Summer Prerequisite(s): satisfactory completion of the general education communications requirement.
The course consists of an introduction to Aristotelian logic, the deductive reasoning whose origin is attributed to Aristotle. Additionally, topics in symbolic logic, fallacies and inductive reasoning are developed. Topics 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. Lecture: 3 hours. Substantial writing component. Fulfills state writing requirement.

**Photography**

**PGY1800C Digital Photography**
3 credit hour(s) | Fall | Spring 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. Lecture and lab: 6 hours. Additional fee. Students must supply their own digital camera.

**PGY2151C Creative Photography**
3 credit hour(s) Spring Prerequisite(s): PGY2401C or PGY1800C.
This course introduces students to advanced principles of art and technique to create photographic images. Students will use film and/or digital technologies to effectively communicate their ideas through course projects, including experimentation with orthochromatic film and digital negatives leading to alternative printing processes. Emphasis is on the manipulation of photo-based imagery culminating in a professionally published monograph containing a minimum of 20 photographic images created during the semester. Beyond the additional lab fee and camera expense, students will spend approximately $150 on supplies for the class. Students supply their own DSLR (digital single lens reflex) or 35mm SLR film cameras. Contact: 6 hours. Additional fee.

**PGY2401C Darkroom Photography**
3 credit hour(s) | Fall | Spring 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 goals. Beyond the additional fee, expenses include cost of film, photo paper and other supplies (approximately $200). Students may use their own 35mm cameras or check out a TCC camera at no charge. Lecture and lab: 6 hours. Additional fee.

**Physical Education and Recreation**

**LEI1000 Introduction to Recreation and Leisure Services**
3 credit hour(s) | Fall | Spring 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 credit hour(s) | Fall 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.

**LEI2310 Introduction to Event Planning**  
3 credit hour(s) | Fall  
This course gives students an accurate look at the high-demand career of event planning and the knowledge and skills needed for success. Course topics include how to prepare winning proposals, how to understand them (from a client perspective), how to determine management fees, negotiating contracts, safety issues, designing events in multicultural settings, and new technology that makes operations more efficient (such as online registration and response management). Contact: 3 hours.

**LEI2730 Adaptive/Therapeutic Recreation**  
4 credit hour(s) | Spring  
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.

**PEL1002 Introduction to Outdoor Games**  
1 credit hour(s) | Fall | Spring | Summer  
This course offers an introduction to outdoor games (field games). Students become familiarized with basic rules of the sports covered, as well as, improving individual and team skills. These include but are not limited to: soccer, Frisbee football, kickball, and related outdoor sports. Contact: 2 hours.

**PEL1004 Introduction to Indoor Games**  
1 credit hour(s) | Fall | Spring | Summer  
This course offers an introduction to indoor games (court games). Students become familiarized with basic rules of the sports covered, as well as, improving individual and team skills. These include but are not limited to: dodgeball, badminton, table tennis, and related indoor sports. Contact: 2 hours.

**PEL1121 Beginning Golf**  
1 credit hour(s) | Fall  
This is a skill-learning experience designed to provide knowledge and techniques necessary to enjoy recreational golf. Contact: 2 hours. Additional fee.

**PEL1122 Intermediate Golf**  
1 credit hour(s) | Fall | Spring  
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, side hill lies) and correcting common errors. Videotapes from teaching professionals, as well as individual videotaping, will be used as learning tools. Limited course play is included. Contact: 2 hours. Additional fee.

**PEL1320 Volleyball**  
1 credit hour(s) | Fall | Spring  
This is a learning experience designed to produce recreational level skills for leisure time use. Contact: 2 hours. Additional fee.

**PEL1341 Beginning Tennis**  
1 credit hour(s) | Fall | Summer  
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 credit hour(s) | Fall | Prerequisite(s): satisfactory completion of 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.

**PEL1621 Beginning Basketball**  
1 credit hour(s) | Fall | Spring  
This is a skill-learning course designed to produce a knowledgeable, skilled player with proper perspective relative to the use of basketball in the worthy pursuit of leisure. Contact: 2 hours. Additional fee.

**PEM1101 Theory and Practice of Adult Fitness**  
2 credit hour(s) | Fall | Spring | Summer  
Provides insight and experience into the philosophy of adult fitness, principles of exercise, individualized program construction, and the safe use of weight training and aerobics. Course is designed for adults seeking basic knowledge and selective participation in the wholesome use of exercise. Contact: 3 hours. Additional fee.

**PEM1171 Aerobics**  
1 credit hour(s) | Fall | Spring | Summer  
Will introduce the student to cardiovascular conditioning through aerobic exercise, using dance steps/rhythms and choreography of aerobic routines. Contact: 2 hours. Additional fee.

**PEM1171 Aerobics**  
1 credit hour(s) | Fall | Spring | Summer  
Will introduce the student to cardiovascular conditioning through aerobic exercise, using dance steps/rhythms and choreography of aerobic routines. Contact: 2 hours. Additional fee.

**PEM1431 Introduction to Judo**  
1 credit hour(s) | Fall | Spring  
Activity course designed to provide knowledge of basic self-defense techniques and skills necessary to enjoy and participate in the sport of Judo. Contact: 2 hours. Additional fee. A gi is required and is not included in the course fee.
**PEM1432 Intermediate Judo**
1 credit hour(s) | Fall | Spring 
Prerequisite(s): satisfactory completion of PEM1431. 
This course offers students the opportunity to continue their study of Judo. In addition to new skills and techniques, students will be required to demonstrate greater proficiency in those skills and techniques covered in PEM1431. Upon completion of this course, students will be eligible to test for advanced Judo ranking. Contact: 2 hours. Additional fee. A gi is required and is not included in the course fee.

**PEN2136C Introduction to Professional Diving**
3 credit hour(s) | Fall | Spring | Summer 
Prerequisite(s): ability to swim (Student will be tested.) 
Course exposes students to the fundamentals of the hydrosphere (physics and oceanography), the human response to that environment (physiology and medicine), the occupants that live within (biology), and the tools (technology) available to successfully work in this aquatic world. Students will become familiar and dive with surface-supplied air, open circuit air, and nitrox and closed circuit rebreather. Contact: 4 hours. Additional fee.

**PEO2003 Officiating Techniques for Individual Sports**
2 credit hour(s) | Spring 
An orientation and skills course designed for those students who plan to pursue recreation or physical education as a profession. Individual sports officiating will include high school (FHSAA), college (NCAA, NJCAA) officiating rules and skill techniques. Contact: 2 hours.

**PET1770 Personal Training Fundamentals and Techniques**
4 credit hour(s) | Fall | Spring | Summer 
This comprehensive course prepares students to perform personal training and covers the fundamentals of muscle physiology and physiological adjustments of training. This class provides hands-on experience in a fitness setting to apply knowledge of physiology, kinesiology, nutrition, and assessment. Students who choose to sit for the National Council on Strength and Fitness (NCSF) certification exam will be assessed a fee for the exam. Contact: 5 hours.

**PET2000C Introduction to Physical Education**
3 credit hour(s) | Fall | Spring 
An orientation course designed for those students who plan to pursue physical education or its allied careers (e.g., recreation, coaching, exercise, physiology) as a profession. Knowledge of purpose and objectives are explored, as well as upper level academic requirements for pre-professional training. Observations and practical facilities are often included. Contact: 3 hours.

**PET2622C Care and Prevention of Athletic Injuries**
3 credit hour(s) | Fall | Spring 
The purpose of this course is to provide information to students in the care and prevention of athletic injury. This is an introductory class that addresses how athletic and fitness injuries occur, how they are treated and how they can be prevented. In addition, it is the purpose of this course to teach basic strapping and wrapping techniques to the student, as well as the rudiments of therapeutic modalities in the treatment of sports injuries. Contact: 4 hours.

**Physical Sciences**

**AST1002 Introduction to Astronomy**
3 credit hour(s) | Fall | Spring | Summer 
Prerequisite(s): documented exemption, appropriate placement test scores, or completion of developmental education reading and writing. 
Provides a general, non-mathematical 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.

**PHY1020 Energy and Its Environmental Effects**
3 credit hour(s) | Spring 
Prerequisite(s): documented exemption, appropriate placement test scores, or completion of developmental education reading, writing, and mathematics. 
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. (Global Gateway Program) Lecture: 3 hours.

**PHY1053 Elementary College Physics**
3 credit hour(s) | Fall 
Prerequisite(s): satisfactory completion of MAC1105 and MAC1114, or permission from the instructor; and documented exemption or appropriate placement scores.
Corequisite(s): PHY1053L.
Physics without calculus for science or related majors; not for physics or engineering majors. Topics include one-dimensional motion, projectile motion, Newton's laws, energy conservation, torque and rotational motion. Cannot be used to satisfy degree requirements by students who already have credit in PHY2048. Lecture: 3 hours.
PHY1053L Elementary College Physics Laboratory I
1 credit hour(s) | Fall | Corequisite(s): PHY1053.
Reinforces main concepts taught in PHY1053. Lab: 3 hours.

PHY1054 Elementary College Physics II
3 credit hour(s) | Spring | Prerequisite(s): grade of C or better in PHY1053 or PHY2048.
Corequisite(s): PHY1054L.
Continuation of PHY1053. Topics include thermodynamics, electricity and magnetism and optics. Cannot be used to satisfy degree requirements by students who already have credit in PHY2049. Lecture: 3 hours.

PHY1054L Elementary College Physics Laboratory II
1 credit hour(s) | Spring | Corequisite(s): PHY1054.
Reinforces main concepts taught in PHY1054. Lab: 3 hours.

PHY2048 General Physics I
4 credit hour(s) | Fall | Spring | Prerequisite(s): documented exemption, appropriate placement test scores, or completion of developmental education reading and writing.
Corequisite(s): PHY2048L.
Prerequisite/Corequisite(s): MAC2311.
Physics with calculus for students who plan to major in a physical science, engineering or related fields. Topics include mechanics, gravitation, fluids, waves and thermodynamics. Calculus is used. Lecture: 4 hours. Recitation: 1 hour. Additional fee.

PHY2048L General Physics Laboratory I
1 credit hour(s) | Fall | Spring | Corequisite(s): PHY2048.
Reinforces main concepts taught in PHY2048. Lab: 3 hours.

PHY2049 General Physics II
4 credit hour(s) | Fall | Spring | Prerequisite(s): grade of C or better in MAC2311, PHY2048 and PHY2048L.
Corequisite(s): PHY2049L.
Topics include electricity, magnetism, circuits, interference phenomena and optics. Lecture: 4 hours. Recitation: 1 hour. Additional fee.

PHY2049L General Physics Laboratory II
1 credit hour(s) | Fall | Spring | Prerequisite(s): grade of C or better in PHY2048L.
Corequisite(s): PHY2049.
Reinforces main concepts taught in PHY2049. Lab: 3 hours.

PSC1121 Introduction to Physical Sciences
3 credit hour(s) | Fall | Spring | Summer | Prerequisite(s): documented exemption, appropriate placement test scores, or completion of developmental education reading, writing and mathematics.
Basic concepts of the physical sciences (the laws of motion, energy, electricity, magnetism, light, the chemical bond and atomic structure) are related to everyday applications of science and technology and the exploration of our universe. Lecture: 3 hours.

Political Science

CPO2001 Introduction to Comparative Politics
3 credit hour(s) | Fall | Spring | Prerequisite(s): documented exemption, appropriate placement scores, or completion of developmental education reading and writing.
This course will introduce the student to the fundamental concepts put forth in the sub-field of comparative politics. The course examines the political structure of several states and political systems, both in the developed and developing world. The student is exposed to comparative systems of governance and civil society. Lecture: 3 hours. Substantial writing component. Fulfills state writing requirement.

INR2002 International Relations
3 credit hour(s) | Fall | Spring | Prerequisite(s): documented exemption, appropriate placement scores, or completion of developmental education reading and writing.
A study of the basic principles of international relations, a consideration power and foreign policy, various forms of relations between states. Lecture: 3 hours. Substantial writing component. Fulfills state writing requirement.

POS1041 National Government
3 credit hour(s) | Fall | Spring | Summer | Prerequisite(s): documented exemption, appropriate placement test scores, or completion of developmental education reading and writing.
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. Substantial writing component. Fulfills state writing requirement.

POS1112 State and Local Government
3 credit hour(s) | Fall | Spring | Summer | Prerequisite(s): documented exemption, appropriate placement test scores, or completion of developmental education reading and writing.
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. Substantial writing component. Fulfills state writing requirement.

**POS1601 Foundations of the United States Constitution**

1 credit hour(s) | Fall | Spring | Summer
Prerequisite(s): documented exemption, appropriate placement test scores, or completion of developmental education reading and writing.

A study of the basic principles of the United States Constitution and how they relate to the individual in today's society. Lecture: 1 hour.

**POS2001 Introduction to Political Science**

3 credit hour(s) | Fall | Spring | Summer
Prerequisite(s): documented exemption, appropriate placement test scores, or completion of developmental education reading and writing.

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. Substantial writing component. Fulfills state writing requirements.

**POS2930 Special Topics in Political Science**

3 credit hour(s) | Fall | Spring | Summer
Special topics for students who wish to further explore the field of political science through discussion, observation or research. Focus placed on topical problems, current issues, or emerging political/social trends. Lecture: 1–3 hours.

**POS2949 College Internship in Political Science**

3 credit hour(s) | Fall | Spring | Offered by DIS only.
Course provides applied work experience within the political process, either through the private or public sector. Evaluation of student performance will be based on predefined learning objectives and documented with specific information acquired from the student and employer. The student will be expected to commit 10 to 20 hours per week to the internship. Permission by instructor is required.

**Private Security**

**CJD0801 Armed Private Security Officer**

0 credit hour(s)

The Florida "G" license is a 28-hour course designed to prepare students for licensure as armed security officers. Students will review legal aspects, operational firearms safety, mechanical training and firearms qualification. Students will qualify with a .38 caliber firearm. (Students are allowed to bring their own weapons, but these must be inspected and approved by an instructor before use on the range.) Students are required wear the Academy's t-shirt and hat while on the firing range. Contact: 28 clock hours. Does not count toward A.A. or A.S. degree. Students attending this class must complete and submit the Federal Gun Control Act Form.

**CJD0803 Private Security Officer**

0 credit hour(s)

The Florida "D" license is a 40-hour course designed to prepare students for licensure as unarmed security officers. Students will gain a better understanding of the criminal justice system, including learning about patrol techniques, ethics and professional conduct, chapter 493 of Florida Statutes, emergency procedures, fire prevention, crime and accident prevention, terrorism in the United States and more. Through TCC's Private Security Officer Training Programs, students meet the minimum standards for licensure through the Florida Department of Agriculture and Consumer Services. This license ensures that the public is served by private security officers who are ethical, qualified and well-trained. Contact: 40 clock hours. Does not count toward A.A. or A.S. degree. Students attending this class must complete and submit the Federal Gun Control Act Form.

**Psychology**

**CLP1001 Psychology of Personal and Social Adjustment**

3 credit hour(s) | Fall | Spring | Summer
Prerequisite(s): documented exemption, appropriate placement scores, or completion of developmental education reading and writing.

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 credit hour(s) | Fall | Spring | Summer
Prerequisite(s): documented exemption, appropriate placement test scores, or completion of developmental education reading and writing.

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 credit hour(s) | Fall | Spring | Summer
Prerequisite(s): documented exemption, appropriate placement test scores, or completion of developmental education reading and writing.
Reading and writing.
Designed to introduce the study of behavior to both majors and nonmajors. Explores the interrelationships among personality, learning, perception, nervous system, emotions and other factors of human behavior. Lecture: 3 hours. Substantial writing component. Fulfills state writing requirement.

PSY 2930 Special Topics in Psychology
3 credit hour(s) | Fall | Spring | Summer Special topics for students who wish to further explore the field of psychology through discussion, observation or research. Focus is placed on topical problems, current issues or emerging trends. Lecture: 1-3 hours.

SOP 2002 Social Psychology
3 credit hour(s) | Fall | Spring Prerequisite(s): documented exemption, appropriate placement test scores, or completion of developmental education reading and writing.
A psychological developmental approach to the unique aspects of the female experience. An emphasis on research in the area will be used to explore the historical, social and psychological aspects of female development in American society. Theories of development, psychological influences, sex difference, female achievement and androgyny will be discussed. Lecture: 3 hours. Substantial writing component. Fulfills state writing requirement.

SOP 2740 Psychology of Women
3 credit hour(s) | Fall | Spring Prerequisite(s): documented exemption, appropriate placement test scores, or completion of developmental education reading and writing.
This course is an in-depth examination of the psychological, social and cultural forces that shape the experiences of African Americans. Emphasis will be placed on understanding contemporary African American experiences from historical and Africentric perspectives. Lecture: 3 hours. Substantial writing component. Fulfills state writing requirement.

SOP 2780 Psychology of the African American Experience
3 credit hour(s) | Fall | Spring | Summer Prerequisite(s): documented exemption, appropriate placement test scores, or completion of developmental education reading and writing.
Social relations, African American achievement, and current events will be discussed. Contact: 3 hours.

Public Administration

PAD 2002 Introduction to Public Administration
3 credit hour(s) | Fall 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.

PAD 2949 College Internship in State & Local Government
3 credit hour(s) | Spring | Offered by DIS only. Prerequisite(s): 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.

Public Safety

CJD 0234 Basic Recruit State Exam Review
0 credit hour(s) Prerequisite(s): Admission into a FPSI program. This is a review of all curriculum previously delivered, in order to prepare students to take the state officer certification examination (SOCE). Contact: 40 clock hours. Does not count toward A.A. or A.S. degree.

CJD 0241 Application-based Scenario
0 credit hour(s) Prerequisite(s): Admission into a FPSI program. This course tests students' practical application skills by placing them in scenarios designed to test material taught in the classroom. Contact: 24 clock hours. Does not count toward A.A. or A.S. degree.

Public Safety Telecommunications

CJD 0199 Emergency Medical Dispatcher
0 credit hour(s) Prerequisite(s): admission to FPSI program. Students undergo CPR training and become familiar with landing zones. 24 clock hours Does not count toward A.A. or A.S. degree.
CJD0520 Public Safety Telecommunications  
0 credit hour(s)  
Prerequisite(s): admission to FPSI program. Students will become familiar with the professional ethics and the role of telecommunicator, the guidelines and operational standards of call classification and prioritization, and fire department role and responses. Other topics include hazardous materials awareness, communication equipment and resources, communication and interpersonal skills, operational skills, emergency medical services role and responses, law enforcement role and responses, stress management techniques, duties and responsibilities of a public safety telecommunicator, and emergency management practices. 208 clock hours. Does not count toward A.A. or A.S. degree.

Radiologic Technology

RTE1000 Orientation to Radiography  
3 credit hour(s) | Spring Prerequisite(s): admission to the program. Corequisite(s): RTE1418, RTE1503, RTE1503L, RTE1804. Provides an overview of the historical development of radiography, x-ray equipment and production, basic radiation protection, ethical and legal issues for healthcare professionals, and an orientation to the program and to the healthcare system. Provides instruction in patient assessment, infection control procedures, emergency and safety procedures, communication and patient interaction skills, basic pharmacology, and medical terminology. Students must achieve a grade of at least 75% in this course to advance in the program. Does not count toward A.A. degree.

RTE1418 Principles of Radiographic Exposure I  
3 credit hour(s) | Summer Prerequisite(s): RTE1000, RTE1503, RTE1503L, RTE1804. Corequisite(s): RTE1513, RTE1513L, RTE1814. This course introduces principles of radiographic exposure and processing. Topics include radiographic density, contrast, definition, distortion, film and latent image formulation of radiologic technical factors. Students must achieve a grade of at least 75% in this course to advance in the program. Does not count toward A.A. degree.

RTE1458 Principles of Radiographic Exposure II  
3 credit hour(s) | Spring Prerequisite(s): RTE 1824, RTE 2523, and RTE 2523L. Corequisite(s): RTE1458L, RTE2385, RTE2834. This course provides advanced, comprehensive instruction and discussion in principles of radiographic exposure, properties of x-ray tubes, principles of image intensification and fluoroscopy, digital imaging, and the production and characteristics of radiation. Tube rating charts, technique charts, principles of darkroom processing, and topics in quality assurance are included. Advanced principles of radiographic exposure will also be presented to include the prime factors, image appearance standards of density, contrast, recorded detail, and distortion, film, intensifying screens, film processing, grids, AEC, beam limitation and scatter radiation. Students must achieve a grade of at least 75% in this course to advance in the program. Does not count toward A.A. degree.

RTE1458L Principles of Radiographic Exposure II Lab  
1 credit hour(s) | Spring Prerequisite(s): RTE1824, RTE2523, RTE2523L. Corequisite(s): RTE1458, RTE2385, RTE2834. This course provides an opportunity to apply radiographic exposure principles in the energized laboratory. Topics include film, screens, darkroom processing, digital, and computerized radiography. Students must achieve a grade of at least 75% in this course to advance in the program. Additional fee. Does not count toward A.A. degree.

RTE1503 Radiographic Positioning I  
3 credit hour(s) | Spring Prerequisite(s): admission to the program. Corequisite(s): RTE1000, RTE1503L, RTE1804. This course provides students with instruction in radiographic examinations of the chest, abdomen, and upper and lower extremities. Patient habitus, positioning, equipment manipulation and radiographic quality image evaluation will be introduced. Critical thinking and communication skills related to procedure performance, patient care and radiation protection will be emphasized. Students must achieve a grade of at least 75% in this course to advance in the program. Does not count toward A.A. degree.

RTE1503L Radiographic Positioning I Lab  
1 credit hour(s) | Spring Prerequisite(s): admission to the program. Corequisite(s): RTE1000, RTE1503, RTE1804. This course provides instruction in and simulation of radiographic examinations of the chest, abdomen, and upper and lower extremities. Emphasis is on radiographic anatomy, surface landmarks, positioning technique, pathology and critique of films. Includes discussion of patient care and medical terminology related to course topics. Students must achieve a grade of at least 75% in this course to advance in the program. Additional fee. Does not count toward A.A. degree.
RTE1513 Radiographic Positioning II
3 credit hour(s) | Summer Prerequisite(s): RTE1000, RTE1503, RTE1503L, RTE1804.
Corequisite(s): RTE1513L, RTE1418, RTE1814.
This is a study of radiographic anatomy, physiology and positioning for radiologic examinations of the hip, pelvis, bony thorax and spine. Patient habitus, positioning, equipment manipulation and radiographic quality image evaluation will be introduced. Critical thinking and communication skills related to procedure performance, patient care and radiation protection will be emphasized. Students must achieve a grade of at least 75% in this course to advance in the program. Does not count toward A.A. degree.

RTE1513L Radiographic Positioning II Lab
1 credit hour(s) | Summer Prerequisite(s): RTE1000, RTE1418, RTE1503, RTE1503L, RTE1804.
Corequisite(s): RTE1418, RTE1513, RTE1814.
This course provides instruction in and simulation of radiographic examinations of the hip, pelvis, bony thorax and spine. Emphasis is on radiographic anatomy, surface landmarks, positioning technique, pathology and critique of films. Includes discussion of patient care and medical terminology related to course topics. Students must achieve a grade of at least 75% in this course to advance in the program. Additional fee. Does not count toward A.A. degree.

RTE1613 Radiation Physics
2 credit hour(s) | Fall Prerequisite(s): RTE1513, RTE1513L, RTE1814.
Corequisite(s): RTE1824, RTE2523, RTE2523L.
This introductory course focuses on the basic elements of physics. Topics include units of measurement, atomic structure, nature and characteristics of radiation, x-ray properties, x-ray machine components, x-ray tube, the production of x-rays, and fluoroscopy. Introductory digital radiography, digital image processing, image storage and management will be discussed. Students must achieve a grade of at least 75% in this course to advance in the program. Does not count toward A.A. degree.

RTE1804 Radiographic Clinical Education I
2 credit hour(s) | Spring Prerequisite(s): admission to the program.
Corequisite(s): RTE1000, RTE1503, RTE1503L.
This is a course introducing students to local clinical facilities and providing an opportunity to apply theoretical concepts taught in classroom courses. Topics include positioning of chest, abdomen, upper and lower extremities for competencies. Basic patient care procedures, radiation protection practices, and radiologic exposure and processing principles are introduced. Students must achieve a grade of at least 75% in this course to advance in the program. Additional fee. Does not count toward A.A. degree.

RTE1814 Radiographic Clinical Education II
1 credit hour(s) | Summer Prerequisite(s): RTE1000, RTE1503, RTE1503L.
Corequisite(s): RTE1418, RTE1513, RTE1513L.
Students will apply positioning skills as in previous practicum courses. Topics include positioning of upper and lower extremities for competencies. Intermediate-level patient care procedures, radiation protection practices, radiologic exposure principles and the use of radiographic accessories are introduced. Students must achieve a grade of at least 75% in this course to advance in the program. Additional fee. Does not count toward A.A. degree.

RTE1824 Radiographic Clinical Education III
3 credit hour(s) | Fall Prerequisite(s): RTE1513, RTE1513L, RTE1418, RTE1814.
Corequisite(s): RTE1613, RTE2523, RTE2523L.
Students will apply positioning skills as in previous practicum courses. Topics include positioning of chest, abdomen, upper and lower extremities, hip, pelvis, bony thorax, spine, skull and facial bones, and fluoroscopy for competencies. Intermediate-level patient care procedures, radiation protection practices, radiologic exposure principles and the use of radiographic accessories are introduced. Students must achieve a grade of at least 75% in this course to advance in the program. Additional fee. Does not count toward A.A. degree.

RTE2061 AART Exam Review
4 credit hour(s) | Fall Prerequisite(s): RTE 2572, RTE 2782, RTE2844, RTE2930.
Corequisite(s): RTE 2562C, RTE2854, RTE2931.
A review of the topics studied throughout the radiography program to help students prepare for the American Registry of Radiologic Technologists (ARRT) certification exam and to transition to the role of professional caregiver. Topics include radiation protection, equipment operation and quality control, image production and evaluation, radiographic procedures, and patient care and education. Students must achieve a grade of at least 75% in this course to advance in the program. Does not count toward A.A. degree.

RTE2385 Radiation Biology
3 credit hour(s) | Spring Prerequisite(s): RTE1824, RTE 2523, RTE 2523L.
Corequisite(s): RTE1458, RTE1458L, RTE2834.
This course introduces fundamental principles of
radiobiology and radiation protection. Topics include early and late effects of radiation exposure, basic interactions of ionizing radiation with biological systems, factors modifying the body's response to radiation, principles of radiation protection and radiation monitoring, and identifying the different units of measurement of all types of radiation. Students must achieve a grade of at least 75% in this course to advance in the program. Does not count toward A.A. degree.

RTE2523 Radiographic Positioning III
3 credit hour(s) | Fall Prerequisite(s): RTE1418, RTE1513L, RTE1814.
Corequisite(s): RTE1613, RTE1824, RTE2523L.
This is a study of radiographic anatomy, physiology and positioning for radiologic examinations of the skull, facial bones, and urinary and digestive systems. Procedures requiring the use of contrast materials within the digestive and urinary systems, as well as the pharmacology of contrast agents, will be studied. Advanced procedures such as mammography, angiography and computed tomography will be presented. Patient habitus, positioning, equipment manipulation and radiographic quality image evaluation will be introduced. Critical thinking and communication skills related to procedure performance, patient care and radiation protection will be emphasized. Students must achieve a grade of at least 75% in this course to advance in the program. Does not count toward A.A. degree.

RTE2523L Radiographic Positioning III Lab
1 credit hour(s) | Fall Prerequisite(s): RTE1418, RTE1513, RTE1513L, RTE1814.
Corequisite(s): RTE1613, RTE1824, RTE2523.
This is a laboratory study of radiographic anatomy and positioning for radiologic examinations of the skull, facial bones, and urinary and digestive systems. Procedures requiring the use of contrast materials within the digestive and urinary systems, as well as the pharmacology of contrast agents, will be presented. Emphasis is on radiographic anatomy, surface landmarks, positioning technique, pathology and critique of films. Includes discussion of patient care and medical terminology related to course topics. Students must achieve a grade of at least 75% in this course to advance in the program. Does not count toward A.A. degree.

RTE2562C Radiographic Special Procedures I
1 credit hour(s) | Fall Prerequisite(s): RTE2782, RTE2844, RTE2930.
Corequisite(s): RTE2061, RTE2854, RTE2931.
This lab is designed to prepare the radiologic technology student to think critically in adaptive radiography situations such as trauma. By combining real-world strategies and tricks with theoretical information, students will learn how to adapt to less-than-ideal conditions encountered in clinical settings. Lab experiments, simulations, image analysis and online learning will be used. Students must achieve a grade of at least 75% in this course to advance in the program. 7.5 lecture hours; 22.5 lab hours Does not count toward A.A. degree.

RTE2572 Imaging Modalities and Cross-Sectional Anatomy
1 credit hour(s) | Summer Prerequisite(s): RTE 1458, RTE 1458L, RTE 2385, and RTE 2834.
Corequisite(s): RTE2572, RTE2844, RTE2930.
This course introduces radiographic students to imaging modalities with an emphasis in computed tomography and cross-sectional anatomy. Students must achieve a grade of at least 75% in this course to advance in the program. Does not count toward A.A. degree.

RTE2782 Radiographic Pathology
2 credit hour(s) | Summer Prerequisite(s): RTE1458, RTE1458L, RTE 2385, RTE 2834.
Corequisite(s): RTE2572, RTE2844, RTE2930.
This course introduces the disease processes most frequently encountered in the radiology department. The etiology, pathogenesis, treatment and resolution of each disease are 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. Students must achieve a grade of at least 75% in this course to advance in the program. Does not count toward A.A. degree.

RTE2834 Radiographic Clinical Education IV
3 credit hour(s) | Spring Prerequisite(s): RTE1613, RTE1824, RTE2523, RTE2523L.
Corequisite(s): RTE1458, RTE1458L, RTE2385.
Topics include positioning of the traumatized patient, adaptation of technical factors to obtain optimum film quality, advanced specialized radiologic procedures, mobile radiography and surgical procedures. Students must achieve a grade of at least 75% in this course to advance in the program. Additional fee. Does not count toward A.A. degree.

RTE2844 Radiographic Clinical Education V
2 credit hour(s) | Summer Prerequisite(s): RTE1458, RTE1458L, RTE2385, RTE2834.
Corequisite(s): RTE 2572, RTE 2782, RTE2930.
Students will apply positioning skills as in the previous practicum courses. Topics include previous positioning
skills, plus 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. Students must achieve a grade of at least 75% in this course to advance in the program. Additional fee. Does not count toward A.A. degree.

RTE2854 Radiographic Clinical Education VI
2 credit hour(s) | Fall Prerequisite(s): RTE 2572, RTE 2782, RTE2930, RTE2844.
Corequisite(s): RTE2061, RTE2562C, RTE2931.
This course prepares students for careers as medical radiographers. All clinical aspects are reviewed and emphasis is placed on radiography of the difficult patient, sound radiation protection practices, and application of sound patient care procedures in the radiology department. Students must achieve a grade of at least 75% in this course to advance in the program. Does not count toward A.A. degree.

RTE2930 Radiographic Image Analysis I
3 credit hour(s) | Summer Prerequisite(s): RTE1458, RTE1458L, RTE2834, RTE2385.
Corequisite(s): RTE2844, RTE2572, RTE2782.
This course teaches proper film critique, including both geometric and photographic factors, along with proper positioning protocols. Radiographs of the upper and lower extremity, hip and pelvis will be reviewed. Students must achieve a grade of at least 75% in this course to advance in the program. Does not count toward A.A. degree.

RTE2931 Radiographic Image Analysis II
3 credit hour(s) | Fall Prerequisite(s): RTE2572, RTE2782, RTE2844, RTE2930.
Corequisite(s): RTE2061, RTE2854, RTE2562C.
This course teaches proper film critique, including both geometric and photographic factors, along with proper positioning protocols. Films of the chest, abdomen, spinal column, sternum, ribs, cranium and digestive system will be reviewed. Students must achieve a grade of at least 75% in this course to advance in the program. Does not count toward A.A. degree.

Religion

REL2210 Introduction to the Old Testament
3 credit hour(s) | Fall | Spring | Summer Prerequisite(s): satisfactory completion of the general education communications requirement.
A study of the context, content, authorship, date, purpose and themes of the thirty-nine books comprising a major part of Christian and Hebrew scripture (the Old Testament or Tanak). Lecture: 3 hours. Substantial writing component. Fulfills state writing requirement. Satisfies the general education humanities requirement.

REL2240 Introduction to the New Testament
3 credit hour(s) | Fall | Spring | Summer Prerequisite(s): satisfactory completion of the general education communications requirement.
A study of the context, content, authorship, date, purpose and themes of the twenty-seven books comprising a major part of Christian scripture (the New Testament). Lecture: 3 hours. Substantial writing requirement. Fulfills state writing requirement. Satisfies the general education humanities requirement.

REL2300 World Religions
3 credit hour(s) | Fall | Spring | Summer Prerequisite(s): satisfactory completion of the general education communications requirement.
The course is designed to introduce the student to the academic study of religion and to the sociological, theoretical and practical dimensions of the world's religions. Involves discussion of such religious expressions as Christianity, Islam, Hinduism, Buddhism, Taoism, Sikhism, Judaism, Confucianism, Jainism, Bahá'í, Shinto, native African religion, native American religion and others. Lecture: 3 hours. Substantial writing component. Fulfills state writing requirement. Satisfies the general education humanities requirement.

Respiratory Care

RET1026 Fundamentals of Respiratory Care
4 credit hour(s) | Fall Prerequisite(s): admission to Respiratory Care program.
Corequisite(s): RET1026L, RET1483, RET1874, RET2485.
This course focuses on history, ethics, organization and credentialing guidelines. It also focuses on medical gas preparation, usage and safety, physical principles of medical gas therapy, oxygen delivery systems, breathing modalities, patient assessment, arterial blood gas drawing techniques and chest physiotherapy and postural drainage. Case studies are used to incorporate the critical thinking process. Contact: 4 hours per week. Does not count toward A.A. degree.

RET1026L Fundamentals of Respiratory Care Lab
1 credit hour(s) | Fall Prerequisite(s): admission to Respiratory Care program.
Corequisite(s): RET1026, RET1483, RET1874, RET2485.
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.
hours per week. Additional fee. Does not count toward A.A. degree.

RET1293 Respiratory Diseases
4 credit hour(s) | Summer Prerequisite(s): grade of C or better in RET1350, RET1450, RET1875, RET2027, RET2264, RET2264L.
Corequisite(s): RET1434, RET2265, RET2265L, RET2876.
Covers the disease processes encountered in the acute and subacute setting. Emphasis is on 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. Does not count toward A.A. degree.

RET1350 Cardiopulmonary Pharmacology
4 credit hour(s) | Spring Prerequisite(s): grade of C or better in RET1026, RET1026L, RET1483, RET1874, RET2485.
Corequisite(s): RET1450, RET1875, RET2027, RET2264, RET2264L.
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. Does not count toward A.A. degree.

RET1434 Clinical Assessment in Respiratory Care III
1 credit hour(s) | Summer Prerequisite(s): grade of C or better in RET1350, RET1450, RET1875, RET2027, RET2264, RET2264L.
Corequisite(s): RET1293, RET2265, RET2265L, RET2876.
Focuses on more advanced assessment techniques for the individual with cardiopulmonary disorders, including chest x-ray examination, magnetic resonance imaging, lung scans, angiography, and the effects and complications of mechanical ventilation. Takes a more detailed approach to evaluating airway, breathing and circulation in the critically ill patient. Case studies parallel diseases taught in RET1293 Respiratory Diseases and concepts presented in RET2265 Advanced Procedures in Respiratory Care II. Contact: 3 hours per week. Does not count toward A.A. degree.

RET1450 Clinical Assessment in Respiratory Care II
1 credit hour(s) | Spring Prerequisite(s): grade of C or better in RET1026, RET1026L, RET1483, RET1874, RET2485.
Corequisite(s): RET1350, RET1875, RET2027, RET2264, RET2264L.
Clinical laboratory studies will be discussed, along with their relationship to assessment of the patient with cardiopulmonary disease. The student will also learn to recognize the physiologic effects of positive pressure ventilation on various body systems. The SOAP note will be introduced for assessment of the cardiopulmonary patient. Case studies will be used to incorporate concepts and information for critical thinking. Contact: 3 hours per week. Does not count toward A.A. degree.

RET1483 Clinical Assessment in Respiratory Care I
1 credit hour(s) | Fall Prerequisite(s): admission to Respiratory Care program.
Corequisite(s): RET1026, RET1026L, RET1874, RET2485.
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. Does not count toward A.A. degree.

RET1874 Clinical Practice I
1 credit hour(s) | Fall Prerequisite(s): admission to Respiratory Care program.
Corequisite(s): RET1026, RET1026L, RET1483, RET2485.
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. Does not count toward A.A. degree.

RET1875 Clinical Practice II
1 credit hour(s) | Spring Prerequisite(s): grade of C or better in RET1026, RET1026L, RET1483, RET1874, RET2485.
Corequisite(s): RET1350, RET1450, RET2027, RET2264, RET2264L.
Requires students to recognize and practice floor therapy procedures introduced in RET1026L. Students will attend 8 hours of clinical rotation for 10 weeks at various clinical sites and participate in a variety of clinical scenarios using the Human Patient Simulator. Contact:
12 hours per week. Additional fee. Does not count toward A.A. degree.

RET2027 Instrumentation
1 credit hour(s) | Spring Prerequisite(s): grade of C or better in RET1026, RET1026L, RET1483, RET1874, RET2485.
Corequisite(s): RET1350, RET1450, RET1875, RET2264, RET2264L.
Focuses on therapeutic and diagnostic instruments encountered in respiratory care practice. These include pulse oximetry, capnography, blood gas machine, co-oximeter, ECG interpretation, hyperbaric oxygen therapy and noninvasive cardiac output system. Case studies and simulations are used to incorporate the critical thinking process. Contact: 1 hour per week. Does not count toward A.A. degree.

RET2264 Advanced Procedures in Respiratory Care I
3 credit hour(s) | Spring Prerequisite(s): grade of C or better in RET1026, RET1026L, RET1483, RET1874, RET2485.
Corequisite(s): RET1350, RET1450, RET1875, RET2027, RET2264L.
Covers 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. Begins the process of initial assessment of the mechanically ventilated patient. Case studies will be used to incorporate the critical thinking process. Contact: 3 hours per week. Does not count toward A.A. degree.

RET2264L Advanced Procedures in Respiratory Care I Lab
1 credit hour(s) | Spring Prerequisite(s): grade of C or better in RET1026, RET1026L, RET1483, RET1874, RET2485.
Corequisite(s): RET1350, RET1450, RET1875, RET2027, RET2264L.
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. Does not count toward A.A. degree.

RET2265 Advanced Procedures in Respiratory Care II
2 credit hour(s) | Summer Prerequisite(s): grade of C or better in RET1350, RET1450, RET1875, RET2027, RET2264, RET2264L.
Corequisite(s): RET1293, RET1434, RET2265, RET2876.
Covers 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. Does not count toward A.A. degree.

RET2265L Advanced Procedures in Respiratory Care II Lab
1 credit hour(s) | Summer Prerequisite(s): grade of C or better in RET1350, RET1450, RET1875, RET2027, RET2264, RET2264L.
Corequisite(s): RET1293, RET1434, RET2265, RET2876.
Students will apply concepts learned in RET2265 with case studies using simulators, mechanical ventilators and all peripheral equipment. Contact: 4 hours per week. Additional fee. Does not count toward A.A. degree.

RET2414 Pulmonary Functions
2 credit hour(s) | Spring Prerequisite(s): grade of C or better in RET2442, RET2442L, RET2534, RET2714, RET2714L, RET2877.
Corequisite(s): RET2418, RET2878, RET2936.
Focuses 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, and equipment used to perform these tests. Case studies are used to incorporate the critical thinking process. Contact: 2 hours per week. Additional fee. Does not count toward A.A. degree.

RET2418 Clinical Assessment V
1 credit hour(s) | Spring Prerequisite(s): grade of C or better in RET2442, RET2442L, RET2534, RET2714, RET2714L, RET2877.
Corequisite(s): RET2414, RET2878, RET2936.
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. Does not count toward A.A. degree.

RET2442 Cardiopulmonary Hemodynamics
2 credit hour(s) | Fall Prerequisite(s): grade of C or better in RET1293, RET1434, RET2265, RET2265L, RET2876.
Corequisite(s): RET2442L, RET2534, RET2714,
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 include various types of pressure monitoring, cardiac output monitoring, intra-aortic balloon pumping, open heart and thoracic surgery, fluid and electrolytes and pharmacologic intervention. Critical-thinking skills are applied with assessment, monitoring and management of the patient with hemodynamic instabilities. Contact: 2 hours per week. Does not count toward A.A. degree.

**RET2442L. Cardiopulmonary Hemodynamics Lab**
1 credit hour(s) | Fall Prequisite(s): grade of C or better in RET1293, RET1434, RET2265, RET2265L, RET2876.
Corequisite(s): RET2442, RET2534, RET2714, RET2714L, RET2877.
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. Does not count toward A.A. degree.

**RET2485 Cardiopulmonary Physiology**
4 credit hour(s) | Fall Prerequisite(s): admission to Respiratory Care program.
Corequisite(s): RET1026, RET1026L, RET1483, RET1874.
Focuses on anatomy of the cardiopulmonary system, mechanics of ventilation, lung volumes and dead space, diffusion of pulmonary gases, and oxygen transport. Case studies will be used to incorporate the critical thinking process. Contact: 4 hours per week. Does not count toward A.A. degree.

**RET2534 Clinical Assessment in Respiratory Care IV**
1 credit hour(s) | Fall Prerequisite(s): grade of C or better in RET1293, RET1434, RET2265, RET2265L, RET2876.
Corequisite(s): RET2442, RET2442L, RET2714, RET2714L, RET2877.
Focuses on critical thinking skills, using therapist-driven protocols in managing case studies of cardiopulmonary patients. Also focuses on respiratory monitoring, cardiac assessment and hemodynamic assessment in the intensive care unit. Contact: 3 hours per week. Does not count toward A.A. degree.

**RET2714 Pediatrics and Neonatology**
3 credit hour(s) | Fall Prerequisite(s): grade of C or better in RET1293, RET1434, RET2265, RET2265L, RET2876.
Corequisite(s): RET2442, RET2442L, RET2534, RET2714, RET2714L, RET2877.
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. Does not count toward A.A. degree.

**RET2714L. Pediatrics and Neonatology Lab**
1 credit hour(s) | Fall Prerequisite(s): grade of C or better in RET1293, RET1434, RET2265, RET2265L, RET2876, ENC1101.
Corequisite(s): RET2442, RET2442L, RET2534, RET2714, RET2877.
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. Does not count toward A.A. degree.

**RET2876 Clinical Practice III**
1 credit hour(s) | Summer Prerequisite(s): grade of C or better in RET1350, RET1450, RET1875, RET2027, RET2264, RET2264L.
Corequisite(s): RET1293, RET1434, RET2265, RET2265L.
Students will attend 8 hours of clinical rotation for 8 weeks, 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. Does not count toward A.A. degree.

**RET2877 Clinical Practice IV**
2 credit hour(s) | Fall Prerequisite(s): grade of C or better in RET1293, RET1434, RET2265, RET2265L, RET2876.
Corequisite(s): RET2442, RET2442L, RET2534, RET2714, RET2714L.
Continuation of critical care rotations, along with specialty areas like sleep study, physician rounds and home health rotations. Students will attend 8 hours of clinical rotation for 10 weeks in the intensive care units. They will also attend a weekly 4-hour lab using the human patient simulators. In lab, they will participate in a variety of scenarios, practicing crisis management and teamwork, as well as present case studies. Contact: 12 hours per week. Additional fee. Does not count toward A.A. degree.
RET2878 Clinical Practice V
2 credit hour(s) | Spring Prerequisite(s): grade of C or better in RET2442, RET2442L, RET2534, RET2714, RET2714L, RET2877.
Corequisite(s): RET2414, RET2418, RET2936.
Prepares students for intubation and code management. Once the course is complete, students will receive a certificate of completion in intubation and will be certified in ACLS. The students will attend 12 hours of clinical rotation for 10 weeks 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: 20 hours per week. Additional fee. Does not count toward A.A. degree.

RET2936 Topics in Respiratory Care
3 credit hour(s) | Spring Prerequisite(s): grade of C or better in RET2442, RET2442L, RET2534, RET2714, RET2714L, RET2877.
Corequisite(s): RET2414, RET2418, RET2878.
Prepares 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. Does not count toward A.A. degree.

Social Work

SOW1031 Introduction to Social Work
3 credit hour(s) | Fall | Spring Prerequisite(s): documented exemption, appropriate placement test scores, or completion of developmental education reading and writing.
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

SYG1000 Principles of Sociology
3 credit hour(s) | Fall | Spring | Summer Prerequisite(s): documented exemption, appropriate placement test scores, or completion of developmental education reading and writing.
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. Substantial writing component. Fulfills state writing requirement.

SYG2010 Contemporary Social Problems
3 credit hour(s) | Fall | Spring | Summer Prerequisite(s): documented exemption, appropriate placement test scores, or completion of developmental education reading and writing.
This course studies how some social situations and conditions come to be defined as social problems and analyzes their causes and possible solutions, with emphasis on contemporary social problems in the United States. It examines the roles that inequalities of power and competing political perspectives play in defining and solving social problems. Lecture: 3 hours. Substantial writing component. Fulfills state writing requirement.

SYG2012 Global Issues
3 credit hour(s) | Fall | Spring | Summer Prerequisite(s): documented exemption, appropriate placement test scores, or completion of developmental education reading and writing.
This course prepares students for upper-division coursework in related topic areas by providing a general introduction to the study of global-level problems and social change. Includes an overview of the major trends, theories, issues and controversies surrounding the economic, political and cultural facets of globalization. Students will be introduced to important challenges facing humankind and will explore these challenges in research projects focused on specific countries or regions. Lecture: 3 hours.

SYG2230 Race and Minority Group Relations
3 credit hour(s) | Fall | Spring | Summer Prerequisite(s): documented exemption, appropriate placement test scores, or completion of developmental education reading and writing.
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. Substantial writing component. Fulfills state writing requirement.

SYG2340 Human Sexuality
3 credit hour(s) | Fall | Spring | Summer Prerequisite(s): documented exemption, appropriate placement test scores, or completion of developmental education reading and writing.
reading and writing.
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. Substantial writing component. Fulfills state writing requirement.

SYG2361 Thanatology: Dying and Death
3 credit hour(s) | Fall | Spring | Summer Prerequisite(s): documented exemption, appropriate placement test scores, or completion of developmental education reading and writing.
A sociological view of the conceptual, medical, legal and practical problems involved with the dying, the deceased and the survivors. Lecture: 3 hours. Substantial writing component. Fulfills state writing requirement.

SYG2430 Marriage and the Family
3 credit hour(s) | Fall | Spring | Summer Prerequisite(s): documented exemption, appropriate placement test scores, or completion of developmental education reading and writing.
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. Substantial writing component. Fulfills state writing requirement.

SYG2930 Special Topics in Sociology
3 credit hour(s) | Fall | Spring | Summer 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.

Speech

ORI2000 Introduction to Oral Interpretation
3 credit hour(s) | Fall | Spring 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 credit hour(s) | Fall | Spring | Summer Prerequisite(s): documented exemption, appropriate placement test scores or completion of developmental education writing.
Designed to promote understanding of the transactional nature of speech communication. Provides concepts and experiences to help students communicate more effectively in interpersonal as well as public settings. Student participation centers on verbal and nonverbal aspects of speaking and listening. Lecture: 3 hours.

SPC1062 Business and Professional Speaking
3 credit hour(s) | Fall | Spring Prerequisite(s): documented exemption, appropriate placement test scores, or completion of developmental education reading and writing.
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 credit hour(s) | Fall 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 credit hour(s) | Fall | Spring 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 credit hour(s) | Fall This course is designed to help students master the various parts of competitive intercollegiate speech and debate. Students whom enroll in this course are afforded the opportunity to compete on the college's nationally-recognized speech and debate team. Areas of instruction include traditional debate, oral interpretation of literature (acting), and public speaking. Students do not need to have prior experience in the activity. This course may be repeated for additional college credit. Contact: 3 hours.

259
SPC2595 Speech and Debate Practicum
1 credit hour(s) | Spring This course is designed to help students master the various parts of competitive intercollegiate speech and debate. Students whom enroll in this course are afforded the opportunity to compete on the college's nationally-recognized speech and debate team. Areas of instruction include traditional debate, oral interpretation of literature (acting), and public speaking. Students do not need to have prior experience in the activity. This course may be repeated for additional college credit. Contact: 3 hours.

SPC2608 Public Speaking
3 credit hour(s) | Fall | Spring | Summer Prerequisite(s): SPC1017 is recommended, but not required. 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. Lecture: 3 hours.

Sports Management

SPM2000 Introduction to Sports Management
3 credit hour(s) | Fall | Spring | Summer Examines 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. Areas to be studied include leadership, staffing, budgeting, marketing, planning, controlling, and liability. Provides a practical base of management principles to prepare students for an entry-level position. Contact 3 hours.

Theater

THE2000 Theatre Appreciation
3 credit hour(s) | Fall | Spring | Summer Prerequisite(s): grade of C or better in ENC1101. This introductory course encompasses theatre history, theatre as a form of art and script analysis. It also deals with the various aspects that come together to form a theatrical production. Lecture: 3 hours. Substantial writing component. Fulfills state writing requirement. Satisfies the general education Humanities State Core requirement.

THE2090 Play Production
1 credit hour(s) | Fall | Spring | Summer 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 credit hour(s) | Fall | Spring | Summer Prerequisite(s): satisfactory completion of the general education communications requirement. Designed to survey the development of theater from classical to contemporary, with emphasis on the relationship between theatre genres and styles and cultural and societal influences. The material will include the reading of selected dramatic forms. Lecture: 3 hours. Substantial writing component. Fulfills state writing requirement. Satisfies the general education humanities requirement.

TPA1200 Introduction to Stagecraft
3 credit hour(s) | Fall | Spring TPA1200 provides an opportunity for students to apply basic theories in technical theatre. Students will have the opportunity to study academic and aesthetic theories in scenic design, lighting design, set construction and prop construction and then create physical models, designs and layouts to illustrate their proficiency. Lecture: 2 hours. Lab 2: hours.

TPP2110 Fundamentals of Acting
3 credit hour(s) | Fall | Spring Prerequisite(s): Suggested ORI 2000 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 credit hour(s) | Spring Prerequisite(s): completion of TPP2110. The focus of this course is on performance skills for the actor, including in-depth character and scene study and certain staging techniques. Designed for the serious theatre student and includes studies in various acting styles. Lecture: 3 hours. Lab: 3 hours.

TPP2120 Creative Improvisation
2 credit hour(s) | Fall | Spring Introductory course in acting 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.

**TPP2250 Introduction to Musical Theatre**
3 credit hour(s) | Fall Introduction to the practical skills needed in musical theatre performance as applied to the study of voice and dance. Preparation and performance in song and dance ensemble in musical revues and cabaret; development of style, interpretation and flexibility. Contact: 3 hours.

**Welding**

**PMT0106 Introduction and Oxyacetylene Welding**
0 credit hour(s) | Fall | Spring | Summer Corequisite(s): PMT0112, PMT0121, PMT0126.
This course is comprised of two essential components: craft safety and introduction to welding. This foundation course will familiarize students with the craft, basic shop skills, basic and intermediate oxyfuel gas cutting principles and practices, basic mathematical skills related to the craft, and the science of welding. Emphasis will be placed on students learning craft safety, and students will complete the OSHA 1926 10-hour safety module. Contact: 90 clock hours. Additional fee. Does not count toward A.A. or A.S. degree.

**PMT0112 Advanced Specialty Oxyacetylene Welding**
0 credit hour(s) | Fall | Spring | Summer Corequisite(s): PMT0106, PMT0121, PMT0126.
This course will build on oxyfuel gas cutting principles and practices. Students will also learn arc cutting techniques. Contact: 90 clock hours. Additional fee. Does not count toward A.A. or A.S. degree.

**PMT0121 Shielded Metal Arc Welding**
0 credit hour(s) | Fall | Spring | Summer Corequisite(s): PMT0106, PMT0112, PMT0126.
This course is comprised of an introduction to basic shielded metal arc welding (SMAW) principles and practices. Contact: 70 clock hours. Additional fee. Does not count toward A.A. or A.S. degree.

**PMT0122 Shielded Metal Arc Welding High Technology Skills**
0 credit hour(s) | Fall | Spring | Summer Prerequisite(s): PMT0106, PMT0112, PMT0121, PMT0126. Corequisite(s): PMT0130, PMT0134, PMT0164.
This course is comprised of advanced shielded metal arc welding (SMAW) high technology skills and SMAW pipe welding. Contact: 105 clock hours. Additional fee. Does not count toward A.A. or A.S. degree.

**PMT0126 Advanced Shielded Metal Arc Welding (ASMAW)**
0 credit hour(s) | Fall | Spring | Summer Corequisite(s): PMT0106, PMT0112, PMT0121.
This course is comprised of advanced shielded metal arc welding (SMAW). Contact: 90 clock hours. Additional fee. Does not count toward A.A. or A.S. degree.

**PMT0130 Introduction to MIG**
0 credit hour(s) | Fall | Spring | Summer Prerequisite(s): PMT0106, PMT0112, PMT0121, PMT0126. Corequisite(s): PMT0122, PMT0134, PMT0164.
This course is an introduction to metal inert gas (MIG) welding. Contact: 65 clock hours. Additional fee. Does not count toward A.A. or A.S. degree.

**PMT0131 TIG Welding**
0 credit hour(s) | Fall | Spring | Summer Prerequisite(s): PMT0106, PMT0112, PMT0121, PMT0126, PMT0164, PMT0122, PMT0130, PMT0134. Corequisite(s): PMT0138, PMT0145.
This course is an introduction to tungsten inert gas (TIG) welding. This beginning course emphasizes the principles involved in the operation of TIG equipment. Contact: 115 clock hours. Additional fee. Does not count toward A.A. or A.S. degree.

**PMT0134 MIG Welding**
0 credit hour(s) | Fall | Spring | Summer Prerequisite(s): PMT0106, PMT0112, PMT0121, PMT0126. Corequisite(s): PMT0122, PMT0130, PMT0164.
This course includes metal inert gas (MIG) welding of open butt joints and welding in the flat angular, vertical and horizontal overhead positions. Contact: 105 clock hours. Additional fee. Does not count toward A.A. or A.S. degree.

**PMT0138 Specialty TIG**
0 credit hour(s) | Fall | Spring | Summer Prerequisite(s): PMT0106, PMT0112, PMT0121, PMT0126, PMT0164, PMT0122, PMT0130, PMT0134. Corequisite(s): PMT0131, PMT0145.
This course focuses on the principles of tungsten inert gas (TIG) welding of nonferrous metals. Sketches, drawings, blueprints and math competencies are included. Contact: 110 clock hours. Additional fee. Does not count toward A.A. or A.S. degree.

**PMT0145 GMAW Flux Core Arc Welding**
0 credit hour(s) | Fall | Spring | Summer Prerequisite(s): PMT0106, PMT0112, PMT0121, PMT0126, PMT0164, PMT0122, PMT0130, PMT0134. Corequisite(s): PMT0131, PMT0138.
This course introduces flux core arc welding (FCAW) and emphasizes the principles involved in the operation
of metal inert gas (MIG) equipment. This course includes welding of open butt joints in the horizontal, vertical and overhead positions. Contact: 125 clock hours. Additional fee. Does not count toward A.A. or A.S. degree.

**PMT0164 Fabrication of Metal Products Using Shielded Metal Arc Welding**

0 credit hour(s) | Fall | Spring | Summer
Prerequisite(s): PMT0106, PMT0112, PMT0121, PMT0126.
Corequisite(s): PMT0122, PMT0130, PMT0134.
This course focuses on the fabrication of tubing systems and metal framing. Sketches, drawings and blueprints are included. Math competencies are used extensively in this course. Contact: 85 clock hours. Additional fee. Does not count toward A.A. or A.S. degree.

**PMT0165 SMAW Pipe Welding**

0 credit hour(s) | Fall | Spring | Summer
Corequisite(s): PMT0171, PMT0174
This course emphasizes intermediate principles of welding pipe using shielded metal arc welding (SMAW). Fabrication and welding of pipe in the 1G to 6G positions are stressed. Contact: 125 clock hours. Additional fee. Does not count toward A.A. or A.S. degree.

**PMT0166 Heavy Wall Pipe Welding**

0 credit hour(s) | Fall/Spring/Summer
Prerequisite(s): PMT0165, PMT0174, PMT0171
Corequisite(s): PMT0173, PMT0190
This course will provide instruction on advanced techniques in heavy wall pipe welding. Contact: 125 clock hours. Additional fee. Does not count toward A.A. or A.S. degree.

**PMT0171 Gas Tungsten Arc Pipe Welding**

0 credit hour(s) | Fall | Spring | Summer
Corequisite(s): PMT0165, PMT0174.
This course emphasizes principles of welding pipe using advanced gas tungsten arc welding (GTAW) processes. Fabrication and welding of pipe in the 1G to 6G positions are stressed. Contact: 125 clock hours. Additional fee. Does not count toward A.A. or A.S. degree.

**PMT0173 Gas Metal Arc Pipe Welding**

0 credit hour(s) | Fall | Spring | Summer
Prerequisite(s): PMT0165, PMT0171, PMT0174.
Corequisite(s): PMT0166, PMT0190.
This course emphasizes principles of advanced gas metal arc welding (GMAW) or metal inert gas (MIG) welding process for pipe. Contact: 125 clock hours. Additional fee. Does not count toward A.A. or A.S. degree.

**PMT0174 Introduction to Pipefitting and Pipe Fabrication**

0 credit hour(s) | Fall | Spring | Summer
Corequisite(s): PMT0165, PMT0171.
This course is an introduction to basic, intermediate and advanced pipefitting fabrication techniques. Contact: 125 clock hours. Additional fee. Does not count toward A.A. or A.S. degree.

**PMT0190 Emerging Technologies in Welding**

0 credit hour(s) | Fall | Spring | Summer
Prerequisite(s): PMT0165, PMT0171, PMT0174.
Corequisite(s): PMT0173, PMT0166.
This course provides instruction on emerging techniques in welding, including pulse welding, robotics, submerged welding, adaptive welding and hybrid laser-arc welding. The content emphasizes specific careers and workforce needs in the welding industry. Contact: 125 clock hours. Additional fee. Does not count toward A.A. or A.S. degree.